

**Karuk Tribe – Health Board Meeting
February 14, 2019 – Meeting Minutes**

Meeting called to order at 10am by Chairman Attebery.

Present:

Russell “Buster” Attebery, Chairman
Robert Super, Vice-Chairman (Video-Conferencing) (10:04am)
Michael Thom, Secretary/Treasurer
Renee Stauffer, Member at Large (10:07)
Arch Super, Member at Large
Wilverna Reece, Member at Large
Alvis “Bud” Johnson, Member at Large
Kristen King, Member at Large

Absent:

Charron “Sonny” Davis, Member at Large (excused)

Prayer was done by Arch Super and Buster read the Mission Statement.

Agenda:

Michael Thom moved and Verna Reece seconded to approve the agenda, 5 haa, 0 puuhara, 0 pupitihara.

Arch asked about Robert attending the meeting by video-conferencing and he reported that he is only attending the meeting for a portion.

Consent Calendar:

Arch Super moved and Michael Thom seconded to approve the consent calendar items, 5 haa, 0 puuhara, 0 pupitihara.

Minutes of January 10, 2019:

Arch Super moved and Bud Johnson seconded to approve the minutes of January 10, 2019, 7 haa, 0 puuhara, 0 pupitihara.

Guests:

Leslie Harrison and April Attebury (video-conferencing):

Staff presented letters of support for the Quartz Valley Tribe and the Yurok Tribe letters for those Tribes’ CTAS proposals. Arch asked that April brief the letters for the Council because they just received the letters. April reported that the letters are that the Karuk Tribe supports their proposals. Emma Lee reviewed the letters of support and noted that they don’t provide any commitment from the Tribe for resources or funding and is not in contradiction or competition in the Tribes services or proposals. Josh asked April if in the future QVIR or Yurok Tribe is applying for if they will provide letters to support the Karuk Tribe. April noted that they provide support letters for the Karuk Tribe’s CTAS applications already.

Michael Thom moved and Renee Stauffer seconded to approve the QVIR support letter for CTAS, 7 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Renee Stauffer seconded to approve the Yurok support letter for CTAS, 7 haa, 0 puuhara, 0 pupitihara.

Robert Super moved and Bud Johnson seconded to approve the QVIR support letter for another CTAS purpose area, 7 haa, 0 puuhara, 0 pupitihara.

Dorcas Harrison, Administrative Clerk:

Dorcas is present to seek approval of procurement for a courier vehicle. It is in the budget and signed off by compliance and fiscal.

Michael Thom moved and Verna Reece seconded to approve procurement for the purchase of a courier vehicle, 7 haa, 0 puuhara, 0 pupitihara.

Ryan Hammer, Construction Manager:

Ryan is present to seek approval for electric work to be completed at the log building. Ryan presented procurement and contract 19-C-035 with Mercier Electric. Robert asked for a timeline on the project and Ryan reported that there is a timeline.

Arch Super moved and Michael Thom seconded to approve procurement and contract 19-C-035, 7 haa, 0 puuhara, 0 pupitihara.

Ryan then presented modification (1) to contract 18-C-059 for the DNR renovation project. The cost has gone up due to factors that arose in the plans being developed. Kristen asked why the kitchen is being remodeled. Ryan noted that they identified that as a need. Emma Lee reported that it is off the main education center portion as well which is getting remodeled. Emma Lee noted that they will be submitting proposals for additional grant funding. Josh noted that the staff will go after grants to assist. Emma Lee noted that transportation dollars, ICDBG and then another portion of funding from the Council discretionary budget is the overall project budget. The bid came in low enough so DNR decided to add some things but now the costs are over the budget due to the plans being completed. The original contract there was items left out. Josh noted that no, it wasn't planned there were only conceptual designs and now final plans have a more defined budget. Majority of the modification is from transportation. Misty has over \$300,000 committed to this project as well as the Council portion and pending grant funds.

Kristen King moved and Renee Stauffer seconded to approve modification (1) to contract 18-C-059, 7 haa, 0 puuhara, 0 pupitihara.

Emma Lee Perez, Compliance Specialist:

Emma Lee is present to seek approval of a VISA for Susan Beatty for \$1,500. Arch asked why she needs a card now. Rondi noted that no one in that department has a VISA. Arch noted that the Council will discuss VISA's overall for the Tribe later, but understands why Susan needs one.

Arch Super moved and Michael Thom seconded to approve a VISA for Susan Beatty, 7 haa, 0 puuhara, 0 pupitihara.

She then presented procurement for the DNR project. It is for a SIM table. It was written into the grant but still requires procurement due to the cost. They are requesting 50% down and final 50% upon delivery and install.

Kristen King moved and Bud Johnson seconded to approve procurement and paying 50% upfront, 7 haa, 0 puuhara, 0 pupitihara.

Language:

chímiha / chímihi- to agree, to consent

nu- marker used for 'we' (subject) without an object, for 'we' (subject) acting on 'him/her/it/'them' (object);

ikyáviichva / ikyavíichvu- to work

Arch noted that Pat was asking for River Runner which Arch translated for her.

Old Business:

Arch asked about a grant for software and there would be further training from CRIHB for staff. He asked if Dr. Lew was able to get it. The dental program was awarded CRIHB funding for staff training. Arch then noted that one of the providers in Happy Camp retired and asked if there was another provider. Dr. Lew noted that yes; the dentist is on board and working full time.

Arch asked about additional services for dental services and that will come back in May. Dr. Lew noted that there isn't infrastructure for those services prior to moving to that. They will discuss different aspects of those services.

Kristen asked if Dr. Young-Tripp is obtaining the certification. Dr. Vasquez and Dr. Hess are prescribing and Dr. Vasquez wasn't sure if Dr. Young-Tripp is going to need training to prescribe.

Pat had questions about noise and confidentiality in the new building in last month's report. Michael made suggestions about music playing in the building. Pat reported that the staff has used a fan for noise so that is helping in the interim. They will be looking at more long term options at a later time.

Pat had a question about TeleHealth prescribing for soboxen. Dr. Vasquez will review this.

Arch asked about the Orleans server repairs. Those were completed.

Dr. Lew, Dental Director:

Dr. Lew is present by Video-Conferencing to provide her report. She noted that the month of February is national children's dental health. There were posters provided in Yreka and Happy Camp promoting good dental health of children. This created a lot of services for the dental program and they are anticipating additional services and events for children to get involved in the community.

She would like to provide a gift acknowledging the dental program. They want to appreciate all dental team members.

Dr. Lew provided an update on services provided in Happy Camp while staff is on leave. Jessica is providing support services during staff shortages.

She noted that the staff shortage didn't decrease revenue because the staff is still seeing many patients and they are covering during the leaves of absence.

She presented the new dental fees for the dental program. Arch asked who the dental fees were reviewed by. Eileen and Dr. Lew reviewed the fees. Dr. Lew explained that the fees were updated to be comparable to other dental offices. Arch asked if there was a percentage on fees. Dr. Lew no, they aren't changed a lot.

Arch Super moved and Renee Stauffer seconded to approve the 2019 dental fee schedule, 7 haa, 0 puuhara, 0 pupitihara.

She will present the sliding fee schedule for HRSA once that is completed.

Michael Thom moved and Renee Stauffer seconded to approve Dr. Lew's report, 7 haa, 0 puuhara, 0 pupitihara.

Dr. Vasquez, Medical Director:

Dr. Vasquez is present by video-conferencing to provide his report. He noted that they are doing several projects in the health program. Such as fit-bits to track exercise and diabetic projects for patients. They will add services with BMI.

Prescriptions had some challenges with a pharmacy closing down but they are working on this.

Verna Reece moved and Kristen King seconded to approve Dr. Vasquez's report, 7 haa, 0 puuhara, 0 pupitihara.

Darryl McBride, Activities Director:

Report provided, not present. No dates, age groups, participation numbers, basketball, etc were included in the report. The Council will ask for additional information in reports that include sign-in sheets for data collection if necessary.

Kristen King moved and Kristen King seconded to approve Darryl's report, 5 haa, 0 puuhara, 0 pupitihara.

Josh Stanshaw, Operations Manager:

Josh is present to provide his report by video-conferencing. Since his last day is tomorrow he provided an overview of his projects that he has been working on for the past few years. He first updated the Health Board on record retention and moving to electronic conversion. It will be a large project and expensive. He will leave behind more detailed information for whoever precedes him. Buster noted that there are other organizations that have moved to electronic records and perhaps the Tribe can review those facilities. Josh reported that the Tribe would need an attorney to decide retention. When EHR was launched there was no process put into place to scan old records into the system.

Josh then noted that ACQI approved a change to the orientation policy and once it is completed then staff will get annual training and new hires will get that training.

The Yreka Clinic flooring project was ongoing. There was a manufacturing defect which was fixed in the common areas but the offices still need done. Cindy Hayes will be taking on the flooring project.

Michael thanked Josh Stanshaw for stepping up when the Health Board needed him and thanked him for his service. Buster also agreed and thanked Josh for his service and wish him the very best.

Verna Reece moved and Bud Johnson seconded to approve Josh's report, 6 haa, 0 puuhara, 0 pupitihara.

Cindy Hayes, Yreka Clinic Office Manager:

Cindy is present via video-conferencing to provide her report. She updated the health board on patient visit numbers, transportation services, and overall operations.

Michael Thom moved and Renee Stauffer seconded to approve Cindy's report, 6 haa, 0 puuhara, 0 pupitihara.

Pat noted that they were told that they wouldn't have access to a transporter for rehabilitation services, she now has heard in Cindy's report there will be, so she would like to know who to contact for that service. Cindy advised that it would be Sherile.

Pat Hobbs, Children & Family Services:

Pat is present via video-conferencing to provide her report. She thanked Josh Stanshaw for his work.

She first noted that there will be services for group being provided in Orleans. They lost a Social Worker in Orleans due to resignation but they will seek a replacement.

Robert entered the meeting at 11:20am

She first sought approval of a Senior Resident position description. The position will live in the transitional home. It was reviewed by TERO, HR, and Loretta. Arch asked about the position description and its classification. Arch noted that there was an error in the position description. It is considered full time. Arch would like the position description to note part time and sought clarification on the background checks. The position description will be tabled.

She then presented a contract with Nean's Cleaning.

Arch Super moved and Renee Stauffer seconded to approve contract 19-C-037, 7 haa, 0 puuhara, 0 pupitihara.

She then presented 19-A-026 between KTHA and Social Services for the Men's Transitional home.

Arch Super moved and Michael Thom seconded to approve agreement 19-A-026, 7 haa, 0 puuhara, 0 pupitihara.

She then sought approval of a letter of support for the County needle exchange. It is a support letter for Siskiyou County Behavioral Health.

Renee Stauffer moved and Michael Thom seconded to approve a support letter with Siskiyou County Behavioral Health syringe project, 7 haa, 0 puuhara, 0 pupitihara.

She then sought approval of a VISA for Darlene Navarro.

Michael Thom moved and Robert Super seconded to approve a VISA for Darlene Navarro in the amount of \$1,500, 7 haa, 0 puuhara, 0 pupitihara.

She then sought approval of operational agreements with different entities. She first presented 19-A-034 Humboldt County Victim Witness.

Arch Super moved and Verna Reece seconded to approve agreement 19-A-034, 7 haa, 0 puuhara, 0 pupitihara.

She then presented 19-A-035 with Siskiyou County Office of Education. She will review an option for Klamath Unity School District. The review sheet shows today's date but the document is dated October 2018. It was reported that the date is accurate but it should have been presented earlier.

Arch Super moved and Renee Stauffer seconded to approve agreement 19-A-035, 7 haa, 0 puuhara, 0 pupitihara.

She then presented 19-A-036, also an operational agreement.

Arch Super moved and Michael Thom seconded to approve agreement 19-A-036, 7 haa, 0 puuhara, 0 pupitihara.

Verna Reece moved and Arch Super seconded to approve Pat's report, 7 haa, 0 puuhara, 0 pupitihara.

Babbie Peterson, Orleans Clinic Manager:

Babbie is not present, report provided.

Renee Stauffer moved and Arch Super seconded to approve Babbie's report, 7 haa, 0 puuhara, 0 pupitihara.

Lessie Aubrey, Grants, Agreements, Accreditation:

Lessie is present to review her report. Lessie overviewed her quality reports. The Suicide project where Pat reviewed background checks seems high, so Pat was going to re-check those numbers. Post Op Instruction in dental charts is a project that Susan Beatty monitors. Their goal is 90% and they are current at 85%. Hypertension report, Orleans access to care report and Diabetic eye exam reports were all tabled.

Meeting 20 out of 26 GPRA measures are the best the Health Program has done and she thanked Sheila Super for this excellent work. She announced that when there was an AAAHC survey they needed a multi-site CLIA permit. She has been working since August to obtain the permit. She has not gotten them to work with her after she submitted the application. The State must provide the permits. The individual permits are going to expire. Buster would like to apply for single permits and he will assist Lessie in connecting with the agency to get contact on who can issue a multi-site permit. Buster and Lessie will make some calls tomorrow.

Lessie is very proud of Sheila and her work and reported that Jodi her trainee and she is doing very well.

Renee Stauffer moved and Arch Super seconded to approve Lessie's report, 7 haa, 0 puuhara, 0 pupitihara.

Emily Kinsella, RPMS Site Manager:

Emily is present to review her report. She noted the visit count. The ISSA training is going well and there are several staff that have complied with the requirement. The Health Board is required to do the training as well.

Renee Stauffer moved and Michael Thom seconded to approve Emily's report, 7 haa, 0 puuhara, 0 pupitihara.

Closed Session:

Renee moved and Arch Super seconded to approve for CHS Case #312 from PRC, 6 haa, 0 puuhara, 0 pupitihara.

Anna will call and discuss services with the company. Health Board discussed additional funding needs for PRC.

Rondi Johnson, Health CEO:

Rondi has no action items and submitted her report. She followed up with the CHR report and noted that there is some progress for CHR and outreach. Jessica English is passionate about her position and will be having some accountability for CHR/Elders. Requests to have visits to Elders shall be referred to Jessica.

Kristen will refer Tribal Member to Josh for follow up.

Rondi will refer CHR inquiries to Pat. Arch noted that there needs to be discussion about this. Adding discussions regarding housing for elders is important.

Exit interview will be conducted with Josh Stanshaw.

Renee Stauffer moved and Kristen King seconded to approve Rondi's report, 6 haa, 0 puuhara, 0 pupitihara.

Susanna Greeno:

Report provided, not present.

Michael Thom moved and Renee Stauffer seconded to approve Susanna's report, 6 haa, 0 puuhara, 0 pupitihara.

Closed Session:

Michael Thom moved and Renee Stauffer seconded to approve Care Learning policy 03-001-130, 5 haa, 0 puuhara, 1 pupitihara (Arch Super).

Informational: employee disciplinary action will include leave and completion of work and then return and stay up to date on work.

Arch Super moved and Renee Stauffer seconded to approve travel for 9 patients to diabetic training May 29-31, 2019, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Kristen King seconded to approve the 2019 Medical Fees, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Kristen King seconded to approve the revised Accounts Receivable Clerk position description, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Arch Super seconded to approve waiving the interview policy and accept Health CEO recommendation of placement for internal applicant, 5 haa, 0 puuhara, 1 pupitihara (Arch Super).

Informational: incident reports were provided for the month.

Informational: previous employee provided background information and a request to have the matter reviewed.

Arch Super moved and Renee Stauffer seconded to approve the health financial report, 6 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Michael Thom seconded to approve the RPMS Site Manager position description, 6 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Kristen King seconded to approve Change Order (18) for RRC, \$81,159, 6 haa, 0 puuhara, 0 pupitihara.

Kristen King moved and Renee Stauffer seconded to approve signing on letter from Craig, 5 haa, 0 puuhara, 1 pupitihara (Arch Super).

Arch excused from the meeting.

Consensus: Issue notice for the General Counsel to review information provided regarding Council Member.

Arch re-entered the meeting.

Renee Stauffer moved and Michael Thom seconded to approve Judy Waddell to attend Kansas travel, 5 haa, 0 puuhara, 1 pupitihara (Arch Super).

Informational: Cultural Leave policy shall be reviewed.

Informational: Honor tax shall be finalized at the Planning Meeting.

Informational: The ED shall obtain a report from the DNR Director including conferences/trainings attended, Siskiyou County Meetings, staffing updates, projects ongoing with water, ESA listing, and report back at the DNR meeting.

Arch Super moved and Kristen King seconded to approve the revised Oral Healthcare Coordinator position description, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Kristen King seconded to approve C&P for Dr. Tyson, 6 haa, 0 puuhara, 0 pupitihara.

Informational: the Chairman reminded Council and staff to fact check items or obtain direct reports from persons rather than following hearsay.

Renee Stauffer moved and Verna Reece seconded to approve Kristen King to China should she choose to attend, 5 haa, 1 puuhara (Arch Super), 0 pupitihara.

Next Meeting: April 11, 2019 at 10am in Happy Camp.

Arch Super moved and Renee Stauffer seconded to adjourn at 4:49pm.

Respectfully Submitted,

Russell "Buster" Attebery, Chairman

Recording Secretary, Barbara Snider