

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

**Meeting called to order at 10am by Chairman Attebery.**

**Present:**

Russell Attebery, Chairman  
Robert Super, Vice-Chairman  
Arch Super, Member at Large  
Wilverna “Verna” Reece, Member at Large  
Renee Stauffer, Member at Large  
Alvis “Bud” Johnson, Member at Large  
Charron “Sonny” Davis, Member at Large  
Kristen King, Member at Large

**Absent:**

Michael Thom, Secretary/Treasurer (excused)

**Prayer was completed by Sonny Davis and Buster Attebery read the Health Mission Statement.**

**Agenda:**

Verna Reece moved and Renee Stauffer seconded to approve the agenda with changes, 7 haa, 0 puuhara, 0 pupitihara.

**Consent Calendar:**

Arch noted that he hopes that staff is being hired with the qualifications of the position descriptions and that they have been employed for a minimum of six months before being sent to several travels. Arch would like to pull one consent calendar item for out of state travel for a recently hired staff member.

Arch Super moved and Renee Stauffer seconded to approve the consent calendar removing one out of state travel for further discussion, 7 haa, 0 puuhara, 0 pupitihara.

**Minutes:**

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

**Guests:**

**1) April Attebery / Emma Lee Perez:**

April presented agreement 19-A-037 which is an agreement between the Karuk Tribe and Scott Valley Resource Center. It is an agreement to work together to share information and resources. Basically Judicial is utilizing space in their facility to provide services to participants in the Youth Wellness Court.

Renee Stauffer moved and Renee Stauffer seconded to approve agreement 19-A-037, 7 haa, 0 puuhara, 0 pupitihara.

April then provided her next action item which is procurement and contract 19-C-040 with Jennifer Johnson. It is with an independent contractor who responded to the RFP for services. It is funded through different grants and resources that the Judicial Department has available.

Arch Super moved and Renee Stauffer seconded to approve procurement and authorize approval of contract 19-C-040, 7 haa, 0 puuhara, 0 pupitihara.

**2) Trista Parry, Grant Writer:**

Trista is present to provide information on the ICDBG grant proposal. She provided a draft proposal for the Council to review. She is working on obtaining needed information from other departments. She needs information on ongoing operational costs and a cost estimate from the architect doesn't have the parking lot broken out as a separate item, so that will be updated.

Rondi is an active participant in this project and providing great input. The proposed budget is at \$1,916.906.

She doesn't need anything approved today but she wanted to provide information to the Health Board as soon as possible since this timeline is 30 days.

In the next phase a dental office may be added on, where the adjoining kitchen and staff room could share in the facility. Buster asked where the expansion of the dental clinic would be. Trista noted that the clinic is on the design and then a dotted box is the potential dental facility at some point. There will be a separate waiting room design for dental and medical.

Buster thanked Trista and noted that the Health Board is grateful for her work on this.

**3) Sinead Talley, Grants, Agreements, Contracts:**

Sinead is present to seek approval of the Ford Family Foundation grant. She is present to seek approval of resolution 19-R-016. It is a three year project to support an outreach coordinator position at the DNR. It would be that the coordinator would do a lot of publication and outreach primarily with WKRP. They will also work on climate adaptation planning and ongoing projects with Yurok and Hoopa Tribes. There will be additional duties added as needed from DNR.

The position description request was brought to Sinead's attention. Sinead noted that it is a new position so they will be working on a new position description and they are taking time on how to structure those roles. Bill is providing feedback on that position description and they will provide that document at the next meeting.

Kristen asked if there will be any grant writing in the position description. Sinead noted that that is not allowed in foundation funding. It will be an outreach and sustainability coordinator role which will build DNR capacity and provide longevity to the positions and operations at DNR.

Robert asked if there is office space for this position. Sinead noted that space is a big question right now, but they will discuss the option and she notes that they are unsure where the position will fit in at this time, but it is needed.

Buster asked that this proposal will create a position that will be paid from this foundation funding. Buster asked if the position description is required before submittal. Sinead noted that it is not required from the foundation but realizes they need it. The deadline for submission has been extended for months, so waiting for a position description may put it further behind. This funding opportunity was released in October. They will draft a position description at a later time.

Arch Super moved and Sonny Davis seconded to approve resolution 19-R-016 Ford Family Foundation grant, 7 haa, 0 puuhara, 0 pupitihara.

**Language:**

Huutkitch "How are you?"

Arch responded “Tunni Huuvadia” it means I’m hungry.

**Old Business:**

Arch noted that the meeting last month Ryan reported that the DNR remodel is going to begin on March 18<sup>th</sup>. It should be done and finalized by September with the entire project. He asked if that is ongoing. It was reported that it is slated to begin.

Arch also asked about Pat Hobbs and TeleHealth prescribing and Dr. Vasquez was going to review this item. Pat has not heard any updates and Dr. Vasquez is not present. Rondi will follow up on that item. Jeanna noted that it was discussed and tabled at yesterday’s meeting.

Arch noted that Dr. Lew wanted to provide a gift to all dental team members so he inquired if that was done. They received uniforms and took a beautiful picture and will submit to Indian Health Services.

Darryl is not present but there are questions. Arch noted that the Council asked for additional information that includes sign in sheets, client numbers, etc. Darryl sent some documents to the Council last week and provided that information. Prior to every event there were sign in sheets so he sent in rosters of participants. Buster noted for example the baseball clinic, he was unaware of it so earlier advertisement might be better. Darryl reported that that event was on Thursday the same day his report was due, so he will circle back and provide those sign-in sheets with his next report.

Arch inquired about the floor project and its completion at the Yreka Clinic. Rondi reported that it is almost complete and they have one more room to complete.

All three social worker positions are filled at this time. However, Jessica has resigned but Pat will need to provide additional information to better recruit for the replacement.

Pat noted that she did not send the Senior Resident Position Description to TERO/HR and it is pending. It will need to be presented at the Council Meeting or possible phone vote once it is complete.

**Director Reports:**

**1) Dr. Lew, Dental Director:**

Dr. Lew is present by video-conferencing in Yreka to provide her report. She noted that last week she attended a County Meeting to collaborate on services to provide. Dr. Lew noted that the cost of cigarettes and \$2 per pack is taxes for Federal Healthcare. Dr. Lew noted that Proposition 56 has this funding. Siskiyou County has a local health department and they have an employee that is new. The Karuk Dental Clinic is the most services provided and the County is very appreciative of the services the dental program provides. Through the DTI program there are services for children to access the dental program to receive services.

Dr. Lew provided information on outreach that is done for the kids and it helps to engage the youth in developing good habits.

Dr. Lew reported that all the uniforms were ordered and they looked very nice on the staff.

Staffing for Happy Camp Dental is down with two vacancies. For services Jessica Courts provided coverage in Happy Camp for 8 weeks and that saved services for the community during staff shortages. She is also the DTI coordinator. She is drastically increasing services to the youth and during this progression she is positive that the DTI program will be extended. She is hopeful to receive additional funding and it’s important to provide that services to the communities.

There is new staff in Happy Camp and today in the afternoon there will be interviews for the receptionist position in Yreka dental. There is a CRIHB grant awarded for Happy Camp and they are working on obtaining new chairs for Happy Camp Dental.

CRIHB has funded Dentrax education but fiscal needs to complete some documents before it can be implemented.

Robert asked if there is a person that can come in to cover dentists that call in sick. Robert asked if there are any providers that can provide coverage during staff calling in sick. Dr. Lew noted that it is difficult to guess the coverage when there is staff that call in sick. If there is planned leave then the dental program can provide coverage. There are also relationships in care with provider and client and not all clients may want to see different providers.

Kristen asked what the plan for Orleans youth is regarding DTI. Dr. Lew noted that Dr. Meja started in January and she is catching up. Orleans Elementary needs further discussions and she will come up with a plan to provide services. It is Humboldt County so they may only provide some services through Siskiyou County, but she will work on that issue and report back to the Health Board.

Verna Reece moved and Arch Super seconded to approve Dr. Lew's report, 6 haa, 0 puuhara, 0 pupitihara (Robert absent for vote).

*Arch excused from the meeting at 11am*

Rondi provided copies of procurement which is signed off. It is two chairs for dental which will provide better services for the patients. It is a dental chair, assistant chair, and overhead light. It is for room one and room two. The equipment they have is outdated and old.

Robert Super moved and Verna Reece seconded to approve procurement for the purchase of two dental chairs from Patterson Dental, 5 haa, 0 puuhara, 0 pupitihara (Renee absent for vote).

Verna Reece moved and Renee Stauffer seconded to approve Dr. Lew's report, 6 haa, 0 puuhara, 0 pupitihara.

**2) Dr. Vasquez, Medical Director:**

Dr. Vasquez is not present, report provided. Jeanna Frost announced that she is available to answer questions if anyone should have any. She noted that the discussion regarding TeleHealth saboxone and the pain management contract was tabled. They will be working on a policy for non-health employees of the Tribe to provide Norcan. It has come to the attention that not all employees are comfortable using the medication so they will develop a policy on use so that it is clear and provides a guideline for non-medical employees when they choose to use it.

Verna Reece moved and Sonny Davis seconded to approve Dr. Vasquez report, 6 haa, 0 puuhara, 0 pupitihara.

*Arch returned to meeting.*

**3) Darryl McBride, Children & Family Activities:**

Darryl is present by video-conferencing in Yreka to provide his report. He noted that his recent events will have sign in sheets provided to the Council at a later time. He has them but did not attach them.

He just started receiving equipment for boxing with assistance from a program that Emma Lee administers. Right now there is a date for March 30<sup>th</sup> will be changed due to scheduling conflicts.

Spring Break coming up. In Orleans they are planning a 3 day event. For Happy Camp, they are having an event as well. For Yreka, he is collaborating with Florraine and KTHA for that Spring Break. He is hoping to get 3 youth workers in Happy Camp to provide assistance in Happy Camp and Orleans. Kristen asked what they are going to be doing. Darryl noted that they are trying to determine activities in Orleans. For Happy Camp they are doing basketball, soccer and dodge ball. He did submit a proposal to TANF to assist with Youth Workers to pay for the assistance. Buster reported that he attended the clinic event on Saturday and they were doing the coaches clinic at that time. They did a great job. Buster would like to set up a time so Buster and Darryl can meet to go over projects and in-house assistance that can be shared services that will be set for 3/26 at 9am in Yreka.

Robert asked if Darryl can arrange transportation for Orleans youth. Darryl noted that there are struggles with transportation. There is a Spring League in Medford OR and he would like to participate in that activity but transportation is an issue.

For the Orleans to attend the youth Globe Trotters event he would need to follow up on the transportation needs.

The Youth tournament is coming up in Yreka. They are hoping to obtain several teams and perhaps the AOD program will provide some assistance.

The Youth Leadership Council for both Happy Camp and Yreka will be participating in concessions and raffles at the tournament.

There is some interest in tackle football for Happy Camp parents. He contacted pop warner football league to determine if the youth could eliminate or decrease enrollment fees so youth can participate. There are also some youth in Orleans that play for a Hoopa team. If there is any way to assist in negotiating costs for the youth then to reach out to him and he will discuss it with those leagues as well.

Arch Super moved and Robert Super seconded to approve Darryl's report, 7 haa, 0 puuhara, 0 pupitihara.

**4) Jeanna Frost, Operations Manager:**

Jeanna is present by video-conferencing to provide her report. She first noted that her start date was February 18<sup>th</sup>. She has been very busy since she assumed her new position. She did update the Health Board that she has submitted documents for solar parking lot lights. She will continue to work with Emma Lee on that item.

They are online with Care-Learning. They are working out the bugs on this with IT. Jodi Henderson will do updates and track events for HHS employee education and ongoing needs.

The One Sight program will be done in Siskiyou County and will provide free exams and eye glasses for those who may need them. This service will be done in October and will be held in

Yreka at the Wellness Center. She will be coordinating this item and working with the community to provide information. The goal is to see 900-1200 people in Siskiyou County within one week's time. She will be collaborating with counties and there will be tribal preference, youth and then tribal adults, and then all other school children within Siskiyou County and Orleans Elementary and then adults. It will be a streamlined event but will take a lot of work.

She is excited to announce that the second CHR position in Happy Camp is filled. Krista Reynolds has been hired and will start soon.

She has other items that she is working on that were left from the other Operations Manager.

She will assist with the Senior Center Site Supervisor recruitment and fill in as needed, until staff is brought on board.

The Elders notation of wanting services at the Wellness Center's is needed. There have been more activities in Orleans and Happy Camp than provided in Yreka. Jessica English is going to be working on developing activities that the Elders would like and coordinating some efforts toward what the Elders have identified.

Arch also asked Rondi if the Clinic reports council have the entire word not just acronyms.

Verna Reece moved and Renee Stauffer seconded to approve Jeanna's report, 7 haa, 0 puuhara, 0 pupitihara.

**5) Cindy Hayes, Yreka Clinic Manager:**

Cindy was present, but left due to feeling ill. She did submit her report.

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

**6) Pat Hobbs, Children and Family Services:**

Pat is present by video-conferencing in Yreka to provide her report. She updated the Health Board on the activities of Yreka. There are still concerns with the policies and procedures so they need to be clarified and very vetted before use with the transitional house. The projected opening day will be April 1<sup>st</sup>. She and Loretta will follow up on this.

The other item is the letter of resignation from Koreena Walter. They will need to evaluate recruitment efforts to ensure coverage as well as ongoing oversight. She has some ideas about contracting to provide some clinical oversight for current unlicensed staff.

Renee asked if there will be an exit interview with Koreena. Pat noted that HR has informed her that there will be.

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

**7) Babbie Peterson, Orleans Clinic Manager:**

Not present, report provided. Arch noted that she sent out a clinic workload report and it's listed as confidential but there is no patient information. Rondi noted that its statistical data and its not confidential as noted.

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

**8) Lessie Aubrey, Grants, Agreements, Accreditation:**

Lessie is present to review her report. She overviewed the CQI projects for the Health Board including; KCHC Medical Record Audit, Increase in PAP Smears, Hypertension, New Project Introduction, Update on Patient and Satisfaction Survey. Lessie reported that Sheila has done an excellent job. They are quickly moving toward meeting their goal. They have never reached the goal set at 51.8% but are currently at 44.5% and that is due to Sheila's hard work. For KCHC audit it shows that Robyn Eadie may need more training. Danci will work with Robyn on data collection and determine what is deficient or not. Since Regina Flowers' departure they haven't had a team leader for hypertension. There also are no volunteers to take the project on, so Rondi is going to verify with HRSA if it's a required project. The Patient Satisfaction Survey project doesn't have a committee, so Sheila has been developing a system for selecting patients randomly and has mailed out 43 letters to patients of the Yreka area. She says she would like to explore other options for collection of surveys like in house tablets for patients to complete their surveys.

Lessie noted that Arch had old business and Arch didn't inquire about the CLIA licensing that she previously reported on. Lessie noted that she reported an issue with this and had not made progress after continued efforts. Buster assisted with Lessie and information was shared. Lessie noted that she did receive a response finally and they should have permit within two weeks.

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

**9) Emily Kinsella, RPMS Site Manager:**

Not present, on leave. Jodi will be tracking the compliance with the ISSA training. Rondi asked for an update. Jodi will work on that and provide information by the end of the day.

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

**10) Rondi Johnson, Health CEO:**

Rondi is present to review her report. She followed up that Josh declined to do an exit interview prior to his departure.

She does Monday meetings every Monday so the staff is rallied and goals set for the week. This seems to be working well for her. She and Laura are working on the HRSA budget and they are hoping to have it finalized by April 30<sup>th</sup>. They are submitting paperwork to get new equipment for all facilities.

Buster presented the gift during David Arwood's retirement and the staff appreciated this.

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

**11) Susanna Greeno, Happy Camp Clinic Manager:**

Susanna is present to review her report. During the month the patient count was low and with staff out sick, which contributes to low visit counts. Lab visits are also affected when there is no provider.

Staff is having training to assist with their positive attitudes and team work. There is ongoing coverage needs but the staff did well when people were out of the office due to illness or other reasons.

She hopes to work with the HR, Health CEO, and her Supervisor to seek a MA position. Susanna noted that they can do training positions which have been successful in the past. She believes in training and sometimes identifying an entry level position is fine and allows for advancement for Tribal people or community members.

Renee Stauffer moved and Verna Reece seconded to approve Susanna's reports, 7 haa, 0 puuhara, 0 pupitihara.

**Closed Session:**

Renee Stauffer moved and Verna Reece seconded to approve the Accounts Receivable/Business Office Manager position description, 7 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Verna Reece seconded to approve the medical I & II position description, 6 haa, 0 puuhara, 1 pupitihara (Arch Super).

Informational: Grants, Agreements and Accreditation provided the incident reports for the month.

Informational: Tribal Member will submit EOB's and information to Health CEO for full review on two years back medical bills.

Arch Super moved and Robert Super seconded to approve agreement 19-A-045, 7 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve insurance coverage for the fair booth, 7 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Verna Reece seconded to approve the Health Financial report, 7 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Robert Super seconded to approve credential and privileging for Greg Goodwin, 7 haa, 0 puuhara, 0 pupitihara.

Informational: PRC Case #314 did not contain a denial so no action can be taken.

Robert Super moved and Arch Super seconded to uphold the denial and pay \$1,000 from third party for PRC Case #313, 7 haa, 0 puuhara, 0 pupitihara.

Informational: the Health CEO will work with the CFO on increases with contractor and requirements.

Informational: the Health Board asked that an exit interview be held by the HR Director and Health CEO with employee resigning to determine reasons and corrections needed if any. Also, other health employees will receive exit interviews as indicated.



Informational: the Health CEO will work on rehabilitation services for Tribal Member if denied from Friendship House.

Arch Super moved and Robert Super seconded to approve out of state travel for Loretta Miranda to New Mexico, April 9-13, 2019, 7 haa, 0 puuhara, 0 pupitihara.

Informational: General Counsel provided an overview of the current legal services and firms handling outside items. She will provide written outline of those items.

Consensus: to approve Fatima and Drev to remove their names and to insert Chairman, Josh and Leaf as points of contact regarding Stanshaw Creek.

Informational: Tribal Council will review legal needs vs budgets at their upcoming Planning Session, June 2019.

Informational: Tribal Council will allow for a 6 month contract to provide assistance to the Associate Counsel until a determination is made on next steps.

Consensus: to assign Patrick to the TGC rules & regulations.

Renee Stauffer moved and Robert Super seconded to approve Loretta Miranda access to files/emails of Fatima Abbas, 7 haa, 0 puuhara, 0 pupitihara.

Kristen King moved and Renee Stauffer seconded to approve travel for Arch Super, April 29-May 2, 2019, 5 haa, 0 puuhara, 2 pupitihara (Arch/Verna).

Informational: some staff not attending the Leadership Conference was disappointing and it's noted that they did not attend which directly goes against what the Tribe had set forth.

Renee Stauffer moved and Verna Reece seconded to approve out of state travel for Janine Siatkowski Albuquerque, MN March 31 – April 3, 2019, 7 haa, 0 puuhara, 0 pupitihara.

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

Renee Stauffer moved and Verna Reece seconded to approve adjourn at 3:51pm.

**Respectfully Submitted,**

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**Russell Attebery, Chairman**

**Recording Secretary, Barbara Snider**