

**Karuk Tribe – Health Board Meeting  
June 13, 2019 – Meeting Minutes**

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

**Present:**

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

**Absent:**

None

**Buster read the Mission Statement and Sonny completed a prayer.**

**Consent calendar:**

Arch asked about the contract with CILS that ended in May. It was noted that it was due in May and is now through the process and getting completed.

Renee asked about the cost of the van for over \$100k. Pat provided an explanation about the van from HRSA. It is a mobile clinic, not as large as they initially wanted, but it provides the ability to do outreach and services to the community. Arch asked how many quotes are required for procurement and it was clarified that other agencies were unresponsive.

The lead RDA position description has children noted and it should be a child sensitive position description. The position description also noted that the responsibilities should have “requirements” and not specific responsibilities. There is work that needs done on the position descriptions.

Robert Super moved and Renee Stauffer seconded to approve the consent calendar removing two items for closed session, 8 haa, 0 puuhara, 0 pupitihara. (items 6 & 7 were removed from the agenda, under health).

Renee Stauffer moved and Bud Johnson seconded to approve the agenda with changes, 8 haa, 0 puuhara, 0 pupitihara.

**Minutes of May 9, 2019:**

Pat made corrections of the position descriptions. And noted that the RADT was approved and not the Health intern. Barbara will make that change.

Clarification of the Substance Abuse policies was that they were personnel policies, not the Substance Abuse program policies.

Robert Super moved and Renee Stauffer seconded to approve the meeting minutes, 6 haa, 0 puuhara, 2 pupitihara (Sonny/Robert).

**Guests:**

**1) April Attebury, Judicial Systems:**

April would like to request a VISA for Veronica Rasmussen.

Robert Super moved and Bud Johnson seconded to approve a VISA for Veronica in the amount of \$1,500, 8 haa, 0 puuhara, 0 pupitihara.

**2) Tara Keigen, Community Member:**

Buster noted that Tara is a student of University of Oregon who is doing her dissertation on the marathon in Indian Country. She stood up and introduced her project and the wonderful people she is meeting along the river. She will be completing her work after several interviews and photos, but she thanked the local community for assisting her.

**3) Anthony Ballard, TANF:**

Anthony is present to request a VISA increase to his card.

Kristen King moved and Verna Reece seconded to increase Anthony's VISA to \$5,000, 7 haa, 0 puuhara, 1 pupitihara (Robert Super).

Robert Super moved and Kristen King seconded to increase Cheryl Bearchild's VISA to \$5,000, 8 haa, 0 puuhara, 0 pupitihara.

He then sought a VISA for Michelle Charlesworth. Arch would like to discuss this with the finance department.

He then presented resolution 19-R-061 for the State MOU for TANF.

Kristen King moved and Renee Stauffer seconded to approve resolution 19-R-061, 8 haa, 0 puuhara, 0 pupitihara.

He then sought approval of the Orleans School for the Summer Food Program under agreement 19-A-074.

Renee Stauffer moved and Kristen King seconded to approve agreement 19-A-074, 8 haa, 0 puuhara, 0 pupitihara.

**4) Emma Lee Perez, Contract Compliance:**

Emma Lee presented resolution 19-R-062 for an update to the FEMA Hazard Mitigation Plan. This allows the Tribe to apply for other funding through FEMA. It also allows the Tribe to declare a state of emergency directly to the Federal Government.

Robert Super moved and Verna Reece seconded to approve resolution 19-R-062, 8 haa, 0 puuhara, 0 pupitihara.

**Language:**

Hurry up "chaaymatch"

**Old Business:**

Arch asked Jeanna about Elders for transportation to the reunion. Jeanna and Rondi will be discussing this. This needs to be discussed further. The Smoke policy will be coming at a later time.

Robert asked Jeanna if the Elders Gathering in Eureka is cancelled then what can be done in the communities for the Elders for Thanksgiving. This will be discussed by different departments but the Tribe already provides for elder opportunities for the holidays.

### **Directors Reports:**

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

Dr. Lew is present by video conferencing in Yreka. She explained that there was an evaluation of the dental programs Dentrrix. The Happy Camp waiting room was recently painted and received new furniture. Yreka has new dental units and all four chairs are updated and installed.

She noted that for 8 months the dental program revenue preceded the past year in revenue already. She did note that there is a new medical handbook and anticipated changes will be released and those changes will decrease revenue.

Verna Reece moved and Kristen King seconded to approve Dr. Lew's report, 8 haa, 0 puuhara, 0 pupitihara.

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

Not present, report provided.

Arch Super moved and Renee Stauffer seconded to approve Dr. Vasquez's report, 8 haa, 0 puuhara, 0 pupitihara.

**3) Darryl McBride, Youth & Family Activities Director:**

Darryl is present to provide his report. He needed a VISA increase to \$2,500.

Robert Super moved and Michael Thom seconded to increase Darryl's VISA to \$2,500, 8 haa, 0 puuhara, 0 pupitihara.

For the June 8<sup>th</sup> event there was participation but it wasn't as much participation for Orleans and Happy Camp, which he would like to increase. There were at least 200 people that attended and they will discuss an amateur adult boxing being scheduled.

Darryl is going to work with Cheena to discuss the summer enrichment program. He will be doing soccer, basketball, etc. They will collaborate with Education to have activities. Kristen noted that it is June 24-July 27<sup>th</sup> on the flyer but it actually starts on July 2<sup>nd</sup>.

He would like insurance for the Orleans facility.

Arch Super moved and Renee Stauffer seconded to approve insurance for Orleans Elementary School for the Summer Enrichment Program, 8 haa, 0 puuhara, 0 pupitihara.

In addition to this program he would like to use the computer lab and he will work with Josh on this opportunity. He would like to have insurance for Yreka High School to hold a football clinic. It will be open to all youth.

Robert Super moved and Renee Stauffer seconded to approve insurance for Yreka High School football camp, 8 haa, 0 puuhara, 0 pupitihara.

Waivers are to be signed by all participants.

The Harlem globetrotter's event will be scheduled in July for Happy Camp and Yreka. It will be a free event and TANF is supporting the event as well.

In addition to his position he is going to take on a project to work with the Youth Council and hope to do a fundraiser.

Verna Reece moved and Renee Stauffer seconded to approve Darryl's report, 8 haa, 0 puuhara, 0 pupitihara.

Renee suggested that Darryl notify the Orleans folks about the globetrotter's event before school is out so the information can go home with the kids.

Darryl will have 5 youth workers for his program. Arch noted that there will be some coverage in the summer program. Arch asked if there are activities during the week since there are so many on the weekends. Darryl noted that during the summer there aren't many events during the week because it is hard to get participation. Right now they are focusing on weekend events and summer programs. He is also spending time doing planning for the next year.

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

Jeanna asked to change the agenda and go with Cindy Hayes first to provide coverage for the Yreka Clinic.

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

Cindy is present to provide her report by video conferencing. She provided the patient visit counts for the Yreka providers. She noted that they have been capturing eye exams for diabetics. Staffing is an issue but they are waiting for assistance to get staff hired.

Arch asked about HR setting up interviews. Brittany is working hard in getting interviews ASAP but with youth workers they're pretty behind.

Michael Thom moved and Renee Stauffer seconded to approve Cindy Hayes' report, 8 haa, 0 puuhara, 0 pupitihara.

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

Jeanna is present to provide her report by video conferencing. They recently had an Indian Health Services inspection. It was short notice but was taken care of and there was a report provided on needs identified in the facilities. The Project Summary needs to be signed by Buster. It was referred for internal review.

Jeanna will be working with Josh and Sara on the eye clinic logistics. Jeanna needs to work with staff on the scheduling. They have ongoing requests for their visit. Those costs will be coded to the Health Program.

There was a delay in hiring due to the Youth workers and the firefighters being hired. But they are hoping that gets back on track soon.

There was a diabetic luncheon provided with education from Dr. Hess. She is working with HC and OR to get the diabetic luncheons completed once a month. She is working with staff to ensure education is provided.

There is screening being done for a PHN. They hope to bring one on ASAP.

Telemedicine is going well and there are a lot of services being provided. She updated the Council on outreach services provided in the areas due to power outages and water line breaks.

Arch asked about the CHR reports and notation of requests from Elders. The Elders in Yreka would like a space to visit and have a location identified for their own use. That is ongoing and Jeanna is going to be discussing this with Sara at KTHA. The report of not returning calls is being identified and systems put into place to check messages and return calls. There is a ramp request in Happy Camp and there needs to be follow up on that request. Arch noted that the transportation guidelines as requests come in from Elders would be good to have.

Renee asked what a brown bag service is. Jeanna explained that staff go to Hoopa and pick up groceries and distribute them to the Elders in the community.

Renee Stauffer moved and Verna Reece seconded to approve Jeanna's report, 8 haa, 0 puuhara, 0 pupitihara.

**7) Pat Hobbs, Children & Family Services:**

Pat is present to provide her report by video conferencing. She introduced staff that was recently hired; Frankie Snider and Debbie Bickford.

Pat first presented the mental health intern and the KYS program. They have not been reviewed by HR and TERO. The position descriptions will be tabled until they are reviewed.

Pat noted that she brought the wrong position description and updated the position description for the salary line item for the Substance Use Disorder Program Manager.

Arch noted that consistency in wording on position descriptions should be done. HR and TERO should be catching consistency and formatting. Pat noted that she doesn't know how to write position descriptions very well and needs some training. Arch informed her that there is assistance and the staff should be monitoring for those technical changes as well.

Arch Super moved and Michael Thom seconded to approve the Substance Abuse Disorder Program Manager position description with changes, 8 haa, 0 puuhara, 0 pupitihara.

Pat noted that the van requires a 50% deposit prior to building it. It was included in the contract and approved on the consent calendar.

Pat then provided a policy for drug testing by the staff for clients. This will assist the clients in receiving the tests directly by the Social Workers. Arch had a question on language in the policy. It will be referred for review by legal and further review by the Tribal Council.

She then asked for a VISA for Debbie Bickford for \$5,000.

Robert Super moved and Kristen King seconded to approve a VISA for Debbie Bickford, 8 haa, 0 puuhara, 0 pupitihara.

Buster was sorry to see Frankie leave and welcomed her and Debbie Bickford to the Tribe. It is nice to see Debbie return and be a part of the team.

Renee Stauffer moved and Robert Super seconded to approve Pat's report, 8 haa, 0 puuhara, 0 pupitihara.

**5) Tonia Bergin, Orleans Clinic Manager:**

Tonia is not present, report provided. Providers are rotating through Orleans to provide services.

Michael Thom moved and Renee Stauffer seconded to approve Tonia's report, 7 haa, 0 puuhara, 0 pupitihara (Robert Charing Meeting).

**6) Jodi Henderson, Quality Trainee:**

Jodi is providing the monthly report. She updated the Council on the quality reports for the month.

Kristen asked about the 72 hours of charting being done and the consequences of not doing that. Lessie noted that it is not in the policy but there are penalties included in the HIPAA regulations and fines. Lessie noted that there are liabilities and billing penalties. It is really important to get charting done by the end of the day.

Jodi would like to seek approval of policy, Referral Tracking Log 04-001-168. FTCA (Federal Tort Claims Act) sent notification of policies they wanted updated. Several policies were updated to reflect changes as requested by FTCA.

Michael Thom moved and Renee Stauffer seconded to approve the Referral Tracking Log policy, 8 haa, 0 puuhara, 0 pupitihara.

She then presented policy, Hospitalization Tracking policy. 040-001-166

Michael Thom moved and Renee Stauffer seconded to approve the Hospitalization Tracking policy, 8 haa, 0 puuhara, 0 pupitihara.

She then presented the Laboratory Services Policy. 12-000-685

Robert Super moved and Kristen King seconded to approve policy Laboratory Services, 8 haa, 0 puuhara, 0 pupitihara.

She then presented the Laboratory Tracking Log policy. 12-000-686

Renee Stauffer moved and Michael Thom seconded to approve policy 12-000-686, 8 haa 0 puuhara, 0 pupitihara.

She then presented the Risk Management Plan policy. 05-000-206

Verna Reece moved and Kristen King seconded to approve the Risk Management Plan policy, 8 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve 05-000-207, 8 haa, 0 puuhara, 0 pupitihara.

She then presented the Smoke Policy.

Robert Super moved and Sonny Davis seconded to approve policy 22-005-012, 8 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Robert Super seconded to approve Jodi's report, 8 haa, 0 puuhara, 0 pupitihara.

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

Emily is present to provide her report. She provided a snapshot comparing visits for the last four months that were not reported during her maternity leave. Notable trends, general visits are up. Dental is up, home care and misc visits increased in 2018. She highlighted telemedicine visits have declined. She noted that she counts visits and the Telemedicine Coordinator tracking is slightly different. She is going to go back and look at the data to see how information is being collected. Total visits for all three clinics was provided.

She will provide the new reports and the Health Board really liked her new report with information broken out, compared, and then graphed. The Health Board thanked her for a good report.

Verna Reece moved and Kristen King seconded to approve Emily's report, 8 haa, 0 puuhara, 0 pupitihara.

Buster welcomed Emily back.

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

Rondi is present to review her report. She met with Scott Quinn for locations for a Yreka Clinic. The Hillside property that was discussed in HC will have an appraisal.

There is not an Orleans Clinic provider but providers are alternating to provide services. It is going smooth for right now.

She thanked the Health Board for the strategic planning session and the participation.

The Orleans provider position is being flown. She is working with Indian Health Services to receive information in coverage.

Verna Reece moved and Renee Stauffer seconded to approve Rondi's report, 8 haa, 0 puuhara, 0 pupitihara.

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

Susanna is present to provide her report. She provided the clinic patient visit counts. Chart notes are a little behind but one provider is working on getting caught up.

There are issues with chart notes and Buster feels that there should be consequences on charting. Rondi recommends updating the policy and informing providers about consequences. The Health Board would like Rondi to meet with the providers on charting and identify solutions.

Renee Stauffer moved and Robert Super seconded to approve Susanna's report, 8 haa, 0 puuhara, 0 pupitihara.

**Closed Session:**

Informational: to refer complaint to HR Department and assign interim coverage in department for case review or assistance review.

Informational: Tribal Council will review assistance request from Tribal Member and also discuss with TANF staff for review.

Renee Stauffer moved and Robert Super seconded to approve contract (2) 14-C-027, 8 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve modification (1) to contract 16-C-061, 8 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve modification (1) to contract 14-C-014, 8 haa, 0 puuhara, 0 pupitihara.

Quality Management Department: provided the monthly incident reports and complaints to the Health Board.

Consensus: to refer Descendant request to CRIHB or TERO for assistance.

Verna Reece moved and Kristen King seconded to deny PRC Case #318, 5 haa, 2 puuhara (Arch/Renee), 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to uphold PRC denial and approve PRC Case #319 from third party, 7 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Arch Super seconded to uphold PRC denial and approve PRC Case #320 from third party, 7 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Arch Super seconded to uphold PRC denial and approve PRC case #321 from third party, 7 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve resolution 19-R-063, 7 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Bud Johnson seconded to approve resolution 19-R-064, 7 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Bud Johnson seconded to approve resolution 19-R-066, 7 haa, 0 puuhara, 0 pupitihara.

Informational: notice of intent to resign was provided to the Tribal Council.

Informational: Child Welfare Operations Administrator needs review.

Informational: position descriptions need reviewed by TERO/HR and presented as final.

Informational: Caltrans agreement with go to Berkey Williams for final review.

Renee Stauffer moved and Kristen King to provide discretionary for Council Planning Session, same as previous years, 7 haa, 0 puuhara, 0 pupitihara.



Bud Johnson moved and Sonny Davis seconded to approve Jody Waddell, Dolores Voyles, and Debbie Whitman to the KTHA BOC, 5 haa, 2 puuhara (Kristen/Verna), 0 pupitihara.

Arch Super moved and Kristen King seconded to deny the Election Committee request and to stay within directive, 7 haa, 0 puuhara, 0 pupitihara.

**Next Meeting: July 11, 2019 at 10am in Orleans CA**

Renee Stauffer moved and Michael Thom seconded to adjourn at 4:05pm.

**Respectfully Submitted,**

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**Russell “Buster” Attebery, Chairman**

**Recording Secretary, Barbara Snider**