

**Karuk Tribe – Health Board Meeting  
July 11, 2019 – Meeting Minutes**

**Meeting called at 10am by Secretary/Treasurer, Michael Thom**

**Present:**

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

**Absent:**

Russell “Buster” Attebery, Chairman (excused)

**Sonny completed a prayer and Michael Thom read the Health Mission Statement.**

**Agenda:**

Verna Reece moved and Sonny Davis seconded to approve the agenda with additions, 6 haa, 0 puuhara, 0 pupitihara.

**Consent Calendar:**

Arch noted that although not in policy he would like employees to be employed for 3-6 months prior to going on travel. They were hired as qualified and they need to learn the Tribes policies and procedures before traveling around for training. Rondi reported that the staff listed on the consent calendar are or have been employed for 6 months or longer.

Renee Stauffer moved and Bud Johnson seconded to approve the consent calendar, 6 haa, 0 puuhara, 0 pupitihara.

**Minutes of June 13, 2019:**

Susanna noted that there is a misspelling; correction from “Rick” to “Risk” Management Policy. Barbara will note the change.

Renee Stauffer moved and Verna Reece seconded to approve the minutes of June 13, 2019 with change, 6 haa, 0 puuhara, 0 pupitihara.

**Guests:**

**1) Misty Rickwalt, Director of Transportation:**

Misty is present to seek approval of a contract.

*Robert arrived and assumed chair of the meeting at 10:06am.*

It is contract 19-C-082 with Mike Peters to complete the Kahtishraam Wellness Center Parking lot in Yreka. The contract will be to improve and expand the parking lot. Misty noted that a geologist has checked the area and confirmed that it is workable. Michael asked about Mike’s performance in the past. Misty reported that he has had several contracts and he gets the work done and will be monitored by the Road Maintenance Supervisor. Misty also commented that she

will monitor change orders to ensure that there isn't low bidding and then multiple change orders, but if they do occur they will be evaluated for necessity.

Arch Super moved and Renee Stauffer seconded to approve contract 19-C-082, 7 haa, 0 puuhara, 0 pupitihara.

**2) Holly Hensher, Tribal Member:**

Holly read a request for financial support for Katimiin Brush Dance group that is slated to be held July 25-July 28<sup>th</sup>, 2019. They are asking for porta-potties and dumpster services. They expect over 500 people to attend and 30-50 people who camp before it starts and after it ends. They host camps representing the Yurok and Hoopa Tribes as well. It has been done since the mid 1970's and work on the dance grounds to rebuild the dance pit is planned for next year. They are hoping to speak to the Council later on that matter. Request is 10 (2 handicap) and dumpster service as well.

Kristen King moved and Renee Stauffer seconded to approve services (porta-potties and dumpster) for Katimiin Brush Dance, 7 haa, 0 puuhara, 0 pupitihara.

Arch asked about ceremonies obtaining these services. It needs to be added to the ceremonial calendar and Holly will work with Leaf on that notification.

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

Emma Lee is present to seek approval of resolution 19-R-081 to Ford Family Foundation which will offset the Tribes discretionary contribution to the DNR shortfall of their remodel. It will be for equipment to outfit the training portion of the remodel. When Emma Lee reached out to Ford for this proposal they invited her to apply.

Arch Super moved and Renee Stauffer seconded to approve resolution 19-R-081, 7 haa, 0 puuhara, 0 pupitihara.

Emma Lee then presented the Fee to Trust application contract 19-C-081 with Rozette to provide work in the absence of having a Director of Land Management.

Arch Super moved and Kristen King seconded to approve contract 19-C-081, 7 haa, 0 puuhara, 0 pupitihara.

**Old Business:**

Arch asked about TANF requesting a VISA for Michelle Charlesworth and it was explained that that not approved as several TANF staff received increases.

**Language:**

Arch asked if Rondi has something she says frequently to her staff that she could use Karuk language. Yav (Good) Rondi wanted to say "positive" and it was translated to be Yav.

**Director Reports:**

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

Dr. Lew is present by video-conferencing. She noted that the pictures are beautiful in the Orleans Council Chambers.

She noted that the staff participated in travel/training and they have scheduled onsite staff training. They will have to wait until Dentrix is upgraded before training. Also, they need

Microsoft Windows upgraded. This is two steps behind. Dr. Meja's last day is tomorrow. Dr. Felker is returning to Happy Camp for dental services and will start approximately the 24<sup>th</sup>.

She asked for position descriptions to be changed and they weren't approved. She asked that the position descriptions be approved after review was done by Administration.

This year's fiscal revenue will be over \$2million.

Arch Super moved and Bud Johnson seconded to approve Dr. Lew's report, 7 haa, 0 puuhara, 0 pupitihara.

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

Dr. Vasquez is not present, written report provided.

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

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

Darryl is not present, report provided. Arch noted that he has a request to provide insurance for the Happy Camp High School gym for Globetrotters in his report.

Arch Super moved and Bud Johnson seconded to provide insurance for Happy Camp High School, 7 haa, 0 puuhara, 0 pupitihara.

Michael would like an update on the Summer Enrichment Program. Since he is not present that update will come later.

Bud Johnson moved and Renee Stauffer seconded to approve Darryl's report, 7 haa, 0 puuhara, 0 pupitihara.

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

Jeanna is present to review her report by video-conferencing. The solar light project for the Yreka Clinic Parking Lot will be underway soon. The OneSight clinic is going to be held and she hopes that the remodel for the Kahtishraam parking lot project won't interfere with the OneSight project. She has been doing outreach and meetings on the OneSight project. They are discussing doing one in another two years to capture others who may need the service but aren't able to make it to this year's event.

They hired a new Senior Center Supervisor, Melanie. Her report is attached to Jeanna's. The program was audited twice last month and both of those went well.

Community Health Representatives are facing several challenges. She updated that the OR report was received after the reports were due to be submitted. At the next meeting there will be better data provided on CHR's visits. There is work being done on entering data by the CHR's to have reports that reflect services. They served 231 Elders for the month of June, giving total services of 311. Majority of services is being done in the Happy Camp area. Jeanna noted that the CHR is very good and works really hard providing outreach services.

Jeanna provided an update on staffing and consistent training. They are shooting for a patient that receives services at any of the clinics; the staffing will provide consistent services by each employee at each site displaying continuity in the care provided.

The Telemedicine program is moving very well. Jamie is heading the telemedicine program and she excels at services and coordination.

She has a patient referral / health technician position description for approval. It will be a position at the Yreka Clinic assisting the current Yreka referral clerk. Once they work on a complete transition of paper records to electronic records, this person will assist in that as well as entering referrals for providers.

Renee Stauffer moved and Kristen King seconded to approve the Patient Referral and Health Information Technician position description, 7 haa, 0 puuhara, 0 pupitihara.

Her next action item is to receive discounted vaccines with Merck. This will allow for ease of use in ordering vaccines for all three clinics. (approved on the consent calendar).

Robert asked about the Orleans CHR report. Jeanna clarified that she was contacting the CHR and reaching out to get the report but there were issues for the employee in obtaining the information. Jeanna did receive information clarifying that she reached elders, prescription deliveries and medical visit transports. She also provided assistance in delivering water when the water was shut off in Orleans. She also delivers food from the Brown Bag Program. Michael asked if there is any other outreach staff in Orleans. Jeanna noted that there is a transporter.

A PHN will be hired and will be starting in August which will assist in CHR and outreach.

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 is present to provide her report by video-conferencing. She reported on the visits for the providers. She has been working on the flooring issues with Family Flooring, and hopefully issues will be resolved.

Staffing is being worked on and they need some landscaping around the clinic. She would like to get some landscaping and also have something installed that is self-sustaining. Rondi noted that they will look into it and provide solutions.

Robert asked about Telemedicine to have services covered when someone is on vacation. Cindy reported that no, two providers will be on vacation through partnership and the services provided are based on availability. Cindy noted that the providers have to be accredited so they can't just accept providers for coverage while on vacation. However they prepare for this ahead of time.

Michael Thom moved and Bud Johnsons seconded to approve Cindy's report, 7 haa, 0 puuhara, 0 pupitihara.

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

Pat is present to review her report by video-conferencing. She noted that her report is pretty simple this month but reviewed monthly information with the Council. They continue to provide services in all three areas. Robert asked Pat for an update on the policies and procedures for the transitional house. They are only waiting for final approval on the policies and procedures to open the transitional house and those are under legal review.

Transportation to and from rehab is difficult but they are working on it. She noted that they need to provide a second day of treatment in Orleans and they need space for services. She would like that followed-up on. She has previously asked for office space so if there is an update, she would like to discuss it.

One thing is that through Child Welfare funding is equine sessions which will be useful for families and children. It isn't therapy but different mental health treatment.

The issue with Child Welfare for drug testing is still pending. She would like to have that matter resolved. The policy was drafted with legal but then tabled.

Social Workers are going to do home visits with pregnant moms and dads and they have available services to provide. They have some wonderful gifts for new parents, and they can do home visits so if people will spread the word that would be great.

The foster/adoption rates need to be discussed but that needs to be tabled to August for the Council to review.

Michael asked about the Chairman or Vice-Chairman attending the Sobriety Camp in Hoopa tomorrow. He noted that he wants to know what the Karuk Tribe has to offer for services. Pat reported that the Friendship House is having a meet and greet in Hoopa. Tanya is attending and taking clients to have a reunion of sorts for people who have obtained services and have been successful. Pat noted that she may attend but Tanya will be in attendance for sure. Michael would like some talking points for his discussion topic at the meeting as he'll attend. Pat will email Michael some talking points.

Robert asked if Pat could send information or email to KTHA so that new mothers/fathers could receive that information. He also asked if the staff have talked to the Grey Hound out of Medford or Redding to obtain services on travel to and from rehab. Ken Hazelwood has done that and the time is equally as bad but she will check on this again. The transporters will take this on if they are available. The staff provides gas money for family members to take the clients if needed.

Renee Stauffer moved and Sonny Davis seconded to approve Pat's report, 7 haa, 0 puuhara, 0 pupitihara.

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

Tonia is not present, report provided.

Michael Thom moved and Bud Johnson seconded to table Tonia's report to closed session, 7 haa, 0 puuhara, 0 pupitihara.

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

Lessie is present by video-conferencing to provide her report. Jody is present to provide the monthly report. She reviewed the Orleans Medical record report and has identified the need for improvement for the nurse to complete allergy review and provider ID verification.

The QI study, patient satisfaction survey was sent by mail. They hoped to get 15% of the surveys back and they received 14%. With direct handouts they received 47% responses. They are doing a survey for partnership health that will provide information on which clinic they are receiving services at.

She reviewed the primary care provider project noting that all clinics have gone up but it is anticipated that the Orleans numbers will change due to staffing.

She, Lessie and Sheila Super would like to attend out of state travel for HRSA/FTCA training conference, September 18-19, 2019 to Bozeman MT.

Michael Thom moved and Verna Reece seconded to approve out of state travel for Sheila Super, Jodi Henderson, and Lessie Aubrey to Bozeman MT., 7 haa, 0 puuhara, 0 pupitihara.

She then reported on the policies that were approved by ACQI and the Health Board for the previous month.

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

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

Emily is present by video-conferencing to review her report. She provided updates to her report. They are in the process to updating systems to Windows 10 and then EHR upgrades will be done. Emily is working with Dentrix and IHS to assist Dr. Lew in moving forward with her training.

Medical Record dictation is ongoing. On July 3<sup>rd</sup> the providers had information provided on software "Dragon" and the providers really like this and are discussing budgets and funding to obtain the services.

They are monitoring what system will replace RPMS and Indian Health Services is checking this system; it is still under review. Visit data is still being done by reporting trends, visits, etc.

There was a decline in AOD and Mental Health visits. She has worked with Pat Hobbs on visit reporting and they have identified that it is low staffing causing the low number. Pat added that there has been a lot of change over in departments and they are aware of the declining number.

Renee asked what misc. is in the report. It was explained as telephone calls, chart reviews and possibly diabetic eye exams. Emily can break that out but she can provide a report on the "other" category after review.

Renee Stauffer moved and Kristen King 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 had several meetings in June. One was a Land Use Planning Meeting and Scott is working on that matter currently. Rondi is interested in a parcel of land in Yreka but hasn't heard back yet. The Hillside Property appraisal was provided and she would like direction from the Council on that purchase.

She has attended training and it was very nice to have outreach services including OneSight which will serve the entire community.

She is researching options on recruitment.

The provider update to the position description needs done. She had minor changes including locations and title.

Michael Thom moved and Bud Johnson seconded to approve the revised physician position description, 7 haa, 0 puuhara, 0 pupitihara.

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

**11) Susanna Greeno, HC Clinic Manager:**

Susanna is present to review her report by video-conferencing. She updated the Health Board on patient numbers and provider numbers based on the services at the Happy Camp Clinic.

Susanna noted that the on call custodian position description is still not moving because HR and TERO have not approved it to move forward. It is needed so she hopes to receive that and begin advertising.

They are working on staffing but are waiting for interviews to be scheduled. She updated the Health Board that the Tribe did not received ICDBG.

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

**Closed Session:**

Renee Stauffer moved and Michael Thom seconded to approve PRC Case #323 from third party, 7 haa, 0 puuhara, 0 pupitihara.

Informational: Follow up on patient complaints shall be provided to the Health CEO and the Board if appropriate. Timeline, completion, and results shall be disclosed.

Informational: Health CEO will follow up about transportation of medication/storage while in travel.

Informational: bedside manner of providers shall be positive and notice to remind care providers to be mindful of their demeanor.

Michael Thom moved and Verna Reece seconded to approve Tonia's report, 7 haa, 0 puuhara, 0 pupitihara.

Informational: Council directives regarding HHS staff and programs shall include discussion with the Health CEO.

Arch Super moved and Kristen King seconded to approve out of state travel for Rondi Johnson December 9-10, 2019 to Hawaii, Leadership Summit, 6 haa, 0 puuhara, 1 pupitihara (Renee Stauffer).

Consensus: denied use of tribal equipment to Tribal Member #AG.

Informational: Continued concerns with operations will be discussed with appropriate board. Pull the last exit interview for review.

Consensus: to approve Judicial to immediately provide interim oversight, if allowable, to Social Services Department.

Renee Stauffer moved and Michael Thom seconded to approve the letter from Patrick to the County regarding the Tribes IGA, 7 haa, 0 puuhara, 0 pupitihara.

Informational: Director advised of suspension of services by vender until a review can be conducted.

Directive: findings of financial investigation / Desk review (written report) shall be done and complete within 2 weeks and full disclosure to CFO regarding ACF funding.

Michael Thom moved and Bud Johnson seconded to approve the Health Financial Report, 7 haa, 0 puuhara, 0 pupitihara.

Informational: Kristen King reminded ED to receive a quote for fencing at the fisheries building.

Informational: the restrooms/bathrooms are not to be left open for use without it being approved by the facility use agreement.

*Michael assumed chair of the meeting.*

Kristen King moved and Renee Stauffer seconded to approve resolution 19-R-084, first amendment to the Gaming Authority Ordinance, 6 haa, 0 puuhara, 0 pupitihara.

*Robert assumed chair of the meeting.*

Consensus: to approve the letter of intent for the Gaming Authority and issue notice.

Renee Stauffer moved and Bud Johnson seconded to approve the Karuk Child Welfare Services Drug Testing policy with change clarifying that the testing is done in the office not in the field, 7 haa, 0 puuhara, 0 pupitihara.

Update: Loretta will appear August 4<sup>th</sup> 2019 by telephone and work through a jurisdiction case.

Informational: Workers Compensation Ordinance and raffle clarification will be provided Tuesday.

Informational: General Counsel position description will be posted accurately as approved by the Council originally.

Renee Stauffer moved and Kristen King seconded to remove Loretta Miranda from active ICWA cases, except (1), 7 haa, 0 puuhara, 0 pupitihara.

**Next Meeting: August 8, 2019 at 10am in Yreka**

Adjourned at 3pm.

**Respectfully Submitted,**

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**Robert Super, Vice-Chairman**

**Recording Secretary, Barbara Snider**