

**Karuk Tribe – Health Board Meeting  
November 7, 2019 – Meeting Minutes**

**Meeting called to order at 10am by Vice-Chairman Super**

**Present:**

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

**Absent:**

Russell “Buster” Attebery, Chairman (excused)

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

**Agenda:**

Verna Reece moved and Michael Thom seconded to approve the agenda with changes, 6 haa, 0 puuhara, 0 pupitihara.

**Consent Calendar:**

Michael Thom moved and Sonny Davis seconded to approve the consent calendar, 6 haa, 0 puuhara, 0 pupitihara.

**Minutes of October 10, 2019:**

Arch Super moved and Verna Reece seconded to approve the minutes of October 10, 2019, 5 haa, 0 puuhara, 1 pupitihara (Renee Stauffer).

**Language:**

Yuunyuun (Crazy)

Also the Chairman is going to learn a prayer in Karuk that he can present at meetings and conferences. Arch would like to teach lines of the prayer so they can all learn it with him.

**Guests:**

**1.) Eric Cutright, IT Director:**

Eric is present via video-conferencing to seek approval of action items. He first sought approval of procurement for Twin Cities EMR Consulting which will allow dictation to the electronic health record. Kristen asked how many providers will use this software. Eric reported that 10 providers which will include some behavioral health providers. Each person will have training provided and matched to their voice. The dictation can be done in the exam room or later in their office when they’re doing notes.

Michael Thom moved and Verna Reece seconded to approve procurement and allow the purchase of software equipment, 6 haa, 0 puuhara, 0 pupitihara.

Kristen then asked how long the procurement will be. Eric reported that this license is lifelong and if there is an upgrade then they can discuss that upgrade at a later time.

He then sought approval of agreement 20-A-016 with Henry Schein. This will be to pay them to assist in updating during Microsoft 10 upgrades and technical support.

Arch Super moved and Renee Stauffer seconded to approve agreement 20-A-016, 6 haa, 0 puuhara, 0 pupitihara.

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

Trista is present to seek approval of resolution 19-R-141 to California OES. The position will be housed in the log building. Radios will be purchased to be able to communicate when there is a power outage. There needs to be a checkout log for radios if they're purchased. Brittany suggested issuing the positions the equipment and then track in their HR files that it was issued to them.

Renee Stauffer moved and Kristen King seconded to approve resolution 19-R-141, 6 haa, 0 puuhara, 0 pupitihara.

Trista then noted that the TNGF is due at the end of November so she will bring that back at the Council Meeting later this month.

Michael noted that the Tribe had disaster preparedness plan previously but he would like that to be updated. Trista agrees that there needs to be planning.

**3.) Brittany Souza, HR Coordinator:**

Brittany is present to seek approval of an agreement 20-A-015 to renew Air Medicare Network. It is for one year and an opportunity for coverage for employees.

Arch Super moved and Sonny Davis seconded to approve agreement 20-A-015, 6 haa, 0 puuhara, 0 pupitihara.

**4.) Ben Harrison, Maintenance:**

Ben is present to seek approval of procurement. The vehicles will be purchased for Yreka and Happy Camp maintenance positions. They will be purchased from Yreka Motors which was the lowest bid.

Michael Thom moved and Renee Stauffer seconded to approve procurement and allow the purchase of two trucks, 6 haa, 0 puuhara, 0 pupitihara.

**5.) Judy Waddell, TERO Assistant:**

Judy is present to seek approval of two MOU's with Caltrans. 20-M-006 is with Caltrans for bridge retrofits in Humboldt County.

MOU 20-M-007 is with Caltrans for five different locations near Camp Creek and Ukonom.

Josh reported that he has not had the time to review the MOU's and at a glance he noted that there is reference to some attachments that are not attached. He asked Judy to forward those attachments to himself and the Council as informational.

Arch Super moved and Renee Stauffer seconded to approve agreement 20-M-006, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Sonny Davis seconded to approve MOU 20-M-007, 6 haa, 0 puuhara, 0 pupitihara.

**Old Business:**

Arch asked about the Descendant who addressed the Council. Barbara advised that those matters would go to different meetings where appropriate. Some items are on KTHA agendas, Council Meeting agendas, etc.

**Director Reports:**

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

Dr. Vasquez is not present, report provided. Michael asked if there have been advertisements to replace providers. Rondi noted that they are advertising.

Arch Super moved and Michael Thom seconded to approve Dr. Vasquez's report, 6 haa, 0 puuhara, 0 pupitihara.

**2.) Jeanna Frost, Operations Manager:**

Jeanna is present by video-conferencing in Yreka. She first updated that the month of October was very busy. The vision clinic was a very large success.

Jeanna updated the Health Board on Thana Webb's work and her work regarding diabetic luncheons and CHR priorities. Thana is working on Elders banquets for all three communities.

There are challenges in the TeleHealth and TeleMed program. There are no charges through Partnership and some specialists are ending their contracts with Partnership, so that will have a dramatic effect on specialty services that were able to be provided. Jamie Wasson is actively looking for other vendors that will support the specialties that are needed. They are also evaluating costs and funding for the service.

Thana noted that there is a surplus of diabetic funds so they will use that fund for holiday banquets. They will have schools onsite to do some performances. Verna asked about flu shots and the recent information of having a higher dose. It was noted that new information being distributed is that there may be a need for a higher dose but patients should clarify with their providers.

Michael Thom moved and Verna Reece seconded to approve Jeanna's report, 6 haa, 0 puuhara, 0 pupitihara.

Robert announced that the Council thanks Jeanna for her work and wished her well in her next position.

**3.) Cindy Hayes, Yreka Clinic Manager:**

No report received from Cindy, on leave.

**4.) Pat Hobbs, Children & Family Services:**

Pat is present to provide her report. She first introduced Sara Thibo who was recently hired to provide LCSW services. The Health Board welcomed her to the Tribe.

Pat then presented resolution 19-R-131 supplemental funding to provide services regarding Tribal Opioid Response Grant funding.

Josh noted that there is spelling errors on the resolution so he would like it approved with corrections. Emma Lee explained that she sent it back with those corrections so those need to be made.

Arch Super moved and Renee Stauffer seconded to approve resolution 19-R-131 with changes as provided by Compliance, 6 haa, 0 puuhara, 0 pupitihara.

Pat then presented modification (1) to contract 19-C-091 with Annbeth Lesser, LCSW who provides clinical supervision to the intern.

Arch Super moved and Verna Reece seconded to approve modification (1) to contract 19-C-091, 6 haa, 0 puuhara, 0 pupitihara.

The open house for the transitional home November 22, 2019.

Verna Reece moved and Arch Super seconded to approve Pat's report, 6 haa, 0 puuhara, 0 pupitihara.

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

Dr. Lew is present to provide her report to the Health Board. She first thanked the Health Board for rewarding the dental program and staff. Staffing is going well in Yreka and Happy Camp. She has the best staffing since she has worked at the Tribe.

Dr. Lew asked how to handle additional patients. She noted that in the community doing the root canals takes so much time and the other facilities are doing less evasive procedures and receiving revenue. Karuk doesn't mind providing the service and is happy to do it, but that is something to monitor. Dr. Lew is open to providing services in Mt. Shasta and perhaps rent the facility and provides services there, but that is a Health CEO discussion. Arch noted that the referrals to the Tribes dental clinic and additional staffing may be needed. Dr. Lew noted that for staffing they have enough for the size of the clinic. Renee asked if Tribal Members are being impacted by the volume to the clinic. Dr. Lew doesn't believe that has been an issue identified yet. Robert asked about expanding to the other rooms to put chairs in that space. Dr. Lew noted that HHS Admin is a priority, then medical and then dental can expand. Dr. Lew noted that wasted space is from old charts. She would like to have that space to be used.

Arch noted that a couple of the positions are child sensitive but that will be fixed.

Dr. Lew would like to have the Health CEO to set a meeting and review options for Mt. Shasta services and review options.

Arch Super moved and Kristen King seconded to approve the dental position descriptions with changes, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Sonny Davis seconded to approve Dr. Lew's report, 6 haa, 0 puuhara, 0 pupitihara.

**6.) April Attebury, Interim Children & Family Services Director:**

April is present by video-conferencing to provide her report. The Social Workers have provided their monthly summary and Loretta is happy with the work that they are doing. April noted as well that she is impressed with the Social Services Department and the Social

Workers. The staff is doing a great job and as far as Social Workers go, this is the best qualified staff that there has been in years. They have a lot of heart and it shows. Frankie Snider is ambitious and providing outreach. Janine does a lot of work and provides a lot of service. Orleans is covered as well. It's obvious that the staff have their heart in what they do.

April and Rondi are reviewing the Social Worker Assistant position description for revisions.

Renee Stauffer moved and Sonny Davis seconded to approve April's report, 6 haa, 0 puuhara, 0 pupitihara.

Josh provided a position description for April Attebury's judicial program. It is to increase the hours on the position taking it from part time to full time.

Arch Super moved and Kristen King seconded to approve the revised Program Support Services Specialist position description, 6 haa, 0 puuhara, 0 pupitihara.

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

Tonia is not present, report provided.

Arch Super moved and Michael Thom seconded to approve Tonia's report, 6 haa, 0 puuhara, 0 pupitihara.

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

Rondi is present to provide her report. She provided the incorrect report in the packet so she provided the updated one.

The Vision Clinic was outstanding. The providers are covering for providers during absences. Hopefully another provider will be brought on. If accepted, a provider will be hired, but unable to start until the middle of January.

Verna Reece moved and Arch Super seconded to approve Rondi's report, 6 haa, 0 puuhara, 0 pupitihara.

**9.) Jodi Henderson, Grants, Agreements, Accreditation:**

Jodi is present to provide the Quality management report. Jodi noted that they are following up on the HRSA report. Robert asked what timelines are needed to meet HRSA compliance. There are deadlines but they are meeting them at this time. There is a position description for a Risk Manager position description that was reviewed and presented.

She then presented LanguageLine for translation services. All flat rate fees are waived but the Tribe will be billed when they use the service. The forms can be submitted and translated and used if needed.

Michael Thom moved and Kristen King seconded to approve the LanguageLine translation and Localization agreement with changes, 6 haa, 0 puuhara, 0 pupitihara. (Jodi will submit through compliance).

The quality management reports were provided to the Council to include the referral tracking project. January of this year they will track closing the referrals. Yreka provided a report and the other referral clerks will provide that report.

Near misses were identified as 3 in the 15 incidents reported. They provided 85% of the staff education and training to reduce these near misses.

Yreka Dental shows improvement across the board. Diabetic patients have 57% of the eye retina exams completed.

Michael Thom moved and Verna Reece seconded to approve Jodi's report, 6 haa, 0 puuhara, 0 pupitihara.

**10.) Emily Kinsella, RPMS Site Manager:**

Emily is present to provide her report. Currently they are doing beta testing in UDS and Billing. She enjoys this work to learn with the programmers and learning the programs. They continue to prepare for Windows 10. Nurse visits and mental health are staffing issues.

Nurse visits and mental health will be provided over the last couple years to verify the trend or pattern and possible cause. This will be provided to the Health Board next month.

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

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

Susanna is present to review her report. The OneSight Clinic was held in October and it was a large success. The event was very successful and she reported on a young girl cry when she put on her glasses because she was able to see for the first time.

The last week for provider staffing is a little up in the air for Happy Camp. They are using Telemedicine when needed. Patient complaints are coming in for the lack of providers. With no provider or nurse on staff they cannot do blood draws.

On-call custodians were hired and they are onboard for medical/dental. They will be trained to cover all offices except for KTHA.

There was an incident where Mercy Air had to land at the Tribe. There was a training done on the weekend to provide safe patient loading if that happens again.

They're looking for furniture for the clinic waiting room. Dental's waiting room looks great as remodeled so Susanna is hoping to update her clinic waiting room as well.

She reiterated that Cheena has been hired and she is doing a wonderful job. Her outreach and collaboration is appreciated.

Arch asked if residents of Happy Camp make an appointment to go to Yreka or Orleans if they choose. Susanna noted that they offer that if there's an appointment available at another site. He also asked about a provider not being there. Susanna noted that they just try their best. Deep cleaning, catch up on paperwork, or they take vacations if needed.

Arch Super moved and Kristen King seconded to approve Susanna's report, 6 haa, 0 puuhara, 0 pupitihara.

**Closed Session:**

Arch Super moved and Michael Thom seconded to allow applicants to apply for the Youth & Family Coordinator position with a stipulation to obtain license within three months of hire, 6 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Michael Thom seconded to approve \$3,000 discretionary for a Yreka area kids Christmas event, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: to no longer seek Going Miles activity.

Arch Super moved and Verna Reece seconded to approve Darryl's report, 6 haa, 0 puuhara, 0 pupitihara.

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

Sonny Davis moved and Renee Stauffer seconded to approve contract 20-C-009, 6 haa, 0 puuhara, 0 pupitihara.

Kristen King moved and Renee Stauffer seconded to approve procurement and authorize contract 20-C-010, 6 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Kristen King seconded to deny access to the Tribes HR file from former employee, 4 haa, 0 puuhara, 2 pupitihara (Michael/Arch).

Michael Thom moved and Renee Stauffer seconded to pay \$150 discretionary for CIF#4179, 4 haa, 2 puuhara (Arch/Kristen), 0 pupitihara.

Renee Stauffer moved and Sonny Davis seconded to pay \$50 for the HC Veteran's Day dinner, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Michael Thom seconded to approve agreement 20-A-018, Harbor Wholesale Foods, 6 haa, 0 puuhara, 0 pupitihara.

Kristen King moved and Renee Stauffer seconded to approve agreement 20-A-017, 6 haa, 0 puuhara, 0 pupitihara.

Informational: Kristen King would like to have the prayer available as a handout and provided to the Council so it can be read by all.

Council Directive: 30 days to secure record storage in a secure location to open up the clinic space.

**Next Meeting: December 5, 2019 at 10am in Happy Camp.**

Arch Super moved and Verna Reece seconded to adjourn at 3:45pm.

**Respectfully Submitted,**

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**Robert Super, Vice-Chairman**  
**Recording Secretary, Barbara Snider**