

**Karuk Tribe – Health Board Meeting
December 5, 2019 – Meeting Minutes**

Meeting called to order at 10am by Chairman Attebery.

Present:

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

Absent:

Arch Super, Member at Large (excused)

Prayer was done by Sonny Davis and Buster Attebery read the Mission Statement.

Agenda:

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

Consent Calendar:

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

Minutes of November 7, 2019:

Renee Stauffer moved and Verna Reece seconded to approve the minutes of November 7, 2019, 6 haa, 0 puuhara, 0 pupitihara.

Guests:

1. April Attebury, Judicial / Interim Children & Family Services:

April is present to seek approval of a modification (2) to contract 19-C-015 with Joseph Wiseman.

Robert Super moved and Sonny Davis seconded to approved modification (2) to contract 19-C-015, 6 haa, 0 puuhara, 0 pupitihara.

2. Trista Parry, Grant Writer:

Trista is present to provide a grant proposal under resolution 19-R-151 for SAMSA for preventative health and suicide prevention in youth. They will seek \$250k each year for five years to provide services in the communities to the youth. They will hire a project coordinator and a contractual evaluator who will submit annual reports to SAMHSA.

Michael Thom moved and Robert Super seconded to approve resolution 19-R-151, 6 haa, 0 puuhara, 0 pupitihara.

Old Business:

Robert asked about an update on the old radios and the order of the new radios. That will be tabled to later to receive an update from an Administrative employee.

Language:

Chimi (to agree)

Director Reports:

1) Dr. Vasquez, Medical Director:

Report provided, not present. He is covering Orleans clinic today. Buster asked that Rondi relay to Dr. Vasquez the Health Board thanking him for covering the other clinics. There will be someone coming on board in February but she will need to be on-boarded on the Tribes system. Rondi reiterated that the potential hire seems very nice and knowledgeable and provided a good impression.

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

2) Darryl McBride, Youth & Family Activities:

No report, not present.

Michael Thom moved and Robert Super seconded to table Darryl's report, 6 haa, 0 puuhara, 0 pupitihara.

3) Pat Hobbs, Children & Family Services:

Report is provided, not present.

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

4) Dr. Lew, Dental Director:

Dr. Lew is present to review her report. She reported that yesterday the hygienist in Yreka and DTI staff did screenings for Head Start for 34 children. The staff provides excellent services to the community and Tribal Members. Starting this week the emergency walk-in days will be Wednesday's.

Dr. Felker will be on vacation for two weeks. Other staff has schedules where they have to be off but that is being monitored to provide coverage. Happy Camp Clinic will remain open even though Dr. Felker will be off. Emergencies can be seen in Yreka if there are any.

Training reports were attached to Dr. Lew's reports which included Jessica Courts. A mini grant was submitted for \$10,000 to CRIHB and will be used for staff education, continuing Dentrix and analysis on better use. After Widows 10 and Dentrix have upgrades then the staff will have additional onsite training.

Dr. Lew announced that there is a "give a kid a smile" event in February. In order to achieve outreach they are working with Siskiyou County Public Health and go to the local schools to provide services, providing education and sealant and cleaning day. She is excited to provide these services for the community. Kristen asked if it's only for Siskiyou County. Dr. Lew noted that if it is, then it's offered by the Humboldt County Public Health, which she hasn't heard from. If the County asks for services then she will provide it. Kristen will call the Humboldt County Public Health Department to inquiry about services for youth.

Dr. Lew then provided procurement for equipment in Orleans. The portable machine was broke and thrown away, so she would like to replace it.

Kristen King moved and Renee Stauffer seconded to approve procurement and authorize the purchase of Nomad's equipment, 6 haa, 0 puuhara, 0 pupitihara.

Michael asked about emergency services and the times to be seen. Dr. Lew noted that if they see all walk-ins and if it's emergency, she triages each patient.

Robert asked for follow-up on the Mt. Shasta services. Rondi has not checked on this as of yet. Robert noted that if they open dental services in Mt. Shasta then the Tribe would operate a satellite site. Rondi doesn't believe that there is enough staff to do this at this time. Rondi believes it's ok to see additional patients, and to build up the areas that the Tribe has at this time. Dr. Lew noted that if Rondi believes this is a good idea, she would recommend reviewing this during better weather times. Buster asked if the Health Program is trying to expand the Yreka Clinic. Renee noted that the Health Board would like more dental services in Yreka to the patients that already have wait times. Robert reported that the Health Board has been talking about expansion for two years and it's not happening. Rondi explained that there are a lot of planning pieces to expanding services including water, chairs, etc. Rondi noted that they are in a holding pattern until there are contractors to assist in moving spaces, etc. Each step takes time. First, they need to remodel the health administrative building and move staff to that facility. Then they can evaluate additional rooms at the current clinic. However, they need staffing to expand as well. It all takes planning and phases.

Buster reported that it is up to the Council to attend meetings and forums to request additional funding or assistance in explaining the Tribes needs to agencies. Rondi and the staff needs to serve the community and they are doing that.

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

5) April Attebury, Interim Children & Family Services:

April is present to provide her report. Joe Snapp has been hired and she will assist in a smooth transition for his new position.

April noticed that visitation training was going to be provided but they cannot do visitations even with training, including compliance with policies and procedures. It will require additional work in order to do supervised visitations.

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

Buster thanked April for her work and for covering the ICWA program when the Tribe needed her assistance. April explained that Loretta is very beneficial for the Tribe and she is a pleasure to work with. She has handled very complex issues, makes herself available to April, and she is very on top of things; she appreciate her work. Her situation is tricky but she is always available to assist so if the Tribe can keep her, they should.

6) Tonia Bergin, Orleans Clinic Manager:

Tonia is not present, report provided.

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

7) Rondi Johnson, Health CEO:

Rondi is present to review her report. November has been a trying month. There is no Operations Manager, GPRA Officer, and a Yreka Clinic Manager is out of the office. Rondi thanked her team because they are covering for a lot of vacancies. GPRA has not been flown but it will be shortly. There were changes that were going to be made but since then they have decided to post the previous position description. Michael stated that posting vacancies right away when they know someone is leaving is important, and to implement succession planning for employees so there is coverage.

The Operations Manager position has been flown but there are no applicants. Michael also offered to provide assistance to Rondi and will be available to reach out to other organizations as well.

Renee asked if Roberta has finished her exercise training program. Roberta has completed it and will set up a program for the Elders and on Tuesday's they do a lunch and she is hoping to incorporate physical activity at the Tuesday lunch.

Robert Super moved and Sonny Davis seconded to approve Rondi's report, 6 haa, 0 puuhara, 0 pupitihara.

8) Lessie Aubrey/Jodi Henderson, Quality Management & HRSA Trainee:

Lessie is present to provide her report. She presented a Risk Manager position description for approval. Lessie noted that when posting items the staff has to trust other staff to do their work, so it's a process that goes back and forth and could be easier if it was communicated upfront.

Robert Super moved and Kristen King seconded to approve the Risk Manager position description with change, 6 haa, 0 puuhara, 0 pupitihara.

The month of November was spent working on the HRSA progress report. They reviewed employee files, provider files, policy reviews, language line agreement, etc.

Happy Camp Health Clinic has shown overall improvement by all medical staff. The time efficiency is aimed at only have 10 minute wait times. The average wait time was at 4 minutes and then 8 minutes for the month of October.

Referral projects have 279 pending, 819 closed, 200 discontinued and 80 cancelled. Jodi has moved into her own office which provides room for filing cabinets as well needed space to complete projects.

Lessie noted that the monthly budgets are unable to be obtained as of yet.

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

9) Emily Kinsella, RPMS Site Manager:

Emily is present to provide her monthly report. She first updated the Health Board that they are still beta testing for UDS. Billing is finished beta testing and they are working diligently on getting things in order. They are preparing to upgrade to the Dentrax program.

She provided a breakdown of mental health services provided for the past few years, which the Health Board asked for.

They are down from November last year in visits. All three clinics are lower in visits this time from last year, but there were several office closures due to holidays. But it is not drastic enough to be concerning.

Robert thanked Emily for providing the years comparison for Behavioral Health.

Dr. Lew asked about the reports and reviewing November to November, because there is the same number of Holidays but there is a large drop. Rondi noted that it could be due to providers. It is almost always staffing.

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

10) Susanna Greeno, Happy Camp Clinic Manager:

Susanna is present to review her report. She noted that the patient visit count was low due to provider staffing.

The budget is in line so far and she attended a seminar for supervision training.

Jeanna was working on setting up ACLS training for providers and she hasn't received an update. Rondi was unaware of that task but she will check on it and get back to Susanna. Susanna is pleased with her staff that work well together and keep the patients at a low complaint level with a lot of cancelled visits. Another provider will be hired in February for Happy Camp which will assist.

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

Closed Session:

Informational: Quality Management Department provided incidents and near misses for the month. And presented a renewal for a C&P file.

Informational: update on the Council Directive was provided and a timeline of March set regarding electronic records.

Request: an update on TeleHealth providers will be provided to the Health Board next month.

Informational: ED will follow up on quotes for the OR dishwasher and stove repairs.

Michael Thom moved and Kristen King seconded to approve the purchase of Council shirts and jackets, 6 haa, 0 puuhara, 0 pupitihara.

Informational: discussion on response time to and from department.

Informational: Request to provide lodging for the Tribes Christmas Party was denied.

Request: timelines should be provided for the clinic remodel in Yreka so that it is monitored for completion.

Informational: discussion on patients needing assistance or knowing what tribal resources are available was held. Discussion on possible positions, such as patient advocates.

Renee Stauffer moved and Sonny Davis seconded to approve offering employee #AS reduced hours or keep as is with no change, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Renee Stauffer seconded to deny the waiver of policy for Tribal Member #RNJ., 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Robert Super seconded to approve waiving position requirement for employee #BC allowing for an interview with stipulation if hired, 6 haa, 0 puuhara, 0 pupitihara.

Informational: request from employee #AM will be referred to alternate resources; Hope for Happy Camp and Hoopa Tribe.

Informational: employee #DM shall provide anti-drug and/or anti-bullying in activities.

Council Directive: the ED shall be in the office more frequently and ensure travel/office time is monitored and equally distribute work to Directors.

Informational: financial report will be tabled to the Thursday planning meeting.

Informational: an update on the satellite radios will be provided by Scot who is working on tracking them down.

Next Meeting: January 9, 2020 at 10am in Happy Camp.

Michael Thom moved and Robert Super seconded to adjourn at 2:13pm.

Respectfully Submitted,

Russell “Buster” Attebery, Chairman

Recording Secretary, Barbara Snider