

**Karuk Tribe – Health Board Meeting
January 9, 2020 – Meeting Minutes**

Meeting called to order at 10am by Chairman Attebery.

Present:

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

Absent:

None

Agenda:

Robert Super and Renee Stauffer seconded to approve the agenda with changes, 6 haa, 0 puuhara, 0 pupitihara (Verna absent for vote).

Consent Calendar:

Arch Super moved and Renee Stauffer seconded to approve the consent calendar, 6 haa, 0 puuhara, 0 pupitihara (Verna absent for vote).

Minutes of December 5, 2019:

Arch Super moved and Renee Stauffer seconded to approve the minutes of December 5, 2019, 5 haa, 0 puuhara, 1 pupitihara (Arch Super), (Verna absent for vote).

Guests:

1) Judy Waddell, TERO Assistant:

Judy is present to seek approval of a revised Education Coordinator position description. Josh reported that the funder was made aware of changes and is fine with the edits.

Verna re-entered the meeting at 10:08am.

Arch Super moved and Robert Super seconded to approve the revised Education Coordinator position description with changes, 7 haa, 0 puuhara, 0 pupitihara.

2) Cheena Ariza, Employee:

Cheena addressed the Tribal Council thanking the Council for their hard work. She noted that she has always been supported by the Tribe, Community and Staff. She thanked the Council for their ongoing support.

Old Business:

Arch asked about the radios and Scot was going to work on that matter of missing radios and Josh was going to work on that. Josh is still working on tracking those down. His percentage of hope to recover any radios dwindles by the day. Dave Medford may have some but tracking on serial numbers have to be tracked. Tom Fielden provided information as well. The original order had 7-9 radios that are now not accounted for. Robert will ask Charles and Randy if they have some or have any.

Arch also commented that a provider would be coming on in February. Rondi noted that a provider is coming February 17th in HC. There was a provider that was going to be covered for OR but now they are now not able to come at this time.

Arch asked if the Smiles for Humboldt County can be done similar to Siskiyou County. It is being worked on.

Susanna has reported that Jeanna was working on setting up an ACLS training for providers but it has not happened to date. Susanna will work with Rondi on this and try to review staff that need the training and ensure compliance. Jodi reported that the hospitals offer them on a periodical basis.

Arch asked about a stove and dishwasher for Orleans Senior Center but that will come later today in closed session.

Robert asked if there was an update on the Elder ramp in HC. Rondi reported that that will be closed session later today.

Language:

Neewhootee (I think so).

Faatuum newcowish (what are we going to do about it?) to ask what can the Board do to fix it. Buster explained the important lesson is that the workers and Council should be the first thought, “How can we help” when responding to co-workers and Tribal Members.

Director Reports:

1) Dr. Vasquez, Medical Director:

Written report provided, not present.

Verna Reece moved and Renee Stauffer seconded to approve Dr. Vasquez’s report, 7 haa, 0 puuhara, 0 pupitihara.

2) Darryl McBride, Youth & Family Services Director:

Darryl is present by video-conferencing in Yreka. He first asked the Council to approve food for parties for all three youth events. It would be celebratory event for participants who receive trophies. Buster asked if there are activities going on that day that would work for the 4 hour requirement. Darryl provided that no, this is only 1 hour or a little longer. Robert asked if Darryl will be providing prevention or anti-bullying aspects at the event. Happy Camp area is February 4th and Yreka will be in early March. Tawnia is still waiting for a good date in Orleans.

This will be tabled for further discussion.

His next item is to raise his VISA from \$2,500 to \$5,000. With two employees this creates larger amounts of purchases.

Robert Super moved and Michael Thom seconded to raise Darryl’s VISA from \$2,500 to \$3,500, 7 haa, 0 puuhara, 0 pupitihara.

He then reported on his activities for the previous months. He provided sign in sheets and food at the Christmas party. With help from the Council they were able to purchase gifts and raffle items

for the youth. There were 160 guests from the Yreka party, and 140 gifts were provided in Orleans.

The number of kids participating in activities is 117. 55 in YR, 30 for OR, and 43 for HC.

Arch asked if there is an awards party and noted that kids earn their trophy due to performance and not participant awards. Arch is old school and participant awards are not needed and if that isn't changed now to be earned awards then that isn't teaching the youth. Darryl did consider this and he noted that for every kid that is participating it's an experience and they make new friends. It's not easy to win or lose, but he's right every kid gets a prize. Darryl commented that it is age appropriate as well which is pre-k to 5th grade. Robert asked that they purchase all tourney jackets or Jordan shoes which will separate the MVP in kids, which gives all the other kids something to work for or toward. Darryl can do this in each age bracket. Arch agrees that participation is good but youth that are excelling should receive more than that. Buster suggests having a skills challenge in the beginning of the year and then the end of the year that's worth acknowledging and provides the youth something to strive for.

Arch Super moved and Renee Stauffer seconded to approve Darryl's report, 6 haa, 0 puuhara, 0 pupitihara (Robert absent for vote).

Buster thanked Darryl for his coordination with events. He has attended some 3 on 3 games and the kids seem to be having fun. Shaunice is doing a good job and the youth seem to be having a good time.

3) Pat Hobbs, Children & Family Services:

Pat is present by video-conferencing in Yreka. She has no action items. She and Joe will be attending a week conference for relevant training.

The Council was able to see the mobile van and it has had a great response. There have been new employees hired for the drug & alcohol program, which is needed in the communities.

Buster asked about the CalWorks budget not being set up. Pat noted that some are set up and some aren't but that is what fiscal does so she is unable to see them if fiscal doesn't upload them. Pat has not received a report from Tanya and Yukon as of date.

Robert asked if the clients that are placed in hotels are provided walk through prior to checking in, to verify the state of the hotel. Robert noted that the clients that are checked into rooms need to be verified for cleanliness prior to payment.

Arch asked about the licensing for the Family Services Center. Pat reported that there was a second reading on the matter and they wait 30 more days and submit their application. The public health department made this error and they are almost there.

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

4) Dr. Lew, Dental Director:

Dr. Lew is present to review her report. A 20 year employee has decided to leave the Yreka Dental Department, Susan Beatty and another staff member leave who had worked for 5 years. Those are big changes but they are working on this.

Dr. Felker has returned from vacation and is seeing patients. The RDH was a contractor and will start as an employee since she applied and was successfully interviewed.

She attached procurement for grant funds. It will be a grant for training. A purchase order must be submitted to Henry Shein and they will be in training February for 40 hours. It is divided for super users and the entire clinics will be closed in one location and be trained onsite. They will all be trained at one time to use upgraded software.

She attached a sample parent consent form. They are having a sealant clinic at Evergreen School. This is a joint effort between Siskiyou County and the Tribe. Buster asked about services during staff training time. Dr. Lew noted that she will communicate with the clients and provide referrals but they need staff development and training to utilize the new software.

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

5) Joe Snapp, Child Welfare Services Administrator:

Joe is present to review his report. He has no action items. Buster asked how things are going and if he is getting acclimated with his staff. Joe noted that he is assessing his program and he has identified that the flow of paperwork not being too efficient. Joe noted that mail services are slow from the court program, so he is working on this matter. Michael asked how the Board can assist Joe in resolving this matter. Joe is working on it. He will call a meeting with the Social Workers and general counsel to review internal flows. He would like to get home visits done in a more timely manner as well.

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

6) Tonia Bergin, Orleans Clinic Manager:

Tonia is not present, report provided. Arch asked about Tonia's report and a training report submitted by Travis. Travis went to infectious control training and in that training it was identified that the Board was required to attend training in case of possible incidents and in accordance with AAAHC Governing Standards. Arch asked if this is in compliance with AAAHC. Susanna commented that she attended this as well and she isn't sure if that was an actual requirement. Arch would like to know what the requirements are for AAAHC for the Health Board. The Health Board asked Lessie what the governing board requirement is. Lessie noted that she didn't receive information on this training. Michael asked if this was a requirement as related to AAAHC. Lessie will review the AAAHC book.

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

7) Rondi Johnson, Health CEO:

Rondi is present to review her report. She updated the Health Board on different pending projects such as landscaping, provider recruitment, staffing and continuing their work.

Robert asked if the landscaping is going to be done and if the signage will be done as well. It will be sub-contracted out to Starrit.

Renee asked what the plans for the Diabetic grant will be. Rondi is not sure but she will check

with Thana and report back to Renee on what the plan is. Eileen reported that Thana does luncheons. Renee asked to have more in-depth diabetic education and hands on training. Eileen noted that she is reviewing billing options for Thana's work as well. Rondi asked that if they have suggestions then to provide them so that Rondi can make sure those are captured and included in planning.

Michael asked if there have been any applicants for the Operations Manager position. Rondi noted that it has been flown since November. She is thinking about doing an interim Operations Manager and complete succession planning. She will review options of coverage and report back to the Health Board.

Verna asked about the additional flu shot for elderly patients. Rondi doesn't believe they have it but she will check on this. Eileen will check into this.

Arch noted that diabetic education can be done at a tribal location as opposed to just a church. Rondi will provide that suggestion.

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

8) Jodi Henderson, Quality Management:

Jodi is present to provide her report.

Arch Super moved and Michael Thom seconded to approve policy 1900041055, 7 haa, 0 puuhara, 0 pupitihara.

Jodi then presented the GPRA/PHP Improvement Coordinator position description. The position is being posted in all three areas.

Arch commented that the Health CEO should sign with HR the position descriptions and Josh should do Administrative position descriptions. It makes sense that the Health CEO understands the positions that are being funded out of the HHS program.

Arch Super moved and Michael Thom seconded to approve the GPRA/PHP Improvement Coordinator position description, 7 haa, 0 puuhara, 0 pupitihara.

Jody commented that HRSA is very difficult and it takes a lot of people to complete a HRSA review. After today, the final report for the site visit can be submitted.

The CQI reports are on eligibility, referrals being closed out and catching those that have timeframe to completion is important and will continue to be a project.

Robert Super moved and Kristen King seconded to approve Jody's report, 7 haa, 0 puuhara, 0 pupitihara.

9) Emily Kinsella, RPMS Site Manager:

Emily is present to review her report. Updates are going well, and it's almost time for the UDS report. She provided her graphs and provided 2018 to 2019 on clinic visits.

Notable trends are a decrease in mental health, large increases in dental and telehealth, and a decrease in home healthcare. She noted that the UDS will be completed by the end of the month

and Windows 10 is being scheduled. The electronic prescribing policy has been approved and now they will order software for compliance.

Dentrix install is pending and the ISSA security training went out to all staff and she expects to receive certifications of the completion.

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

10) Susanna Greeno, Happy Camp Clinic Manager:

Susanna is present to review her report. She is collecting her transporter numbers and data. Both Cheena and Barry provided transports. Cheena is amazing and Susanna believes she has helped so much.

They are compliant with 18 of 21 GPRA measures. Child immunizations, flu vaccines, referral to treatment, and breastfeeding documentation are all lacking but they will evaluate if it's documentation or tracking.

Of 30 students only 8 completed passed their anatomy class at COS, and unfortunately the Tribes employee did not pass.

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

11) April Attebury, Judicial System:

April is present to seek approval of procurement. It is for moving along on a tribal court project. It is a contract between the Tribe and LACO Associates, which will provide an EA on the property which will house the judicial building.

Kristen asked about the old Log Building property. Josh reported that the facility was not workable for space needs and costs.

Michael Thom moved and Robert Super seconded to approve procurement and authorize contract 20-C-011, 7 haa, 0 puuhara, 0 pupitihara.

Her next item is to complete amendment (1) with CILS. There is no funding associated with the amendment but covers communication on documentation without duplicating it in the agreement.

Arch Super moved and Renee Stauffer seconded to approve amendment (1) to 20-C-015, 7 haa, 0 puuhara, 0 pupitihara.

She then presented a new position description. It is an educational advocate that is funded through the truancy diversion program. This will be added to the advocacy program. April clarified that this funding and positions are prior to SARB court but if so, they will be evaluated and referred to a different program that represents them at that court level.

Renee asked if the position will cover all three communities. April reported yes and they have visited schools and getting ready to advertise this service and is available to all locations. Also, she will look for more funding to expand so there is another position for downriver.

Arch Super moved and Renee Stauffer seconded to approve the Education Advocate position description with changes, 7 haa, 0 puuhara, 0 pupitihara.

She then presented a Case Manager position description for the Adult Wellness Court Program.

Arch asked for an update on Child Sensitive positions. This year to comply with the audit, it has been identified which employees are Child Sensitive. Later, the Tribe will have an exercise in how to capture other positions if needed. Josh noted that the background policy will need edits as well.

Michael asked if the wages section is comparable. They are bouncing in positions because of compatible wages. April noted that when she looks in budgeting for grant applications she looks at comparable wages at that time.

Arch Super moved and Sonny Davis seconded to approve the Case Manager position description with changes, 7 haa, 0 puuhara, 0 pupitihara.

April then presented the Court Data Clerk position description from part time to full time. This will assist in providing services quicker to the Social Workers.

Arch Super moved and Michael Thom seconded to approve the Court Data Clerk position description, 7 haa, 0 puuhara, 0 pupitihara

Closed Session:

Arch Super moved and Michael Thom seconded to uphold the denial and pay the balance through third party for CHS Case #325, 6 haa, 0 puuhara, 0 pupitihara. (Robert absent for vote).

Informational: incident reports were provided for the Health Board to review.

Arch Super moved and Verna Reece seconded to approve resolution 20-R-002, 7 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Kristen King seconded to approve 50 (Tribe)/50 (employee) split recoup from all three employees, 5 haa, 1 puuhara (Verna Reece), 1 pupitihara (Robert Super).

Consensus: keep funding donations as usual with stipends/or honorariums and going to the Tribe directly. Or the employee may take leave from work and pay own fees for travel.

Informational: 07-A-012 (3) for KTHA/SNP was presented but it will be sent back for an accurate update.

Health Financial Report: a notation that there needs to be better communication from staff, but also budgets are in but it takes time to close out prior years with expenses pending. The Directors can run additional reports when needed.

Robert Super moved and Michael Thom seconded to approve the Health Financial report, 7 haa, 0 puuhara, 0 pupitihara.

Informational: 19-R-052 was discussed as outstanding and pending for the resolution book. It was reported that that is the Grant Writer responsibility. The ED will assist in resolution collection so that it is done throughout the year.

Buster left the meeting, Robert assumed chair

Arch Super moved and Michael Thom seconded to approve 23-002-016 (Billing policy), 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve HHS policy 23-001-015, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve write-off totaling \$41,980 in bad debt, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer to provide a VISA to employee, Shannon Jones, same amount as the previous person had, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve gifting the phone to employee#SB and thank her for her service, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Kristen King seconded to approve the revised TeleHealth Coordinator position description, 6 haa, 0 puuhara, 0 pupitihara.

Kristen King moved and Michael Thom seconded to approve agreement 20-A-040 rental agreement, 6 haa, 0 puuhara, 0 pupitihara.

Verna Reece moved and Kristen King seconded to approve procurement and authorize contract 20-C-037, 5 haa, 0 puuhara, 1 pupitihara (Arch Super).

Michael Thom moved and Renee Stauffer seconded to approve procurement and allow the purchase of a dishwasher for the OR Senior Center, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Verna Reece seconded to approve procurement and allow the purchase of two ranges for the senior nutrition programs, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Verna Reece seconded to approve resolution 20-R-007 BIA for invasive species, 6 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Kristen King seconded to approve resolution 20-R-003 authorizing agreement 20-A-039, 6 haa, 0 puuhara, 0 pupitihara. (Dion, Leaf, Loretta, and Josh / Tribal Council will be the points of contract).

Arch Super moved and Renee Stauffer seconded to increase monthly cap to not exceed \$25k for attorney fees and not issue payment, until final work is submitted, 5 haa, 0 puuhara, 1 pupitihara (Verna Reece).

Informational: restriction to hire will be followed up on with HR to verify if it has been completed.

Informational: Council Members may submit Newsletter articles, not for campaigning but for communication with their Membership.

Renee Stauffer moved and Arch Super seconded to provide insurance at Orleans Elem for Junction 7th-8th graders basketball to April 30th, 6 haa, 0 puuhara, 0 pupitihara.

Council caucus: no minutes recorded.

Informational: review of the OR Computer Center is still underway.

Informational: a deadline for a final report on the property purchase in Yreka will be the end of January.

Arch Super moved and Michael Thom seconded to approve 3 on 3 pizza parties, waving the 4 hour time requirement for the event, 5 haa, 0 puuhara, 0 pupitihara (Renee absent for vote).

Council: no agreement with Polmateer and no further assistance will be provided.

Next Meeting: February 13, 2020 at 10am in Happy Camp.

Arch Super moved and Verna Reece seconded to adjourn at 4:27pm.

Respectfully Submitted,

Russell Attebery, Chairman

Robert Super, Vice-Chairman

Recording Secretary, Barbara Snider