

KARUK TRIBE
HEALTH BOARD MEETING AGENDA
Thursday, October 12, 2017 10 AM, Happy Camp, CA

A) CALL MEETING TO ORDER – PRAYER - ROLL CALL

AA) HEALTH MISSION STATEMENT

The mission of the Karuk Tribal Health Program is to provide quality healthcare for Native Americans, and other people living in the communities we serve as resources allow. Our purpose is to appropriately assess or reassess conditions of illness, disease, or pain, provide culturally appropriate educational, preventative, and therapeutic services in an environment of continuous quality improvement.

CH) APPROVAL OF THE AGENDA

EE) CONSENT CALENDAR

Compliance- Agreement Modification

- Requesting approval of 12-A-008 Modification #1 to add \$192,859 to the IHS Indian Creek Pipeline Crossing Project.

currently under review

F) APPROVAL OF THE MINUTES (*September 14, 2017*)

H) GUESTS (*Ten Minutes Each*)

1. Dr. Michael Fratkin and Amy Bruce

I) OLD BUSINESS (*Five Minutes Each*)

- 1.

II) DIRECTOR REPORTS (*Ten Minutes Each*)

1. Josh Stanshaw, Operations Manager (written report)
2. Tony Vasquez, Medical Director (written report)
3. Pat Hobbs, Children & Family Services (written report)
4. Eunsun Lew, Dental Director (written report)
5. Cindy Hayes, Yreka Clinic Manager (written report)
6. Sondra Dodson, Happy Camp Clinic Manager (written report)
7. Babbie Peterson, Orleans Clinic Manager (written report)
8. Kori Novak, Health CEO (written report)

9. Vickie Simmons, HR Director (written report)
10. Lessie Aubrey, Manager of Grants, Compliance and Accreditation (written report)
11. Patti White, RPMS Site Manager (written report)

K) REQUESTS *(Five Minutes Each)*

- 1.

M) INFORMATIONAL *(Five Minutes Each)*

- 1.

M) CLOSED SESSION *(Five Minutes Each)*

1. CHS (dinner break)
2. Laura Olivas
3. Kori Novak
4. Barbara Snider
5. Tribal Council Members

N) SET DATE FOR NEXT MEETING *(Thursday, October 12, 2017 at 10am in Happy Camp).*

OO) ADJOURN

Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

**Karuk Tribe Consent Calendar
Health Board Meeting – October 12, 2017**

Compliance- Agreement Modification

- Requesting approval of 12-A-008 Modification #1 to add \$192,859 to the IHS Indian Creek Pipeline Crossing Project.

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: 12-A-008 #1
 MOU
 Agreement Funder/Agency Assigned: _____
 Amendment Prior Amendment: _____

REQUIRED → *Procurement Attached *Budget Attached
*System for Award Management (SAM) (CONTRACTS ONLY)
*KCDC/ KTHA Notification/ review required Yes No

Requestor: Emma Lee Perez Date: October 5, 2017

Department/Program: Admin

Name of Contractor or Parties: Indian Health Services

Effective Dates (From/To): September 1, 2017 until completion

Amount of Original: \$136,731

Amount of Modification: \$192,859

Total Amount: _____

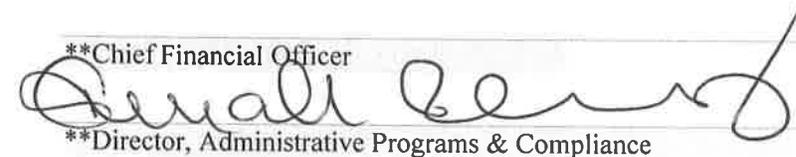
Funding Source: N/A

Special Conditions/Terms:

Brief Description of Purpose:

Additional funds for Indian Creek Pipeline Crossing

**** REQUIRED SIGNATURES ****
 Requestor 10/6/17
Date

**Chief Financial Officer
 Date
10/6/17
Date

**Director, Administrative Programs & Compliance

**Director of Self Governance(MOU/MOA) or TERO (Contracts) Date

Other Date

AMENDMENT NO. 1
TO THE
MEMORANDUM OF AGREEMENT
BETWEEN
INDIAN HEALTH SERVICE
AND
KARUK TRIBE
SISKIYOU COUNTY
CALIFORNIA

PUBLIC LAW 86-121
PROJECT CA 11-E18

DEPARTMENT OF HEALTH AND HUMAN SERVICES
PUBLIC HEALTH SERVICE
INDIAN HEALTH SERVICE
CALIFORNIA AREA OFFICE

SEPTEMBER 2017

AMENDMENT NO. 1
TO THE
MEMORANDUM OF AGREEMENT
BETWEEN
INDIAN HEALTH SERVICE
AND
KARUK TRIBE
SISKIYOU COUNTY
CALIFORNIA

PUBLIC LAW 86-121
PROJECT CA 11-E18

This Agreement is made between the Indian Health Service (IHS), acting through the Director, California Area IHS, Department of Health and Human Services, under and pursuant to the provisions of Public Law 86-121 (73 Stat. 267), and the Karuk Tribe, hereinafter called the Tribe, acting through its Chairperson.

The Tribe desires adequate waste disposal facilities for the members of the Tribe.

The original Memorandum of Agreement was signed by the Tribe on October 20, 2011 and by the IHS on October 26, 2011.

Under this Amendment, unused planning funds will be reprogrammed to award a construction contract for the proposed waste disposal facilities.

The Tribe has reviewed and concurs with the provisions of the attached Amendment No. 1 to the Project Summary.

In order to carry out the project as set forth in the attached Amendment No. 1 to the Project Summary dated September 2017, the parties mutually agree:

IHS CONTRIBUTIONS

2. The IHS shall contribute to the Tribe an amount not to exceed \$192,859.00 for administration and construction of the proposed facilities. The Area Director, California Area IHS, may increase this amount subject to the availability of funds, and will notify the other parties in writing of any changes. The exact amount to be contributed shall be the sum of the following items: [IC2]

- a. An amount not to exceed \$10,364.00 to assist with purchase of permits and services required for the construction of the proposed facilities. [IC2.a]
- b. An amount not to exceed \$180,623.00 to be contributed to the Happy Camp Sanitary District to administer the construction of the proposed facilities as described in Amendment No. 1 to the Project Summary. [IC2.b]
- c. An amount not to exceed \$1,872.00 to assist with the contract administration of the project. A contract administrative support fee will be paid to the Tribe in lieu of indirect costs. [IC2.c]

All other aspects of the original MOA remain the same.

In witness whereof, the parties have subscribed their names:

For the Tribe:

Date

Chairperson, Karuk Tribe, having been duly authorized to enter into this Agreement on behalf of the Tribe

For the Indian Health Service:

Date

Area Director
California Area Indian Health Service
Department of Health and Human Services

**Health Board Meeting
September 14, 2017-Meeting Minutes**

Meeting called to order at 10:02 am by Chairman Attebery.

Present:

Russell “Buster” Attebery, Chairman
Robert Super, Vice-Chairman
Charron “Sonny” Davis, Member at Large
Alvis “Bud” Johnson, Member at Large
Renee Stauffer, Member at Large
Arch Super, Member at Large

Absent:

Joseph “Jody” Waddell, Member at Large (excused)
Michael Thom, Secretary/Treasurer (excused)
Joshua Saxon, Member at Large (excused)

Buster Attebery read the Mission Statement and Sonny Davis provided a prayer for the group.

Buster introduced Johnny Evans as the Sergeant of Arms.

Agenda:

Renee Stauffer moved and Bud Johnson seconded to approve the agenda with changes, 5 haa, 0 puuhara, 0 pupitihara.

Consent Calendar:

None at this time.

Minutes of August 10, 2017:

Bud Johnson moved and Sonny Davis seconded to approve the minutes of August 10, 2017, 5 haa, 0 puuhara, 0 pupitihara.

Guests:

1) Tanya Busby, Domestic Violence Services

Tanya is present to request approval of Out-of-State travel to Scottsdale, Arizona, October 2, 2017 through October 5, 2017 for herself, Justina Harrison as the Chairperson and Sonny Davis as the Council Representative. This was budgeted in the Domestic Violence Program grant.

Robert Super moved and Renee Stauffer seconded to approve Out-of-State travel for Tanya Busby, Justina Harrison and Sonny Davis to Scottsdale Arizona, October 2, 2017 through October 5, 2017 for the 2017 Annual Tribal OVW Government-to-Government Consultation on Violence Against Women, 4 haa, 0 puuhara, 1, pupitihara (Sonny Davis)

Tanya is also requesting authorization of resolution 17-R-103 for her to represent the Karuk Tribe at the 2017 Annual Tribal Government-to-Government Consultation on Violence against Women. She would like to give verbal testimony and voice concerns about Domestic Violence. Tanya said that Sonny Davis is also going to speak there as a Council Member. She mentioned that part of her testimony will express the need for more funding and not to have to compete for the funding. Her program is very important and she will speak on how it has made major changes in our communities. Buster asked who was requiring the resolution. Tanya said that this is standard just to have written and verbal agreement that she can speak on behalf of the Domestic Violence Program.

Robert Super moved and Renee Stauffer seconded to approve 17-R-103, Resolution authorizing Tanya Busby to represent the Karuk Tribe at the 2017 Annual Tribal OVW Government-to-Government Consultation, 5 haa, 0 puuhara, 0 pupitihara.

2) Mark LeBeau, Executive Director CRIHB

Buster introduced Mark LeBeau to the audience and thanked him for being here. Mark is present to speak on behalf of CRIHB and give updates on what's been happening as far as advocacy and the funding for our tribal health programs. Mark thanked the Council and Tribe for being here. He mentioned that he has good news. Over the last two months Tribes in California have been doing advocacy work on Capitol Hill. Congressman Ken Calvert, Chair of the Interior Appropriations Committee has released the FY. 2018 Interior and Environment Appropriations Bill. The Indian Health Care Improvement Fund is funded at \$130 million. CRIHB wants to make sure that our rural areas get their fair share of the funding. He mentioned this was working well in the past but other areas got involved and the funding was dispersed across the country which resulted in our funding decreasing. He recommended that the California Tribes, rural in particular, get their fair share. Lessie Aubrey passed out a copy of the press release. Mark Lebeau strongly advised on reaching out to senate. There was discussion on funding for rural tribes and health clinics as well as billing through CRIHB and pushing our tribal members in the right direction and getting them employed in the health field. Buster and Council Thanked Mark for the information presented.

3) Eileen Tiraterra, Billing

Eileen is present for Suzanna Hardenburger to request Out-of-State travel. They are sending April Spence to a coding class in Salt Lake City Utah, October 15, 2017 through October 19, 2017 for the AAPC Regional Conference. This will be paid for out of the Billing Department's travel funds.

Robert Super moved and Bud Johnson seconded to approve Out-of-State travel for April Spence to Salt Lake City, Utah, October 15, 2017 through October 19, 2017 for the AAPC Regional Conference 2017, 5 haa, 0 puuhara, 0 pupitihara.

4) Trista Parry, Grants Coordinator

Trista is present to request approval of contract 17-C-105, agreement and scope of work for phase I environmental agreement for 4 sites. The total amount of the contract is for \$9,000.

This is part of the new market tax credit with Travois and has gone through the internal review process. They are in the budget costs to legal and accounting line items in the budget.

Renee Stauffer moved and Robert Super seconded to approve 17-C-105, Contract with Travois-Environmental Services, 5 haa, 0 puuhara, 0 pupitihara.

5) Lester Alford, TANF Director

Lester is present to request approval of several action items. He is requesting approval of 17-M-03, an MOU with Quartz Valley's Anav Tribal Health Clinic. This is for the clinic to provide transportation assistance to Karuk Tribal TANF Clients for their services that live in that area. They receive a \$500,000 grant to provide transportation to clients.

Robert Super moved and Renee Stauffer seconded to approve 17-M-03, MOU with Quartz Valley to provide Transportation services for Karuk Tribal TANF clients, 5 haa, 0 puuhara, 0 pupitihara.

His next item is 17-C-107, a contract for the Happy Camp Kindergap program. This is similar to the Kindergap program at Junction.

Renee Stauffer moved and Robert Super seconded to approve 17-C-107, contract for Kindergap services in Happy Camp, 5 haa, 0 puuhara, 0 pupitihara.

Happy Camp Elementary School students are traveling to Washington, DC for their Exploring America trip. Council had previously approved 12 individuals. Lester is requesting to add 4 more individuals for a total of 17 participants. These four kids were missed because they had been promoted to the next grade. Buster mentioned that the paperwork should reflect his real name as "Russell" and not "Buster". Arch asked if the date of the document had been changed. Lester said that yes, they had originally signed the contracts in June. Renee Stauffer asked if this was the same trip that some of the kids in Orleans had been fundraising for. Lester said yes it was.

Renee Stauffer moved and Bud Johnson seconded to approve Out-of-State travel adding 4 more youth to the TANF Program's Exploring America trip for a total of 17 participants, 5 haa, 0 puuhara, 0 pupitihara.

Lester's next request was for the coordinator of that event to go to the training on how to manage the children. In the past, parents have gone but were stuck in the hotel rooms because they were not allowed to go with the kids. There will be four chaperones. Travel insurance is \$269. If they don't go for any reason, we will be reimbursed.

Renee Stauffer moved and Bud Johnson seconded to approve Out-of-State travel for Jessica Patterson to Boston, MA, October 5, 2017 through October 10, 2017 for the Exploring America Group Leader Training, 5 haa, 0 puuhara, 0 pupitihara.

6) Emma Lee Perez, Contract Compliance

Emma Lee is present for approval of the sanitation deficiencies list. The first page was approved this spring and the next is their changes. They had to swap projects around. The first priority didn't have enough funding. This is a formality. Happy Camp surface water will be number one and bridge water crossing to number three. Arch had questions about the document. He said that the first page is the original but what was the other page. Emma Lee noted that she will return later in the meeting with the corrections.

She is also requesting approval of 17-C-063, Modification number one to extend the utilities at the Family Services Center beyond the parking lot. They won't have to tear up the parking lot during the next phase. The original amount was \$95,779. This has gone through review by TERO, Compliance and our CFO. They gave us a break in the fee. They will have to abandon the existing manholes. PP&L will have to do trenching. This also allows extension of the electrical in the future and saves money in the long run.

Arch Super moved and Sonny Davis seconded to approve 17-C-063 Modification #1, contract with Black Wolf Construction allowing necessary changes for site utilities portion, 5 haa, 0 puuhara, 0 pupitihara.

Emma Lee is also requesting approval of 17-C-050 Modification #1, modification to the work on the Yreka Clinic Roof. Danco is accountable for any damages that have occurred at no cost to the Tribe. This is for a \$1000 credit and an extension of time through October 13, 2017. She emailed Trista a copy of the part about leverage for the tax credit. Materials and things not used will go back and the Tribe will receive a credit.

Renee Stauffer moved and Bud Johnson seconded to approve 17-C-050 Modification #1, contract with DANCO for extension of time to allow for the delivery of materials necessary for project completion, 5 haa, 0 puuhara, 0 pupitihara.

Arch Super asked who the person was that would have inspected or verified this. Emma Lee mentioned that it was Fred Burcell and that they met several times out in Yreka Robert asked Joshua Stanshaw about the roof. He said they went with heavier gauging, that it was efficient and he had no concerns.

7) Eunsun Lew, Dental Director

Eunsun is present to review her report. Last month the clinics had mock inspections and received the results. They are moving ahead and getting ready for next year's accreditation. The Orleans Dental Clinic is open every Wednesday. They scheduled 21 patients. They can only see 5 patients per day and are booked until November 29, 2017. Renee mentioned that people have said they have been calling to make appointments and no one is returning their calls. The phone number is routing directly to the Happy Camp Dental Clinic. Eunsun Lew noted that these cases happen and she will look into it.

The Dental Receptionist for Yreka is resigning her position. Her last day will be September 22, 2017 and she will be going to work closer to home at the Anav clinic. They are going to have to find another person to fill that position. In August they saw around 700 people. Last year in August 2016 they saw only 400 people so there is improvement. Eunsun mentioned

that she would like to report that we do have the potential to grow our revenue next year through the medical MOA Indian or Non-Indian rate. This is identical to tobacco tax but with a lot more benefits. She also noted that they are working hard to find more providers and that when we do, we will get more expansion. If we get one more provider then we will be able to provide more services in other areas. They had one candidate but they denied the offer. Vickie Simmons mentioned that they are still looking for providers.

Renee Stauffer moved and Bud Johnson seconded to approve the Eunsun Lew's report, 5 haa, 0 puuhara, 0 pupitihara.

8) Joshua Stanshaw, Operations Manager

Joshua is present to review his report. He noted that there are several action items that didn't make it into the packet. HVAC started in Yreka two days ago. Raymac is working around the clinic after hours. He is good with that as long as they are not taking up parking spaces. They made huge progress.

Josh has two action items, the flooring for the clinic and the painting of the clinic exterior. They had to balance providers between the clinics. Babbie said that Regina is getting better. He's hoping that our provider situation stabilizes but we are doing the best we can. Robert Super noted that there were once per year dental services from a UIHS contractor in Weitchpec and they could look into providing those services in our area. Buster said that we need to keep our services going and send them to our clinics. Renee asked if there was a dentist in Orleans once per month. Vickie said that they are in Orleans once per week and Nikki Hokanson was in Orleans providing services yesterday.

Joshua is requesting approval of contract 17-C-102 for the painting of the exterior of the Yreka Clinic. They had two vendors submit proposals for the RFP. One was from Redding and the other was from the Coast. We went with the lowest bid which was \$21,000. TERO and Contract Compliance had reviewed as well.

Renee Stauffer moved and Bud Johnson seconded to approve 17-C-102, contract with The Paint Smith for painting the exterior of the Yreka Clinic, 5 haa, 0 puuhara, 0 pupitihara.

Joshua is also seeking approval of 17-C-106. They will lay down laminate plank in the patient exam rooms, put down medical grade flooring and do away with the rigid flooring. Family Carpet and Things was the winning bid. They split the bid. \$5,500 was one set of materials and his bid is attached to the procurement. Laura Mayton didn't agree so they had to clarify the award amount. \$83,776 was the total amount. TERO was in the sales tax that Laura reviewed and added together. Joshua was notified that his original amount was incorrect.

Robert Super moved and Arch Super seconded to approve 17-C-106, contract with Family Carpet and Things to replace the flooring in the Yreka Clinic, 4 haa, 0 puuhara, 1 pupitihara, (Sonny Davis Abstained)

Joshua was also seeking approval of a procurement request for CHR supplies and automatic defibrillators. Henry Schein was the lowest bid. These are a requirement. We have an account with both and these are the only two bids we could find. They are pretty specialized.

Arch Super moved and Renee Stauffer seconded to approve the procurement with Henry Schein for CHR supplies and automatic defibrillators, 5 haa, 0 puuhara, 0 pupitihara.

Joshua was also requesting procurement for three scales. This was from an equipment grant so we are getting pediatric scales for each clinic. Justification was that they provide longer and more inclusive warranties at a lower cost. Buster asked what the timeline was. Laura Olivas mentioned that this is not time sensitive but that Kori wanted to get this moving so she had self-imposed a timeline. Buster mentioned that timewise we can take a closer look.

Joshua is requesting approval of a position description for the Orleans Medical Clinic Receptionist/Medical Assistant. Vickie Simmons said that she had worked on this with Babbie and their main changes were updating the salary and she also added veteran's preference. This is an updated version.

Robert Super moved and Renee Stauffer seconded to approve the Medical Clinic Receptionist/Medical Assistant position description, 5 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Bud Johnson seconded to approve Joshua Stanshaw's report, 5 haa, 0 puuhara, 0 pupitihara.

9) Cindy Hayes, Yreka Clinic Manager

Not present, report provided.

Robert Super moved and Bud Johnson seconded to approve Cindy Hayes report, 5 haa, 0 puuhara, 0 pupitihara.

10) Sandra Dodson, Happy Camp Clinic Manager

Not present, report provided.

Robert Super wanted to mention we want to make sure that she knows the Council is thinking about her and don't want her to get burned out in her position.

Bud Johnson moved and Renee Stauffer seconded to approve Sandra Dodson's report, 5 haa, 0 puuhara, 0 pupitihara.

11) Babbie Peterson, Orleans Clinic Manager

Vickie Simmons worked with Babbie to get the Medical Assistant/Receptionist position updated. This doesn't replace the need for an LVN but takes away some of the pressure. Travis has time to follow up and we will continue to search for an LVN.

Renee Stauffer moved and Bud Johnson seconded to approve Babbie Peterson's report, 5 haa, 0 puuhara, 0 pupitihara.

Joshua Stanshaw requested approval of a Tribal Credit Card for Letha Jerry for her CHR position.

Robert Super moved and Bud Johnson seconded to approve a Tribal Credit Card for CHR Letha Jerry, with \$1,500 credit limit, 5 haa, 0 puuhara, 0 pupitihara.

12) Dr. Tony Vasquez, Medical Director

Not present, written report provided.

Renee Stauffer moved and Bud Johnson seconded to approve Dr. Tony Vasquez's report, 5 haa, 0 puuhara, 0 pupitihara.

13) Patricia Hobbs, Children & Family Services

Pat is present to review her report. She is not ready for her action item. KCDC Board report wasn't ready so she will speak with Barbara about requesting a phone vote. This is due by Monday. We have had no responses for the Substance Abuse position so she asked that it be flown again. We are also looking for a program manager and an AOD counselor.

Robert Super moved and Bud Johnson seconded to approve Patricia Hobb's report, 5 haa, 0 puuhara, 0 pupitihara.

14) Vickie Simmons, HR Director

Vickie is present to review her report. She also has two action items. The position description was out of date for the Medical Coder I & II position so they revamped it. This position was previously the Data Entry Analyst position. The difference between Medical Coder I and Medical Coder II was that there are two separate categories. You can work towards the certification. Medical Coder II is at a lower rate with the option to get their certification.

Renee Stauffer moved and Arch Super seconded to approve the Medical Coder I & II position description, 5 haa, 0 puuhara, 0 pupitihara.

The Yreka Dental Clinic Receptionist put in their resignation, so they wanted to make sure the position description was up to date.

Renee Stauffer moved and Bud Johnson seconded to approve the Yreka Dental Receptionist position description, 5 haa, 0 puuhara, 0 pupitihara.

Vickie went over her report. She mentioned that it was a busy month. Robert asked about locum tenants. Vickie said that she has to do her part. As far as credentialing and privileging an actual doctor and doesn't have to wait for their reference letters. They can't bill for locum tenants. She mentioned that they are supposed to be only for two weeks or so here and there, not keeping them on for as long as we have been. We are still trying to recruit doctors.

Renee Stauffer moved and Bud Johnson seconded to approve Vickie Simmons' report, 5 haa, 0 puuhara, 0 pupitihara.

15) Lessie Aubrey, Manager of Grants, Compliance & Accreditation

Lessie is present to review her report. She mentioned that for the Audit chart, there was only one person working on that and are at 100% for everything except charting the pain level. There was a default in their computer system.

16) Patricia White, RPMS Site Manager

Patricia is present to review her report. She mentioned that clinic visits are declining and that there was also a typo that she will correct. She passed out a chart to show the breakdown and gave comparison from this year to last. There is a provider shortage. Patricia has been helping Lessie on policies. Robert said that if we are down providers than we are down visits. We have shortages in Behavioral Health as well. We need to recruit and retain. He would like to know how many people we have been referring out. There was discussion on past providers and how to retain.

Arch Super moved and Renee Stauffer seconded to approve Patricia White's report, 5 haa, 0 puuhara, 0 pupitihara.

Closed Session:

Arch Super moved Renee Stauffer seconded to approve sending the 120 day letter to NIGC for the facility license, 5 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Bud Johnson seconded to approve to pay the 13 hours on timesheet for employee XXXX, due to evacuation, 4 haa, 1 puuhara, 0 pupitihara, (Sonny Davis).

Consensus: To interview 5 applicants for the position and not pay their way unless they request.

Robert Super moved and Sonny davis seconded to approve Laura Olivas' report, 5 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Bud Johnson seconded to approve Dr. Kim's additional privileges signed off by Dr. Felker, Dr. Millington and Dr. Novak, 5 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve burial assistance for Tribal Member #4626 in the amount of \$500 from discretionary, 5 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Sonny Davis seconded to approve the Flag Football insurance, 5 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Robert Super seconded to approve the Management Team agenda and attachments, 5 haa, 0 puuhara, 0 pupitihara.

Consensus: to table Dr. Novak's report.

Arch Super left the meeting at 4:50 pm.

Next Meeting: October 12, 2017 at 10AM in Happy Camp.

Bud Johnson moved and Robert Super seconded to adjourn at 4:58 pm.

Respectfully Submitted,

Russell “Buster” Attebery, Chairman

Recording Secretary, Brittany Souza

OPERATIONS MANAGER REPORT

October 12, 2017

SYNOPSIS

Repairs and upgrades to the Yreka Clinic are moving at a swift pace. The building has been prepped for exterior painting. The HVAC and roofing project are coming together and should wrap up on time. We have started to set dates for flooring installation. The clinics welcome multiple new staff, both providers and support staff.

Medical Clinic Manager Reports

Attached are the reports from Cindy Hayes, Yreka Clinic Manager; Sandra Dodson, Happy Camp Clinic Manager; and Babbie Peterson, Orleans Clinic Manager. The highlights from their reports are provided below.

Yreka: The Yreka Clinic is looking forward increasing patient flow now that providers are no longer splitting time between clinics. Additionally Dr. McSweeney-Tyson has joined the team and is seeing our pediatric patients. Year over year visits for telemedicine has experienced explosive growth. Yreka also has a new transporter. Brining in an additional transporter will ensure that our CHRs are spending more time in patient's homes and less time transporting patients on long trips.

Happy Camp: The Happy Camp staff are excited to have Mr. Goodwin onboard and seeing patients. They are working hard to bring Mr. Goodwin up to speed without overwhelming him. Happy Camp also has a new medical assistant and health information clerk. Both new staff have been coming to the Yreka Clinic for training to ensure continuity across the organization. Happy Camp is looking forward to coming together as a team and bringing full service back to the community.

Orleans: The staff in Orleans have been taking steps to help improve the addition of dental services. They have moved computers and phones around so that dental staff have easier access and better work flow. Orleans also brings on a new Receptionist/Medical Assistant. With orientation completed the new employee will be coming to Yreka to train. The new Reception/Medical Assistant will vastly improve the workflow and capacity of the clinic. Orleans is currently looking for a Licensed Vocational Nurse and a Transporter.

Senior Nutrition

Upon returning from leave Hannah has worked very hard to get all reporting caught up, as well as ensure the final requirements of the PSA 2 contract are fulfilled. Additionally Hannah and her staff are hard at work conducting assessments on both home bound and congregate meal clients. These assessments are a requirement of the funding sources as well as provide great insight for areas of improvement.

Respectfully submitted;

Joshua Stanshaw
Operations Manager
Karuk Health & Human Services

SENIOR NUTRITION

Health Board Date October 12, 2017

SYNOPSIS:

During the month of September I came back from my medical leave. After returning back to work, I worked on reports and other paperwork that needed to be caught up on. Also during the month of September I worked on getting a fire inspection conducted the Happy Camp Kitchen. The inspection was conducted by Wilgus Fire Inc. out of Redding and we are currently waiting for the fire report. We have also been conducting home assessments for our homebound clients to make sure they are still eligible to receive homebound meal and to update their information through the SAMS program. We have been conducting assessments for our congregate clients as well, so that we may update their information. Currently I am working on menus for 2018, so they can be reviewed and approved by our RD. Also during the month of September I worked on getting donations from Fire Camp. The fire camp donated non-perishable foods, paper plates, paper bowls, cutlery, instant coffee, hot chocolate and etc. We split the donations between the Happy Camp and The Orleans Centers.

Respectfully submitted;

Hannah Schlosser-Prukop

Senior Nutrition Supervisor

CHILD AND FAMILY SERVICES

October 4, 2017

SUMMARY:

We are currently screening for the position Substance Use Disorder Program Manager.

Karuk Substance Abuse Program is participating in the Karuk Youth Wellness Court Program and the case load is growing.

SECTION 2: DIVISION REPORTS

Substance Abuse Program – There is no response to my inquiries regarding the Batterer's Intervention Program or Driving Under the Influence Program as of today. I am following up and hope to have an answer for council at the Health Board.

Mental Health Program – Jessica Caple LCSW will start the orientation process on 10/9/2017. HR is completing background checks on a second therapist in the Koo Vura Yee Shiip program.

Child Welfare – Ms. Jones is managing all of the Humboldt Co cases and some of the more active cases from other counties.. All inquiries continue to be managed by the Yreka office . We have offered the Child Welfare Social Work position to Rudy Aguirre and he will be coming to work for CFS on 10/23/17.

The Tribe has been invited to participate in a government to government consultation on the statewide implementation of Tribal Customary Adoptions and the Indian Child Welfare Act which will be held on 11/9/2017. I believe it would be beneficial to have a planning session regarding this issue. I am sending the packet to Fatima Abbas for review as well.

Section 3: Action Items

Contract – Native American Training Institute, Wraparound Training

Contract – Native American Mental Health



Respectfully submitted;

Patricia Hobbs MSW LCSW

Director Child and Family Services

***** CONFIDENTIAL PATIENT INFORMATION *****

OCT 03, 2017 Page 1

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: SEP 01, 2017 TO SEP 30, 2017

PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
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AREA: CALIFORNIA TRIBE/638

SERVICE UNIT: KARUK TRB HP

FACILITY: YREKA

PROVIDER: FOSTER, TAMI (FAMILY THERAPIST)

13-INDIVIDUAL TREATMENT/COUNS	10	13.0	3	10
19-DISCHARGE PLANNING-PATIENT	4	2.0	4	4
21-FOLLOWTHROUGH/FOLLOWUP-PAT	2	0.7	2	2
28-DISCHARGE PLANNING-PATIENT	1	0.5	1	1
30-FOLLOWUP/FOLLOWTHROUGH-PAT	9	3.0	9	9
31-CASE MANAGEMENT-PATIENT NO	1	0.3	1	1
48-CRISIS INTERVENTION-PATIEN	1	1.0	1	1
90-FAMILY TREATMENT	1	1.3	1	1
	=====	=====	=====	=====

PROVIDER TOTAL:	29	21.7	22	29
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PROVIDER: HOBBS, PATRICIA (LICENSED CLINICAL SOCIAL WORK)

13-INDIVIDUAL TREATMENT/COUNS	1	1.0	1	1
21-FOLLOWTHROUGH/FOLLOWUP-PAT	1	0.2	1	1
56-RECORDS/DOCUMENTATION	1	0.1	1	1
	=====	=====	=====	=====

PROVIDER TOTAL:	3	1.3	3	3
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PROVIDER: JANKE, PAUL (ALCOHOLISM/SUB ABUSE COUNSELOR)

11-SCREENING-PATIENT PRESENT	1	1.0	1	1
12-ASSESSMENT/EVALUATION-PATI	9	10.5	8	9
13-INDIVIDUAL TREATMENT/COUNS	18	11.6	13	18
22-CASE MANAGEMENT-PATIENT PR	4	3.5	4	4
28-DISCHARGE PLANNING-PATIENT	1	0.5	1	1
31-CASE MANAGEMENT-PATIENT NO	12	7.3	10	12
56-RECORDS/DOCUMENTATION	2	1.5	2	2
91-GROUP TREATMENT	75	13.4	17	75
	=====	=====	=====	=====

PROVIDER TOTAL:	122	49.2	56	122
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PROVIDER: KINNEY, BENTON PA-C (PHYSICIAN ASSISTANT)

99-INDIVIDUAL BH EHR VISIT	18	0.0	18	18
	=====	=====	=====	=====

PROVIDER TOTAL:	18	0.0	18	18
-----------------	----	-----	----	----

PROVIDER: PERREIRA, JOSEPH E (ALCOHOLISM/SUB ABUSE COUNSELOR)

12-ASSESSMENT/EVALUATION-PATI	4	5.5	4	4
13-INDIVIDUAL TREATMENT/COUNS	7	6.5	4	7
22-CASE MANAGEMENT-PATIENT PR	4	3.5	3	4
28-DISCHARGE PLANNING-PATIENT	1	0.5	1	1
31-CASE MANAGEMENT-PATIENT NO	11	6.8	9	11
91-GROUP TREATMENT	50	8.9	12	50
	=====	=====	=====	=====

PROVIDER TOTAL:	77	31.7	33	77
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PROVIDER: WALTER, KAREENA (LICENSED CLINICAL SOCIAL WORK)

12-ASSESSMENT/EVALUATION-PATI	5	6.8	4	5
13-INDIVIDUAL TREATMENT/COUNS	29	33.8	15	29

***** CONFIDENTIAL PATIENT INFORMATION *****

OCT 03, 2017 Page 2

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: SEP 01, 2017 TO SEP 30, 2017

PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
19-DISCHARGE PLANNING-PATIENT	4	2.0	4	4
21-FOLLOWTHROUGH/FOLLOWUP-PAT	2	0.7	2	2
28-DISCHARGE PLANNING-PATIENT	1	0.5	1	1
30-FOLLOWUP/FOLLOWTHROUGH-PAT	9	3.0	9	9
31-CASE MANAGEMENT-PATIENT NO	1	0.3	1	1
48-CRISIS INTERVENTION-PATIEN	1	1.0	1	1
56-RECORDS/DOCUMENTATION	18	1.7	15	18
90-FAMILY TREATMENT	1	1.3	1	1
=====	=====	=====	=====	=====
PROVIDER TOTAL:	71	50.9	53	71
PROVIDER: WASSON, JAMIE MA (MEDICAL ASSISTANT)				
99-INDIVIDUAL BH EHR VISIT	9	0.0	9	9
=====	=====	=====	=====	=====
PROVIDER TOTAL:	9	0.0	9	9
=====	=====	=====	=====	=====
FACILITY TOTAL:	329	154.7	194	329
FACILITY: HAPPY CAMP				
PROVIDER: FOSTER, TAMI (FAMILY THERAPIST)				
13-INDIVIDUAL TREATMENT/COUNS	4	5.8	1	4
19-DISCHARGE PLANNING-PATIENT	1	0.5	1	1
21-FOLLOWTHROUGH/FOLLOWUP-PAT	1	0.3	1	1
30-FOLLOWUP/FOLLOWTHROUGH-PAT	2	0.7	2	2
=====	=====	=====	=====	=====
PROVIDER TOTAL:	8	7.3	5	8
PROVIDER: HOBBS, PATRICIA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	1	1.0	1	1
=====	=====	=====	=====	=====
PROVIDER TOTAL:	1	1.0	1	1
PROVIDER: JANKE, PAUL (ALCOHOLISM/SUB ABUSE COUNSELOR)				
13-INDIVIDUAL TREATMENT/COUNS	4	2.0	4	4
21-FOLLOWTHROUGH/FOLLOWUP-PAT	1	0.5	1	1
30-FOLLOWUP/FOLLOWTHROUGH-PAT	2	1.0	2	2
91-GROUP TREATMENT	32	10.5	6	32
=====	=====	=====	=====	=====
PROVIDER TOTAL:	39	14.0	13	39
PROVIDER: KINNEY, BENTON PA-C (PHYSICIAN ASSISTANT)				
99-INDIVIDUAL BH EHR VISIT	1	0.0	1	1
=====	=====	=====	=====	=====
PROVIDER TOTAL:	1	0.0	1	1
PROVIDER: PENA, J LAUREL MA (MEDICAL ASSISTANT)				
99-INDIVIDUAL BH EHR VISIT	1	0.0	1	1

***** CONFIDENTIAL PATIENT INFORMATION *****

OCT 03, 2017 Page 3

ACTIVITY REPORT FOR ALL PROGRAMS (MH,SS,CD,OTHER) PROGRAM

RECORD DATES: SEP 01, 2017 TO SEP 30, 2017

PATS is the total number of unique, identifiable patients when a patient name was entered on the record. # served is a tally of the number served data value.

	# RECS	ACT TIME (hrs)	# PATS	# SERVED
13-INDIVIDUAL TREATMENT/COUNS	1	1.0	1	1
PROVIDER TOTAL:	1	1.0	1	1
PROVIDER: WALTER, KAREENA (LICENSED CLINICAL SOCIAL WORK)				
13-INDIVIDUAL TREATMENT/COUNS	20	23.4	13	20
19-DISCHARGE PLANNING-PATIENT	1	0.5	1	1
21-FOLLOWTHROUGH/FOLLOWUP-PAT	1	0.3	1	1
30-FOLLOWUP/FOLLOWTHROUGH-PAT	2	0.7	2	2
56-RECORDS/DOCUMENTATION	10	1.2	8	10
PROVIDER TOTAL:	34	26.1	25	34
FACILITY TOTAL:	85	49.3	47	85
SU TOTAL:	414	204.0	241	414
AREA TOTAL:	414	204.0	241	414

RUN TIME (H.M.S): 0.0.0

DENTAL DIRECTOR REPORT

September 14th, 2017

SYNOPSIS:

Thanks for Yreka Dental Team members who volunteered their time for the Yreka Fair on 08/09/17 to 08/13/2017 : Susan, Shannon ,Crystal and Chris gave their time. Both Clinics had MOCK Inspection on 08/24/2017 , All dental staff had OSHA and HIPPA class on 08/25/2017 and certified- Also found non-compliant for some areas but this is a head start for AAAHC 2018. Orleans dental clinic open every Wednesday, we scheduled 21 patients, 13 patients were seen by the providers on month of August. We can only see 5 patients per day but we are booked till Nov 29th.

SECTION 2

Karuk Tribe is participating entity for Dental Transformation Initiative that is supported by CRIHB. Target is for Tribal(AI/AN) patients ages 0-20 to increase oral health prevention, decrease restoration proportion and strong collaboration between the dental and medical staff. This pilot program that nothing but benefit to our tribe and I am very happy Kayla Super accepted additional duty as Oral Health Coordinator and Kayla S will serve as the liaison. Unfortunately Kayla Super is leaving Karuk, last day is Sept 22nd. Looking for right person for DTI program(added on 09/11/17)

SECTION 3

Month of August 2017 we served 697 patients ,compare to 448 patients for August 2016. We have one more month to go for the fiscal year, but 11 months dental revenue surpassed any other year since 2012.

Respectfully submitted;

EUNSUN LEW DDS

DENTAL DIRECTOR KTHC



Dental Stats by Clinic - MONTHLY

September 2017

Provider Name

	Felker	Millington	Lew	Kim	Crouch	Hokanson
Ave. Visit Time:	1:21	1:13	0:58	1:05	0:40	0:46
Ave. Pts Daily:	6	9	9	8	5	4

Yreka Happy Camp Orleans TOTALS

	Yreka	Happy Camp	Orleans	TOTALS
Jan	343	137		480
Feb	439	215		654
Mar	544	260		804
Apr	439	180		619
May	386	140		526
Jun	510	81		591
Jul	384	139	3	523
Aug	511	186	7	697
Sep	424	175	6	599
Oct				0
Nov				0
Dec				0
Total	3,980	1,513	16	5509

Trends



September 2017

YREKA

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday					0
Tuesday					0
Wednesday					0
Thursday	45	15	7	2	25
Friday	27	12	3	0	12
Saturday					37
Weekly Visits					
Weekly Totals by Clinic	586	140	61	39	424

HAPPY CAMP

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday					0
Tuesday					0
Wednesday					0
Thursday	4	2	0	5	7
Friday					7
Saturday					7
Weekly Visits					
Weekly Totals by Clinic	161	74	28	116	175

ORLEANS

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday					0
Tuesday					0
Wednesday					0
Thursday					0
Friday					0
Saturday					0
Weekly Visits					
Weekly Totals by Clinic	6	6	0	6	4

DAILY TOTALS

Week 1

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	34	13	5	10	26
Tuesday	30	8	3	0	19
Wednesday	27	5	2	1	21
Thursday	35	9	4	0	22
Friday					0
Saturday					0
Weekly Visits					88

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	7	0	4	5	8
Tuesday	7	7	0	6	6
Wednesday	12	9	2	9	10
Thursday	5	2	1	6	8
Friday					8
Saturday					32
Weekly Visits					
Weekly Totals by Clinic	13	6	5	5	7

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday					0
Tuesday					0
Wednesday					0
Thursday	2	2	0	2	2
Friday					0
Saturday					0
Weekly Visits					2

Week 2

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	20	2	6	0	12
Tuesday	24	3	2	9	28
Wednesday	27	4	3	2	22
Thursday	20	7	0	1	14
Friday	21	4	3	0	14
Saturday					0
Weekly Visits					90

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	13	6	3	1	8
Tuesday	9	3	0	0	6
Wednesday	6	0	0	0	6
Thursday	12	7	2	2	9
Friday	2	2	0	10	10
Saturday					45
Weekly Visits					
Weekly Totals by Clinic	13	8	0	7	12

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday					0
Tuesday					0
Wednesday					0
Thursday					0
Friday					0
Saturday					0
Weekly Visits					0

Week 3

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	26	4	0	0	22
Tuesday	29	8	4	8	25
Wednesday	39	9	4	2	27
Thursday	26	8	2	2	17
Friday	0	0	0	0	0
Saturday					0
Weekly Visits					91

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	13	8	2	4	9
Tuesday	7	2	4	9	10
Wednesday	7	6	1	2	2
Thursday	3	1	1	10	11
Friday	1	1	1	0	0
Saturday					35
Weekly Visits					
Weekly Totals by Clinic	13	8	0	7	12

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday					0
Tuesday					0
Wednesday					0
Thursday					0
Friday					0
Saturday					0
Weekly Visits					0

Week 4

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	18	7	1	2	12
Tuesday	38	5	3	1	31
Wednesday	36	3	5	0	28
Thursday	25	8	0	1	18
Friday	29	4	2	0	23
Saturday	10	2	2	0	6
Weekly Visits					118

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	9	4	4	2	4
Tuesday	8	4	2	4	6
Wednesday	2	0	0	2	4
Thursday	21	3	3	1	10
Friday	13	8	2	4	7
Saturday					56
Weekly Visits					
Weekly Totals by Clinic	161	74	28	116	175

	Scheduled	Cancelled	No shows	Walk ins	NET
Monday	4	4	0	0	0
Tuesday	0	0	0	4	4
Wednesday					0
Thursday					0
Friday					0
Saturday					0
Weekly Visits					6

Cancellation Rate
No Show Rate
Walk-In Rate

0.238908
0.104096
0.066553

0.459627
0.173913
0.720497

1
0
1

HAPPY CAMP 3RD PARTY REVENUE FISCAL YEAR 2016/2017

	10/31/16	11/30/16	12/31/16	1/31/17	2/28/17	3/31/17	4/30/17	5/31/17	6/30/17	7/31/17	8/31/17	9/30/17	TOTAL
NON-BEN DENTAL	19,831.56	28,015.30	8,548.20	33,027.10	16,916.96	19,237.00	11,626.00	6,956.00	47,316.57	16,833.00	10,283.59	14,287.21	232,878.49
INDIAN DENTAL	13,046.50	15,291.60	4,253.20	13,425.70	8,509.30	20,786.70	10,828.05	5,316.85	27,867.10	10,747.80	5,249.44	12,947.24	148,269.48
TOTAL	32,878.06	43,306.90	12,801.40	46,452.80	25,426.26	40,023.70	22,454.05	12,272.85	75,183.67	27,580.80	15,533.03	27,234.45	381,147.97
HRSA Revenue										711.40	1,852.40	2,194.60	4,758.40
GRAND TOTAL										28,292.20	17,385.43	29,429.05	385,906.37

2016/2017 DENTAL - MONTHLY AVERAGE:

\$31,762.33

PROJECTED REVENUE FOR 2016/2017=

\$ 381,147.97

ORLEANS 3RD PARTY REVENUE FISCAL YEAR 2016/2017

	10/31/16	11/30/16	12/31/16	1/31/17	2/28/17	3/31/17	4/30/17	5/31/17	6/30/17	7/31/17	8/31/17	9/30/17	TOTAL
NON-BEN DENTAL	0.00			0.00						0.00			389.00
INDIAN DENTAL	0.00			0.00						0.00			736.00
TOTAL	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			1,125.00
HRSA Revenue													240.00
GRAND TOTAL													1,365.00

2016/2017 DENTAL - MONTHLY AVERAGE:

\$93.75

PROJECTED REVENUE FOR 2016/2017=

\$ 1,125.00

YREKA 3RD PARTY REVENUE FISCAL YEAR 2016/2017

	10/31/16	11/30/16	12/31/16	1/31/17	2/28/17	3/31/17	4/30/17	5/31/17	6/30/17	7/31/17	8/31/17	9/30/17	TOTAL
NON-BEN DENTAL	31,065.60	31,286.54	7,828.80	60,071.89	38,988.20	22,749.60	39,221.00	5,649.70	63,367.19	78,979.76	81,401.02	57,887.50	518,496.80
INDIAN DENTAL	21,787.00	26,690.25	10,500.70	43,737.02	33,168.80	25,912.96	23,478.32	8,011.04	52,636.16	57,637.10	57,354.35	42,412.00	403,325.70
TOTAL	52,852.60	57,976.79	18,329.50	103,808.91	72,157.00	48,662.56	62,699.32	13,660.74	116,003.35	136,616.86	138,755.37	100,299.50	921,822.50
HRSA Write Offs										11,616.20	3,805.80	4,517.60	19,939.60
GRAND TOTAL										148,233.06	142,561.17	104,817.10	941,762.10

2016/2017 DENTAL - MONTHLY AVERAGE:

\$76,818.54

PROJECTED REVENUE FOR 2016/2017=

\$ 921,822.50

3RD PARTY BILLING FISCAL YEAR 2016/2017

HAPPY CAMP	10/31/16	11/30/16	12/31/16	01/31/17	02/28/17	03/31/17	04/30/17	05/31/17	06/30/17	07/31/17	08/31/17	09/30/17	TOTAL
DENTAL	\$74,342.50	\$38,320.70	\$67,578.10	\$44,373.70	\$65,990.70	\$73,160.30	\$47,557.00	\$125,539.80	\$41,399.93	\$14,333.65	\$48,889.61	\$28,073.41	\$669,559.40
YREKA	10/31/16	11/30/16	12/31/16	01/31/17	02/28/17	03/31/17	04/30/17	05/31/17	06/30/17	07/31/17	08/31/17	09/30/17	TOTAL
DENTAL	\$97,069.50	\$48,985.40	\$135,570.00	\$114,968.16	\$64,663.19	\$158,967.35	\$68,578.80	\$146,447.90	\$197,493.03	\$221,851.40	\$128,567.40	\$111,631.56	\$1,494,793.69
ORLEANS	10/31/16	11/30/16	12/31/16	01/31/17	02/28/17	03/31/17	04/30/17	05/31/17	06/30/17	07/31/17	08/31/17	09/30/17	TOTAL
DENTAL	\$94.00	\$0.00	\$658.00	\$0.00	\$0.00	\$47.00	\$47.00	\$0.00	\$0.00	\$532.00	\$1,440.00	\$2,873.00	\$5,691.00
Totals	\$171,506.00	\$87,306.10	\$203,806.10	\$159,341.86	\$130,653.89	\$232,174.65	\$116,182.80	\$271,987.70	\$238,892.96	\$236,717.05	\$178,897.01	\$142,577.97	

3RD PARTY REVENUE FISCAL YEAR 2016/2017 (ALL SITES)

	10/31/16	11/30/16	12/31/16	1/31/17	2/28/17	3/31/17	4/30/17	5/31/17	6/30/17	7/31/17	8/31/17	9/30/17	TOTAL FOR FY 2016/2017
NON-BEN DENTAL	50,897.16	59,301.84	16,377.00	93,098.99	55,905.16	41,986.60	50,847.00	12,605.70	110,683.76	95,812.76	92,073.61	72,910.71	752,500.29
INDIAN DENTAL	34,833.50	41,981.85	14,753.90	57,162.72	41,678.10	46,699.66	34,306.37	13,327.89	80,503.26	68,384.90	62,603.79	55,600.24	551,836.18
SUB TOTAL	85,730.66	101,283.69	31,130.90	150,261.71	97,583.26	88,686.26	85,153.37	25,933.59	191,187.02	164,197.66	154,677.40	128,510.95	1,304,336.47
HRSA Revenue										711.40	5,709.20	6,901.20	13,321.80
GRAND TOTAL										164,909.06	160,386.60	135,412.15	1,317,658.27

2016/2017 DENTAL - MONTHLY AVERAGE:

\$108,694.71

DENTAL PROJECTED REVENUE FOR 2016/2017= \$

1,304,336.47

YREKA MEDICAL CLINIC

HEALTH BOARD SEPTEMBER 14, 2017

SYNOPSIS:

September 2017 Dr. Vasquez had 205 face to face visits with patients (Down 18.97% from September 2016). Jennifer Cronin had 213 face to face visits with patients (Up 3.90% from September 2016). Telemedicine had 29 visits (Up 1,350.00% from September 2016).

In the month of August, 10 Prior Authorizations were approved;

CHS/DIRECT = \$844.57

INELIGIBLE = \$1,026.63

TOTAL = \$1,871.20

We would also like to welcome Dr. Tyson our new Pediatrician and Ricky Gregory our new Transporter to our Yreka team.

Respectfully submitted:

Cindy Hayes

Yreka Medical Clinic Manager

September 3, 2017

HAPPY CAMP

September 2017

Hello Council Members!

Our patient numbers for August were 114, a decline again. However, our new Provider Mr. Greg Goodwin started Monday, October 2nd, 2017 and we will be getting those numbers back up as soon as we can. We are taking measures to not overwhelm him initially and will be gradually increasing the numbers as we go. Also, Dr. Tyson started 10/3/17 with pediatric patients and vaccinations and exams were flowing at the clinic! Both seem to be meshing well with staff and seem to enjoy our short time together so far. Our new MA is in training in Yreka and our Health information clerk is learning the ropes here at Happy Camp now. Both bring our staffing up to a full complement and are excellent additions to our team.

Respectfully submitted;

Sandy Dodson, RN., Clinic Manager

Happy Camp Clinic

ORLEANS MEDICAL CLINIC

Health Board Date October 12, 2017

SYNOPSIS:

September 2017 our medical provider had 116 face to face visits with patients (down 23.18% from September 2016). We had 44 lab visits (down 38.89% from September 2016) with our M.A. We hired Lucy Johnson-Avila as our new receptionist/medical assistant trainee; she started 09/25/2017. We have been setting the clinic up to accommodate the expanded services of Dental and Tele-Med by adding additional phone extensions and moving computers into the nurses station that were located in office where they were being under-utilized. These changes allows the dental staff better flow for their workers, as well as phone in our emergency procedure room where we also have Tele-Med equipment set up, that allows better communications for the logistics of scheduling multiple sites with the same provider.

Respectfully submitted;

Babbie Peterson

Orleans Medical Clinic

Manager

CEO Report- Open Session

Oct. 12, 2017

Synopsis: This month is relatively quiet. I am confident we are now on a much more solid foundation in medical, dental and behavioral health, with new folks coming on board and the stabilization of the organization. I anticipate some bumps with so many new people but am confident the management team can handle them. This month I only anticipate traveling for a DCHS Tribal Consultation on the 18th and the quarterly CRIHB meeting the 15th-28th (although I only intend on staying through the 27th) Dr. Vasquez and Dr. Lew will also be attending as well as potentially a few other managers as appropriate. We are opening new service lines in medical to provide quality care for patients, one of which we will discuss in closed session, its not that its really something closed, but this will give our guests a bit more time to have a dialogue with you.

Action Items:

Signature for RPMS Beta Test agreement

Signature on DTI Agreement

Reports:

Behavioral Health walls

Dental: Dr. Lew is on vacation so this is a brief Dental report.

Dr. Kim did 13 root canal treatments, and 43 surgical extractions this month. Fairchild dental doesn't do root canals so we are getting quite a few of their patients on Saturday. Both clinics had a mock inspection for OSHA & AAAHC and are working on fixing non-compliant areas in anticipation of the actual AAAHC inspection. Dental revenue will be discussed in closed session.

Medical: This is information so you can address the complaints we received that there were no providers and no one was being seen down river. As you can see, the last 4-5 months we have not seen a huge reduction in patient visits. We had a full time Happy Camp provider mid November through mid May. While there was some fluctuation those months, and a reduction during the months we had no permanent provider we were still seeing patients. Additionally the trend we were seeing was in all the clinics with the exception of Yreka in August matched YOY last year.

Patient Visits by Clinic by Month

Month	YREKA	HC	OR	MONTHLY TOTALS
January	416	192	89	697
February	544	232	136	912
March	590	254	161	1005
April	535	200	162	897
May	450	173	117	740
June	527	220	117	864
July	442	166	106	714
August	555	114	53	722
September	490	115	120	725
October				0
November				0
December				0
Total	4,549	1,666	1,061	7276

Yreka Clinic:

Roof: should be finished mid week next week.

HVAC: Should be done by the time you read this

Outdoor Painting: Should almost be done by the time you read this

Floors: Flooring will be put in for Dental Nov. 3-10 we will be seeing limited patients as our operatories are limited during that time but have worked out a way to still see folks. Flooring for the patient rooms in medical will be started the next week and the flooring for the rest of the clinic the week after that. The WHOLE clinic paint roof floor etc. should be completely done by early December.

We did the dental operatories first as we had to have Henry Schine come in to move the dental chairs. The medical patient rooms and the rest of the work flooring is much easier to schedule.

Acorns Grant: As I mentioned in my Friday report, I have taken over this grant. I had hoped to have the playground equipment up by the end of the month but am finding that quite a bit of work wasn't done, so I am working through that.

HR DIRECTOR REPORT
Karuk Tribal Health Board Meeting
October 12, 2017
Vickie Simmons
September Report

ACTION ITEMS:

Job Descriptions

SEPTEMBER ACTIVITIES:

New Hires:

Y FT Executive Assistant – Tonya Albers
HC Health Information Clerk – Robyn Eadie
HC Medical Assistant – Kassandra Polmateer
Y/HC – Pediatrician – Dr. McSweeney-Tyson
HC – Physician’s Assistant – Gregory Goodwin
Y – Clinic Transporter – Ricky Gregory
O – Receptionist/Medical Assistant – Lucy Johnson-Avila

Interviewed:

O Receptionist/Medical Assistant – selection made and accepted
Y Human Services Office Manager – selection made and accepted, screened, and then declined job.
Y Lead Child Welfare Social Worker – interviewee was not qualified
Y Clinic Transporter – selection made and accepted
HC O Mental Health Therapist II – selection made and accepted, starts 10/9/17
HC Chief of Staff – selection made and accepted, starts in November, renamed Executive Director
HC Director of Transportation – selection made and accepted
HC Youth and Family Activities Director by Dion – selection made and accepted
HC Education Program Coordinator by Dion – selection made and accepted
Y Social Worker by Dion – Selection made and accepted
Y Telehealth Coordinator by Dion – No selection made, tie vote to council
Y DV Support Services Specialist by Dion – selection made and accepted

Screenings:

Via Starleaf – Lead Child Welfare Social Worker
Via Starleaf – Human Services Office Manager
Via Starleaf – Y Clinic Transporter
Y – Y/HC Social Worker
HC – Chief of Staff
Via Starleaf – Telehealth Coordinator
HC DV Support Services Specialist (Dion)

Resignations/Employment Terminations:

HHS jobs yet to fill: Yreka Dentist, Clinic Physician for Happy Camp, Medical Social Worker, Orleans LVN, , Substance Abuse Counselor I or II, Yreka Lead Child Welfare Social Worker, Yreka Human Services Manager, and PHN.

1. Miscellaneous HR duties: employment verifications, open enrollment insurance applications, supervisor and employee counseling, license verifications, etc.
2. FML –One employee was denied FML (did not meet qualifications) but was given leave per supervisor’s direction, two employees were granted short term FML, and one employee is out on FML, but will return the first part of November.
3. Miscellaneous conference calls, meetings, webinars, nurse report, PA report, and orientations.

SEPTEMBER TRAININGS:

I was privileged to have attended the NNAHRA (National Native American Human Resources Association) Conference at the end of September. I would like to thank the board for approving this training. It was my first formal HR training. I made sure to use my time well by attending every class possible. However, since there were 4 classes offered each session, I missed many that would have proven useful. I returned with lots of info, and business cards of HR professionals who agreed to mentor me as needed. Training is offered at the end of this month in California for HR certification. However, because of the present need for another HR Director, I feel I cannot attend. Another is offered in March. But, it was also suggested that I bring trainers here to Happy Camp. I believe I will look into this. If this is possible, I would like to have the two HR Directors, Brittany Souza, and several of our tribal, KCDC, KTHA managers, who do very similar work, attend. I believe in training more than one person so that when one is away, others can fill in.

I would like to tell you that Brittany Souza stepped up and did an amazing job while I was away. She had the difficult task of covering for me and the other HR Director position. I am excited that she had this opportunity. We definitely discovered the need for more training.

I also want to thank Dion Wood for volunteering to help out in my absence. He and Brittany worked well together and I appreciate them both.

I am still trying to catch up on all the work created in my four day absence. It did not help that we were missing the second HR Director and, at the same time, having Open Enrollment with an insurance change.

NUMBERS:

HHS Staff – 96

Contracted Staff - 3

Respectfully Submitted by,
Vickie Simmons
HR Director

HRSA, Compliance and Accreditation

Board Report

September 13, 2017

Lessie Aubrey, Manager

CQI Reports:

1. HC Dental Chart Audit: Only one working this quarter is the RDH and she is at 100% on everything except charting pain level. The problem is the default but unless you chart something you can't tell if she asked the patient or not. And so her adult documentation on pain went down from 30% to 10% and to 0% from 10% in children.
 2. Update on PCMH: Danci Harris, LVN reported that the PCMH through NCQA is definitely something we can achieve. We have a six month time line before we apply for it. Danci said NCQA has revised all the standards and Cindy Hayes said they explained to them that these new standards should be easier than the way they have been doing it.
 3. PAP Smears/Sheila Super: Sheila reported that we are at 60% of the year and have reached 81% of our goal, which is 49.2%. Since 2013 our PAP Smear percentages have gone up steadily and we anticipate reaching our highest rate yet.
 4. Prompt Return on calls (Patient portals) Amy Coapman: The goal is to reach 50% of each providers patients in signing them up for their portal into their medical record. To date we have only 25 and most of them are employees. It is highly recommended that we hire someone to work in the lobby to sign patient up. They could travel to each clinic throughout the week.
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Risk Management/Incident Reports:

1. 4 provider issues.
2. One air filter issue

Additional Information:

Word received from HRSA that the FTCA application for 2018 was approved.

The upcoming HRSA Service Area Competition. The current HRSA grant ends April 30, 2018. The NOFA for the 2018 grant is expected to be released September 6th. The DEADLINE for grants.gov is November 6th and the HRSA EHB DEADLINE is November 28th. Our 5 year non-competing grant is ending in April 2018.

RPMS/EHR/EDR Report
Karuk Tribal Health and Human Services Program
Health Board Meeting
October 12, 2017

Synopsis:

--The **Operations Summary** for Karuk showed 1,960 visits for August 2017. This is up by 229 visits from the previous month. Two clinics show an increase from the previous month. Yreka was up by 247 visits, Happy Camp was up by 36 visits and Orleans was down by 54 visits. Medical was up by 1 visit, Dental was up by 196 visits, AOD and Mental Health were up by 46 visits, and miscellaneous services were down by 12 visits. 1,099 of these visits were 'official' APC visits and of 591 (54%) of these visits were for Native Americans.

The running total for calendar year 2017 is 15,638 visits compare to 15,174 visits for the same period in 2016. We have 464 more visits in 2017 than in 2016 for the same period. Medical is down by 2,037 visits in 2017 compared to 2016. Dental is up by 1,841 visits over 2016. With a full time provider now in Happy Camp the number of medical visits should increase.

--RPMS/EHR Updates --

- BH GUI version 4.0 patch 8 was installed on September 11, 2017. Shortly after the installation behavioral health staff reported difficulty with printing and viewing certain documents in the patient's record. After working with California Area office, the ticket was sent to OIT in Albuquerque. It was determined that the installation required an upgrade to "Crystal Reports", a program used to generate reports. We have been able to update users to the corrected versions of the programs needed.
- The Business office is going to beta-test a new patch for the Third Party Billing package in RPMS. I have worked with IHS CAO to load fee schedules, update revenue codes, and visit types for Medi-Cal/PHC billing. Eileen Tiraterra is the lead tester on this project.

RPMS Budget: As of September 30, 2017.

Budget Code	3000-75
Program Year	2016-2017
Total Budget	\$240,454.40
Expenses year to date	\$215,781.78
Unencumbered Balance	\$24,672.62
Percent used	89.74%

Respectfully Submitted,

Patricia C White,
RPMS Site Manager