

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – FEBRUARY 12, 2021**

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 1:05 p.m.

II. ROLL CALL

Members Present

Dena Magdaleno
Fred Case
Leann McCallum
Lonyx Landry
Ruby Rollings
Ryan Ray
Tracy Foster-Olstad
Trina Mathewson
Wilverna Reece

Member at Large
Siskiyou County Representative
Del Norte County Representative
Trinity County Representative
Humboldt County Representative
Del Norte County Representative
Trinity County Representative
Humboldt County Representative
Siskiyou County Representative

Members Absent

There was no members absent.

III. INTRODUCTION OF GUESTS

Mr. Jace Baldosser, a Blue Lake Rancheria representative was the only guest.

IV. APPROVE AGENDA

Mr. Landry motioned to approve the agenda; Ms. Foster-Olstad seconded; ***MOTION*** carried by unanimous vote.

V. APPROVE MINUTES

Ms. Reece motioned to approve the regular meeting minutes from January 8, 2021; Ms. McCallum seconded; ***MOTION*** carried by unanimous vote.

VI. STAFF REPORTS

A. Executive Director

NCIDC staff has continued implementation of social distancing around the office and while seeing clients for services. We have implemented phone intake procedures for clients, minimized the density of workers in the office at any one time, and begun curbside delivery of vouchers and other documents to clients. Masks, gloves, sanitizing supplies, and non-contact temperature monitoring are all being utilized by staff. We are taking this very seriously and following both the federal and state mandates and guidelines.

We are also continuing to hold our Council meetings electronically. The meeting is however, still open to the public. Any person wishing to be a part of the council meeting is welcome to come to the NCIDC Eureka office, where they would be seated in the Council Chambers. They would be able to watch the electronic meeting on the large screen TV in this meeting room, and allowed to participate during the public comment period. All guests would be expected to follow social distancing protocols. The Council Chambers are large enough to accommodate three to four individuals with proper separation. If more guests than that were to attend, the staff would relocate the public viewing to the third floor theatre area of the Carson Block building which is a larger space that can accommodate more people while still maintaining over six feet of separation between each guest.

Mr. Gehr and the Council discussed the online intake process for emergency assistance thru our website ncidc.org. The online link found under the regional services tab takes you to the online intake form for each county. Once you have filled out the online intake form it then gets routed to the case manager you have selected. The online intake also lists the offices and phone numbers for each case manager in order to follow up your submission. This process has proven to be a very useful tool to utilize to be able to safely assist our clients. There was further discussion.

Mr. Gehr offered his sincere condolences to the Council members who recently lost family members to the Covid-19 virus. Ms. Rollings asked that we share moment of silence for those we have lost.

CRIHB COVID-19 Testing – Mr. Gehr and the Council discussed the continued effort we are making to ensure the Native community has Covid-19 testing available. We are still working with CRIHB to provide a site for their Covid-19 Testing to be done. The testing is provided to all Native households in the community. We will continue to also provide free face masks and hand sanitizer to households that come in for the testing. There was further discussion.

CSBG (Community Service Block Grant) – Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG LPA grant number 20F-3103 through December 31, 2020, with total expenditures of \$14,077.79 (*copies in Council packets*). Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG SA grant number 20F-3104 through December 31, 2020, with total expenditures of

\$203,745.93 (*copies in Council packets*). We are currently reimbursing the Tribes and Subcontractors for their program expenditures. There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG Discretionary grant number 20F-3104 through December 31, 2020, with total expenditures of \$6,447.20 (*copies in Council packets*). This is paying for the remote teleworking related expenses such as telework reimbursements and related IT expenses. There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG CARES LPA grant number 20F-3742 for a total of \$581.00. This covers the core expenses related to the CARES contracts (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council also reviewed the Expenditure/Activity Report for CSBG CARES SA grant number 20F-3743 for a total of \$44,941.79. These funds are for specifically Covid-19 related expenses. (*copies in Council packets*). We anticipate a thorough audit of the CARES Covid-19 related funding. We have implemented internal practices to insure that we can report out those numbers separately and accurately in our new CSG software. There was further discussion.

Mr. Gehr and the Council also reviewed the Expenditure/Activity Report for CSBG CARES Discretionary grant number 20F-3743 for a total of \$0.00. These funds have not yet been utilized but they are also specifically for Covid-19 related expenses. (*copies in Council packets*).

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Gehr and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of January 2021 (*copies in Council packets*). There are 50 enrolled participants, 38 have exited, 45 have been employed, with 0 negative exits. There are no On-the-Job Training (OJT) participants at this time, there is one Work Experience (WE), and three Classroom Training (CRT) for vocational education and no direct placements (DP) with supportive services. We currently have one youth enrolled in our Supplemental Youth Services Program (SYSP).

Mr. Gehr and the Council also reviewed a DOL Employment & Training Administration Financial Report for grant number AB34925W30 (CSP Adult) through December 31, 2020 with \$23,013.17 in total expenditures (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council also reviewed a DOL Employment & Training Administration Financial Report for grant number AB34925W10 (SYSP Youth) through December 31, 2020 with \$5,612.10 in total expenditures (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for grant number AB33767M20 (SYSP Youth) through December

31, 2020 with \$60,464.00 in total expenditures (*copies in Council packets*). This is the final report for the 2019 carryover. There was further discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for grant number AB33767M40 (CSP Adult) through December 31, 2020 with \$295,211.00 in total expenditures (*copies in Council packets*). This is the final report for the 2019 carryover. There was further discussion.

Mr. Gehr commended Ms. Brenda Lawrence from our Del Norte Office and Ms. Joyce Jones from our Siskiyou Office for their hard work and dedication to getting the youth training sites up and moving with extreme difficulty during the Covid pandemic.

Mr. Gehr and the Council reviewed and discussed a waiver request letter sent to Ms. Athena Brown, Chief of the Division of Indian and Native American Program with the Department of Labor. The letter stated that we were pleased to hear that there would be a blanket waiver of carry-in limitations for this program year coming soon from DOL for the State Adult, DW and Youth programs, due to their COVID challenges with service provision and spending the training funds. We heard about this upcoming State waiver in the “Accessing and Using Data for RESEA Evaluations” ETA Webinar hosted on Wednesday, January 13, 2021, during the Q&A portion of the webinar, as shared by DOL representative Lawrence Burns. We are writing you to respectfully ask that DINAP extend similar flexibility to Tribal programs as is being considered for the State programs. Our WIOA program has always met our carry-in thresholds in the past. This is simply an extraordinary and unanticipated situation. The economy has been severely affected by the mandatory COVID-19 response. We believe now that vaccinations are rolling out across the nation, and businesses and Tribal agencies are developing new ways of operating, that there will be increasing opportunities to serve our Native youth and adult customers who have been so negatively affected by this pandemic. We are asking that WIOA Section 166 programs be offered a waiver to carry over all unexpended funds in both the youth and adult programs on a one-time basis so that we all can continue to work on developing and achieving successful employment and training outcomes so desperately needed in this new pandemic era (*copies in Council packets*) There was further discussion.

CARR FIRE (National Dislocated Worker Grant code 1135) – Mr. Gehr and the Council reviewed the Carr fire Monthly Report for the month of December 2020 (*copies in Council packets*). The primary worksites for this project are in the Whiskeytown area. Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1186 Sub grant Agreement AA011047, through December 2020, with total expenditures of \$182,193.32 (*copies in Council packets*). The crew cleans up fire debris from public trails, roads, recreation areas, and drainage systems. Due to the COVID-19 protocols in place the crew members do not share tools and we are currently only allowing two crew members per truck as well. There was further discussion.

2018 MEGAFIRES Workforce Development (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the monthly Report for the month of December 2020 for the 2018 Megafires workforce development component grant code 1140 (*copies in Council packets*). Mr. Gehr explained to the council that

the Megafires has two components. The first is the workforce development component, which covers the training and job readiness component and then once the crews have finished that component they move into the second which is the temporary jobs component where we put them to work on out crew where they can gain experience to then go out and find permanent employment. Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1140 Sub grant Agreement K9111522, through December 2020, with total expenditures of \$234,215.96 (*copies in Council packets*). Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1202 Sub grant Agreement AA011047, through December 2020, with total expenditures of \$0.00 (*copies in Council packets*). Staff is currently recruiting for new participants and processing applications. There was further discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Modification #8 for grant number # AA011047. The purpose of this modification is to extend the term end dates for the 2018 CA Megafires NDWG Workforce Development project in grant code 1202 and the 2018 CA Megafires NDWG temporary jobs project in grant code 1203. The term end date has been extended from December 31, 2020 to December 31, 2022 (*copies in Council packets*). There was some discussion.

2018 MEGAFIRES Temporary Jobs (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1203 Sub grant Agreement AA011047, through December 2020, with total expenditures of \$239,580.16 (*copies in Council packets*). Ms. Jones is currently working on two additional new work sites. There was further discussion.

2019 STORMS (Severe Winter Storms National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1160 Sub grant Agreement AA011047, through December 2020, with total expenditures of \$136,665.76 (*copies in Council packets*). We have not started the 2nd round of crews due to waiting on the next increment of funding. There was further discussion.

2020 COVID (2020 Disaster Recovery COVID NDWG) – Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1195 Sub grant Agreement AA011047, through December 2020, with total expenditures of \$0.00 (*copies in Council packets*). Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1196 Sub grant Agreement AA011047, through December 2020, with total expenditures of \$0.00 (*copies in Council packets*). We are working with the potential worksites to determine their status as well as whether there are any steps that we can complete to move forward in the process, however most potential worksites remain closed during the pandemic. We are also continuing to recruit participants. There was further discussion.

CA AIRRP (California American Indian Rapid Response Program) – Ms. Flynn and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 540 Sub grant Agreement K9111522, through December 2020, with total expenditures of \$150,000.00 (*copies in Council packets*). Ms. Flynn and the Council reviewed the

WIA/WIOA Summary of Expenditures for Grant Code 541 Sub grant Agreement K9111522, through December 2020, with total expenditures of \$10,411.14 (copies in Council packets). Ms. Flynn discussed with the Council the Statewide Virtual Peer-to-Peer collaborative presentation featuring the States Rapid response Consultant: Cal Labor Federation, La Cooperativa and NCIDC. She and Ms. Thomas, our So Cal Rapid Response Coordinator, were able to attend to present NCIDC. They were able to let them know who we are, what we do, and our service areas for the Rapid Response program. We were very grateful for the opportunity to discuss our Rapid Response program. There was further discussion.

Da'Luk Youth Program – Ms. Flynn informed the Council that the Da'Luk Youth Program is still accepting program applications for 10th to 12th grade students in the Humboldt County area. They currently have one active group for 7-9th graders. The Da'Luk Youth Program staff has continued to do community outreach thru several avenues to garner attention to the program and what it has to offer our Native youth (*copies in Council packets*). There was further discussion.

Custodian of Records (COR)– Mr. Gehr and the Council reviewed and discussed the custodian of records confirmation letter for Ms. Strong. She successfully met all necessary requirements and was confirmed, by the California Department of Justice (DOJ) to serve as the custodian of Records for the NCIDC. This allows us to do our own live scans and background checks in house (*copies in Council packets*). There was further discussion.

DNIEC (Del Norte Indian Education Center) – Ms. Flynn and the Council reviewed and discussed an expenditure report for PY 2020-21 through February 31, 2020, with expenditures of \$37,580.18 (*copies in Council packets*). We continue to operate the DNIEC center. We continue to update our records and request parents to sign a Covid-19 waiver in order for students to attend in person. There was further discussion

TUPE (Tobacco-Use Prevention Education) – Ms. Flynn and the Council reviewed and discussed a TUPE Prop 99 funding expenditure report for PY 2020-21 through December 31, 2020 with expenditures of \$3,548.07. They have been working on anti-vaping PSA's with the DNIEC students (*copies in Council packets*). There was further discussion.

TUPE (Tobacco-Use Prevention Education) – Ms. Flynn and the Council reviewed and discussed a TUPE Prop 56 funding expenditure report for PY 2020-21 through December 31, 2020, with expenditures of \$2,011.79. We utilized funding to provide smoking cessation kits to the Native community (*copies in Council packets*). There was further discussion.

HAF (Humboldt Area Foundation) – Mr. Gehr and the Council reviewed and discussed the 2020-21 Grantee Guidelines & Questionnaire regarding the Emergency Disaster Response Fund of Humboldt Area Foundation and Wild Rivers Community Foundation. NCIDC has been providing foundation-funded services through our Fire Victim program for Slater Fire victims in Siskiyou County. These funds are assisting households with temporary shelter/relocation expenses as well as household items and food costs as they work through the process with Office of Emergency Services

(OES), CalOsha, CalRecycle, US Forest Service, FEMA, insurance carriers and other similar partners who are working to clean up and repair or replace damaged and destroyed homes (*copies in Council packets*). There was further discussion.

HAF Native Cultures Fund (Humboldt Area Foundation) – Mr. Gehr and the Council reviewed and discussed another partnership opportunity with the Native Cultures Fund thru HAF. They have asked us to be a key partner of a upcoming collaboration they are submitting an application to the Kellogg Foundation for funding. If they are approved, we would be involved in the planning and implementation of this new program for our Tribal communities (*copies in Council packets*). There was some discussion.

Federal Poverty Guidelines – Mr. Gehr and the Council reviewed and discussed the 2021 Federal poverty guidelines. The 2021 Federal poverty guidelines are in effect as of January 13, 2021. All California CSBG programs currently utilize the 200% poverty guidelines for income eligibility determinations (*copies in Council packets*). There was further discussion.

LIHEAP (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the list of the 48 Tribes in our LIHEAP program, showing how much of each Tribal allocation has been expended for the FY 2021. (*copies in Council packets*). There was further discussion.

LIHEAP CARES (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the list of the 48 Tribes in our LIHEAP CARES program, showing how much of each Tribal allocation has been expended for the FY 2020 (*copies in Council packets*). There was further discussion

Written program activity reports for Humboldt, Del Norte, Siskiyou Counties were included in the Council packets for their review.

There was no public comment.

Ms. Reece motioned to approve the Executive Director’s report for February 12, 2021; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Byfield and the Council reviewed and discussed the December 2020 Financial Report. During this discussion the statement of financial position was reviewed as well as monthly statements of revenue and expenditures for NCIDC’s grant contracts (*copies in Council packets*).

There was no public comment.

Ms. Foster-Olstad motioned to approve the December 2020 Financial Report; Ms. Reece seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

A. ACLU NorCal Land Acknowledgement Statement

Ms. Flynn and the Council reviewed and discussed the ACLU NorCal Land Acknowledgement Statement draft. Ms. Tedde Simon of the ACLU NorCal has been working on a formal land acknowledgement practice and statement for the past few months and because NCIDC is a partner organization and an organization that is made up of and led by Tribes, she has asked for our input and guidance on the statement itself. They are instituting a land acknowledgement practice, which has included training and supporting their staff and volunteers to incorporate land acknowledgments into their public events across the region. They will also be “publishing” a land acknowledgement statement on their website, along with the attached visuals (designed by Jackie Fawn, a Yurok artist). Before they finalize the statement, they would like to get input from Tribes throughout our region (copies in Council packets). There was some discussion.

Ms. Flynn encouraged the Council members to please email their responses and or input to Ms. Tedde Simon of the ACLU NorCal.

B. Eureka City Schools MOU

NCIDC and ECS MOU (Eureka City Schools) – Ms. Flynn and the Council reviewed and discussed the draft memorandum of understanding between the NCIDC and the Eureka City Schools that Ms. Marshall, our ACLU Indigenous Education Advocate has been working diligently on. The purpose of this memorandum of understanding (MOU) is to establish and maintain an effective and cooperative working relationship between the parties and to provide the means by which the parties will maintain effective and coordinated services to the children and families served by the parties and to provide educational advocacy and equity. We are currently working on similar MOUs with all of the locally involved School districts (copies in Council packets). There was further discussion.

Ms. Foster-Olstad motioned to approve the NCIDC/ECS MOU (Eureka City Schools); Ms. Reece seconded; *MOTION* carried by unanimous vote.

C. NCIDC Risk Assessment

Risk Analysis 2021 – Ms. Richeson and the Council reviewed and discussed at length the Risk Assessment for fiscal year 2021. The organizational risk assessment involves identifying risks to the agency and analyzing or evaluating those risks. In practical terms, this risk assessment was a thorough look at the work environment to identify those things, situations, processes, etc. that could potentially cause harm to the agency, its staff, or clients. After staff identified what the significant potential risks were, we evaluated their likelihood and severity. This included incorporating not only the current state of the agency and workplace but any potential situations as well. Staff from multiple departments contributed to the assessment in order to ensure this report reflected all elements of NCIDC's operations. This process was conducted in part using the online risk assessment tool specifically developed for Community Action Agencies by the Community Action Partnership and the Nonprofit Risk Management Center. Human resources, fiscal, administration, and program staff reviewed all NCIDC policies for risks and weaknesses using the online tool and included in the category overviews. The major policy recommendations generated by the tool, which identify hazards, analyze, or evaluate the risk associated with that hazard and determine appropriate ways to eliminate or control the hazards (copies in Council packets). There was further lengthy discussion.

There was no public comment.

Mr. Landry motioned to accept our Risk Assessment; Ms. Foster-Olstad seconded; MOTION carried by unanimous vote.

D. NCIDC Living Wage Policy

Mr. Gehr and the Council discussed and reviewed the NCIDC Living Wage Policy (copies in Council packets). However, due to time constraints they decided to table the NCIDC Living Wage Policy until the next Council meeting.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from Misti Jones representing the Ke'pel Head Start in the amount of \$500 to assist with the Ke'pel Head Start graduation and Kindergarten Readiness materials (*copies in Council packets*). There was further discussion.

Mr. Case motioned to assist with \$500 for the Ke'pel Head Start graduation and Kindergarten readiness materials; Mr. Landry; seconded; Ms. Rollings abstained; MOTION carried.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

PUBLIC COMMENT– Mr. Jace Baldosser, a Blue Lake Rancheria representative, graciously thanked the Council for allowing him to join the meeting.

INFORMATION – Mr. Gehr and the Council reviewed and discussed a letter of support we sent to the Employment & Training Administration of the U.S. Dept. of Labor in support of the Yurok Tribes Youth Build grant application.

Thank You – Mr. Gehr and the Council reviewed a thank you card we received from Ms. Foster-Olstad on behalf of the Wintu Education & Cultural Council thanking NCIDC staff for going the extra mile (copies in Council packets).

Thank You – Mr. Gehr and the Council reviewed a thank you letter we received from Pauline P. Attebery thanking NCIDC for the holiday gift card and the face masks (copies in Council packets).

Thank You – Mr. Gehr and the Council reviewed a thank you card we received from Ms. Vicky Walden thanking NCIDC for everything we do (copies in Council packets).

XI. EXECUTIVE SESSION

Mr. Gehr and the Council entered into an executive session. Ms. Rollings announced that there was nothing to report out of the executive session.

XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, March 12, 2021 at 1:00 p.m., by teleconference.

XIII. ADJOURNMENT


Mr. Case motioned to adjourn the meeting; Mr. Landry seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 5:09 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyenne Souza
Executive Assistant