CALL MEETING TO ORDER

Ms. Padgette called the meeting to order at 10:01 a.m.

ROLL CALL – Ms. Padgette called the roll:

Members Present
Denise Padgette
Nadine McNeal (late)
Wilverna Reece
Diane Holliday
Patrick Chapman
Jack Mattz

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

Members Absent
LaWanda Quinnell (excused)
Ruby Rollings (excused)
Dena Magdaleno (excused)

Del Norte County Representative
Humboldt County Representative
Trinity County Representative

INTRODUCTION OF GUESTS

Trina Mathewson and Linda Lange were recognized.

APPROVE AGENDA

Ms. Reece motioned to approve the agenda; Mr. Mattz seconded; MOTION carried by unanimous vote.

APPROVE MINUTES

Ms. Reece motioned to approve the minutes from April 9, 2016; Ms. Holliday seconded; MOTION carried by unanimous vote.

STAFF REPORTS

Executive Director

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Coltra and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of Mary 11, 2016 (copies in Council packets). We have 57 enrolled participants, 0 have been exited, 2 have been employed, with 0 negative exits. We have 7 On-the-Job Training (OJT) participants, 5
Work Experience (WE), 22 Classroom Training (CRT) for vocational education and 23 direct placements (DP) with supportive services. There was some discussion.

They reviewed a DOL Employment & Training Administration Financial Report for grant number AB25734Y0 (SYS) through March 31, 2016 with $55,638 in total expenditures, fully expending the funds for this grant (copies in Council packets). WIOA SYS program year began April 1, 2016 and we are awaiting an executed contract for our PY 2016 application. We will be integrating the $10,000 grant from US Bank for youth services, which will allow approximately an additional four youth to participate in employment training this summer. There was lengthy discussion.

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

**CA AIRRP** (California American Indian Rapid Response Program) – Mr. Coltra and the Council reviewed a Summary of Expenditures for grant number K6100373 grant code 540 through March 2016, with cumulative expenditures of $91,815 (copies in Council packets). This grant will end June 30, 2016. There was some discussion.

**Lake Fires** (National Dislocated Worker Grant) – Mr. Coltra and the Council reviewed WIA/WIOA Summary of Expenditures for Subgrant Agreement K6100373 grant code 1048 through March 2016, with expenditures of $60,771 (copies in Council packets). By the end of next week, we will have approximately 68 people employed under this grant. There was some discussion.

**CSBG** (Community Service Block Grant) – Mr. Coltra and the Council reviewed a Close-out for grant #15F-2103, including Income/Interest Earned Expenditure Report and Equipment Inventory Schedule (copies in Council packets). They reviewed a signed Standard Agreement Amendment 1 for LPA grant number 16F-5103, which reflects an increase of $32,274 for a total amount of $64,729 (copies in Council packets). They reviewed an Expenditure/Activity Report for LPA grant number 16F-5103 through March 31, 2016, with total expenditures of $9,561 (copies in Council packets). There was some discussion.

Mr. Coltra and the Council reviewed an Expenditure/Activity Report for Set-Aside grant number 15F-2104 through March 31, 2016, with total expenditures of $26,867 (copies in Council packets). They reviewed a signed Standard Agreement Amendment 1 for Set-Aside grant number 16F-5104, which reflects an increase of $484,003 for a total amount of $970,725 (copies in Council packets). They reviewed an Expenditure/Activity Report for Set-Aside grant number 16F-5104 through March 31, 2016, with total expenditures of $155,314 (copies in Council packets). There was some discussion.

CSD will be performing an on-site monitoring visit on June 6 through 10, 2016, where we will be evaluated on our administrative and programmatic performance in regard to LPA grant number 16F-5103 and Set-Aside grant number 16F-5104.
CSBG Discretionary (Building Bridges to Success) – Mr. Coltra and the Council reviewed and discussed a progress report for Discretionary grant number 15F-2424 through March 31, 2016 (copies in Council packets). They reviewed and discussed an Expenditure/Activity Report for Discretionary grant number 15F-2424 through March 31, 2016, with total expenditures of $12,463 (copies in Council packets). These financial and parenting classes have made a positive difference for our participants. There was some discussion.

DNIEC (Del Norte Indian Education Center) – Mr. Coltra and the Council reviewed a letter to California Senator Ricardo Lara in support of Senate Bill 911, which would remove the current sunset on the American Indian Education Center program (copies in Council packets). They reviewed a letter from Program Consultant Judy Delgado of the California Department of Education, announcing a monitoring visit planned for June 20 through 24, 2016 (copies in Council packets). The purpose of the visit is to observe the programmatic and financial management of our American Indian Education Center and Tobacco-Use Prevention Education program grants. They reviewed a letter from Division Director Gordon Jackson of the California Department of Education, which allows for quarterly reporting (copies in Council packets). Ms. Padgett expressed dismay, once again, concerning these letters being addressed to former Chairman Myers; Mr. Coltra and Mr. Cramblit said they both have requested numerous times, that the state’s education office update their records to properly address correspondence. They reviewed a request for budget modification number 2 to the California Department of Education for PY 2015-16 (copies in Council packets). The modification would be effective April 1, 2016 and includes expenditures for two new program assistants, two summer program assistants and funds for expanding the center’s library. They reviewed an Expenditure Report for PY 2015-16 through March 31, 2016, with expenditures of $15,558 (copies in Council packet). Discussion ensued.

TUPE (Tobacco-Use Prevention Education) – Mr. Coltra and the Council reviewed a request for budget modification number 2 to the California Department of Education for PY 2015-16 TUPE (copies in Council packets). This budget modification includes the addition of two new program assistants, one new TUPE assistant and educational supplies. They reviewed an Expenditure Report for PY 2015-16 through March 31, 2016, with expenditures of $3,517 (copies in Council packets).

They reviewed and discussed an email from Chavela Delp of California Department of Education to Fiscal Director Chris Byfield, which stated both AIEC and TUPE budget modifications (2nd) have been approved.

Mr. Cramblit updated the Council concerning program activities, including the budget modifications and hiring of program assistants. He said the monitoring visit will include financial, student records and program policies. Tolowa language classes are winding down and Yurok language classes are in the planning process. He has completed the learning disability resources training at Smith River Rancheria; he will attend additional training meetings as needed. The American Indian Education Advisory Council has drafted a Native American report card, which is mainly statistical information; Mr. Cramblit will include an executive summary and the report
will be presented to the Del Norte County Office of Education, as well as, the California Department of Education. A professional development day is planned for this October and will include Native American issues. Gasquet Mountain school will be converted to an environmental magnet school and will provide transportation for students from the Crescent City area. We are working with the students on their desires for future careers and how education ties into their goals. Our summer program will begin the end of June and with the addition of new staff members, we plan to serve students in the areas of Klamath, Crescent City and Smith River. Discussion ensued.

LIHEAP (Low Income Housing Energy Assistant Program) – Mr. Coltra and the Council reviewed a Household Report-Short Form, as well as, a Carryover and Reallotment Report for PY 2015, with a carryover of $24,154 (copies in Council packets). PY 2015 ends September 30, 2015 and the carryover funds will be utilized to provide crisis services through December when PY 2016 funding will likely become available. They reviewed a Notice of Grant Award, which adds $29,368 in funding for a cumulative amount of $294,279 (copies in Council packets). These funds will be distributed to Tribes for member services. They reviewed a list of 49 Tribes we administer LIHEAP funds for, showing how much of each Tribal allocation has been expended and the amount currently remaining; a total of $154,927 has been expended for direct services leaving $93,242 (copies in Council packets). There was lengthy discussion.

Carson Block Building – Mr. Coltra updated the Council on current status of construction; we are on the last stages, with work continuing on the northwest corner of the building. Structural steel has been installed and concrete removed in order to complete the brick work of the façade on the northwest corner of the building; work should be completed by next month. The new retail space on the Third Street side is nearly complete, only finish work remains to be done. Our Grand Opening was a success, with at least 150 people in attendance, including local dignitaries. Local restaurants, our neighbors, donated food and manpower to welcome us back into our new building. We are leasing space now and have filled five suites on the third floor. We met with Novogradac and Company, a national certified public accounting and consulting firm who are auditing the Carson Block QALICB and will be preparing a cost certification in regard to our new market and historic tax credits. A double-swinging, locking door will be installed between the gift shop and the foyer. We are proud to say, most of our construction has been done by local companies. Discussion ensued.

Gift Shop – Business is going well in the new space; foot traffic has increased and so have sales. There was some discussion.

There was no public comment.

Ms. Reece motioned to approve the Executive Director’s report for May 14, 2016; Ms. Holliday seconded; MOTION carried by unanimous vote.

B. Fiscal Report
Mr. Coltra, Mr. Byfield and the Council reviewed and discussed the March 2016 Financial Report (copies in Council packets). We have been working with Izabal Bernaciak and Company, certified public accounts on our annual audit, which includes programmatic and Carson Block; we are expecting no findings as a result. A telephone conference with our auditors is planned for next month’s Council meeting.

There was no public comment.

Mr. Mattz motioned to approve the Financial Reports through March 31, 2016; Ms. Holliday seconded; MOTION carried by unanimous vote.

VII. OLD BUSINESS

Bylaws Review – Mr. Coltra and the Council reviewed and discussed our current Bylaws and a letter from Mitchell, Brisco, Delaney & Vrieze, attorneys at law, which denote there are no revisions mandated at this time.

Ms. Holliday motioned to accept our Bylaws with corrections to current member organizations; Mr. Chapman seconded; MOTION carried by unanimous vote.

VIII. NEW BUSINESS

Record Retention Policy – Mr. Coltra, Mr. Byfield and the Council reviewed and discussed a drafted record retention policy, which outlines timeframes for retention and destruction of grant, fiscal and client files.

There was no public comment.

Ms. Holliday motioned to accept our Record Retention Policy; Mr. Mattz seconded; MOTION carried by unanimous vote.

Fiscal Polices – Mr. Byfield and the Council reviewed and discussed a drafted fiscal polices, which outlines accounting policies and staff, authorized check signers and accounting procedures.

There was no public comment.

Ms. Holliday motioned to accept our Fiscal Policies; Ms. Reece seconded; MOTION carried by unanimous vote.

Job Descriptions – Mr. Coltra and the Council reviewed and discussed drafts of job descriptions for each agency position, from executive director to receptionist. There were no substantial changes, only changes to document formatting.

Mr. Mattz motioned to accept our Job Descriptions; Ms. Holliday seconded; MOTION carried by unanimous vote.
There was no public comment.

**Strategic Plan** – Mr. Coltra, Mr. Gehr, Ms. Hamilton Gentry and the Council reviewed and discussed the approved Five Year Strategic Plan 2014-2019, which provides a conceptualization of how the Governing Council and staff in collaborative partnership envision the growth of the agency over the five year term and highlights the specific actions that will occur to promote these efforts.

There was no public comment.

Ms. Reece motioned to accept our Strategic Plan; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

**CSD Organizational Standards** – Mr. Coltra, Mr. Gehr, Ms. Hamilton Gentry and the Council reviewed CSD's Planning for the Future tool, which includes goals, objectives, activities, responsibilities, timelines and status under the new Organizational Standards.

There was no public comment.

**Risk Assessment** – Mr. Coltra, Mr. Gehr, Ms. Hamilton Gentry and the Council reviewed and discussed the drafted risk assessment for fiscal year 2016, which identify hazards, analyze or evaluate the risk associated with that hazard and determine appropriate ways to eliminate or control the hazard.

There was no public comment.

Mr. Chapman motioned to accept our Risk Assessment; Mr. Mattz seconded; **MOTION** carried by unanimous vote.

**IX. REQUESTS FOR ASSISTANCE**

**Request No. 1** – The Council reviewed and discussed a request from the California Rural Indian Health Board to sponsor their upcoming 36th Annual Traditional Indian Health Gathering on May 20-22 (copies in Council packets).

There was no public comment.

Mr. Mattz motioned to assist with $250 for the Traditional Indian Health Gathering; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

**Request No. 2** – The Council reviewed and discussed a request from the Nor El Muk Band of Wintu in the amount of $300 to provide campground fees and supplies for their annual Tribal gathering (copies in Council packets).

There was no public comment.

Mr. Mattz motioned to assist with $300 for the Nor El Muk Tribal gathering; Ms. Holliday seconded; **MOTION** carried by unanimous vote.
X. PUBLIC COMMENT – There was no public comment.

XI. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Saturday, June 11, 2016 at 10:00 a.m., in the council room at 241 F Street, Eureka; it will be an extended meeting, with lunch provided.

XII. ADJOURNMENT

Ms. Holliday motioned to adjourn the meeting; Ms. Reece seconded; MOTION carried by unanimous vote. The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,

Nadine McNeal
Council Secretary

Prepared By
Wendy Kull