NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – JULY 9, 2016

MINUTES

I. CALL MEETING TO ORDER

Ms. Padgette called the meeting to order at 10:11 a.m.

II. ROLL CALL – Ms. McNeal called the roll:

Members Present
Nadine McNeal                       Siskiyou County Representative
Wilverna Reece                     Siskiyou County Representative
Ruby Rollings                      Humboldt County Representative
Denise Padgette                    Del Norte County Representative
LaWanda Quinell (late)             Del Norte County Representative
Dena Magdaleno                     Trinity County Representative
Patrick Chapman                    Trinity County Representative
Jack Mattz                         Member at Large

Members Absent
Diane Holliday                     Humboldt County Representative

III. INTRODUCTION OF GUESTS

There were no guests

IV. APPROVE AGENDA

Mr. Chapman motioned to approve the agenda; Ms. Rollings seconded; MOTION carried by unanimous vote.

V. APPROVE MINUTES

Ms. Rollings motioned to approve the minutes from June 11, 2016; Ms. Magdaleno seconded; MOTION carried by unanimous vote.

VI. STAFF REPORTS

A. 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 July 8, 2016 (copies in Council packets). We have 60 enrolled participants, 0 have been exited, 2 have been employed, with 0 negative exits. We have 8 On-the-Job Training (OJT) participants, 4
Work Experience (WE), 24 Classroom Training (CRT) for vocational education and 24 direct placements (DP) with supportive services. Currently, we have 4 participants enrolled in PY ’16 Supplemental Youth Services Program (SYSP), which began April 1, 2016. They reviewed an email dated June 21, 2016 from DOL, which stated grant number AB216201155A6, with a total amount expended of $961,520, has been closed (copies in Council packets).

Mr. Coltra and the Council reviewed a quarterly SYSP programmatic report for grant number AB171856GO through March 31, 2016, with a total of 34 youth employed and 91% reaching two or more performance goals (copies in Council packets). They reviewed a submitted application for SYSP in the amount of $58,414 (copies in Council packets). They reviewed a submitted application for CSP in the amount of $274,674 (copies in Council packets). Discussion ensued.

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 WIA/WIOA Summary of Expenditures for Subgrant Agreement K6100373, with total expenditures of $105,598 (copies in Council packets). 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, with total expenditures of $605,721 (copies in Council packets). Some participants have been exited due to meeting wage caps. Mr. Coltra has been working with the EDD to secure additional allocated funds to continue this program. There was lengthy discussion.

CSBG (Community Service Block Grant) – Mr. Coltra and the Council reviewed an executed Standard Agreement Amendment 2 for LPA grant number 16F-5103, which reflects an increase of $57,271 for a total amount of $122,000 (copies in Council packets). They reviewed an Expenditure/Activity Report for LPA grant number 16F-5103 through May 31, 2016, with total expenditures of $111,141 (copies in Council packets). They reviewed a letter from CSD Field Representative Lawrence Jackson concerning the close-out for grant #15F-2104; it has been accepted and forwarded to the Financial Services Unit for processing (copies in Council packets). There was some discussion.

Mr. Coltra and the Council reviewed an Expenditure/Activity Report for Set-Aside grant number 16F-5104 through May 31, 2016, with total expenditures of $120,826 (copies in Council packets). We will begin repaying our advance soon. They reviewed a CSBG Contract Budget, including Narrative Amendment 2 for Set-Aside grant number 16F-5104, which was necessary due to the increase in funds of $119,280 for a total of $1,948,871 (copies in Council packets). There was some discussion.

CSBG Discretionary (Building Bridges to Success) – Mr. Coltra and the Council reviewed and discussed a progress report for Discretionary grant number 15F-2424
through May 31, 2016 (copies in Council packets). They reviewed and discussed a final programmatic report for Discretionary grant number 15F-2424 (copies in Council packets). This project was successful throughout the communities and we would like to continue to provide these classes. They reviewed and discussed an Expenditure/Activity Report for Discretionary grant number 15F-2424 through May 31, 2016, with total expenditures of $21,550 (copies in Council packets). The funds for this grant are fully expended and the project is complete. There was some discussion.

**CSBG Discretionary** (Standards) – Mr. Coltra and the Council reviewed a Standard Agreement for Discretionary grant number 16F-5543 with a term of June 15, 2016 through December 31, 2016 and a total allocation of $17,000 (copies in Council packets). These funds were provided by CSD to assist with the development of our Organizational Standards; a budget and work plan are being devised (copies in Council packets). Discussion ensued.

**DNIEC** (Del Norte Indian Education Center) – Mr. Cramblit and the Council discussed, at length, our recent monitoring visit; although Ms. Delp and Ms. Delgado were not able to complete their desk review of every receipt for PY 2013-14 and 2014-15 for IEC and TUPE, they were able to visit the DNIEC and were impressed with program. During their visit, Mr. Cramblit introduced them to the superintendent of education for Del Norte County and witness the close working relationship we have developed.

Statewide, there was once 32 Indian Education Centers, now there are only 23.

Our summer program began on June 27 and will conclude August 18; students will take part in women’s and men’s groups; Del Norte County school district staff and faculty were invited to participate. Curriculum includes nature hikes and cultural activities. Staff completed online courses for first aid and CPR, which is cost effective compared with traveling to outside trainings.

A parent advisory meeting was held at the end of the school year to recap the year’s activities and prepare for the upcoming school year this fall. Under the TUPE program, we attended the Del Norte County Health Fair, where approximately 622 people visited our table at the day-long event. Mr. Cramblit attended the Hoopa Tribe’s Health Fair, where approximately 200 people visited our table. We did two TUPE presentations, one at Margaret Keating summer program with 20 students and the other at Yurok culture camp with 24 students; average pre-test scores were at 15% and average post-test scores were at 98%, which shows our teaching curriculum is effective.

**LIHEAP** (Low Income Housing Energy Assistant Program) – Mr. Coltra and the Council 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 $174,949 has been expended for direct services leaving $73,221 (copies in Council packets). We are currently working on our new application for 2016-17. There was some discussion.
Carson Block Building – Work is finishing on the F Street arches and stairwell; once completed, we will have final occupancy from the City of Eureka. Mr. Coltra has been meeting with our architect and general contractor to complete the punch lists of final construction tasks. We continue to lease out office space on the second floor, at about 65% occupancy and third floor, at about 85% occupancy. Interested parties are viewing retail spaces available on the Third Street and F Street sides. There was some discussion.

Intertribal Gathering – Mr. Coltra and the Council reviewed a final grant report to the CO-OP Community Fund for our 2015 ITG, which was in the amount of $1,000. There was some discussion.

Gift Shop – We’ve had some decent sales, although we remain in the red. There was some discussion.

There was no public comment.

Ms. Rollings motioned to approve the Executive Director’s report for July 9, 2016; Ms. Quinnell seconded; MOTION carried by unanimous vote.

B. Fiscal Report

Mr. Coltra, Mr. Byfield and the Council reviewed and discussed the May 2016 Financial Report (copies in Council packets).

There was no public comment.

Ms. Quinnell motioned to approve the Financial Reports through May 31, 2016; Ms. Rollings seconded; MOTION carried by unanimous vote.

VII. OLD BUSINESS

CPA Presentation of Agency Audit for 2015

Mr. Izabal from our auditors, Izabal, Bernaciak & Co., connected by teleconference reviewed with the Council our final financial audit for 2015, where there were no findings or corrective actions required; this presentation meets with CSD’s Organizational Standards. Discussion ensued.

Ms. Reece motioned to approve the 2015 Financial Audit; Mr. Mattz seconded; MOTION carried by unanimous vote.
VIII. NEW BUSINESS

Procurement Policy

Mr. Coltra, Mr. Byfield and the Council reviewed a red-line draft version of our May 10, 2008 Procurement Policy, which complies with the new OMB Supercircular. This update meets with CSD’s Organizational Standards. Discussion ensued.

Ms. Rollings motioned to approve the updated Procurement Policy; Ms. Quinell seconded; MOTION carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed and discussed a request from Earlene Mattz in the amount of $200 to sponsor the Brush Dance at Sregon beginning July 7 (copies in Council packets).

There was no public comment.

By consensus, the Council will assist with the Brush Dance at Sregon in the amount of $200.

X. PUBLIC COMMENT – There was no public comment.

XI. EXECUTIVE SESSION

Mr. Coltra and the Council entered into executive session at 11:49 a.m. to discuss a personnel issue; they exited executive session at 12:03 p.m.

XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Saturday, August 13, 2016 at 10:00 a.m., in the council room at 241 F Street, Eureka.

XIII. ADJOURNMENT

Ms. Rollings motioned to adjourn the meeting; Ms. Quinell seconded; MOTION carried by unanimous vote. The meeting was adjourned at 12:07 p.m.

Respectfully Submitted,

[Signature]
Nadine McNeal
Council Secretary

Prepared By
Wendy Kull