

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – AUGUST 8, 2015**

**MINUTES**

**I. CALL MEETING TO ORDER**

Ms. McNeal called the meeting to order at 10:20 a.m.

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

**Members Present**

Jack Mattz	Del Norte County Representative
Nadine McNeal ( <i>late</i> )	Siskiyou County Representative
Reneé Stauffer	Siskiyou County Representative
Diane Holliday	Humboldt County Representative
Dena Magdaleno ( <i>via telephone</i> )	Trinity County Representative
Ruby Rollings	Member at Large

**Members Absent**

Denise Padgett ( <i>excused</i> )	Del Norte County Representative
Patrick Chapman ( <i>excused</i> )	Trinity County Representative
Trina Mathewson ( <i>excused</i> )	Humboldt County Representative

**III. INTRODUCTION OF GUESTS**

Linda Lange, Diana Morgan and Skylar McNeal were recognized.

**IV. APPROVE AGENDA**

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

**V. APPROVE MINUTES**

Mr. Mattz motioned to approve the minutes from July 8, 2015; Ms. Holliday seconded; **In Favor – Jack Mattz, Nadine McNeal, Diane Holliday, Dena Magdaleno, Ruby Rollings; Opposed – 0; Abstain – Reneé Stauffer; MOTION** carried.

**VI. STAFF REPORTS**

**A. Executive Director**

**DOL/WIOA** (Department of Labor - Workforce Investment and Opportunity Act) – Mr. Coltra and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of August 7, 2015 (*copies in Council*)

*packets*). We currently have 38 enrolled participants, 34 are active and 4 have exited, 3 have been employed, with 1 negative exit. We have 2 On-the-Job Training (OJT) participants, 1 Work Experience (WE), 14 Classroom Training (CRT) for vocational education and 17 direct placements (DP) with supportive services. Under the Wellness Youth Program, 13 are enrolled and active, with no exits. Under WIOA Supplemental Youth Services Program (SYS), 26 are enrolled and active, with no exits.

Mr. Coltra and the Council reviewed Department of Labor (DOL) Employment & Training Administration Grant Modification/Notice of Obligation number 6 for grant number AB25734YY0 (CSP), which incorporates PY 15 CSP funds in the amount of \$251,639 (*copies in Council packets*). They reviewed a DOL Employment & Training Administration Financial Report for grant number AB25734YW0 (SYS) through June 30, 2015 with \$43,279 in expenditures (*copies in Council packets*) and for grant number AB25734TI0 (CSP) through June 30, 2015 with \$202,328 in expenditures (*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 and discussed a Summary of Expenditures for grant number K596750 through June 30, 2015 with total expenditures of \$119,420 (*copies in Council packets*). They reviewed a budget summary plan through June 30, 2016 (*copies in Council packets*). There was some discussion.

**CSBG** (Community Service Block Grant) – Mr. Coltra and the Council reviewed an Expenditure/Activity Report for LPA grant number 15F-2103 through June 30, 2015, with total expenditures of \$10,430 (*copies in Council packets*). They reviewed a letter from CSD Field Representative Sandra Fletcher in regards to Close-Out Package for Set-Aside grant number 14F-3057 (*copies in Council packets*). There was some discussion.

Due to smoke from a number of wildfires in our area, Mr. Coltra and Mr. Gehr said we are purchasing air filter machines and replacement filters for machines we distributed in prior years; these filters are Centers for Disease Control (CDC)-approved for clearing smoke from 700 sq. ft. areas. The machines and filters will be distributed to various households and community buildings in Weitchpec, Orleans, Happy Camp, Weaverville and Hayfork areas. We are currently not relocating people. Discussion ensued.

**CSBG Discretionary** (Building Bridges to Success) – Mr. Coltra and the Council reviewed an executed Standard Agreement Amendment 1 for Discretionary grant number 14F-3099, which extends the term of the agreement through July 31, 2015 (*copies in Council packets*). They reviewed an Expenditure/Activity Report for grant number 14F-3099 through June 30, 2015, with total expenditures of \$4,900 (*copies in Council packets*). There was some discussion.

Mr. Coltra and the Council reviewed an executed Standard Agreement for grant number 15F-2424 with a term of June 30, 2015 through May 31, 2016 and a total amount of \$75,000 (*copies in Council packets*). These funds will be utilized to provide parenting classes and family financial classes. There was some discussion.

**DNIEC** (Del Norte Indian Education Center) – Mr. Coltra and the Council reviewed an Expenditure Report through July 31, 2015, with expenditures of \$17,849 (*copies in Council packets*). Mr. Cramblit said the summer program is serving 26 students, students are learning subjects in cultural and academic areas, including a class pertaining to healthy foods. He and Ms. Myers attended a meeting for directors of American Indian Education Centers, funded by the California Department of Education in Sacramento; they learned about providing services to disabled students. Our school year program begins September 7 and applications are available now. Discussion ensued.

**TUPE** (Tobacco-Use Prevention Education) – Mr. Cramblit said they are serving 17 students under TUPE at the present time and one staff person has quit smoking. There was some discussion.

Mr. Cramblit said he and Ms. Myers are working on this year's grant application for the DNIEC, as well as, TUPE, which are both due at the end of this month.

**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 \$206,859 has been expended for direct services leaving \$61,3256 for additional services through September 30, 2015 and emergency services thereafter. (*copies in Council packets*). Discussion ensued.

**Carson Block Building** – Mr. Coltra said we approached the Eureka Historical Commission and requested they remove a condition that requires awnings be included on the exterior of the Carson Block Building façade; our request was approved. We are working with a journalist from the Times-Standard to write periodic articles to keep the public informed of our progress concerning the building restoration.

Mr. Coltra has been working closely with our contractor to ensure work is being performed in compliance with our construction schedule and budget. Steel reinforcements for earthquake safety are being positioned and scaffolding has been raised on the F Street side of the building for the stucco removal to begin. Reconstruction of the missing turret on the southwest corner will begin soon and will restore the building to it's original form; our construction contingency fund stands at 55%. There was some discussion.

**Gift Shop** – Sales are slow and we are currently in the red. Some of our regular customers are finding our new location, but we do not have the same foot traffic here on Fifth Street as we did on the F Street location; business should improve once the shop returns to the newly renovated Carson Block Building.

Ms. Holliday motioned to approve the Executive Director's report for August 8, 2015; Ms. Stauffer seconded; **MOTION** carried by unanimous vote.

**B. Fiscal Report**

Mr. Coltra and the Council reviewed and discussed the June 2015 Financial Reports (*copies in Council packets*).

Ms. Stauffer motioned to approve the Financial Reports through June 30, 2015; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

**VII. OLD BUSINESS**

**A. CSD Self Assessment/CSBG Organizational Performance Standards**

Mr. Gehr and the Council reviewed and discussed the final document that was submitted to CSD on July 31<sup>st</sup> (*copies in Council packets*).

**B. Personnel Policies & Procedures Manual**

Mr. Coltra, Mr. Gehr and the Council reviewed the revised personnel polices for NCIDC. The draft was made available to staff for a period of 30 days for their comment; staff made comments concerning only minor formatting errors. The final draft was reviewed by our attorney to comply with current employment law. There was lengthy discussion.

Ms. Holliday motioned to approve the revised NCIDC Personnel Policies & Procedures Manual; Mr. Mattz seconded; **MOTION** carried by unanimous vote.

**C. Intertribal Gathering**

Mr. Coltra and the Council discussed at length, current standing of ITG donations and a basic overview of what the event entails.

**VIII. NEW BUSINESS**

**Life Insurance**

We are working with an agent to provide the Council with a small life insurance policy; application forms will be provided at the next meeting.

Ms. Holliday motioned to approve the new life insurance policy; Ms. Stauffer seconded; **MOTION** carried by unanimous vote.

**IX. REQUESTS FOR ASSISTANCE – *There were no requests for assistance.***

**X. PUBLIC COMMENT – *There was no public comment.***

**XI. SCHEDULE NEXT MEETING**

The next Regular Council Meeting is scheduled for Saturday, September 12, 2015 at 10:00 a.m., in the council room our temporary office located at 517 5<sup>th</sup> Street, Eureka.

**XII. ADJOURNMENT**

Ms. Holliday motioned to adjourn the meeting; Ms. Stauffer seconded; *MOTION* carried by unanimous vote. The meeting was adjourned at 12:15 p.m.

Respectfully Submitted,



Nadine McNeal  
Council Secretary

Prepared By



Wendy Kull