MINUTES

I. CALL MEETING TO ORDER

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

II. ROLL CALL – Mrs. Kull called the roll:

Members Present
Nadine McNeal Siskiyou County Representative
Wilverna Reece Siskiyou County Representative
Diane Holliday Humboldt County Representative
Denise Padgette (teleconference) Del Norte County Representative
LaWanda Quinnell Del Norte County Representative
Dena Magdaleno Trinity County Representative
Patrick Chapman Trinity County Representative
Jack Mattz Member at Large

Members Absent
Ruby Rollings (excused) Humboldt County Representative

III. INTRODUCTION OF GUESTS

Ms. Trina Mathewson was recognized.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Ms. Reece motioned to approve the minutes from July 9, 2016; Mr. Mattz 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 and discussed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of September 7, 2016 (copies in Council packets). We have 21 enrolled participants, 0 have been exited, 7 have been employed, with 0 negative exits. We have 2 On-the-Job Training (OJT) participants, 3 Work Experience (WE), 6 Classroom Training (CRT) for vocational
education and 7 direct placements (DP) with supportive services. Currently, we have 15 participants enrolled in PY ’16 Supplemental Youth Services Program (SYSP). They reviewed a DOL Employment & Training Administration Financial Report for grant number AB25734YY0 (CSP) through June 30, 2016, with $224,621 in total expenditures (copies in Council packets).

Mr. Coltra and the Council reviewed an email dated August 1, 2016 from DOL, in reference to modification number 1 for grant number AB29285350U0, which incorporated PY 2016 CSP funds in the amount of $274,647 (copies in Council packets). They reviewed a Notice of Award from DOL for grant number AB292853S0 (SYS) with a term of April 1, 2016 through June 30, 2018 and a total amount of $58,414 (copies in Council packets). They reviewed a DOL Employment & Training Administration Financial Report for grant number AB292853S0 (SYS) through June 30, 2016, with total expenditures of $1.074 (copies in Council packets). There was some discussion.

Mr. Coltra and the Council reviewed National Indian and Native American Employment Training Council’s 37th Call to Training scheduled from August 21 through 25, 2016 in Reno, Nevada. They discussed the agenda and workshop schedule and Mr. Coltra informed the Board that four of our staff attended the Conference (copies in Council packets).

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 Grant Code 540 Subgrant Agreement K6100373, through June 2016, with total expenditures of $120,212; this is a closeout report (copies in Council packets). They reviewed a WIA Summary of Expenditures Closeout package for Grant Code 540 Subgrant Agreement K6100373 (copies in Council packets). All funds were expended under this grant code. There was some discussion.

**Lake Fires** (National Dislocated Worker Grant) – Mr. Coltra and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1048 Subgrant Agreement K6100373, through June 2016, with total expenditures of $733,134 and through July 2016, with total expenditures of $819,618 (copies in Council packets). They reviewed an executed WIOA Grant Code 1048 Subgrant Agreement K7104068, with an allocation of $1,000,000 (copies in Council packets). They reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1048 Subgrant Agreement K7104068 through July 2016, with total expenditures of $90,081 (copies in Council packets). Discussion ensued.

**CSBG** (Community Service Block Grant) – Mr. Coltra and the Council reviewed an Expenditure/Activity Report for LPA grant number 16F-5103 through June 30, 2016, with total expenditures of $10,127 and through July 31, 2016, with total expenditures of $11,412, as well as, an advance repayment of $5,100 (copies in Council packets). Mr. Coltra and the Council reviewed an executed Standard Agreement Amendment 2
for Set-Aside grant number 16F-5104, which reflects an increase of $978,146 for a total amount of $1,948,871 (copies in Council packets). They reviewed an Expenditure/Activity Report for Set-Aside grant number 16F-5104 through June 30, 2016, with total expenditures of $116,022 and through July 31, 2016, with total expenditures of $141,451, as well as, an advance repayment of $81,203 (copies in Council packets). There was some discussion.

Mr. Coltra and the Council reviewed a Request of Qualifications we recently issued targeted to American Indian and Native American Service Providers in San Diego County, in the amount of $112,000 (copies in Council packets). The deadline is September 15, 2016 and funds will serve off-reservation Natives. Discussion ensued.

**CSBG Discretionary** (Building Bridges to Success) – Mr. Coltra and the Council reviewed and discussed a letter from CSD in regard to our CSBG Closeout packet for grant number 15F-2424 (copies in Council packets). The letter stated the funds were fully expended, $75,000 in total and all the programmatic reports, including the final report have been reviewed and accepted.

**CSBG Discretionary** (Standards) – Mr. Coltra and the Council reviewed a signed Standard Agreement for Discretionary grant number 16F-5543, as well as, the proposed budget and work plan (copies in Council packets). There was some discussion.

**CSD** (CA Department of Community Services and Development) – Mr. Coltra and the Council reviewed a letter from Field Representative Lawrence Jackson Jr. in regard to our 2016 on-site monitoring visit (copies in Council packets). Mr. Jackson’s visited the week of June 7, 2016 and his report covers grant numbers 15F-2424, 16F-5103 and 16F-5104. The report indicated required expenditure and programmatic reports were submitted in a timely manner. There were no outstanding issues found in regard to line item expenditure reviews or internal controls; no technical/training assistance is required at this time. There was some discussion.

**DNIEC** (Del Norte Indian Education Center) – Mr. Cramblit and the Council reviewed and discussed a 2016-17 Continuing Program Grant Application for funding of the DNIEC in the amount of $255,004 (copies in Council packets). They reviewed the program goals and objectives, including the budget and budget detail.

Mr. Cramblit and the Council reviewed and discussed a 2016-17 Continuing Program Grant Application for funding of the Tobacco Use Education Prevention (TUPE) program in the amount of $60,000 (copies in Council packets). They reviewed the program goals and objectives, including the budget and budget detail.

Mr. Cramblit announced his resignation, as he has accepted a position with United Indian Health Services as their Health Promotions and Education Manager. Discussion ensued.
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 $192,014 has been expended for direct services leaving $56,156 (copies in Council packets). We are currently working on our new application for 2016-17. There was some discussion.

Carson Block Building – Mr. Coltra and the Council reviewed a final application for payment from Pacific Builders, indicated all work on the Carson Block has been completed (copies in Council packets). Some minor punch list items remain, but should be completed soon. Most of the third floor has been leased and others who are interested in leasing the balance of office spaces on the second floor and retail spaces on the street level. Discussion ensued.

Intertribal Gathering – Mr. Coltra and the Council reviewed a letter from MikkiMoves Real Estate, Inc., which described their client’s wish to donate a portion of the company’s proceeds to a local non-profit; we received $23.55 on behalf of Frank Portillo for this year’s ITG. Due to the current environmental status, Mr. Coltra said there may not be fish available for this year’s ITG. They reviewed donations and grants, but he reminded the Council that we are in need of financial support for this event. Discussion ensued.

Gift Shop – Sales have improved dramatically since we’ve returned.

There was no public comment.

Ms. Holliday motioned to approve the Executive Director’s report for September 10, 2016; Ms. Reece seconded; MOTION carried by unanimous vote.

B. Fiscal Report

Mr. Coltra and the Council reviewed and discussed the June and July 2016 Financial Reports (copies in Council packets).

There was no public comment.

Ms. Holliday motioned to approve the Financial Reports through June 30, 2016 and July 30, 2016; Mr. Chapman seconded; MOTION carried by unanimous vote.

VII. OLD BUSINESS – There was no old business.

VIII. NEW BUSINESS

Resolution 16.02 – LIHEAP Application

Mr. Coltra and the Council reviewed Resolution 16.02 for LIHEAP application for program year 2017.
There was no public comment.

Ms. Magdaleno motioned to approve Resolution 16.02 for 2017 LIHEAP application; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

**Resolution 16.03 – CSBG Discretionary (Organizational Standards)**

Mr. Coltra and the Council reviewed Resolution 16.03 CSBG Discretionary grant number 16F-5543 to meet CSD’s organizational standards. Discussion ensued.

There was no public comment.

Ms. Holliday motioned to approve Resolution 16.03 for CSBG Discretionary grant number 16F-5543; Mr. Mattz seconded; **MOTION** carried by unanimous vote.

**IX. REQUESTS FOR ASSISTANCE**

**Request No. 1, 2 & 3** – The Council reviewed and discussed requests that Mr. Coltra recently approved (there was no meeting in August) from Jolleanne Jones, Rachel Jackson and Melissa Myers in the amount of $300 each to sponsor the Jump Dance at Sregon beginning August 9 (copies in Council packets).

There was no public comment.

Mr. Mattz motioned to approve Request 1, 2 & 3 in the amount of $300 each for the Sregon Jump Dance; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

**Request No. 4** – The Council reviewed and discussed a request from McKinleyville Rodeo Association in the amount of $100 to sponsor their 2016 Gymkhana program (copies in Council packets).

There was no public comment.

Ms. Holliday motioned to approve the McKinleyville Rodeo Association request in the amount of $100; Mr. Mattz seconded; **MOTION** carried by unanimous vote.

**Request No. 5** – The Council reviewed and discussed a request from Mt. Bidwell Native American Committee in the amount of $500 to sponsor their Mt. Bidwell Celebration (copies in Council packets).

There was no public comment.

Ms. Holliday motioned to approve the Mr. Bidwell Native American Committee request in the amount of $500; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote.

**X. PUBLIC COMMENT** – *There was no public comment.*
XI. EXECUTIVE SESSION – There was no executive session.

XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Saturday, October 8, 2016 at 10:00 a.m., in the Council room at 241 F Street, Eureka.

XIII. ADJOURNMENT

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

Respectfully Submitted,

[Signature]
Nadine McNeal
Council Secretary

Prepared By
Wendy Kull