

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – JULY 6, 2018**

*MINUTES*

**I. CALL MEETING TO ORDER**

Ms. Rollings called the meeting to order at 1:02 p.m.

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

**Members Present**

Ruby Rollings	Humboldt County Representative
Trina Mathewson	Humboldt County Representative
Wilverna Reece	Siskiyou County Representative
Denise Padgett (Teleconference)	Del Norte County Representative
Dena Magdaleno	Trinity County Representative
Tracy Foster-Olstad	Trinity County Representative
Mindy Natt	Member at Large

**Members Absent**

LaWanda Quinnell	Del Norte County Representative
Lonyx Landry ( <i>Excused</i> )	Member at Large

**III. INTRODUCTION OF GUESTS**

The Council welcomed Ms. Shirley Laos, and her fellow presenter Isobel Childs.

**IV. APPROVE AGENDA**

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

**V. APPROVE MINUTES**

Ms. Foster-Olstad motioned to approve the regular minutes from June 8, 2018; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote.

## VI. STAFF REPORTS

### A. Executive Director

**“A Passport to Our Past, Present and Future”** – Mr. Gehr and The Council welcomed Ms. Shirley Laos, and her fellow presenter Miss Isobel Childs to do a presentation on the interactive cultural event project titled “A Passport to Our Past, Present and Future” which showcases the native American Yurok culture through eleven display stations or passport destinations. Participants receive replica passports with a page for each of the destinations, which they use to visit each destination getting their passport stamped after participating in mini activities at each station. The youth presenters range in age from five through 18 years old with the assistance of four to five adults. At the stations or destinations each topic is displayed through photographs, audio visual, poster, or actual cultural items (such as drums, ceremonial shell dress, regalia, baskets, etc.) Ms. Laos thanked the council for their sponsorship to cover the cost of materials for the event on May 18-20<sup>th</sup> at the CRIHB Event. Mr. Gehr and The Council thanked Ms. Laos and Miss Childs for their insightful presentation.

**CSBG** (Community Service Block Grant) – Mr. Gehr and the Council reviewed the Expenditure/Activity Report for Set-Aside (SA) grant number 18F-5104 through May 31, 2018, with total expenditures of \$126,817.57. They also reviewed the Expenditure/Activity Report for LPA grant number 18F-5103 through May 31, 2018, with total expenditures of \$12,126.65. (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the letter regarding The California Indian Manpower Consortium’s 2017 CSBG Monitoring. Mr. Gehr will travel to CIMC’s Office in Sacramento to monitor and review both Fiscal and Programmatic operations as part of NCIDC’s Compliance with CSD (*copies in Council packets*). There was some discussion.

**DOL/WIOA** (Department of Labor/Workforce Innovation and Opportunity Act) Mr. Gehr and the Council reviewed a quarterly SYSP programmatic report for grant number AB171856GO through March 31, 2018, with a total of 15 youth employed and 100% reaching two or more performance goals (*copies in Council packets*). There was further discussion.

**NDWG STORM** (National Dislocated Worker Grant Code 1091) – Mr. Gehr and the Council reviewed the Monthly Narrative Report for 2017 NDWG Storm, which listed the following performance factors: Employed in temporary disaster relief assistance: 300. Received supportive services: 300. Completed NDWG services: 210. Employed at completion of NDWG services: 21 (*copies in Council packets*). They also reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1091 Sub grant Agreement K8108741, through May 2018, with total expenditures of \$404,719.29 (*copies in Council packets*).

**NDWG SOUTHERN STORM** (National Dislocated Worker Grant code 1093) – Mr. Gehr and the Council reviewed the Monthly Narrative Report for 2017/2018 NDWG South Storm, which listed the following performance factors: Employed in temporary disaster relief assistance: 140. Received supportive services: 140. Completed NDWG services: 100. Employed at completion of NDWG services: 5 (*copies in Council packets*). There was some discussion. They also reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1093 Sub grant Agreement K7104068, through May 2018, with total expenditures of \$1,885,263.04 (*copies in Council packets*). There was further discussion.

**CA WILDFIRE** (California Wildfires National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the Monthly Narrative Report for 2017 CA Wildfires Grant Code 1114, which listed the following performance factors: Employed in temporary disaster relief assistance: 32. Received supportive services: 32. Completed NDWG services: 16. Employed at completion of NDWG services: 1 (*copies in Council packets*). There was some discussion. They also reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1114 Sub grant Agreement K8108741, through May 2018, with total expenditures of \$123,895.56 (*copies in Council packets*). There was further discussion.

**CA AIRRP** (California American Indian Rapid Response Program) – Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 541 Sub grant Agreement K714068, through May 2018, with total expenditures of \$95,461.76 (*copies in Council packets*). There was further discussion.

**AUDIT**– Mr. Gehr and the Council reviewed the 2017 Audit Review letter from our auditors Izabal, Bernaciak & Company. They also reviewed the cover letters sent with copies of our 2017 Audit to our various funding sources (*copies in Council packets*). There was some discussion.

**LIHEAP** (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the current report of the 48 LIHEAP Tribes, showing the remaining balance for each tribe’s LIHEAP funding. (*copies in Council packets*). There was further discussion.

**Gift Shop** – Mr. Gehr let the council know that Gift shop had great sales in May, totaling almost \$9,000 for the Month. He wanted to especially thank the Gift shop staff for all their hard work and dedication. There was some discussion.

Ms. Foster-Olstad motioned to approve the Executive Director’s report for July 5, 2018; Ms. Padgette seconded; **MOTION** carried by unanimous vote.

## **B. Fiscal Report**

Mr. Gehr, Mr. Byfield, and the Council reviewed and discussed the May 2018 Financial Report (*copies in Council packets*).

*There was no public comment.*

Ms. Foster-Olstad motioned to approve the Financial Report for May 2018; Ms. Reece seconded; **MOTION** carried by unanimous vote.

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

## **VII. OLD BUSINESS – 2018 Strategic Plan and Risk Analysis**

**Strategic Plan 2018** – Mr. Gehr and the Council reviewed and discussed the approved Strategic Plan Update 2018, which provides a conceptualization of how the Governing Council and staff in collaborative partnership envision the growth of the agency over time and highlights the specific actions that will occur to promote these efforts (*copies in Council packets*). There was further discussion.

*There was no public comment.*

Ms. Natt motioned to accept our Strategic Plan Update; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

**Risk Analysis 2018** – Mr. Gehr and the Council reviewed and discussed the approved Risk Assessment for fiscal year 2018, which identify hazards, analyze, or evaluate the risk associated with that hazard and determine appropriate ways to eliminate or control the hazard (*copies in Council packets*). There was further discussion.

*There was no public comment.*

Ms. Natt motioned to accept our Risk Assessment; Ms. Reece seconded; **MOTION** carried by unanimous vote.

## **VIII. NEW BUSINESS – Assistant Director Job Description and Fiscal Policy Review**

**Assistant Director Job Description**– Mr. Gehr and the Council reviewed and discussed the Assistant Director job description, we are actively going to advertise and search for a new Assistant Director. (*copies in Council packets*). There was further discussion.

**Fiscal Policy Review** – Mr. Byfield and the Council reviewed and discussed a draft of the fiscal policies, which outlines accounting policies and staff, authorized check signers and accounting procedures (*copies in Council packets*). There was further discussion.

*There was no public comment.*

Ms. Natt motioned to accept our Fiscal Policies; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote.

## **IX. REQUESTS FOR ASSISTANCE**

**Request No. 1** – The Council reviewed a request from Joe James representing the Sregon/Weitchapec Brush Dance in the amount of \$1,900 to sponsor the B&B Toilets for the Brush Dance. (*copies in Council packets*). There was further discussion.

Ms. Magdaleno motioned to assist with \$1,900 for the B&B Toilets for the Brush Dance; Ms. Padgette seconded; **MOTION** carried by unanimous vote.

## **X. PUBLIC COMMENT / INFORMATION / THANK YOU**

**Public Comment** – There were no public comments.

**Information** – **American Indian Reporter**, a newspaper coming out of southern California has featured us or rather our Gift Shop and our CSBG Services thru our partnership with Sub grantor SCAIR, Southern California American Indian Resource Center, Inc. There was further discussion.

## **XI. EXECUTIVE SESSION**

Ms. Rollings reported that during the prior executive session the Council had each completed evaluations on the Executive director.

Ms. Reece motioned to accept and file the evaluations; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

**XII. SCHEDULE NEXT MEETING**

The next Regular Council Meeting is scheduled for Friday, August 10, 2018 at 1:00 p.m., in the Council room at 241 F Street, Eureka.

**XIII. ADJOURNMENT**

Ms. Reece motioned to adjourn the meeting; Ms. Natt seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 2:40 p.m.

Respectfully Submitted,

  
Trina Mathewson  
Council Secretary

Prepared By

  
Cheyanne Souza  
Executive Assistant