

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – DECEMBER 11, 2021

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 11:34 p.m.

II. ROLL CALL

Members Present

Amanda O'Connell
Evette Lewis
Jace Baldosser
Lonyx Landry
Ruby Rollings
Ryan Ray
Tracy Foster-Olstad
Trina Mathewson
Wilverna Reece

Del Norte County Representative
Siskiyou County Representative
Humboldt County Representative
Trinity County Representative
Humboldt County Representative
Del Norte County Representative
Trinity County Representative
Humboldt County Representative
Siskiyou County Representative

Members Absent

There were no members absent.

III. INTRODUCTION OF GUESTS

Ms. Denise Padgett, the former NCIDC Council chairperson was recognized.

IV. APPROVE AGENDA

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

V. ELECTION OF OFFICERS – Nomination for officers were opened.

Ms. Reece nominated Ms. Rollings as Chairwoman, Mr. Baldosser seconded.

Ms. Reece motioned for nominations for Chairwoman to be closed, Mr. Landry seconded; **MOTION** carried by unanimous vote.

Ms. Reece nominated Ms. Foster-Olstad as Vice-Chairwoman, Ms. Mathewson seconded.

Ms. Reece motioned for nominations for Vice-Chairwoman to be closed, Mr. Baldosser seconded; **MOTION** carried by unanimous vote.

Ms. Foster-Olstad nominated Ms. Mathewson as Secretary, Ms. Reece seconded.

Mr. Baldosser motioned for nominations for Secretary to be closed, Mr. Landry seconded; **MOTION** carried by unanimous vote.

Ms. Foster-Olstad nominated Mr. Baldosser as Treasurer, Ms. Reece seconded.

Mr. Landry motioned for nominations for Treasurer to be closed, Ms. Reece seconded; **MOTION** carried by unanimous vote.

Mr. Landry motioned to accept and close the election of officers, Ms. Mathewson seconded; **MOTION** carried by unanimous vote.

Mr. Gehr and Ms. Flynn congratulated the 2022 NCIDC Officers and welcomed the new Council Members. There was some discussion.

VI. APPROVE MINUTES

Mr. Landry motioned to approve the regular meeting minutes from November 5, 2021; Mr. Ray seconded; **MOTION** carried by unanimous vote.

VII. STAFF REPORTS

A. Executive Director

NCIDC staff has continued implementing social distancing around the office and while seeing clients for services. We have implemented phone intake procedures for clients and provide curbside delivery of vouchers and other documents to clients. Masks, gloves, and sanitizing supplies are all being utilized by staff. We are taking this very seriously and following both the federal and state mandates and guidelines.

We are also continuing to hold our Council meetings virtually. The meeting is however, still open to the public. Any person wishing to be a part of the Council meeting is welcome to come to the NCIDC Eureka office, where they would be seated in the Council Chambers. They would be able to watch the virtual meeting on the large screen TV in this meeting room, and allowed to participate during the public comment period. All guests would be expected to follow social distancing protocols. The Council Chambers are large enough to accommodate three to four individuals with proper separation. If more guests than that were to attend, the staff would relocate the public viewing to the third floor theatre area of the Carson Block building which is a larger space that can accommodate more people while still maintaining over six feet of separation between each guest.

CSBG (Community Service Block Grant) – Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG LPA grant number 21F-4103 through October 31, 2021, with total expenditures of \$7,627.97. Our limited purpose agency funds pay for the core functions of the agency and in support of all other programs (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council also reviewed an Expenditure/Activity Report for CSBG SA grant number 21F-4104 through October 31, 2021, with total expenditures of \$78,141.15. We seem to have a slower rate of execution and reimbursement due to the fact that the Tribes have two contracts this year, a regular CSBG contract and a CSBG CARES Covid-19 related expenses contract. We are working with our tribes to execute and expend both tribal contracts (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council also reviewed the Expenditure/Activity Report for CSBG Discretionary grant number 21F-4456 through October 31, 2021, with total expenditures of \$0.00. These funds have not yet been utilized. We plan to utilize these funds towards improving Gift Shop systems and operations including implementing WIOA Youth participant training, particularly in retail in the gift shop and general retail training (*copies in Council packets*).

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG CARES LPA grant number 20F-3742 through October 31, 2021, with total expenditures of \$5,686.43 (*copies in Council packets*). This contract is for the additional core functions as they relate to the pandemic and management of the cares process. There was further discussion.

Mr. Gehr and the Council also reviewed the Expenditure/Activity Report for CSBG CARES SA grant number 20F-3743 through October 31, 2021, with total expenditures of \$155,121.63. These funds are being utilized for Covid-19 related direct emergency services statewide and our PPE distributions (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council also reviewed the Expenditure/Activity Report for CSBG CARES Discretionary grant number 20F-3743 through October 31, 2021, with total expenditures of \$1,418.36 (*copies in Council packets*). There was further discussion.

CARR FIRE (National Dislocated Worker Grant code 1186) – Mr. Gehr and the Council discussed and reviewed the Carr Fire monthly report for the month of October 2021 (*copies in Council packets*). Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1186 Sub grant Agreement AA011047, through October 2021, with total expenditures of \$267,636.87 (*copies in Council packets*). NCIDC staff coordinated with Whiskeytown National Parks to close the worksites down as this project ends at the end of December 2021. (*copies in Council packets*). There was further discussion.

2018 MEGAFIRES Workforce Development (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council discussed and reviewed the monthly report for the month of October 2021 for the 2018 Megafires Workforce Development

component grant code 1140 (*copies in Council packets*). Mr. Gehr explained to the Council that the Megafires has two components, the first is the Workforce Development component, which covers the training and job readiness component. Once the crews have finished that component they move into the Temporary Jobs component where we put them to work on a work site where they can gain experience to then go out and find permanent employment. Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1140 Sub grant Agreement K9111522, through October 2021, with total expenditures of \$268,403.97 (*copies in Council packets*). Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1202 Sub grant Agreement AA011047, through October 2021, with total expenditures of \$0.00. This is the 2nd increment that has not yet been utilized (*copies in Council packets*). Mr. Gehr and the Council also reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1210 Sub grant Agreement AA111058, through October 2021, with total expenditures of \$0.00. This is the 3rd increment that has also not yet been utilized (*copies in Council packets*). NCIDC staff continued recruiting participants for when the current participants complete their temporary job placements and worked with local employers to establish on-the-job training for the participants as well as supporting them in applying for permanent employment. There was further discussion.

2018 MEGAFIRES Temporary Jobs (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council discussed and reviewed the monthly report for the month of October 2021 for the 2018 Megafires Temporary Jobs component grant code 1203 (*copies in Council packets*). Mr. Gehr and the Council discussed and reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1203 Sub grant Agreement AA011047, through October 2021, with total expenditures of \$442,499.94. This is the 2nd increment (*copies in Council packets*). Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1211 Sub grant Agreement AA111058, through October 2021, with total expenditures of \$0.00. This is the 3rd increment that has not yet been utilized. (*copies in Council packets*). Participants were provided rain gear and continued to clean-up and repair fire damage at the City of Paradise Recreation and Parks District worksite. NCIDC staff also worked with community employers and found permanent employment for all of the current participants upon their completion of the temporary job placements. The requirement for new hires to be vaccinated, or willing to get vaccinated has been a barrier to new participant recruitment, and staff is working to overcome this obstacle to the continuation of this program. Worksite staff have also been unavailable as our partner agencies have their own issues with staff turnover and staff out on medical leave due to COVID. There was further discussion.

2019 STORMS (Severe Winter Storms National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the monthly Report for the month of October 2021 for the 2019 Severe Winter Storms (*copies in Council packets*). Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1216 Sub grant Agreement AA111058, through October 2021, with total expenditures of \$104,647.36 (*copies in Council packets*). NCIDC staff continued to coordinate with Whiskeytown and Bureau of Land Management on starting work. We do not currently have enough eligible participants to begin work so we are continuing to recruit and process participant applications. The requirement for new hires to be vaccinated, or willing to

get vaccinated has been a barrier to participant recruitment, and staff is working to overcome this obstacle to the continuation of this program. Worksite staff have also been unavailable as our partner agencies have their own issues with staff turnover and staff out on medical leave due to COVID. NCIDC staff reached out to local parole and probation offices in order to establish a referral partnership. We already received applications from three people referred by the parole board and we are currently processing them to determine eligibility. There was further discussion.

2020 September Wildfires DR NDWG – Mr. Gehr and the Council reviewed the monthly report for the month of October 2021. The monthly report covers both the 2020 September Wildfires DR NDWG Temporary Jobs component grant code 1212 and the Workforce Development component grant code 1213 (copies in Council packets). Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1212 TJ Sub grant Agreement AA111058, through October 2021, with total expenditures of \$0.00 (copies in Council packets). Mr. Gehr and the Council also reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1213 WD Sub grant Agreement AA111058, through October 2021, with total expenditures of \$0.00 (copies in Council packets). No services were provided this month because staff are still in the process of starting worksites. Worksite staff have been unavailable as our partner agencies have their own issues with staff turnover and staff out on medical leave due to COVID. NCIDC has a crew of eligible participants ready for enrollment, but they can't be placed until the worksite is prepared. NCIDC staff continued to reach out to the potential worksite agencies. There was further discussion.

2020 COVID (2020 Disaster Recovery COVID NDWG) – Mr. Gehr and the Council discussed and reviewed the COVID NDWG Temporary Jobs component monthly report for the month of October 2021 (*copies in Council packets*). Mr. Gehr and the Council also reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1195 WD Sub grant Agreement AA011047, through October 2021, with total expenditures of \$105,079.25 (copies in Council packets). There was further discussion. Mr. Gehr and the Council discussed and reviewed the COVID NDWG Workforce Development component monthly report for the month of October 2021 (*copies in Council packets*). Mr. Gehr and the Council also reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1196 WD Sub grant Agreement AA011047, through October 2021, with total expenditures of \$11,626.10 (copies in Council packets). There was further discussion. Mr. Gehr and the Council discussed and reviewed the COVID NDWG desk monitoring review engagement letter. The EDD Compliance Review Office (CRO) will conduct an Enhanced Desk Monitoring Review (EDMR) of the Workforce Innovation and Opportunity Act (WIOA) 2020 Covid-19 Disaster Recovery National Dislocated Worker Grant for Program Year (PY) 2021-22 of the Northern California Indian Development Council, Inc.'s (NCIDC) Fiscal and Procurement (F&P) systems and Program Administration. This PY 2021-22 EDMR is scheduled to take place March 14, 2022 through March 18, 2022. The entrance conference will be held on Thursday, March 10, 2022 at 10:00 a.m. via video or teleconference (copies in Council packets). There was further discussion.

CA AIRRP (California American Indian Rapid Response Program) – Ms. Flynn, Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 541 Sub grant Agreement AA011047, through October 2021, with total expenditures of \$120,787.31 (copies in Council packets). Ms. Flynn shared with the Council that Ms. Cara Owings was hired for the Rapid Response position. There was further discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Modification #4 for grant number # AA111058. The purpose of this modification is to incorporate WIOA Rapid Response funds into grant code 541 (copies in Council packets). There was some discussion.

DNIEC (Del Norte Indian Education Center) – Ms. Flynn and the Council reviewed and discussed the DNIEC End of Year report which listed the direct services and outcomes (*copies in Council packets*). Ms. Flynn thanked our DNIEC Coordinator Ms. Angela Davis and DNIEC staff for their work on the end of year report. The report also highlighted the many cultural projects and Science Technology Engineering Art and Math (STEAM) projects the youth were able to participate in. There was further discussion.

LIHEAP (Low Income Home Energy Assistance Program) – Mr. Gehr and the Council reviewed and discussed the notice of funding award for the 2022 fiscal years LIHEAP funding from the Department of Health and Human Services (copies in Council packets) Mr. Gehr and the Council also reviewed and discussed the list of the 48 Tribes in our American Recovery LIHEAP program, showing how much of each Tribal allocation has been expended to date. We are preparing to open up the American Recovery LIHEAP program funding in order to expend all of the funding and reach all of the eligible families in need of energy assistance (copies in council packets). There was further discussion.

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

There was no public comment.

Ms. Foster-Olstad motioned to approve the Executive Director's report for December 11, 2021; Mr. Baldosser seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Byfield and the Council reviewed and discussed the October 2021 Financial Report. During this discussion the statement of financial position was reviewed as well as monthly statements of revenue and expenditures for NCIDC's grant contracts (copies in Council packets).

There was no public comment.

Ms. Foster-Olstad motioned to approve the October 2021 Financial Report; Ms. Reece seconded; **MOTION** carried by unanimous vote.

VIII. OLD BUSINESS

- A. Winter Workshop** – Mr. Gehr and the Council discussed the upcoming Winter Workshop, scheduled for Thursday December 16th at 6:00 pm at the Sunset Restaurant at Cher-Ae Heights in Trinidad, CA. It will be a plated dinner and guests will need to be fully vaccinated to attend. There was further discussion.

Carson Block Unwind – Mr. Gehr, Mr. Byfield and the Council reviewed and discussed numerous documents outlining the specific costs and budgetary breakdowns associated with the Carson Block unwind. The historic tax credits have been unwound, and NCIDC used reserves made through the building to pay off \$305,951 with the historic tax credits. We are now approaching the unwind for the new market tax credits, and at the end of this month, we are going to finish the unwind by refinancing. We currently have a mortgage that started at one and a half million through Arcata Economic Development Commission (AEDC) with a principal balance due of 1,334,080 as of December 31, 2021, We would like to refinance that loan and take out a second loan in the amount of \$600,000 with permission from the Council to cover specific costs associated with the unwind as well as improvements to the building (*copies in Council packets*). There was further discussion.

There was no public comment.

Ms. Foster-Olstad motioned to give Mr. Gehr authority to execute all documents and signatures necessary to the refinance the transfer of ownership with a loan of \$600,000.00 plus associated usual and customary fees for loan origination, title company, recording and other similar expenses. Mr. Landry seconded; **MOTION** carried by unanimous vote.

IX. NEW BUSINESS

A. Schedule Council Orientation and Training

Mr. Gehr and the Council discussed the Council orientation and training which they mutually decided to schedule for Friday January 14th at 12:00 pm before the January regularly scheduled Council meeting set for 1:00 pm.

B. LIHEAP Policies and Procedures

Mr. Gehr and the Council reviewed and discussed the changes made to the current LIHEAP policies and procedures. A red line draft with all of the proposed changes was provided to the Council. One of the changes was in regards to the specific projections that were made the year of the original policy. We changed the projections to reflect the prior year's actual expenditures as modified by anticipated changes in the upcoming year. This change leads to current and more accurate projections which makes the policy accurate on an ongoing basis (*copies in Council packets*).

There was no public comment.

Ms. Foster-Olstad motioned to approve the LIHEAP policies and procedures; Ms. Reece seconded; **MOTION** carried by unanimous vote.

X. REQUESTS FOR ASSISTANCE

There were no request for assistance.

XI. PUBLIC COMMENT / INFORMATION / THANK YOU

Thank You – Mr. Gehr and the Council reviewed a thank you card from Mrs. LeeAnn Moore, thanking NCIDC for the floral arrangement for Mr. Don Duclo's passing. Mr. Duclo was a longtime supporter of NCIDC's Inter-Tribal Gathering and Elders Dinner, and a friend to all, He will be missed. (*copies in Council packets*).

XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, January 14, 2022 at 1:00 pm or immediately following the NCIDC Council Orientation Scheduled for Friday, January 14, 2022 at 12:00 pm by teleconference.

XIII. EXECUTIVE SESSION

There was no Executive session.

XIV. ADJOURNMENT

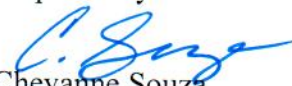
Mr. Baldosser motioned to adjourn the meeting; Ms. Reece seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 1:25 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyenne Souza
Executive Assistant