

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – NOVEMBER 5, 2021**

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 1:01 p.m.

II. ROLL CALL

Members Present

Dena Magdaleno
Fred Case
Leann McCallum
Lonyx Landry
Ruby Rollings
Ryan Ray
Wilverna Reece

Member at Large

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

Members Absent

Tracy Foster-Olstad
Trina Mathewson

Trinity County Representative
Humboldt County Representative

III. INTRODUCTION OF GUESTS

Mr. Mike Maruchau, Audit Manager at Grant, Bennet & Associates.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Mr. Landry motioned to approve the regular meeting minutes from October 8, 2021; Ms. Reece seconded; ***MOTION*** carried by unanimous vote.

VI. 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 electronically. 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 electronic 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.

2021 Winter Food Program – Mr. Gehr and the Council discussed and reviewed the 2021 Winter Food Program flyer and paper intake (*copies in Council packets*). The eligible clients in need that are in Humboldt, Del Norte, Siskiyou and Trinity County can fill out the intake online and will then be mailed either a Grocery Outlet Gift Card or a voucher to their local grocery store. This year the intake, eligibility, and distribution process will take place in the month of November. The envelope mailed to each household containing their food distribution documentation will also contain face masks to assist our families to stay safe during the Covid-19 Pandemic and a flyer with info about other services available through the NCIDC. We also have PPE bags available at all of our NCIDC Office locations for disbursement. The PPE bags contain a bottle of disinfectant spray, a package of alcohol wipes, a bottle of hand sanitizer and a box of face masks. If you know of anyone in need of PPE please send them to our NCIDC office locations for PPE supplies. There was further discussion.

CSBG (Community Service Block Grant) – Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG LPA grant number 21F-4103 through September 30, 2021, with total expenditures of \$11,678.24. 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 September 30, 2021, with total expenditures of \$156,890.01. 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 September 30, 2021, with total expenditures of \$0.00. These funds have not yet been utilized. We plan to utilize these funds towards 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 September 30, 2021, with total expenditures of \$9,713.65 (*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 September 30, 2021, with total expenditures of \$297,527.41. 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 September 30, 2021, with total expenditures of \$1,803.60 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed and discussed the justification for contract amendment/modification for CSBG Set-Aside grant number 21F-4104. The request is allocating the second release of 2021 CSBG Funds and requesting an extension of period of performance to May 31, 2022 to allow the California American Indian CSBG network which includes tribes and subcontractors to fully expend and closeout the CSBG contracts (*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 September 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 September 2021, with total expenditures of \$266,619.03 (*copies in Council packets*). This program has accomplished the objectives set out in the workplan and is reaching the end of the contract term. We are now in the unwind and shutdown process, to be complete by the end of 2021. Mr. Gehr and the Council also discussed and reviewed the Carr Fire Quarterly report for the month of September 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 September 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 September 2021, with total expenditures of \$267,116.21 (*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 August 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 1202 Sub grant Agreement AA111058, through September 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 began a new participant recruitment process for when the current participants complete their temporary job placements and staff has continued to work with the participant interested in attending electrical lineman training. Mr. Gehr and the Council also discussed and reviewed the Megafires Workforce Development component Quarterly report for the month of September 2021 (*copies in Council packets*). 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 September 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 September 2021, with total expenditures of \$398,827.43. This is the 2nd increment (*copies in Council packets*). Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1210 Sub grant Agreement AA111058, through September 2021, with total expenditures of \$0.00. This is the 3rd increment that has not yet been utilized (*copies in Council packets*). The smoke from nearby fires was severe over the last couple of months, at times even potentially hazardous to the health of the participants if they completed their normal work activities. However, the rain that occurred in September helped clear the air and the smoke was not as much of a problem. There was further discussion. Mr. Gehr and the Council also discussed and reviewed the Megafires Temporary Jobs component Quarterly report for the month of September 2021 (*copies in Council packets*). 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 September 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 September 2021, with total expenditures of \$78,936.94 (*copies in Council packets*). NCIDC staff continues to coordinate with Whiskeytown, BLM, and the Soboba Tribe to start work and continues to process participant applications. Eligible participants were placed at the Soboba tribe and they began work. NCIDC is recruiting for participants and coordinating with worksite agencies on starting work. There was further discussion.

2020 September Wildfires DR NDWG – Mr. Gehr and the Council reviewed the monthly report for the month of September 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 September 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 September 2021, with total expenditures of \$0.00 (copies in Council packets). Mr. Gehr informed the Council that there were still no services provided this month because staff are still working to establish worksites. We have also continued reaching out to potential worksites, recruiting participants, and processing applications. 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 Quarterly report for the month of September 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 September 2021, with total expenditures of \$90,756.32 (copies in Council packets). There was further discussion. Mr. Gehr and the Council discussed and reviewed the COVID NDWG Workforce Development component Quarterly report for the month of September 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 September 2021, with total expenditures of \$10,034.47 (copies in Council packets). EDD no longer requires monthly reports for the COVID NDWG programs when the quarterly reports are due. 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 September 2021, with total expenditures of \$115,209.01 (copies in Council packets). Ms. Flynn and the Council also discussed and reviewed the Rapid Response Quarterly narrative report for the month of September 2021 (*copies in Council packets*). Ms. Flynn shared with the Council that we had recently held interviews for the Rapid Response position. We are hoping to bring someone on soon. There was further discussion.

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for grant number AB-34925-20-60-A-6 (2020 Adult) through September 30, 2021 with \$166,130.78 in total expenditures (*copies in Council packets*). We continue to actively recruit eligible participants for the WIOA Programs. There was some discussion.

Mr. Gehr and the Council also reviewed a DOL Employment & Training Administration Financial Report for grant number AB-34925-20-60-A-6 (2020 Youth) through September 30, 2021 with \$61,277.00 in total expenditures (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for grant number AB-36642-21-60-A-6 (2021 Adult) through

September 30, 2021 with \$0.00 expenditures (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council also reviewed a DOL Employment & Training Administration Financial Report for grant number AB-36642-21-60-A-6 (2021 Youth) through September 30, 2021 with \$8,151.22 in total expenditures (*copies in Council packets*). There was some discussion.

HSU Support Letter – Mr. Gehr and the Council reviewed a support letter addressed to Provost Jenn Capps at Humboldt State University. The letter was written in support of the ad hoc committee of HSU Faculty & Staff from the College of Natural Resources and Sciences (CNRS) and the Native American Studies (NAS) Department's proposal to implement an Indigenous Science "Cluster Hire" as part of the transition to a polytechnic institution (*copies in Council packets*). There was further discussion.

Census Bureau Reports – Mr. Gehr and the Council reviewed and discussed a letter addressed to Congressman Jared Huffman. The letter was in reference to recent news coverage that detailed reports issued by the US Census Bureau did not include data for Tribes and Native populations, which according to the news coverage, was a decision made within the Census Bureau (*copies of the news coverage and the letter in Council packets*). There was further discussion.

Voices From the Center (CA Endowment Grant) – Ms. Flynn, Mr. Feliz and the Council discussed and reviewed an approved request for an extension. The purpose of this program is to promote Native health through virtual wellness media. Summer efforts to begin projects were unavoidably delayed by local wildfires, COVID protocols, and case surges in Aug/Sept. Due to the delay, NCIDC applied for and was granted an extension of the term of the contract. The grant is now closing May 2022 and the final report is due June 2022. The 5 Voices From the Center Project partners are: Two Feathers NAFS, NCIDC- Del Norte Indian Education Ctr., Yurok Tribal Court - Youth-At-Risk Program, The K:maw Native Connections Program, and the Save California Salmon project. We have been able to distribute 41 media kits between our five partner agencies. The media kits (which included iPad's and recording equipment) will allow our elders and youth to put together some great digital media health related videos with guidance from WingSpan Media. Mr. Feliz also thanked Mr. Rick Siegfried (NCIDC IT), for his assistance programming some of the kits with parental controls (*copies in Council packets*). There was some discussion.

Da'luk Youth Program – Mr. Feliz and the Council discussed the October 23rd Harvesting Health: Tribal Youth Summit Event. The event was held online via Zoom on Saturday October 23rd. The Summit was successful with over 100 individuals and families officially registering for the online event. 44 families were sent \$50.00 visa gift cards to purchase a lunchtime meal of their choice and 9 Tribal young adults were sent \$25.00 gift cards to purchase a meal. A total of 17 Tribal youth, ages 12-26 won raffles prizes donated by UIHS, Yurok Tribe, Two Feathers NAFS and NCIDC. Three Grand Prize raffle items were won by three Tribal youth (Tolowa, Hupa, Karuk) ranging in age from 12-16. Specifically, the items were a Nintendo Switch Gaming System, a \$350.00 GameStop Gift Card and a family vacation trip for 4 to Great

America theme park in Santa Clara (lodging and gas assistance included). The Da'luk Youth Program covered the costs of the Grand Prize items. During the 6 hour Summit, on average 55+ digital-device screens stayed logged on to the Summit. Topics discussed were: spiritual/ ceremonial knowledge, mental wellness, traditional foods and medicine, river/water protection activism, traditional ecological knowledge and physical fitness/ wellness. Da'luk Youth Program Coordinator, Mr. Feliz and staff are proud to have developed a consistent planning committee of community partners, who were vital in adding to the success of the Harvesting Health: Tribal Youth Summit event. Mr. Feliz thanked the following community partners: Yurok Tribe Opioid Effected Youth Initiative, Yurok Tribal Court Youth-At-Risk Program, United Indian Health Services, Inc Health/ Wellness Department, Two Feathers Native American Family Services, and Save California Salmon. Mr. Feliz also wanted to express his gratitude and thanks to Da'luk Staff members and the NCIDC Eka team. (*copies in Council packets*). There was further discussion.

DNIEC (Del Norte Indian Education Center) – Ms. Flynn and the Council reviewed and discussed an expenditure report for PY 2021 through September 30, 2021, with expenditures of \$182,770.96 (*copies in Council packets*). There was further discussion.

TUPE (Tobacco-Use Prevention Education) – Ms. Flynn and the Council reviewed and discussed a TUPE Prop 99 funding expenditure report for PY 2021 through September 30, 2021, with expenditures of \$22,550.56 (*copies in Council packets*). Ms. Flynn also let the Council know that November is the Great American Smoke-out Awareness Month. The Great American Smoke-out is on November 7. If you would like some Tobacco cessation kits let me know and we can send some out to you. There was further discussion.

TUPE (Tobacco-Use Prevention Education) – Ms. Flynn and the Council reviewed and discussed a TUPE Prop 56 funding expenditure report for PY 2021 through September 30, 2021, with expenditures of \$17,566.99 (*copies in Council packets*). There was further discussion.

Equal Employment Opportunity (EEO) – Mr. Gehr and the Council reviewed and discussed the Equal Opportunity 2019 Employer Information Report EEO-1. The report gives you an overview of the number of different categories of people that are working at the agency. It is submitted to the Equal Employment Opportunity Commission. In 2019, we had 23 American Indian or Alaskan natives on staff. This report allows you to see the diversity of the agency and what percentage of the agency's staff is Native American and what percentage is other ethnicities as well as female and male. Mr. Gehr and the Council Also reviewed and discussed the 2020 Equal Opportunity Employer Information Report EEO-1, which was not required due to a drop in the total number of employed participants during the pandemic. (*copies in Council packets*) There was further discussion.

LIHEAP (Low Income Home Energy Assistance Program) – Mr. Gehr and the Council 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 have fully expended our CARES LIHEAP funding and are now working to

spend the American Recovery LIHEAP program funding. Mr. Gehr and the Council also reviewed and discussed the submission notice that the Department of Health and Human Services (DHHS) has received our Detailed Model Plan for the LIHEAP program (*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.

Mr. Landry motioned to approve the Executive Director's report for November 5, 2021; Ms. Reece seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Byfield and the Council reviewed and discussed the September 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.

Mr. Landry motioned to approve the September 2021 Financial Report; Ms. McCallum seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

A. Annual Meeting / Winter Workshop – Mr. Gehr and the Council discussed the upcoming annual meeting and the Winter Workshop. The annual meeting is held each year in order for the thirteen NCIDC member entities to come together and elect the next NCIDC Council (Board of Directors). The agency bylaws detail the annual meeting and election process. The Regular Council (Board) meeting is held immediately after the Annual Membership meeting, this is the first board meeting with the newly elected board, and the first action of the new board will be to elect their officers: Chair, Vice Chair, Treasurer, and Secretary (*copies in Council packets*). Mr. Gehr asked to poll the Council to decide if they wanted to have the Winter Workshop in person with everyone in attendance fully vaccinated.. The Council decided to have the Winter Workshop in-person with social distancing and safety guidelines in place. There was further discussion.

B. Carson Block Unwind – Mr. Gehr, Mr. Byfield and the Council reviewed and discussed the resolution executed by the City Council of the City of Eureka approving the conversion of 93% of the CDBG loan #2015-000036-14 to a grant, they would also receive a one-time payment in the amount of \$250,000 which is 7%. The resolution was passed approved and adopted by the City Council of the City of Eureka on October 19, 2020. Mr. Gehr thanked Mr. Byfield and Mr. John Wooley for their assistance and a job well done. Mr. Gehr expressed his

appreciation for the support of the Eureka City staff and Council in approving this resolution. *(copies in Council packets)*. There was further discussion.

There was no public comment.

VIII. NEW BUSINESS

- A. CPA Presentation of Agency Audit for 2020, RRF1 and IRS 990** – Our auditor, from Grant, Bennet & Associates., Mr. Mike Maruchau, connected to the meeting via Zoom and reviewed with the Council our final financial audit for 2020, RRF1 and IRS 990, where there were no findings or corrective actions required. Discussion ensued.

There was no public comment.

Ms. Reece motioned to approve the 2020 Financial Audit, RRF1 and IRS 990; Mr. Case seconded; **MOTION** carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

There were no request for assistance.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

Thank You – Mr. Gehr and the Council reviewed a thank you card from the Smoker Family, thanking NCIDC for the assistance with burial services *(copies in Council packets)*.

Thank You – Mr. Gehr and the Council reviewed a thank you card from Kinsinto McCovey thanking us for the assistance with proper school/work attire enabling her to pursue her passion *(copies in Council packets)*.

Thank You – Mr. Gehr and the Council reviewed a thank you letter from Ms. Margo Robbins representing the KTJUSD Indian Education Program, thanking NCIDC for their assistance with a donation request. However, their event has been postponed due to Covid conditions and political unrest between Taiwan and China *(copies in Council packets)*.

XI. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Saturday, December 11, 2021 following the NCIDC Annual Meeting Scheduled for Saturday, December 11, 2021 at 10:00 a.m., by teleconference.

XII. EXECUTIVE SESSION

Mr. Gehr and the Council entered into an Executive Session. Upon exiting the Executive session, Ms. Reece announced that they had made a decision to offer the Indian Education Advocate Position to Ms. Shirley Laos.

Ms. Reece motioned to offer the Indian Education Advocate position to Ms. Shirley Laos; Mr. Case seconded; Ms. Rollings abstained; MOTION carried.

XIII. ADJOURNMENT

Ms. Reece motioned to adjourn the meeting; Mr. Case seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:01 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyenne Souza
Executive Assistant