

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – APRIL 9, 2021**

# MINUTES

**I. CALL MEETING TO ORDER**

Ms. Rollings called the meeting to order at 1:07 p.m.

## II. ROLL CALL

## Members Present

Dena Magdaleno  
Fred Case  
Leann McCallum  
Lonyx Landry  
Ruby Rollings  
Tracy Foster-Olstad  
Trina Mathewson  
Wilverna Reece

Member at Large

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

### Members Absent

Ryan Ray

Del Norte County Representative

### III. INTRODUCTION OF GUESTS

Mr. Jace Baldosser, a Blue Lake Rancheria representative was the only guest.

#### IV. APPROVE AGENDA

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

## V. APPROVE MINUTES

Ms. Reece motioned to approve the regular meeting minutes from March 12, 2021; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote.

## VI. STAFF REPORTS

### A. Executive Director

NCIDC staff has continued implementation of social distancing around the office and while seeing clients for services. We have implemented phone intake procedures for clients, minimized the density of workers in the office at any one time, and begun curbside delivery of vouchers and other documents to clients. Masks, gloves, sanitizing supplies, and non-contact temperature monitoring 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.

**CSBG (Community Service Block Grant)** – Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG SA grant number 20F-3104 through February 28, 2021, with total expenditures of \$147,187.55 (*copies in Council packets*). This is carryover from last year's contract that has an extension through the end of May of this year. This is the set aside contract that we fund all of our on and off reservation services throughout the state for CSBG. Mr. Gehr and the Council reviewed and discussed the Tribes memo which shows a list of the tribes that accepted and executed a modification to increase their 2020 funding amount. We have offered additional funding to the Tribes that have already expended their original allocation. The additional funding must be expended no later than April 20<sup>th</sup>. Mr. Gehr and the Council also reviewed and discussed a request for quotation letter to purchase a minivan to be utilized to transport PPE for implementation of the CARES and also for several other programs across NCIDC (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG Discretionary grant number 20F-3104 through February 28, 2021, with total expenditures of \$3,567.68 (*copies in Council packets*). This is paying for the remote teleworking related expenses such as telework reimbursements and related IT expenses. We are also updating the NCIDC website in order to heighten security standards and remain in compliance with ADA standards and requirements. There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG CARES LPA grant number 20F-3742 for a total of \$3,095.29. This covers the core

expenses related to the CARES contracts (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council also reviewed the Expenditure/Activity Report for CSBG CARES SA grant number 20F-3743 for a total of \$38,970.44. These funds are for specifically Covid-19 related expenses (*copies in Council packets*). Mr. Gehr and the Council also reviewed and discussed the CSBG Memo regarding the CARES and regular CSBG. The memo distributed internally to NCIDC staff outlined a temporarily increase of the minimum amounts of assistance per household to better serve families during the COVID-19 pandemic (*copies in Council packets*). There was further discussion. We are also still distributing the NCIDC swag bags that we fill with hand sanitizer, face masks, and alcohol wipes for free to all households that come in to the office. We are also still working with the supply bank warehouse to distribute these items to all of our subcontractors and Tribes. We are hoping to distribute truckloads of masks, alcohol wipes, hand sanitizer, and possibly disinfectant spray. The Tribes and our subcontractors will have the opportunity to order enough to serve somewhere between 200 and 500 households, depending on the size of the tribe/Agency and their willingness/ability to distribute. There was further discussion.

Mr. Gehr and the Council also reviewed the Expenditure/Activity Report for CSBG CARES Discretionary grant number 20F-3743 for a total of \$0.00. These funds have not yet been utilized but we are working towards using them on our PPE distribution which we are distributing across the state and our CSBG network (*copies in Council packets*).

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG LPA grant number 21F-4103 through February 28, 2021, with total expenditures of \$6,705.66. The regular pass through contracts have not gone out yet as tribes are working towards expending their 2020 allocations, they will be going out this month after the CARES contracts (*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 February 28, 2021, with total expenditures of \$18,467.76 (*copies in Council packets*). There was further discussion.

**CARR FIRE** (National Dislocated Worker Grant code 1186) – Mr. Gehr and the Council reviewed the Carr fire monthly report for the month of February 2021 (*copies in Council packets*). The primary worksites for this project are in the Whiskeytown area. Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1186 Sub grant Agreement AA011047, through February 2021, with total expenditures of \$218,500.42 (*copies in Council packets*). Ms. Jones addressed the Council and let them know that currently the Whiskeytown Park Superintendent goes by the rating for the county and Shasta County is still in the highest level so they can only have two workers on the job. When it goes back to orange then they can go back to ten workers, but it is ruled by the county rating on what level they're at right now. They are still averaging 25 to 50, new COVID cases per day and this is the same in the other work areas that she manages. It is a very tough grant to administer during the pandemic. There was further discussion.

**2018 MEGAFIRES Workforce Development** (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the monthly report for the month of February 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 and then once the crews have finished that component they move into the second which is the temporary jobs component where we put them to work on an out-crew 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 February 2021, with total expenditures of \$242,311.85 (*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 February 2021, with total expenditures of \$0.00 (*copies in Council packets*). Due to the COVID-19 exposures and a backlog of firefighter trainings, our training provider has been unable to schedule participant trainings. Ms. Jones has continued processing applications an enrolling participants so they can be ready when the classroom training is scheduled. There was further discussion.

**2018 MEGAFIRES Temporary Jobs** (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the monthly report for the month of February 2021 for the 2018 Megafires temporary jobs component grant code 1203 (*copies in Council packets*). Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1203 Sub grant Agreement AA011047, through February 2021, with total expenditures of \$263,878.82 (*copies in Council packets*). We worked with Butte county to assess the existing worksites and the completed clean-up and repair. We also communicated with the City of Paradise about starting new worksites. 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 February 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 1160 Sub grant Agreement AA011047, through February 2021, with total expenditures of \$172,392.29 (*copies in Council packets*). All participants were exited, either due to completing their placement or due to the severe storm funding running out. We were unable to start new participants due to the delay in receiving the next increment of funding. There was further discussion.

**2020 COVID** (2020 Disaster Recovery COVID NDWG) – Mr. Gehr and the Council reviewed the monthly report for the month of February 2021. The monthly report covers both the COVID NDWG Temporary jobs component grant code 1195 and the Workforce Development component grant code 1196 (*copies in Council packets*). Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1195 TJ Sub grant Agreement AA011047, through January 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 1196 WD Sub grant Agreement AA011047, through January 2021, with total expenditures of \$0.00 (*copies in Council packets*). This is specifically to fund the sanitization technicians

and the humanitarian aid workers responding to the national COVID-19 pandemic disaster. We have our first participant on board and have placed a sanitization/humanitarian aid technician working at United Indian Health Services. I'm very pleased to say that we have our first participant on board and started this week. 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 AA011047, through February 2021, with total expenditures of \$35,775.89 (copies in Council packets). Ms. Flynn addressed the Council and let them know she has been working closely with Ms. Thomas, our Rapid Response Coordinator by attending the various Rapid Response roundtables. EDD has redefined the scope of work in the contract model and we will be adjusting our writing of the next contract to more accurately reflect our work in interfacing with regional roundtables, local workforce development boards and referring and enabling people to know what services are available. There was further discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Modification #9 for grant number # AA011047. The purpose of this modification is to incorporate original exhibits to the COVID-19 disaster recovery NDWG temporary jobs project in grant code 1195 and the COVID-19 disaster recovery NDWG workforce development project in grant code 1196 (copies in Council packets). There was some discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Modification #new for grant number # AA011058. The purpose of this modification is to initiate the new program year (PY) 20/21. Subgrant agreement and incorporate national dislocated worker funding for the 2018 CA megafires NDWG workforce development project in grant code 1210, and the 2018 CA Mega fires NDWG temporary jobs project grant code 1211 (copies in Council packets). There was some discussion.

**Da'Luk Youth Program** – Ms. Flynn and the Council discussed the Promise Neighborhoods Project coalition put together by Terry Supahan, Executive Director of True North. The purpose of the Promise Neighborhoods Project is to provide a pathway for youth from preschool to college for success. We have attended multiple meetings facilitated by True North and attended by the Yurok Tribe, the Del Norte Unified School District, First Five of Del Norte County and a multitude of other collaborators. In an effort to bring this grant together they asked us for a survey of what we're currently doing. They also asked how would we like to expand those services and discussed our American Indian Education Center, Da'luk Youth Program and the Indigenous Advocacy Program. We discussed the services we provide to K through 12<sup>th</sup> grade via support services and academic support. We discussed the IEC program and the Da'Luk Youth Program. We are hoping to expand our Da'Luk Youth Program to cover Del Norte County through this grant. The Promise Neighborhoods Project would make us a partner in their network of services provided to the youth in this program (copies in Council packets). There was further discussion.

**Fire Victim Relief Foundation Programs** – Mr. Gehr and the Council discussed the implementation of the California Community Foundation Wildfire Fund in Butte County. Ms. Jones and Council discussed the CSBG Services which are also being provided out of the Butte Office by Ms. Edwards. The funding has been used to purchase prepaid debit cards and give them to families so they can make the decision themselves to use it for food, household items, temporary shelter costs, trailer space rentals or whatever they needed at their discretion. This will keep the Orville office busy and in work for the next year as we dispense this funding to the fire victims in Butte County (*copies in Council packets*). There was further discussion.

**PPP LOAN** (Payroll Protection Program) – Mr. Gehr, Mr. Byfield and the Council discussed the PPP loan we applied for a year ago and we received \$314,895 in payroll Protection Program loans, but it is a loan forgiveness program. We have been waiting patiently to have them open up the forgiveness portal where you can now apply to have your loan forgiven and turned into a grant on the basis of fulfilling the spending criteria. Mr. Byfield has spent a better part of two weeks, putting all the documentation into the bank portal. He has also followed up with supplemental requests for additional documentation in detail. Mr. Byfield has fully completed the first step and submitted our loan forgiveness application. They now have approximately 30 days to review it at the bank and 90 days, at the SBA for the forgiveness application. We are now waiting to hear back from them. There was further discussion.

**LIHEAP** (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the list of the 48 Tribes in our LIHEAP program, showing how much of each Tribal allocation has been expended for the FY 2021. (*copies in Council packets*). There was further discussion.

**LIHEAP CARES** (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the list of the 48 Tribes in our LIHEAP CARES program, showing how much of each Tribal allocation has been expended for the FY 2020 (*copies in Council packets*). There was further discussion

**CARSON BLOCK** – Mr. Gehr, Mr. Byfield and the Council reviewed and discussed the representation letter provided by Novogradac & Company LLP for our 2020 audit of the financial statements and IRS tax returns for the Carson Block QALICB LLC (*copies in Council packets*). There was some discussion.

**AUDIT** – Mr. Gehr, Mr. Byfield and the Council discussed the audit confirmation letter from Grant Bennett Associates. Our previous auditors Izabal, Bernaciak & Company combined with Grant Bennett Associates on January 1, 2021 and Grant Bennett Associates has assumed our audit for the year ended December 31,2020 (*copies in Council packets*). There was some discussion.

**GIFTSHOP** – Mr. Gehr and the Council discussed the fact that they are changing over staff in the gift shop, our last youth work experience participants have completed and we will be interviewing a couple of new participants to complete their work experience in the giftshop, hopefully next week. Ms. Flynn has agreed to add the gift shop to her stable of programs that she has been working on and developing with the

help of Ms. Smith, who has extensive retail experience. They are going to help interview the staff, and help look at some of the merchandising and sales that we have going and see what they can do to help revitalize the shop as the pandemic winds down and hopefully we can attract some much needed customers. There was some discussion.

Mr. Gehr commended numerous staff member which have taken on double duty as some staff have been out on leave. He expressed a big thank you to Ms. Johnson, Ms. Lawrence, and Ms. Jones specifically thanking them for their increased effort and assistance during this time assisting our clients and going above and beyond.

Written program activity reports for Humboldt, Del Norte, Siskiyou Counties 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 April 9, 2021; Ms. Reece seconded; **MOTION** carried by unanimous vote.

## **B. Fiscal Report**

Mr. Byfield and the Council reviewed and discussed the February 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 February 2021 Financial Report; Ms. Reece seconded; **MOTION** carried by unanimous vote.

**Memo Regarding Council Stipend** – Mr. Byfield and the Council reviewed and discussed the memo drafted based on the conversation Mr. Byfield had with our auditors regarding the Council's request of creating a council stipend. The first thing that our auditor said is that they don't have any other clients that do that. They do multiple other nonprofits in Eureka, they are statewide, both community action agencies and all other types of nonprofits. And they do not have any other clients that pay their boards stipends. He said, if we were going to do that he does not believe in just explicitly disallowable. He said it would be best to use unrestricted income to provide those payments. Currently the only unrestricted income that the gift shop is the gift shop, and it is not in the black (*copies in Council packets*). There was some discussion.

## **VII. OLD BUSINESS**

*There was no old business.*

## VIII. NEW BUSINESS

- A. **Fiscal Policy Review** – Mr. Byfield and the Council reviewed the Accounting System, Accounts Payable and Audit & Audit Finding Resolution sections of the NCIDC Fiscal policies. Mr. Byfield discussed in depth how we would continue to review each section of the NCIDC Fiscal Policies until we have reviewed all fifteen sections. He asked that if the Council had any questions or would like to make any changes to the policies drafts he would appreciate the feedback. He asked that we review them all and vote to approve them after we have reviewed them all (*copies in Council packets*). There was further discussion.

*There was no public comment.*

B. **2021 Agency Budget**

Mr. Gehr, Mr. Byfield and the Council reviewed and discussed the 2021 Agency Budget. Mr. Byfield disseminated the financial perspective of the agency covering the expected contracts and budgets for the agency at length (*copies in Council packets*). There was further discussion.

There was no public comment.

Ms. Foster-Oslad motioned to approve the 2021 Agency Budget; Mr. Case seconded; **MOTION** carried by unanimous vote.

C. **Personally Identifiable Information Policy**

Ms. Richeson and the Council reviewed and discussed a second draft of the personally identifiable information and data security policy. We have to have an approved PII because as a grantee of federal Employment and Training Administration (ETA) funding, NCIDC must secure transmission of personally identifiable information (PII) and sensitive data developed, obtained, or otherwise associated with ETA funded grants. NCIDC complies with Information Practices Act of 1977, as amended, and the Federal Privacy Act of 1974, as amended and all other applicable regulations. No personal financial information, i.e., credit card, bank account numbers, shall be stored or exchanged in the data exchange sessions. NCIDC programs that provide health or mental health related services have supplemental PII and data security policies that incorporate HIPAA and other regulatory requirements. We had to add a few changes to the previous draft such as definitions and making it clearer as to when staff may or may not collect PII (*copies in Council packets*). There was some discussion.

Mr. Case motioned to approve the personally identifiable information and data security policy; Mr. Landry seconded; **MOTION** carried by unanimous vote.



#### **D. CAP Community Needs Assessment Survey**

CAP (Community Action Plan) Community Needs Assessment Survey – Ms. Richeson and the Council discussed the upcoming Community Needs Assessment surveys. We have developed and implemented two surveys this year. One is for adults eighteen and up, and one is for youth, ten to eighteen. We offered a youth survey because we have expanded our youth services departments and we want to capture additional data about their needs. We covered numerous areas such as vocational skills, since vocational trainings are in high demand. We are trying to determine exactly which skills people are interested in, so that we can assist with expanding those opportunities, or perhaps look into working with other agencies accordingly. We will distribute the survey links through email to our service network, tribes, subcontractors etc. as well as on our website (copies in Council packets). There was some discussion.

Mr. Landry motioned to approve the Community Needs Assessment Survey; Ms. Reece seconded; *MOTION* carried by unanimous vote.

#### **E. Da`Luk Youth Program COVID-19 Field Trip Protocol**

Ms. Flynn and the Council reviewed and discussed the Da`Luk Youth Program COVID-19 Field Trip protocol specifically for in person group field trips taking place during the pandemic. This list of protocols outlines the safety precautions and procedures that Da`luk Youth Program staff will employ to ensure that participants, chaperones, and other attendees are following Humboldt County and CDC guidelines to stay as safe as possible during in-person, physically-distanced field trips. (copies in Council packets). There was some discussion.

Ms. Mathewson motioned to approve the Da`Luk Youth Program COVID-19 Field Trip protocol; Mr. Case seconded; *MOTION* carried by unanimous vote.

#### **F. NCIDC/ACLU/ Arcata School District MOU**

Ms. Flynn and the Council reviewed and discussed the draft memorandum of understanding between the NCIDC and the Arcata School District that Ms. Marshall, our ACLU Indigenous Education Advocate has been working diligently on along with Teddy and Linnea from the ACLU. The purpose of this Memorandum of Understanding (MOU) is to establish and maintain an effective and cooperative working relationship between the parties and to provide the means by which the parties will maintain effective and coordinated services to the children and families served by the parties and to provide educational advocacy and equity. We are currently working on similar MOUs with all of the locally involved School districts (copies in Council packets). There was further discussion.

Ms. Reece motioned to approve the MOU ; Ms. Mathewson seconded; *MOTION* carried by unanimous vote.

## **G. Carson Block Master Tenant**

Mr. Gehr requested that the council defer this agenda item to the executive session to discuss because it involves ongoing contract negotiations. The Council agreed.

There was no public comment.

## **IX. REQUESTS FOR ASSISTANCE**

**Request No. 1** – The Council reviewed a request from Cutcha Risling Baldy representing the HSU Native American Studies Dept. in the amount of \$500 to assist with the Student Initiated Food Sovereignty Lab (*copies in Council packets*). There was further discussion.

Ms. Mathewson motioned to assist with \$500 towards the costs of the Student Initiated Food Sovereignty Lab; Mr. Case; seconded; Mr. Landry abstained; MOTION carried.

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

**Thank You** – Mr. Gehr and the Council reviewed a thank you card we received from Ms. Foster-Olstad on behalf of the Wintu Education & Cultural Council thanking NCIDC for everything we do (*copies in Council packets*).

## **XI. SCHEDULE NEXT MEETING**

The next Regular Council Meeting is scheduled for Friday, May 14, 2021 at 1:00 p.m., by teleconference.

## **XII. EXECUTIVE SESSION**

Mr. Gehr and the Council entered into an executive session. Ms. Rollings announced that there were two items to report out of the executive session.

Ms. Reece motioned to approve the modification of Resolution Care's Carson Block Lease agreement; Mr. Landry seconded; **MOTION** carried by unanimous vote.

Mr. Case motioned to approve resuming in person Council meetings; Mr. Landry seconded; **MOTION** carried by unanimous vote.

### **XIII. ADJOURNMENT**

Ms. Reece motioned to adjourn the meeting; Mr. Case seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:53 p.m.

Respectfully Submitted,



Trina Mathewson  
Council Secretary

Prepared By



Cheyenne Souza  
Executive Assistant