

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – MAY 13, 2022

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 1:04 p.m.

II. ROLL CALL

Members Present

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

Del Norte 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

Evette Lewis

Siskiyou County Representative

III. INTRODUCTION OF GUESTS

Ms. Sandra Keisner and Ms. Kat Dawado were welcomed as guests. Mr. Thor Arwood our new staff accountant also introduced himself to the Council.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Mr. Landry motioned to approve the special meeting minutes from March 25, 2022, April 1, 2022, and regular meeting minutes from April 8, 2022; Mr. Baldosser 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 resumed in person intakes and client consultations as well as continuing phone intake procedures for clients and providing curbside delivery of vouchers and other documents to clients. Masks, gloves, and sanitizing supplies are all being utilized by staff.

We are also continuing to hold our Council meetings electronically/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 electronic/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 SA grant number 21F-4104 through March 31, 2022, with total expenditures of \$211,026.98 (*copies in Council packets*). We have finalized our school supplies for Tribal youth through Supplybank.org, the same vendor we utilized for our PPE distribution program. Mr. Gehr and the Council also reviewed and discussed the approved CSD form 558 Request for Pre-Approval of Purchase/Lease agreement for the school supplies for Tribal youth through Supplybank.org (*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 March 31, 2022, with total expenditures of \$3,999.46. We have utilized these funds towards implementing youth participant training, particularly in the gift shop point of sale and inventory management procedures, and general retail skill training (*copies in Council packets*).

Mr. Gehr and the Council also reviewed an Expenditure/Activity Report for CSBG LPA grant number 22F-5103 through March 31, 2022, with total expenditures of \$9,521.21 (*copies in Council packets*). This funding is utilized for core support for all programs. There was further discussion.

Mr. Gehr and the Council also reviewed an Expenditure/Activity Report for CSBG SA grant number 22F-5104 through March 31, 2022, with total expenditures of \$16,511.19. We have closed out all of the 2021 Tribal contracts and are working towards distributing the 2022 subcontracts and the 2022 Tribal contracts (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG CARES LPA grant number 20F-3742 through March 31, 2022, with total expenditures of \$2,561.55 (*copies in Council packets*). This contract is for additional core functions as they relate to the pandemic and management of the CARES process. Mr. Gehr and the Council also reviewed Amendment #1 for contract number 20F-3742, which modified the term of the agreement from March 27, 2020 through May 31, 2022 to March 27, 2020 through August 31, 2022 (*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 through March 31, 2022, with total expenditures of \$123,701.44. These funds were utilized for COVID-19-related direct emergency services statewide and our Tribal COVID Prevention Program, including statewide PPE distributions. We are still helping many Tribal households clear past due rent and utility bills that have built up over the term of the pandemic (*copies in Council packets*). Mr. Gehr and the Council also reviewed Amendment #2 for contract number 20F-3743, which modified the term of the agreement from March 27, 2020 through May 31, 2022 to March 27, 2020 through August 31, 2022 (*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 March 31, 2022, with total expenditures of \$1,453.54 (*copies in Council packets*). This funding has been utilized to cover operating expenses related to the Covid-19 pandemic PPE activities. There was further discussion.

Mr. Gehr and the Council also reviewed and discussed a letter from CSD letting us know that when Congress reapproved the Community Service Block Grant and they continued the 200% Poverty Level eligibility for the program (*copies in Council packets*).

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for WIOA/Adults grant number # AB34925W30 (2020 Adult), through March 31, 2022 with \$287,908.99 in total expenditures (*copies in Council packets*). Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for WIOA/Adults grant number # AB36642E50 (2021 Adult), through March 31, 2022 with \$0.00 in total expenditures (*copies in Council packets*). There was further discussion. Mr. Gehr and the Council also reviewed a DOL Employment & Training Administration Financial Report for WIOA/Youth grant number # AB36642E30 (2021 Youth), through March 31, 2022 with \$51,803.21 in total expenditures (*copies in Council packets*). There was further discussion. We continue to actively recruit eligible participants for the WIOA Programs.

Mr. Gehr and the Council also reviewed and discussed the confirmation response letters for submitting the 2022-2026 WIOA Adult and Youth applications through the Grants.gov portal (*copies in Council packets*). There was further discussion.

2018 MEGAFIRES Workforce Development (Butte County National Dislocated Worker Grant) – Mr. Gehr, Ms. Jones and the Council discussed and reviewed the Quarterly report for the month of March 2022 for the 2018 Megafires Workforce Development component grant codes 1140 and 1202 (*copies in Council packets*). The Megafires NDWG has two components; the first is the Workforce Development component, which covers training and job readiness. The second component is Temporary Jobs; once the crews have finished the first component, they move into the Temporary Jobs component where we put them to work in a temporary job on a work-site where they can gain experience to assist them with eventually finding permanent employment. Mr. Gehr and the Council reviewed a WIOA Summary of Expenditures for Grant Code 1140 Sub grant Agreement K9111522, through March 2022, with total expenditures of \$286,234.02. This is the 1st increment (*copies in Council packets*). Mr. Gehr and the Council also reviewed a WIOA Summary of Expenditures for Grant Code 1202 Sub grant Agreement AA011047, through March 2022, 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 WIOA Summary of Expenditures for Grant Code 1210 Sub grant Agreement AA111058, through March 2022, with total expenditures of \$0.00. This is the 3rd increment that the Council voted to offer to return to EDD to reallocate to another project operator (*copies in Council packets*). Participants continued their on-the-job training and activities in developing, maintaining, and/or protecting forested areas and woodlands with the Mooretown Rancheria. NCIDC staff are continuing to check in with Mooretown Rancheria to ensure the on-the-job training placements are running smoothly. NCIDC staff coordinated with local community agencies on participant recruitment. NCIDC staff also coordinated with our training provider partner on completing the occupational training for the new participants. Participants received occupational training and were provided assistance with obtaining work attire and safety gear in order to participate. There was further discussion.

2018 MEGAFIRES Temporary Jobs (Butte County National Dislocated Worker Grant) – Mr. Gehr, Ms. Jones and the Council discussed and reviewed the quarterly report for the month of March 2022 for the 2018 Megafires Temporary Jobs component (*copies in Council packets*). Mr. Gehr and the Council discussed and reviewed a WIOA Summary of Expenditures for Grant Code 1203 Sub grant Agreement AA011047, through March 2022, with total expenditures of \$543,598.82. This is the 2nd increment (*copies in Council packets*). Mr. Gehr and the Council also reviewed a WIOA Summary of Expenditures for Grant Code 1211 Sub grant Agreement AA111058, through March 2022, with total expenditures of \$0.00. This is the 3rd increment that the Council voted to offer to return to EDD to reallocate to another project operator (*copies in Council packets*). New participants were enrolled in both components. They completed their occupational training and were placed into their temporary jobs where they have been successfully cleaning-up and repairing fire damage. Staff continued to coordinate with local community agencies on recruitment in order to be ready to start new participants as soon as possible. There was further discussion.

2019 STORMS (Severe Winter Storms National Dislocated Worker Grant) – Mr. Gehr, Ms. Jones and the Council reviewed the monthly Report for the month of March 2022 for the 2019 Severe Winter Storms (*copies in Council packets*). Mr. Gehr and the

Council reviewed a WIOA Summary of Expenditures for Grant Code 1216 Sub grant Agreement AA111058, through March 2022, with total expenditures of \$173,730.47 (*copies in Council packets*). This is the 2nd increment. NCIDC staff partners with community agencies on recruitment efforts in order to maximize the reach of the information. The Soboba Tribe has already found several interested applicants that they are referring and they are communicating with more. We are still recruiting for new participants. There was further discussion.

2020 September Wildfires DR NDWG – Mr. Gehr, Ms. Jones and the Council reviewed the monthly report for the month of March 2022. 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 WIOA Summary of Expenditures for Grant Code 1212 TJ Sub grant Agreement AA111058, through March 2022, with total expenditures of \$0.00 (*copies in Council packets*). Mr. Gehr and the Council also reviewed the WIOA Summary of Expenditures for Grant Code 1213 WD Sub grant Agreement AA111058, through March 2022, with total expenditures of \$0.00 (*copies in Council packets*). After persistent communication and ongoing coordination with the United States Forest Service, they now have a worksite deemed safe for participants. We had close to ten participant applications already prepared so we could start work as soon as possible once USFS was ready, so now we are recertifying eligibility and finishing the enrollment process. Staff are still completing this process. There was further discussion.

2020 COVID (2020 Disaster Recovery COVID NDWG) – Mr. Gehr, Ms. Jones and the Council discussed and reviewed the COVID NDWG Quarterly reports for the month of March 2022 for both the Workforce Development and the Temporary Jobs components (*copies in Council packets*). Mr. Gehr and the Council also reviewed the WIOA Summary of Expenditures for Grant Code 1196 WD Sub grant Agreement AA011047, through March 2022, with total expenditures of \$30,565.64 (*copies in Council packets*). Mr. Gehr and the Council also reviewed the WIOA Summary of Expenditures for Grant Code 1195 TJ Sub grant Agreement AA011047, through March 2022, with total expenditures of \$165,902.53 (*copies in Council packets*). Participants continued their temporary jobs sanitizing public spaces to prevent the spread of COVID-19. A participant was successfully transferred from temporary jobs to on-the-job training where they will eventually be permanently employed. Two participants were placed into and successfully completed work with KCDC this quarter. NCIDC staff also established new participant positions with UIHS based on their need for COVID-related administrative assistants and successfully placed a participant at the worksite. NCIDC staff are processing additional applications and continuing to recruit for new participants for multiple worksites. There was further discussion.

CA AIRRP (California American Indian Rapid Response Program) – Ms. Flynn and the Council reviewed and discussed the Rapid Response Quarterly Narrative Report for PY 2021-2022 (*copies in Council packets*). Ms. Flynn and the Council also reviewed and discussed the 2022 WIOA Summary of Expenditures for Grant Code 541 Sub grant Agreement AA111058, through March 2022, with total expenditures of \$40,793.89 (*copies in Council packets*). Ms. Flynn attended the Indian Dispute

Resolution Services, Inc. (IDRS Inc.) Native Economic Development webinar and variety of meetings to have our presence known and to advertise our resources to the Native American community. There was further discussion.

Humboldt Bay Youth Community Project – Ms. Flynn and the Council discussed and reviewed the partnership agreement for the Humboldt Bay Youth Community Project between the Wiyot Tribe and NCIDC. The partnership agreement is to support the Wiyot Tribe and the Humboldt Bay Youth Community Project application for the demonstration grant program offered through the U.S. Department of Education. NCIDC looks forward to the opportunity to partner with the Wiyot Tribe and local school districts to improve American Indian student outcomes. The Humboldt Bay Youth Community Project goals are to: support the college and career readiness goals of American Indian students; increase academic achievement of American Indian secondary students; improve high school graduation rates for American Indian students; and increase the number of American Indian students that attend higher education or postsecondary career technical training (*copies in Council packets*).

DNIEC (Del Norte Indian Education Center) – Ms. Flynn and the Council reviewed and discussed the 2nd quarter expenditure report for PY 2022 through May 12, 2022, with expenditures of \$82,616.70 (*copies in Council packets*). We have continued our efforts to recruit a Program Assistant I for the DNIEC. The DNIEC staff continues to provide tutoring at the Crescent Elk Middle School and afterschool tutoring at the DNIEC. There was further discussion.

TUPE (Tobacco-Use Prevention Education) – Ms. Flynn and the Council reviewed and discussed the TUPE Prop 99 2nd quarter expenditure report for PY 2022 through May 12, 2022, with expenditures of \$9,956.49 (*copies in Council packets*). There was further discussion.

Ms. Flynn and the Council also reviewed and discussed the TUPE Prop 56 2nd quarter expenditure report for PY 2022 through May 12, 2022, with expenditures of \$4,737.72 (*copies in Council packets*). There was further discussion.

Humboldt Area Offshore Wind Community Benefits Agreement (CBA) – Ms. Flynn and the Council reviewed and discussed the Humboldt Area Offshore Wind Community Benefits Agreement (CBA) fact sheet. The Department of Interior, through its Bureau of Ocean Energy Management (BOEM), has formally designated the Humboldt Wind Energy Area (WEA) in an area approximately twenty-one miles off Eureka, which is part of the outer continental shelf region that falls under federal jurisdiction. BOEM is currently proceeding with an environmental review of the Humboldt Wind Energy Area (WEA) under the National Environmental Policy Act (NEPA). If designed and implemented appropriately, offshore wind in the Humboldt WEA can provide key climate resiliency benefits by improving local power reliability and reducing local dependence on fossil fuels. It can also bring jobs, training, and other economic benefits to the region. However, offshore wind must be considered within the context of potential impacts on marine mammals, birds, and other wildlife; Tribal nation culture and traditional use of local maricultural and tourism economies; impacts on non-tribal fisheries and the ocean economy; and regional affordability etc. (*copies in Council packets*). There was further discussion.

Da'luk Youth Program – Mr. Feliz and the Council discussed the next big project for the Da'luk Youth Program; the mural project, which is currently in the planning and confirmations phase. We are going to have talented local artists such as Alme Allen, Soren Richards and Korby Skoglund assist us with this project. We are hoping to create our murals in Eureka, Arcata, and Hoopa. We have secured a mural space in Hoopa at the K'ima:w Medical Center. We are also working to get the permits and other details finalized in order to paint murals in the large brick arches on the Carson Block Building in Opera Alley, Eureka. There was further discussion.

AUDIT BIDS – Mr. Gehr and the Council reviewed and discussed the Request for Proposals (RFP) NCIDC has currently posted for organizational audits for the fiscal years ending December 31, 2021 through December 31, 2025. The NCIDC follows OMB guidance in regards to the agency's annual audit and we are currently soliciting bids for a new engagement. The agency has contacted directly several qualified CPA firms as well as posted the RFP on the agency's website. The RFP is for audit services including the single audit and the IRS Form 990 and 990T plus California Franchise Tax Board Forms 199 and 109 (*copies in Council packets*). There was further discussion.

Federal Audit Clearinghouse (FAC) – Mr. Gehr and the Council also reviewed an email confirming that our single audit submission for the NCIDC has been accepted by the Federal Audit Clearinghouse (FAC) (*copies in Council packets*). There was further discussion.

AUDIT 2020 – Mr. Gehr, Mr. Byfield and the Council reviewed and discussed the audited financial statements and supplementary information for the year ending December 31, 2020. The audit report we received had a line item category was mislabeled and the corrected report was given to the Council (*copies in Council packets*). There was some discussion.

NCIDC Chan Zuckerberg Initiative (CZI) Grant Status Report – Ms. Richeson and the Council reviewed and discussed in-depth the current updates on the various CZI projects. There has been progress on all of the projects so far. We are continuing to work on the plans for all the ideas, develop proposals and obtain quotes. The scholarship program is nearly ready to implement, and the display cases, water stations and the fiscal director succession plan are also making significant progress (*copies in Council packets*). There was further discussion.

LIHEAP (Low Income Home Energy Assistance Program) – Mr. Gehr and the Council reviewed and discussed the LIHEAP Quarterly performance and Management Report. The report is for the reporting period of October 1, 2022 through March 31, 2022. During that period, we were able to assist 275 households, which was very similar to the amount we were able to assist the previous year which was 289 households (*copies in Council packets*). There was some discussion. Mr. Gehr and the Council reviewed and discussed the Notice of Award letters for the regular LIHEAP funding, the American Rescue Plan Act of 2021 LIHEAP funding and the FY 2022 LIHEAP funding (*copies in Council packets*). Mr. Gehr and the Council also reviewed and discussed the list of the 48 Tribes in our LIHEAP program, showing how much of each Tribal allocation has been expended to date. Mr. Gehr reviewed a financial

allocation break down for the LIHEAP funding sources, such as ARPA, and 2022 1st increment and the 2022 2nd Increment of LIHEAP funding (*copies in Council packets*). There was further discussion. Mr. Gehr and the council reviewed and discussed the LIHEAP Carryover and reallotment report (*copies in Council packets*). There was further discussion.

LIHWAP (Low Income Home Water Assistance Program) – Mr. Gehr and the Council reviewed and discussed the LIHWAP Quarterly performance and Management Report. The report is for the reporting period of January 1, 2022 through March 31, 2022 (*copies in Council packets*). We have currently received 17 of our 48 Tribal resolutions. We were granted an extension until June 30th in order to provide more time to our Tribes to submit LIHWAP resolutions. (*copies in Council packets*). There was some 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. Reece motioned to approve the Executive Director's report for May 13, 2022; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Byfield and the Council reviewed and discussed the March 2022 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. Ray motioned to approve the March 2022 Financial Report; MS. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

A. Carson Block Unwind, Next Steps – Mr. Gehr, Mr. Byfield and the Council reviewed and discussed the change in terms agreement for the loan from the Arcata Economic Development Corporation (*copies in Council packets*). This change in terms extended the duration of the loan and made it run concurrent to the second loan from the AEDC. There was further discussion.

There was no public comment.

- B. Chan Zuckerberg Initiative (CZI) Scholarship Committee Report** – Mr. Gehr, Ms. Richeson and the Council discussed and reviewed a draft of the CZI Scholarship application which was created based on the input from the scholarship committee members(*copies in Council packets*). There was further discussion.

There was no public comment.

Mr. Ray motioned to approve the CZI Scholarship Application with a minor change noted; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

VIII. NEW BUSINESS

A. FISCAL POLICIES UPDATE

Mr. Byfield and the Council reviewed and discussed updates to the current fiscal policies on the Cost Allocation Plan on item b: Telephone and Internet. Costs are allocated to funding sources using the same percentages as staff salaries and wages. Mr. Byfield and the Council also reviewed and discussed the cost allocation for NCIDC's use of the Carson block building. The purpose of this cost allocation policy is to expense the NCIDC's use of the Carson block buildings expenses to the agency's grants and contracts. The agency will follow OMB guidance and two CFR 200.465 (*copies in Council packets*). There was further discussion.

There was no public comment.

Mr. Ray motioned to approve the fiscal policy updates; Ms. Reece seconded; **MOTION** carried by unanimous vote.

- B. UMPQUA LINE OF CREDIT** – Mr. Gehr and the Council reviewed and discussed the Umpqua Bank Promissory in regards to the \$100,000 line of credit that was established in case of an emergency (*copies in Council packets*). There was further discussion.

There was no public comment.

Mr. Ray motioned to approve the Umpqua Bank Line of Credit; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from Tara Quinn and Frieda Bennett representing the Quartz Valley Indian Reservation in the amount of \$300 to \$500 to assist with the Quartz Valley Indian Reservation Safety Fair and Bike Rodeo (*copies in Council packets*). There was further discussion.

Ms. Foster-Olstad motioned to assist with \$400 towards the QVIR Safety Fair and Bike Rodeo; Mr. Ray seconded; **MOTION** carried by unanimous vote.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

Public Comment – Ms. Sandra Keisner and Ms. Kat Dawado addressed the Council and discussed the possibility of using an NCIDC space to hold their Wellbriety meetings. There was further discussion.

Information – Our Chairperson Ms. Ruby Rollings was featured as the Board Member Spotlight in the United Indian Health Services, Inc.’s newsletter the “Acornbasket”. Ms. Rollings is the longest serving member of the United Indian Health Services Board. She has been on the United Indian Health Services Board for thirty years (*copies in Council packets*). There was further discussion.

Information – The Nor-Rel-Muk Wintu Nation and their partners invite us to attend the Trinity Heritage Days, an experience honoring the land, peoples, and stories of our place, in Weaverville, CA on Saturday, May 21, 2022 from 10:00 AM to 4:00 PM (*copies in Council packets*). There was further discussion.

XI. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, June 10, 2022 at 1:00 p.m., electronically/virtually.


XII. EXECUTIVE SESSION

There was no Executive Session.


XIII. ADJOURNMENT

Mr. Ray motioned to adjourn the meeting; Ms. McConnell seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:47 p.m.

Respectfully Submitted,


Trina Mathewson
Council Secretary

Prepared By


Cheyanne Souza
Executive Assistant