

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – MAY 21, 2021

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 1:08 p.m.

II. ROLL CALL

Members Present

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

Member at Large

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

Members Absent

Lonyx Landry

Trinity County Representative

III. INTRODUCTION OF GUESTS

There were no guests.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Ms. McCallum motioned to approve the regular meeting minutes from April 9, 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.

HR/Operations Director's Memo – Mr. Gehr and the Council reviewed and discussed the HR/Operation Director, Ms. Strong's Memo addressed and distributed to the Council regarding the Council's request to return to in person meetings. Due to the recent increase in confirmed Covid-19 cases in Humboldt County, Ms. Strong recommends that the Council reconsiders their plans to hold in person meetings until the infection rates decline and to continue with Zoom social distance meetings until then. Once the infection rates decrease the Council can then resume the discussion to return to in person Council meetings (*copies in Council packets*). There was further discussion.

US Bank PPP LOAN (Payroll Protection Program) – Mr. Gehr, Mr. Byfield and the Council reviewed and discussed a letter from the US Bank regarding our SBA Paycheck Protection Program Loan. The loan was for approximately \$314,000 and it has been paid in full by the SBA. We sent all of requested documentation to the bank so they could vet the forgiveness application and then forward to the SBA for approval. The SBA accepted our loan forgiveness application and the loan has been completely forgiven (*copies in Council packets*). There was further discussion.

CSBG (Community Service Block Grant) – Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG SA grant number 20F-3104 through March 31, 2021, with total expenditures of \$207,353.05 (*copies in Council packets*). This is carryover from last year's contract that has an extension through the end of May of this year (*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 March 31, 2021, with total expenditures of \$5,973.62 (*copies in Council packets*). We have utilized this funding to cover the expenses related to our new NCIDC website. 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, 2021, with total expenditures of \$3,217.60. 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 through March 31, 2021, with total expenditures of \$74,293.90. These funds are for specifically Covid-19 related expenses (*copies in Council packets*). We have purchased and distributed PPE to numerous Tribes and Tribal communities across the state. We continue to distribute smaller amounts of PPE to local Tribes and Tribal organizations. 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, 2021, with total expenditures of \$0.00. These funds have not yet been utilized but we are working towards using them on our statewide PPE distribution efforts (*copies in Council packets*).

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG LPA grant number 21F-4103 through March 31, 2021, with total expenditures of \$8,015.62 (*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 March 31, 2021, with total expenditures of \$19,615.87 (*copies in Council packets*). We are currently preparing to send out the 2021 Tribal CSBG Contracts. 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 WIOA/Adults grant number # AB34925W30, through March 31, 2021 with \$93,010.82 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 # AB34925W10, through March 31, 2021 with \$35,943.05 in total expenditures (*copies in Council packets*). There was some discussion.

CARR FIRE (National Dislocated Worker Grant code 1186) – Mr. Gehr, Ms. Jones and the Council discussed and reviewed the Carr fire monthly report for the month of March 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 March 2021, with total expenditures of \$233,247.08 (*copies in Council packets*). Ms. Jones discussed with the Council her coordination with local job centers on participants referrals for when participants needed additional

employment assistance during or after their temporary jobs. Ms. Jones also coordinated with Tribes and other community organizations on recruiting participants. 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 monthly report for the month of March 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 March 2021, with total expenditures of \$246,185.62 (*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 March 2021, with total expenditures of \$0.00 (*copies in Council packets*). Ms. Jones explained to the Council that due to the COVID-19 exposures and a backlogs of firefighter trainings, our training provider is still unable to schedule participant trainings. Ms. Jones has ten eligible participants ready to start once she is able to schedule the classroom training. Mr. Gehr, Ms. Jones and the Council also discussed and reviewed the quarterly report combined report for grant codes 1140 and 1143 (*copies in Council packets*). 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 monthly report for the month of March 2021 for the 2018 Megafires temporary jobs component grant code 1203 (*copies in Council packets*). Mr. Gehr, Ms. Jones and the Council discussed and reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1203 Sub grant Agreement AA011047, through March 2021, with total expenditures of \$276,735.75 (*copies in Council packets*). Ms. Jones discussed the main challenge that we are currently facing is our inability to start participants in the workforce development component so they can be ready for the temporary jobs component due to scheduling obstacles with the training provider. Mr. Gehr, Ms. Jones and the Council also discussed and reviewed the quarterly report for grant code 1143 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Modification #10 for grant number #AA011047. The purpose of this modification is to Replace exhibits with revised exhibits for the 2018 CA Megafires - Workforce Development project in grant code 1202 and the 2018 CA Megafires - Temporary Jobs project in grant code 1203 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Modification #18 for grant number #K9111522. The purpose of this modification is to Replace exhibits with revised exhibits for the 2018 CA Megafires - Workforce Development project in grant code 1140 and the 2018 CA Megafires - Temporary Jobs project in grant code 1143 (*copies in Council packets*). There was some discussion.

2019 STORMS (Severe Winter Storms National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the monthly Report for the month of March 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 March 2021, with total expenditures of \$176,803.39 (*copies in Council packets*). We are working diligently to restart the work now that we have obtained the next increment of funding. We have coordinated with CalTrans to restart the work and conduct trainings and communicated with Whiskeytown National Park Services about becoming a potential worksite agency. Staff also partnered with local Tribes and spent the month recruiting. Two new participants were enrolled and their paperwork is currently being processed so they can be entered into CalJobs. There was further discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Modification #1 for grant number #AA111058. The purpose of this modification is to incorporate National Dislocated Worker Grant Funding for the 2019 Severe Winter Storms NDWG project in grant code 1216. The modification also incorporates National Dislocated Worker Grant funding for the 2020 September Wildfires Disaster Recovery - Temporary Jobs project in grant code 1212 and the 2020 September Wildfires Disaster Recovery- Workforce Development Project in grant code 1213 (*copies in Council packets*). There was some discussion.

2020 COVID (2020 Disaster Recovery COVID NDWG) – Mr. Gehr and the Council reviewed the monthly report for the month of March 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 March 2021, with total expenditures of \$182.37 (*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 March 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. United Indian Health Services (UIHS) completed a worksite agreement and has started work. We are also continuing to move forward with the Quartz Valley Indian Reservation and the Karuk Tribe and their partner, the Karuk Community Development Corporation, on starting worksites. We have completed a worksite agreement with Karuk Community Development Corporation, but we are waiting on approval from the Karuk Tribe. We are also working with the Tule River Tribe on becoming a potential worksite agency and we have submitted a new worksite request. 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 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 March 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 March 2021, with total expenditures of \$0.00 (copies in Council packets). We reached out to the United States Forest Service and the Siskiyou County Roads Department about establishing worksite agreements. We are familiar with how long it takes the USFS and county governments to approve worksite agreements. Throughout the waiting period for being approved for the September Wildfires NDWG grant and then receiving the funding agreement, we have maintained contact with the potential worksite agencies. We could not move forward with the worksite agreements until we had a concrete timeline that we could provide to the potential worksite agencies. However, as soon as we received the program funding, we let the potential worksite agencies know and began discussions about worksite agreements so the approval process would be as quick as possible. There was further discussion.

CA AIRRP (California American Indian Rapid Response Program) – Mr. Gehr and the Council reviewed and discussed the WIA/WIOA Summary of Expenditures for Grant Code 541 Sub-grant Agreement AA011047, through March 2021, with total expenditures of \$51,867.99 (copies in Council packets). Mr. Gehr and the Council also reviewed and discussed the Rapid Response Quarterly Narrative Report (copies in Council packets). Mr. Gehr and the Council also reviewed and discussed the Closeout for Grant Code 540 Sub-grant Agreement K9111522, with total expenditures of \$150,000.00 (copies in Council packets). There was further discussion.

Klamath River Promise MOU – Ms. Flynn and the Council reviewed and discussed the signed Klamath River Promise Memorandum of Understanding which stands as a collaborative effort between the signing agencies and organizations for the purpose of improving education, health, and social development outcomes for children and youth through implementation of a continuum of ‘cradle to career’ solutions centered around great schools and thriving neighborhoods. As the lead applicant, the Yurok Tribe is applying for a five-year grant from the US Department of Education to develop and support the Klamath River Promise Neighborhood (‘Klamath River Promise’) (copies in Council packets). There was some discussion.

DNIEC (Del Norte Indian Education Center) – Ms. Flynn and the Council reviewed and discussed an expenditure report for PY 2020-21 through March 31, 2021, with expenditures of \$80,960.64 (*copies in Council packets*). The DNIEC is fully staffed right now which provides exceptional support for the students. The AIEC is not requiring a mid-year report this this year, however, we will have to follow up with a survey. We are on track with our spending, Mr. Byfield provided a very helpful percentage report and we're just below the 50% mark on most line items. There was further discussion.

TUPE Prop 99 (Tobacco-Use Prevention Education) – Mr. Gehr and the Council reviewed and discussed an expenditure report for PY 2020-21 through March 31, 2021, with expenditures of \$8,219.96 (*copies in Council packets*). We are utilizing the funding to cover the costs of cessation kits and online presenters. There was further discussion.

TUPE Prop 56 (Tobacco-Use Prevention Education) – Mr. Gehr and the Council reviewed and discussed an expenditure report for PY 2020-21 through March 31, 2021, with expenditures of \$5,758.11 (*copies in Council packets*). There was further discussion.

Fire Victim Relief Foundation Programs – Mr. Gehr, Ms. Jones and the Council discussed the California Community Foundation Wildfire Funds being distributed in Butte County. Ms. Jones discussed the implementation procedures for the services that Ms. Edwards continues to provide to the fire victims. 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 discussed the upcoming spend down for the LIHEAP CARES program. We have just been informed that we will be receiving an additional funding allocation from the American Rescue Plan. There was further discussion.

AUDIT – Mr. Gehr and the Council discussed a letter from our legal firm, The Mitchell Law Firm, LLP. The letter accompanies our 2020 Audit and states that there is no pending or threatened litigation claims or assessments being asserted against NCIDC. It is a requirement of our audit that our lawyers certify whether we are under any legal liabilities and that we are current on our payments and we have no outstanding legal liabilities (*copies in Council packets*). There was some discussion.

CAP Community Action Plan – Mr. Gehr, Ms. Richeson and the Council discussed the community needs assessment and our community action plan. We are currently conducting our community needs assessment survey. We are trying to collect as many responses as possible as it will be closing on June 1st. We will be opening the public comment period, which is a requirement from CSD in order to ensure that members of the public have a chance to give feedback or input on the process and the Community Action Plan. We are officially setting that date range as June 10th to June 25th, any responses that we get will be noted and included in the final Community Action Plan. (*copies in Council packets*). There was some discussion.

Written program activity reports for Humboldt, Del Norte, Siskiyou Counties 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 May 21, 2021; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Byfield and the Council reviewed and discussed the March 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. Case motioned to approve the March 2021 Financial Report; Ms. Mathewson seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

- A. Fiscal Policy Review** – Mr. Byfield and the Council reviewed the Banking and Bank Reconciliations, Budget & Budget Modifications and Cash Management sections of the NCIDC Fiscal policies. Mr. Byfield discussed 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. Yurok Tribe NECEP (Native Education Choices Empowerment Program) MOU** – Ms. Flynn and the Council reviewed and discussed the implementation of the expanded NECEP Native Student System of Support. As a collaborator, we would be expected to identify and define approaches to integrate services based on student needs and NECEP objectives. We would be expected to plan for future implementation of these approaches to integrate student services where students are, in schools and out of schools through group programming and/or individual Student Services spread over the Humboldt-Del Norte, Yurok Tribe Service Area. (*copies in Council packets*). There was further discussion.

There was no public comment.

Ms. Foster-Osltad motioned to approve the Yurok Tribe NECEP Program MOU; Mr. Case seconded; **MOTION** carried by unanimous vote.

C. Library of Congress (LOC) Teaching with Primary Sources (TPS) Grant –

Ms. Marshall and the Council reviewed and discussed the funding opportunity for educational projects using Library of Congress materials: In support of the Library's mission to use its collections to connect with those representing diverse communities, beliefs, and endeavors to engage, inspire, and inform Congress and the American people with a universal and enduring source of knowledge and creativity, the Professional Learning and Outreach Initiatives Office has broadened the focus of TPS grants. Going forward, TPS will award grants to organizations that design educational projects using Library of Congress materials for use in and outside of formal classroom settings. For example, K-12 schools, after-school programs, literacy organizations, centers, clubs, historical societies, museums, libraries, associations of home-schooling parents and care-givers, honor societies, and other professional, civic, regional, state, and community groups may apply for funding ranging from \$35,000 to \$100,000 for 12-month projects. The Library seeks to solicit project proposals that expand the body of innovative strategies, tools, and materials for meaningful teaching and learning with Library of Congress materials. Funded projects may focus on diverse content areas and populations such as STEM, literacy, social studies, the disabled, English Language learners, teacher education, public health, journalism, and many others (copies in Council packets). There was some discussion.

There was no public comment.

Mr. Ray motioned to approve the Library of Congress (LOC) Teaching with Primary Sources Grant; Mr. Case seconded; MOTION carried by unanimous vote.

D. LIHWAP (Low Income Household Water Assistance Program) – Mr. Gehr and the Council discussed and reviewed the LIHWAP (Low Income Household Water Assistance Program). The program is very similar to the LIHEAP program, except that it covers water bills. We would offer the LIHWAP funding to our LIHEAP Tribe Consortium of 48 Tribes across the state of California (copies in Council packets). There was some discussion.

There was no public comment.

Mr. Ray motioned to approve the LIHWAP (Low Income Household Water Assistance Program) application on behalf of the Tribal consortium; Ms. Magdaleno seconded; MOTION carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from Alicia Edwards and Lisa Morales representing the Oroville High School PTSA Safe Grad Night Committee in the amount of \$2,500 to assist with the Oroville High School Safe and Sober Grad Night (*copies in Council packets*). There was further discussion.

Ms. Foster-Olstad motioned to assist with \$500 towards the costs of the Oroville High School Safe and Sober Grad Night; Mr. Ray; seconded; ; MOTION carried by unanimous vote.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

Public Comment – Ms. Magdaleno addressed the Council to thank Mr. Gehr and NCIDC for their continued effort to assist the Native people of Trinity County in order to get vaccination clinics out to the rural areas in Trinity County. Mr. Gehr's encouragement, and support have really made a difference and kept me pushing forward with this effort and I appreciate it. Thank you. Mr. Gehr.

XI. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, June 25, 2021 at 1:00 p.m., by teleconference. The CAP Public hearing has also been scheduled for Friday, June 25, 2021 at 12:00pm immediately before the Council Meeting.

XII. EXECUTIVE SESSION

Mr. Gehr and the Council entered into an Executive Session. Ms. Rollings announced that they had made a decision in the Executive Session regarding the Annual Executive Director's Evaluation.

Ms. Foster-Olstad motioned to accept the Annual Executive Director's Evaluation; Mr. Ray seconded; **MOTION** carried by unanimous vote.

XIII. ADJOURNMENT

Mr. Case motioned to adjourn the meeting; Mr. Ray seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:02 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyenne Souza
Executive Assistant