

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – JUNE 16, 2022

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 1:02 p.m.

II. ROLL CALL

Members Present

Evette Lewis
Lonny Landry
Ruby Rollings
Ryan Ray
Tracy Foster-Olstad
Trina Mathewson
Wilverna Reece

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

Members Absent

Amanda O'Connell
Jace Baldosser

Del Norte County Representative
Humboldt County Representative

III. INTRODUCTION OF GUESTS

Ms. Denise Padgett, former NCIDC Council member and Chairperson was welcomed as a guest by the Council.

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 May 13, 2022; Ms. Foster-Olstad 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, the office remains closed to the general public. 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) – Ms. Flynn and the Council reviewed an Expenditure/Activity Report for CSBG SA grant number 21F-4104 through April 30, 2022, with total expenditures of \$203,114.10 (*copies in Council packets*). We have received confirmation of several deliveries of our school supplies for Tribal youth through Supplybank.org (*copies in Council packets*). There was further discussion.

Ms. Flynn and the Council also reviewed the Expenditure/Activity Report for CSBG Discretionary grant number 21F-4456 through April 30, 2022, with total expenditures of \$3,410.49. 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*).

Ms. Flynn and the Council also reviewed an Expenditure/Activity Report for CSBG LPA grant number 22F-5103 through April 30, 2022, with total expenditures of \$9,958.36 (*copies in Council packets*). This funding is utilized for core support for all programs. There was further discussion.

Ms. Flynn and the Council also reviewed an Expenditure/Activity Report for CSBG SA grant number 22F-5104 through April 30, 2022, with total expenditures of \$17,508.84. We successfully distributed the 2022 Tribal contracts and we have executed 24 Tribal contracts to date (*copies in Council packets*). There was further discussion.

Ms. Flynn and the Council reviewed an Expenditure/Activity Report for CSBG CARES LPA grant number 20F-3742 through April 30, 2022, with total expenditures of \$2,837.16 (*copies in Council packets*). This contract is for additional core functions

as they relate to the pandemic and management of the CARES process (*copies in Council packets*). There was further discussion.

Ms. Flynn and the Council also reviewed the Expenditure/Activity Report for CSBG CARES SA grant number 20F-3743 through April 30, 2022, with total expenditures of \$92,508.65 (*copies in Council packets*). There was further discussion. These funds were utilized for COVID-19-related direct emergency services statewide and our Tribal COVID Prevention Program, including statewide PPE distributions (*copies in Council packets*). There was further discussion.

Ms. Flynn and the Council also reviewed the Expenditure/Activity Report for CSBG CARES Discretionary grant number 20F-3743 through April 30, 2022, with total expenditures of \$1,815.30 (*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.

Ms. Flynn and the Council also reviewed and discussed a letter from CSD in regards to an onsite monitoring review which observed the lack of a written living wage definition for use when reporting relevant employment outcomes in Module 4, Section A of the agency's CSBG annual reports. To address the observation, we were required to identify and develop a living wage standard, which we did successfully. CSD reported that based on their review of NCIDC's May 13, 2022 submission of our implemented living wage standard, this corrective action requirement has been completed. As a result, this observation has been closed (*copies in Council packets*). There was further discussion.

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Ms. Flynn, Ms. Richeson and the Council reviewed and discussed in-depth the WIOA Indian and Native American Program quarterly performance report. According to the report we have served 16 participants since the start of the program year. The report also gives us the breakdown of various services, including basic Career Services and the training services that we regularly provide (*copies in Council packets*). There was further discussion.

2018 MEGAFIRES Workforce Development (Butte County National Dislocated Worker Grant) – Ms. Flynn, Ms. Jones and the Council discussed and reviewed the Monthly report for the month of April 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. Ms. Flynn and the Council reviewed a WIOA Summary of Expenditures for Grant Code 1140 Sub grant Agreement K9111522, through April 2022, with total expenditures of \$294,755.72. This is the 1st increment (*copies in Council packets*). Ms. Flynn and the Council also reviewed a WIOA Summary of Expenditures for Grant Code 1202 Sub grant Agreement AA011047, through April 2022, with total expenditures of \$0.00. This is the 2nd increment that has not yet been utilized (*copies*

in Council packets). Ms. Flynn and the Council also reviewed a WIOA Summary of Expenditures for Grant Code 1210 Sub grant Agreement AA111058, through April 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*). NCIDC staff are continuing to check in with Mooretown Rancheria to ensure the on-the-job training placement is running smoothly, and coordinated with Mooretown Rancheria on establishing additional on-the-job training positions when two more participants complete their temporary jobs. NCIDC staff also coordinated with our training provider partner on scheduling the occupational training for the new participants. There was further discussion.

2018 MEGAFIRES Temporary Jobs (Butte County National Dislocated Worker Grant) – Ms. Flynn, Ms. Jones and the Council discussed and reviewed the Monthly report for the month of April 2022 for the 2018 Megafires Temporary Jobs component (*copies in Council packets*). Ms. Flynn and the Council discussed and reviewed a WIOA Summary of Expenditures for Grant Code 1203 Sub grant Agreement AA011047, through April 2022, with total expenditures of \$568,900.71. This is the 2nd increment (*copies in Council packets*). Ms. Flynn and the Council also reviewed a WIOA Summary of Expenditures for Grant Code 1211 Sub grant Agreement AA111058, through April 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*). The workforce development and temporary job components at NCIDC are integrated in order for participants to obtain training and then further develop their skills and gain work experience in the field. As a result, delays in the workforce development component also delay the temporary job component. Over the last month there were slight delays with scheduling training with our training provider. Our training provider also serves state and federal agencies and often has a full schedule. At times it can be difficult to reach him while he is in the field training other agencies in order to schedule the occupational training for the participants. However, staff continue to reach out and the trainer always gets back to us as soon as he is able. There was further discussion.

2019 STORMS (Severe Winter Storms National Dislocated Worker Grant) – Ms. Flynn, Ms. Jones and the Council reviewed the monthly Report for the month of April 2022 for the 2019 Severe Winter Storms (*copies in Council packets*). Ms. Flynn and the Council reviewed a WIOA Summary of Expenditures for Grant Code 1216 Sub grant Agreement AA111058, through April 2022, with total expenditures of \$178,155.11 (*copies in Council packets*). This is the 2nd increment. The NCIDC regional office in charge of this program experienced a staffing shortage, and NCIDC is currently working on increasing our capacity to operate the program and recruit new participants. There was further discussion.

2020 September Wildfires DR NDWG – Ms. Flynn, Ms. Jones and the Council reviewed the monthly report for the month of April 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*). Ms. Flynn and the Council reviewed the WIOA Summary of Expenditures for Grant Code 1212 TJ Sub grant Agreement AA111058, through April 2022, with total expenditures of \$0.00 (*copies in Council packets*). Ms. Flynn and the

Council also reviewed the WIOA Summary of Expenditures for Grant Code 1213 WD Sub grant Agreement AA111058, through April 2022, with total expenditures of \$0.00 (*copies in Council packets*). After persistent communication and ongoing coordination with the United States Forest Service (USFS), 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. Over the last month we recertified eligibility of the participants and finished the enrollment process. They are now ready to begin work once USFS completes a worksite agreement, which is the next step in this process. There was further discussion.

2020 COVID (2020 Disaster Recovery Covid NDWG) – Ms. Flynn, Ms. Jones and the Council discussed and reviewed the Covid NDWG Quarterly reports for the month of April 2022 for both the Workforce Development and the Temporary Jobs components (*copies in Council packets*). Ms. Flynn and the Council also reviewed the WIOA Summary of Expenditures for Grant Code 1196 WD Sub grant Agreement AA011047, through April 2022, with total expenditures of \$34,497.85 (*copies in Council packets*). Ms. Flynn and the Council also reviewed the WIOA Summary of Expenditures for Grant Code 1195 TJ Sub grant Agreement AA011047, through April 2022, with total expenditures of \$174,731.05 (*copies in Council packets*). NCIDC staff enrolled a new participant at the Quartz Valley worksite and started them in classroom training. The current OJT participant is just finishing up their training and will be placed into permanent employment next month. After ongoing recruitment efforts in partnership with local agencies, we had two eligible applicants for the Karuk Tribe worksite and staff are currently processing their enrollment. NCIDC staff are continuing to recruit for new participants and communicate with local Tribes. There was further discussion.

CA AIRRP (California American Indian Rapid Response Program) – Ms. Flynn and the Council reviewed and discussed the 2022 WIOA Summary of Expenditures for Grant Code 541 Sub grant Agreement AA111058, through April 2022, with total expenditures of \$55,183.28 (*copies in Council packets*). Ms. Flynn hosted a Southern California Roundtable through Zoom and attended the 2022 Building Workforce Partnerships Conference hosted by California Labor Federation in San Francisco earlier in the month. There was further discussion.

Da'luk Youth Program – Ms. Flynn and the Council discussed the upcoming event for the Da'luk Youth Program: “Wrestling & Wellness Clinic. This event is scheduled for Thursday June 30th from 10am to 4pm at The Club Gym & Fitness Center McKinleyville, CA. (*copies in Council packets*). There was further discussion.

ACLU Indigenous Education Advocate (IEA) – Mr. Tripp, our Indigenous Education Advocate, addressed the Council and discussed the upcoming roundtable discussion and workshop in a three-part Indian Education summer series regarding the status and role of Indian Education in Humboldt and Del Norte counties. The roundtable is scheduled for Thursday June 23rd from 12:30 - 4:00 pm at the Cal Poly Humboldt Native Forum in Arcata (*copies in Council packets*). Mr. Tripp looks forward to working with our local youth to provide advocacy services and thanked the Council for the opportunity. There was some discussion.

LIHWAP (Low Income Home Water Assistance Program) – Ms. Flynn, Ms. Johnson and the Council reviewed and discussed the LIHWAP list (*copies in Council packets*). We have currently received 19 of our 48 Tribal resolutions. We are still hoping more resolutions will come in from our participating Tribal consortium (*copies in Council packets*). There was some discussion.

LIHEAP (Low Income Home Energy Assistance Program) –Ms. Flynn, Ms. Johnson 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 (*copies in Council packets*). We are still in our open spend down until September 30th. There was further discussion.

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

There was no public comment.

Ms. Reece motioned to approve the Executive Director’s report for June 16, 2022; Mr. Landry seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Arwood and the Council reviewed and discussed the April 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.

Ms. Foster-Olstad motioned to approve the April 2022 Financial Report; Ms. Lewis seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

A. Carson Block Update – Mr. Gehr, Mr. Arwood and the Council discussed the process of consolidating the Carson Block Master Tenant, Carson Block QALICB and the Carson Block Property Management’s financial statements into NCIDC’s audit and financial statements. After the unwind the NCIDC now has full control of the entities after US Bank Development Corporation’s exit from the partnership. All three entities must now be included in our consolidated financial statements and our 2021 audit. To consolidate the statements all inter-entity assets, liabilities, revenues and expenditures must be eliminated so as to not double count the amounts. Once the consolidation schedules have been completed the Council will be presented with a restatement of December 31 2021 Statement of Financial Position which will show all entities in one statement as opposed to the multiple

individual statements included in the December 2021 Council Financial Report. There was further discussion.

There was no public comment.

- B. Chan Zuckerberg Initiative (CZI) Update** – Ms. Richeson and the Council reviewed and discussed in-depth the current updates on the various CZI projects. We have finalized the scholarship application with the proposed changes and forwarded the application to Rick who will be creating a webpage on our website specifically for the scholarship application, and also a flyer that will be distributed on social media (*copies in Council packets*). There was further discussion.

There was no public comment.

VIII. NEW BUSINESS

- A. Covid Policies Updates** – Ms. Hunsucker and the Council reviewed and discussed the various updates made to the written COVID-19 Prevention plan and the COVID-19 Work Crews Policy and Procedures. The policies follow the format and recommendations required by OSHA (*copies in Council packets*). There was further discussion.

There was no public comment.

Mr. Landry motioned to approve the COVID Policies Updates; Mr. Ray seconded; **MOTION** carried by unanimous vote.

- B. NCIDC Job Descriptions** – Ms. Hunsucker and the Council reviewed and discussed drafts of the NCIDC job descriptions for each current agency position.. Global changes included document formatting, numbering and the addition that each employee should have familiarity with and commitment to the mission and vision statement of NCIDC as well as referencing our Native American hiring preferences statement (*copies in Council packets*). There was further discussion.

There was no public comment.

Ms. Foster-Olstad motioned to approve the NCIDC Job Descriptions; Ms. Lewis seconded; **MOTION** carried by unanimous vote.

- C. Review of Holiday Schedule** – Ms. Flynn, Ms. Hunsucker and the Council reviewed and discussed the current observed holiday schedule for NCIDC Employees. Ms. Flynn and Ms. Hunsucker proposed standing in solidarity with other minorities to recognize and observe Juneteenth, which is a federally recognized holiday observed on Monday, June 20th. Ms. Flynn proposed adding an additional day to both the Thanksgiving holiday and the Christmas holiday.

They also discussed adding California Indian Day observed on September 23rd back on to the holiday schedule (*copies in Council packets*). There was further discussion.

There was no public comment.

Ms. Foster-Olstad motioned to approve the Juneteenth Holiday, the California Indian Day Holiday and an additional Holiday day off for both Christmas and Thanksgiving; Mr. Ray seconded; **MOTION** carried by unanimous vote.

- D. Strategic Plan and Annual Report Update** – Ms. Richeson and the Council reviewed and discussed at length the Strategic Plan and Annual Report. The Strategic plan provides a conceptualization of how the Governing Council and staff in collaborative partnership envision the growth of the agency over time and highlights the specific actions that will occur to promote these efforts. Updates were provided on NCIDC's strategic plan objectives. The Annual report covers all of the programmatic information from every agency program as well as our subcontractors and tribal services and outcomes. Progress and activities identified in the annual report were examined in comparison to priorities and strategies identified in the NCIDC Community Action Plan and Strategic Plan. Lengthy discussion ensued (*copies in Council packets*).

There was no public comment.

Mr. Landry motioned to accepted the review of the Strategic Plan and Annual Report; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

- E. WIOA Service Area** – Mr. Gehr, Ms. Richeson, Ms. Flynn and the Council reviewed and discussed the proposed idea of increasing the WIOA service area to include 22 counties in Oregon. The Dept. of Labor reached out to NCIDC to see if we were interested in additional funding to expand our service area and take over for a previous Oregon WIOA service provider (*copies in Council packets*). There was further discussion.

There was no public comment.

Mr. Ray motioned to pursue the award of the Oregon WIOA territory through the Dept of Labor; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from Lisa Sundberg representing the Sue-Meg Village Brush Dance in the amount of \$500 to assist with consumable supplies for the Sue-Meg Village Brush Dance (*copies in Council packets*). There was further discussion.

Ms. Reece motioned to assist with \$500 for consumable supplies for the Sue-Meg Village Brush Dance; Mr. Ray seconded; **MOTION** carried by unanimous vote.

Request No. 2 – The Council reviewed a request from Ruthie Maloney representing the North Coast Native Protectors in the amount of \$5,000 to assist with consumable supplies and admission fees for Tribal Elders for the North Coast Tribal Demonstration (*copies in Council packets*). There was further discussion.

Ms. Foster-Olstad motioned to assist with \$400 towards consumable supplies and admission fees for Tribal Elders for the North Coast Tribal Demonstration; Mr. Ray seconded; **MOTION** carried by unanimous vote.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

Public Comment – Ms. Denise Padgett wanted to let the Council know that, in the future, scheduling the NCIDC Council meeting on a Thursday does not work as that is the same day as the Tolowa Dee Ni' Nation's meetings.

INFORMATION – Ms. Flynn shared the upcoming roundtable and workshop hosted by Mr. Tripp, our Indigenous Education Advocate. The roundtable discussion and workshop is the first in a three-part Indian Education summer series regarding the status and role of Indian Education in Humboldt and Del Norte counties. The roundtable is scheduled for Thursday June 23rd from 12:30 - 4:00 pm at the Cal Poly Humboldt Native Forum in Arcata. Please email sonny@ncidc.org for more information and the Zoom link.

INFORMATION – Ms. Flynn shared the Da'luk Youth Program flyer for the upcoming event "Wrestling & Wellness Clinic" on Thursday June 30th from 10am to 4pm at The Club Gym & Fitness Center McKinleyville, CA for Tribal Youth in Humboldt/Del Norte Counties. Registration Link: <https://dalukwrestling.ncidc.org> For more information contact: Mr. Vincent Feliz, Da'luk Coordinator (707) 445-8451 vincentf@ncidc.org.

XI. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, July 22, 2022 at 1:00 p.m., electronically/virtually.

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. The Council had voted to accept the Executive Director's Evaluation and authorize a six month extension to Mr. Gehr's contract with the same COLA that staff received.

XIII. ADJOURNMENT

Mr. Ray motioned to adjourn the meeting; Mr. Landry seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 5:15 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyenne Souza
Executive Assistant