

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – JULY 22, 2022**

***MINUTES***

**I. CALL MEETING TO ORDER**

Ms. Rollings called the meeting to order at 1:06 p.m.

**II. ROLL CALL**

**Members Present**

Evette Lewis  
Jace Baldosser  
Lonix Landry  
Ruby Rollings  
Tracy Foster-Olstad  
Trina Mathewson  
Wilverna Reece

Siskiyou County Representative  
Humboldt County Representative  
Trinity County Representative  
Humboldt County Representative  
Trinity County Representative  
Humboldt County Representative  
Siskiyou County Representative

**Members Absent**

Amanda O'Connell  
Ryan Ray

Del Norte County Representative  
Del Norte County Representative

**III. INTRODUCTION OF GUESTS**

Mr. Terry Supahan, Executive Director of True North was welcomed as a guest by the Council.

**IV. APPROVE AGENDA**

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

**V. APPROVE MINUTES**

Mr. Landry motioned to approve the regular meeting minutes from June 16, 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 LPA grant number 22F-5103 through May 31, 2022, with total expenditures of \$8,816.08 (*copies in Council Dropbox/packets*). This funding is utilized for core support for all programs. There was further discussion.

Ms. Flynn and the Council reviewed an Expenditure/Activity Report for CSBG SA grant number 21F-4104 through May 31, 2022, with total expenditures of \$177,700.81 (*copies in Council Dropbox/packets*). Ms. Flynn and the Council also reviewed the 21F-4104 Closeout package as well as an acceptance letter from Mr. James Scott, our CSD Representative, stating that we have fully expended the contract allocation and the programmatic reports associated with this contract have been reviewed and accepted (*copies in Council Dropbox/packets*). There was further discussion.

Ms. Flynn and the Council also reviewed the Expenditure/Activity Report for CSBG Discretionary grant number 21F-4456 through May 31, 2022, with total expenditures of \$16,077.29. (*copies in Council Dropbox/packets*). Ms. Flynn and the Council also reviewed the 21F-4456 Discretionary Final Report as submitted to CSD (*copies in Council Dropbox/packets*). There was further discussion.

Ms. Flynn and the Council also reviewed an Expenditure/Activity Report for CSBG SA grant number 22F-5104 through May 31, 2022, with total expenditures of \$83,760.55. We continue to approve and execute the 2022 Tribal MOU contracts along with our Subcontracts (*copies in Council Dropbox/packets*). There was further discussion.

Ms. Flynn and the Council reviewed an Expenditure/Activity Report for CSBG CARES LPA grant number 20F-3742 through May 31, 2022, with total expenditures of \$3,512.85 (*copies in Council Dropbox/packets*). This contract is for additional core functions as they relate to the pandemic and management of the CARES process (*copies in Council Dropbox/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 May 31, 2022, with total expenditures of \$44,546.35 (*copies in Council Dropbox/packets*). There was further discussion. These funds were utilized for COVID-19-related direct emergency services statewide and our Tribal COVID-19 Prevention Program, including statewide PPE distributions (*copies in Council Dropbox/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 May 31, 2022, with total expenditures of \$874.01 (*copies in Council Dropbox/packets*). This funding has been utilized to cover operating expenses related to the COVID-19 pandemic PPE activities. There was further discussion.

**DOL/WIOA** (Department of Labor - Workforce Innovation and Opportunity Act) – Ms. Flynn, Mr. Gehr and the Council reviewed and discussed in-depth the WIOA 2022-2023 Oregon application approved previously by Council (*copies in Council Dropbox/packets*). There was further discussion. Ms. Flynn, Mr. Gehr and the Council also reviewed and discussed the WIOA 2022 Oregon proposal letter which requested a higher administrative cost due to the need for development, design and program implementation (*copies in Council Dropbox/packets*). There was further discussion.

Ms. Richeson and the Council reviewed and discussed the 2021 SYSP Annual Report. According to the report we have served 16 youth participants since the start of the program year. The program year is April 1, 2021 to March 31, 2022. The report shows us how many of the youth completed the various service goals, such as work readiness and occupational skills. During this program year, 91% of the youth participants obtained two or more of the program goals (*copies in Council Dropbox/packets*). There was further discussion.

**EDD** (Employment Development Department) – Ms. Richeson and the Council reviewed and discussed the WSDD-233 Draft Directive Comment letter. EDD put out a draft directive of a state guidance on how to operate the National Dislocated Worker Grants. The directive listed what supporting documents were acceptable as proof of reported client demographics. The directive did not list tribal or native documents as acceptable for proof of date of birth. The directive also stated that only formal social security cards or related IDs are listed under allowable source documents, not signed intake applications. These requirements are contrary to NCIDC's current policies. We submitted a response letter outlining the changes that we suggested for these items and will report back to Council on the response we receive (*copies in Council Dropbox/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 May 2022 for the 2018 Megafires Workforce Development component grant codes 1140 and 1202 (*copies in Council Dropbox/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 May 2022 , with total expenditures of \$311,999.90. This is the 1st increment (*copies in Council Dropbox/packets*). Ms. Flynn and the Council also reviewed a WIOA Summary of Expenditures for Grant Code 1202 Sub grant Agreement AA011047, through May 2022 , with total expenditures of \$0.00. This is the 2<sup>nd</sup> increment that has not yet been utilized (*copies in Council Dropbox/packets*). Ms. Flynn and the Council also reviewed a WIOA Summary of Expenditures for Grant Code 1210 Sub grant Agreement AA111058, through May 2022 , with total expenditures of \$0.00. This is the 3rd increment that the Council voted to return to EDD to reallocate to another project operator (*copies in Council Dropbox/packets*). Ten participants were enrolled in both components and began their classroom training. The remaining on-the-job training participants are doing well and on track to successfully complete their training next month. 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 May 2022 for the 2018 Megafires Temporary Jobs component (*copies in Council Dropbox/packets*). Ms. Flynn and the Council discussed and reviewed a WIOA Summary of Expenditures for Grant Code 1203 Sub grant Agreement AA011047, through May 2022 , with total expenditures of \$606,562.03. This is the 2nd increment (*copies in Council Dropbox/packets*). Ms. Flynn and the Council also reviewed a WIOA Summary of Expenditures for Grant Code 1211 Sub grant Agreement AA111058, through May 2022 , with total expenditures of \$0.00. This is the 3<sup>rd</sup> increment that the Council voted to offer return to EDD to reallocate to another project operator (*copies in Council Dropbox/packets*). Three new participant applications have been received as a result of outreach and are being processed to determine eligibility. 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 May 2022 for the 2019 Severe Winter Storms (*copies in Council Dropbox/packets*). Ms. Flynn and the Council reviewed a WIOA Summary of Expenditures for Grant Code 1216 Sub grant Agreement AA111058, through May 2022 , with total expenditures of \$175,942.79 (*copies in Council Dropbox/packets*). This is the 2<sup>nd</sup> increment. The NCIDC regional office administrating this program has 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 May 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 Dropbox/packets*). Ms. Flynn and the Council reviewed the WIOA Summary of Expenditures for Grant Code 1212 TJ Sub grant Agreement AA111058, through May 2022, with total expenditures of \$2,212.32 (*copies in Council Dropbox/packets*). Ms. Flynn and the Council also reviewed the WIOA Summary of Expenditures for Grant Code 1213 WD Sub grant Agreement AA111058, through May 2022, with total expenditures of \$0.00 (*copies in Council Dropbox/packets*). We have 10 participants pending start-up and services will begin after they start. The Forest Service has successfully cleared a work area and now they are completing the worksite agreement so we can proceed with starting work. This has been an over-due process the Forest is a large federal agency and the approval process for contracts can be extensive. NCIDC utilizes a non-financial worksite agreement that is as simple as possible while still covering all of the requirements of operating a worksite in order to minimize possible worksite agency contract concerns. NCIDC is continuing to reach out to the County of Siskiyou, but they still do not have a point of contact assigned to the project due to staff turnover and reassignments. 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 May 2022 for both the Workforce Development and the Temporary Jobs components (*copies in Council Dropbox/packets*). Ms. Flynn and the Council also reviewed the WIOA Summary of Expenditures for Grant Code 1196 WD Sub grant Agreement AA011047, through May 2022, with total expenditures of \$37,118.36 (*copies in Council Dropbox/packets*). Ms. Flynn and the Council also reviewed the WIOA Summary of Expenditures for Grant Code 1195 TJ Sub grant Agreement AA011047, through May 2022, with total expenditures of \$188,063.03 (*copies in Council Dropbox/packets*). One of our participants found the classroom training particularly challenging and is overwhelmed if they try to work on the course for full days. NCIDC staff provides adequate support to adjust training and work activities to fit the needs of the participants to help ensure their success. As such, the Case Manager worked with the participant and the worksite agency to have the participant spend part of the day doing the classroom training and the remainder of the day sanitizing the worksite. The participant finds the material more manageable in smaller increments. This way, the participant is able to have a break from the online training and progress on their temporary job placement. So far the participant is much happier and doing better with this arrangement. There was further discussion.

**QUEST NDWG** (Quality, Jobs, Equity and Training Disaster National Dislocated Worker Grant) – Ms. Flynn and the Council reviewed and discussed the QUEST NDWG partnership commitment letter. The letter states that NCIDC would act as a subaward-ee and implement the QUEST NDWG statewide targeted to American Indian, Native Hawaiian, and Alaskan Native people affected by the pandemic or who are otherwise eligible and in need of employment assistance (*copies in Council Dropbox/packets*). 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 May 2022, with total expenditures of \$63,466.07 (*copies in Council Dropbox/packets*). Ms. Flynn has been

working diligently attending the meetings and roundtables, as we are still hoping to hire a new Rapid Response coordinator. Ms. Flynn will be attending the American Indian Chamber of Commerce Expo next week. There was further discussion.

**Da'luk Youth Program** – Mr. Feliz and the Council reviewed and discussed the Da'luk Youth Programs quarterly report highlighting the success of the program and also reviewing the local upcoming events (*copies in Council Dropbox/packets*). There was further discussion. Mr. Feliz and the Council discussed the upcoming local events and the latest successful event for the Da'luk Youth Program: “Sue-meg Cultural Wellness Day”, the event was held on Saturday, July 16th from 10am to 5pm at The Sue-meg Village, Sue-meg State Park, CA (*copies in Council Dropbox/packets*). There was further discussion.

**LIHWAP** (Low Income Home Water Assistance Program) – Mr. Gehr and the Council reviewed and discussed the LIHWAP resolution list (*copies in Council Dropbox/packets*). We have currently received 21 of our 48 Tribal resolutions. We are still hoping more resolutions will come in from our participating Tribal consortium (*copies in Council Dropbox/packets*). There was some discussion.

**LIHEAP** (Low Income Home Energy Assistance Program) – 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 (*copies in Council Dropbox/packets*). Mr. Gehr commended the LIHEAP Team, Ms. Wilson and Ms. Johnson, for their good work. We are on track to expend all of the funding and we are still in our open spend down until September 30<sup>th</sup>. There was further discussion.

**CERF** (Community Economic Resilience Fund) – Ms. Flynn, Ms. Richeson and the Council also reviewed and discussed the CERF Commitment letter/collective partnership agreement letter. The CERF was created to promote a sustainable and equitable recovery from the economic distress of COVID-19 by supporting new plans and strategies to diversify local economies and develop sustainable industries that create high-quality, broadly accessible jobs for all Californians. There are two regions in the grant opportunity that cover our primary service area, the Redwood Coast Region which includes Del Norte and Humboldt County, and the North State Region, which includes Trinity and Siskiyou County. There will be a separate Tribal funding opportunity for this grant later on in the year. Ms. Richeson agreed to be the point of contact for the CERF committee. The letter would be approved by the Council with the approval of the director's report (*copies in Council Dropbox/packets*). There was some discussion.

**TRUE NORTH** – Mr. Supahan addressed the Council and discussed a potential need for a financial intermediary. Mr. Supahan requested that NCIDC consider acting as a financial intermediary for True North where the foundation would provide funding to NCIDC, then disperse it to True North on an incremental basis. The Council indicated by consensus that they were open to future discussions of this concept. 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.*

Mr. Landry motioned to approve the Executive Director's report for July 22, 2022; Ms. Reece seconded; **MOTION** carried by unanimous vote.

**B. Fiscal Report**

Mr. Byfield and the Council reviewed and discussed the May 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 Dropbox/packets*).

*There was no public comment.*

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

**VII. OLD BUSINESS**

**A. Carson Block Update** – Mr. Gehr, Mr. Byfield and the Council discussed the need to re-calculate how the Carson Block Building charges the NCIDC rent, how we lease our portions of the building to ourselves, and that we will no longer be basing the lease on fair market value. We will be switching to a cost-basis, our percentage of the actual costs of the building. This is necessary due to the ending of the tax credit partnership and the current rules regarding nonprofit accounting process. We will discuss this in detail and hopefully have amounts to present to you at the next meeting. There was further discussion.

*There was no public comment.*

**B. Chan Zuckerberg Initiative (CZI) Update** – Ms. Richeson, Mr. Gehr and the Council reviewed and discussed in-depth the newest updates on the various CZI projects. We have finalized and distributed the CZI Scholarship application, we also have a link on our website. We have also finalized the plans for the archive display case. It will have an air filter system. We worked with a local architect to complete a custom design tailored to our specific uses. We will share more about this at the next meeting. (*copies in Council Dropbox/packets*). There was further discussion.

*There was no public comment.*

## VIII. NEW BUSINESS

- A. Covid Policy Update** – Ms. Hunsucker and the Council reviewed and discussed the newest modification made to the written COVID-19 Prevention plan and the COVID-19 Work Crews Policy and Procedures. The policy has been modified from a 10-day quarantine to a 5-day quarantine for vaccinated and symptom-free staff with a negative test on the 5<sup>th</sup> day. We are now aligning our guidelines with the local public health department (*copies in Council Dropbox/packets*). There was further discussion.

*There was no public comment.*

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

- B. Audit Engagement Letter** – Mr. Gehr, Mr. Byfield and the Council reviewed and discussed the Moss, Levy & Hartzheim LLP Certified Public Accountants Audit Engagement Letter. Our previous Auditors have been purchased by a larger firm and are no longer offering us their audit services. Our new auditors came highly recommended and we look forward to working with them for our upcoming 2021 Audit starting on August 9<sup>th</sup> (*copies in Council Dropbox/packets*). There was further discussion.

*There was no public comment.*

Ms. Reece motioned to approve the Moss, Levy & Hartzheim LLP Certified Public Accountants Audit Engagement Letter; Mr. Landry seconded; **MOTION** carried by unanimous vote.

## IX. REQUESTS FOR ASSISTANCE

**Request No. 1** – The Council reviewed a request from Hazel Garcia representing the Wiyot Tribe in the amount of \$500 to assist with the purchase of emergency kits for the Wiyot Elders and Veterans (*copies in Council Dropbox/packets*). There was further discussion.

Ms. Foster-Olstad motioned to provide \$500 to assist with the purchase of emergency kits for the Wiyot Elders and Veterans; Mr. Landry seconded; **MOTION** carried by unanimous vote.

**Request No. 2** – The Council reviewed a request from Reed Elmore representing the College of the Redwoods Athletics Program in reference to a special event that includes 30 Native students in the amount of \$250 to assist with consumable supplies and rental fees for the sports program's event (*copies in Council Dropbox/packets*). There was further discussion.

Mr. Landry motioned to assist with \$250 for consumable supplies and rental fees for the sports program's special event; Mr. Baldosser seconded; **MOTION** carried by unanimous vote.

**Request No. 3** – The Council reviewed a request from Norman (Beau) Goodwin representing the Inaam World Renewal Ceremony in the amount of \$500 to assist with consumable supplies for the Inaam World Renewal Ceremony (*copies in Council Dropbox/packets*). There was further discussion.

Mr. Landry motioned to assist with \$500 for consumable supplies for the Inaam World Renewal Ceremony; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

**Request No. 4** – The Council reviewed a request from Isha Goodwin representing the Inaamva Fall Salmon Ceremony in the amount of \$500 to assist with consumable supplies for the Inaamva Fall Salmon Ceremony (*copies in Council Dropbox/packets*). There was further discussion.

Mr. Landry motioned to assist with \$500 for consumable supplies for the Inaamva Fall Salmon Ceremony; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

**Request No. 5** – The Council decided to table the 5<sup>th</sup> request for the next meeting.

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

**INFORMATION** – Ms. Flynn shared the Da'luk Youth Program flyer for the latest successful event for the Da'luk Youth Program: "Sue-meg Cultural Wellness Day", the event was held on Saturday, July 16th from 10am to 5pm at The Sue-meg Village, Sue-meg State Park, CA. For more information contact: Mr. Vincent Feliz, Da'luk Coordinator (707) 445-8451 or [vincentf@ncidc.org](mailto:vincentf@ncidc.org).

#### **XI. SCHEDULE NEXT MEETING**

The next Regular Council Meeting is scheduled for Friday, August 19, 2022 at 1:00 p.m., electronically/virtually.

#### **XII. EXECUTIVE SESSION**

*There was no Executive Session.*

### **XIII. ADJOURNMENT**

Mr. Landry motioned to adjourn the meeting; Mr. Baldosser seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 3:53 p.m.

Respectfully Submitted,



Trina Mathewson  
Council Secretary

Prepared By



Cheyenne Souza  
Executive Assistant