

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – AUGUST 23, 2024**

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 1:18 p.m.

II. ROLL CALL

Members Present

| | |
|---------------------|---------------------------------|
| Amanda O'Connell | Del Norte County Representative |
| Harold Bennett | Siskiyou County Representative |
| Jace Baldosser | Humboldt County Representative |
| Lonyx Landry | Trinity County Representative |
| Mindy Natt | Del Norte County Representative |
| Ruby Rollings | Humboldt County Representative |
| Tracy Foster-Olstad | Trinity County Representative |
| Jennifer Goodwin | Siskiyou County Representative |
| Trina Mathewson | Humboldt County Representative |

Members Absent

There were no Members absent.

III. INTRODUCTION OF GUESTS

NCIDC Staff in attendance; Ms. Madison Flynn Chief Executive Officer, Mr. Gregory Gehr Director-at-Large, Mr. Chris Byfield Chief Fiscal Officer, Ms. Aubrey Richeson Planner/Data Analyst, Mr. Rick Siegfried Systems Administrator, Mr. Thor Arwood Staff Accountant, Ms. Shannon Bresnahan HR/Bookkeeper, Ms. Joyce Jones Eastern Regional Manager, Ms. Rosie Kerr Case Manager, Mr. Vincent Feliz Da'luk Program Coordinator, Ms. Jasmine Griffin Youth Program Assistant and Ms. Angel Dickey Program Assistant.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Mr. Landry motioned to approve the regular meeting minutes from July 19, 2024; Ms. Foster-Olstad seconded; Mr. Bennett abstained; **MOTION** carried.

VI. STAFF REPORTS

A. Executive Management Report

NCIDC uses a hybrid meeting format. The meeting is 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.

CSBG (Community Service Block Grant) – Ms. Flynn and the Council discussed and reviewed the Expenditure/Activity Report for CSBG LPA grant number 23F-4103 through June 30, 2024, with total expenditures of \$6,038.96 (copies in Council Dropbox). This funding is utilized for our core administrative activities and supports all other programs through our official designation as a Limited Purpose Agency (LPA). There was further discussion.

Ms. Flynn and the Council discussed and reviewed the Expenditure/Activity Report for CSBG SA grant number 24F-3104 through June 30, 2024, with total expenditures of \$135,144.48 (copies in Council Dropbox). This is the pass-through funding to provide support to our Tribes and Subcontractors. There was further discussion.

Ms. Flynn and the Council also discussed and reviewed the Expenditure/Activity Report for CSBG Discretionary grant number 24F-3104 through June 30, 2024, with total expenditures of \$0.00 (copies in Council Dropbox). This funding will be utilized to support and explore our insurance issues. There was further discussion.

Ms. Flynn and the Council also discussed and reviewed the CSBG 2024 Desk Review for 2023 and 2024 LPA SA and Discretionary contracts. No findings or observations were identified during the review (copies in Council Dropbox). NCIDC's current organizational standards scores is 100%. There was further discussion.

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Ms. Flynn and the Council also reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number AB36642E51 (2021 OREGON) through June 30, 2024 with \$357,941.00 in total expenditures (copies in Council Dropbox). There was some discussion.

Ms. Flynn and the Council reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number AB38813ON0 (2022 CA & OR Adult) through June 30, 2024 with \$200,909.30 in total expenditures (copies in Council Dropbox). There was some discussion.

Ms. Flynn and the Council also reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number IY000027IUO (2023

Youth) through June 30, 2024 with \$58,002.70 in total expenditures (copies in Council Dropbox). There was some discussion.

Ms. Flynn and the Council also reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number IY000052IYO (2023 Adult) through June 30, 2024 with \$0.00 in total expenditures (copies in Council Dropbox). There was some discussion.

2022 QUEST NDWG – Ms. Flynn, Ms. Jones, Ms. Kerr and the Council reviewed and discussed the monthly report for QUEST NDWG for June 2024 (copies in Council Dropbox). Ms. Flynn, Ms. Jones, Ms. Kerr and the Council reviewed the WIOA Summary of Expenditures for Grant Code 1262 Sub grant Agreement AA311053, through June 30, 2024, with total expenditures of \$180,000.79 (copies in Council Dropbox). Staff has halted participant recruitment as we sort through the insurance issue. Ms. Flynn and the Council also reviewed and discussed the QUEST quarterly narrative performance report (copies in Council Dropbox). 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 Grant code 541 for the April through June reporting Quarter (copies in Council Dropbox). Ms. Flynn and the Council also reviewed and discussed the Rapid Response Summary of Expenditures for grant code 541 sub grant agreement AA311053, through June 2024, with total expenditures of \$128,968.68 (copies in Council Dropbox). Ms. Flynn and the Council also reviewed and discussed the WIOA subgrant agreement modification number 3 for the Rapid Response subgrant AA311053. The purpose of the modification is to extend the term end date from June 30, 2024 to September 30, 2024 (copies in Council Dropbox). Ms. Flynn and the Council also reviewed and discussed the WIOA subgrant agreement number AA411069. The purpose of this new agreement is to initiate the new program year for the Rapid Response program. The term of this program is July 1, 2024 through June 30, 2025 (copies in Council Dropbox). There was further discussion.

DNIEC (Del Norte Indian Education Center) – Ms. Flynn and the Council reviewed and discussed an expenditure report through June 30, 2024, with expenditures of \$148,446.27 (*copies in Council Dropbox*). Ms. Flynn shared that staff are currently working on reapplying for the DNIEC funding, this is a five-year cycle grant. There was further discussion.

TUPE (Tobacco Use Prevention Education) – Ms. Flynn and the Council reviewed and discussed a TUPE Prop 99 funding expenditure report through June 30, 2024, with expenditures of \$10,458.97 (*copies in Council Dropbox*). Ms. Flynn and the Council also reviewed and discussed a TUPE Prop 56 funding expenditure report through June 30, 2024, with expenditures of \$12,789.75 (*copies in Council Dropbox*). Ms. Flynn shared that staff are currently working on reapplying for the TUPE funding, this is a five-year cycle grant. There was further discussion.

LIHWAP (Low Income Home Water Assistance Program) – Ms. Flynn and the Council reviewed and discussed the final LIHWAP Federal Financial Report (FFR)

with total expenditures of \$128,080.00 (copies in Council Dropbox). There was some discussion.

LIHEAP (Low Income Home Energy Assistance Program) – Ms. Flynn and the Council reviewed and discussed the LIHEAP 3rd quarterly performance and management report for the dates of April 1 - June 30. The report listed 88 households served for the reported time period. The report also listed that we prevented 62 households from having their energy shut off. Ms. Flynn and the Council also reviewed and discussed the LIHEAP Program’s funding sources allocation report which shows how much of each Tribal allocation has been expended to date (copies in Council Dropbox). There was some discussion.

Staff/Program Reports Written staff/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 Management’s report for August 23, 2024; Mr. Baldosser seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Arwood and the Council reviewed and discussed the June 2024 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).

There was no public comment.

Ms. Foster-Olstad motioned to approve the June 2024 Financial Report; Mr. Baldosser seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

Carson Block – Mr. Gehr and Mr. Byfield discussed using a portion of the remaining CZI grant to cover the cost of the paint job to the building because the paint job’s cost was driven by the need to maintain and preserve the historical aspects of the building and the cost was significant. The CZI grant is being utilized to support the ongoing mission of the agency which includes historical preservation. By utilizing the CZI grant funds, the agency can use the unrestricted agency funds to fund a \$250,000 insurance reserve pool to mitigate potential liability of the agency’s insurance not covering operations on Tribal lands. Once the insurance issues are resolved the funds held in reserve will be released back into general agency capital reserves.

Mr. Landry motioned to expend the CZI Fund on the historic maintenance and restoration activities of the building, and transfer unrestricted funds into a reserve account; Ms. Foster-Olstad seconded; Mr. Bennett abstained; **MOTION** carried.

Agency Insurance Update – Mr. Gehr and the Council discussed the ongoing insurance issues. The standard insurance companies won't accept limited waivers of sovereign immunity, and continue to exclude Tribal Lands from insurance coverage. Insurance companies focusing on Tribes and Tribal corporations won't insure us since we are a state-chartered corporation. We are still exploring other options and will continue to keep Council updated (*copies in Council Dropbox*). There was further discussion.

There was no public comment.

VIII. NEW BUSINESS

A. LIHEAP 2024 Model Plan – Ms. Richeson and the Council reviewed and discussed the FY 2025 Low-Income Home Energy Assistance Program (LIHEAP) detailed model plan and benefit matrix utilizing the most current State Median Income (SMI) (*copies in Council Dropbox*), including the public hearing input. There was further discussion.

There was no further public comment.

Ms. Foster-Olstad motioned to approve the 2025 LIHEAP Detailed Model Plan and benefit matrix; Mr. Landry seconded; Mr. Baldosser abstained; **MOTION** carried.

B. Strategic Plan – Ms. Richeson and the Council reviewed and discussed the Strategic Plan. The Strategic Plan is updated every five years in order to comply with our organizational standards. It is also an important part of our Results-Oriented Management and Accountability (ROMA) guidelines. All NCIDC staff completed surveys. NCIDC management and the Council strategic planning ad-hoc committee had several meetings to discuss priorities and updates to our previous strategic plan. This included reviewing the staff survey results, community needs, NCIDC's mission and vision, as well as agency financial and programmatic data. The results of those efforts, in addition to some staff research and analysis, were used to create the Strategic Plan. One of the recommendations that came from the management team meetings and the Council's ad hoc committee meeting was revisions to the NCIDC Vision and Mission statements (*copies in Council Dropbox*). There was lengthy discussion.

There was no public comment.

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

Mr. Baldosser motioned to approve the recommended revisions made to the Vision and Mission Statement; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

C. Personnel Policies – Mr. Gehr, Ms. Flynn and the Council reviewed and discussed the updates to the personnel policies. The agency lawyer also reviewed the policies and stated we are compliance with state and federal laws. Some of the changes made were to update the holidays, the bereavement leave, the addition of domestic partners and the addition of reproductive loss leave (copies in Council Dropbox). There was lengthy discussion.

There was no public comment.

Ms. Foster-Olstad motioned to approve the recommended changes to the Policy and Procedures ; Mr. Baldosser seconded; MOTION carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from Jolleanne Jones representing the Pecwan Jump Dance Ceremony in the amount of any funding to assist with consumable supplies for the Pecwan Jump Dance Ceremony (copies in Council Dropbox). There was further discussion.

Ms. Foster-Olstad motioned to approve \$500 to assist with consumable supplies for the Pecwan Jump Dance Ceremony; Ms. O’Connell seconded; **MOTION** carried by unanimous vote.

Request No. 2 – The Council reviewed a request from June Brisco and Shawna Morales representing the Eureka High School Native American Club in the amount of \$500 to assist with consumable supplies for the Native American Club cultural enrichment activities (copies in Council Dropbox). There was further discussion.

Mr. Landry motioned to approve \$500 to assist with consumable supplies for the Eureka High School Native American Club; Mr. Baldosser seconded; **MOTION** carried by unanimous vote.

Request No. 3 – The Council reviewed a request from William Setzer representing the Karuk Tribe Transportation Dept. in the amount of \$500 to assist with the Karuk Tribal Reunion Bike Rodeo (copies in Council Dropbox). There was further discussion.

Mr. Landry motioned to approve \$500 to assist with the Karuk Tribal Reunion Bike Rodeo; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

THANK YOU – Ms. Flynn and the Council reviewed and discussed a thank you card sent to NCIDC from the Yurok Tribe Environmental Dept., thanking us for the contribution to the 23rd Annual Klamath River Clean Up (*copies in Council Dropbox*). There was further discussion.

THANK YOU – Ms. Flynn and the Council reviewed and discussed a thank you card sent to NCIDC staff from Ms. Foster-Olstad, thanking us for the sympathy card we sent her after her mom’s passing (*copies in Council Dropbox*). There was further discussion.

XI. EXECUTIVE SESSION

There was no Executive Session.


XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, September 13, 2024 @ 1:00 pm.


XIII. ADJOURNMENT

Mr. Landry motioned to adjourn the meeting; Mr. Baldosser seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 3:56 p.m.

Respectfully Submitted,


Trina Mathewson
Council Secretary

Prepared By


Cheyanne Souza
Executive Assistant