

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – DECEMBER 7, 2018**

***MINUTES***

**I. CALL MEETING TO ORDER**

Ms. Rollings called the meeting to order at 12:58 p.m.

**II. ROLL CALL**

**Members Present**

Ruby Rollings	Humboldt County Representative
Wilverna Reece	Siskiyou County Representative
Fred Case	Siskiyou County Representative
LaWanda Quinnell	Del Norte County Representative
Trina Mathewson	Humboldt County Representative
Denise Padgette	Del Norte County Representative
Tracy Foster-Olstad	Trinity County Representative
Lonyx Landry	Member at Large
Mindy Natt	Member at Large

**III. INTRODUCTION OF GUESTS**

Michelle Vassel, Joyce Jones, Misty Case, and Chris Byfield were recognized.

**IV. APPROVE AGENDA**

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

**V. ELECTION OF OFFICERS – Nomination for officers were opened.**

Ms. Padgette nominated Ms. Rollings as Chairwoman, Mr. Landry seconded; ***MOTION*** carried by unanimous vote.

Ms. Reece nominated Ms. Foster-Olstad as Vice-Chairwoman, Mr. Landry seconded; ***MOTION*** carried by unanimous vote.

Ms. Rollings nominated Ms. Mathewson as Secretary, Ms. Padgette seconded; **MOTION** carried by unanimous vote.

Mr. Reece nominated Ms. Natt as Treasurer, Mr. Landry seconded; **MOTION** carried by unanimous vote.

Ms. Padgette motioned for nominations to be closed, Ms. Quinnell seconded; **MOTION** carried by unanimous vote.

Mr. Gehr congratulated the 2019 NCIDC Officers and welcomed the new Council Members. There was some discussion.

## **VI. APPROVE MINUTES**

Ms. Natt motioned to approve the regular meeting minutes from October 12, 2018 with the correction of the next scheduled meeting time changed from 1:00 to 2:00 on the last page; Mr. Landry seconded; **MOTION** carried by unanimous vote.

## **VII. STAFF REPORTS**

### **A. Executive Director**

**CSBG** (Community Service Block Grant) – Mr. Gehr and the Council reviewed an Expenditure/Activity Report for LPA grant number 18F-5103 through September 30, 2018, with total expenditures of \$3,537.22 (*copies in Council packets*). They also reviewed an Expenditure/Activity Report for LPA grant number 18F-5103 through October 31, 2018, with total expenditures of \$2,226.66 (*copies in Council packets*).

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for Set-Aside grant number 18F-5104 through September 30, 2018, with total expenditures of \$16,292.89 (*copies in Council packets*). They also reviewed an Expenditure/Activity Report for Set-Aside grant number 18F-5104 through October 31, 2018, with total expenditures of \$88,247.53 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for Discretionary grant number 18F-5104 through September 30, 2018, with total expenditures of \$0.00 (*copies in Council packets*). They also reviewed an Expenditure/Activity Report for Discretionary grant number 18F-5104 through October 31, 2018, with total expenditures of \$0.00 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the Justification for Contract Amendment/Modification for Set-Aside grant number 18F-5104, which requests a term extension through April 30, 2019. The extension will allow the tribes and subcontractors time to fully expend and closeout CSBG contracts (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a letter from CSD regarding our on-site monitoring visit scheduled for June 10-12, 2019 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a Standard Agreement for LPA contract number 19F-4103 in the amount of \$122,000.00 (*copies in Council packets*). They also reviewed a Standard Agreement for Set-Aside contract number 19F-4104 in the amount of \$1,958,897.00 (*copies in Council packets*). There was some discussion.

**DOL/WIOA** (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Gehr and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of September 2018 (*copies in Council packets*). There are 24 enrolled participants, 5 have exited, 7 have been employed, with 0 negative exits. There are 2 On-the-Job Training (OJT) participants, 3 Work Experience (WE), 4 Classroom Training (CRT) for vocational education and 6 direct placements (DP) with supportive services. (*copies in Council packets*).

They reviewed a DOL Employment & Training Administration Financial Report for grant number AB32494G50 (WIOA Adult) through September 30, 2018 with \$52,589.74 in expenditures (*copies in Council packets*). There was some discussion.

They reviewed a DOL Employment & Training Administration Financial Report for grant number AB2929858BO (WIOA Youth) through September 30, 2018 with \$0.00 in expenditures (*copies in Council packets*). There was some discussion.

**NDWG N. STORM** (National Dislocated Worker Grant Code 1091) – Mr. Gehr and the Council reviewed the Sub Grantee Monthly Narrative Report for 2017 NDWG North Storm for the month of September 2018. The report listed the following performance factors: Employed in temporary disaster relief assistance: 178. Received supportive services: 114. Completed NDWG services: 109. Employed at completion of NDWG services: 5 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1091 Sub grant Agreement K8108741, through September 2018, with total expenditures of \$1,299,913.77 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the Sub Grantee Monthly Narrative Report for 2017 NDWG North Storm for the month of October 2018. The report listed the following performance factors: Employed in temporary disaster relief assistance: 215. Received supportive services: 140. Completed NDWG services: 135. Employed at completion of NDWG services: 5. (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1091 Sub grant Agreement K8108741, through October 2018, with total expenditures of \$1,541,932.43 (*copies in Council packets*). There was some discussion.

**NDWG SOUTHERN STORM** (National Dislocated Worker Grant code 1093) – Mr. Gehr and the Council reviewed the Sub Grantee Monthly Narrative Report for 2017 NDWG Southern Storm for the month of September 2018. The report listed the following performance factors: Employed in temporary disaster relief assistance: 228. Received supportive services: 184. Completed NDWG services: 101. Employed at completion of NDWG services: 3. (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1093 Sub grant Agreement K9111522, through September 2018, with total expenditures of \$692,563.45 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the Sub Grantee Monthly Narrative Report for 2017 NDWG Southern Storm for the month of October 2018. The report listed the following performance factors: Employed in temporary disaster relief assistance: 240. Received supportive services: 196. Completed NDWG services: 133. Employed at completion of NDWG services: 3. (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1093 Sub grant Agreement K9111522, through October 2018, with total expenditures of \$983,775.75 (*copies in Council packets*). There was some discussion.

**WILDFIRE** (National Dislocated Worker Grant code 1114) –Mr. Gehr and the Council reviewed the Sub Grantee Narrative Report from EDD (Employment Development Department) for September 2018. The report listed the following performance factors: Employed in temporary disaster relief assistance: 43. Received supportive service: 22. Completed NDWG services: 12. Employed at completion of NDWG services: 0. (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1114 Sub grant Agreement K8108741, through September 2018, with total expenditures of \$416,561.37 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the Sub Grantee Narrative Report from EDD (Employment Development Department) for October 2018. The report listed the following performance factors: Employed in temporary disaster relief assistance: 47. Received supportive service: 22. Completed NDWG services: 27. Employed at completion of NDWG services: 0. (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1114 Sub grant Agreement K8108741, through October 2018, with total expenditures of \$494,718.08 (*copies in Council packets*). There was some discussion.

**CARRFIRE** (National Dislocated Worker Grant code 1135) –Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1135 through October 2018, with total expenditures of \$0.00. We have not expended any funds for this program yet (*copies in Council packets*). There was some discussion. Mr. Gehr and the Council reviewed a signed a Sub Grant Agreement #K8108741 and K9111522. K8108741 Modification #4 extends the term end date to September 30,2019 for the Storm NDWG 2017 Project in grant code 1091. K9111522 Modification 2 incorporates \$400,000 National Dislocated Worker Grant funding for the 2018 Carr Fire NDWG in grant code 1135. K9111522 Modification 3 deobligates \$1,520,000 National Dislocated Worker Grant funding from the 2017 Storm NDWG project in grant code 1091 (*copies in Council packets*). There was some discussion.

**2018 MEGAFIRES** (Proposed National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the concept paper for the 2018 CA Megafires proposed National Dislocated Worker Grant. They also reviewed the concept paper 2018 CA Megafires Addendum (*copies in Council packets*). There was some discussion.

**DNIEC** (Del Norte Indian Education Center) – Mr. Gehr and the Council reviewed an Expenditure Report for PY 2017-18 through November 9, 2018, with expenditures of \$247,194.39 (*copies in Council packet*). There was some discussion.

**TUPE** (Tobacco-Use Prevention Education) – Mr. Gehr and the Council reviewed an Expenditure Report for PY 2017-18 through November 9, 2018, with expenditures of \$60,000.00 (*copies in Council packets*). There was some discussion.

**TUPE Augmentation** (Tobacco-Use Prevention Education) – Mr. Gehr and the Council reviewed an Expenditure Report for PY 2017-18 through November 16, 2018, with expenditures of \$0.00 (*copies in Council packets*). There was some discussion.

**LIHEAP** (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the Notice of Grant Award for FY 2019. The also reviewed the list of 49 Tribes we administer LIHEAP funds for, showing how much of each Tribal allocation has been expended and the amount currently remaining (*copies in Council packets*). There was some discussion.

**2017 IRS Form 990** – Mr. Gehr and the Council reviewed and discussed the IRS Form 990 Return of Organization Exempt from Income Tax form for NCIDC (*copies in Council packets*). There was some discussion.

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

*There was no public comment.*

Ms. Foster-Olstad motioned to approve the Executive Director’s report for December 8, 2018; Ms. Mathewson seconded; **MOTION** carried by unanimous vote.

**B. Fiscal Report**

Mr. Gehr and the Council reviewed and discussed the September 2018 Financial Report (copies in Council packets).

*There was no public comment.*

Ms. Foster-Olstad motioned to approve the September 2018 Financial Report; Ms. Natt seconded; **MOTION** carried by unanimous vote.

Mr. Gehr and the Council reviewed and discussed the October 2018 financial Report (copies in Council packets).

*There was no public comment.*

Ms. Natt motioned to approve the October 2018 Financial Report; Ms. Reece seconded; **MOTION** carried by unanimous vote.

**VIII. OLD BUSINESS – *There was no old business.***

**IX. NEW BUSINESS**

**A. Resolution 19.01 – CSBG Set-Aside Standing Resolution**

Mr. Gehr and the Council reviewed the standing Resolution 19.01 for the Community Services Block Grant Set Aside program. Discussion ensued.

*There was no public comment.*

Ms. Natt motioned to approve the standing Resolution 19.01 for the CSBG Set Aside program; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

**B. Resolution 19.02 – CSBG Limited Purpose Agency Standing Resolution**

Mr. Gehr and the Council reviewed the standing Resolution 19.02 for the Community Services Block Grant Limited Purpose Agency program. Discussion ensued.

*There was no public comment.*

Ms. Padgette motioned to approve the standing Resolution 19.02 for the CSBG Limited Purpose Agency program; Ms. Quinell seconded; **MOTION** carried by unanimous vote.

**C. Revision of the Procurement Policy**

Mr. Gehr and the Council reviewed the revision draft of the procurement policy with strike thru to note the changes that were made. Discussion ensued.

*There was no public comment.*

Mr. Landry motioned to approve the revisions made to the procurement policy; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

**D. Approval of 2019 Sub Contractors**

Mr. Gehr and the Council reviewed and discussed the 2019 list of CSBG Sub Contractors.

*There was no public comment.*

Mr. Landry motioned to approve the 2019 Sub Contractor List; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

**X. REQUESTS FOR ASSISTANCE**

**Request No. 1** – The Council reviewed and discussed a request from Danika Gritts and Karen Skoglund with the Mckinleyville High Native American Club in the amount of \$500 to sponsor the “Success in Both Worlds” Native American Youth Conference (*copies in Council packets*).

*There was no public comment.*

Ms. Padgette motioned to assist with \$500 for the “Success in Both Worlds” Native American Youth Conference; Ms. Mathewson seconded; **MOTION** carried by unanimous vote.

**XI. PUBLIC COMMENT** – *There was no public comment.*

**XII. SCHEDULE NEXT MEETING**

The next Regular Council Meeting is scheduled for Friday, January 11, 2019 at 1:00 p.m., in the council room at 241 F Street, Eureka.

### **XIII. ADJOURNMENT**

Ms. Natt motioned to adjourn the meeting; Mr. Landry seconded; *MOTION* carried by unanimous vote. The meeting was adjourned at 2:44 p.m.

Respectfully Submitted,



Trina Mathewson  
Council Secretary

Prepared By



Cheyanne Souza