

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – FEBRUARY 9, 2018

MINUTES

I. CALL MEETING TO ORDER

Ms. Mathewson called the meeting to order at 1:10 p.m.

II. ROLL CALL – Ms. Mathewson called the roll:

Members Present

Ruby Rollings (<i>late</i>)	Humboldt County Representative
Trina Mathewson	Humboldt County Representative
Wilverna Reece	Siskiyou County Representative
Denise Padgette	Del Norte County Representative
Dena Magdaleno	Trinity County Representative
Tracy Foster-Olstad	Trinity County Representative
Lonyx Landry	Member at Large
Mindy Natt	Member at Large

Members Absent

LaWanda Quinnell	Del Norte County Representative
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III. INTRODUCTION OF GUESTS

There were no guests.

IV. APPROVE AGENDA

Mr. Gehr and the Council discussed amending the agenda to hold the executive session towards the end of the meeting.

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

V. APPROVE MINUTES

Ms. Foster-Olstad motioned to approve the regular minutes from January 12, 2018; Ms. Padgette seconded; ***MOTION*** carried by unanimous vote.

VI. STAFF REPORTS

A. Executive Director

Mr. Gehr and the Council discussed the addition of new NCIDC staff members. We have recently hired Dwayne Quella for our Bookkeeper position. We have hired Aubrey Richeson for the NDWG MIS Position. Miss. Devon Young has joined the team as a work experience trainee in the gift shop, and Kyle Brown as a WIOA youth work experience trainee. Keri Evenson has been promoted from the gift shop and is now training as an MIS assistant under Dawn Woodman's supervision. Mr. Gehr has emphasized the need for staff to cross train and work together in all departments.

Trinity County Office (Nor-El Muk Office in Weaverville) –Mr. Gehr and the Council discussed the progress with re-opening of the Nor-El Muk Office in Weaverville, CA. NCIDC has assisted with the overhead for this facility in the past, and uses this location as a point of contact for Trinity County services offered through NCIDC.

CSBG (Community Service Block Grant) –Mr. Gehr and the Council reviewed the Expenditure/Activity Report for LPA grant number 17F-2103 through December 31, 2017, with total expenditures of \$15,345.32 (*copies in Council packets*). Mr. Gehr and the Council reviewed the Expenditure/Activity Report for Set-Aside (SA) grant number 17F-2104 through December 31, 2017, with total expenditures of \$57,311.61. We are currently working on reimbursing approximately 50 tribes. There was some discussion (*copies in Council packets*).

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Gehr and the Council reviewed a summary of current enrollment in the Comprehensive Services Program (CSP) as of January 2018 (*copies in Council packets*). We have 27 enrolled participants, 1 has exited, 15 have been employed, with 0 negative exits. We have 1 On-the-Job Training (OJT) participant, 8 Work Experience (WE), 4 Classroom Training (CRT) for vocational education and 14 direct placements (DP) with supportive services. There was some discussion (*copies in Council packets*).

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for WIOA/Adults grant number # AB-29285-16-55-A-6, through December 31, 2017 with \$153,967.12 in total expenditures (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for WIOA/Youth grant number # AB-29285-16-55-A-6, through December 31, 2017 with \$39,800.65 in total expenditures (*copies in Council packets*). There was some discussion.

CA AIRRP (California American Indian Rapid Response Program) – Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 541

Sub grant Agreement K714068, through December 2017, with total expenditures of \$60,115.27 (*copies in Council packets*). There was some discussion.

Lake Fires (National Dislocated Worker Grant code 1100) – Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1100 Sub grant Agreement K710468, through December 2017, with total expenditures of \$1,065,453.96 closing out the lake fire grant (*copies in Council packets*). They also reviewed a signed Modification #10 for Sub Grant Agreement #K7104068 Grant Code 1100, the purpose of this modification was to deobligate funding from grant code 1100 for National Dislocated Worker Grant California Valley and Butte Fire 2015 Project. (*copies in Council packets*). There was some discussion.

NDWG STORM (National Dislocated Worker Grant Code 1091) – Mr. Gehr and the Council reviewed the Monthly Narrative Report for 2017 NDWG Storm, which listed the following performance factors: Employed in temporary disaster relief assistance: 106. Received supportive services: 55. Completed NDWG services: 0. Employed at completion of NDWG services: 0 (*copies in Council packets*). They also reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1091 Sub grant Agreement K714068, through December 2017, with total expenditures of \$1,501,569.09 (*copies in Council packets*). This NDWG Storm program has been temporally shut down due a delay in the second increment of funding at the Federal level. There was some discussion.

NDWG SOUTHERN STORM (National Dislocated Worker Grant code 1093) – Mr. Gehr and the Council reviewed the Monthly Narrative Report for 2017 NDWG South Storm, which listed the following performance factors: Employed in temporary disaster relief assistance: 92. Received supportive services: 50. Completed NDWG services: 0. Employed at completion of NDWG services: 0 (*copies in Council packets*). There was some discussion. They also reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1093 Sub grant Agreement K7104068, through December 2017, with total expenditures of \$657,970.65 (*copies in Council packets*). Mr. Gehr discussed the increase in work related injuries on these crews especially. He has since instituted new safety protocols to hopefully decrease these incidents. Worker safety is a priority. There was some discussion.

CA WILDFIRE (California Wildfires National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the WIA/WIOA Summary of Expenditures for Grant Code 1114 Sub grant Agreement K8108741, through December 2017, with total expenditures of \$0.00. The California Wildfire Project is not yet operational due to delays in final approval of the truck leases at the Federal level. The trucks are necessary for these crews to operate (*copies in Council packets*). There was some discussion.

DNIEC (Del Norte Indian Education Center) – Mr. Gehr and the Council reviewed a copy of the letter addressed to Judy Delgado from the State of California Department of Education, informing her of the recent change of NCIDC director for contacting purposes. They also reviewed an Expenditure Report for PY 2017-18 through

February 8, 2018, with expenditures of \$56,521.07 (*copies in Council packets*). There was some discussion.

TUPE (Tobacco-Use Prevention Education) – Mr. Gehr and the Council reviewed an Expenditure Report for PY 2017-18 through February 8, 2018, with expenditures of \$13,429.36. They also reviewed the end of year report narrative for the TUPE Grant year 2016 -17 (*copies in Council packets*). There was some discussion.

LIHEAP (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the current report of the 48 LIHEAP Tribes, showing the remaining balance for each tribe’s LIHEAP funding (*copies in Council packets*). This year we have asked each tribal LIHEAP coordinator to send us a letter addressing the way each tribe is going to use their LIHEAP funding. Once we have received all the Tribal program descriptions, the NCIDC will post these on the NCIDC website. There was some discussion.

Gift Shop – Mr. Gehr reported to the council that we have successfully finished the annual gift shop inventory and personally thanked our gift shop manager Dawn Woodman for the successful inventory. The gift shop is also currently in the black. They also discussed the ongoing use of the gift shop as a work experience and retail training program. There was some discussion.

AUDIT– Mr. Gehr and the Council reviewed a letter from our Auditors; Izabal, Bernaciak & Company. The Letter covered the audit objectives and the audit procedures. The Fiscal Year 2017 Audit will take place in April. They also reviewed a letter from Farber Hass Hurley LLP, they conducted the peer review in accordance with the standards for performing and reporting on peer reviews established by the peer review board of the American institute of certified public accountants (*copies in Council packets*). There was some discussion.

Ms. Foster-Olstad motioned to approve the Executive Director’s report for February 9, 2018; Ms. Padgett seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Gehr, Mr. Byfield and the Council reviewed and discussed the December 2017 Financial Report (*copies in Council packets*).

There was no public comment.

Ms. Foster-Olstad motioned to approve the Financial Report for December 2017; Ms. Mathewson seconded; **MOTION** carried by unanimous vote.

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

VII. OLD BUSINESS – NCIDC Ad Hoc Bylaws Revision Committee Overview–

Mr. Gehr and the Council discussed the changes that were made to the bylaws and the revision process. We have not received any input from our member entities. The old bylaws and the new bylaws were both posted on our website. The Council decided to approve the final draft of the NCIDC bylaws.

There was no public comment.

Mr. Landry motioned to approve the Final Draft of the NCIDC Bylaws; Ms. Natt seconded; **MOTION** carried by unanimous vote.

VIII. NEW BUSINESS

Human Resource and Staff Training/Development – Mr. Gehr and the Council discussed the need for staff training, to address workplace issues that have been occurring within the NCIDC workforce. He has proposed several different staff activities and trainings, with a goal of improving staff professionalism, behavior, and interactions in the workplace. Discussion ensued.

IX. REQUESTS FOR ASSISTANCE –

Request No. 1 – The Council reviewed a request from the Parent Advisory Committee of the Northern Humboldt Indian Education Program in the amount of \$500 to assist with Scholarships and enrichment activities for Native Students. (*copies in Council packets*). There was some discussion.

Ms. Padgett motioned to assist with \$500 for the Parent Advisory Committee of the Northern Humboldt Indian Education Program; Ms. Reece seconded; **MOTION** carried by unanimous vote.

Request No. 2 – The Council reviewed a request from the Wintu Education & Cultural Council in the amount of \$400 to assist with cultural activity supplies and to assist with their Acorn Dance Ceremony Event. (*copies in Council packets*). There was some discussion.

Ms. Padgett motioned to assist with \$400 for the Wintu Education & Cultural Council; Ms. Mathewson seconded; **MOTION** carried by unanimous vote.

X. PUBLIC COMMENT –

Ms. Rollings suggested that we use the wood burl by the front door that was gifted to us as a mounted wall piece to display NCIDC awards. Mr. Gehr said he would like to have input from the gentleman that donated it to us, to insure we have followed his wishes. There were no other public comments.

XI. EXECUTIVE SESSION –

Upon exiting the executive session, Ms. Rollings reported that there was a motion made by Ms. Magdaleno and seconded by Ms. Foster-Olstad to form an NCIDC Ad Hoc Personnel Committee. The motion passed by unanimous consensus. The committee would meet and make recommendations to the council regarding personnel issues. Ms. Rollings, Ms. Padgett, Mr. Landry, and Ms. Mathewson volunteered to form the committee. They have decided to meet on Tuesday February 13, 2017 at 2:00 p.m.

XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, March 9, 2018 at 1:00 p.m., in the Council room at 241 F Street, Eureka.

XIII. ADJOURNMENT

Ms. Rollings motioned to adjourn the meeting; Ms. Mathewson seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:04 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyenne Souza
Executive Assistant