

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – MAY 11, 2018

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 1:08 p.m.

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

Members Present

Ruby Rollings	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

Members Absent

LaWanda Quinnell	Del Norte County Representative
Lonyx Landry (<i>Excused</i>)	Member at Large
Mindy Natt (<i>Excused</i>)	Member at Large

III. INTRODUCTION OF GUESTS

There were no guests.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Ms. Foster-Olstad motioned to approve the regular minutes from April 13, 2018; Ms. Magdaleno seconded; ***MOTION*** carried by unanimous vote.

VI. STAFF REPORTS

A. Executive Director

Mr. Gehr and the Council discussed the cultural sensitivity training that will be provided to staff in the future. There was further discussion. Mr. Gehr and the Council reviewed and discusses the relocation cost of employees' form. The form outlines that yes, relocation costs are allowable. There was further discussion.

CSBG (Community Service Block Grant) – Mr. Gehr and the Council reviewed the Expenditure/Activity Report for SA grant number 17F-2104 through March 31, 2018, with total expenditures of \$23,701.87 (*copies in Council packets*). Mr. Gehr and the Council reviewed the list of all 2017 executed and reimbursed tribes. Mr. Gehr and the Council reviewed the Expenditure/Activity Report for LPA grant number 18F-5103 through March 31, 2018, with total expenditures of \$12,564.38. They also reviewed the Expenditure/Activity Report for Set-Aside (SA) grant number 18F-5104 through March 31, 2018, with total expenditures of \$114,773.24.

Mr. Gehr reviewed the letter we sent to our Subcontractors regarding funding, allowing them to spend fifty percent of their allocated contract amount (*copies in Council packets*). There was further discussion.

DOL/WIOA (Department of Labor/Workforce Innovation and Opportunity Act) Mr. Gehr and the Council reviewed a DOL Employment & Training Administration Financial Report for grant number AB292858SO (Adult) through May 3, 2018 with \$233,625.09 in total expenditures (*copies in Council packets*). There was some discussion. Mr. Gehr and the Council also reviewed a DOL Employment & Training Administration Financial Report for grant number AB292858BO (Youth) through May 3, 2018 with \$58,120.00 in total expenditures (*copies in Council packets*). There was some discussion.

DNIEC (Del Norte Indian Education Center) – Mr. Gehr and the Council reviewed the Audited final revenue and Expenditure Report for PY 2017 with the total expenditure of \$178,261.08 (*copies in Council packets*). There was further discussion. Mr. Gehr and the Council reviewed an Expenditure Report for PY 2018 through May 11, 2018, with expenditures of \$113,462.40 (*copies in Council packet*). Mr. Gehr also discussed the recent hiring of Cecilia Moore as the new transporter and program assistant in the education department. There was further discussion.

TUPE (Tobacco-Use Prevention Education) – Mr. Gehr and the Council reviewed an Expenditure Report for PY 2018 through May 11, 2018, with expenditures of \$31,854.72 (*copies in Council packet*). Mr. Gehr let the council know that Theresa has taken over the TUPE Program reports and tabling and he wanted to express his appreciation for the effort that Theresa and Angela are making with the Tupe program meeting the goals and objectives. There was further 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: 107. Received supportive services: 57. Completed NDWG services: 69. Employed at completion of NDWG services: 0 (*copies in Council packets*). Mr. Gehr and the Council reviewed a Close Out WIA/WIOA Summary of Expenditures for Grant Code 1091 Sub grant Agreement K714068, through February 2018, with total expenditures of \$1,613,333.00 (*copies in Council packets*). They also reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1091 Sub grant Agreement K8108741, through March 2018, with total expenditures of \$46,269.10(*copies in Council packets*).

NDWG SOUTHERN STORM (National Dislocated Worker Grant code 1093) – Mr. Gehr and the Council reviewed the Monthly Narrative Report for 2017/2018 NDWG South Storm, which listed the following performance factors: Employed in temporary disaster relief assistance: 113. Received supportive services: 64. Completed NDWG services: 9. 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 March 2018, with total expenditures of \$1,477,771.51 (*copies in Council packets*).

CA WILDFIRE (California Wildfires National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the Monthly Narrative Report for 2017/2018 NDWG South Storm and the WIA/WIOA Summary of Expenditures for Grant Code 1114 Sub grant Agreement K8108741, through March 2018, with total expenditures of \$66,150.80 (*copies in Council packets*). There was further 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 March 2018, with total expenditures of \$76,749.63 (*copies in Council packets*). There was further 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. Mr. Gehr informed the council that we had received fifty-four thousand in additional funding. The additional funding has been allocated to the tribes. (*copies in Council packets*).

AUDIT– Mr. Gehr and the Council reviewed the audit information request letters sent out to various agencies. Our Auditors, Izabal, Bernaciak & Co. are conducting the audit of our financial statements and ask that they verify the attached documents for accuracy the audit letters were addressed to; Wilmer Brown with the Department of Community Services and Development, Russell S. Gans, with Mitchell, Brisso, Delaney & Vrieze, Ross Welch, with the Arcata Economic Development Corporation, Greg L. Sparks with the City of Eureka, and Jaime Gutierrez with the Central Office Workforce Services Division (*copies in Council packets*). There was further discussion.

Mr. Gehr also informed the council that we had our audit review April 16th thru 20th. Two auditors from Izabal, Bernaciak & Co. spent a solid week reviewing at length our

LIHEAP and NDWG Programs. Each year the auditors choose programs for emphasis to review for their primary monitoring. The exit interview at the end of the week reported they had no findings and we had a clean field exit interview. The final statements and audit reports will be presented to the council when it is finalized.

State of CA-Department of Finance– Mr. Gehr and the Council reviewed the State of California Department of Finance Payee Data Record. EDD requests that we fill this form out to let them know who we allow to draw down funds and process financial transactions (*copies in Council packets*). There was some discussion.

Ms. Foster-Olstad motioned to approve the Executive Director’s report for May 11, 2018; Ms. Padgette seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Gehr, Mr. Byfield, and the Council reviewed and discussed the March 2018 Financial Report (*copies in Council packets*).

There was no public comment.

Ms. Reece motioned to approve the Financial Report for January 2018; Ms. Foster-Olstad 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 – Personnel Contract.

Personnel Contract – Mr. Gehr and the council discussed the emails that Mr. Gehr had sent to the council regarding templates received from legal counsel for the personnel contract for the Executive Director position. There was further discussion.

VIII. NEW BUSINESS – WIOA Application.

WIOA Application – Mr. Gehr and the council discussed the upcoming deadline for the WIOA re-application. The application is due on May 18th. We must apply for the renewal of our WIOA funding to cover our four service counties on a competitive basis. We are not guaranteed to receive our funding. We are actively working on our application. Ms. Richeson has been working on updating the statistical and demographic data and analysis for the application and Mr. Woolley has been assisting us in the narrative development. (*abstract copy in Council packets*). There was further discussion.

Ms. Padgette motioned to approve the WIOA application; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from Florraine Super representing the Karuk Housing Community Computer Center in the amount of \$500 to assist with supplies and event costs for their Gathering of Native Americans event. (*copies in Council packets*). There was further discussion.

Ms. Padgette motioned to assist with \$500 for the Gathering of Native Americans event; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote.

Request No. 2 – The Council reviewed a from Pyuwa Bommelyn representing the Tolowa Dee-ni' Nation in the amount of \$250 to assist with event costs for the 2018 Dene Language Conference (*copies in Council packets*). There was further discussion.

Ms. Foster-Olstad motioned to assist with \$500 for the 2018 Dene Language Conference; Ms. Magdaleno seconded; Ms. Padgette abstained; **MOTION** carried by unanimous vote.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

Public Comment – There were no public comments.

Information – Smith River Clean-Up – Mr. Gehr and the Council discussed and reviewed the flyer for the Smith River Clean-Up sponsored by the Watershed Stewards Program and the Tolowa Dee-ni' Nation. The event will be held on Saturday May 12, 2018 from 9:00 am to 1:00 PM at 836 South Bank Road in Crescent City, CA.

Information – 2018 Dené (Athabaskan) Language Conference – Mr. Gehr and the Council discussed and reviewed the flyer for the 2018 Dené (Athabaskan) Language Conference Hosted by the Tolowa Dee-ni' Nation. The event will take place May 31 - June 2nd in Smith River, CA. Website for more details: <https://www.dene2018.com/>

Information – 22nd Annual Karuk Tribal Reunion – Mr. Gehr and the Council discussed and reviewed the flyer for the 22nd Annual Karuk Tribal Reunion sponsored by the Karuk Tribe. This year they are hosting a traditional dress show. The event will be held on Saturday July 7, 2018 in Happy Camp, CA. Website for more details: www.karuk.us

XI. EXECUTIVE SESSION

Upon exiting the executive session, Ms. Rollings reported that there was nothing to report out of the Executive Session.

XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, June 8, 2018 at 1:00 p.m., in the Council room at 241 F Street, Eureka.

XIII. ADJOURNMENT

Ms. Padgett motioned to adjourn the meeting; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:35 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyanne Souza
Executive Assistant