

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – JULY 7, 2017

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 2:10 p.m.

II. ROLL CALL

Members Present

Ruby Rollings	Humboldt County Representative
Wilverna Reece	Siskiyou County Representative
Denise Padgette	Del Norte County Representative
Dena Magdaleno (<i>via telephone</i>)	Trinity County Representative
Patrick Chapman	Trinity County Representative
LaWanda Quinnell	Del Norte County Representative
Tracy Foster-Olstad	Member at Large
Trina Mathewson	Humboldt County Representative
Jack Mattz	Del Norte County Representative

III. INTRODUCTION OF GUESTS

There were no guests.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Ms. Foster-Olstad motioned to approve the minutes from June 6, 2017; Mr. Chapman seconded; ***MOTION*** carried by unanimous vote.

VI. Executive Session – Regarding the Executive Director

The council went into executive session at 2:13 p.m.

Ms. Rollings reconvened the meeting at 3:28 p.m.

Ms. Quinnell motioned to acknowledge that Mr. Coltra would be returning from his extended leave and reassuming his duties as Executive Director as of Monday, July 10, 2017, following a review in 1 months' time and to reinstate Mr. Gehr as Assistant Director; Mr. Mattz seconded; **MOTION** carried by unanimous vote.

VII. STAFF REPORTS

The Executive Director's Report was given by the Acting Director, Greg Gehr.

A. Executive Director

DOL/WIOA (Department of Labor/Workforce Innovation and Opportunity Act)
Mr. Gehr and the Council reviewed a DOL Employment and Training Administration Grant Modification #3 for Grant # AB-29285-16-55-A-6. The modification reduced the original obligation from \$58,303 to 58,120 for the PY 2017 INAP Youth funding. There was some discussion.

NDWG/WIOA (National Dislocated Worker Grant code 1100) –Mr. Gehr and the Council reviewed a signed Modification 3 for Sub Grant Agreement #K7104068 Grant Code 1100, the purpose of this modification was to obligate additional funds for the final increment of the 2015 California Valley and Butte Fire National Dislocated Worker Grant for an increase of \$600,000.00. (*copies in Council packets*).

Mr. Gehr and the Council reviewed a signed Modification 4 for Sub Grant Agreement #K7104068 Grant Code 1100, the purpose of this modification was to re-obligate 3rd increment funds for the 2015 California Valley and Butte Fire National Dislocated Worker Grant project for an increase of \$500,000.00. (*copies in Council packets*).

Mr. Gehr and the Council reviewed a signed Modification 5 for Sub Grant Agreement #K7104068 Grant Code 1100, the purpose of this modification was to de obligate the 3rd increment funds from grant code 1048 for the 2015 California Valley and Butte Fire National Dislocated Worker Grant project. Also, to add funding for 2017 Southern Storm NDWG info Grant Code 1093 for an increase of \$1,325,000.00. (*copies in Council packets*).

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1100 Sub grant Agreement K7104068, through April 2017, with total expenditures of \$516,699.90 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1100 Sub grant Agreement K7104068, through May 2017, with total expenditures of \$690,806.76 (*copies in Council packets*). There was some discussion.

Lake Fires (National Dislocated Worker Grant code 1048) – Mr. Gehr and the Council reviewed the Sub Grantee Narrative Report for April 2017, which listed the following performance factors: Employed in temporary disaster relief assistance: planned: 143, actual: 136. Received intensive services: planned: 143 actual: 136. Received supportive service: planned: 143 actual: 90. Completed NDWG services: planned: 143, actual: 115. Employed at completion of NDWG services: planned: 21, actual: 10. (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1048 Sub grant Agreement K714068, through April 2017, with total expenditures of \$913,435.95 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1048 Sub grant Agreement K714068, through May 2017, with total expenditures of \$913,435.95 (*copies in Council packets*). There was some discussion.

NDWG NORTH STORM (National Dislocated Worker Grant Code 1091) – Mr. Gehr and the Council reviewed the Sub Grantee Monthly Narrative Report for 2017 Storm NDWG. which listed the following performance factors: Employed in temporary disaster relief assistance: planned: 400, actual: 0. Received supportive services: planned: 400 actual: 0. Completed NDWG services: planned: 400, actual: 0. Employed at completion of NDWG services: planned: 40, actual: 0. They are all currently listed as zeros because the program has not officially started yet due to delays by DOL regarding a decision about whether or not the project can lease work trucks (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a signed Modification 2 for Sub Grant Agreement #K7104068 Grant Code 1091. The purpose of this modification was to add funding for the 2017 Storm National Dislocated Worker Grant into grant code 1091, for an increase of \$2,533,333.00 and a funding total of \$4,033,333.00 (*copies in Council packets*).

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1091 Sub grant Agreement K7104068, through March 2017, with total expenditures of \$0.00 (*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 K7104068, through April 2017, with total expenditures of \$0.00 (*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 K7104068, through May 2017, with total expenditures of \$0.00 (*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. which listed the following performance factors: Employed in

temporary disaster relief assistance: planned: 183, actual: 0. Received supportive services: planned: 183 actual: 0. Completed NDWG services: planned: 183, actual: 0. Employed at completion of NDWG services: planned: 18, actual: 0. The reason for no actual services is because the program has not officially started yet (*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 K7104068, through April 2017, with total expenditures of \$0.00 (*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 K7104068, through May 2017, with total expenditures of \$0.00 (*copies in Council packets*). There was some discussion.

CA AIRRP (California American Indian Rapid Response Program) – Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 541 Sub grant Agreement K6100373, through April 2017, with total expenditures of \$105,123.51 (*copies in Council packets*). They also reviewed a WIA/WIOA Summary of Expenditures for Grant Code 541 Sub grant Agreement K6100373, through May 2017, with total expenditures of \$120,368.74 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed an email and documentation received from Tuyen Tran, our contact with the Employment Development Department (EDD), regarding the approval of our requested revisions for the 2017 NDWG Southern Storm, the project statement of work, project plans and the budgets. The email went on to add that the equipment request (work trucks) had not yet been approved and was pending DOL review. (*copies in Council packets*). There was some discussion.

CSBG (Community Service Block Grant) – Mr. Gehr and the Council reviewed the Expenditure/Activity Report for LPA grant number 17F-2103 through April 30, 2017, with total expenditures of \$11,151.18 (*copies in Council packets*). They reviewed the Expenditure/Activity Report for LPA grant number 17F-2103 through May 31, 2017, with total expenditures of \$12,118.88 (*copies in Council packets*).

Mr. Gehr and the Council reviewed the Expenditure/Activity Report for Set-Aside (SA) grant number 17F-2104 through April 30, 2017, with total expenditures of \$124,992.66 (*copies in Council packets*). They also reviewed the Expenditure/Activity Report for Set-Aside grant number 17F-2104 through May 31, 2017, with total expenditures of \$121,782.21 (*copies in Council packets*).

Mr. Gehr and the Council reviewed an executed Standard Agreement Amendment 2 for LPA grant number 17F-2103, which reflects an increase of \$52,014 for a total amount of \$122,000 (*copies in Council packets*). They reviewed a signed Standard Agreement Amendment 2 for SA grant number 17F-2104, which reflects an increase of \$830,888 for a total amount of \$1,948,871 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed a letter from Sylmia Britt the CSD Deputy Director. It reported NCIDC's ROMA (Results Oriented Management and Accountability) goals and the NPI (National Performance Indicator) report in a year over year analysis. CSD prepares this analysis by taking our CSBG reporting numbers from 2015 and compare them to our CSBG reporting numbers in 2016 and highlighting changes. The problem with this method is that, unlike traditional Community Action Agencies serving one or two counties, the NCIDC serves over 100 tribes statewide. Comparing the year to year differences does not provide relevant information as we do not make the decision as to how Tribes use their funding. (copies in Council packets). There was some discussion.

CSBG Discretionary – Mr. Gehr and the Council reviewed the Expenditure/Activity Report for Discretionary grant number 16F-5543 through April 30, 2017, with total expenditures of \$304.47 (*copies in Council packets*). They also reviewed the Expenditure/Activity Report for Discretionary grant number 16F-5543 through May 31, 2017, with total expenditures of \$3,247.49 (*copies in Council packets*).

Mr. Gehr and the Council reviewed the Discretionary Work Plan/Progress Reports for May and June, which addressed the new updates to our computer hardware, software, and security. (*copies in Council packets*). In addition, they also reviewed the Discretionary Work Plan/Final Report. The NCIDC utilized the funding provided in this Discretionary allocation for the purpose of capacity building. Accomplishments included but were not limited to upgrading all Microsoft Windows based products to the latest and most secure version compatible with our systems (*copies in Council packets*). There was some discussion.

DNIEC (Del Norte Indian Education Center) – Mr. Gehr and the Council reviewed the DNIEC budget modification, the budget summary and the budget narrative submitted by Mr. Byfield and approved by Chavela Delp from the Dept. of Education. They also reviewed the Del Norte Indian Education Center Mid-Year Report, which was due on May 30th (*copies in Council packets*). There was some discussion.

TUPE (Tobacco-Use Prevention Education) – Mr. Gehr and the Council reviewed the TUPE budget modification, the Budget Summary and Budget Narrative submitted by Mr. Byfield and approved by Chavela Delp from the Dept. of Education, (*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*). They also reviewed a grant award letter for the FY2017 adding an additional \$31,629 to be disbursed to the 48 LIHEAP Tribe's 2017 allocations. (*copies in Council packets*). There was some discussion.

Gift Shop – Mr. Gehr reports that we are currently in the red, but that we do expect improvements this summer. They also discussed the ongoing use of the gift shop as a work experience and retail training program. There was some discussion.

Ms. Reece motioned to approve the Executive Director's report for July 7, 2017; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

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

There was no public comment.

Mr. Mattz motioned to approve the Financial Report for May 2017; Mr. Chapman 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.

VIII. OLD BUSINESS – Resolution 17.03 – Blanket Authorization

The council discussed and voted to rescind the Blanket Authorization Resolution 17.03 that authorized Gregory W. Gehr as the Acting Executive Director, affective as of July 10th 2017

Ms. Quinnell motioned to Rescind the Resolution 17.03; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

IX. NEW BUSINESS – NCCLF Loan

- A. Northern California Community Loan Fund (NCCLF) Loan** – Mr. Gehr and the Council reviewed a budget breakdown, which listed the funds that were remaining from the NCCLF loan. These funds can be utilized to cover Carson Block expenses. The 1st floor Carson Block window treatments and air vent improvements/repairs are the first use of these funds.. There are still several building and tenant improvements remaining, such as carpeting the third floor theatre space, and ventilation/air for the 3rd street retail space. If there are any remaining funds after all Carson Block improvements are complete, the remaining funds may be paid to NCCLF to lower the interest rate, which will in turn lower the final balloon payment on the Carson Block Building loan. Some projections of the effect of various payments on the balloon balance and interest rate were discussed, however all required remaining Carson Block work will need to be completed before a remaining balance (if any) can be determined.
- B. Strategic Plan Update** – Mr. Gehr, Ms. Hamilton Gentry and the Council reviewed and discussed the Strategic Plan Update for 2017, which provides a conceptualization of how the Governing Council and staff, in collaborative partnership, envision the

operations and growth of the agency. They reviewed and discussed how well we are doing to meet the goals and objectives outlined in the Strategic Plan.

X. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from the McKinleyville Rodeo Association in the amount of \$250 to sponsor saddles, prizes and also the entry fee for the rider Helena Rogers. (*copies in Council packets*).

It was the consensus of the Council not to assist with the McKinleyville Rodeo Association's request due to the fact that it sponsored an individual and not a group.

Request No. 2 – The Council reviewed a request from the Del Norte Little League for any amount to sponsor their travel expenses for the Oregon State Little League Tournament (*copies in Council packets*).

It was the consensus of the Council not to assist with the Del Norte Little League's request due to the fact that they requested travel expenses for out of state travel.

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

XIII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, August 11, 2017 at 2:00 p.m., in the Council room at 241 F Street, Eureka.

XIV. ADJOURNMENT

Ms. Padgette motioned to adjourn the meeting; Mr. Chapman seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 5:18 p.m.

Respectfully Submitted,

Trina Mathewson



Council Secretary

Prepared By



Cheyanne Souza