

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – DECEMBER 12, 2015**

***MINUTES***

**I. CALL MEETING TO ORDER**

Ms. Padgette called the meeting to order at 12:16 p.m.

**II. ROLL CALL – Ms. McNeal called the roll:**

**Members Present**

Denise Padgette	Del Norte County Representative
LaWanda Quinnell	Del Norte County Representative
Nadine McNeal	Siskiyou County Representative
Wilverna Reece	Siskiyou County Representative
Diane Holliday	Humboldt County Representative
Ruby Rollings	Humboldt County Representative
Patrick Chapman	Trinity County Representative
Dena Magdaleno	Trinity County Representative
Jack Mattz	Member at Large

**Members Absent – None.**

**III. INTRODUCTION OF GUESTS**

Ms. Rollings' granddaughters Eunice, Alexa and Amara, as well as, Skylar McNeal and Daniel Hunt were recognized.

**IV. APPROVE AGENDA**

Ms. Rollings motioned to approve the agenda; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

**V. ELECTION OF OFFICERS**

Ms. Magdaleno motioned Ms. Padgette remain as Chairwoman, Ms. Rollings remain as Vice-Chairwoman and Ms. McNeal remain as Secretary; Ms. Reece seconded; **MOTION** carried by unanimous vote.

Ms. Rollings nominated Ms. Quinnell as Treasurer; Ms. Padgette seconded; Ms. Holliday motioned nominations for Treasurer be closed; Ms. Magdaleno seconded; Ms. Quinnell was elected Treasurer by unanimous vote.

**VI. APPROVE MINUTES**

Ms. Rollings motioned to approve the minutes from October 10, 2015; Ms. Holliday seconded; *Abstain – Ms. Reece*; **MOTION** carried.



## VII. STAFF REPORTS

### A. Executive Director

**DOL/WIOA** (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Coltra and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of November 1, 2015 (*copies in Council packets*). We have 47 enrolled participants, 37 are active and 4 have exited, 4 have been employed, with 0 negative exit. We have 6 On-the-Job Training (OJT) participants, 5 Work Experience (WE), 17 Classroom Training (CRT) for vocational education and 19 direct placements (DP) with supportive services. This new program began July 1, 2015 and will be fully implemented in 2016. There was some discussion.

They reviewed and discussed an email from DOL Federal Project Officer Guy Suetopka, which is a summary of the September WIOA quarterly reports (*copies in Council packets*). Mr. Suetopka noted the reports were submitted on time and have been accepted. We expended all funding under the DOL youth program, where 17 youth were served. With additional funding from other sources, 34 youth were enrolled for summer employment, with 32 youth attaining performance goals and exited the program. Under the Adult CSP, which began in September 2015, we have expended 3.5% of our funding and we have exceeded 2015 national goals for adults entering employment and retaining their positions, as well as, their average earnings. There was some discussion.

They reviewed a DOL Employment & Training Administration Financial Report for grant number AB25734YW0 (SYS) through September 30, 2015 with \$38,254 in expenditures (*copies in Council packets*) and for grant number AB25734TI0 (CSP) through September 30, 2015 with \$50,580 in expenditures, fully expending the funds for this grant (*copies in Council packets*). They reviewed a DOL Employment & Training Administration Financial Report for grant number AB25734YY0 (CSP) through September 30, 2015 with \$8,708 in expenditures (*copies in Council packets*). There was some discussion.

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

**CA AIRRP** (California American Indian Rapid Response Program) – Mr. Coltra and the Council reviewed a received WIOA Subgrant Agreement for grant number K6100373 with an allocation of \$120,212 (*copies in Council packets*). We received this grant application last November, but the contract term is July 1, 2015 through June 30, 2016. They reviewed a Summary of Expenditures for grant number K6100373 for the following dates: through July 31, 2015, with total expenditures of \$10,101; through August 31, 2014, with total expenditures of \$22,770; through September 30, 2015, with total expenditures of \$32,811; through October 31, 2015, with total expenditures of \$42,500 and through November 30, 2015, with total expenditures of \$53,038 (*copies in Council packets*). There was some discussion.

**CSD** (CA Department of Community Services and Development) – Mr. Coltra and the Council reviewed and discussed a letter from Field Operations Unit Manager Leslie Taylor concerning our 2016-17 Community Action Plan (CAP) which incorporated new federal organizational standards (*copies in Council packets*). Ms. Taylor stated our 2016-17 CAP has been reviewed and approved.

**CSBG** (Community Service Block Grant) – Mr. Coltra and the Council reviewed Expenditure/Activity Reports for LPA grant number 15F-2103 for the following dates: through September 30, 2015, with total expenditures of \$8,542 and an advance repayment of \$5,083; through October 31, 2015, with total expenditures of \$9,524 and an advance repayment of \$6,777; through November 30, 2015, with total expenditures of \$11,020 and an advance repayment of \$6,777 (*copies in Council packets*). They reviewed a signed Standard Agreement and budget for LPA grant number 16F-5103, with term of January 1, 2016 through December 31, 2016 and an allocation of \$32,455 (*copies in Council packets*). There was some discussion.

Mr. Coltra and the Council reviewed a signed Justification for Contract Amendment/Modification for Set-Aside grant number 15F-2104, which requests a term extension through April 30, 2016 (*copies in Council packets*). They reviewed Expenditure/Activity Reports for Set-Aside grant number 15F-2104 through September 30, 2015, with total expenditures of \$144,835 and an advance repayment of \$76,233 and through October 31, 2015 with total expenditures of \$136,356 and an advance repayment of \$76,233 (*copies in Council packets*). They reviewed a signed Standard Agreement and budget for Set-Aside grant number 16F-5104, with a term of January 1, 2016 through December 31, 2016 and an allocation of \$486,722 (*copies in Council packets*). There was some discussion.

**CSBG Discretionary** (Building Bridges to Success) – Mr. Coltra and the Council reviewed and discussed a progress report for Discretionary grant number 15F-2424 through October 31, 2015 (*copies in Council packets*). This grant funding will provide parenting classes and financial literacy classes to families. They reviewed Expenditure/Activity Reports for Discretionary grant number 15F-2424 for the following dates: through September 30, 2015, with expenditures of \$5,393; through October 31, 2015, with expenditures of \$4,530; through November 30, 2015, with expenditures of \$3,888 (*copies in Council packets*).

**DHHS** (U.S. Department of Health and Human Services) – Mr. Coltra and the Council reviewed our approved Nonprofit Rate Agreement, with final indirect cost rates through 2014 and provisional rates through 2016 (*copies in Council packets*).

**DNIEC** (Del Norte Indian Education Center) – Mr. Coltra and the Council reviewed a letter from Coordinated Student Support Division Director Gordon Jackson of the California Department of Education pertaining to expenditure report due date schedules and another letter concerning program accounting and fiscal management requirements (*copies in Council packets*). They reviewed a letter from Operations Director André Cramblit that accompanied our End-of-Year narrative report for PY 2014-15 (*copies in Council packets*). They reviewed a final Expenditure Report for

PY 2014-15 through October 31, 2015, with expenditures of \$32,765 (copies in Council packets). Discussion ensued.

They reviewed an executed Grant Award Notification from the California Department of Education for PY 2015-16, with a term of October 1, 2015 through September 30, 2016 and an allocation of \$255,004; an approved budget was attached (copies in Council packets). They reviewed an Expenditure Report through November 30, 2015, with expenditures of \$16,895 (copies in Council packets). There was some discussion.

**TUPE** (Tobacco-Use Prevention Education) – Mr. Coltra and the Council reviewed and discussed an End-of-Year Report for the IEC TUPE program for PY 2014-15 (copies in Council packets). They reviewed a final Expenditure Report for PY 2014-15 through October 31, 2015, with expenditures of \$6,313 (copies in Council packets).

They reviewed and discussed an executed Grant Award Notification from the California Department of Education for P 2015-16, with a term of October 1, 2015 through September 30, 2016 and an allocation of \$48,000; an approved budget was attached (*copies in Council packets*). They reviewed an Expenditure Report through November 30, 2015, with expenditures of \$3,791 (copies in Council packets).

**LIHEAP** (Low Income Housing Energy Assistant Program) – Mr. Coltra and the Council reviewed a Notice of Grant Award for PY 2016 from the Administration for Children and Families, with a term of October 1, 2015 through September 30, 2017 and an allocation of \$264,911 (copies in Council packets). They reviewed a list of 49 Tribes we administer LIHEAP funds for, showing how much of each Tribal allocation has been expended and the amount currently remaining; a total of \$2,738 has been expended for direct services leaving \$219,015 (*copies in Council packets*). Discussion ensued.

**ITG** (Intertribal Gathering) – Mr. Coltra and the Council reviewed a funding request letter to Bella Waters of the Cooperative Community Fund (CCF) in the amount of \$2,000 (copies in Council packets). We received \$1,000 from CCF toward 2016 ITG expenses. There was some discussion.

**U.S. Bank** – Mr. Coltra said we applied for a mini-grant through U.S. Bank community fund and were awarded \$10,000 to be applied to our youth employment program; approximately five youth will be assisted in employment training with these funds. There was some discussion.

**Carson Block Building** – Mr. Coltra said we recently went through a financial review of expenditures for the Carson Block Building and he expects there will be no findings. There was some discussion.

**Gift Shop** – Even though we have had some in-store and online sales, sales are down from this time in years past.

*There was no public comment.*

Ms. Holliday motioned to approve the Executive Director's report for December 12, 2015; Ms. Rollings seconded; **MOTION** carried by unanimous vote.

**B. Fiscal Report**

Mr. Coltra and the Council reviewed and discussed the September 2015 and October 2015 Financial Reports (*copies in Council packets*).

*There was no public comment.*

Ms. Rollings motioned to approve the Financial Reports through September 30, 2015 and October 31, 2015; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

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

**IX. NEW BUSINESS** – *There was no new business.*

**X. REQUESTS FOR ASSISTANCE** – *There were no requests for assistance.*

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

**XII. SCHEDULE NEXT MEETING**

The next Regular Council Meeting is scheduled for Saturday, January 9, 2016 at 10:00 a.m., in the council room at our temporary office located at 517 5<sup>th</sup> Street, Eureka.

**XIII. ADJOURNMENT**

Ms. Holliday motioned to adjourn the meeting; Ms. Reece seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 1:38 p.m.

Respectfully Submitted,



Nadine McNeal  
Council Secretary

Prepared By



Wendy Kull