

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – APRIL 10, 2020**

MINUTES

I. CALL MEETING TO ORDER

Ms. Rollings called the meeting to order at 1:24 p.m.

II. ROLL CALL

Members Present

Dena Magdaleno
Denise Padgette
Fred Case
Lonyx Landry
Mindy Natt
Ruby Rollings
Tracy Foster-Olstad
Trina Mathewson
Wilverna Reece

Member at Large
Del Norte County Representative
Siskiyou County Representative
Trinity County Representative
Del Norte County Representative
Humboldt County Representative
Trinity County Representative
Humboldt County Representative
Siskiyou County Representative

Members Absent

There were no members absent.

III. INTRODUCTION OF GUESTS

There were no guests.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Ms. Foster-Olstad motioned to approve the regular meeting minutes from February 7, 2020; Ms. Padgette seconded; **MOTION** carried by unanimous vote.

VI. STAFF REPORTS

A. Executive Director

Mr. Gehr addressed the Council regarding how we are now conducting the Council meeting electronically. The meeting is open to the public. Any person wishing to be a part of the council meeting would come to the NCIDC Eureka office, where they would be seated in the council chambers. They would be able to watch the electronic meeting on the large screen TV in this meeting room, and allowed to participate during the public comment period. All guests would be expected to follow social distancing protocols. The Council Chambers are large enough to accommodate three to four individuals with proper separation. If more guests than that were to attend, the staff would relocate the public viewing to the third floor theatre area of the Carson Block building which is a larger space that can accommodate more people while still maintaining over six feet of separation between each guest.

Mr. Gehr and the Council reviewed the letters regarding the Covid-19 pandemic we sent out to our funding representatives. The letters addressed numerous issues such as a much needed term extension, administrative leave policies, and how we plan to keep our staff safe while we continue to operate during the COVID-19 emergency. (*copies in Council packets*). There was further discussion.

NCIDC staff has continued implementation of social distancing around the office and while seeing clients for services. We have implemented phone intake procedures for clients, minimized the density of workers in the office at any one time, and begun curbside delivery of vouchers and other documents to clients. Masks, gloves, sanitizing supplies, and non-contact temperature monitoring are all being utilized by staff. We are taking this very seriously and following both the federal and state mandates and guidelines.

CSBG (Community Service Block Grant) – Mr. Gehr and the Council reviewed the justification for contract amendment/modification for CSBG Discretionary grant number 19F-4457. The amendment was necessary in order to purchase laptops, scanners, and cloud based services in order to allow staff to work remotely for portions of the week to follow both county and state orders to shelter in place and federal guidance requiring social distancing (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed the Close-Out Report for CSBG LPA grant number 19F-4103. We have fully expended the \$122,000 contract allocation (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed and discussed the justification for contract amendment/modification for CSBG Set-Aside grant number 19F-4104. The term extension request is for a 31 day extension through 5/31/2020 to allow the California American Indian CSBG network which includes tribes and subcontractors to fully expend and closeout CSBG contracts. (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG Set-Aside grant number 19F-4104 through February 29, 2020, with total expenditures of \$112,607.00 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG LPA grant number 20F-3103 through February 29, 2020, with total expenditures of \$6,106.05 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for CSBG SA grant number 20F-3104 through February 29, 2020, with total expenditures of \$27,119.57 (*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 summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of March 2020 (*copies in Council packets*). There are 46 enrolled participants, 29 have exited, 39 have been employed, with 0 negative exits. There are no On-the-Job Training (OJT) participants at this time, there are three Work Experience (WE), and seven Classroom Training (CRT) for vocational education and two direct placements (DP) with supportive services. Mr. Gehr and the Council reviewed a summary of current enrollment in the Youth Comprehensive Services Program (CSP). There are fourteen enrolled participants, fourteen have exited, fourteen have been positive placements with 0 negative exits (*copies in Council packets*). There was further discussion.

WILDFIRE (National Dislocated Worker Grant code 1125) – Mr. Gehr and the Council reviewed the Monthly Report for the 2017 CA Wildfires for the month of February 2020 (*copies in Council packets*). The Executive Director, Ms. Strong and Mr. Mathews have collaborated to develop a new stringent set of safety policies which will allow the crews to continue to work under the current conditions, such as temperature taking when arriving to work, use of vehicles, gloves, face mask procedures, hand washing, sanitizers, and tool sterilization procedures among others. There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1125 Sub grant Agreement K8108741, through February 2020, with total expenditures of \$110,860.06 (*copies in Council packets*). There was further discussion.

CARR FIRE (National Dislocated Worker Grant code 1135) – Mr. Gehr and the Council reviewed the Carr fire Monthly Report for the month of February 2020 (*copies in Council packets*). This program has been shut down due to funding. The Covid-19 Pandemic has also slowed the funding at the source. There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1135 Sub grant Agreement K9111522, through February 2020, with total expenditures of \$398,970.95 (*copies in Council packets*). There was further discussion.

2018 MEGAFIRES Workforce Development (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the monthly Report for the month of February 2020 for the 2018 Megafires workforce development component grant code 1140 (*copies in Council packets*). The Butte crews have completely been shut down due to the Covid-19 pandemic. We cannot have crews working without guidance and the county agency's that provided much our needed guidance shut down due to a possible Covid-19 exposure. There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1140 Sub grant Agreement K9111522, through February 2020, with total expenditures of \$151,466.86 (*copies in Council packets*). There was further discussion.

2018 MEGAFIRES Temporary Jobs (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the monthly report for the month of February 2020 for 2018 Megafires Temporary Jobs Component grant code 1143 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1143 Sub grant Agreement K9111522, through February 2020, with total expenditures of \$360,745.07 (*copies in Council packets*). There was further discussion.

2019 STORMS (Severe Winter Storms National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the monthly report for February 2020 for grant code 1160 (*copies in Council packets*). This program is also currently in a standstill due to the shelter in place mandate and Covid-19 pandemic. There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1160 Sub grant Agreement AA011047, through February 2020, with total expenditures of \$0.00 (*copies in Council packets*). There was further discussion.

COVID-19 Concept Paper Employment Recovery – Mr. Gehr and the Council reviewed and discussed the concept paper for the Employment Recovery NDWG that will provide Workforce Development Services for Dislocated Workers who were laid off as a result of the Coronavirus 2019 (COVID) Pandemic Response. California's Native population has proven to be one of the hardest to reach and serve of the clientele groups for our workforce system. California Indians continue to reflect a high rate of both unemployment and poverty. The hospitality industry examples are resorts, golf courses, casinos, and restaurants, which supports approximately 63,000 jobs statewide, sometimes being the largest employers in their respective regions is the largest source of income for tribes and their surrounding rural communities. Native American food and retail businesses, as well as casinos that normally operate 24 hours a day, have all closed their doors. These industries provide critical services to Indian communities, including healthcare, law enforcement, education, child welfare, and many others. Indian Country's resources were stretched thin to begin with, and the coronavirus pandemic is exacerbating the disparities (*copies in Council packets*) There was further discussion.

COVID-19 Concept Paper Disaster Recovery – Mr. Gehr and the Council reviewed and discussed the concept paper for the Disaster Recovery NDWG that will provide disaster recovery employment and career and training services for individuals impacted the Coronavirus 2019 (COVID) Pandemic Response. NCIDC will train participants in skills required for cleanup and recovery efforts including sanitation and cleaning of COVID-19 affected public spaces and essential service areas as well as in thorough personal protection methods so they can be placed in temporary jobs in appropriate public facilities. NCIDC will provide protective equipment as a supportive service to ensure the safety of our participants, in addition to other supportive services as needed. These activities will assist efforts in preventing the spread of COVID-19 and ensuring the safety of essential staff at Tribal and other public agencies as they provide necessary public services. Training for provision of humanitarian aid such as food delivery and technological assistance for the continued function of essential services may be additional activities under this proposal, as appropriate (*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 540 Sub grant Agreement K9111522, through February 2020, with total expenditures of \$76,540.98 (*copies in Council packets*). Ms. Tamico Thomas our Southern California Rapid Response coordinator’s hours were increased based on remaining budget availability to meet the current high demand of services due to the Covid-19 crisis. She is distributing flyers and letters offering guidance in regard to available services and local resources. Madison Flynn is the Northern California Rapid Response Coordinator and has been working in conjunction with Ms. Thomas to provide services. There was further discussion.

LIHEAP (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the list of 48 Tribes in our LIHEAP program , showing how much of each Tribal allocation has been expended and the amount currently remaining for the FY 2020 (*copies in Council packets*). Mr. Gehr and the Council also reviewed and discussed the notification letter sent out to all of our LIHEAP Tribal coordinators regarding the changes brought on by the Covid-19 pandemic. The letter addressed how we can now offer over the phone intakes and the ability to submit necessary documentation thru email etc. thus increasing safety by limiting face to face contact with clients (*copies in Council packets*). There was further discussion.

CLIENT SERVICES – Mr. Gehr and the Council discussed how we are still able to serve clients while NCIDC is currently closed to the public due to the Covid-19 pandemic. We are currently doing over the phone intakes and accepting requested documentation thru email or text messages. We are also offering curb side pick-up and mailing as options to get vouchers and process other required documentation. If clients do need to come in for a face to face they will be asked to meet the case-manager in the new client intake area set up within the NCIDC warehouse at the rear of the building (very open and airy space with a separate ADA-accessible street entrance) (*copies in Council packets*). There was some discussion.

SUD (Youth Substance Use Disorder Prevention Program) – Ms. Flynn and the Council discussed and reviewed the application approval letter for the Youth

substance use disorder prevention program in the amount of \$999,990.00. Ms. Richeson and Ms. Flynn worked diligently on this grant and are excited to be able to provide these much needed services to our local tribal youth (*copies in Council packets*). Staff will be working with the funding source to redesign services in light of the COVID-19 shelter in place order, and more information should be available at the next Council meeting following meetings with the funders. There was some discussion.

DNIEC (Del Norte Indian Education Center) – Ms. Flynn and the Council discussed the various activities the Ed center staff has been providing to the students such as providing a weekly online reading session and traditional story telling. They are also providing online tutoring services thru zoom to the students (*copies in Council packets*). There was some discussion.

CENSUS – Mr. Gehr, Ms. Richeson and the Council discussed the next Census PSA (public service announcement) that will be released. We also have a virtual event taking place on May 4th, “may the fourth be with you”. It will be a Star Wars themed event (*copies in Council packets*). There was some discussion.

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

There was no public comment.

Ms. Padgette motioned to approve the Executive Director’s report for April 10, 2020; Mr. Case seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Byfield and the Council reviewed and discussed the February 2020 Financial Report. During this discussion the statement of financial position was reviewed as well as monthly statements of revenue and expenditures for NCIDC’s grant contracts (*copies in Council packets*).

There was no public comment.

Ms. Reece motioned to approve the February 2020 Financial Report; Mr. Landry seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

There was no new business.

IX. REQUESTS FOR ASSISTANCE

There were no requests for assistance.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

There were no public comments.

XI. EXECUTIVE SESSION

There was no Executive Session

XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Friday, May 8, 2020 at 1:00 p.m., by teleconference.

XIII. ADJOURNMENT

Ms. Padgette motioned to adjourn the meeting; Ms. Reece seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 3:06 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyenne Souza
Executive Assistant