

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – JULY 11, 2025**

***MINUTES***

**I. CALL MEETING TO ORDER**

Ms. Mathewson called the meeting to order at 1:00 p.m.

**II. ROLL CALL**

**Members Present**

Amanda O'Connell  
Frederick Case  
Jace Baldosser  
Jennifer Goodwin  
Lonyx Landry  
Tracy Foster-Olstad  
Trina Mathewson

Del Norte County Representative  
Siskiyou County Representative  
Humboldt County Representative  
Siskiyou County Representative  
Trinity County Representative  
Trinity County Representative  
Humboldt County Representative

**Members Absent**

Denise Padgett  
Phil Williams

Humboldt County Representative  
Del Norte County Representative

**III. INTRODUCTION OF GUESTS**

*There were no guests recognized.*

*NCIDC staff in attendance were Ms. Madison Flynn Chief Executive Officer, Mr. Chris Byfield Chief Administrative Officer, Ms. Cheyanne Souza Executive Assistant, Ms. Aubrey Richeson Planner/Data Analyst, Mr. Ryan Westbury Systems Administrator, Ms. Shannon Bresnahan HR Coordinator, Ms. Joyce Jones Eastern Regional Manager, Ms. Rosie Kerr Case Manager, and Mr. Thor Arwood Fiscal Manager, and Mr. Marc "Bubba" Riggins Youth Services Coordinator*

**IV. APPROVE AGENDA**

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

**V. APPROVE MINUTES**

Ms. Foster-Olstad motioned to approve the regular meeting minutes from June 6<sup>th</sup>, 2025; Mr. Baldosser seconded; **MOTION** carried by unanimous vote.

## VI. STAFF REPORTS

### A. Executive Management Report

NCIDC uses a hybrid meeting format. The meeting is open to the public. Any person wishing to be a part of the Council meeting is welcome to come to the NCIDC Eureka office, where they would be seated in the Council Chambers.

**CSBG** (Community Service Block Grant) – Ms. Flynn and the Council also reviewed and discussed the Expenditure/Activity Report for CSBG LPA grant number 25F-6103 through May 31<sup>st</sup>, 2025, with total expenditures of \$14,031.72 (copies in Council Dropbox). This funding is utilized for our core administrative activities and supports all other programs through our official designation as a Limited Purpose Agency (LPA). There was further discussion.

Ms. Flynn and the Council reviewed and discussed the Expenditure/Activity Report for CSBG SA grant number 25F-6104 through May 31<sup>st</sup>, 2025, with total expenditures of \$141,007.09 (copies in Council Dropbox). We have successfully sent out the 2025 Tribal contracts and subcontracts. There was further discussion.

Ms. Flynn and the Council also reviewed and discussed the CSBG Closeout package for contract 24F-3104 (copies in Council Dropbox). We have fully expended both the NAI and Discretionary contracts, and the programmatic reports have been reviewed and accepted. There was some discussion.

**2022 QUEST NDWG** – Ms. Flynn, Ms. Kerr and the Council reviewed and discussed the monthly report for QUEST NDWG for May 2025 (copies in Council Dropbox). Ms. Flynn and the Council reviewed the WIOA Summary of Expenditures for Grant Code 1262 Sub grant Agreement AA311053, through May 31, 2025, with total expenditures of \$280,225.28. Ms. Kerr shared with the Council that we are currently recruiting new participants. We have received 8 applications, but 5 of those are still incomplete despite multiple staff follow-ups. The three applicants with complete applications will start on Wednesday July 16<sup>th</sup> (copies in Council Dropbox). There was further discussion.

**2024 Severe Winter Storms DR NDWG** – Ms. Flynn, Ms. Jones and the Council reviewed and discussed the 2024 Severe Winter Storms DR NDWG Monthly report and the WIOA Summary of Expenditures for Grant Code 1296 Sub grant Agreement AA11046, May 2025 with total expenditures of \$203.77 (copies in Council Dropbox). Ms. Jones shared with the Council that she has been communicating with Berry Creek Rancheria staff to finalize the worksite agreement. Completing agreements can take a long time with Tribes, and the documents need to go through multiple approval steps. Tribal councils also only meet intermittently, which causes the approval process to take longer. NCIDC staff regularly check in and make themselves available for any questions that arise to help ensure that everything proceeds smoothly (*copies in Council Dropbox*). There was further discussion.

**CA AIRRP** (California American Indian Rapid Response Program) – Ms. Flynn and the Council reviewed and discussed the Rapid Response WIOA Summary of

Expenditures for grant code 541 Sub grant agreement AA411069, through May 2025, with total expenditures of \$84,038.13 (copies in Council Dropbox). Mr. Joe Davis, our Rapid Response Coordinator, was recently re-elected as the Hoopa Tribal Chairman and so we are currently looking to hire the vacant Rapid Response Coordinator position. Mr. Davis did successfully put on the 2<sup>nd</sup> annual workforce development summit “Pathways to Indian Prosperity” held on Thursday June 26<sup>th</sup>, 2025, at the Blue Lake Rancheria. The event was a huge success with multiple Tribal organizations in attendance. There was further discussion.

**HAF+WRCF Fund** (Humboldt Area Foundation + Wild Rivers Community Foundation) –Ms. Flynn and the Council reviewed and discussed the grant award letter from Humboldt Area Foundation + Wild Rivers Community Foundation, Tom & Stephanie Perrett Community Fund in the amount of \$1,000.00. The funding will be utilized for the Del Norte Indian Education Center’s Summer program (copies in Council Dropbox).

**Staff/Program Reports** Written staff/program activity reports for Humboldt, Del Norte, and Siskiyou County were included in the Council packets for their review.

*There was no public comment.*

Ms. O’ Connell motioned to approve the Executive Management’s report for July 11<sup>th</sup>, 2025; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

## **B. Fiscal Report**

Mr. Arwood and the Council reviewed and discussed the May 2025 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 Dropbox).

*There was no public comment.*

Ms. Foster-Olstad motioned to approve the May 2025 Financial Report; Mr. Landry seconded; **MOTION** carried by unanimous vote.

## **VII. OLD BUSINESS**

*There was no old business.*

## **VIII. NEW BUSINESS**

**Fiscal Policy Update** – Mr. Byfield and the Council reviewed and discussed the updated Cash Management Policy in the agency’s Fiscal Policies. The update had been requested by the agency’s auditors during the 2024 audit to include more detailed requirements on the timing and need for deposits of cash to ensure timely processing

and depositing of Gift Shop cash receipts. The updates were outlined, and the improvements were welcomed by the Council (copies in Council Dropbox).

*There was no public comment.*

Ms. Foster-Olstad motioned to approve the fiscal policy update on the Cash Management policy; Mr. Case seconded; **MOTION** carried by unanimous vote.

## **IX. REQUESTS FOR ASSISTANCE**

**Request No. 1** – The Council reviewed a request from Myah Dowd representing the Weitchpec Brush Dance for \$500 to assist with consumable supplies for the Weitchpec Brush Dance (copies in Council Dropbox). There was further discussion.

Mr. Landry motioned to approve \$500 to assist with consumable supplies for the Weitchpec Brush Dance; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

## **X. PUBLIC COMMENT / INFORMATION / THANK YOU**

**Greater Eureka Chamber of Commerce Family Mixer** – Ms. Flynn shared with the Council a flyer for the Greater Eureka Chamber of Commerce's Summer Fun, Family Mixer. It's a free event held at Redwood Acres for the Greater Eureka Chamber member employees and their immediate families. The event takes place on Thursday July 17<sup>th</sup>, from 5:00 to 8:00 pm (copies in Council Dropbox).

**Da'Luk Family Kayaking Day** – Mr. Riggins shared with the Council what a successful event the Da'luk Family Kayaking Day was, which took place this morning from 10:00 -12:00 at HumBoats Dock on Woodley Island Marina in Eureka (copies in Council Dropbox).

**Traditional Stick & Lacrosse Culture Exchange Day Camp** – Mr. Riggins shared with the Council the Traditional Stick & Lacrosse Culture Exchange Day Camp scheduled for July 29<sup>th</sup>, 30<sup>th</sup>, and 31<sup>st</sup> at Sue-meg State Park from 10:00 - 5:00 pm. For more information, please call Bubba Riggins (707) 445-8451 (copies in Council Dropbox).

**Gathering of Native Americans (GONA)** – Mr. Riggins shared with the Council that the Eureka Gathering of Native Americans (GONA) has been scheduled for July 15<sup>th</sup>, 16<sup>th</sup>, and 17<sup>th</sup> from 9 am – 5pm at the Wharfinger building located at 1 Marina Way Eureka, CA. For more information, please call Vincent Feliz (707) 445-8451.

**26<sup>th</sup> Annual Karuk Tribal Reunion** – Ms. Goodwin shared with the Council that the 26<sup>th</sup> Annual Karuk Tribal Reunion is scheduled for Saturday September 13<sup>th</sup> at 64236 2nd Ave, Happy Camp, CA for questions please call: (707) 951-9910.

**Tolowa Dee-Ni` Nation's 18<sup>th</sup> Annual Dee-Ni` Day** – Ms. O'Connell shared with the Council that the Tolowa Dee-Ni` Nation's 18<sup>th</sup> Annual Dee-Ni` Day takes place on Saturday September 6<sup>th</sup>, from 9am to 4pm at the Howonquet Hall Community Center. For more info call: 707 487-9255 or email [media@tolowa.com](mailto:media@tolowa.com).

**Trinidad Rancheria's Ner-er-Nerh Day** – Ms. Mathewson shared with the Council that the Trinidad Rancheria's Ner-er-Nerh Day takes place on Saturday September 27<sup>th</sup>, from 11am to 4pm at 1 Bay Street, Trinidad CA. For more information, please call James Brown: (707) 382-8138.

#### **XI. SCHEDULE NEXT MEETING**

The next Regular Council meeting is scheduled for Friday, August 8<sup>th</sup>, 2025, at 1:00 pm

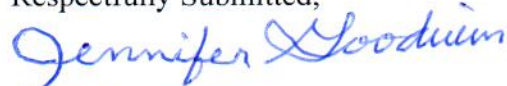
#### **XII. EXECUTIVE SESSION**

Ms. Flynn and the Council entered an Executive Session. Upon exiting the executive session, Ms. Foster-Olstad reported out that Council had reviewed and accepted the annual CEO performance appraisal.

#### **XIII. ADJOURNMENT**

Mr. Case motioned to adjourn the meeting; Mr. Landry seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:22 pm

Respectfully Submitted,



Jennifer Goodwin  
Council Secretary

Prepared By



Cheyenne Souza  
Executive Assistant