

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – AUGUST 8, 2025**

***MINUTES***

**I. CALL MEETING TO ORDER**

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

**II. ROLL CALL**

**Members Present**

Amanda O'Connell	Del Norte County Representative
Denise Padgette	Humboldt County Representative
Frederick Case	Siskiyou County Representative
Jace Baldosser	Humboldt County Representative
Jennifer Goodwin	Siskiyou County Representative
Lonyx Landry	Trinity County Representative
Tracy Foster-Olstad	Trinity County Representative
Trina Mathewson	Humboldt County Representative

**Members Absent**

Phil Williams	Del Norte County Representative
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**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, Ms. Shannon Bresnahan HR Coordinator, Ms. Joyce Jones Eastern Regional Manager, Ms. Rosie Kerr Case Manager, Mr. Thor Arwood Fiscal Manager, Mr. Vincent Feliz Da'luk Program Coordinator, and Mr. Marc "Bubba" Riggins Youth Services Coordinator*

**IV. APPROVE AGENDA**

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

## V. APPROVE MINUTES

Ms. Foster-Olstad motioned to approve the regular meeting minutes from July 11<sup>th</sup>, 2025; Ms. Goodwin seconded; **MOTION** carried by unanimous vote.

Ms. Foster-Olstad motioned to approve the special meeting minutes from June 27<sup>th</sup>, 2025; Ms. O'Connell seconded; Mr. Case, Ms. Padgett, and Ms. Goodwin abstained; **MOTION** carried.

## 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.

Ms. Flynn introduced Mr. Grant Klopmeier to the Council as our recently hired Rapid Response Coordinator. Mr. Grant Klopmeier addressed the Council and thanked them for the opportunity. The Council welcomed Mr. Klopmeier to NCIDC.

**CSBG** (Community Service Block Grant) – Ms. Flynn and the Council reviewed and discussed the Expenditure/Activity Report for CSBG LPA grant number 25F-6103 through June 30, 2025, with total expenditures of \$9,956.41 (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 June 30, 2025, with total expenditures of \$117,305.79 (copies in Council Dropbox). We have been diligently executing the 2025 Tribal contracts and subcontracts. There was further discussion.

**DOL/WIOA** (Department of Labor - Workforce Innovation and Opportunity Act) – Ms. Flynn and the Council reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number IA000027IOU (2023 SYSP Youth) through July 18, 2025, with \$63,335.00 in total expenditures (copies in Council Dropbox). There was some discussion.

Ms. Flynn and the Council reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number IA000124WH0 (2024 CSP) through July 18, 2025, with \$0.00 in total expenditures as these funds have not yet been utilized (copies in Council Dropbox). There was some discussion.

Ms. Flynn and the Council also reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number IY000072WE0 (2024 SYSP Youth) through July 18, 2025, with \$67,198.00 in total expenditures (copies in Council Dropbox). There was some discussion.



**2022 QUEST NDWG** – Ms. Flynn, Ms. Kerr and the Council reviewed and discussed the monthly and quarterly report for QUEST NDWG for June 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 June 2025, with total expenditures of \$283,614.45. Staff are currently enrolling new participants. NCIDC received an additional 8 applications since last month, coming to 16 applications for 3 available work experience positions. Most of those are still incomplete despite multiple staff follow-ups, so we enrolled the first three applications that were complete. The remaining will be enrolled in WIOA, as there is a clear need for employment and training in the area (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, June 2025 with total expenditures of \$203.77 (copies in Council Dropbox). Ms. Jones shared with the Council that we are continuing participant recruitment and working with Berry Creek Rancheria to obtain a worksite agreement. Tribal government approval processes are slow, especially when their Tribal council only meets monthly. In addition, many Tribal staff took time off in June. However, staff are scheduled to follow-up with NCIDC in July. We will maintain consistent communication and NCIDC staff will make themselves available for questions as the Tribe moves through the approval process (*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 Quarterly Narrative Report PY 2024-25 (copies in Council Dropbox). Ms. Flynn and the Council also reviewed and discussed the WIOA Summary of Expenditures for Grant Code 541 Sub grant Agreement AA411069, through June 2025, with total expenditures of \$112,176.67 (copies in Council Dropbox). There was further discussion.

**LIHEAP** (Low Income Home Energy Assistance Program) – Ms. Flynn, Ms. Richeson and the Council reviewed and discussed the LIHEAP quarterly performance and management report which listed the number of households assisted as 149 and the number of households where LIHEAP prevented the loss of home energy as 93 (copies in Council Dropbox). Ms. Flynn and the Council also reviewed and discussed the list of the 48 Tribes in our LIHEAP program, showing how much of each Tribal allocation has been expended to date (copies in Council Dropbox). Ms. Flynn also informed the Council that Monday we will notify Tribes that we are beginning spend down to make sure we get to the carry-over threshold. There was some discussion.

**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. Foster-Olstad motioned to approve the Executive Management's report for August 8<sup>th</sup>, 2025; Mr. Landry seconded; **MOTION** carried by unanimous vote.



## **B. Fiscal Report**

Mr. Arwood and the Council reviewed and discussed the June 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 June 2025 Financial Report; Ms. Goodwin seconded; **MOTION** carried by unanimous vote.

## **VII. OLD BUSINESS**

*There was no old business.*

## **VIII. NEW BUSINESS**

- A. LIHEAP FY 2025-2026 Detailed Model Plan Approval** – Ms. Richeson and the Council reviewed and discussed the FY 2025-2026 Low-Income Home Energy Assistance Program (LIHEAP) Detailed Model Plan (*copies in Council Dropbox*). The Model Plan is the annual plan for how we will be implementing the Low-Income Home Energy Assistance Program. We are required to submit this each year to receive funding. Ms. Richeson shared that due to the uncertainty surrounding the program, we did not hold a public hearing to seek input, but rather Alberta sent out an email to all of the tribes in our consortium, letting them know that we're continuing with the same plan that we had last year, but inviting them to submit comments if they did have any suggestions or requests for changes. There was further discussion.

*There was no public comment.*

Ms. Padgett motioned to approve the FY 2025-2026 Low-Income Home Energy Assistance Program (LIHEAP) Detailed Model Plan; Ms. Goodwin seconded; **MOTION** carried by unanimous vote.

- B. Risk Assessment** – Ms. Richeson and the Council reviewed and discussed the draft Risk Assessment for fiscal year 2025-2027, which identified hazards and evaluated the risk associated with those hazards (*copies in Council Dropbox*). The categories include, external risks, financial stability, financial/quality management systems, Council compliance and governance, programs and services, leadership and staff, human resources, employment practices, & safety, technology and privacy risk management, facilities, and vehicles and building security. There was further discussion.

*There was no public comment.*

Ms. Foster-Olstad motioned to approve our Risk Assessment for fiscal year 2025-2027; Mr. Case seconded; **MOTION** carried by unanimous vote.

## **IX. REQUESTS FOR ASSISTANCE**

**Request No. 1** – The Council reviewed a request from Bernadette Lincoln representing the Noo lue pew flower dance at Big Lagoon for \$500 to assist with consumable supplies for the Flower Dance (copies in Council Dropbox). There was further discussion.

Ms. Padgett motioned to approve \$500 to assist with consumable supplies for the flower Dance; Ms. Goodwin seconded; **MOTION** carried by unanimous vote.

**Request No. 2** – The Council reviewed a request from Jessica Tye representing the Wintu Education and Cultural Council for \$500 to assist with consumable supplies for the Harvest Ceremony (copies in Council Dropbox). There was further discussion.

Ms. Padgett motioned to approve \$500 to assist with consumable supplies for the Harvest Ceremony; Ms. Goodwin seconded; Ms. Foster-Olstad abstained; **MOTION** passed.

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

**Da'luk 2<sup>nd</sup> Annual Basketball Wellness Series 2025** – Mr. Vincent Feliz, Da'luk Program Coordinator shared with the Council the flyer for the 2nd Annual Basketball Wellness Series 2025 scheduled for August 11<sup>th</sup>, 12<sup>th</sup>, and 13<sup>th</sup> from 11 am to 3 pm at the Eureka Municipal Auditorium. For more information, please call Jasmine (707) 445-8451 (copies in Council Dropbox).

**Klamath Salmon Protectors Canoe Camp 2025** – Mr. Marc “Bubba” Riggins, Youth Services Coordinator shared with the Council the flyer for the Klamath Salmon Protectors Canoe Camp 2025. Sponsored by Save California Salmon and Elevate Youth California scheduled for Sunday August 17<sup>th</sup> at the Redwood RV Park, Klamath, CA at 10 am. To register please use the link: [tinyurl.com/SCS-CanoeCamp-8-17](https://tinyurl.com/SCS-CanoeCamp-8-17) (copies in Council Dropbox).

## **XI. SCHEDULE NEXT MEETING**

The next Regular Council meeting is scheduled for Friday, September 12<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. Mathewson reported that there was nothing to report from the closed executive session.

### XIII. ADJOURNMENT

Mr. Case motioned to adjourn the meeting; Mr. Landry seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:04 pm

Respectfully Submitted,

*Tracy Foster-Olstad*

Tracy Foster-Olstad  
Council Vice-Chair

Prepared By

*C. Souza*

Cheyenne Souza  
Executive Assistant