

NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – MAY 9, 2025

MINUTES

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Members Present

Denise Padgette	Humboldt County Representative
Jace Baldosser	Humboldt County Representative
Jennifer Goodwin	Siskiyou County Representative
Lonix Landry	Trinity County Representative
Phil Williams	Del Norte County Representative
Tracy Foster-Olstad	Trinity County Representative
Trina Mathewson	Humboldt County Representative

Members Absent

Amanda O'Connell	Del Norte County Representative
Frederick Case	Siskiyou County Representative

III. INTRODUCTION OF GUESTS

There were no guests recognized.

NCIDC Staff in attendance were 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, and Ms. Rosie Kerr Case Manager.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Mr. Landry motioned to approve the regular meeting minutes from April 11, 2025; Ms. Foster-Olstad 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.

Mr. Byfield addressed the Council and let them know that he would be stepping in to cover for both Ms. Flynn and Mr. Arwood, covering the executive management report as well as the fiscal report.

CSBG (Community Service Block Grant) – Mr. Byfield and the Council reviewed and discussed the Expenditure/Activity Report for CSBG SA grant number 24F-3104 through March 31, 2025, with total expenditures of \$113,073.16 (copies in Council Dropbox). We have wrapped up the reimbursements for the 2024 Tribal CSBG contracts and we are finalizing the expenditures on the primary 2024 CSBG contract. There was further discussion.

Mr. Byfield and the Council also reviewed and discussed the Expenditure/Activity Report for CSBG Discretionary grant number 24F-3104 through March 31, 2025, with total expenditures of \$6,745.00. The funding was used to assist with our insurance issue; however, we asked for a modification due to the attorney fees being lower than we had requested in the budget (copies in Council Dropbox). Mr. Byfield and the Council reviewed and discussed the Justification for Contract Amendment/Modification for Contract # 24F-3104 Discretionary. The modification was necessary to reprogram unspent funds into an existing insurance support line item to fund a deposit on the new agency insurance contract that does not have a Tribal lands exclusion (copies in Council Dropbox). There was further discussion.

Mr. Byfield and the Council also reviewed and discussed the Expenditure/Activity Report for CSBG LPA grant number 25F-6103 through March 31, 2025, with total expenditures of \$5,976.00 (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.

Mr. Byfield and the Council reviewed and discussed the Expenditure/Activity Report for CSBG SA grant number 25F-6104 through March 31, 2025, with total expenditures of \$3,300.00 (copies in Council Dropbox). As we finalize and expend the 2024 CSBG funding, we will begin to utilize the 2025 CSBG funding including Tribal MOAs, CSBG subcontracts and CSBG services. There was further discussion.

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Byfield and the Council also reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number AB38813ON0 (2022 CSP) through March 31, 2025, with \$601,541.03 in total expenditures (copies in Council Dropbox). There was some discussion.

Mr. Byfield and the Council reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number IA000052IYO (2023 CSP) through March 31, 2025, with \$0.00 in total expenditures as these funds have not yet been utilized (copies in Council Dropbox). There was some discussion.

Mr. Byfield and the Council reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number IA000124WH0 (2024 CSP) through March 31, 2025, with \$0.00 in total expenditures as these funds have not yet been utilized (copies in Council Dropbox). There was some discussion.

Mr. Byfield and the Council also reviewed and discussed a DOL Employment & Training Administration Final Financial Report for grant number IY000027IUO (2023 SYSP Youth) through March 31, 2025, with \$63,335.00 in total expenditures (copies in Council Dropbox). There was some discussion.

Mr. Byfield and the Council also reviewed and discussed a DOL Employment & Training Administration Financial Report for grant number IY000072WE0 (2024 SYSP Youth) through March 31, 2025, with \$34,555.58 in total expenditures (copies in Council Dropbox). There was some discussion.

2022 QUEST NDWG – Mr. Byfield and the Council reviewed and discussed the monthly report for QUEST NDWG for March 2025 (copies in Council Dropbox). Mr. Byfield and the Council reviewed the WIOA Summary of Expenditures for Grant Code 1262 Sub grant Agreement AA311053, through March 31, 2025, with total expenditures of \$267,484.10 (copies in Council Dropbox). Mr. Byfield and the Council also reviewed and discussed the quarterly narrative performance report for QUEST NDWG for March 2025 (copies in Council Dropbox). Once we enroll new participants, NCIDC staff will communicate with Tribes and community partners regarding moving forward with new work experience positions (copies in Council Dropbox). There was further discussion.

CA AIRRP (California American Indian Rapid Response Program) – Mr. Byfield and the Council reviewed and discussed the Rapid Response Quarterly Report (copies in Council Dropbox). Mr. Byfield and the Council also reviewed and discussed the Rapid Response WIOA Summary of Expenditures for grant code 541 Sub grant agreement AA411069, through March 2025, with total expenditures of \$70,578.40 (copies in Council Dropbox). Mr. Byfield praised Mr. Joe Davis, our Rapid Response Coordinator, for a job well done and provided an update for the Rapid Response program. There was further discussion.

2024 Severe Winter Storms DR NDWG – Mr. Byfield, 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, March 2025 with total expenditures of \$0.00 (copies in Council Dropbox). Ms. Jones provided an update regarding the Berry Creek Rancheria worksite located in Butte County. (copies in Council Dropbox). There was further discussion.

DNIEC (Del Norte Indian Education Center) – Mr. Byfield and the Council reviewed and discussed an expenditure report for PY 2024-2025, with expenditures of

\$64,525.65 (*copies in Council Dropbox*). This is the 2nd quarter report. The grant term is from October 1st to September 30th. There was further discussion.

TUPE (Tobacco Use Prevention Education) – Mr. Byfield and the Council reviewed and discussed a TUPE Prop 56 funding expenditure report for PY 2024-2025 with expenditures of \$9,504.57 (*copies in Council Dropbox*). The TUPE funding allows us to have a designated person to go out into the community and talk about tobacco use prevention education at different school functions and community events. There was further discussion.

Mr. Byfield and the Council reviewed and discussed a TUPE Prop 99 funding expenditure report for PY 2024-2025, with expenditures of \$9,771.19 (*copies in Council Dropbox*). There was further discussion.

LIHEAP (Low Income Home Energy Assistance Program) – Mr. Byfield and the Council reviewed and discussed the LIHEAP quarterly performance and management report (*copies in Council Dropbox*). There was some discussion. Mr. Byfield and the Council also reviewed and discussed the LIHEAP FY 2025 Tribal allocation spreadsheet, which covers the Tribal allocations, current expenditures, and their remaining funding balances (*copies in Council Dropbox*). There was some discussion.

Carson Block – Mr. Byfield and the Council reviewed and discussed a printout of the available suites for rent in the Carson Block building (*copies in Council Dropbox*). There was further 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 May 9, 2025; Ms. Padgett seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Byfield and the Council reviewed and discussed the March 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.

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

VII. OLD BUSINESS

There was no old business.

VIII. NEW BUSINESS

2024 Annual Report Review – Ms. Richeson and the Council reviewed and discussed the 2024 Annual Report review in-depth (*copies in Council Dropbox*). The progress report serves to provide an annual update on the success of strategies included in the NCIDC Community Action Plan, and an analysis of NCIDC's outcomes and any operational or strategic program adjustments and improvements. This update and analysis is required as an organizational standard by the Community Service Block Grant program and an important part of the Results Oriented and Management Accountability (ROMA) approach. There was further discussion.

Ms. Padgett motioned to accept the 2024 Annual Report Review; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

There were no requests for assistance.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

Mother's Day Gift Making Event – Mr. Byfield shared with the Council the Flyer for the Mother's Day Gift Making Event taking place on Friday May 9th from 5:00-7:00 pm in the Carson Block Building Third floor theater. For more information, please call Karen Asbury at (707) 445-8451 (*copies in Council Dropbox*).

Planter Box Workshop – Mr. Byfield shared with the Council the Flyer for the Planter box workshop taking place on Saturday May 10th from 10:00-3:00 pm in the Carlson Park Drive, Arcata, CA. For more information, please call Bubba Riggins at (707) 445-8451 (*copies in Council Dropbox*).

Ribbon Skirt Workshop – Mr. Byfield shared with the Council the Flyer for the Ribbon Skirt Workshop taking place on May 6 & 13th from 5:00 - 8:00 pm in the Carson Block Building Third floor theater. For more information, please call Karen Asbury at (707) 445-8451 (*copies in Council Dropbox*).

Ribbon Skirt Workshop – Mr. Byfield shared with the Council the Flyer for the Ribbon Skirt Workshop taking place in Crescent City on May 17 from 1:00 - 4:00 pm and on May 24th 4:00 – 7:00 pm at the Del Norte Indian Education Center 888 24th Street. For more information, please call Karen Asbury at (707) 445-8451 (*copies in Council Dropbox*).

Ribbon Skirt Workshop – Mr. Byfield shared with the Council the Flyer for the Ribbon Skirt Workshop taking place on May 20th & 27th from 5:00 - 8:00 pm in the NCIDC Nest located at 233 F Street Eureka, CA. For more information, please call Karen Asbury at (707) 445-8451 (copies in Council Dropbox).

Father's Day Gift Making Event – Mr. Byfield shared with the Council the Flyer for the Father's Day Gift Making Event taking place on Thursday June 12th from 5:00-7:00 pm in the Carson Block Building Third floor theater. For more information, please call Karen Asbury at (707) 445-8451 (copies in Council Dropbox).

Humboldt College Corps 24-25 AY Cohort – Mr. Byfield shared with the Council the project presentation for the NCIDC Humboldt College Corps IdeaFest titled "Wheels of Change: Addressing transportation barriers for Native Youth in Eureka" by Alyssa Huynh and Jessa Gomez (copies in Council Dropbox).

XI. SCHEDULE NEXT MEETING

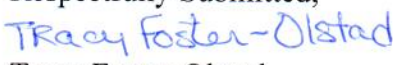
The next Regular Council meeting is scheduled for Friday, June 6th, 2025, at 1:00 p.m. The Council also scheduled a special meeting via Zoom for Friday June 27th at 10:00 am.

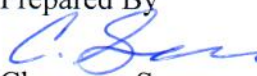
XII. EXECUTIVE SESSION

There was no executive session.

XIII. ADJOURNMENT

Ms. Padgett motioned to adjourn the meeting; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 2:30 p.m.

Respectfully Submitted,

Tracy Foster-Olstad
Council Vice-Chair

Prepared By

Cheyanne Souza
Executive Assistant