

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – FEBRUARY 14, 2015**

MINUTES

I. CALL MEETING TO ORDER

Ms. Padgette called the meeting to order at 10:05 a.m.

II. ROLL CALL – Ms. Padgette called the roll:

Members Present

Denise Padgette	Del Norte County Representative
Jack Mattz	Del Norte County Representative
Diane Holliday	Humboldt County Representative
Trina Mathewson	Humboldt County Representative
Nadine McNeal (<i>late</i>)	Siskiyou County Representative
Renee Stauffer	Siskiyou County Representative
Dena Magdaleno	Trinity County Representative
Patrick Chapman	Trinity County Representative
Ruby Rollings	Member at Large

III. INTRODUCTION OF GUESTS

Diana Morgan, Linda Lange and Ms. Rollings' granddaughter Alexa were recognized.

IV. APPROVE AGENDA

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

V. APPROVE MINUTES

Mr. Mattz motioned to approve the minutes from January 10, 2015; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

VI. STAFF REPORTS

A. Executive Director

DOL/WIA (Department of Labor - Workforce Investment Act) – Mr. Coltra and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) and Supplemental Youth Services Program (SYSP) as of February 13, 2015 (*copies in Council packets*). We currently have 60 enrolled participants, 35 are active and 25 have exited, 21 have been employed and 4 are negative exits. We have 9 On-the-Job Training (OJT) participants, 4 Work

Experience (WE), 19 Classroom Training (CRT) for vocational education and 28 direct placements (DP) with supportive services. As discussed at prior meetings, Mr. Coltra said the new program year begins July 1, 2015 with the Workforce Innovation and Opportunities Act (WIOA) program. He said the new program emphasizes training opportunities and allows for more funding to be spent on training individuals.

Mr. Coltra and the Council reviewed and discussed Department of Labor (DOL) Employment & Training Administration Financial Report for grant number AB25734T10 (WIA Adult) through December 31, 2014 with \$91,667 in expenditures (*copies in Council packets*).

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 and discussed WIA Rapid Response Summary of Expenditures for grant number K596750 through November 30, 2014, with a total expenditures of 49,610 (*copies in Council packets*) and WIA Rapid Response Summary of Expenditures through December 31, 2014, with a total expenditures of \$65,218 (*copies in Council packets*). In conjunction with the local workforce Rapid Response Coordinators, we worked with the La Posta Band of Mission Indians last year when they closed their casino and laid off 89 workers. This year, the Soboba Reservation may need assistance with applying for a National Emergency Grant; FEMA has declared a natural disaster on their reservation due to excessive rain and mud slides.

CSBG (Community Service Block Grant) – Mr. Coltra and the Council reviewed an Expenditure/Activity Report for LPA contract number 14F-3056 for December 2014, with expenditures of \$17,126 and an advance repayment of \$6,100, which closes out this grant (*copies in Council packets*). They reviewed an Expenditure/Activity Report for Set-Aside contract number 14F-3057 for December 2014, with expenditures of \$179,015 and an advance repayment of \$91,621 (*copies in Council packets*). The Set-Aside contract number 14F-3057 will be extended through April 30, 2015 to allow for our Tribes and subcontractors to expend funds and report for PY 2014. Mr. Coltra said we are waiting to receive our executed contracts for PY 2015; which were slightly delayed due to our office moving. Discussion ensued.

CSBG Discretionary (Bridging the Gaps) – Mr. Coltra and the Council reviewed an Expenditure/Activity Report for Discretionary contract number 14F-3099 through December 31, 2014, with expenditures of \$8,971 (*copies in Council packets*). They reviewed a signed Justification for Contract Amendment/Modification to amend/modify the Budget and a revised budget for contract number 14F-3099 (*copies in Council packets*). The revised budget included an adjustment to indirect costs, which is limited to 12%; this adjustment allowed for a couple more youth being served. There was some discussion.

CSD (Department of Community Services and Development) – Mr. Coltra and the Council reviewed and discussed a signed Contractor Certification Clauses (CCC-307)

which is a required document for our CSBG contract; CSD sent this document separate from this year's contract (*copies in Council packets*).

Indirect Cost Rate Agreement – Mr. Coltra and the Council reviewed and discussed an approved nonprofit rate agreement, with a final rate for 2013 and provisional rates for 2014 and 2015 (*copies in Council packets*). This year's agreement is through the U.S. Department of Health and Human Services.

DNIEC (Del Norte Indian Education Center) – Mr. Coltra and the Council reviewed a revised detailed budget and budget narrative submitted to the California Department of Education (*copies in Council packets*). They reviewed a Statement of Revenues and Expenditures through September 30, 2014 (*copies in Council packets*).

Mr. Coltra and the Council reviewed American Indian Education Center program Expenditure Reports for February, May, August and November 2014 (*copies in Council packets*). They reviewed a letter to Director of Coordinated Student Support & Adult Education Division Gordon Jackson, which formally requests an initial payment for program year 2014-15 for the DNIEC, approval for the budget modification of program year 2013-14 and to provide technical assistance (*copies in Council packets*). Due to the fact we have not received any payment for 2014-15 program year, we may have to close the education center on March 1 and send out layoff notices to education center staff and center closure notifications to parents. There was lengthy discussion.

LIHEAP (Low Income Housing Energy Assistant Program) – Mr. Coltra and the Council 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 \$106,103 has been expended for direct services (*copies in Council packets*). Due to federal appropriations this year, our funding for next year will be about 2/3 of what we received this program year. There was some discussion.

CALNonprofits – Mr. Coltra and the Council reviewed and discussed a page from the quarterly journal that spotlights NCIDC as a “true success story...” (*copies in Council packets*).

Carson Block Building – Mr. Coltra said we are learning the billing system for our contractor and subcontractors through our new accounts. Demolition continues through out the building and drilling has begun for the micro-piles that will secure the building in case of an earthquake. After the micro-piles are in place, bracing will be built from basement to attic. In addition to the seismic retrofit, electrical and communication upgrades and fire suppression systems will be installed. Another crew is working on removing the stucco from the façade on the Third Street side of the building; after that is completed, they will move to the F Street side to remove the stucco. An interesting note, Mr. Coltra said, as demolition took place, seventeen turned old-growth redwood pillars were undercovered; they are about 23 feet tall and 17 inches in diameter, but seem to be supporting the building without being anchored. Mr. Coltra said he is working with our funding source to secure up to \$15,000 per

month up front from our developer account to pay bills related to the building during construction, including wages and overhead for certain staff. Discussion ensued.

Gift Shop – Mr. Coltra said the gift shop has moved and is open for business. The space is well-suited for our gift shop and hosted many visitors during the last Arts Alive event. Staff has completed our yearly inventory. We are in need of signage, but will be moving again soon to another location. There was some discussion.

Ms. Holliday motioned to approve the Executive Director's report for February 14, 2015; Ms. Rollings seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Coltra and the Council reviewed and discussed the November 2014 financial reports (copies in Council packets.)

Ms. Rollings motioned to approve the Financial Reports through November 31, 2014; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote.

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

VIII. NEW BUSINESS

Resolution 15.03 Authorize Chairperson and Executive Director as Signatories

Mr. Mattz motioned to approve Resolution 15.03 to authorize the chairperson and executive director as signatories to execute all contracts, agreements, amendments and ancillary documents on behalf of NCIDC (copies in Council packets); Ms. Holliday seconded; **MOTION** carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed a request from Trinidad School fourth grade class in the amount of \$250 to assist with the education field trip to the Redding area (*copies in Council packets*).

Ms. Holliday motioned to assist with \$250 for the Trinidad School fourth grade educational field trip; Mr. Mattz seconded; **MOTION** carried by unanimous vote.

X. PUBLIC COMMENT

A student from Trinidad School fourth grade class said thank you to the Council for supporting their field trip.

XI. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Saturday, March 14, 2014 at 10:00 a.m., place to be announced, due to our offices moving.

XII. ADJOURNMENT

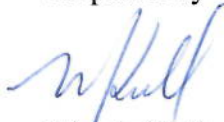
Ms. Rollings motioned to adjourn the meeting; Ms. Magdaleno seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 11:45 a.m.

Respectfully Submitted,



Nadine McNeal
Council Secretary

Prepared By



Wendy Kull