

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – OCTOBER 10, 2015**

***MINUTES***

**I. CALL MEETING TO ORDER**

Ms. Padgette called the meeting to order at 10:03 a.m.

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

**Members Present**

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

**Members Absent – *None.***

**III. INTRODUCTION OF GUESTS**

Dennis and Linda Lange were recognized.

**IV. APPROVE AGENDA**

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

**V. APPROVE MINUTES**

Ms. Rollings motioned to approve the minutes from August 8, 2015; Ms. Holliday seconded; *Abstain – Denise Padgette*; ***MOTION*** carried.

**VI. STAFF REPORTS**

**A. Executive Director**

**DOL/WIOA** (Department of Labor - Workforce Investment and Opportunity Act) – We are working with the California Employment Development Department (EDD) and have applied for a National Emergency Grant through DOL for Lake and Calaveras counties to mitigate damages and clean up from Valley and Butte Fires. We expect to receive \$4.2M for the project, which will enable us to hire approximately 200 participants to clean up and restore infrastructure in the affected areas. We will be

working with Tribes in the local area, along side La Cooperativa Campsina de California, a sister organization based in Sacramento. There was some discussion.

Mr. Coltra and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of September 1, 2015 (*copies in Council packets*). We have 43 enrolled participants, 29 are active and 1 has exited, 0 have been employed, with 1 negative exit. We have 6 On-the-Job Training (OJT) participants, 3 Work Experience (WE), 15 Classroom Training (CRT) for vocational education and 19 direct placements (DP) with supportive services. Under the Wellness Youth Program, 13 are enrolled, 0 are active and 13 have been exited. Under WIOA Supplemental Youth Services Program (SYS), 26 are enrolled, 0 are active and 26 have been exited.

They reviewed current enrollment in the Adult CSP as of October 1, 2015 (*copies in Council packets*). We have 43 enrolled participants, 33 are active and 1 has exited, 0 have been employed, with 1 negative exit. We have 6 OJT participants, 4 WE, 15 CRT and 18 DP. Youth participant numbers remain the same as August 2015.

They reviewed a DOL Employment & Training Administration Financial Report for grant number AB25734YW0 (SYS) through June 30, 2015 with \$6,436 in expenditures (*copies in Council packets*). There was some discussion.

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 a Summary of Expenditures for grant number K596750 through the term end date of June 30, 2015 with total expenditures of \$119,420 (*copies in Council packets*). They reviewed a Closeout Status of Cash and documentation for this grant (*copies in Council packets*). There was some discussion.

**CSBG** (Community Service Block Grant) – Mr. Coltra and the Council reviewed Expenditure/Activity Reports for LPA grant number 15F-2103 through July 31, 2015, with total expenditures of \$11,614 and through August 31, 2015 with total expenditures of \$9,323 and an advance repayment of \$5,083 (*copies in Council packets*).

They reviewed Expenditure/Activity Reports for Set-Aside grant number 15F-2104 through July 31, 2015, with total expenditures of \$179,342 and an advance repayment of \$76,233 and through August 31, 2015 with total expenditures of \$155,988 and an advance repayment of \$76,233 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the Mid-Year CSBG Programmatic Data-Client Characteristic Report CSD 295 and CSBG NPI Program Report CSD 801 for contract numbers 15F-2103, 2104, 2424, with report periods of January 1, 2015 through June 30, 2015. Discussion ensued.

Mr. Coltra and the Council reviewed an Audit Transmittal Report TR 14-060 (FYE 12/31/14) from CSD; there were no findings that require corrective action and letter states that CSD considers contract numbers 13F-3057, 13F-3115 and 14F-3056 closed. Terms of contract numbers 14F-3057 and 14F-3099 extend beyond the audit reporting period and will be included in the next single audit. There was some discussion.

Mr. Gehr said we have received funding from United Indian Health Service in the amount of \$10,000 and the Social Services Department of the Yurok Tribe in the amount of \$9,700 to supplement our shelter in place smoke filter program. The funds were used to purchase additional filter machines and replacement filters, which will be distributed to elders and others directly affected by the heavy smoke due to wild fires in our service area.

**CSBG Discretionary** (Building Bridges to Success) – Mr. Coltra and the Council reviewed and discussed an Expenditure/Activity Report for Discretionary grant number 14F-3099 through July 31, 2015 with total expenditures of \$16,306 (*copies in Council packets*). They reviewed a Close-Out Checklist, a Close-Out Program Income/Interest Earned Expenditure Report and a Close-Out Equipment Inventory Schedule for Set-Aside grant number 14F-3099 (*copies in Council packets*).

Mr. Coltra and the Council reviewed and discussed a progress report for Discretionary grant number 15F-2424 through August 31, 2015 (*copies in Council packets*). We are providing parenting classes and financial classes to families in Del Norte. They reviewed Expenditure/Activity Reports for Discretionary grant number 15F-2424 through July 31, 2015, with expenditures of \$5,525 and through August 31, 2015, with expenditures of 5,645 (*copies in Council packets*).

**DNIEC** (Del Norte Indian Education Center) – Mr. Coltra and the Council reviewed Expenditure Reports through August 31, 2015, with expenditures of \$19,350 and through September 30, 2015, with expenditures of \$20,635 (*copies in Council packets*). They reviewed a submitted Continuing Application for the DNIEC with a term of October 1, 2015 through September 30, 2016 (*copies in Council packets*). Mr. Cramblit said he and the DNIEC staff are working closely with the local school district and the state to parallel the updated framework of common core state standards testing. Discussion ensued.

**TUPE** (Tobacco-Use Prevention Education) – Mr. Coltra and the Council reviewed Expenditure Reports through July 31, 2015, with expenditures of \$4,060 and through August 31, 2015, with expenditures of \$4,453 and through September 30, 2015, with expenditures of \$4,072 (*copies in Council packets*). They reviewed a submitted Continuing Application for the TUPE program with a term of October 1, 2015 through September 30, 2016 (*copies in Council packets*). Discussion ensued.

**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 \$245,723 has been expended for direct services leaving \$22,462,

which is below the required 10% cap carry-in required by our agreement (*copies in Council packets*). Discussion ensued.

**Carson Block Building** – Mr. Coltra and the Council reviewed a news article, which explains that we own the Carson Block Building and are facilitating its renovation and seismic retrofit. They discussed the preservation of intricate façade features, including the restoration of windows at the street level; the reconstruction of the turret on the F Street side should be complete within the next three weeks. The arches on the north end of the building need to be reinforced with an I-beam. New entrance vestibules will be recreated on the F Street side, with double-doors opening into the new retail spaces, as well as, a ramp for disabled persons. When complete, our building will be ADA compliant, including all restrooms. Mr. Coltra said we are on budget and on time, with a move-in date of February 1, 2016. There was lengthy discussion.

**Gift Shop** – Sales remain slow, but hopefully with our move back, we will be able to recover from this slump.

*There was no public comment.*

Ms. Holliday motioned to approve the Executive Director’s report for October 10, 2015; Ms. Stauffer seconded; **MOTION** carried by unanimous vote.

## **B. Fiscal Report**

Mr. Coltra and the Council reviewed and discussed the July 2015 and August 2015 Financial Reports (*copies in Council packets*).

*There was no public comment.*

Ms. Rollings motioned to approve the Financial Reports through July 31, 2015 and August 31, 2015; Mr. Mattz seconded; **MOTION** carried by unanimous vote.

## **VII. OLD BUSINESS**

### **A. Life Insurance**

We have carried life insurance policies for our Council members and after comparing available policies from different companies, we have decided to change providers for this service; application forms were included in Council packets and if members choose to participate, the required forms should be filed out and returned as soon as possible. There was some discussion.

### **B. Intertribal Gathering (ITG)**

ITG posters were mailed out to local tribes and organizations. The Council reviewed a letter from Mr. Coltra outlining the need for additional funding for ITG; the letter was or will be mailed to various tribes and organizations. Discussion ensued.

## VIII. NEW BUSINESS

### A. Resolution 15.06 – PY 2016 LIHEAP Application

*There was no public comment.*

Ms. Rollings motioned to approve Resolution 15.06 PY 2016 LIHEAP Application; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

### B. Resolution 15.07 – PY 2016 CSBG LPA Application and Resolution 15.08 – PY 2016 CSBG Set-Aside Application

*There was no public comment.*

Mr. Mattz motioned to approve Resolution 15.07 PY CSBG LPA Application and Resolution 15.08 PY CSBG Set-Aside Application; seconded by Ms. Rollings; **MOTION** carried by unanimous vote.

## IX. EXECUTIVE SESSION

The Council entered into executive session at 11:52 a.m. and exited at 12:23 p.m.

## X. REQUESTS FOR ASSISTANCE

**Request No. 1** – The Council reviewed a request from Paula Allen in the amount of \$500 to assist the Karuk Girls Camp youth with to travel to Bioneers conference in Marin, CA (*copies in Council packets*).

*There was no public comment.*

Ms. Holliday motioned to assist with \$500 for the Karuk Girls Camp trip; Ms. Stauffer seconded; **MOTION** carried by unanimous vote.

**Request No. 2** – The Council discussed a request from Denise Padgette in the amount of \$500 to assist the United Indian Health Service Senior Nutrition Site with fuel to deliver meals to home-bound elders.

*There was no public comment.*

Ms. Holliday motioned to assist with \$500 for the UIHS Senior meal delivery program; Ms. Stauffer seconded; **MOTION** carried by unanimous vote.

## XI. PUBLIC COMMENT – *There was no public comment.*

**XII. SCHEDULE NEXT MEETING**

Due to ITG, there will be no council meeting in November. The next Regular Council Meeting is scheduled for Saturday, December 12, 2015 at 10:00 a.m., in the council room at our temporary office located at 517 5<sup>th</sup> Street, Eureka.

**XIII. ADJOURNMENT**

Ms. Rollings motioned to adjourn the meeting; Ms. Holliday seconded; *MOTION* carried by unanimous vote. The meeting was adjourned at 12:45 p.m.

Respectfully Submitted,



Nadine McNeal  
Council Secretary

Prepared By



Wendy Kull