

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – AUGUST 9, 2019**

MINUTES

I. CALL MEETING TO ORDER

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

II. ROLL CALL

Members Present

Ruby Rollings	Humboldt County Representative
Trina Mathewson	Humboldt County Representative
Denise Padgette	Del Norte County Representative
LaWanda Quinnell (teleconference)	Del Norte County Representative
Fred Case	Siskiyou County Representative
Wilverna Reece	Siskiyou County Representative
Tracy Foster-Olstad	Trinity County Representative
Lonyx Landry	Trinity County Representative
Mindy Natt	Member at Large

Members Absent

There were no absent members.

III. INTRODUCTION OF GUESTS

Tedde Simon, Linnea Nelson and Tirien Steinbach with the ACLU of Northern California were recognized.

IV. APPROVE AGENDA

By unanimous consent, the council agreed to allow the Chair flexibility to move the agenda schedule as necessary to accommodate the ACLU presentation

Ms. Padgette motioned to approve the agenda, with the ACLU Presentation moved to before the Staff Reports; Ms. Foster-Olstad seconded; ***MOTION*** carried by unanimous vote.

V. APPROVE MINUTES

Ms. Padgette motioned to approve the regular meeting minutes from July 12, 2019; Ms. Foster-Olstad seconded; ***MOTION*** carried by unanimous vote.

ACLU NC Foundation Presentation

Tedde Simon, Linnea Nelson and Tirien Steinbach with the ACLU of Northern California addressed the Council and discussed the collaboration effort to fund an locally based indigenous education program to serve both Humboldt and Del Norte Counties to advocate for local parents and students rights, so that they have access to the education they deserve. The advocate funded by the ACLU NC non-profit foundation would have a deep understanding of the laws that protect children including but not limited to, privacy, equal access and anti-discrimination, and special education. The advocate would help parents, caretakers, teachers and others advocate for children's rights and participate effectively in the process. The advocate would also assist local community members to better understand how evaluation and eligibility work and the services, supports and accommodations available to students with disabilities. The advocate would also have access to support from the legal and technical staff of the ACLU. The goal would be to work together with local schools, parents and community members to improve our local students educations. There was lengthy discussion.

There was no public comment.

VI. STAFF REPORTS

A. Fiscal Report

Mr. Byfield and the Council reviewed and discussed the June 2019 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 packets).

There was no public comment.

Ms. Foster-Olstad motioned to approve the May 2019 Financial Report; Ms. Natt seconded; **MOTION** carried by unanimous vote.

B. Executive Director

CSBG (Community Service Block Grant) – Mr. Gehr and the Council reviewed and discussed the CSD Monitoring report C-19-032 which took place on July 9, 2019 covering contract numbers: 18F-5103, 18F-5104, 19F-4103, 19F-4104, and 19F-4457. The purpose of the visit was to monitor statutory and contractual requirements under the Community Services Block Grant (CSBG) for financial accountability and programmatic compliance in accordance with federal and state laws and the Department of Community Services and Development (CSD) policy. The review was positive and praised the agency for the documentation of the outcomes achieved. There were three observations made by our field representative Mr. Wilmer Brown. Mr. Gehr also included the agency written response letter concurring with those

observations, with additional comments by the agency. (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed and discussed the Close out report for contract 18F-5103 LPA. We fully expended the \$122,00 contract allocation and the programmatic reports associated with the contract have been reviewed and accepted by our CSD Representative (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed and discussed the Close out report for contract 18F-5104 SA. We fully expended the \$1,982,845 contract allocation and the programmatic reports associated with the contract have been reviewed and accepted by our CSD Representative (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for LPA grant number 19F-4103 through June 30, 2019, with total expenditures of \$10,595.43 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure/Activity Report for Set-Aside grant number 19F-4104 through June 30, 2019, with total expenditures of \$106,176.56 (*copies in Council packets*). There was further discussion.

DOL/WIOA (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Gehr and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of July 2019 (*copies in Council packets*). There are 36 enrolled participants, 23 have exited, 23 have been employed, with 0 negative exits. There is one On-the-Job Training (OJT) participant, there are three Work Experience (WE), three Classroom Training (CRT) for vocational education and four direct placements (DP) with supportive services. (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a DOL Employment and Training Administration for WIOA 2019 Grant # AB-33767-19-60-A-6. Grant Modification 1 obligated \$295,211 of PY 2019 DINAP CSP funds (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the DOL Employment and Training Administration June 2019 Financial report for WIOA Adult 2018 Grant # AB32494G50, with total expenditures of \$258,700.88 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the DOL Employment and Training Administration June 2019 Financial report for WIOA Youth 2018 Grant # AB32494F50, with total expenditures of \$53,491.70 (*copies in Council packets*). There was some discussion.

Mr. Gehr and the Council reviewed the DOL Employment and Training Administration June 2019 Financial report for WIOA Youth 2019 Grant # AB33767M20, with total expenditures of \$0.00 (*copies in Council packets*). There was some discussion.

NDWG N. STORM (National Dislocated Worker Grant Code 1091) – Mr. Gehr and the Council reviewed the Sub Grantee Monthly Narrative Report for 2017 NDWG North Storm for the month of June 2019. The report listed the following performance factors: Employed in temporary disaster relief assistance: 275. Received supportive services: 198. Completed NDWG services: 255. Employed at completion of NDWG services: 8 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1091 Sub grant Agreement K9111522, through June 2019, with total expenditures of \$538,450.35 (*copies in Council packets*). There was further discussion.

WILDFIRE (National Dislocated Worker Grant code 1114) –Mr. Gehr and the Council reviewed the Sub Grantee Monthly Narrative Report for 2017 CA Wildfires for the month of June 2019. The report listed the following performance factors: Employed in temporary disaster relief assistance: 59. Received supportive services: 33. Completed NDWG services: 48. Employed at completion of NDWG services: 0 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1114 Sub grant Agreement K8108741, through June 2019, with total expenditures of \$853,356.71 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1125 Sub grant Agreement K8108741, through June 2019, with total expenditures of \$0.00 (*copies in Council packets*). There was further discussion.

CARRFIRE (National Dislocated Worker Grant code 1135) – Mr. Gehr and the Council reviewed the Sub Grantee Narrative Report from EDD (Employment Development Department) for June 2019. The report listed the following performance factors: Employed in temporary disaster relief assistance: 6. Received supportive service: 6. Completed NDWG services: 0. Employed at completion of NDWG services: 0. (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1135 Sub grant Agreement K9111522, through June 2019, with total expenditures of \$148,230.15 (*copies in Council packets*). There was further discussion.

2018 MEGAFIRES (Butte County National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed the Monthly Reports for May 2019 and June 2019 submitted to EDD which listed the projected project narrative (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1140 Sub grant Agreement K9111522, through June 2019, with total expenditures of \$24,883.44 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 1143 Sub grant Agreement K9111522, through June 2019, with total expenditures of \$2,427.53 (*copies in Council packets*). There was further discussion.

CA AIRRP (California American Indian Rapid Response Program) – Mr. Gehr and the Council reviewed the Quarterly Narrative Report from EDD (Employment Development Department) Grant Code 540 Sub grant Agreement K7104068 for Apr-Jun 2019 (*copies in Council packets*). There was further discussion.

Mr. Gehr and the Council reviewed a WIA/WIOA Summary of Expenditures for Grant Code 540 Sub grant Agreement K7104068, through June 2019, with total expenditures of \$110,962.00 (*copies in Council packets*). There was further discussion.

NDWG (National Dislocated Worker Grant) – Mr. Gehr and the Council reviewed and discussed the Concept paper for the 2019 February Storms Disaster. On May 18, 2019, the President authorized another major disaster declaration for 17 counties in California that were impacted by severe storms, flooding, landslides, and mudslides from February 24 to March 1, 2019 (FEMA-DR-4434). EDD is coordinating with the Department of Labor to work on combining the new declaration with the previous one (FEMA-DR-4431) so that we can have one National Dislocated Worker Grant (NDWG) to create temporary jobs to clean up and repair the damage caused by the rains and mudslides during this period (*copies in Council packets*). There was further discussion.

DNIEC (Del Norte Indian Education Center) – Mr. Gehr and the Council reviewed an Expenditure Report for PY 2019 through August 9, 2019, with expenditures of \$177,916.03 (*copies in Council packet*). There was further discussion.

TUPE (Tobacco-Use Prevention Education) – Mr. Gehr and the Council reviewed an Expenditure Report for PY 2019 through August 9, 2019, with expenditures of \$43,618.72 (*copies in Council packet*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure Report for TUPE Extra funding PY 2019 through August 9, 2019, with expenditures of \$26,368.54 (*copies in Council packet*). There was further discussion.

Mr. Gehr and the Council reviewed an Expenditure Report for the TUPE Augmentation PY 2019 through July 19, 2019, with expenditures of \$39,875.01(*copies in Council packet*). There was further discussion.

LIHEAP (Low Income Housing Energy Assistant Program) – Mr. Gehr and the Council reviewed the list of 48 Tribes we administer LIHEAP funds for, showing how much of each Tribal allocation has been expended and the amount currently remaining (*copies in Council packets*) Mr. Gehr and the Council also reviewed and discussed the LIHEAP Carryover and Re allotment Report dated August 8, 2019, with a carryover amount of \$34,324 after our 10% carryover amount (*copies in Council packet*). There was further discussion.

Lighthouse Foundation Removal Project – Mr. Gehr and the Council discussed the approval received from EDD for the work crew. The Crew will be fully trained to run all of the equipment. The crew will include members from both the Trinidad Rancheria and the Yurok Tribe. There was further discussion.

Written program activity reports for Humboldt, Del Norte, Siskiyou Counties were included in Council packets for their review.

There was no public comment.

Ms. Foster-Olstad motioned to approve the Executive Director’s report for August 9, 2019; Ms. Reece seconded; **MOTION** carried by unanimous vote.

VII. OLD BUSINESS

A. DNIEC Durango

Mr. Gehr and the Council reviewed and discussed the Del Norte Education Center’s 1999 Dodge Durango with 141,606 miles. The vehicle is no longer running and we would like to dispose of the vehicle (copies in Council packets). There was some discussion.

Ms. Reece motioned to approve the disposal of the Durango; Mr. Landry seconded; **MOTION** carried by unanimous vote.

B. 2019 LIHEAP Program Closeout

Mr. Gehr and the Council discussed the 2019 LIHEAP Program Closeout Memo. The memo would let the LIHEAP coordinators know that we are opening up the remaining 2019 funding to all tribes until we have reached our carryover limit. Priority will be given to emergencies (copies in Council packets). There was some discussion.

Ms. Padgett motioned to approve the 2019 LIHEAP program closeout memo; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

VIII. NEW BUSINESS

A. Injury and Illness Prevention Plan Update

Ms. Lillian Strong presented the Injury and Illness Prevention Plan to the Council. The Injury and Illness Prevention Plan shall be considered of primary importance in all phases of operations and administration. It is the intention of NCIDC to provide safe and healthy working conditions and to establish and insist upon safe practices at all times by all employees. The prevention of accidents is an objective affecting all levels

of the organization and its activities. It is therefore, a basic requirement that each supervisor make the safety of employees an integral part of his or her regular management function. It is equally the duty of each employee to accept and follow established safety regulations and procedures. Ms. Strong presented a PowerPoint of the Injury and Illness Preventions Plan as a training tool to council to be used as a training aide by crew supervisors, safety/human resources and regional managers. The PowerPoint came from the injury and illness prevention program document. The PowerPoint was vetted by Rick Alvord, a Senior Loss Prevention Consultant for State Compensation Insurance Fund. He stated the PowerPoint was highly detailed. Ms. Strong asked the council for approval of the updated IIPP. There were minor grammar and spelling changes but nothing changed in the regulations or the previous documentation. Ms. Strong requested a vote by council to approve the updated IIPP (copies in Council packets). There was lengthy discussion.

Ms. Foster-Olstad motioned to approve the Injury and Illness Prevention Plan; Ms. Reece seconded; *MOTION* carried by unanimous vote.

B. Heat Illness Prevention Plan Update

Ms. Lillian Strong presented the Heat Illness Prevention Plan Update. This policy and procedure has been adopted to prevent or minimize the occurrence of Heat Related Illness (HRI). It also sets forth procedures to comply with Cal/OSHA Heat Illness Prevention [Title 8, §3395]. The definition of Heat Illness, according to Cal/OSHA, is: "Heat Illness means a serious medical condition resulting from the body's inability to cope with a particular heat load, and includes heat cramps, heat syncope (fainting) and heat stroke." Ms. Strong updated the contacts of the Heat Related Illness Prevention Plan to add the new Butte County site and Alesha Edwards as the Case Manager in Butte County. There were minor grammar and spelling corrections but no changes to the document. Ms. Strong added requirement number 8 in red to remind staff to file injury and illness reports, the requirement to report to human resources the accident report, filling top half of the DWC-1 report and faxing these documents to Ms. Strong if an illness occurs and the participant is hospitalized and/or seeks medical attention. Ms. Strong presented the PowerPoint of the training aide developed for crew supervisors, human resources and regional managers to present training to crews and supervisor. The Heat Related Illness Prevention Plan Powerpoint mirrors the written plan and is an excellent source of a training material as it has been vetted by Rick Alvord, a Senior Loss Prevention Consultant for State Compensation Insurance Fund. Ms. Strong requested council to approve her updated Heat Related Illness and Prevention Plan (*copies in Council packets*). There was further discussion.

Ms. Foster-Olstad motioned to approve the Heat Illness Prevention Plan; Ms. Reece seconded; *MOTION* carried by unanimous vote.

C. LIHEAP Resolution 19.03

Mr. Gehr and the Council reviewed and discussed Resolution 19.03 for The LIHEAP application for program year 2019.

Ms. Padgette motioned to approve Resolution 19.03 for the 2019 LIHEAP application; Ms. Foster-Olstad seconded; MOTION carried by unanimous vote.

IX. REQUESTS FOR ASSISTANCE

Request No. 1 – The Council reviewed an assistance request from Wendy Rinkel representing the CORE Coalition at United Indian Health Services in the amount of \$500 to assist with the purchase of emergency to go bags for the Elders (*copies in Council packets*). There was further discussion.

Ms. Natt motioned to assist with \$500 for the emergency to go bags for the Elders; Ms. Matthews seconded; **MOTION** carried by unanimous vote.

Request No. 2 – The Council reviewed an assistance request from Briannon Fraley representing the Tolowa Dee-ni Nation in the amount of \$500 to assist with travel expenses for the local dancers to travel to Pechanga, CA to dance at the National Indian Health Board Annual Meeting. (*copies in Council packets*) There was further discussion.

Ms. Natt motioned to assist with \$500 for travel expenses for the local dancers to travel to Pechanga, CA; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

X. PUBLIC COMMENT / INFORMATION / THANK YOU

Information – Mr. Gehr and the Council reviewed and discussed the ACLU flyer for the “All Children Can Learn: Education Advocacy for Children with Disabilities” meetings. The meetings are a collaboration effort including The Yurok Education Department, Hoopa Tribal Education Department, True North Organizing Network, NCIDC, The Disability Rights Education & Defense Fund (DREDF), Building Healthy Communities, and the ACLU of Northern California. The meeting dates and times: Tuesday, August 13 from 5:30- 8PM CR-KTIS Student Commons, 21 Orchard St., Hoopa, CA 95546. Wednesday, August 14th from 10AM -2PM NCIDC, 241 F St, Eureka, CA 95501. Wednesday August 14th from 5:30 -8PM Yurok Tribal Headquarters, 190 Klamath Blvd, Klamath, CA 95548. Thursday August 15th 5:30- 8PM Bess Maxwell Elementary School, 1124 El Dorado St, Crescent City, CA 95531. (*copies in Council packets*).

Thank You – Mr. Gehr and the Council reviewed a thank you email from Conchetta Fabares with USC for our Hosting and presentations at the Rapid Response Round table meeting on July 18, 2019. (*copies in Council packets*).

XI. EXECUTIVE SESSION

Upon exiting the executive session, Ms. Rolling's reported that the Council has completed their review of the Executive Director, and have agreed to extend Mr. Gehr's contract for one year with the same COLA increase received by the other employees.

Ms. Natt motioned to extend Mr. Gehr's contract for one year with a cola increase; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

XII. SCHEDULE NEXT MEETING

The Council has scheduled a Special Meeting for Friday, August 30, 2019 at 10:00 a.m., in the council room at 241 F Street, Eureka.

The next Regular Council Meeting is scheduled for Friday, September 13, 2019 at 1:00 p.m., in the council room at 241 F Street, Eureka.

XIII. ADJOURNMENT

Ms. Natt motioned to adjourn the meeting; Mr. Landry seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 4:18 p.m.

Respectfully Submitted,



Trina Mathewson
Council Secretary

Prepared By



Cheyanne Souza
Executive Assistant