

**NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC.**  
**REGULAR COUNCIL MEETING – FEBRUARY 11, 2017**

***MINUTES***

**I. CALL MEETING TO ORDER**

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

**II. ROLL CALL**

**Members Present**

Ruby Rollings	Humboldt County Representative
Wilverna Reece	Siskiyou County Representative
Trina Mathewson	Humboldt County Representative
Denise Padgett	Del Norte County Representative
Dena Magdaleno	Trinity County Representative
Tracy Foster-Olstad	Member at Large
Jack Mattz	Del Norte County Representative
LaWanda Quinnell	Del Norte County Representative

**Members Absent**

Patrick Chapman ( <i>excused</i> )	Trinity County Representative
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**III. INTRODUCTION OF GUESTS– *There were no guests.***

**IV. APPROVE AGENDA**

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

**V. APPROVE MINUTES**

Ms. Reece motioned to approve the minutes from January 11, 2017; Ms. Foster-Olstad seconded; ***MOTION*** carried by unanimous vote.

**VI. STAFF REPORTS**

**A. Executive Director**

**DOL/WIOA** (Department of Labor - Workforce Innovation and Opportunity Act) – Mr. Coltra and the Council reviewed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of January 2017 (*copies in Council packets*). We have 29 enrolled participants, 7 have exited, 14 have been employed, with 0 negative exits. We currently have no On-the-Job Training (OJT) participants, 4 Work Experience (WE), 9 Classroom Training (CRT) for vocational education and 16 direct placements (DP) with supportive services. There was some discussion.

**Request for Waiver of the 15% Administrative Cost Limitation** – Mr. Coltra and the Council reviewed the request sent to the U.S. Department of Labor. The increase would be as follows: 20% for the CSP Adult program and 19.3% for the youth program (copies in Council packets). Discussion ensued.

**CSBG (Community Service Block Grant)** – Mr. Coltra and the Council reviewed the Expenditure/Activity Report for LPA grant number 16F-5103 through December 31, 2016, with total expenditures of \$4,684.94 (*copies in Council packets*). They also reviewed and discussed the Expenditure/Activity Report for Set-Aside grant number 16F-5104 through December 31, 2016, with total expenditures of \$416,551.06 and an advanced repayment of \$70,000.00 (*copies in Council packets*).

**CSBG Discretionary** – Mr. Coltra and the Council reviewed the Discretionary Work Plan/Progress Report for Discretionary grant number 16F-5543 (*copies in Council packets*) They also reviewed the executed Standard Agreement for Discretionary grant number 16F-5543 Amendment Number 1, with terms of June 15, 2016 through May 31, 2017, which reflected an increase of \$15,078.00 plus the original \$17,000.00 for a grant total of \$32,078.00 (*copies in Council packets*) Also reviewed was the Expenditure/Activity Report for Discretionary grant number 16F-5543 through December 31, 2016, with total expenditures of \$563.50 (*copies in Council packets*). There was some discussion.

**Lake Fire (National Dislocated Worker Grant)** – Mr. Coltra and the Council reviewed a WIOA Subgrant Agreement for Subgrant # K6100373 (grant code 1048 NEG) Modification #6. The modification extended the term end date from March 31, 2017 to December 31, 2017 (*copies in Council packets*). There was some discussion. They also reviewed a Subgrantee Narrative Report from EDD (Employment Development Department) which listed the performance factors and our planned amount vs. the actual amount of Employed and Support Services (*copies in Council packets*). There was some discussion.

**CA AIRRP (California American Indian Rapid Response Program)** – Mr. Coltra and the Council reviewed a WIA/WIOA Summary of Expenditures for Subgrant Agreement K6100373 Grant Code 541, through December 2016, with total expenditures of \$53,705.55 (*copies in Council packets*). There was some discussion.

**DNIEC (Del Norte Indian Education Center)** – Mr. Coltra and the Council reviewed an Expenditure Report for PY 2016-17 through December 31, 2016, with expenditures of \$51,447.49 (*copies in Council packet*). Mr. Coltra and the Council reviewed an itemized payment request letter from the California Department of Education. They are requesting re-payment in the amount of \$8,467.52. Lengthy discussion ensued.

**TUPE** (Tobacco-Use Prevention Education) – Mr. Coltra and the Council reviewed an Expenditure Report for PY 2016-17 through December 31, 2016, with expenditures of \$13,432.17 (*copies in Council packets*). There was some discussion.

**LIHEAP** (Low Income Housing Energy Assistant Program) – Mr. Coltra and the Council reviewed a list of 48 Tribes that we administer LIHEAP funds to and the amounts expended per Tribe with the remaining funds available to each (*copies in Council packets*). There was some discussion.

**Gift Shop** – As of the end of the 2016 Fiscal/Calendar year the shop is in the black, sales are good. There was some 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. Reece motioned to approve the Executive Director’s report for February 11, 2017; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

## **B. Fiscal Report**

Mr. Coltra and the Council reviewed and discussed the December 2016 (*copies in Council packets*).

*There was no public comment.*

Ms. Quinnell motioned to approve the Financial Reports through December 31, 2016; Ms. Mathewson seconded; **MOTION** carried by unanimous vote.

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

## **VIII. NEW BUSINESS**

**Bridge Loan And Security Agreement – Authorize Chairperson and Executive Director to submit first amendment to the bridge loan, security agreement and promissory note with affirmation of guaranty.**

*There was no public comment.*

Mr. Mattz motioned to approve the Bridge Loan And Security Agreement; Ms. Quinnell seconded; **MOTION** carried by unanimous vote.

**Resolution 17.03 – Authorize Chairperson and Executive Director to submit the Bridge Loan And Security Agreement.**

*There was no public comment.*

Ms. Quinnell motioned to approve the Resolution 17.03; Mr. Mattz seconded; **MOTION** carried by unanimous vote.

**Certificate of NCIDC – Certificate of Secretary of Northern California Indian Development Council, Inc.**

*There was no public comment.*

Mr. Mattz motioned to approve the Certificate of NCIDC; Ms. Foster-Olstad seconded; **MOTION** carried by unanimous vote.

**IX. REQUESTS FOR ASSISTANCE**

**Request No. 1** – The Council reviewed and discussed a request from The Orleans Elementary School’s 8<sup>th</sup> Grade class in the amount of \$500 to sponsor the Annual 8<sup>th</sup> Grade Trip to San Francisco (*copies in Council packets*).

Mr. Mattz motioned to assist the school in the amount of \$500; Ms. Padgette seconded; **MOTION** carried by unanimous vote.

**X. PUBLIC COMMENT** – *There was no public comment.*

**XI. SCHEDULE NEXT MEETING**

The next Regular Council Meeting is scheduled for Saturday, March 11, 2017 at 10:00 a.m., in the Council room at 241 F Street, Eureka.

**XII. ADJOURNMENT**

Ms. Reece motioned to adjourn the meeting; Ms. Padgette seconded; **MOTION** carried by unanimous vote. The meeting was adjourned at 11:36 a.m.

Respectfully Submitted,



Trina Mathewson  
Council Secretary

Prepared By



Cheyanne Souza