

**Quartz Valley Indian Reservation  
13601 Quartz Valley Road  
Fort Jones, California 96032**

**ORIGINAL**  


**Business Council Meeting  
Friday June 28, 2013**

**I. Establish Quorum and Call Meeting to Order:** at 8:49 am by  
Interim Chairperson, Melissa McCloud

Minutes taken by Tribal Secretary Charlene Henry

**Council Members Present:**

Tribal Chairman, Vacant

Interim Chairperson, Melissa McCloud

Tribal Secretary, Charlene Henry

Tribal Treasurer, Frieda Bennett

Board Member #1, Lisa Carle

Board Member #2 Rick Case – No Call, No Show

Member at Large, Joselyn Kelley

Member at Large, Fred Case

Member at Large, Virginia Croy

**Guest Present:**

Tribal Administrator, Raymond Robles

Community Health Services Program Manager, Kyle Nelson

**II. Establish and Approval of Agenda:** June 28, 2013

Frieda Bennett moves a **motion** to approve the agenda for June 28, 2013, Fred Case seconds, 4 For, 0 Against, 1 Abstention

**III. Reading and Approval of Minutes:** May 30, 2013

Fred Case moves a **motion** to approve the minutes for May 30, 2013, Joselyn Kelley seconds, 4 For, 0 Against, 2 abstentions

**Corrections were:**

Page 6: under Gymnasium: change basket to basketball, change they to; one of the teams.

#### **IV. Resolutions: 2013-09 and 2013-10**

Resolution 2013-09:

APPROVED AUTHORIZATION TO ANAV CLINIC TO SUBMIT U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION, PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS; TRIBAL TRANSIT PROGRAM; PROGRAM FTA-2013-002-TPM-TRTR GRANT FOR PUBLIC TRANSPORTATION FUNDING IMPLEMENTATION

Resolution 2013-10:

COMMITMENT OF MATCHING FUNDS TO THE U.S. DEPARTMENT OF TRANSPORTATION, FEDERAL TRANSIT ADMINISTRATION, PUBLIC TRANSPORTATION ON INDIAN RESERVATIONS; TRIBAL TRANSIT PROGRAM; PROGRAM FTA-2013-002-TPM-TRTR GRANT FOR PUBLIC TRANSPORTATION FUNDING IMPLEMENTATION

Community Health Service Program Manager presented a summary for the Business Council on Resolutions 2013-09 and 2013-10.

#### **Discussion:**

- Went over the 10% match, could be up to \$36,000.00
- There is flexibility in matching in kind per the resolution
- We do have IRR (TTP) funding
- This is a three year grant, we can match up to \$12,000.00 per year
- Went over some of the resolution verbiage
- Deadline is July 8, 2013
- Presenting at the General Community Council on June 29, 2013.
- Option of including school bus fee?

The Stage has a Social Service Advisory Committee that meets once a year. The Committee has just met in May.

## **V. Reports:**

### **a. Tribal Administrator:**

Tribal Administrator reads through his report

### **Parking Lot Bids:**

Went over two parking lot quotes and discussed the differences and the need for more detail

### **Directive:** Tribal Administrator:

Get a third EPA parking lot bid, and get a scope of work for Bob Johnson's bid

### **Discussion:**

(Tribal Transportation Plan, formally IRR (Indian Reservation Roads) Funding: we do not know if it has been signed as of yet. Bids will come to the Business Council for approval. Business Council wants to form a Roads Committee, using Business Council members and QVIR will be our own contractor.

We will have a consultant to act as an inspector to manage and make sure everything is done the correct way.

### **Discussion:**

- What do we want to do
- Budget preparation
- County specifications, restrictions
- Looking for an inspector
- Local contractors
- Temperature zones, widening entrances

EPA is the #1 priority for the parking lot.

### **Fire Chief:**

Currently looking for a Fire Chief who will help us with setting up the procedures for the Fire Hall

**American Native Administration (ANA) Grant:**

Explained the submission procedure for the ANA Grant, it was received on time, they said we were late, the Tribal Administrator contacted them and told them we were on time, they did receive the grant application and are going to review it.

**Community Development Block Grant:**

No word on this yet

**Staff Meetings:**

Our staff meetings are going well and are productive

**ICWA Director:**

We are still advertising for an ICWA Director. We reworded the advertisement to reflect a better understanding of what we are looking for.

Attorney John W. Lawrence sent in a proposal to renew his contract as our ICWA Lawyer.

**Discussion:**

- Barbara Norman
- Availability

**Directive:** Tribal Administrator:

Tribal Administrator; ask Barbara Norman for a proposal. Discuss with our Tribal Attorney and ask for a recommendation on an ICWA Lawyer

**Tom Cannon:**

Submitted a contract for EPA and a contract for Tribe.

**Discussion:**

Tribal Administrator recommends with outside recommendations that we do not accept Tom Cannon's contracts.

Frieda Bennett moves a **motion** not to accept the EPA Contract and the Tribal Consultant Contract from Tom Cannon, Joselyn Kelley seconds, 6 For, 0 Against, 1 Abstention

**Directive:** Tribal Administrator



Explain to the EPA Director he may not communicate any QVIR business with Tom Cannon.

**NASA Students:**

The six students that are in partnership with National Aeronautics and Space Administration (NASA), U.S. Forest Service, and the U.S. Geological Survey.

**Discussion:**

- The challenges of receiving the funding
- The challenges of obtaining beds and kitchen equipment for the Fire Hall
- Receiving conformation on funding, and discussed different types of funds
- National Climate

**Entering into Executive Session at: 10:39 am**

**Exiting Executive Session at: 10:54 am**

**Directive:** Tribal Administrator;

Tribal Administrator will follow the direction of the Business Council in regards of the EPA Director.

**Fire Hall:**

The Fencing around the Fire Hall is complete.

We are going to purchase some equipment for the Fire Hall kitchen, pots, and pans.

The Tribal Treasurer will look around and if she finds something she will purchase it and will be able to get a reimbursement.

The window coverings that were purchased for the Fire Hall will be installed before the students arrive.

**EPA:**

EPA Assistant; Education or Training

**Discussion:**

- What educational financial support is available from the tribe for the EPA Assistant?
- Would all of the QVIR associates be able to get the same opportunity?
- Using the EPA vehicle for transportation?

- There are differences between going on training, and scheduled classes.
- On-line training

Need to look into the job tasks and look at the EPA budget to find out the availability, and what the priorities are, and be program specific.

Vehicles are used for going on trainings

**Steve Tidwill:**

Architect from Indian Health Services, Steve Tidwill will be here July 16. Mr. Tidwill has cut down a lot of the things we had in our first proposal.

**Discussion:**

- In the future we will ask for fire hydrants
- MLIHA, safety funding?
- In the future we can put safety plans in our Indian Housing Plan (IHP) between MLIHA and QVIR
- Funding for pipe
- Our water systems cannot be used as a fire hydrant. Can fire hydrant contaminate the drinking water systems?

**Steve Lyles:**

Steve Lyles wants to sell his property.

- 20 acres
- Corner of Shackelford
- \$200,000.00 asking price
- Could get it appraised

Tribal Administrator continues his report by telling the Business Council about his going to a Seminar Workshop for Budget Justification.

He gave us a copy of the workshop to add to the minutes.

**Child Care:**

Child Care has been submitted for 2014-2015.

**Gymnasium:**

Tribal Administrator reads the Gymnasium report

- People aren't coming to Zumba right now but are going to be coming soon.
- Three on three is a good fundraiser
- Bingo: starting over
- Would like a PA system for the gym
- Getting an ice machine would be good to have

**12 Week Weight Loss Program:**

Take this to the Community Health Services Program Manager and the Executive Director at Anav, they are willing to help with this program.

**Discussion:**

- Setting funding aside for this program
- Clinic would only take vitals
- Funding is to be used as incentives
- Who can monitor the program

Tribal Treasurer: will talk with the Finance Director to see if they can find funding

Tribal Administrator: will take the lead and work on the details of who will be involved, what is the time frame?

Tribal Administrator is closing the Tribal Office and the EPA office on July 5, 2013. Posting this on the front door today.

**Enrollment:**

Card Printer needs repair. \$325.00 is approved for the repair.

**Van:**

The Directive was vague. The directives need to be more clear, need to add all of the steps.

The Culture Board is meeting on Tuesday, we can ask them then about the finances for the repair. If we do not make a decision we can bring it to the next General Community Council.

**Discussion:**

- Uses on the vans
- Cultural use, office use, and personal use

**Other Vehicles:**

The Tribal Administrator states that he has tried to contact Stewart Henderson about his loader still being here and he has not responded yet.

Another vehicle has been paid for, but the second one has not been paid for yet.

**IT Coordinator:****Discussion:**

- Time at the Tribal Office
- There is a need for the IT Coordinator
- Possibility of looking for another IT person
- Computer Concepts working at the office
- Request for Proposal

We need to find another IT person for the Tribal Office but the current IT Coordinator will remain with our Finance Department.

**Complement from the community:**

Larry Alexander made complement to QVIR by saying that, QVIR is really coming up and being more stable and the tribe is really pulling themselves together, a lot of plans are in the works and we are getting a lot done.

Great Job QVIR!

The Tribal Administrator ends his report by stating that he is working with the departments and Board Members on the Annual Funding Agreement (AFA).

- b. Chairman: Vacant
- c. Interim Chairperson:

**Mill Creek School Historical Identification Placard:**

Read a letter from Janet L Muzinich, History and Landmarks Chairman, NDGW, (Native Daughters of the Golden West).

They received a grant to erect signs on the approximate locations of one room school houses in the Scott Valley area that were built in the 1800's.



They have tied a pink ribbon on the fence in the location where they would like to place the placard and was asking our permission to install the sign, “over the fence”

There was no objection from anyone

Joselyn Kelley leaves at 12:50 pm

**Oath of Office:**

The Business Council writes:

Oath:

In full faith I, \_\_\_\_\_, do solemnly swear (or affirm) that I will uphold and protect the best interest of my Tribe, while adhering to the Code of Conduct, supporting Policies & Procedures and defending the Constitution and Bylaws by educating myself to make informed decision and contribute to the advancement of the tribe.

Bring Code of Conduct to the new board orientation

Charlene Henry moves a **motion** to approve the Oath of Office to be implemented for all of the future elected officials to take at the time of office, Frieda Bennett seconds, 5 For, 0 Against, 1 Abstention

**Member Correspondence:**

Interim Chairperson read a card from Tribal Member Janyce Casey, thanking QVIR for her elder gift.

**U.S. Department of Housing and Urban Development:**

The Interim Chairperson brought a letter to the Business Council asking if we wanted to sign a letter from the U.S. Department of Housing and Development.

This letter is to apply for HUD/Fema trailers. They were access trailers from Montana and there would be a cost for transportation.

**Discussion:**



- How the letter was given and what was said
- There would be a cost
- Where would we place the units
- They were used, excess property
- How would this affect the budget

The Interim Chairperson may sign and take this letter to the next GCC, with the understanding this will not affect the budget, and we will still have time to think about these trailers if we want to get them or not. The letter is to say we are interested, not committed.

If we did get the trailers, we would need to look at the Indian Housing Plan (IHP), it could take up to \$25,000.00 for each unit to transport and complete set up.

**d. Treasurer:**

We are receiving quarterly distributions instead of the funding coming in all at once

We are hoping the Indian Reservation Roads (IRR) funding comes in soon. We are making all of our reports.

Audit appreciation Bar-B-Que, The tribe will provide the meat, \$250.00, chicken, hot dogs, hamburgers, and buns. The rest of the food is going to be a potluck. Everyone bring a dish. The time has not been determined as of yet.

This Bar-B-Que is in appreciation of all of the hard work and keeping with the procedures that we achieved three years of unqualified audits.

**e. Modoc Lassen Indian Housing Authority, (MLIHA): Done**

**f. Anav Tribal Health Clinic:**

We will be getting the Health Board Minutes.

**VI. Old Business:**

**a. Loan Policies-Treasurer:**

The revised Loan Policies are on their way

**b. Policies – LC**

Programs will develop and implement their own numbering system for tribal assistance programs

**c. Van Repairs: Done**

**d. Personnel Policy Amendment:**

Adding the Seven Minute Rule into the Personnel Policies and Procedures.

Take back and rewrite with narratives and add the Breakpoint Chart and bring back to the Business Council for amendment approval.

**VII. New Business:**

**a. Fred Case:**

Had a discussion with Steve Lyles about taking out the tree stumps and small trees, and branch removal, at the cemetery.

Steve Lyles would charge \$60.00 an hour to get rid of the stumps; it would be approximately \$500.00 to do the work.

**Discussion:**

- BIA, disturbing the soil
- Startup funding
- Environmental Assessment

Tribal Administrator states he will call BIA to find out what kind of study we would need to do and he will bring the information back to the Business Council.

Fire Hall, where are we?

We are in the process of trying to hire a part time Fire Chief.

**VIII. Executive Session: None**

**IX. Announcement:** General Community Council tomorrow, June 29, 2013, also there will be an Enrollment meeting tomorrow.

**X. Adjournment:** at 3:21 pm

Fred Case moves a **motion** to adjourn at 3:21 pm, Lisa Carle seconds, 5 For, 0 Against, 1 Abstention

**C\*E\*R\*T\*I\*F\*I\*C\*A\*T\*I\*O\*N**

BE IT RESOLVED,

That Quartz Valley Indian Reservation Presiding Executive Official is hereby authorized to sign and the Tribal Secretary to attest this document to give it full force and effect. The foregoing is adopted by a vote of 3 For, 0 Against, and 2 Abstention(s) at this duly called meeting of Quartz Valley Indian Reservation at which a quorum was present on the 26 Day of July, 2013.



Harold Bennett, Tribal Chairman

8-1-2013  
Date

Charlene Henry  
Charlene Henry, Tribal Secretary

August 1, 2013  
Date