

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

ORIGINAL  


Business Council Meeting  
August 29, 2013

- I. **Establish Quorum and Call Meeting to Order:** at 8:30 am, by  
Vice Chairperson Melissa McCloud  
Minutes taken by Tribal Secretary Charlene Henry

**Council Members Present:**

Tribal Chairman, Harold Bennett – Called In  
Vice Chairperson, Melissa McCloud  
Tribal Secretary, Charlene Henry  
Tribal Treasurer, Frieda Bennett  
Board Member #1, Lisa Carle  
Board Member #2 Aohoovaan Case – Called In  
Member at Large, Joselyn Kelley  
Member at Large, Alondra Bailey  
Member at Large, Sherrie Williams

**Guest Present:**

Tribal Administrator Raymond Robles  
Community Health Services Program Manager Kyle Nelson  
EPA Director Kim Mattson  
Rick Hill  
Steven Tidwell P. E. from IHS  
Jenny Holdin from IHS

- II. **Establish and Approval of Agenda:** August 29, 2013  
Frieda Bennett moves a **motion** to approve the agenda for August 29, 2013 with changes, Alondra Bailey seconds, 4 For, 0 Against, 1 Abstention.
- III. **Reading and Approval of Minutes:** July 26, 2013  
Alondra Bailey moves a **motion** to approve the minutes for July 26, 2013 with corrections, 3 For, 0 Against, 2 Abstentions.

**Corrections were:**

Page 1: change Interim to Vice

Page 7: corrected sentence on second Directive

Moved are our Guests from New Business:

**b. Kyle Nelson, Community Health Service Program Manager  
for the Anav Tribal Health Clinic**

Kyle Nelson requests for approval for the Anav Tribal Health Clinic to connect with the Tribe's Sage MIP software via VPN, install three additional user licenses, two additional modules (Fixed Assets and Grant Administration), create a separate company in Sage MIP, and begin using the software at the clinic for clinic's fiscal operations.

**Discussion:**

- Removing a burden from our Finance Office
- Higher level of security
- Approval of a consultant
- Additional modules
- Import/export MIP
- Creating a separate company
- Tribe's data would remain private
- Clinic would only have access to clinic data
- Quality control, detecting of users
- Can control user access
- Full time bookkeeper, CPA to monitor progress
- Q: effect on Fiscal Policy? No changes have been made, policy can reflect any access to be approved by the Business Council or Health Board or overseeing board
- Compatibility with Dentrix
- Software does not cross over into patient management
- May have other issues come up that will call for more consultants.
- Strong financial concerns
- CPA – audits
- If not approved?
- Deadline October 1, 2013, not hard bound to this deadline

Recommendation that we do not go off the reservation until policy would be amended. The consultants can travel here.

Executive Director will oversee the licenses; bookkeeper, accountant, under the roof of the clinic

The Business Council states that the Finance Director must be involved with any hiring, bookkeeper, accountant, consultant, or anyone, and have full access to Anav information.

Frieda Bennett moves a **motion** to approve the Anav Tribal Health Clinic to connect with the Quartz Valley Indian Reservation's Sage MIP software via VPN, with an understanding that the Finance Director will be involved with all hires regarding the bookkeeper, accountant and consultants and that no remote accesses is allowed until further approval by the Business Council is given, Alondra Bailey seconds, 2 For, 1 Against, 2 Abstentions.

**a. Rick Hill, Independent Contractor**

Rick Hill brought two documents for the Business Council, one was for a Land Acquisition Opportunity, and the second was for Consultant Services.

**Discussion:**

- Opportunities for planning for HUD ICDBG and ANA grants for 2014.
- Land acquisition, strategic action plan, needs assessment
- Planning now, what does the tribe need
- Taking ideas to the community, where are we going
- Buying land
- Looking into an energy study

The Business Council needs to meet with Rick Hill and go over some issues before the next Business Council meeting.

Place Rick Hill on Old Business for the next Business Council meeting.

**b. Steven Tidwell, U. S. Public Health Service, Engineer**

Jenny Holdin, Indian Health Service (IHS)  
Sanitation Construction Program

*Topic Discussed:*

- In 2008 we started a plan for a community drinking water system that would create a system that can be treated all at one time instead of treating individual wells.
- EPA did the water testing and contacted IHS and they came up and did the study.
- How fast can this project be done? About 120 days, depending on heavy weather
- Change order for break in the weather, would like to be done by December
- Transitions, down time could be a hour per home, will need to inform us so we can be prepared
- Payments programs, monthly
- Electronic system hookups
- Documentation of progress
- Force Account
- Davis Bacon

QVIR will wait until the contribution comes in before this project will start. The payment information is already in place and construction payments are monthly.

EPA will be working with MLIHA to keep tenants informed and prepared for times when the water may be turned off

The EPA Director, Tribal Administrator and the MLIHA Resident Service Person will be the contact persons.

The Project Engineer will select the workforce and the hiring will be done by the tribe.

The Contractor and IHS will assist in the training.

On site documentation will be done daily and the Engineer will be on site around three days a week

Frieda Bennett moves a **motion** to accept Amendment no.1, To The MOA Between Indian Health Service (IHS) and Quartz Valley Indian Reservation(QVIR) Public Law 86-121, Project CA 09-087, and give

authorization to the Vice Chairperson to sign, Charlene Henry seconds, 3 For, 0 Against, 3 Abstentions

**IV. Resolutions: 2013-11, 2013-12, 2013-13**

**Resolution 2013-11:**

Alondra Bailey moves a **motion** to approve Resolution 2013-11, Appointment of Harold Bennett as Tribal Chairman of the Quartz Valley Indian Reservation, Joselyn Kelley seconds, 6 For, 0 Against, 1 Abstention

**Resolution 2013-12:**

Frieda Bennett moves a **motion** to approve Resolution 2013-12, Appointment of Charlene Henry as Tribal Secretary of the Quartz Valley Indian Reservation, Lisa Carle seconds, 6 For, 0 Against, 1 Abstention

**Resolution 2013-13:**

Charlene Henry moves a **motion** to approve Resolution 2013-13, 2013 NCIDC CSBG American Indian Set-Aside Program, with corrections, Joselyn Kelley seconds, 5 For, 0 Against, 2 Abstentions.

**V. Reports:**

a. Tribal Administrator:

Tribal Administrator reads over his report

**Topics Discussed:**

**EPA:**

EPA remodel at EPA office for heat and better air flow

**Gymnasium:**

Looking for proper CFR 25 part 20 for the Gymnasium, will check with BIA to find the legal part number, Education Director may help with this.

**Annual Funding Agreement (AFA):**

Three year agreement of the AFA, has drafted into a new one.

**Directive:**

Tribal Administrator will send the AFA to the Department Heads via email and meet with them to address any comments before the next Business Council meeting, and will bring information back to the Business Council

Place AFA on the next Business Council agenda under Old Business.

**Tribal Vehicles:**

**Discussion:**

- Liability issues, accidents
- Equipment rental, raising deposits
- Define equipment: time, not winter, fee, training
- Driver's license
- Incurred damage cost, property damage
- Equipment in good working order, maintenance cost
- Snow removal, school buses
- Check out times, define length of time / mileage / wear & tear

**Directive:**

Tribal Administrator take the Vehicle Policy and make two separate policies, one for vehicles and one for equipment and bring back to the next Business Council. Send drafts via email to the Business Council members to look over and to make changes that we are proposing.

Tribal Treasurer chairs meeting at 12:33 pm

**Roads:**

We received the TTP funding

School District raised the amount of money we pay to have the school bus pick up our children and bring them home from school by \$1,500.00.

Vice Chairperson returns and chairs meeting at 12:46 pm

**Discussion:**

- How come only QVIR has to pay for school bus service?
- Can we use TTP funding to pay for this?

Education Director and NCIDC Operations Director need to meet with the Superintendent of schools before we sign a MOU.

**Dead and Dying Trees:**

Estimate 100 dead and dying trees

Resource Management is applying for a grant and wants to include the reservation

WUIP will not be funded this year

Bids will go out to everyone at the same time

**Costco Card:**

Not complete as of yet.

**Discussion:**

- Discussed with Finance Department
- What do we want, a Business Card, \$50.00 card or a \$100.00 card?
- Who can check out the card?
- Who will use the card?

**Directive:**

Tribal Administrator: Research the information and bring back to the Business Council.

**BIA Redding Trips:**

What line item was used for these trips to Redding? Tribal  
Need to be aware of the budget

**Executive Session:**

Did the Tribal Administrator write the letter from the last Business Council's executive session? Yes

**Travel:**

Human Resources asked to attend a training in Redding California on Human Resources and the Law 2013, on November 5&6, 2013.

We should also send one Board Member. Vice Chairperson will check her schedule.

Need to find and approve funding beforehand. Add funding approval to the travel form.

Tribal Administrator check into this and he may decide.

Tribal Administrator send Memo: Policies and Procedures meeting

**EPA Director:**

The EPA Department has funding to do the remodel project. The doors will remain on the closets.

**Discussion:**

- Expanding the lab
- Equipment for the lab
- Purchasing lab equipment

**Directive:**

EPA Director prepare a dialed out detailed plan for the Gap funds-PPG

EPA Director check with the Tribal Administrator for single sourcing, procure extra bids, (3).

EPA Director do some homework, get reliable people to do the job, have a contract in place with a time frame and bring this information back to the Business Council for final approval.

The door can be remodeled as long as it does not compromise the structure with an estimate of \$750.00 to \$1,000.00 cost after final approval.

Place EPA Remodel on the next Business Council agenda

b. **Chairman:** Tabled

c. **Vice Chairperson:** Tabled

d. **Treasurer:**

Budget; all of the funding has not arrived yet. The funding is coming down in increments.



- e. **Modoc Lassen Indian Housing Authority (MLIHA):**  
Will MLIHA support the Fire Protection Fund this year?

Wildland Urban Interface Program and Hazardous Fuels Reduction were not funded this year.

- f. **Anav Tribal Health Clinic:**  
Health Board Secretary turned in the minutes from the July 11, 2013 Health Board meeting.

- g. **Fire Hall:** None

## **VI. Old Business:**

- a. **Loan Policies – Treasurer:** Tabled
- b. **Policies –LC:** Tabled
- c. **Personnel Policy Amendment:** Tabled
- d. **Business Time Availability:**  
This next Business Council meeting will be on Sunday September 22, 2013 at 3 pm.
- e. **Policy and Procedure Committee Update:** Table
- f. **Newly Developed Board Update:** Table

## **VII. New Business:**

- a. **Rick Hill – Fire Grant:** Done
- b. **Kyle Nelson – IHS Grant:** Done
- c. **Steve Tidwell – Water System Project:** Done
- d. **Franchise Tax Board:**  
There will be a Tribal Leaders’ Consultation Session and Interested Parties meeting on September 18, 2013. Topic is; How to determine whether a Tribal Member is “living on” or “living off” his or her own tribe’s reservation for purposes of California personal income tax.

VIII. **Executive Session:** None

**IX. Announcement:**

Tribal Administrator will be submitting paperwork for a travel on; L0580 Emergency Management Framework for Tribal Governments Course.


**X. Adjournment:** at 2:10 pm

Alondra Bailey moves a **motion** to adjourn at 2:10 pm, Charlene Henry seconds, 5 For, 0 Against, 1 Abstention

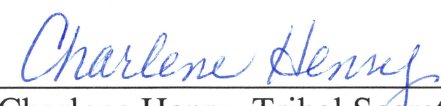
**C\*E\*R\*T\*I\*F\*I\*C\*A\*T\*I\*O\*N**

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 4 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 22 Day of September, 2013.

  
\_\_\_\_\_  
Harold Bennett, Tribal Chairman

9/23/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Charlene Henry, Tribal Secretary

September 23, 2013  
\_\_\_\_\_  
Date