

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

ORIGINAL  
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Business Council Meeting  
August 31, 2012

I. **Establish Quorum and Call Meeting to Order: at 1:03 pm, by Tribal Vice-Chairperson Melissa McCloud**

Minutes taken by Tribal Secretary Charlene Henry

**Council Members Present:**

Tribal Chairman, Aaron Peters – Called In  
Vice Chairperson, Melissa McCloud  
Tribal Secretary, Charlene Henry  
Tribal Treasurer, Frieda Bennett  
Board Member #1, Lisa Carle  
Board Member #2 Rick Case  
Member at Large, Fred Case – Called In  
Member at Large, Virginia Croy  
Member at Large, Joselyn Kelley

**Guest Present:**

Tribal Administrator Raymond Robles  
Scott River Watershed Council Danielle Yokel

II. **Establish and Approval of Agenda:** August 31, 2012  
Frieda Bennett moves a **motion** to approve the agenda for 8-31-12 with changes, Joselyn Kelley seconds, 4 For, 0 Against, 1 Abstention.

**Changes were:** To take off all programs and have them reported under the Tribal Administrator's report.

III. **Reading and Approval of Minutes:** June 29, 2012, and July 27, 2012  
Frieda Bennett moves a **motion** to approve the minutes for 6-29-12 with corrections, Joselyn Kelley seconds, 3 For, 0 Against, 2 Abstentions.

**Corrections were:** Page 3, change names to titles, page 6, change names to titles.

Rick Case moves a **motion** to approve the minutes for 7-27-12 with corrections, Charlene Henry seconds, 3For, 0 Against, 3 Abstentions

**Corrections were:** Page 2, change PORTIION TO PORTION, add 5 For on Resolution 2012-25, and Old Resolution 2012-25 is now 2012-32.

**IV. Enrollment: None**

**V. Resolutions: 2012-30**

ADDENDUM TO THE INDIAN CHILD WELFARE POLICY MANUAL OF THE QUARTZ VALLEY INDIAN RESERVATION.

**Discussion:** Discretion, Indian Culture, History, points of contact. Will not use Resolution 2012-30

**Discussion:** Concerned about what happened with the resolutions, Tribal Documents are not to be written on.

**VI. Reports:**

a. Tribal Administrator:

- EPA – Danielle Yokel, from the Scott River Watershed Council, extends and invitation to the QVIR Business Council to interact with the Scott River Watershed Council.
- Their meetings are the 2<sup>nd</sup> Tuesday of the month at 11:00 am to 1:00 pm in Etna at Bob’s Ranch House and it is open to the public.
- Gave us some membership brochures
- EPA Director spoke of common visions, QVIR has worked with the watershed council on fish and water issues!
- There are seven people that sit on the Watershed Council Board.
- EPA Director will be point of contact if anyone would like to attend the Watershed Council Meetings.
- Tribal Administrator reads the EPA report.

- Travel: EPA must bring in the travel forms and information to the Business Council ready for approval at the time of the request. Asking to go to Sacramento on 9-12 & 13, 2012.
- All departments must be responsible for their own resolutions and the Tribal Secretary will give you the resolution number.
- EPA Director leaves at 3:05 pm to finish his travel request.
- Education Report:  
Travel: Round Table Discussion w/ CA Education Department and TCCAC, on 9-10-9-12, in Sacramento.
- Wellness Coalition Meeting on September 19, 2012 at 11:45 am at the Gym
- LIHEAP, Done, applications going out
- NCIDC, was awarded
- Will include TANF on next report
- Transportation and After school, Starting After school when the trainings are over
- **Discussion:** Education Assistant and Family Service Coordinator positions, two positions under the Education Director. Low applications, need to combine both positions to attract applicants
- Get all of the information together and to advertise. Do a phone vote to approve the application.

Virginia Croy moves a **motion** to approve the Education Director's travel to Sacramento for Round Table Discussion and TCCAC, on September 19, 2012, Lisa Carle seconds, 5 For, 0 Against, 1 Abstention

- Gymnasium Coordinator: Tribal Administrator reads the Gym report. September Softball Tournament canceled.
- Gymnasium Coordinator states that her schedule has changed: Monday, Tues., Thursday, 10:00 am to 2:00 pm, then 5:00 pm to 7:00 pm, Wednesday and Friday are for cleaning and to run errands, 10:00 am to 4:00 pm, 1-2 pm is closed.

- Tribal Administrator reminded the Gymnasium Coordinator to let him know if she is in need of the Custodian's help.
- ICWA: Tribal Administrator goes through the written ICWA report. The last day for the ICWA Director was October 31, 2012, and now it may have moved to January 3, 2012.
- **Discussion:** ICWA Director time frame

Rick Case moves a **motion** to advertise the ICWA Director's position on September 4, 2012, Virginia Croy seconds, 3 For, 1 Against, 3 Abstentions

**Directive:** Tribal Administrator prepare a letter to the ICWA Director per the Council's suggestion

- Tribal Administrator reads his report
- Needs money for roads to finalize contract
- Obligate funding for Fire House pavement
- Looking at turnkey by 9-30-12, for Fire House deadline
- Hope to have Education started by 10-1-12.
- **Discussion:** Bids, and labor, working time frames
- Consensus: Stay on the Fire House then work on the Education Room
- Tribal office has 5 new cameras installed
- Looking at expanding Education AFA, Gym Coordinator with the Finance Director and the Treasurer
- Proposal from Ferellgas for propane, want to offer us a percentage
- **Discussion:** Differences in cost, call back and ask for more time.
- **Human Resources in at 4:25:**  
Passed out Annual Review for the Tribal Administrator to the Council, would like them back by September 14, 2012 to retype into one review.  
Write down the procedure on how to do a Tribal Administrator review  
**Human Resources out at 4:32 pm.**

- b. Chairman: Tabled
- c. Vice Chairperson: Tabled
- d. Treasurer: Passed out finance reports
  - Going over cost, equipment, audit
  - Loan Process cont.....

EPA Director came back: 4:43 pm:

- Travel: State Water Planning, OK by Consensus
- Coordinated w/ Yurok and Tribal fisheries Program
- **Discussion:** Probationary associates going on trainings

Charlene Henry moves a **motion** to allow the EPA probationary associates to attend this travel, Virginia Croy seconds, 4 For, 1 Against, 2 Abstentions

- Environmental Assistant Job Description needs to say “must qualify to get on the QVIR’s vehicle insurance”. Review description and submit by Wednesday September 5, 2012 to the HR
- Resolution 2012-33:  
Application for funding under the U.S. Fish and Wildlife Service Tribal Wildlife Grants (TWG) program.

Joselyn Kelley moves a **motion** to approve Resolution 2012-33 with correction, Virginia Croy seconds, 4 For, 0 Against, 1 Abstention

Correction: Page 1 on the bottom: **BE** it further resolved

**Treasurer Continued:**

- Treasurer went over the revised Loan Policy and made corrections with the council, will retype and have it ready to vote on the next Business Council meeting September 26, 2012 at 1:00 pm.

- e. Modoc Lassen Indian Housing Authority (MLIHA): None

**VII. Old Business:**

- a. Policies: Tabled
- b. Drug Policy Procedure: GCC
- c. Mandated Reporter (ICWA), 2012-30, Done

**VIII. New Business:**

- a. MOU-Aaron Peters, MOU on a presentation, no action
- b. Checks- Lisa Carle:
  - **Discussion:**
  - Need a policy for picking up checks, (NGD)
  - Employees are getting lectured, harassed
  - Phone authorizations
  - Watched members upset and received upsetting phone calls
  - Power outages, we are not available
  - Need to document with the front office if someone is picking up your check
  - We should just mail out the checks
  - Memo to membership written by the Tribal Treasurer
  - No more phone authorizations
- c. Organizational Chart, Rick Case: Business Council is part of Health Growth and Housing Growth  
**Discussion:** Fix the organizational chart layout, format, overseeing Business Council – Health Board - Housing

**IX. Executive Session:** None

**X. Announcement:** Business Council for September is moved from 9-28-12 to 9-26-12 at the same time of 12:30 pm.

**XI. Adjournment:** at 6:21 pm

Rick Case moves a **motion** to adjourn at 6:21 pm, Joselyn Kelley seconds, 5 For, 0 Against, 1 Abstention

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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 5 For, 0 Against, and 1 Abstention(s) at this duly called meeting of Quartz Valley Indian Reservation at which a quorum was present on the 26<sup>th</sup> Day of September, 2012.

Melissa McCloud 9-26-12  
Melissa McCloud, Tribal Vice-Chairperson Date

Charlene Henry 9-26-12  
Charlene Henry, Tribal Secretary Date