

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

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**Business Council Meeting
May 28, 2015**

**I. Establish Quorum and Call Meeting to Order: at: 5:36 pm by
Tribal Treasurer Frieda Bennett**

Minutes taken by Tribal Secretary Charlene Henry

Council Members Present:

Tribal Chairman, Harold Bennett –Called In
Vice Chairperson, Melissa McCloud –No Call, No Show
Tribal Secretary, Charlene Henry
Tribal Treasurer, Frieda Bennett
Board Member #1, Alondra Bailey
Board Member #2 Lisa Carle
Member at Large, Veronica Bennett
Member at Large, Sherrie Williams – No Call, No Show
Member at Large, Kevin Case – No Call, No Show

Guest Present:

Tribal Administrator Audrey Gugel
Grants Contact Compliance Officer Gerald Ballard

II. Establish and Approval of Agenda: May 28, 2015
Alondra Bailey moves a motion to accept the agenda for May 28,
2015, Charlene Henry seconds, 4 For, 0 Against, 1 Abstention

III. Reading and Approval of Minutes: April 30, 2015
Alondra Bailey moves a motion to approve the minutes for April 30,
2015, Lisa Carle seconds, 4 For, 0 Against, 1 Abstention

Corrections were: None

IV. Resolutions: None

V. Reports:

a. Tribal Administrator (TA):

- Tribal Administrator email reports to the Business Council, she revised the monthly reports
- Some Council Members are not getting their emails; TA will contact the IT Coordinator to get this corrected.

Topics Discussed:

- Policies: Have been in communications with Bill Helmich over the format of the policies and there were some shortcomings. The TA instructed our Receptionist/Administration Assistant to reformat the Personnel Policy Handbook to make some basic corrections.
- TA asking to pass the Personnel Handbook with corrections.

Alondra Bailey moves a motion to move forward on and pass the reformatted Personnel Policy Handbook to be able to pass the new updated copy to the employees, Veronica Bennett seconds, 3 For, 1 Against, 1 Abstention

- Economic Development update, the Grants Contract Compliance Officer,(GCCO) has been reading through the grant proposals and looking into opportunities to do better or gain some head way. He has a strong financial background and presenting his power point on QVIR Economic Development Proposal May 28, 2015.
- GCCO ask to do a resolution and was explained the process to do so. He is going to receive the resolution template and will bring back to the Business Council for presentation.
- Travel Approval; there are three different forms to fill out and the TA wanted to be clear on how to proceed with, authorizations, Business Council signatures, Finance forms. We are to use the revamped form and the Tribal Administrator will sign and any Executive Business Council member can sign. Immediate family cannot sign off on another immediate family member.

- ANA Program; the Fire Administrator passed out flyers to let members be aware of the free volunteer training that is taking place in Greenview.
- Contractor for the water tank asked if he could park his RV near the Fire Hall for five days, the Business Council says it would be better if he went to the RV Park in Etna.
- The warranty on the tank will continue for one year after the coating
- Clinic Expansion;
Topics Discussed:
 - Approving systems
 - Electrical bids
 - Flooring
 - Labor hours
 - General Contractor
 - Labor Force
 - Circles of Care (COC), grant application
- New Personnel:
 - Payroll Clerk, Joselyn Kelley
 - Grant Contract Compliance Officer, Gerald Ballard
 - Gymnasium Coordinator/Event Planners, Anthony Bennett and Nancee Barnes.
 - Gymnasium Grand Re-opening will be on May 30, 2015 with Bingo at .25 cents a card
- CPA Audit:
Discussion:
This will be our 5th clean audit, there are a couple of things the auditors are asking for. We will have a meeting with them in July. Our GCCO is working on file structure.
- Trainings:
Topics Discussed:
 - Do we have a binder of our annual trainings? No

- TA is discussing compiling a spread sheet that will show all of the trainings and who was trained with the GCCO and HR.
- Trainings to track should include, confidentially, child safety, work safety, continuing education, refresher courses, trainings from the clinic, fire fighters trainings, harassment, and checks and balances.
- The TA and the Executive Director of Anav have gotten together and looked into training at IHS for HR.
- Many employees have been going to trainings and we have not listed them in a binder and we will work on that.
- Document all of the trainings to be included in the reports.

b. **Tribal Chairman:** Table

c. **Tribal Vice-Chairperson:** Table

d. **Tribal Treasurer:**

The Tribal Treasurer gave her report;

Topics Discussed:

- Audit exit review
- Simple recommendations like per capita checks and balances
- Bids and quotes
- Procurement, fell short on some areas
- Looking into getting the information for the auditors
- Disaster Plan
- Children's trust fund
- Finance Director out, will get financials.
- GCCO, asked about profit and loss statement and balance sheets.

Changing the July Business Council meeting from Thursday July30, 2015 at 5:30 pm to Monday July 27, 2015 at 5:30 pm to have a special meeting with the auditors.

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

Discussion:

- Housing policies

- Fair treatment to all members

Entered Executive Session at 7:21 pm

Exited Executive Session at 7:34 pm

f. **Anav Tribal Health Clinic:**
Health Board minutes; Table

g. **Fire Hall:** Table

VI. Old Business:

a. **Policies:** None right now

VII. New Business:

a. **Travel Authorizations, Cross Over:**

Any of our employees that cross over to other areas must be sure to get travel authorizations from both areas from the Tribal Administrator, and the Executive Director.

VIII. Executive Session: Done

IX. Announcement:

Veronica and Daniel's 10th Anniversary!


X. Adjournment: 7:36 pm

Alondra Bailey moves a motion to adjourn at 7:36 pm, Veronica Bennett seconds, 4 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 25th Day of June, 2015.



Harold Bennett, Tribal Chairman



Date



Charlene Henry, Tribal Secretary



Date