

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

ORIGINAL
CA

**Business Council Meeting
June 25, 2015**

**I. Establish Quorum and Call Meeting to Order: at: 5:46 by
Tribal Treasurer Frieda Bennett**

Minutes taken by Tribal Secretary Charlene Henry

Council Members Present:

Tribal Chairman, Harold Bennett –No Call No Show

Vice Chairperson, Melissa McCloud

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

Member at Large, Kevin Case – No Call No Show

Guest Present:

Tribal Administrator Audrey Gugel

Finance Assistant Joselyn Kelley

ICWA Worker Michael Slizewski

Grants Contact compliance Officer Gerald Ballard

Executive Director Kyle Nelson

II. Establish and Approval of Agenda: June 25, 2015
Veronica Bennett moves a motion to approve the agenda for June 25, 2015, Alondra Bailey seconds, 5 For, 0 Against, 1 Abstention

III. Reading and Approval of Minutes: May 28, 2015
Veronica Bennett moves a motion to approve the minutes for May 28, 2015, Alondra Bailey seconds, 4 For, 0 Against, 2 Abstentions

Corrections were: None

IV. Resolutions: 2015-18, 2015-19, 2015-20, 2015-21, 2015-22

2015-18:
ECONOMIC DEVELOPMENT PLAN

Sherrie Williams moves a motion to approve Resolution 2015-18,
Lisa Carle seconds, 5 For, 0 Against, 1 Abstention

2015-19:
**AMENDMENT OF THE DRUG AND ALCOHOL POLICY
FOR QVIR EMPLOYEES**

Table

2015-20:
**APPROVAL TO SUBMIT TO THE U.S. DEPARTMENT OF
HEALTH & HUMAN SERVICES A GRANT PROPOSAL
APPLICATION FOR THE “NEW PATHWAYS FOR
FATHERS AND FAMILIES” GRANT YEAR ONE FUNDING**

Sherrie Williams moves a motion to approve Resolution 2015-20,
Veronica Bennett seconds, 5 For, 0 Against, 1 Abstention

ICWA Worker: Power Point Presentation

- Working on getting this done by July 7, 2015
- Will be coming back with a very detailed report with some strong ideas

2015-21:
**APPROVAL TO SUBMIT TO THE U.S. DEPARTMENT OF
HEALTH & HUMAN SERVICES A GRANT PROPOSAL
APPLICATION FOR THE “HEALTHY MARRIAGE AND
RELATIONSHIP EDUCATION” GRANT YEAR ONE
FUNDING**

Charlene Henry moves a motion to approve Resolution 2015-21,
Alondra Bailey seconds, 5 For, 0 Against, 1 Abstention

2015-22:

AUTHORIZING THE AGREEMENT FOR TITLE AND SETTLEMENT SERVICES AND ENDORSEMENT FOR THE PURCHASE OF 12815 QUARTZ VALLEY ROAD, FORT JONES, SISKIYOU COUNTY, CALIFORNIA; APN 024-380-490

Lyle property; resolution stating that the Vice-Chairperson can sign to finish the purchase

Veronica Bennett moves a motion to approve Resolution 2015-22, Melissa McCloud seconds, 5 For, 0 Against, 2 Abstentions

Sovereign Immunity: limited wavier, Tribal Attorney has been contacted and we feel he looks out for the best interest of the tribe.

New Business a. Moved for Joselyn Kelley:

Entered Executive Session at 6:29 pm

Exited Executive Session at 6:49 pm

Budget- Tribal Treasurer for HR training tools

To all employees at no point in time are to say, "Leadership said", fall back on policies

HR to have a longer orientation on management, teamwork, respect and positive reinforcement

Extend the orientation on disciplinary

HR is to be included in all employee disciplinary actions for the professional aspect of it all.

V. Reports:

a. Tribal Administrator:

Topics of Discussion:

Fire Hall:

- New grants
- Updates on fire report, 40 hours not 48 hours
- Red cards – participants in the data base, pass them out

- Stipends – issues
- Matrix on formula, needs to be the same for everyone, specific dollar amount
- Business discussion; Council Members, Employees, Tribal Administrator
- Fire Course must be complete, requirements must be met, need to use the time clock, make up the hours in order to be paid with makeup classes
- Have scheduled makeup classes, training videos at fire hall
- Some hours on the computer
- Fire Administrator to do training for volunteer Fire Fighters with possible stipends
- Must have a driver's license

HUD Expansion:

Discussion:

- Read a report
- Quote, under cost estimate
- Bond cement work
- Hourly rate
- Need to sign an amendment

SAGE Bill:

- Working on the invoice

Gymnasium:

- Gymnasium Coordinator/Event Planner Nancee Barnes relinquished her position, will look into who was next on the interview list

Tribal Administrator Request:

The Tribal Administrator is requesting that her six month probationary review be conducted.

Payroll:

Time sheets must be turned in on Monday before 10:00 am. On Holidays that are on Monday's time sheets must be turned in on Tuesdays before 10:00 am. Payroll times must proceed as it is, remind the staff at staff meetings about the payroll policy.

Question: Can we move the payroll date to Wednesdays at 4:00 pm? Having a trial period? We are not changing our payroll times.

- b. **Tribal Chairman: Table**
- c. **Tribal Vice Chairperson: Table**
- d. **Tribal Treasurer:**
Has been busy, Bike Rodeo tomorrow, working with MLIHA
- e. **Modoc Lassen Indian Housing Authority: Table**
- f. **Anav Tribal Health Clinic: Table**
- g. **Fire Hall:** Has been discussed under Tribal Administrator

VI. Old Business:

a. Policies- CH, TA:

Discussion:

- TA; Looking into updating the Drug Policy and will be bringing back next month
- CH; All of our policies must be following the OMB Circular
- Finance has it written that we do follow the new OMB

b. Travel Authorizations, Cross over CH:

Discussion:

- All of the employees should be able to get a chance to go on trainings instead of the same people getting most of the training.
- All Business Council Members that are also employees of QVIR should get council approval when they go on any

kind of trainings so we will all know what and why they are traveling.

- The Tribal Administrator can produce a report to the Business Council who is going on travels and trainings.

c. TPC Position: Table

Discussion:

Need to address what this position is

d. NICWA Grant#1: Done; Resolution 2015-20

e. NICWA Grant#2:Done; Resolution 2015-21

VII. New Business:

a. Joselyn Kelley: Done above

b. ANA Fire Program: Discussed under Tribal Administrator

c. Review Panel for Tribal Administrator Review: Discussed under Tribal Administrator

d. Payroll: Discussed under Tribal Administrator

VIII. Executive Session: None

IX. Announcement:

Bike Rodeo tomorrow at the Shackelford Playground
Jessica Bailey turned 19 years of age

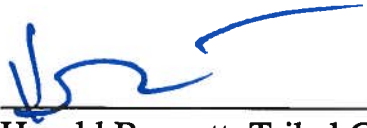
X. Adjournment: 8:28 pm

Sherrie Williams moves a motion to adjourn, Alondra Bailey seconds, 4 For, 0 Against, 1 Abstention

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

BE IT RESOLVED,

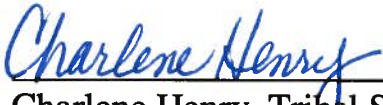
That Quartz Valley Indian Reservation Presiding Executive Official is hereby authorized to sign and the Tribal Secretary to attest this document to give it full force and effect. The foregoing is adopted by a vote of 4 For, 0 Against, and 2 Abstention(s) at this duly called meeting of Quartz Valley Indian Reservation at which a quorum was present on the 27th Day of August, 2015.



Harold Bennett, Tribal Chairman

8/31/15

Date



Charlene Henry, Tribal Secretary

8-28-15

Date