

**Quartz Valley Indian Reservation  
Business Council Meeting  
Remote location: zoom meeting  
Monday, August 31, 2020  
Minutes:**

**Quorum established**

**Member's present:**

Kayla Super, Tribal Chairwoman  
Angela Reynoso, Tribal Vice Chair  
Lisa Carle, Tribal Secretary  
Sherrie Williams, Tribal Treasurer  
Kevin Case, Board member #1  
Virginia Croy, Board member #2  
Dominic Villagomes, Member at Large  
Alondra Whittaker, Member at Large  
Charlene Henry, Member at Large

**Guest(s)**

Mike Slizewski, Tribal Administrator  
LaShanda Siaz, Tribal member

I. **Called meeting to order at 3:10 p.m. by Kayla Super.**

**II. Approval of Agenda**

Additions: Send Wellness Facility manager to ATHC Health Board  
Add Project Coordinator under Human Resource. Add Burial assistance  
under Chairwoman report.

Charlene Henry makes a motion to approve the agenda.  
Kevin Case seconds the motion.

**Roll call:**

Angela Reynoso-For	Dominic Villagomes-For
Lisa Carle-For	Alondra Whittaker-For
Sherrie Williams-abstain	Charlene Henry-For
Kevin Case-For	Kayla Super-abstain

Vote: 6 for, 0 against, 2 abstentions.

**III. Reading and Approval of minutes for August 10, 2020.**

Corrections: On page 2 under Resolution b. add her middle name to  
Laurn Alana Kropp.

**Roll call:**

Angela Reynoso-For

Lisa Carle-For

Sherrie Williams-abstain

Kevin Case-For

Dominic Villagomes-For

Alondra Whittaker-For

Charlene Henry-For

Kayla Super-abstain

Vote: 6 for, 0 against, 2 abstentions.

**IV. Enrollment**

- Topic and discussion: Advertise the open position.
- This is not an introductory position.
- Place more into the budget for training.
- Review the job description.

**V. Resolution**

- a. 2020-26 Approval of request for Quartz Valley Indian Reservation to receive CARES Act Welfare Assistance into Aid to Tribal Government.**

Sherrie Williams makes a motion to approve Resolution 2020-26.

Kevin Case seconds the motion.

**Roll call:**

Angela Reynoso-For

Lisa Carle-For

Sherrie Williams-For

Kevin Case-For

Virginia Croy-No vote

Dominic Villagomes-For

Alondra Whittaker-For

Charlene Henry-For

Kayla Super-abstain

Vote: 7 for, 0 against, 1 abstention, 1-no vote.

- b. 2020-17 The approval of new check signing was approved at General Community Council meeting.**

**VI. Reports**

- a. Tribal Administrator**  
**b. Tribal Chairwoman**

- **Topic and discussion: COVID updates**
  - o California is focused on the fires.
  - o A concern spread of COVID among fire crews
- **Topic and discussion: Census**
  - o 47% completed and
  - o Numerator is willing to set up a spot in front of QVIR office for a central location to collect the survey. Could schedule for September 16.
  - o They are willing to take a COVID test.
  - o Tribal member's save their confirmation number.
- Send out a bulk mailing
- **Topic and discussion: TNGF General Assistance.**
- **Topic and discussion: Report out on 5 acres property.**
- **Topic and discussion: Anav Tribal Health Clinic**
  - o Partial budget approval
  - o Acquiring of Abbott machine for COVID testing.

Virginia Croy entered at 3:47 p.m.

- **Topic and discussion: Burial Assistance.**
  - o Tribal members loss of immediate family member.
  - o Assist with food \$350.00 maximum
  - o Assistance in researching and getting more information through her tribe.
- **Tribal Administrator's report**
  - o Letter to membership: Include an update of the TNGF benefits for adult members.
- **Topic and discussion: Hazard/Mission-Critical pay procedure**
  - o Determine staff members
  - o Eligible hours
  - o Eligible pay
  - o Included in the correspondences will be Tribal Administrator, Grants Contract Compliance Office, Finance, Human Resources and Treasurer.
- **Topic and discussion: Corporate Charter**
  - o Update of Section 17
  - o A zoom meeting is set up with the Attorney on Thursday, September 3, 2020 at 1:00 p.m.
- **Topic and discussion: Grant Assistant job description**



- Addition to the Education requirement Business degree and/or strong financial background.
- Salary is negotiable wage.

Angela Reynoso makes a motion to approve the Grant Assistant job description with the two changes.

Sherrie Williams seconds the motion.

**Roll call:**

Angela Reynoso-For  
 Lisa Carle-For  
 Sherrie Williams-For  
 Kevin Case-For  
 Virginia Croy-For

Dominic Villagomes-For  
 Alondra Whittaker-For  
 Charlene Henry-For  
 Kayla Super-abstain

Vote: 8 for, 0 against, 1 abstention.

**Topic and Discussion: Contract with Credential Teacher**

- Use COVID 19 funding
- Education needs additional assistance
- Upper grades
- Executive Education Director
- Job description in line item.
- Annual Funding Agreement

Dominic Villagomes exit at 4:13 p.m. entered 4:16 p.m.

- **Topic: Split the two departments: Education and Social Services.**
  - Create its own department.
- **Topic and Discussion: Fire Administrator 180-day probation**
  - Tribal Administrator's recommendation.
  - Give this information to Human Resources.
- **Schedule the next COVID 19-CARES Act budget meeting.**
- **Topic and discussion: Commercial vehicle insurance**
  - If the Procurement Policy is met.
  - Renewal is due September 9, 2020 for \$31,613.88.

Sherrie Williams makes a motion to approve the Commercial vehicle renewal insurance for \$31,613.88.

Alondra Whittaker seconds the motion.

**Roll call:**

Angela Reynoso-For  
Lisa Carle-For  
Sherrie Williams-For  
Kevin Case-For  
Virginia Croy-For

Dominic Villagomes-For  
Alondra Whittaker-For  
Charlene Henry-For  
Kayla Super-abstain

Vote: 8 for, 0 against, 1 abstention.

- **Topic and updates: US Forest Capital**
  - o Tom Tuchman will be on site EFM property on September 15, 2020.
- **Topic and updates: Wellness Center Facilities Manager**
  - o Draft job description- present to Health Board.

**c. Tribal Vice Chair**

- **Topic and discussion: Property**
  - o Purchase under COVID 19 funding for isolation space.
  - o Inspection
  - o Ideas and set up plans for property.
- **Topic and discussion: Firehall Chaser truck**
  - o Approved for \$70,000.
  - o Follow the Procurement policy for 3-quotes.
  - o Any Ramah funding needs to be approved by General Community Council.
- **Topic and discussion: Hand washing station**
  - o Need a truck to pull it.
  - o Not selling, these are leased.
- **Topic and discussion: Transportation vehicle**
  - o Education and doctor's appointment.
  - o 13- passenger shuttle bus
  - o Electric lift
  - o Use COVID 19 funding
- Dominic Villagomes left at 5:36 p.m.
- **Topic: Chase Truck**

- Ramah approved funding submit the Purchase Order for this purchase.
- Need true numbers for our COVID 19-CARES Act budget.

Angela Reynoso makes a motion to purchase the Chase Truck through the Ramah funds based on General Community Council priority list for \$49,170.55.

Kevin Case seconds the motion.

**Roll call:**

Angela Reynoso-For  
 Lisa Carle-For  
 Sherrie Williams-For  
 Kevin Case-For

Virginia Croy-abstain  
 Alondra Whittaker-For  
 Charlene Henry-For  
 Kayla Super-abstain

Vote: 6 for, 0 against, 2 abstention.

- **Topic and discussion: Chromebooks**
  - Status is pending inventory.
  - Letter for Chromebook notification for students.
  - Reimbursement are only up to \$299.00. before disbursement.
- **Topic and discussion: Tankless Water Heater**
  - Passed at General Community Council meeting on August 22, 2020.
  - Price was for the units only.
  - Installation-labor cost included is \$1,800. Per house.
- **Topic and discussion: 16- Propane tanks**
  - Passed at General Community Council meeting on August 22, 2020.
  - Proceed: COVID related-stay at home
  - 16 propane tanks were approved.
  - Tankless water heater- check if its COVID related (Check with GCCO)
  - Budget
- **Topic and discussion: Removal of old appliances**
  - MLIHA will take it over.
  - Community Clean up
- **Topic and discussion: Olinks**



- Spoke with rep from Cow Creek and this year decision is final. They are in next year.
- Klamath is the issue. Send a letter to Klamath to compile.

**d. Tribal Treasurer**

- **Topic and discussion: COVID-19 CARES Act budget**
  - Set up budget meeting.
- **Scheduled for Friday, September 4, 2020 at 1:00 p.m.**  
Tribal Chairwoman will do the zoom invite. T.A., GCCO, and Finance.

**e. MLIHA**

**f. ATHC**

**g. Firehall**

**h. Gymnasium**

- **Topic and discussion: Request for facility usage**
  - Event will bring up 30 people expected to be involved.
  - Gymnasium is still closed to the public.
  - Permission to use the Gymnasium parking lot.
- **Refer them to Culture committee to request handwashing, portable potty and to use the campgrounds.**

The rest of the program report will be at the next Continuation meeting beginning with Human Resources.

**IX. Executive Session**

**a. Formal complaint**

Entered Executive Session at 5:41 p.m.

Exit out of Executive Session at 5:59 p.m.

**Directive #1 Tribal Administrator to ask attorney for a suggestion for a different attorney to look and review the Joint Powers Agreement because of use of the same attorney.**

**Directive #2 Tribal Administrator and Tribal Chairwoman to draft a letter to the Board of Commissioners to address this formal complaint and let them know what we want them to formally address.**

**Issue: Wages are always \$2.00 above the minimum wage.**

**Issue: No staff should be asked to handle without the proper trainings and received equipment training to operate hazard equipment or show they have the experienced training.**

**OSHA Training for safety.**

**Topic and discussion: Request for assistance form**

- Ask a formal way to work with each other- short notice.
  - Huge component request additional help
  - Authorization from their supervisor must be formally authorized staff to participant in events.
- Human Resources a formal complaint.
  - **Directive: Because Modoc Lassen Indian Housing Authority does not have a Human Resource Department a formal complaint not resolved will be contracted to a Human Resources professional at the expense of Modoc Lassen Indian Housing Authority.**
  - **Expectations for the upkeep of the homes during the pandemic**
  - **Staff members health and their safety must always be a priority.**
  - **Emergency responds to wear the proper PPE and social distancing.**
  - **Follow the guidelines under the State of Emergency and follow the CDC. Staff will only address and respond to emergency requests.**
  - **Topic and discussion: Sponsorship**
    - On one sponsorship: It was stated that a memorial trust fund will be set up for this event.
    - Emails sent to Business Council for sponsorship requests for approvals.
- The next continuation Business Council meeting is scheduled for Monday, September 14, 2020 at 3:00 p.m.**
- **Topic and discussion: Chase Truck**
    - Completion of the sale of this vehicle.
    - Deal with the Dealership and the signing of the paperwork.
    - Correspondence by either fax or email.



**IX. Adjournment:**

Sherrie Williams makes a motion adjourn.  
Kevin Case seconds the motion.

**Roll call:**

Angela Reynoso-For  
Lisa Carle-For  
Sherrie Williams-For  
Kevin Case-For

Virginia Croy-abstain  
Alondra Whittaker-For  
Charlene Henry-For  
Kayla Super-abstain

Vote: 6 for, 0 against, 2 abstentions.

Adjournment at 6:35 p.m.

**CERTIFICATION**

**BE IT RESOLVED,**

That the 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 \_\_\_\_\_ For, \_\_\_\_\_ Against, \_\_\_\_\_ Abstention(s) and \_\_\_\_\_ No vote at this duly called meeting of Quartz Valley Indian Reservation at which a quorum was present on the \_\_\_\_\_ Day of \_\_\_\_\_, 2020.

Kayla Super  
Kayla Super, Tribal Chairwoman

9/14/2020  
Date

Lisa Carle  
Lisa Carle, Tribal Secretary  
Or Tribal Official

\_\_\_\_\_  
Date