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

ORIGINAL

Business Council Meeting
Friday October 25, 2013

I. Establish Quorum and Call Meeting to Order: at 12:15 pm
By Tribal Vice Chairperson Melissa McCloud and at 2:40 by Tribal Chairman Harold Bennett
Minutes taken by Tribal Secretary Charlene Henry

Council Members Present:
Tribal Chairman, Harold Bennett
Vice Chairperson, Melissa McCloud
Tribal Secretary, Charlene Henry
Tribal Treasurer, Frieda Bennett
Board Member #1, Lisa Carle – Called in
Board Member #2 Vacant
Member at Large, Joselyn Kelley – Called in
Member at Large, Alondra Bailey
Member at Large, Sherrie Williams

Guest Present:
Anav Tribal Health Clinic Executive Director Arvada Nelson
Klamath Basin Tribal Youth Program Coordinator (KBTYP), Trevor Super
Community Health Services Program Manager, Kyle Nelson

II. Establish and Approval of Agenda: October 25, 2013
Move Trevor Super, Kyle Nelson, and Arvada Nelson above III. Reading and approval of minutes, by consensus

Frieda Bennett moves a **motion** to approve the agenda with changes and additions for October 25, 2013, Alondra Bailey seconds, 4 For, 0 Against, 1 Abstention

KBTYP Coordinator, Trevor Super;

Trevor Super is asking QVIR if they are interested in sponsoring the KBTYP Meeting on December 12, 2013. Sponsoring would give QVIR the opportunity for the tribe to offer their support.

Topics discussed:

- Overview of the tribe
- Tribes history
- Working more closely
- Providing an area
- Lunch
- Invitations
- One day event, about 50 people
- Tables, microphone
- Where

The Business Council will discuss and give Trevor an answer by Wednesday October 30, 2013.

Community Health Services Program Manager (CHSPM) Kyle Nelson;

Kyle Nelson has two requests he has brought to the QVIR Business Council.

1. Request for Proposal, Clinic Expansion Project
2. Request for Proposal, Clinic Expansion Project Architect

Topics discussed with CHSPM;

- RFP has gone through a committee process
- RFP has been reviewed with an architect
- Date changes
- Request going to a HUD Clinic Expansion Committee, then to the Health Board
- Keeping with the proper steps

CHSPM obtain the correct sheet from the Finance Director

Anav Tribal Health Clinic Executive Director (ED) Arvada Nelson;

Arvada Nelson presents a letter to the QVIR Business Council seeking approval for Fiscal Consultant, Larissa Tramble to remote access the

Anav Tribal Health Clinic business database located on the QVIR Administration finance server via Virtual Private Network (VPN).

Topics discussed with ED and CHSPM;

- Follow up information
- Personnel issues
- Best times for setting up
- Staff training
- Area of accessing
- IP address

The Business Council will be discussing this with our Finance Director and then possibly conduct a phone vote. Background checks will be done to secure on all levels.

This should move forward if there are no major concerns, and the Executive Director and the Community Health Services Program Manager may be a part of that conversation.

Later discussion:

- MIP Software
- Pay half of annual maintenance
- Licenses
- Modifications done through the fiscal Quartz Valley process

III. **Reading and Approval of Minutes:** September 22, 2013
Alondra Bailey moves a **motion** to approve the minutes for September 22, 2013 with corrections, Charlene Henry seconds, 3 For, 0 Against, 2 Abstentions

Corrections were:
Page 2, line 25; add from IHS
Page 3, line 1; change women to person
Page 5, line 20, change to Shackleford to, our part, and take off forest service road
Page 7, line 3; add regarding the placement of the units, line 6, Change MLIAH to MLIHA

IV. Resolutions: None

V. Reports:

a. Tribal Administrator (TA);

Vice Chairperson reads the Tribal Administrators report

Topics discussed;

- Curley Culp; was asked for his paving inspection credentials
- Following procurement process
- Tribe has to sign contracts to be a legal binding document

Discussion;

- phone votes
- weekly meetings

Tribe and Contractors are to be the only signatures on our contracts; the Tribal Administrator should be present during signing.

Frieda Bennett moves a **motion** that all contracts can only be bound by the tribe through the authorization of only the Tribal Chairman or Tribal Vice Chairperson; and that only Tribal Official and Contractor's signatures should be on the contract, Sherrie Williams seconds, 4 For, 0 Against, 1 Abstention

Discussion;

- Curley Culp contract
- Check list-procurement
- Understanding the process
- Developing a procurement checklist

Directive;

Tribal Treasurer and Board Member at Large #3 will develop a project/contract checklist that will be used for all contracts using the QVIR procurement policy.

Directive;

Tribal Administrator to be present at all contract signings to be available to answer any questions.

Directive;
Tribal Administrator; the QVIR Business Council wants a written response to the paving inspector credentials in the form of a resume from Curley Culp

TA question; Have we solicited any other paving inspectors?

Directive;
Tribal Administrator call the contractor and tell him that he (TA) cannot legally bind the tribe into a contract/project

Committee meetings;
All QVIR Business Council members are to meet once a week in the Tribal Administrator's office to go over any projects. This will be every Wednesday at 4:00 pm.

Tribal Vice Chairperson asks for Member at Large #1 to be present at the Clinic Expansion meetings, Wednesdays at 3:00 pm.

Directive;
Tribal Secretary to send out an email to the Business Council asking the council to attend meetings every Wednesday at 4:00 pm in the Tribal Administrator's office.

DIRECT TV SERVICE; Table

b. **Chairman:** Table

c. **Vice Chairperson**:
We need to set a meeting with the Housing Commissioners, QVIR Tribal Council, and the Tribal Administrator

Housing Commissioners need to come to the Business Councils when there is not a General Community Meeting

There needs to be better communications

Directive:
Tribal Secretary draft a letter to Modoc Lassen Indian Housing Authority Executive Director Phil Bush, and Quartz Valley Indian Reservation Housing Commissioners to attend the next Business Council meeting, November 22, 2013, at 12 noon.

Question and Discussion:

- Why are there so many rocks and sand on the roads?
- Concerned about the condition of the roads and sidewalks from the water project crew
- Where are they supposed to place the big rocks?
- Is sand in the way of the school buses?

These are all questions we will ask the Tribal Administrator.

d. Treasurer:
Memorandum of Understanding Between the Scott Valley Unified School district and the Quartz Valley Indian Reservation

(Tribal Chairman arrives at 2:40 pm and chairs)

Topics discussed:

- Bus – private land
- Cost went up from last year
- Needing another bus
- Title 7, Andre Crambilt
- Parent meetings for decisions
- Snow days

Directive:
Vice Chairperson; ask school district about getting a refund on snow days when the buses are not running.
Create a MOU addendum that we get a credit on non-travel days

Sherrie Williams moves a **motion** to move forward with the Memorandum of Understanding Between the Scott Valley Unified School District and the Quartz Valley Indian Reservation, Alondra Bailey seconds, 4 For, 0 Against, 2 Abstentions

Request for Proposals:
100 Dead and Dying Trees; will become the first topic of discussion at our project committee meeting on Wednesday October 30, 2013 at 4:00 pm.

Indirect Cost Negotiations:
Discussion:

- Staying with Parnell and Associates one more year
- One more year indirect cost proposal
- In sync with our auditors

Frieda Bennett moves a **motion** to approve Parnell and Associates based off of our past performance review, Melissa McCloud seconds, 5 For, 0 Against, 1 Abstention

Transportation for school children:
Can we transport the children more times a week?

Discussion:

- We transport on Tuesdays, Wednesdays, and Thursdays
- Issue: time, gas, money
- Can look into this
- Parent driver donation of time?
- Use of tribal vehicle
- Parent background check
- Licensed driver's

Directive:
Tribal Chairman states we can look into this further and bring back to the next Business Council meeting under; Old Business

Financial:
Directive:
The Tribal Treasurer and the Tribal Vice Chairperson will ask the Tribal Administrator about the ICDBG review status

Loan Policy:
Discussion:

- More input from the Tribal Treasurer
- Would like us to vote on this next BC meeting

Associate Thanksgiving Potluck;
This year's Associate Thanksgiving Potluck will be on November 14, 2013 at 3:30 pm at the Gymnasium.

QVIR Annual Elder Dinner:
QVIR will hold their annual Elder Dinner on Saturday November 23, 2013, as of now a time has not been determined

Directive:
HR update mileage with CFR ask BIA Redding and MLIHA what they use and bring back to amend our mileage rate

Directive:
Tribal Secretary send a letter to the Health Board; Anav Tribal Health Clinic's travel policy is the same as the policy we use at the administration office.

Directive:
Tribal Secretary send a memo to Finance Director, Tribal Administrator, and Human Resources to review travel policies and bring recommendations back to the next Business Council meeting

Meeting adjourned at 4:02 pm due to lack of a quorum.

VI. Old Business: Tabled

VII. New Business: a. Trevor Super – Sponsorship: Done
b. Kyle Nelson – Clinic Expansion Project: Done

VIII. **Executive Session:** None

IX. Announcement: None

X. Adjournment: at 4:02 pm

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 3 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 November, 2013.

Harold Bennett, Tribal Chairman — Date: 11/26/13

Charlene Henry, Tribal Secretary — Date: November 26, 2013