

KARUK TRIBE
COUNCIL MEETING AGENDA
Thursday, May 23, 2013, 3 PM, Happy Camp, CA

A) CALL MEETING TO ORDER – ROLL CALL

AA) PRAYER / KARUK TRIBE MISSION STATEMENT

The mission of the Karuk Tribe is to promote the general welfare of all Karuk People, to establish equality and justice for our Tribe, to restore and preserve Tribal traditions, customs, language and ancestral rights, and to secure to ourselves and our descendants the power to exercise the inherent rights of self-governance.

CH) APPROVAL OF THE AGENDA

EE) APPROVAL OF THE MINUTES *(April 25, 2013)*

H.) OLD BUSINESS *(Five Minutes Each)*

1.

F.) GUESTS: *(Ten Minutes Each)*

1. Chris White, Tribal Member / Business Owner

I.) DIRECTOR REPORTS *(Ten Minutes Each)*

1. April Attebury, Tribal Court Administrator
2. Sandi Tripp, Director of Transportation (written report)
3. Leaf Hillman, DNR Director (written report)
4. Lisa Morehead, Grant Writer/Resource Developer (written report)
5. Scott Quinn, Director of Land Management (written report)
6. Daniel Goodwin, Maintenance Supervisor
7. Leloni Colegrove, HR Manager
8. Dion Wood, TERO/Childcare Director (written report)
9. Tom Fielden, Emergency Preparedness Coordinator (written report)
10. Julie Burcell, People's Center Coordinator
11. Tiffany Ashworth, Dir. Admin Programs and Compliance
12. Erin Hillman, Executive Director KTHA (written report)
13. Laura Mayton, Chief Financial Officer
14. Jaclyn Goodwin, Self-Governance Coordinator (written report)
15. Bill Keenan, KCDC Executive Director (written report)

II.) REQUESTS (*Five Minutes Each*)

K) PHONE VOTES (*Five Minutes*)

1. Request approval to provide assistance to Tribal Descendant with transitional housing in the amount of \$400 from third party. Passed.

M) INFORMATIONAL (*Five Minutes Each*)

- 1.

N) COMMITTEE REPORTS (*Five Minutes Each*)

1. NCIDC Meeting Minutes
2. TERO Commission
3. KTHA

OO) CLOSED SESSION (*Five Minutes Each*)

1. Enrollment (dinner break)
2. Dennis Hobbs
3. Jerry Brink
4. Barbara Snider
5. Tribal Council Members

P) SET DATE FOR NEXT MEETING (*June 27, 2013 at 3 PM in Orleans, CA.*)

R) ADJOURN

**Karuk Tribe – Council Meeting
April 25, 2013 – Meeting Minutes
Yreka, CA.**

Present:

Buster Attebery, Chairman
Michael Thom, Vice-Chairman
Joseph Waddell, Secretary / Treasurer
Charron “Sonny” Davis, Member at Large
Alvis “Bud” Johnson, Member at Large
Amos Tripp, Member at Large
Elsa Goodwin, Member at Large

Absent:

Dora Bernal, Member at Large (travel – excused)
Crispen McAllister, Member at Large (late)

Prayer was done by Sonny Davis and the Mission Statement was read aloud by Buster Attebery, Chairman.

Agenda:

Amos moved and Michael seconded to approve the agenda, 6 haa, 0 puuhara, 0 pupitihara.

Minutes from March 28, 2013:

Sonny moved and Bud seconded to approve the minutes of March 28, 2013, 6 haa, 0 puuhara, 0 pupitihara.

Director Reports:

1.) Sandi Tripp, Transportation Director:

Not present, written report provided.

Buster highlighted Sandi’s report including that there was an update on the Red Cap bikeway project. The street scapes project is postponed as it wasn’t funded but Sandi’s program is actively working toward bringing that project back when it’s feasible.

Amos Tripp moved and Jody Waddell seconded to approve Sandi’s report, 6 haa, 0 puuhara, 0 pupitihara.

2.) Leaf Hillman, DNR Director:

Not present, written report provided.

Buster noted that on the food security Bob Rhode and Ron Reed wanted to ensure that the Council stays in touch with them regarding that. At some point inviting them up to provide a brief to the Council is best.

Bud Johnson moved and Amos Tripp seconded to approve (2) 11-C-056 for the fish traps project, 6 haa, 0 puuhara, 0 pupitihara.

Also attached to Leaf’s report is 13-C-047 to create additional off channel habitat work and to complete hydro-seeding.

Sonny Davis moved and Michael Thom seconded to approve contract 13-C-047, 6 haa, 0 puuhara, 0 pupitihara.

Attached again, was another amendment to a contract but the number is (2) 13-C-046; then there was discussion on the numbering to the amendments and the cover sheet being signed.

Amos Tripp moved and Bud Johnson seconded to approve amendment (2) to contract 13-C-046, 6 haa, 0 puuhara, 0 pupitihara.

Amos Tripp moved and Michael Thom seconded to approve DNR's report, 6 haa, 0 puuhara, 0 pupitihara.

3.) Scott Quinn, Director of Land Management:

Not present, written report provided.

Buster commented on Scott's report noting that the Clinic property was successful in winning their land into trust application even though the City of Yreka took the appeal to the Ninth Circuit Court.

Michael Thom moved and Amos Tripp seconded to approve Scott's report, 6 haa, 0 puuhara, 0 pupitihara.

4.) Daniel Goodwin, Maintenance Supervisor:

Daniel is present to review his report. The staff continues to finish projects at the ranch. He noted that the project at the ranch restroom is being finalized.

This month there has been a lot of vandalism at several properties of the Tribe. Daniel has since ordered cameras and they will focus on the main part of the parking lot in Happy Camp. There have also been reported issues at Oak Knoll. Daniel noted that there are ongoing issues at the buildings and it's a lot to keep up with.

The water machines that are owned by the Tribe cannot be stored at the Ranch as there isn't enough room and they cannot be stored at Oak Knoll. Daniel would like the Tribe to consider selling them.

The Somes Bar project is ongoing and there are issues with the water system. David Greenburg and Gary Burnett are sub contracted to deal with the unit and they provided on-sight assistance. Jody inquired about the filtration system that they build and Daniel may want to look into it.

There are several old vehicles at the Ranch that are being looked into and cleared up. By next week the car crushers will have all the debris removed.

Amos Tripp moved Jody Waddell seconded to approve Daniel's report, 6 haa, 0 puuhara, 0 pupitihara.

Glenda noted that there are fences and alarm systems that may be available for use at the Tribes facility in Happy Camp. The Tribe likes that option but the Happy Camp Admin Complex is a road that must remain clear and open.

5.) Le Loni Colegrove, HR Manager:

Le Loni is present to provide her report to the Council. She provided an update on the staffing of the Tribe.

The RFP for the printing of the newsletter is still on-going. That will be done before the next deadline.

They are working on a user-friendly site to connect their information and determine eligibility of the employees for insurance coverage. She is revising the orientation process and they will work on some informational brochures and flyers.

She continues to schedule Reunion Planning Meetings in all three communities. She will be working with Tiffany for vender applications and she commented that they applied for use of the Hoopa Tribal CCC crew. The application was submitted and that will be brought back to the Council to determine if they would like to use the service. There is no fee but there may be some minor charges for using their services.

Amos Tripp moved and Sonny Davis seconded to approve the HR Manager's report, 6 haa, 0 puuhara, 0 pupitihara.

6.) TERO Director:

Dion is present to review his report. He would like to seek approval of the TERO/Childcare Assistant position description. It is a part time position with flexibility. He is looking at succession planning for the position.

Michael Thom moved and Jody Waddell seconded to approve the TERO/Childcare Deputy Assistant position, 5 haa, 1 puuhara (Elsa Goodwin), 0 pupitihara.

Dion completed the skills bank database and he is seeking approval to complete a bulk mailing to the Membership to create the data to insert into the database and then this will provide the ability to generate reports and it will tie into the Census of the Enrollment Department.

Dion noted that there isn't a lot of information flowing to the staff regarding the Casino Project and he is anticipating a job fair and he will work toward this if he was afforded the ability to receive the information. Buster will be able to provide a better time frame to the staff moving forward after next weeks meetings. Dion is very interested in providing training and will also follow up on his last years reunion surveys which included possible interest in working at the casino.

Dion noted that the skills bank application is four pages currently but he is going to modify it to include the casino positions.

On May 8th there will be a meeting with key staff to complete a wage ordinance. He worked with Jaclyn on the sovereign immunity language to the WPA.

Tiffany will be working with the Management Team on the TERO Compliance Plan. This will have more information that is provided to the bidders.

The fire season is moving forward and Dion is working with the Tribal Members to begin their contracting capabilities.

Jody Waddell moved and Michael Thom seconded to allow the bulk mailing with additional information, 6 haa, 0 puuhara, 0 pupitihara.

His next childcare plan must be submitted by July of this year. He will be seeking that information through RPMS, Census and then provide it to the Council for their final approval.

Quartz Valley would like to share the service area with the Tribe and that has been allowed previously, however he is unsure of the budget cuts that are coming forward and he will evaluate if they can continue to share.

Dion then went on to provide an update on the National level childcare issues that are being planned to ensure cuts do not affect the young children and that any potential funding should be accessed directly by Tribes not just through States.

Michael commented that the math and science camps that are done are very beneficial as well as the Head Start programs, he suggests that there be possible fundraising during the reunion. Dion is open to those kinds of suggestions, but his booth is one person that is busy constantly and depends on volunteers to even assist currently. Taking on more would mean less of what the Membership likes during the reunion.

Michael Thom moved and Bud Johnson seconded to approve Dion's report, 6 haa, 0 puuhara, 0 pupitihara.

7.) Tom Fielden, Emergency Preparedness:

Tom is present to seek approval to EMI for E449 Train the Trainer Course. This is required training. He is unsure of which State because of the waiting list and how fast it fills up.

He mailed out a link to the website regarding the advanced training that was needed and he continues to provide training to the staff.

He continues to work with the staff on training needs. He submitted a draft of a revised policy to the attorney for his advice regarding the revision.

He is working with Jaclyn and Le Loni for the Tribes commitment to Emergency Preparedness.

He submitted the information to the Tribes attorney's regarding liability of the emergency preparedness.

Jill has been testing the Hazmat program and working on the GIS for computer centers. She is acquiring on gathering information for a data library for the Tribe. She is working with DNR on their projects and the health staff on maps of elder locations in case there is any type of emergency.

Public Information Officer training was offered and is needed. He provided an overview of the ongoing training that he attends.

Neighborhood watch is working with KTHA and the Sheriff's Office will be sponsoring a community response training which will be held in July.

He attended a meeting with Jan the Siskiyou County Emergency Preparedness Coordinator. More exercises and trainings are coming forward and he is actively collaborating with outside agencies and pulling resources.

The Happy Camp Clinic can serve as a distribution point and he handed that over to the Health Program to determine if they would need assistance.

For an evacuation option he is working with Jaclyn on the use or MOU for the use of the multi-purpose room for the evacuation.

Jody Waddell moved and Sonny Davis seconded to approve Tom's travel as soon as he is able to apply for a spot and get in the class, date and location are unknown, based on availability, 6 haa, 0 puuhara, 0 pupitihara.

Jody inquired about the active shooter training. Tom commented that the recent media has covered several issues about violence in the schools so there are some tentative discussions that that will take place at the workshop which will provide assistance.

Elsa Goodwin moved and Jody Waddell seconded to approve Tom's report, 6 haa, 0 puuhara, 0 pupitihara.

8.) Julie Burcell, People's Center Coordinator:

Julie is present to thank the Council for the assistance during the basket weavers gathering. There were over 100 participants. She thanked Daniel and the rest of the maintenance crew for their diligent work. Her staff worked really hard and extended hours and she would like the Council to thank them when they see them or acknowledge their over and above work.

Her report is straight forward and there are three action items.

There was information provided for non-compliance in reporting for FY's 2011 and 2012. With the assistance of Tamara Barnett she completed the reports and now she is slated to receive the 2013 funding.

She continues to work with KRAB and they continue to work on the river closures for the ceremony times. They are aware of the ongoing issue. And they continue to work with the State Water Board. There are several Senate Bills that continue to be worked on and they brainstorm several ideas on pursuing a stance for the Tribe.

There has to be a 2 day planning session on the People's Center Advisory Meeting that was drafted, funded and now needs to be held. Once that is done, that will bring that issue into compliance.

There will be travel for students and Bari Talley and others that will work on their videography project to bring artifacts home. She is hoping to work on the albino wolf skin that is borrowed from a Berkeley Museum which they are making a case to not have to return it.

She spends a lot of time on the ongoing library project. She is requesting that she, Bari, Lisa Morehead, Yukon and Loren Preston attend the training June 10-13, 2013. Elsa is concerned about what other items that Lisa may have to be working on at that time if she attends this

training. Julie confirmed that Lisa will be provided with grant writing options while there and further funding opportunities.

Michael Thom moved and Jody Waddell seconded to approve out of state travel for attendees, June 10-13, 2013, 6 haa, 0 puuhara, 0 pupitihara.

She then sought out of state travel for Yukon and Loren May 7-10, 2013 to the library conference.

Elsa Goodwin moved and Michael Thom seconded to approve out of state travel for Loren and Yukon May 7-10, 2013, 6 haa, 0 puuhara, 0 pupitihara.

Julie then would like to hang flags near and around the entrances of the Tribes administration complex. They are the signs that the local arts council developed that have animals related to this area and the Karuk name of those animals.

Consensus: to allow the signs to be put up.

Elsa Goodwin moved and Michael Thom seconded to approve Julie's report, 6 haa, 0 puuhara, 0 pupitihara.

9.) Tiffany Ashworth, Compliance:

Tiffany is not present. Buster noted that there are concerns of the late submissions of grant proposals to Tiffany, not allowing her to review completely.

Dion commented that there is a request in to the IT Department to open an intranet; to provide for quick access for the request of proposals and it allows for confirmation of when they are received and instead of hand walking or couriering proposals, they could be accessed electronically. This has not made the IT priority list though.

Michael Thom moved and Amos Tripp seconded to approve Tiffany's report, 6 haa, 0 puuhara, 0 pupitihara.

10.) Erin Hillman, ED KTHA:

Erin is not present but Ann Escobar is present in her place.

She has four action items; which is a land purchase agreement 13-A-029 for the sell of the Blue House for the appraised value, 6 haa, 0 puuhara, 0 pupitihara.

Buster noted that there is discussion on selling the yellow house to housing as well. Ann is not sure of that discussion but she will forward it to Erin, if the Council would like a response regarding that.

Her second action item is the request to approve an on call receptionist in Happy Camp and the CFO position descriptions. Revisions are necessary and both Erin and the KTHA Board reviewed those to ensure compliance.

Amos Tripp moved and Sonny Davis seconded to approve the on call receptionist position description for Happy Camp, 6 haa, 0 puuhara, 0 pupitihara.

She then sought approval of reporting changes to the CFO and the purchasing agent to change the supervising duties to shift from the ED to the CFO.

Amos Tripp moved and Jody Waddell seconded to approve the revised reporting structure of the position descriptions, 6 haa, 0 puuhara, 0 pupitihara.

Amos Tripp moved and Jody Waddell seconded to approve revised position description for the CFO, 6 haa, 0 puuhara, 0 pupitihara.

Buster asked if there was any news about the application for the Morongo funding that was left over. Ann informed the Council that Erin has been working on this and reporting on the updates. She will ask Erin to provide a direct update to the Council if they would like one, because she isn't sure of the specifics, but she does know that Erin is working on this.

Amos Tripp moved and Bud Johnson seconded to approve KTHA's report, 6 haa, 0 puuhara, 0 pupitihara.

Ann inquired if there was anything that the Council would like follow up on she is available or if they would just like to forward that to Erin that would work as well. The Council thanked Ann for attending the meeting.

11.) Laura Mayton, CFO:

Laura is not present, but Laura Olivas is present in her place with Laura's updated report. Included in the report is to add an additional \$500,000 to the casino project budget.

Amos Tripp moved and Elsa Goodwin seconded to increase the Gaming Budget \$500,000, 6 haa, 0 puuhara, 0 pupitihara.

Elsa Goodwin moved and Michael Thom seconded to approve Laura's report, 6 haa, 0 puuhara, 0 pupitihara.

12.) Jaclyn Goodwin, Self-Governance Director:

Jaclyn is present to review her report. She provided a letter with comments and recommendations to the Senate on the re-authorization of NAHASDA funding.

Jaclyn then went on to seek approval of the resolution policy on the review of policies and procedures.

Michael Thom moved and Bud Johnson seconded to approve the Karuk Tribe's resolution procedures, 6 haa, 0 puuhara, 0 pupitihara.

She then went on to seek approval of a revision and/or clarification to the have the Housing Authority to correct and re-submit the deed of sale under resolution 13-R-046.

Jody Waddell moved and Sonny Davis seconded to approve resolution 13-R-046, 6 haa, 0 puuhara, 0 pupitihara.

She then provided an update the sovereignty ordinance that Dion provided and she believes it would be a good thing to implement and have an attorney review. The Ordinance will clarify how the waiver of sovereign immunity is done and when. She believes that this will provide more

clarification on the process and how it would be done as opposed to how it is done currently, mistakes could be made by individuals. Jaclyn will discuss this with a couple of Tribes that have this ordinance.

She sent a letter to the Department of Fish and Game for the harvesting of elk and eels. Jaclyn noted that there is no reference in traditional fishing practices so she would like to submit that request.

Consensus: to submit the letter to the State Department of Fish and Game.

Consensus: to submit the letter regarding SB52.

Jaclyn attended the meeting of all Tribes. She will be developing a concept paper on the fund that will be added as a competitive fund for the non-gaming Tribes. She has some questions and comments regarding the Tribe competing in the funding.

On May 20th there is a strategy session and then on June 6th there is another meeting regarding some potential changes to the compacts and if there are any proposed changes then they should stay up to speed on this.

Amos is concerned over the upcoming information regarding the RSTF. He would like to have some further information on this pressing issue and it will be critical to stay abreast the changes that may be coming. Elsa commented that the meeting she and Dora went to she noted that there are going to be some significant changes to the Karuk Tribe, specifically a student is doing his doctrine on it and then the State will look at that. Elsa commented that in discussions she had, every Tribe will put in for it and any Tribe can access it. She then provided the overview of the complications of accessing the grant funding. Amos would recommend discussing this at the Planning Meeting.

Consensus: to support the NAHASDA position paper.

Michael Thom moved and Amos Tripp seconded to approve Jaclyn's report, 6 haa, 0 puuhara, 0 pupitihara.

13.) April Attebury, Tribal Court Administrator:

April is present to review her report.

Alma provided her report and updated the Council on the SOU pow-wow that children attended. The youth were really excited and had a great time in viewing what other Tribes do. They just returned from a trip to UC Davis and Berkeley.

The Daughters of Tradition group that is done; she has four girls in that class that are making dresses. On Sunday they attended a fundraiser and the group raised \$200. They continue to raise funds toward the materials for their dresses.

Amos commented that it was nice for Alma to provide the youth a different outlook on the different culture and it helps our youth to identify with the Karuk culture. Amos encouraged Alma to continue this work. Also, Alma would like to increase funding to assist more girls, and then expand to young men but she would need assistance for that work.

Elsa Goodwin moved and Amos Tripp seconded to approve April's report, 6 haa, 0 puuhara, 0 pupitihara.

14.) Bill Kennan, KCDC Operations Manager:

Bill is present to review his report. He commented that he would like to read the KCDC Mission Statement and will include it on all his reports moving forward to remind folks what KCDC's job is and what their duties are.

He is trying to put KCDC back together and his focus is to re-build KCDC.

Bill noted that he has better vision and is willing to work with all the departments and to create business definition including refining operations.

The point of sale equipment should be up and operating May 1, 2013. The month of May will be pretty much finance work. KCDC has received audit findings, because of the accounting system. He has set his goal to get a transition to a new accounting system in place by the end of the year. Buster inquired about the software that was set up. Bill explained that in 2005 it was set up wrong and the information does not provide consistent cash balances.

Bill provided an explanation that the training he is going to will assist in setting up new books and having clear and straightened up books. Elsa asked if KCDC has finished getting the information to the auditors that is needed, because their audit rolls into the Tribes. Bill expects that to be finalized by the end of next week.

Bill then went on to note that he met with Jody and received an update on the gravel company. He noted that they he will be working with Scott, Jody, Erin and Sandi to gather further information.

A big issue he has been having is cultural sensitivity issue in the schools; so he will be following up with Alma Mendoza on providing services and possibly working with Rivkah's position.

Harold noted that the fire crew is a pass thru and the policy needs to be moved forward. Buster has to put in a call to Amy Dutschke regarding the fire crew policy to seek clarification.

Harold explained that KCDC is a non-profit entity and they have different laws that need followed through on and Bill agrees that he would like the policy moved forward and not hinder operations, but that is not on his desk, but sitting with the Council. Buster would like to meet with Bill and Harold to discuss what the needs are regarding the fire crew.

Amos Tripp moved and Michael Thom seconded to approve Bill's report, 6 haa, 0 puuhara, 0 pupitihara.

Phone Votes:

1. Request approval of contract 13-C-049. Passed.
2. Request approval to allow TANF staff to attend training in Las Vegas, NV. Passed.
3. Request approval for Council Members to attend meeting in Canyonville OR. Passed.
4. Request approval for out of state travel for April Attebury and Tanya Busby for mandatory grantee training. Passed.
5. Request approval to clarify that resolution 13-R-025 will need to be \$75,000 in discretionary because the grant funder does not allow a bond to be created. Passed.

Closed Session:

Michael Thom moved and Bud Johnson seconded to approve resolution 13-R-044, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: to seek a full reconciliation of the recent Youth Council trip, identifying who all attended and the funding set aside to each participant.

Michael Thom moved and Jody Waddell seconded to approve insurance for the Mike Attebery Scholarship tournament, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: to allow Fred to determine what should be crushed.

Michael Thom moved and Sonny Davis seconded to support Immakkiadim not to exceed \$8,000, 4 haa, 0 puuhara, 0 pupitihara.

Elsa Goodwin moved and Michael Thom seconded to approve the revised Enrollment Director Position description to state Karuk Tribal Member, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: to support the brush dances to be held June 20-23, 2013, including porta-potties, use of community building, and dumpster.

Michael Thom moved and Amos Tripp seconded to provide porta-potties and dumpsters for the flower dance ceremony, 6 haa, 0 puuhara, 0 pupitihara.

Amos Tripp moved and Bud Johnson seconded to approve out of state travel for Leaf Hillman and Craig Tucker to Washington DC, May 6-10, 2013, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Jody Waddell seconded to provide \$750 assistance to Tribal Member #3552 for volunteering his work time for 30 days to the Tribe to repay the assistance, 6 haa, 0 puuhara, 0 pupitihara.

Bud Johnson moved and Amos Tripp seconded to approve resolution 13-R-041, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: to pull the Gratin Tribe removal procedures or ordinance for review.

Consensus: to issue notice to all Directors/Managers regarding bringing children to work.

Next Meeting: May 23, 2013 at 3PM in Happy Camp, CA.

Bud Johnson moved and Amos Tripp seconded to adjourn at 9:13pm, 6 haa, 0 puuhara, 0 pupitihara.

Respectfully Submitted,

Russell "Buster" Attebery, Chairman

Recording Secretary, Barbara Snider

Tribal Council Report
Karuk Tribe Department of Transportation
Council Meeting: May 23, 2013

Submitted by: Sandi Tripp, Director of Transportation
Date: May 16, 2013

Tribal Transportation Program

Red Cap Bikeway

The project entitled Red Cap Road Bikeway, is partially funded through a grant from Humboldt County and the State of California in the amount of \$420,000. This funding is available to us through a phased drawdown process that ensures milestones and project schedules are met.

Project Update: Last month I reported on the submission of several required documents to the California Transportation Commission (CTC). I am glad to report that our documents were accepted and are now approved (**See Attached: CTC Financial Vote List**). Though the next few months, I will be working closely with the County of Humboldt to complete the NEPA process and develop a full Plan, Specification and Estimate package for this project. I will clarify the funding allocation process with Council at the next scheduled regular monthly meeting schedule for May 23, 2013.

Happy Camp Streetscapes (Complete Streets Project)

This is complex ongoing project and I anticipate several years of coordination and collaboration with multiple agencies. I will continue to provide Council a Project overview with status updates as relevant information becomes available.

Project Overview: As you are aware, we have been developing a complete streets project in Happy Camp to improve safety and mobility for residents and visitors to the area. This project was first identified in our Middle Klamath River Community Transportation Plan. Over the last several months I have met with Caltrans District 2 Planners and Engineers and we have agreed that the appropriate next step in the planning process is a Project Study Report (PSR). This month I met with Caltrans District 2 Senior staff; and, although Caltrans had previously offered the services of their in-house Engineer for the PSR development, they now identify budget constraints due to issue of Federal Sequester.

The continued progress of this project is dependent on the PSR development.

Project Update: Caltrans has identified an Engineer and has approved a 50/100-1PY(person year) toward the development of a PSR for this project. This allowance is a big step in project development.

Additionally, I expect to receive Notice of Availability for Tribal Transportation Safety Funding very soon and I plan to submit a proposal to develop of a Safety Plan for this project. I will share all relevant project information with Tribal Council as it becomes available.

KCDC/KTHA Parking Facility

I have completed all preliminary phases for this project and we are now at 90% in the development of the PS&E (Plans, Specifications & Estimates). The IT and lighting review of this project is also complete and I expect to have a construction ready PS&E package by the

beginning of June and plan to advertise for bid in June 2013. The construction phase of this project is planned for July 2013. I will share all relevant project information with Tribal Council as it becomes available.

Utility Relocation Update:

We are near full completion with the utility relocation for this project. Tribal Council approved a PP&L Cost Agreement and we now need approval for the Service Line Agreement (**See Attached: Resol.#13-R-45; PacifiCorp Service Line Agreement**) This has been a complex process; but, it will prove to be worth the work when we have unobstructed ingress/egress to our new KCDC/KTHA Parking Facility.

Orleans Wellness Cnt – Asip Road Parking Facility Project

I have been working with FHWA to review the Environmental Analysis (EA) that was previously completed for the Orleans Wellness Center. FHWA has made a preliminary determination of “no historic properties affected”. Although, the final step in the compliance process is to ensure concurrence is met with the Karuk Tribe THPO. I have contacted Julie Burcell, Karuk THPO and I do expect she will provide a letter of concurrence to the file and we will be able to move this project through the design and implementation phase by mid July 2013.

I have been working with our Engineering Firm, GHD Inc., to develop preliminary design plans for the new parking facility that will accommodate patients and visitors to both the Wellness Center and the Panamnik Center. I reviewed the design plan and provided input to the engineers. They will be implementing the revision I have noted and I will soon have a plan sheet to share with Tribal Council for approval.

Project Update: The Draft Preliminary Design Plan was completed and I have made some initial changes to their first draft. I do expect the revised design sheets back soon; I will share all relevant information with Council as it becomes available.

Head Start ADA Bus Drop Off Project

This project will allow for construction of a dedicated Americans with Disabilities Act (ADA) school bus drop-off area and accessible parking stall for the Head Start building in Happy Camp. This project will ensure safe access for students and other visitors with mobility limitations.

I advertised this project and completed a mandatory Pre-Bid meeting last month. The deadline for Project bids is April 19, 2013. I will be working to rank the proposals soon. I will share all relevant proposal and contract information with Tribal Council as it becomes available.

Project Update: At this time I am waiting to receive the Project Proposals from Contact Compliance. As soon as I receive all submissions we will begin the ranking process and select the Construction Contractor for this project. The construction phase of this project is planned for June 2013.

Transportation Maintenance

Bucky Lantz, Lead Roads Maintenance Worker has been hard at work this month ensuring safe ingress/egress on Tribal roads and facilities.

DOT Maintenance Projects include; but, are not limited to the following:

- Working with KTHA to provide assistance in the storm clean up efforts at the Happy Camp KTHA site
- Installed new road signs in the Yreka KTHA Complex.
- Relocation of Utilities at the KCDC/KTHA parking facility in Happy Camp.

- Working to assist in the cleanup efforts at the Ranch.
- Ongoing Gutter and DI maintenance on all Tribal routes including Yreka, Happy Camp and Orleans
- Debris and brush removal from multiple Tribal routes including Yreka, Happy Camp and Orleans
- Ongoing equipment maintenance and repair
- Ongoing route review to identify maintenance and project needs

Action Items:

Item #1 – Approval of Tribal Resolution #13-R-045 and the Service Line Agreement for 533/635 Jacobs Way, Happy Camp, CA.

Item #2 – Position Description Update – D.O.T. Administrative Assistant

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

REQUEST FOR RESOLUTION

Check One:

Resolution

Karuk Tribe Number Assigned:

13-R-045

Prior Amendment:

Requestor:

Sandi Tripp

Date:

May 16, 2013

Department/Program:

Department of Transportation

Brief Description of Purpose:

Resolution authorizing a Service Line Agreement between the Karuk Tribe and PacifiCorp at 533/635 Jacobs Way, Happy Camp, California. This Agreement supersedes any previous agreements and shall remain in effect so long as the Karuk Tribe desires electrical utility service from PacifiCorp upon this parcel.

**** REQUIRED SIGNATURES ****

Sandi Tripp
Requestor

5/16/13
Date

**Self-Governance Coordinator

Date

Other

Date

Karuk Community Health Clinic

64236 Second Avenue
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**RESOLUTION OF THE
KARUK TRIBE**

Resolution No: 13-R-045
Date Approved: May 23, 2013

RESOLUTION AUTHORIZING A SERVICE LINE AGREEMENT FOR 533/635 JACOBS WAY, HAPPY CAMP, CALIFORNIA, ON KARUK TRACT T-555-T5228 (ASSESSOR'S PARCEL #016-380-460) TO PACIFICORP.

WHEREAS; the Karuk Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

WHEREAS; the members of the Karuk Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

WHEREAS; the members of the Karuk Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the Karuk Tribe; and

WHEREAS; the Karuk Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the Karuk Tribe; and

WHEREAS; the Karuk Tribe desires Pacificorp to construct, install, relocate and provide utility service; now

THEREFORE BE IT RESOLVED; that the Karuk Tribe authorizes a Service Line Agreement on Karuk Tract T-555-T5228 (Assessor's Parcel # 016-380-460); now

THEREFORE BE IT FINALLY RESOLVED; that the Karuk Tribal Council authorizes a service line agreement for 533/635 Jacobs Way, Happy Camp, California on Karuk Tract T-555-T5228.

CERTIFICATION

I, the Chairman, hereby certify the foregoing resolution 13-R-045 which was approved at a Council Meeting on May 23, 2013, was duly adopted by a vote of ____ AYES, ____ NOES, ____ ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which ____ voted.

Russell Attebery, Chairman

Date

AMENDED SERVICE LINE AGREEMENT

THIS SERVICE LINE AGREEMENT (this "Agreement") is entered into this _____ day of _____ 2013, by and between the **Karuk Tribe** ("Grantor") and **PACIFICORP**, an Oregon corporation, its successors and assigns ("Grantee") with reference to the following:

A. Grantor is the legally authorized occupant of certain tribal real property located within Siskiyou County, California (the "Property") and desires that Grantee relocate, construct, install and provide utility service to the Property; as set forth in that Service Line Agreement dated August 30, 2010, Tribal No 10-A-051, Resolution No 10-R-127.

B. In order for Grantee to provide such relocation of the previously granted service and pursuant to Code of Federal Regulations Title 25, Section 169, Part 22 ("25 CFR 169.22") the parties desire to enter into this Amended Agreement to provide for the relocation, construction and installation of a service line upon the Property.

NOW THEREFORE, the parties agree as follows:

1. Grantor, in consideration of and for the sole purpose of Grantee providing electric utility service to Grantor, hereby grants permission to Grantee to relocate and construct a new underground electric distribution line system (the "Service Line") on, over, under, within and above the following portion of the Property (the "Utility Facilities Area") without payment of any monetary compensation or damages:

A portion of the Southwest Quarter of Section 2, Township 16 North, Range 7 East, Mt. Diablo Meridian, County of Siskiyou, State of California shown as Parcel 4 of Parcel Map Book 7, Page 162 of County Records.

2. Grantor further granted to Grantee (including Grantee's contractors) an easement for a right of way upon the "Utility Facilities Area" for the construction, maintenance, reconstruction, operation, maintenance, repair, replacement, enlargement and removal of the Service Line and all necessary or desirable accessories and appurtenance thereto, together with the right of ingress and egress to the "Utility Facilities Area" from adjacent lands of Grantor and the right to keep said "Utility Facilities Area" clear of vegetation or other obstructions; as set forth in that Service Line Agreement dated August 30, 2010, Tribal No 10-A-051, Resolution No 10-R-127.

3. The location of the Service Line is more particularly shown and delineated on the attached plat marked "Exhibit A", which has been prepared in accordance with 25 CFR 169.22, and which by this reference is made a part hereof.

4. This Agreement shall remain in effect for so long as Grantor desires electric utility service from Grantee upon the Property.

5. The parties hereby agree that an executed copy of this Agreement, including Exhibit A, shall be filed with the Secretary of the Bureau of Indian Affairs within 30 days following full execution.

In case of any dispute between the parties concerning the rights and duties of either party under this contract, there shall first be informal negotiations attempted between the parties. If negotiations are unsuccessful, then the dispute may be submitted to mediation/arbitration by mutually agreed upon parties. If such arbitration or mediation is unsuccessful, the matter may be submitted to the United States Federal District Court for the State of California, or as otherwise may be agreed to by the parties for a determination of the issue.

IN WITNESS WHEREOF, the parties execute this Agreement as of the dates set forth below.

Grantor:

Grantee: PacifiCorp

By: _____
Name: _____
Title: _____

By: _____
Name: STUART KELLY
Title: MD, Construction Support Svcs

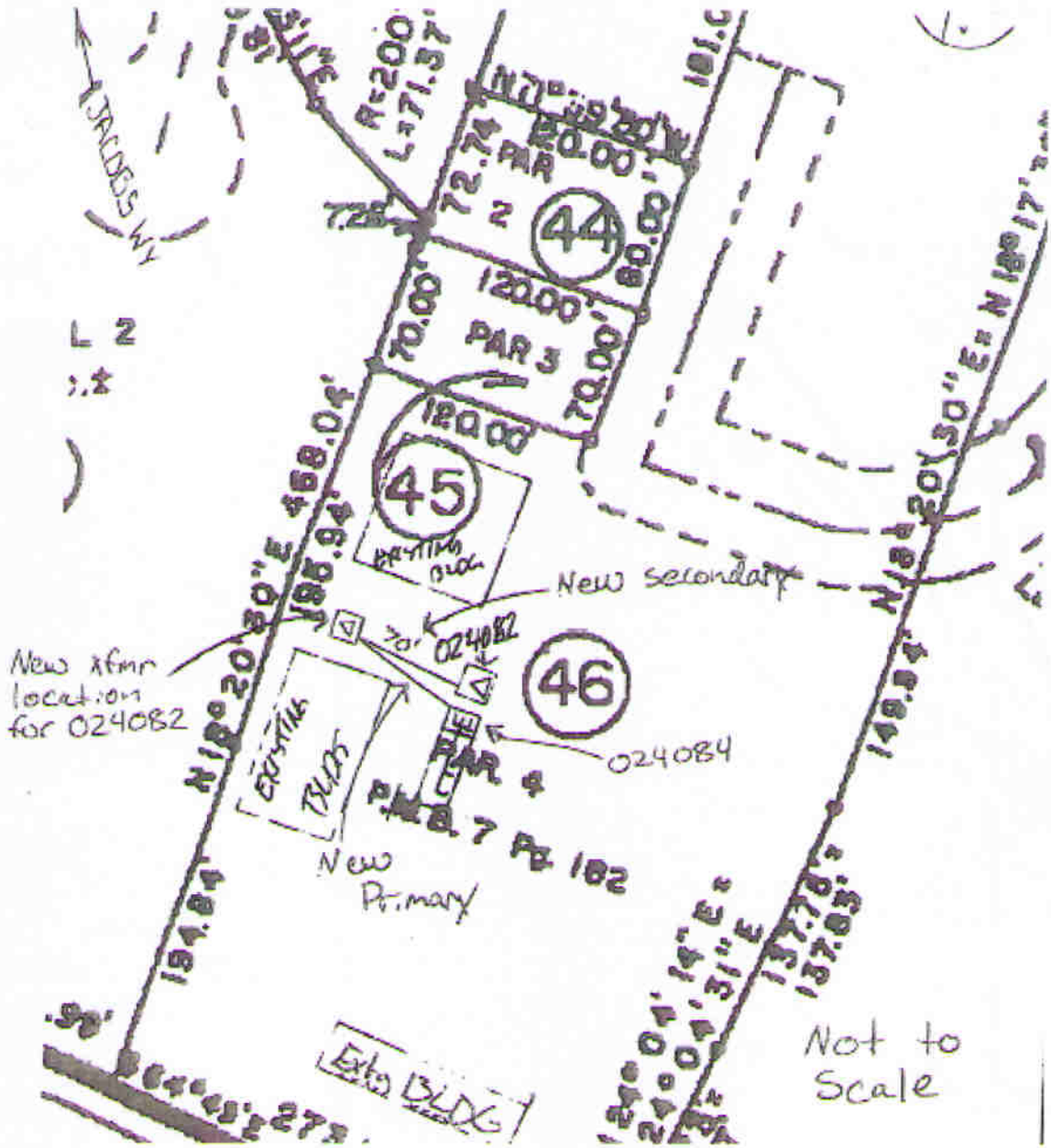
Dated this ____ day of _____, 2013

Dated this 2nd day of April, 2013

PROPERTY DESCRIPTION

Section: 2, Township: 16 N, Range: 7 E, Humboldt Meridian,
Siskiyou County, State of California.

Map / Tax Lot or Parcel No.: 016-380-460



| | |
|------------------------------------|--|
| <p>CC#:11571 WO#: 5669631</p> | <p>This drawing should be used only as a representation of the location of the easement area. The exact location of all structures, lines and appurtenances is subject to change within the boundaries of the described easement area.</p> |
| <p>Landowner Name: Karuk Tribe</p> | |
| <p>Drawn by: Rylan Wood</p> | |
| <p>EXHIBIT A</p> | <p>PACIFIC POWER A DIVISION OF PACIFICORP</p> |

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POSITION DESCRIPTION

Title: D.O.T. Administrative Assistant

Reports To: Department of Transportation (DOT) Director

Location: Orleans DOT Office

Salary: \$15.00 to \$18.00, depending on experience

Summary: The Administrative Assistant will provide administrative and clerical support to the Department of Transportation, as required. This will include scheduling appointments, filing, and other organizational duties.

Classification: Part Time, 24 - 29 hours per week, Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Shall be responsible for providing administrative and clerical assistance including but not limited to word processing, spreadsheet development, filing, and scheduling of appointments for the Karuk Tribe DOT.
2. Shall assist in the development of select scope of work documents and detailed task outlines for procurement of consultant and construction contractor services.
3. Shall compile and process Departmental expenditure receipts and invoices while adhering to current Karuk Tribal Fiscal Policies and Procedures.
4. Shall assist in maintaining budgets for the Tribal Transportation Program (TTP) and other Departmental funding sources, as required.
5. Shall be responsible for procurement of Departmental supplies and equipment, including procurement documentation, cost comparisons, research as to dependability, required maintenance and warranty information.
6. Shall assist with coordinating travel advance requests and reconciliations for all Departmental staff.
7. Shall be responsible for timely preparation of authorization forms for internal review of funding proposals and agreements for subsequent Tribal Council approval.
8. Shall assist in the preparation and distribution of Departmental correspondence and reports to select funding agencies and the Tribal Council.
9. Shall ensure distribution of Karuk Tribe DOT public announcements through multiple media sources including; but not limited to, the Karuk Tribal website DOT Departmental link.

10. Shall prepare and deliver supplies for meetings and other functions, as requested.
11. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess high school diploma or equivalent.
2. Must possess demonstrated experience in Microsoft Word, Excel, Power Point and Publisher; as well as other general computer skills.
3. Up to three years of clerical experience; and knowledge of Tribal policies and procedures is highly preferred.
4. Must be punctual, a self-starter, well organized, and willing to learn new skills. Must be able to prioritize duties and ensure timely completion of tasks.
5. Must have demonstrated ability to speak clearly and professionally in face-to-face, as well as telephone communications.
6. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
7. Must adhere to confidentiality policy.
8. Must successfully pass a drug screening test and be willing to submit to a criminal history check.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

Council Approved: _____

Chairman's Signature: _____

Employee's Signature: _____

Department of Natural Resources

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Fax: (530) 627-3448

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DEPARTMENT OF NATURAL RESOURCES TRIBAL COUNCIL REPORT

May 2013

Please accept the following information as the Department of Natural Resources written report for the upcoming Tribal Council Meeting.

Action Items

WATER RESOURCES COORDINATOR/ Crystal Bowman

Action Items

None.

Current Sampling and WQ Reports**WQ Staff:**

1. Sampling for nutrients began to be monthly in November and will continue through May to be collected at this frequency.
2. Fish Disease sampling continues to be collected every week, a project in cooperation with the Yurok Tribe and Oregon State University.
3. Sampling for bacteria in the mainstem Klamath and tributaries will be weekly through the spring months.
4. Datasondes deployed and calibrated every two weeks at selected locations: below Iron Gate dam, Orleans, Seiad and Salmon Rivers. Real-time internet access equipment was installed at below Iron Gate dam, Seiad and Orleans locations.
5. Field staff attended a week long training for programming the dataloggers.

Water Quality Meetings and Trainings**Water Resources Coordinator:**

1. Attended the following Teleconferences and/or Webinars
 - a. BOR teleconference with myself and Craig to discuss the upcoming climate change research paper they are completing for the Klamath Basin.
 - b. Discussed possible Klamath research projects with UC Berkley PhD candidate working on algae in the Eel.
 - c. State Blue Green Algae Working Group meeting to discuss formal committees and representatives for the State BGA Group.
 - d. Webinar on treating high phosphorus loads using treatment wetlands.

2. Met the USFS Six River Forest to discuss the Karuk datasonde collection needs at the Salmon River Gaging Station
3. Attended the Interim Measures and Interim Conditions meeting in Yreka with technical representatives of the KHSA and Pacificorp.

State and Federal Processes

KHSA – Reviewed all seven Pacificorp IM 11 2013 projects and the corresponding 2012 projects reports, prepared comments, reviewed Kier and Kann comments, submitted to Pacificorp and IMIC

Administrative

Water Resources Coordinator:

Grants

None.

Reports

Drafting the 2012 Periphyton Report for KHSA IM 15, a project in collaboration with Yurok Tribe.

Field

Setting up sampling points for the Rock Lake and Knownothing drainage study with Tammy.

Miscellaneous Tasks

1. Organized all office files, monthly Council report, paid all invoices to date, procurements and submitted mileage logs and travel requests and/or receipts.
2. Staff meetings (1-2/month) to update accomplishments and prioritize tasks.

Karuk Tribal Council Report

S. Craig Tucker, Ph.D.
Klamath Campaign Coordinator

May 15, 2013

Summary

- **KBRA/KHSA Update**
- **Talks with Montague Water Conservation District**
- **Suction Dredge Update**

KBRA/KHSA Update

Leaf Hillman and I spent last week in DC discussing Klamath Restoration agreement with offices in both House and Senate who are key to moving legislation.

Take home message is that as we were leaving DC, Senator Wyden announced a hearing on Klamath issues in DC June 20. This is great news as a hearing is first step in introducing an d moving legislation.

A summary of our meetings are attached at the end of this report.

Talks with Montague Water Conservation District

MWCD continues to mull over our settlement proposal and our model describing how water moves through irrigation system and the impacts of our settlement on their irrigation deliveries. Long story short is that we think MWCD is spending a good deal of time studying our analysis and considering settlement terms. At their request we have agreed to delay next meeting for several weeks while they work on a response.

Our settlement proposal describes in interim period whereby MWCD would provide in stream flows consisted with those recommended by recent Fish and Wildlife report, a plan to retire diversions from Parks Creek, plan to line diversion canal, and gauges to allow all Parties to monitoring diversions to ensure that MWCD diverts water in a manner consistent with their adjudicated water right. Our analysis shows that simply lining the canal and diverting only amounts that they are legally entitled to precludes the need to divert water from Parks Creek and provide requested flows while meeting their irrigation needs in most years. A drought lasting more than 2 years leads to shortfalls in irrigation deliveries but we argue that this is a natural risk associated with agriculture. A detailed presentation on the proposed settlement and our interactive water model can be provided at the council's request.

Suction Dredge Update

As noted previously, the dredge miners believe they have found a legal loophole in the existing moratorium on dredge mining whereby they can simply remove the sluice box from their dredge and the machine no longer be considered a dredge.

We petitioned the CA DFW Director to close the loophole and he denied our petition. We next plan to file an injunction against the Department and a Temporary Restraining Order against the miners. This will be heard by court next week.

Notes From Staff Briefings in DC

Note – I made a strong effort to get in to see Wyden and Lamalfa staff and despite plenty of emails and calls made over week in advance as well as while in transit and in town, I got no response from Lamalfa and lame response from Wyden suggesting Friday meeting when I had already told them I would be leaving town on Friday.

House Resources Minority Staff – Camille Calimlim

- Remains ardent fan of our effort, but kinda powerless to make much happen
- Did tell me that it seems likely that in next congress, Max Baucus will leave which means Wyden will likely move to banking and finance
- Also Defazio may land in House Resources – she suggested we reach out to him . I was unable to schedule meeting however.

Wyden's Energy committee Staff

I met with Dan Adamson, Patty Beneke and separately with Cisco Minthorn.

They appear confident that we will have a hearing in DC in late June.

If hearing “goes well” Dan expects Wyden to assign Patti task of drafting and they would solicit our feedback and input.

- Patty thinks that bill needs to be short as possible, focusing only on necessary new authorities. This will help us attach to some other legislation as opportunity arises. I told her that the coalition would have mixed reaction – some parties think its very important to reiterate previous legislative commitments, but I was confident these issues could be worked through.
- Dan and Patty think deal is very kind to PacifiCorp and they (and Wyden) think that we should consider asking more form PacifiCorp. I told them we accepted the notion that needs to be in PacifiCorp's economic interests and I can't imagine PC will go along with any deal that does not address liability. That being said, I told them we would support PC contributing more to dam removal IF they can be convinced to do so.
- There is some concern that the KBRA is not clear enough when it comes to wheeling power to irrigators and this is leading to some finger-pointing between Pacificorp, BOR,

and BPA. He is currently working on that...I assumed KWUA and PacifiCorp are aware of this and he is working with them.

- The recent flurry of press coverage did get their attention – Patty was writing talking points for Wyden who was en route to Klamath Falls for town hall.
- They understand that Mallams et al are tea party nuts, although that stated it in much kinder words.
- Hoopa has no traction with these guys – they have worked with Hoopa before and they don't appear to buy any of Hoopa's arguments.
- I shared Glen's best attempt at articulating the costs of KBRA and to separate out what is appropriated & authorized; appropriated & not authorized; and neither appropriated nor authorized. I expressed that we have suffered years of frustration from administration being unable or unwilling to share these numbers in detail for us. I urged them to have Wyden demand numbers that group could see.
- Left feeling encouraged that we have a chance to get a hearing and a bill in play this year
- Dan not too worried about 401 process as he figures it will take a while for anything substantial to happen that would distract from settlement for 1 or 2 years.

James Peterson – Feinstein

- I judged him to be a little frustrated with Wyden for failing to make statement when we amended KBRA – DiFi was prepared to be part of that.
- I judged him to be frustrated with administration for not being more forthcoming with budget numbers. He implied that we should urge Wyden to write letter to DOI regarding this and if he did not do so, we should request such a letter from Di Fi in June or July
- Feinstein I think is anxious for Wyden to get things moving.
- Hoopa has no traction here.
- Interested in fact sheet that shows KBRA provides net increase in water storage

Josh Johnson – Murkowski minority Energy Committee Staff

- I think the person you really want to talk to here is Kaleb Freolich and Jay Sterns
- I did a lot of educating on issue with Josh

- He told me that Murkowski did not have an ideological issue with dam removal in fact she would support an agreement that parties and congressmen from the affected state want

Mary Pavel – senate Indian Affairs

- Thinks Cantwell will support
- We explained agreement to here in modest detail
- She is an Indian and former private attorney – she understands the value and need to make deals
- She doesn't like folks trying to torch a multi-party deal w/o alternative
- Hoopa has no traction with her

Ben Miller and Stepanie Owens – Huffman staff

- These guys are ready to do whatever we ask

Jeremiah Bauman – Merkley

- Remains supportive
- Has financial explanation from SB 1851
- Letting Wyden lead

KLAMATH CAMPAIGN COORDINATOR/ Craig Tucker

Action Items

Attached

1. Request for Contact Addendum- 12-C-074 ADD # 2 adding scope of services
2. Request for Contract MKWC 7,000.00-dates 5/23/13-12/31/14

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract
 MOU
 Agreement
 Amendment

Karuk Tribe Number Assigned: **12-C-074 Addendum 2**

Funder/Agency Assigned: **Mid Klamath Watershed Council**

Prior Amendment: **1**

REQUIRED → *Procurement Attached *Budget Attached
*System for Award Management (SAM) (CONTRACTS ONLY)
*KCDC/ KTHA Notification/ review required Yes No

Requestor: **Carlotta Whitecrane** Date: **May 15, 2013**

Department/Program: **Department of Natural Resources**

Name of Contractor or Parties: **Thomas Cannon**

Effective Dates (From/To): **April 26, 2012** **October 26, 2013**

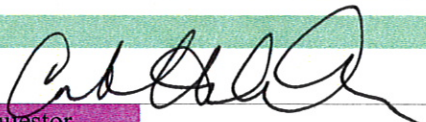
Amount of Original: **n/a**
Amount of Modification: **n/a**
Total Amount: **n/a**

Funding Source: **2110-42**

Special Conditions/Terms:

Brief Description of Purpose:
This addendum will add additional scope of services totaling 250 hours to this existing contract to enable Thomas Cannon to continue developing option to protect and enhance surface flow in the Scott River, initiate a stranding reduction and rescue program in the Scott River watershed, Habitat planning and beaver restoration efforts, and participating in related conservation programs, meetings, and workshops.

**** REQUIRED SIGNATURES ****


Requestor _____ Date _____

**Chief Financial Officer _____ Date _____

**Director, Administrative Programs & Compliance _____ Date _____

**Director of Self Governance(MOU/MOA) or TERO (Contracts) _____ Date _____

Department of Natural Resources

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CONTRACT # 12-C-074

ADDENDUM #2

**Between
Karuk Tribe
And
Thomas Cannon**

This addendum will add additional scope of services to include the following;

1. Develop options for protecting and enhancing surface flow in the Scott River in summer and fall - (50 hours). Obtain and update information from stream gages, water right decrees, water master records, Water Board records, landowners, water and ditch districts, Water Trust, DWR, DFW, and RCD on surface water and its use in the Scott Valley including mapping, assessment, evaluation, recommendations. Define alternatives for increasing water supply or reducing use to increase surface flow in the Scott Watershed during low flow periods of the year. Communicate with water masters, water districts, ditch companies, and State Board Water Rights Division on options for improving supplies and flows. Prepare report on options and alternatives available to protect and improve flows.
2. Initiate a stranding reduction and rescue program in the Scott River watershed (100 hours). Develop a stranding reduction and rescues plan that addresses risks to salmonids in over twenty miles of the Scott Watershed. Develop rescue protocols. Work with CDFW toward implementing this program in support of them and in cooperation with them. Work with landowners to obtain information, cooperation, and permissions. Conduct stranding surveys on the ground with cameras and snorkeling. Define priority risks to stranding - maps, aerials, locations, problems, fixes, approach. Determine suitable relocation sites and obtain approvals and permissions. Organize rescue teams and work groups. Implement priority rescues.
3. Habitat planning and restoration effort focusing on use of beaver within the Scott Watershed (50 hours). Document the existing role of beaver in creating and sustaining coho refuges. Develop program to use beaver to enhance habitats. Develop program to enhance temporary and long-term cover in coho summer refuges emulating beaver-related activities. Develop program to enhance stream channel habitats using beaver or actions that emulate or encourage beaver. Develop program to protect and enhance coho summer refuges with beaver-related activities. Communicate concepts to agencies, tribes, governments, landowners (sell the benefits of beaver and how to implement program).

4. Participate in related conservation programs and efforts, meetings, and workshops related to Scott River coho recovery (50 hours). Communications: meetings, negotiations, phone calls, site visits, emails. Documentation: videos, photos, and notes. Reporting: progress reports, presentations, and reports.

All other terms and conditions will remain unchanged.

Consultant

Karuk Tribe

Thomas Cannon
5161 Oak Shade Way
Fair Oaks, CA 95628

Russell Attebery, Chairman
64236 Second Avenue
Happy Camp CA 96039

Signature/ Date

Signature/ Date

TIN/ SSN: 385-48-3411

Scope of Services

1. Develop options for protecting and enhancing surface flow in the Scott River in summer and fall - (50 hrs)

- **Obtain and update** information from stream gages, water right decrees, water master records, Water Board records, landowners, water and ditch districts, Water Trust, DWR, DFW, and RCD on surface water and its use in the Scott Valley including mapping, assessment, evaluation, recommendations.
- **Define alternatives** for increasing water supply or reducing use to increase surface flow in the Scott Watershed during low flow periods of the year.
- **Communicate** with water masters, water districts, ditch companies, and State Board Water Rights Division on options for improving supplies and flows.
- **Prepare report** on options and alternatives available to protect and improve flows.

2. Initiate a stranding reduction and rescue program in the Scott River watershed (100 hrs)

- **Develop a stranding reduction and rescues plan** that addresses risks to salmonids in over twenty miles of the Scott Watershed.
- **Develop rescue protocols**
- **Work with CDFW toward implementing this program** in support of them and in cooperation with them.
- **Work with landowners** to obtain information, cooperation, and permissions.
- **Conduct stranding surveys** on the ground with cameras and snorkeling.
- **Define priority risks to stranding** - maps, aerials, locations, problems, fixes, approach.

- **Determine suitable relocation sites** and obtain approvals and permissions.
- **Organize rescue teams and work groups**
- **Implement priority rescues**

3. Habitat planning and restoration effort focusing on use of beaver within the Scott Watershed (50 hrs)

- **Document the existing role of beaver** in creating and sustaining coho refuges
- **Develop program to use beaver to enhance habitats.**
- **Develop program to enhance temporary and long-term cover in coho summer refuges** emulating beaver-related activities.
- **Develop program to enhance stream channel habitats** using beaver or actions that emulate or encourage beaver.
- **Develop program to protect and enhance coho summer refuges** with beaver-related activities.
- **Communicate concepts to agencies, tribes, governments, landowners** (sell the benefits of beaver and how to implement program)

4. Participate in related conservation programs and efforts, meetings, and workshops related to Scott River coho recovery (50 hrs)

- **Communications:** meetings, negotiations, phone calls, site visits, emails
- **Documentation:** videos, photos, notes,
- **Reporting:** Progress reports, presentations, reports

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: _____
 MOU
 Agreement Funder/Agency Assigned: **Mid Klamath Watershed Council**
 Amendment Prior Amendment: _____

REQUIRED → *Procurement Attached *Budget Attached
*System for Award Management (SAM) (CONTRACTS ONLY)
*KCDC/ KTHA Notification/ review required Yes No

Requestor: **Carlotta Whitecrane** Date: **May 15, 2013**

Department/Program: **Department of Natural Resources**

Name of Contractor or Parties: **Mid Klamath Watershed Council**

Effective Dates (From/To): **May 23, 2013** **December 31, 2014**

Amount of Original: **\$7,000**
Amount of Modification: _____
Total Amount: **\$7,000**

Funding Source: _____

Special Conditions/Terms:
Jenny Staats is the independent contractor thru Mid Klamath Watershed Council.

Brief Description of Purpose:
Mid Klamath Watershed independent contractor, Jenny Staats, will be producing 3 short films focused on the Scott River native Coho Salmon, groundwater extration and history of the valley.

**** REQUIRED SIGNATURES ****


Requestor _____ Date **5/15/13**

**Chief Financial Officer _____ Date _____

**Director, Administrative Programs & Compliance _____ Date _____

**Director of Self Governance(MOU/MOA) or TERO (Contracts) _____ Date _____

Other _____ Date _____

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Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES**Contract Number: 13-C-_____**

This Agreement, dated as of May 23, 2013, is between the Karuk Tribe (hereinafter “the TRIBE”) and Mid Klamath Watershed Council (hereinafter “INDEPENDENT CONTRACTOR”), who agree as follows:

1. **Description of Services:** The Tribe hereby retains Independent Contractor to provide the services described in the attached *Description of Independent Contractor Services and Activities*.
2. **Duration:** The term of this Agreement shall be from May 23, 2013 to December 31, 2014.
3. **Compensation:** Independent Contractor will be compensated as provided in the attached *Description of Independent Contractor Services and Activities*, not to exceed Seven Thousand Dollars, (\$7,000.00). All invoices must be submitted no later than thirty (30) days past the end date of this Agreement as stated in Clause 2 above. The Klamath Coordinator and/or Authorized Designee shall be responsible for overseeing this Agreement and approving invoices for payment.
4. **Claims for Compensation:** Independent Contractor agrees that he/she shall not be entitled to and shall not claim compensation for services performed under this Agreement from another federally funded source of compensation for the same work performed, same working hour(s) or same working day(s). It is further agreed by the Independent Contractor that any claim for compensation submitted in violation of this clause shall, if paid, be recoverable by the Tribe.
5. **Warranty, Indemnity and Hold Harmless:** Independent Contractor warrants and represents that it has every legal right to enter into the Agreement and to perform in accordance with its terms and that it is not and will not become a party to any Agreement with anyone else which would be in violation of the rights granted to the Tribe hereunder. Independent Contractor will indemnify and hold the Tribe harmless from and against any losses, damages and liabilities, including reasonable attorney’s fees for Independent Contractor’s negligent performance or unexcused failure to perform services under this agreement. The Tribe makes no warranty, indemnity or hold harmless agreement.
6. **Independent Contractor Status:** It is understood and agreed between the parties that the Tribe shall not be obligated to withhold any federal, state or local taxes from fees paid to the Independent Contractor, nor shall the Tribe have any liability for such withholding. Further, any required public liability, public damage and/or Worker’s Compensation Insurances shall be the sole responsibility of the Independent Contractor.

7. **Confidential Information:** Independent Contractor will not disclose directly or indirectly to or use for the benefit of any third party any secret or confidential information, knowledge or data acquired by virtue of its relationship with the Tribe without the prior written approval of the Tribe. It is understood and agreed by the parties that the obligations of this paragraph shall survive the expiration or termination of the Agreement.
8. **Non-Assignability:** This Agreement may not be assigned or transferred by either party without the prior written approval of the other party.
9. **Authority:** Independent Contractor's authority to act under this Agreement can be suspended upon written or verbal notice by the Tribal Chairman of the Tribe or his/her designee. If verbal notice is given, it shall be confirmed in writing within five (5) working days.
10. **Termination:** This Agreement may be terminated at any time, with or without cause, by either party, upon notice in writing. Any such termination shall be effective immediately. Independent Contractor shall invoice the Tribe within thirty (30) days of agreement termination for satisfactory work performed up to termination date.
11. **Complete Agreement:** This Agreement constitutes the entire agreement between the parties, and no amendment or modification hereof shall be effective unless reduced to writing and signed by both parties.
12. **Severability:** Should any provision of this Agreement be held invalid or unenforceable, such a holding shall not affect the validity or enforceability of any other provision thereof.
13. **Copyrights:** All original materials, written, photographed, recorded or otherwise collected or produced by the Independent Contractor pursuant to this Agreement are instruments of Professional Services, and shall be the sole property of Tribe.
14. **Expertise Certification:** The Independent Contractor assures the Tribe that they and all their approved sub-contractors possess the expertise, and resources necessary for satisfactory completion of the activities described in the *Description of Independent Contractor Services and Activities*.
15. **Certification Regarding Debarment, Suspension and Related Matters:** The Independent Contractor hereby certifies to the best of their knowledge that it or any of its officers or contractors or sub-contractors:
 1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transaction by any Federal department or agency;
 2. Have not within a three (3) year period preceding this Agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain or performing a public (Federal, State or local) transaction or agreement under a public transaction; violation of federal or state

antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

3. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State or local) with commission of any of the offenses enumerated in Paragraph 2 of this certification; and
 4. Have not within a three (3) year period preceding this Agreement had one or more public (Federal, State or local) transactions terminated for cause or default.
16. **Applicable Law:** This Agreement shall be governed by the laws of the United States of America and by Karuk Tribal law. In the absence of Federal or Tribal law, relevant laws of the State of California shall be applicable. Independent Contractor is required to comply with Office of Management and Budget Circular A-102 and is responsible for understanding and compliance with applicable grant administration requirements as set forth in the Federal agency codifications of the grants management common rule. This provision is not intended to waive the Tribe's sovereign immunity status or submit the Tribe to any jurisdiction inconsistent with such status.
17. **Indian Preference:** This Contract shall be executed in accordance with the Indian Preference Act of 1934 (Title 25, USC, Section 47) and/or the Tribal Employment Rights Ordinance (TERO), based on funding source requirements.
18. **Tribal Employment Rights Ordinance (TERO):** Independent Contractor acknowledges that a two percent (2%) TERO fee will be imposed on the gross value of any contract initiated within the interior/exterior boundaries of the Karuk Ancestral Territory, provided that the total contract or annual gross revenues meet or exceed \$2,500.00.
19. **Sovereign Immunity:** Nothing in this Agreement shall be construed or interpreted to relinquish the sovereign immunity of the Tribe.

In consideration of the mutual promises of the parties this Agreement is executed on the date first above written, in duplicate, intending each duplicate to be an original.

INDEPENDENT CONTRACTOR

Will Harling, Mid Klamath Watershed Council
PO BOX 409
Orleans, CA 95556
TIN: 20-1501256

KARUK TRIBE

Russell Attebery, Chairman
64236 Second Avenue
Happy Camp, CA 96039
(530) 493-1600

Signature and Date

Signature and Date

Description of Independent Contractor Services and Activities (Scope of Work)

Independent Contractor Jenny Staats, Klamath Salmon Media Collaborative thru Mid Klamath Watershed Council as fiscal sponsor will be responsible for producing 3 short films for purposes of distribution via You Tube, email, and social media sites. These films will all be focused on the Scott River and highlight three sub-topics: native coho salmon; groundwater extraction; and history of the Valley.

Independent Contractor will be responsible for shooting footage, acquiring existing footage from various sources, editing film, putting film in appropriate digital formats, and other tasks as necessary to complete the project.

Story board and narrator script will be developed in conjunction with Klamath Coordinator.

MID KLAMATH WATERSHED COUNCIL
DUNS: 166006176 CAGE Code: 31LQ7
Status: Active

38150 HWY 96
ORLEANS, CA, 95556-0409 ,
UNITED STATES

Entity Overview

Entity Information

Name: MID KLAMATH WATERSHED COUNCIL
Business Type: Business or Organization
POC Name: None Specified
Registration Status: Active
Expiration Date: 09/23/2013

Exclusions

Active Exclusion Records? No

SAM | System for Award Management 1.0

IBM v1.863.20130412-1616

WWW3

Note to all Users: This is a Federal Government computer system. Use of this system constitutes consent to monitoring at all times.



WATERSHED RESTORATION PROGRAM: MAY 17, 2013

Watershed Program Activities

Through the latter portion of April through mid May we have or will provide input and assistance towards various projects within DNR;

- 1) Attended the May KRAB Meeting
- 2) Assisted our Fisheries Department with the Seaid Creek Enhancement Project planning and development.
- 3) Attended the Tribal/USFS Summit Meeting
- 4) Attended the Tribal/USFS Coordination Meeting
- 5) Participated in the ID Team for the East Ishi Pishi Transportation Analysis
- 6) Assisted in our Regulatory-Mining concerns.

Funding Update

- 1) Working with Humboldt County who is administrating a NCIRWMP grant we received.

In conclusion, we would like to thank the Tribal Council for their continued support. If you have any questions, please do not hesitate to call me at (530) 469-3454 or email me at ecrosby@karuk.us

Earl Crosby
Watershed Restoration Coordinator

FISHERIES PROGRAM/Toz Soto

Action Items

NONE

Fisheries Program field staff are working on spring projects. A field crew is working up river in cooperation with the US Fish and Wildlife Service. They are operating out-migrant fish traps on the mainstem Klamath River near Kinsman Creek and near Interstate 5. Another crew is working on fish habitat enhancement at thermal refugia sites along the mainstem Klamath River. They are adding habitat cover in the form of woody debris bundles to increase juvenile fish survival. This work is funded by the Middle Klamath Watershed Council via funding from PacifiCorp's Coho Enhancement Fund. Another crew is working downriver and operating out migrant fish traps in the lower Salmon River and mainstem Klamath near Big Bar. The same crew is collecting fish samples weekly from the Klamath as part of a comprehensive fish disease monitoring effort coordinated by US Fish and Wildlife Fish Health Lab. Additionally biologists and technicians are maintaining our remote PIT tag detection systems located in Seiad Valley, Happy Camp and above Somes Bar at the mouth of Sandy Bar Creek.

During the previous month progress was made toward negotiating our Fiscal Year 2014 Scope of Work for our annual funding agreement or AFA with the Bureau of Reclamation (BOR). Last month we met with BOR representatives to discuss our 2014 Scope of Work (SOW), the outcome of the meeting was positives and our goal is to have a final draft SOW ready sometime this month in preparation for review.

The Fisheries Program is preparing to hire summer youth workers and will advertise for positions in early June. We are requesting additional funding from federal partners including the Bureau of Reclamation and US Fish and Wildlife Service. We are also pursuing opportunities with other Tribal programs including the TANF program.

Other accomplishments include submitting final reports and closing old agreements for projects including AFA's and cooperative agreements. So far we have closed out our fiscal year 2011 and 2012 AFA's.

We recently finished a research and monitoring proposal regarding Pacific Lamprey. We received assistance on the lamprey proposal from grant writer Lisa Morehead and thank her for helping with this grant opportunity.

The Fisheries Program currently has 10 full time employees including; 6 field technicians, 1 crew supervisor, 2 biologists and 1 lead supervisory biologist.

For more information regarding the Fisheries Program or other fisheries related topics, please contact Toz Soto at tsoto@karuk.us or 627-3116.

ENVIRONMENTAL EDUCATION PROGRAM/ Jeanette Quinn

Action Items

None.

Native Plants/Ethnobotany/Noxious Weed Awareness. On April 17 I did a lesson with the 7th/8th graders at Happy Camp Elementary to celebrate National Arbor Day. Students learned the history of Arbor Day and the importance of trees to our world. I incorporated some math into the lesson by having the students take measurements of trees near the school to calculate the bigness of the trees. Students measured crown spread and circumference of the trees. They also estimated tree heights by measuring the trees' and their own shadows and by using a ruler to compare a student's height to the tree's height. They then used ratios to calculate the trees' heights with these measurements. I also did this lesson with the 7th/8th graders at Orleans Elementary on April 23, with Jefferson High students on April 24, with the 6th/7th graders at Happy Camp Elementary on April 30, and the 5th/6th graders at Happy Camp Elementary on May 3.

On April 22 I taught an Earth Day lesson in the K-2nd grade class at Orleans Elementary. We discussed natural resources, especially plants, that we rely on and why these resources are important. Then students went outside to observe and draw resources that they appreciate. Students shared their drawings with the rest of the class. I did the same lesson with Headstart student in Orleans on April 23, with the 1st and 2nd/3rd graders at Happy Camp Elementary on April 24, and with the K and 4th graders at Happy Camp Elementary on May 3.

On May 10 I presented a lesson on Native Pollinators in the 3rd-6th grade class at Orleans Elementary. I shared a PowerPoint presentation that I created last year with the class, then took the students outside to observe and record data on native pollinators at work. I also did this lesson with the 6th/7th graders at Happy Camp Elementary on May 14.

Water Quality. On April 19 I presented a PowerPoint slideshow, Water Resources, in the 3rd-6th grade class at Orleans Elementary. Students reviewed the Water Cycle, learned where water is distributed globally and in what proportions, the definition of ground and surface water, how ground water can become contaminated, and how prevent or clean up ground water.

On April 25 I accompanied the 1st-3rd graders from Junction Elementary on a field trip to the Arcata Marsh. Students learned how the wetlands are used as a wastewater treatment facility for the city of Arcata. Students went on a guided tour to learn about some of the plants, birds and other wildlife that use the wetlands as a sanctuary.

ENVIROMENTAL CORDINATOR/ Carlotta Whitecrane

Action Items

None.

EPA PPG

- Meeting the PPG Grant Program Objectives
- Revising GAP Workplan
- Contractor invoice tracking
- Process invoices from consultants
- Prepare contracts/documents for Council review/approval
- Preparing for PPG Grant Submission
- Review monthly fiscal documentation, prepare and distribute budget summary reports for Natural Resources staff
- Create requests for proposals (RFP)
- Develop, modify and process contracts
- Continuous updating and modification of project status spreadsheet
- Develop, modify and process agreements
- PAN (Personnel Action Notice) wage and billing code adjustments
- Prepare resolutions and process proposals for Council approval
- Assist all coordinators with budget management activities
- Meet with coordinators for project/budget review

Energy Program

- In Close-Out Process

Attachments for Council review; NONE

If any questions or comments, please contact Carlotta Whitecrane cwhitecrane@karuk.us, or 530-627-3446 x 3014.

FOOD SECURITY COORDINATOR/ Bob Rohde

FUNDING

- Funding for the first year has been received. Project start date was March 15, 2013.

PROGRAM MANAGEMENT

- In the first year Food Security staff will begin a dialogue with the Karuk Tribal Council, Tribal Programs, basket weavers, traditional food gathering specialists and others to identify ways to integrate traditional use resources into Karuk Tribal programs and communities.
- Staff are communicating to other Tribal Programs about the Food Security project.
- The Project Coordinator and Cultural Biologist provided a presentation at the Basket Weavers Gathering in Happy Camp.
 - There is a need to provide tribal gatherers the existing State and Federal documents that acknowledge tribal members have the right to gather food and materials without a permit. One gatherer asked if this information could be posted on the Tribe's website.
- As a result of the presentation at the Basket Weavers Gathering, the Karuk Peoples Center has asked if the Food Security Program can assist them in planting a native plant garden. We are supportive of the proposal.
- The Peoples Center has also requested the Food Security staff assist in bringing Artifacts from Berkeley to Happy Camp once the current exhibit leaves in the fall. Berkeley Collaborative contact information has been provided.
- The Project Coordinator attended the weekend workshop on Ethnobotany at Camp Creek provided by Laverne Glaze, Frank Lake, Clarence Hostler and other presenters.
- An article has been published in the Tribal Newsletter about the Food Security Program
- A contract with Dr. Norgaard was recently approved by Council.
- The Project Coordinator has been invited to participate in the monthly advisory meetings in Orleans.

Action Items: NONE

BUDGET

- Project staff time is now being charged to the Food Security Grant.
- Questions or comments: Please contact either Bob Rohde brohde@karuk.us 530-627-3446 x 3016, Ron Reed rreed@karuk.us (530) 627-3446 x 3048, or Bill Tripp btripp@karuk.us (530) 627-3446 x 3051.

ECO-CULTURAL RESTORATION SPECIALIST/ Bill Tripp

Action Items

Attached

1. Request for auth to submit to FAC for \$15000.00

Cohesive Strategy

The Cohesive Strategy conference calls have been reduced to 1 to 2 times a month. I have migrated to being identified as the alternate BIA/Tribal stakeholder group participant on the Western Regional Strategy Committee. The designated participant is a BIA employee, which should be retiring soon, so I would theoretically transition to the primary BIA/Tribal participant in the next few years. Hopefully this arrangement will enable me to keep up on Cohesive Strategy Progress, convey my opinions to the process, and free some time to dedicate local needs and help build successes in Karuk Territory.

Fire Adapted Communities Pilot Project

I have recently worked with the Mid-Klamath Watershed Council, Klamath Salmon Media Collaborative, and Hayfork Watershed Research and Training Center, to coordinate some activities of the Happy Camp Fire Safe Council, Orleans/Somes Bar Fire Safe Council and Mid-Klamath Upslope Prioritization Partnership, Salmon River Volunteer Fire and Rescue, and Orleans Volunteer Fire and Rescue to begin to establish cohesion in building the success of the Fire Adapted Communities (FAC) Pilot Project. This Project is funded by the USFS Fire Adapted Communities Program with the primary project contract being let to The Nature Conservancy. The Karuk Tribe has been selected as one of 8 Hub Organizations Nationally for this 5 year pilot project. We were asked to use the funds to supply financial assistance to one community partner from the Orleans/Somes Bar Community to begin to build this “Hub and Spoke Network” concept. Attached to this report is an action item which consists of the proposal for the first years activities for this Pilot Project. It basically funds 200 hours of my time and 118 hours of work from the Mid-Klamath Watershed Council to work with other community partners to progress community based planning and prioritization of projects in and around the communities of Happy Camp, Orleans, and Somes Bar. A 20% match is identified that will be met with mileage to meetings and a \$150 daily rental fee for use of our High Definition Video Camera by the Klamath-Salmon Media Collaborative. Additional match will be derived from the activities identified in the proposal and will be used by the FAC grant and other leveraged federal sources.

The leveraged sources are derived from Upslope Prioritization Partnership meeting facilitation by The Nature Conservancy Fire Learning Network, and from two Special Programs Grants from US Forest Service Region 5. The latter two are being granted to the Happy Camp Fire Safe Council (\$50,000) and the Orleans/Somes Bar Fire Safe Council (\$50,000). These proposals are in simultaneous development, but \$5,000 from each (\$10,000) is being dedicated to my time working with them as identified in this FAC Grant. Ideally approval of this grant would also imply our support for negotiating a future contract with Mid-Klamath Watershed Council for my additional time spent on these activities.

The kick off meeting of the newly facilitated upslope prioritization partnership is scheduled for May 30th and 31st 2013. These meetings have been ongoing for quite some

time, but they now have an extended invite list and are being professionally facilitated. The Venue for this meeting is still being considered but they are usually held in Happy Camp. We are integrating a field trip into the meeting format so this may not always be the community that the meetings take place. It would be great however if for this meeting if a meeting location can be identified at a tribal facility for use by this group on May 31st (headway building or the Gym at the admin complex).

Food Securities Project

Now that the Food Securities Project is under way, I must dedicate an average of one week of my time per month to the actions and activities associated with that grant. I have already worked for a couple days this month contributing to the 5-year plan, and participation on 1 conference call but will be dedicating the remainder of my allocated time in May for this project to development of the annual work plan.

Fire Awareness Week

I was invited to speak at a showing of Catching Fire in Forks of Salmon on the last night of fire awareness week. There was a presentation by the USFS Fire Ecologist, followed by one from myself. As usual the Forest Service got beat up and the tribal presentation was well received. If you have not had a chance to view the Catching Fire Video yet please find it at <http://www.youtube.com/watch?v=LWriDpfZnXQ>. This video has been getting shown all across the nation, has been well received in all forums and currently has over 3,000 hits on YouTube, I encourage you all to watch.

Berkeley Collaborative

Students from Berkeley coordinated a contact with the Women's Earth Alliance which is an indigenous people's advocacy group and they got us in contact with an attorney that is interested in our cause. After an initial meet and greet conference call, the attorney agreed to work with us Pro-Bono on legal reviews of agreements in development and other things that will further tribal management rights, practices and principles at the territorial scale. We still need to work out a scope of work, but it will be great to have the ability to get free legal reviews as needed for the things the Department of Natural Resources and Self Governance Department are working on together.

Northern California Prescribed Fire Council

I attended the Northern California Prescribed Fire Council Meeting in Hopland. It was well attended and I managed to have a side bar discussion with the Cal-Fire Director. We may need to open consultation with the agency, but I believe we should invite him to participate in an informal dialogue first to have an open discussion so we can get a better idea of what we may need to address in formal consultation if we can't work out some preliminary solutions informally. Some of the major issues are outside his control and may only be addressed at the office of the Governor, (like unions not letting Cal-Fire fund other entities like Tribes and Fire Safe Councils with the recent fire assessment fees. There were many other interesting things that came of this meeting like masticated fuel treatments, limit species diversity and many birds stop using the treated areas. But fall burning has greater diversity and bird use. This is a very productive forum with tons of useful information and networking potential, so I plan on attending frequently and remaining on the steering committee as long as time, energy, and priorities allow.

REQUEST FOR TRIBAL COUNCIL AUTHORIZATION TO SUBMIT PROPOSAL TO FUNDING SOURCE

REQUESTOR: Bill Tripp DATE: 5/15/2013

DEPARTMENT: Department of Natural Resources

DEADLINE: 5/24/13 AMOUNT: \$15,000 DATES FROM: 5/30/2013 TO: 6/30/2014

BRIEFLY DESCRIBE PURPOSE OF PROPOSAL:

Karuk DNR is applying to the Fire Adapted Communities (FAC) Network in support of local coordinating groups and regional "hub" organizers.

| REVIEW: | COMPLIANCE | CFO | OTHER: |
|--------------------|--------------------------|--------------------------|--------------------------|
| NARRATIVE: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| BUDGET: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| INDIRECT COST: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| MATCH | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| DOCUMENTATION: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| TRIBAL RESOLUTION: | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |


COMMENTS:

COMPLIANCE:

CFO:

OTHER:

REQUIRED SIGNATURES*

| | | |
|-------------|---|---------------------|
| REQUESTOR* |  | DATE <u>5-15-13</u> |
| CFO* | | DATE _____ |
| COMPLIANCE* | | DATE _____ |
| CHAIRMAN | | DATE _____ |
| OTHER | | DATE _____ |

Call to Participate and Request Financial Support Fire Adapted Communities Learning Network

June 2013 - June 2014

Proposals will be processed on receipt, and must be received no later than **May 24, 2013** to be considered for support.

Direct questions and send submissions to:
Nick Goulette (nickg@hayfork.net) 530-628-4206

The Fire Adapted Communities Learning Network Pilot Project (FAC Network) is requesting proposals for support of local coordinating groups and regional "hub" organizers. The FAC Network is being administered under a cooperative agreement (#11-CA-11132543-158) entitled Promoting Ecosystem Resiliency through Collaboration: Landscapes, Learning and Restoration (PERC).

Call to Participate and Request Financial Support

The FAC Network invites you to submit a collaboratively-developed work plan proposal and an associated request for funding support for participation in the FAC Network for the period June 2013 through June 2014.

Financial support will be based on work plans and deliverables that contribute to fire adapted communities and the connections between places working on these issues. Successful applicants will commit to be demonstrations and show ability to contribute to achieving FAC Network goals.

To accomplish their goals, projects will work with a variety of stakeholders, for examples; private landowners, non-profit organizations, corporations, tribes, fire departments, and government agencies. Proposals should demonstrate **at least a 20% match with non-federal and non-federal origin funds or in-kind contributions**. If you will have difficulty meeting this match please call Nick Goulette to discuss.

Minimum Expectations of All Projects Awarded Funds

1. Projects will identify a committed **leader** who will be fiscally and organizationally responsible for the duration of the funding period.
2. Financial support will be based on work plans and deliverables that reflect a commitment to growing fire adapted communities and will contribute to learning and innovation in this field.
3. All project teams are expected to **complete the agreed-upon proposed actions** in the agreed-upon time.
4. Projects have a commitment to **share what is learned**.
5. Projects will **participate in peer review, peer assists and mentoring/coaching** functions of the network.
6. **Accurate and timely tracking of expenses and match** as they relate to funding awards is essential.
7. **Timely progress reports and replies to information requests** are expected.
8. All projects must **adhere to the financial restrictions and reporting requirements** below.

Restrictions on Funds and Matching Requirements

Funds disbursed through this project can only be used for expenses that are necessary to accomplish

approved work plan tasks. These expenses may fall under the following categories:

- Salaries and Benefits
- Supplies
- Travel
- Contractual
- Other

Note: "Other" expenses may include project-specific GIS work, expert workshops, training, public or partner meetings, printing, postage/freight, telecommunications, and non-federal partner travel. *These funds may under no circumstances be used for federal salaries or travel.* Please consult with Karin Boucher or Michelle Medley-Daniel if you have any questions about appropriate and prohibited uses of these funds.

The FAC Network strongly encourages collaboration in all phases of the project, and will favor projects that leverage funds and other contributions from the public and private sectors. Projects are strongly encouraged to submit budgets that **demonstrate at least a 20% match** of total requested funds. The match can come from a variety of public and private sources and can include cash, in-kind goods and services, and other expenses. *Federal funds or federal funds that are passed through state agencies may not be counted as matching funds.*

Leveraged federal funds used for the project, above and beyond matching sources, should nonetheless be included in the proposal budget submitted to demonstrate additional support for your project.

Forms and instructions for documenting match can be obtained from Karin Boucher (karin@thewatershedcenter.com) or Michelle Medley-Daniel (wrtc@hayfork.net).

All **sub-awards and contracts over \$2,500** distributed under this agreement have **special requirements** for solicitation and processing and must undergo review. There are sometimes factors that may trigger review of sub-awards and contracts under the \$2,500 threshold. Further instructions will be provided to those awarded funds.

Administrative and Reporting Requirements

Applications will be reviewed as soon as submitted, and awards are expected to be available by June 1, 2013. Award amounts will be based on the budget submitted, and fiscal responsibility shown by the applicant.

Bi-annual financial and programmatic **reports will be required; in December 2013, and June 2014.** The information gathered is needed to meet federal guidelines for reporting expenses and project status. We will also request quarterly information to facilitate shared learning within the network. We are committed to making this a streamlined process. Please commit to responding in a timely fashion.

General Submission and Project Evaluation Criteria

To be considered, complete *all* parts of the template below. Complete the proposal in consultation with your key partners engaged in fire adaptation.

Proposals must be received by the May 24, 2013 deadline. We will work with successful proponents to come to agreement on final work plans and budgets.

Fire Adapted Communities Learning Network

Proposal June 2013 – June 2014

1. **Project Name:** Mid-Klamath Upslope Prioritization Project (Phase 1)

2. **Leader(s) and Contact Information** (name(s), phone(s) and email(s)):

Bill Tripp, (530) 627-3446 ext. 3023, btripp@karuk.us
 Will Harling, (530) 627-3202, will@mkwc.org

3. **Partners involved**—Provide, at a minimum, the full name of each partner agency or organization. For large agencies, provide the most specific unit relevant (for example, a Ranger District or BLM office); if several units are partners on a project, please list them separately. Whenever possible, also include contact name(s), title(s), email(s) and phone numbers. You’ll notice that there are two tables: one for region-level partners and one for community-level partners. Note that some partners are probably active at both levels; in this case, please include them in both tables. You may add more lines/rows as needed.

Please note that a **partner** is a person or group with whom you are actively working to accomplish FAC Network goals and whom you consider to be participants in your local coordinating group (i.e. they would acknowledge that they are your partner).

A region-level partner is one who participates at the level of the regional network—for example, looking at issues that span several landscapes and communities, engaging in planning for network-wide activities, or providing specific skills to numerous landscapes in your network.

A community-level partner is one whose work is primarily confined to a single community (a person may be a community-level partner in more than one community).

Regional Partners

| Agency or Organization | Partner’s Name | Partner’s contact information (phone, email, mailing address) |
|---|-------------------|---|
| Karuk Tribe Department of Natural Resources | Bill Tripp | btripp@karuk.us |
| Mid Klamath Watershed Council | Will Harling | will@mkwc.org |
| Klamath National Forest | Patricia Grantham | pgrantham@fs.fed.us |
| Six Rivers National Forest | Tyrone Kelley | tkelley01@fs.fed.us |
| Environmental Protection Agency | Timothy Wilhite | Wilhite.Timothy@epamail.epa.gov |
| UC Berkeley | Daniel Sarna | danielsarna@gmail.com |
| US Fish and Wildlife Service | David Johnson | David_E_Johnson@fws.gov |
| State Regional Water Quality Control Board | Clayton Creager | CCreager@waterboards.ca.gov |

| | | |
|---|----------------------|-----------------------------|
| NOAA Fisheries | Don Flickinger | Donald.Flickinger@noaa.gov |
| The Nature Conservancy | Lynn Decker | ldecker@TNC.ORG |
| Deer Creek GIS | Zeke Lunder | zeke@deercreekgis.com |
| Natural Resources Conservation Service Yreka Service Center | James Patterson | James.patterson@ca.usda.gov |
| USFS Pacific Southwest Research Station | Frank Lake | franklake@fs.fed.us |
| Northern California Prescribed Fire Council | Lenya Quinn-Davidson | nwcapfc@gmail.com |
| Natural Resources Conservation Service Fortuna Service Center | Matt Cocking | mathew.cocking@ca.usda.gov |

Community Partners

| Agency or Organization | Partner's Name | Partner's contact information (phone, email, mailing address) |
|--|-----------------------|--|
| Karuk Tribe Department of Natural Resources | Bill Tripp | btripp@karuk.us |
| Mid Klamath Watershed Council | Will Harling | will@mkwc.org |
| USFS Orleans / Ukonom Ranger District | Nolan Colegrove | ncolegrove@fs.fed.us |
| USFS Happy Camp / Oak Knoll Ranger District | Thomas Mutz | tmutz@fs.fed.us |
| Orleans / Somes Bar Fire Safe Council (O/SB FSC) | Max Creasy | maxcreasy@yahoo.com |
| Happy Camp Fire Safe Council | George Harper | hunterharper@sisqtel.net |
| Salmon River Restoration Council | Josh Saxon | josh@srrc.org |
| Orleans Volunteer Fire Department | Penny Eckert | pjeckert@gmail.com |
| Happy Camp Coordination Committee | Bill Estes | Contact through Happy Camp FSC |
| Salmon River Fire Safe Council | Karuna Greenburg | karuna@srrc.org |
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| | | |

June 2013 – June 2014 Work Plan Table

List the activities that you plan to work on with your partners this year through the FAC Network. Record your planned activities in the appropriate table for each six-month period. June 2013 – December 2013 and January 2014 - June 2014.

Clearly state each action and be specific in describing the proposed measure(s) or deliverable(s) for each. Estimate cost in the appropriate budget column; make sure that entries are accounted for in your budget tables and narrative.

June 2013 – December 2013

| Proposed Activities | Associated deliverables and measurable outcomes | Time-frame for this action | Funding requested from the FAC Net for this work item | Support (cash or in-kind) being matched to this work item | Leveraged Federal support for this work item |
|---|--|-----------------------------------|--|--|---|
| Attend upslope prioritization partnership and/or Mid-Klamath FAC workgroup meetings | Meeting Notes Increased zone of agreement | June - December | \$2,000 | \$2,150 | \$10,000 |
| Participate in Fireshed/Firescape mapping | Collaboratively developed GIS shapefiles Informed potential management units/additional overlay for strategic assessments | June - December | \$1,000 | \$3,000 to \$6,000 | \$15,000 |
| Participate in GIS Overlay assessment workgroup | Strategic treatments GIS database Platform for identifying priority projects and tracking maintenance intervals | June - December | \$1,000 | \$0 | \$15,000 |
| 4-Day FAC Planning Retreat | Conduct a 4-day planning retreat at Otter Bar Lodge | September - October | \$1,000 | \$8,000 to \$16,000 | \$0 |

| | | | | | |
|---|---|-----------------|---------|---------|----------|
| Education / outreach | Video documentation of meetings, interviews actions and/or activities HD video clips for future education and outreach opportunities | June - December | \$0 | \$2,250 | \$4,000 |
| Develop consistency between Orleans / Somes Bar CWPP and Happy Camp CWPP Planning Areas | GIS maps and project tables for Happy Camp CWPP planning area. Basis for further development of a mirrored CWPP for the Happy Camp Community | June - December | \$2,000 | \$0 | \$20,000 |
| | | | | | |
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January 2014 – June 2014

| Proposed Activities | Associated deliverables and measurable outcomes | Time-frame for this action | Funding requested from the FAC Net for this work item | Support (cash or in-kind) being matched to this work item | Leveraged Federal support for this work item |
|---|--|-----------------------------------|--|--|---|
| Supplemental Addendum to Orleans / Somes Bar CWPP | GIS maps project tables for unplanned area between Happy Camp and O/SB CWPP planning areas CWPP coverage for currently unplanned area | January - June | \$1,000 | \$0 | \$0 |
| | | | | | |

| | | | | | |
|---|---|----------------|---------|---------|----------|
| Participate in GIS Overlay assessment workgroup | Strategic priority treatment maps Collaboratively identified projects available for planning and implementation | January - June | \$2,000 | \$0 | \$0 |
| Education / outreach | Video documentation of meetings, interviews actions and/or activities HD video clips for future education and outreach opportunities | January - June | \$2,000 | \$2,250 | \$0 |
| Attend upslope prioritization partnership and/or Mid-Klamath FAC workgroup meetings | Meeting Notes Increased zone of agreement | January - June | \$2,000 | \$150 | \$10,000 |
| | | | | | |
| | | | | | |
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| | | | | | |

June 2013 – June 2014 Budget Request

To allow the FAC Network to support as many projects as possible—and to reinforce the collaborative nature of the venture—participants should, to the extent possible, find partner support.

General Procedures:

1. Complete the budget narrative section below.
2. Transfer the costs to the Summary Budget Tables using the attached excel spreadsheet titled “Summary Budget Tables.” Please submit this as an excel file, not a pdf.

Instructions for constructing budget:

- Indirect costs are limited to 20%.
- “Other” line item may include travel costs for *non-federal* team members. FAC Network funds may not be used to cover travel expenses or salaries for federal employees. Additional expenses to include in the “Other” line item are: printing/copying, postage/freight, telecommunications, **workshop expenses**, and any fees or other charges associated with your project.
- Make sure to accurately represent matched support and “leveraged” federal support in your budget tables.

Budget Narrative—Provide detail on your proposed costs. Describe:

1. the specific costs for each budget line item;
2. the purpose related to the goals of this project;
3. for match, provide the source and if it is anticipated or committed

Requested Budget (June 1, 2013 – June 1, 2014)

Salary and Fringe: \$4,970

This line item allows the Karuk Tribe Department of Natural Resources to commit the Eco-Cultural Restoration Specialist to 200 hours of time toward accomplishing grant tasks in coordination with other upslope prioritization partnership and Fire Safe Council activities. This will help provide for Tribal Community leadership into the collaborative processes involved with the producing the deliverables of this grant as coordinated with supporting leveraged funds, as well as to meet FAC reporting and communications requirements.

Travel: \$0

There is no travel being directly paid by this grant, unless specified as a part of contractual assistance. We are preliminarily considering inclusion of travel in the contract to the Klamath Salmon Medial Collaborative at the approved federal rate, but a final determination will not be made until contract negotiations take place. Leveraged funds may assist in covering some costs associated with non-federal participant attendance, but unfunded non-federal travel (or as funded from a non-federal source) may contribute to support match requirements.

Supplies \$0

There are no supplies budgeted for this grant. Any supplies provided by the Tribe or Mid Klamath Watershed Council may be tracked as additional non-federal match.

Contractual: \$8,106

This line item allows the Mid Klamath Watershed Council to commit 118 hours of time toward partnership activities in accomplishing grant tasks in coordination with other upslope prioritization partnership and Happy Camp Fire Safe Council activities. This will help provide for Non-Tribal Community leadership into the collaborative processes involved with producing the deliverables of this grant as coordinated with supporting leveraged funds.

It also provides a means for 59 hours (may be modified slightly based on federal rates if travel and lodging is needed) of work from the Klamath-Salmon Media Collaborative to go towards producing High Definition video clips for future education and outreach opportunities.

\$1,000 in funds will be contracted to MKWC to contribute to catering, cleaning, or otherwise supporting a three to five day planning retreat at Otter Bar Lodge in the fall of 2013. In the event the retreat cannot take place due to a large wildfire in the Salmon River watershed, these funds will be redirected to the education/outreach activity to get additional wildfire footage by means of either MKWC Go-Pro time-lapse or HD real-time video recording.

Other: \$0

Match: \$21,600

This match will be split between the FAC Network Grant, Happy Camp and Orleans/Somes Bar special programs funding supplied by Region 5 of the US Forest Service. A minimum of \$3,000 will contribute to FAC grant match, and the rest will be split between the leveraged sources which only recommend a 20% non-federal match. Estimated match potential may include but will not be limited to:

\$300 is to be considered the minimum guaranteed match supplied to this project for travel for this project (6 trips to Happy Camp at (\$.55 * 90 miles) each. Up to \$4500 in High Definition camera rental will be supplied by the Tribe to contribute to the education/outreach activities (30 days \$150 a day). For the purposes of identifying grantee match, a minimum of 18 days of camera rental will be dedicated to this project. There may be more tribal travel and less camera rental, but a minimum of \$3,000 match is dedicated from these Tribal sources for the project period.

\$2,000 in Cal Fish and Wildlife funds to MKWC for upslope prioritization partnership

Fireshed/Firescape mapping, \$3,000 to \$6,000 derived from community participation in mapping workgroup meetings calculated at \$25 per volunteer hour.

\$800 for conference room, and lodging for 10 to 20 people estimated at \$8,000 to \$16,000 contributed by Otter Bar Lodge in Forks of Salmon California for the planning retreat. There may be additional funds contributed to this through fundraising activities but none are dedicated at this point.

Leveraged federal support: \$74,000

Federal support has been leveraged from three primary sources supplying cash contributions, with many federal partners providing technical support and/or in-kind services. Federal support leveraged is estimated as follows:

\$20,000 uncalculated estimate from TNC FLN facilitation and federal staff participation in upslope prioritization partnership meetings EPA alone stated they can contribute up to .10 Full Time Equivalent (FTE) to technical support for progressing this upslope prioritization partnership. TNC contributions of time and travel for meeting facilitation for approximately 6 to 10 meetings a year also adds to this estimate significantly. Time and travel for the remaining identified federal partners should meet or exceed this estimate. To reduce the burden on tracking actual match amounts from multiple federal partner agencies, match will be tracked by calculating the FTE for federal partner participation. Any mileage or lodging paid by participants will be calculated using federal rates.

\$7,500 from USFS R5 special programs (Happy Camp FSC) funds and \$7,500 from USFS Community Protection Program funds (O/SB FSC) will support the Fireline/Fireshed Mapping activities.

\$35,000 for GIS support from Happy Camp and O/SB FSC R5 special programs funds.

\$4,000 in education/outreach support from Happy Camp and O/SB FSC R5 special programs funds

Additional support to furthering FAC goals are being expended from the Happy Camp and O/SB FSC R5 special programs funds to fund other partner actions and activities. Additional activities may include coordinating consistency in collecting and processing Red Zone data between fire departments, and may include avenues for covering additional non-federal partner participation in meetings, conferences, and/or workgroup sessions, but these have yet to be determined at time of development of this proposal.

Budget statement—In order to give a complete picture of the project, this proposal includes our full proposed scope of work for activities that we hope to accomplish this upcoming year through various funding sources. The attached budget is not intended to cover all of these costs. Specific deliverables/activities to be funded by Federal funds or as match are itemized in the attached budget. In addition, any costs relating to pursuing additional funding will not be charged to this award or used as match.

Submitted By:

By submitting this I acknowledge that I have read and agree to the information contained in this document.

Date:

End of Document

FAC Network 2013/14 BUDGET REQUEST

1. Instructions for completing the budget tables are contained in the RFP.
2. Enter figures in the highlighted cells to maintain formulas.
3. Use your organization's fringe benefit rate and approved federal indirect cost rate.

BUDGET PERIOD:

June 1, 2013 - December 31, 2013

| CATEGORY | Requested FAC Net Funds | Grantee Match (note whether confirmed or pending in budget narrative) | Other Sources of Match (non-grantee, non-federal) | Total for Budget Line Item |
|------------------------------------|-------------------------|---|---|----------------------------|
| Personnel | \$ 1,900.00 | \$ - | | \$ 1,900.00 |
| Fringe Benefits | \$ 585.00 | \$ - | | \$ 585.00 |
| Travel | \$ - | \$ 150.00 | | \$ 150.00 |
| Supplies | \$ - | | | \$ - |
| Contractual | \$ 3,000.00 | | | \$ 3,000.00 |
| Other | \$ - | \$ 1,650.00 | | \$ 1,650.00 |
| Total Direct Expenses | \$ 5,485.00 | \$ 1,800.00 | \$ - | \$ 7,285.00 |
| Indirect Costs | \$ 962.00 | | | \$ 962.00 |
| Total Direct & Indirect | \$ 6,447.00 | \$ 1,800.00 | \$ - | \$ 8,247.00 |

BUDGET PERIOD:

January 1, 2014 - June 30, 2014

| CATEGORY | Requested FAC Net Funds | Grantee Match (note whether confirmed or pending in budget narrative) | Other Sources of Match (non-grantee, non-federal) | Total for Budget Line Item |
|------------------------------------|-------------------------|---|---|----------------------------|
| Personnel | \$ 1,900.00 | | | \$ 1,900.00 |
| Fringe Benefits | \$ 585.00 | | | \$ 585.00 |
| Travel | \$ - | \$ 150.00 | | \$ 150.00 |
| Supplies | \$ - | | | \$ - |
| Contractual | \$ 5,106.00 | | | \$ 5,106.00 |
| Other | | \$ 1,050.00 | | \$ 1,050.00 |
| Total Direct Expenses | \$ 7,591.00 | \$ 1,200.00 | \$ - | \$ 8,791.00 |
| Indirect Costs | \$ 962.00 | | | \$ 962.00 |
| Total Direct & Indirect | \$ 8,553.00 | \$ 1,200.00 | \$ - | \$ 9,753.00 |

Karuk Department of Natural Resources

**Please submit the following information:*

| | |
|----------------|--|
| PROJECT TITLE: | Fire Adapted Communities Karuk Pilot Project 2013/2014 |
| FUNDER: | The Nature Conservancy |
| DATES OF WORK: | 30-May-2013 to 30-June-2014 |
| TODAYS DATE: | 5/15/2013 |
| YOUR NAME: | William Tripp |

| Position Title | Pay Rate | Hours to Work | WORKERS COMP RATE | # of months worked | Annual Leave Accrual | Base Hours | TOTAL Wages | EMPLOYEE BENEFITS | | | | | Total Salaries & Fringe | Indirect % of wages | TOTAL | hourly rate | | |
|-------------------|----------|---------------|-------------------|--------------------|----------------------|------------|-------------|-----------------------------|-----------------------|---------------------------|----------------|-----------------|-------------------------|---------------------|-------------------|-----------------|-----------------|-----------------------|
| | | | | | | | | Social Security (FICA) 6.2% | Medicare (MEDI) 1.45% | State Unemployment (SUTA) | Workers Comp | HEALTH | | | | | RETIREMENT | Total Fringe Benefits |
| B Tripp | 19.00 | 200 | 1.260% | 1 | 0 | 200 | 3,800.00 | 235.60 | 55.10 | 235.60 | 47.88 | 406.00 | 190.00 | 1,170.18 | 4,970.18 | 50.62% | 6,893.74 | 34.4687 |
| \$3,800.00 | | | | | | | | \$235.60 | \$55.10 | \$235.60 | \$47.88 | \$406.00 | \$190.00 | \$1,170.18 | \$4,970.18 | 1,923.56 | 6,893.74 | |

Cells that may need manual adjustment.

Position specific, ask Tamara for current rate.

Only for permanent staff that DO NOT take any annual leave (ie. they cashout annual leave hours)

SUTA column can not exceed \$434. If the cell turns blue, change by hand to \$434.

Employees must work more than 6 months. \$526.34 less 3% of wages. Includes employee costs. Automatically adjusts based on # of months

Employees must work more than 6 months. Seasonal/temp not eligible

| | |
|-----------------|-------|
| wages | 3800 |
| fringe benefits | 1170 |
| other | 0 |
| equipment | 0 |
| travel | 0 |
| contractual* | 8106 |
| subtotal | 13076 |
| idc or admin* | 1924 |
| total | 15000 |

*IF YOU HAVE AN ADMIN CAP, ENTER % IN BOX:

| | |
|-------|------|
| idc | 1924 |
| admin | 1924 |
| | 0 |

*Contractual costs of ~~5,000~~ is for Mid Klamath Watershed Council support in achieving grant tasks.

\$5,106

Please note that **Megan Rocha's current contract ends on June 6, 2013** and that the information/activities listed below are for the period of: 04/26/2013 through 05/23/2013.

Action Item(s): Request authorization to submit **Resolution 13-R-055** to AmeriCorps. The **AmeriCorps Planning Grant** will be used to develop an AmeriCorps program which will engage AmeriCorps members to assist in outreach, coordination, and implementation of postsecondary education, financial literacy, entrepreneurship, and workforce development opportunities provided by the Karuk Tribe and Karuk Community Development Corporation in Karuk Tribal Service Areas. Funds requested are **\$96,615**.

Request authorization to submit **Resolution 13-R-057** to the **Klamath Basin Tribal Youth Program**. The Karuk Tribe's proposal, the Kaavichvaans Project (Engl.: Workers), will allow eight tribal youth the opportunity to not only gain job experience and learn interpersonal skills; it will also give them an insight into the internal workings of the Department of Natural Resources. Forest Management, Fisheries, Water Quality, and Watershed Restoration will each host Tribal Youth for one four-day week for educational employment activities. . Funds requested are **\$32,961**.

Request authorization to submit Resolution **13-R-XXX** for a **Tribal Management Grant to Indian Health Service** in the amount yet to be determined. This grant can provide support to the Department of Health and Human Services and the Tribe to allow for implementation of systems to manage or organize programs, functions, services, and activities. Management structures include health department organizations, health boards, and financial management systems; including systems for accounting, personnel, third-party billing, medical records, management information systems, etc... This includes the design, improvement, and coordination of management systems that address weaknesses identified through quality control measures, internal control reviews, and audit report findings.

Proposals Completed:

Administration for Children, Youth and Families' Family Violence Prevention and Services formula grant for Domestic Violence Shelters to Native American Tribes. Awarded funds are contingent upon the base allocation for the Karuk Tribe and the available financial resources for the current funding period. Last year, tribal programs between \$14,000 and \$1,000,000 were funded.

United States Fish and Wildlife Service in support of the North Pacific Landscape Conservation Cooperative for a Cooperative landscape Conservation Grant. Together with the Department of Natural Resources' Fisheries Department, the Grants Department submitted a proposal to conduct Lamprey juvenile distribution and spawning surveys in the framework of Traditional Ecological Knowledge (TEK). This will assist to identify un-met needs of the Karuk Tribe regarding how natural and cultural resources may be affected by climate change. The amount requested was \$75,000.

Proposals Initiated/Under Consideration:

Funding opportunities continue to be reviewed for eligibility and compatibility with Tribal program goals and objectives

Blue Shield Core Support Initiative. Through this grant opportunity, the Karuk Tribe's Health Clinics seek to improve access to healthcare services for the uninsured and strengthen its role as a community health centers, essential safety net providers. Previous rounds of core support funding have supported health services for uninsured patients; freed up health center revenues for investment in new technology, new staff and operational improvements.

Indian Health Services Tribal Management Grant. The Tribal Management Grant Program provides discretionary competitive grants Tribes to establish goals and performance measures for current health programs; assess current management capacity to determine if new components are appropriate; and develop infrastructure systems to manage or organize PFSA.

DHHS, Administration for Children, Youth and Families Tribal Title IV-E Plan Development Grants. This grant would allow the Tribe to develop a Title IV-E Plan to administer their own foster care, adoption assistance, and guardianship assistance programs.

Action: This funding opportunity was explored and some initial background research was conducted. After several attempts to convene a meeting and obtain direction from Tribal Court, Megan decided that given the circumstances, it was not feasible to continue to pursue this funding opportunity.

Meetings:

Megan

- Emma Lee Johnson and Bari Talley, Community Computer Centers – April 26th

- Emma Lee Johnson and Bari Talley, Community Computer Centers and Bill Keenan, Executive Director KCDC – May 1st
- KCDC Board – May 1st
- FEMA FY14 National Preparedness Grant Webinar – May 15th
- Lessie Aubrey, Health and Human Services Director and several of her Staff – May 16th
- Julie Burcell, People’s Center Director (no show) – May 16th
- Lisa Morehead – routine calls

Lisa

- Film project Karuk Arara Na’Pikyavish – April 23rd
- Tribal Interregional Water Management Funding coordination meeting, Sacramento – April 24th
- Konrad Fisher with the Klamath River Keepers on partnering on Klamath Basin Tribal Youth Program – April 26th
- Tribal Reunion Planning Meeting – April 29th
- Megan Rocha on grant writing strategy and interest in strategic planning workshop for the People’s Center Advisory Committee – May 1st
- Planning Meeting – May 2nd
- Language Restoration and Maintenance Planning Meeting – May 6th
- Film Project meeting – May 7th
- EPA Conference in Crescent City – May 9th
- Julie Burcell on future funding plans – May 13th
- Emma Lee Johnson and Julie Burcell on the California State Library’s “Pitch an Idea” preparation May 14th
- Emma Lee Johnson and Julie Burcell, debriefing and AmeriCorps grant package preparation – May 15th
- David Goodwin for educational goals – May 15th
- Planning Meeting – May 16th
-

Upcoming Travel/Training:

Strategic Planning for the People’s Center

Megan has been asked to meet with Julie Burcell about the possibility of assisting her and the People's Center Advisory Board with some strategic planning, tentatively scheduled for June 3rd-4th.

2013 International Conference of Indigenous Archives, Libraries, and Museums Hyatt Regency
Tamaya Spa and Resort, Santa Ana Pueblo, New Mexico June 10-13, 2013

Lisa Morehead will be traveling to the conference in order to take advantage of the many trainings and educational workshops revolving around funding various cultural programs.

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office
Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

REQUEST FOR RESOLUTION

Check One:

Resolution

Karuk Tribe Number Assigned:

13-R-057

Prior Amendment:

Requestor:

Lisa Morehead

Date:


Department/Program:

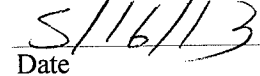
Grant Department

Brief Description of Purpose:

Proposal for the Klamath Basin Tribal Youth Program Grant in the amount of \$42,192.88 for the Kaavichvaans Project through the Department of Natural Resources.

** REQUIRED SIGNATURES **


**Self-Governance Coordinator


Date

Other

Date

REQUEST FOR TRIBAL COUNCIL AUTHORIZATION TO SUBMIT PROPOSAL TO FUNDING SOURCE

REQUESTOR: Lisa Morehead **DATE:** 5/23/2013

DEPARTMENT: Grants Department

DEADLINE: 5/24/13 **AMOUNT:** \$32,961 **DATES FROM:** 7/1/2013 **TO:** 7/25,2013

BRIEFLY DESCRIBE PURPOSE OF PROPOSAL:

Through the Klamath Basin Tribal Youth Program, the Kaavichvaans Project (Engl.: Workers) will allow eight tribal youth the opportunity to not only gain job experience and learn interpersonal skills; it will also give them an insight into the internal workings of the Department of Natural Resources. Forest Management, Fisheries, Water Quality, and Watershed Restoration will each host Tribal Youth for one four-day week for educational employment activities.

| REVIEW: | COMPLIANCE | CFO | OTHER: |
|--------------------|--------------------------|-------------------------------------|--------------------------|
| NARRATIVE: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| BUDGET: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| INDIRECT COST: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MATCH | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| DOCUMENTATION: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| TRIBAL RESOLUTION: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |


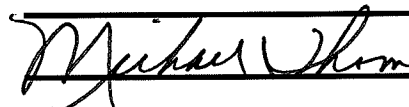
COMMENTS:

COMPLIANCE:

CFO:

OTHER:

REQUIRED SIGNATURES*

| | | |
|-------------|---|--------------------------|
| REQUESTOR* |  | DATE <u>May 16, 2013</u> |
| CFO* | <u>Signature for Laura Denton</u> | DATE <u>May 14, 2013</u> |
| COMPLIANCE* | _____ | DATE _____ |
| CHAIRMAN | _____ | DATE _____ |
| OTHER |  | DATE <u>5/16/13</u> |

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RESOLUTION OF THE KARUK TRIBE

Resolution No: 13-R-057
Date Approved: May 23, 2013

RESOLUTION AUTHORIZING THE SUBMISSION OF THE KAAVICHVAANS PROJECT PROPOSAL TO THE KLAMATH BASIN TRIBAL YOUTH PROGRAM IN THE AMOUNT OF \$32,961 TO SUPPORT TRIBAL YOUTH EMPLOYMENT AND EDUCATION IN KARUK ANCESTRAL TERRITORY THROUGH THE KARUK TRIBE'S DEPARTMENT OF NATURAL RESOURCES FROM JULY 1, 2013 TO JULY 25, 2013.

WHEREAS; the Karuk Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

WHEREAS; the members of the Karuk Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

WHEREAS; the members of the Karuk Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the Karuk Tribe; and

WHEREAS; the Karuk Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the Karuk Tribe; and

WHEREAS; in Article 29 of the 2008 adopted Declaration on the Rights of Indigenous People, the United Nations declared that indigenous peoples have the right to the conservation and protection of the environment and the productive capacity of their lands or territories and resources; and

WHEREAS; the Declaration furthermore contends that States shall establish and implement assistance programs for indigenous peoples for such conservation and protection, and

WHEREAS; in Article 14 of the Declaration, the United Nations declared that States shall, in conjunction with indigenous peoples, take effective measures, in order for indigenous individuals, particularly children, including those living outside their communities, to have access, when possible, to an education in their own culture; and

WHEREAS; the Karuk Tribal Council endorsed the United Nations' Declaration on the Rights of Indigenous People on January 26, 2012; and

WHEREAS; it is the mission of the Karuk Tribe's Department of Natural Resources to protect, promote and preserve the cultural and natural resources and the ecological processes upon which the People depend; and

THEREFORE BE IT RESOLVED; that the Karuk Tribe is committed to completing all of the tasks outlined in this proposal; now

THEREFORE BE IT FINALLY RESOLVED; that the Karuk Tribal Council authorizes the submission of the Kaavichvaans Project proposal to the Klamath Basin Tribal Youth Program in the amount of \$32,961 to support tribal youth employment and education in Karuk Ancestral Territory through the Karuk Tribe's Department of Natural Resources from July 1, 2013 to July 25, 2013.

CERTIFICATION

I, the Chairman, hereby certify the foregoing resolution 13-R-057 which was approved at a regularly scheduled Health Board Meeting on May 23, 2013, was duly adopted by a vote of _____ AYES, _____ NOES, _____ ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which _____ voted.

Russell Attebery, Chairman

Date

KBTYEE/LRP Project Proposal

Deadline: Friday, May 24th, 2013



Hoopa
Valley
Tribe



Tribe: Karuk Tribe

Project Description:

The **Kaavichvaans Project** (Engl.: *Workers*) will allow the Karuk Tribe's Klamath Basin Youth the opportunity to not only gain job experience and learn interpersonal skills; it will also give them an insight into the internal workings of one of the most important departments of the Karuk Tribe: the Department of Natural Resources.

Each of the four divisions of this department, namely Forest Management, Fisheries, Water Quality, and Watershed Restoration have committed to hosting Tribal Youth for one four-day week for educational employment activities. Through this three-dimensional view of the Department of Natural Resources, Tribal Youth will gain a better understanding of where they come from to have an even stronger connection with their home lands and tribal customs. It is our hope that the experience will spark the interest of tribal youth to explore the higher educational opportunities that will enable careers in their Native Ancestral territory.

The Department of Natural Resources will reach out through social network systems and through postings to eligible tribal youth in all three Karuk Service Areas: Happy Camp, Orleans/Somes Bar, and Yreka. Youth between the ages of 16-21 years of age will be encouraged to apply for the four-week **Kaavichvaans Project**, from which up to ten will be selected. Youth crews will work Monday through Thursday between July 1, 2013, and July 25, 2013.

Each week, students and their mentors will be based in a camp site: this will enable tribal youth who may live a great distance from that week's project site to participate. Transportation to and from each service area will be arranged to leave Sunday evening for the site and return on Thursday evening after completing a 32-hour work week. Youth will be asked to bring sleeping bags and personal toiletries. Food will be prepared on site by the students themselves and aided by the supervisors.

The first week, beginning the first week of July, will revolve around ceremonial ground preparation, fuels reduction, roundwood pole-peeling and cultural burning practices. The youth will be involved in hands on activities that will educate them in understanding the cultural significance of the ceremonies at the same time that they will acquaint themselves with scientific fundamentals of current land management and Traditional Ecological Knowledge (TEK) practices. Project leader for this week will be **Bill Tripp** and **Ron Reed, Sr.**; partnership will be with the **US Forest Service Pacific Southwest Research Station**.

The second week will be dedicated to the Department of Natural Resources, Fisheries. After an initiation into fish habitat, the work tasks will focus on projects that enhance fish passages and creek mouths, and that help restore access to spawning beds. Students will participate in annual fish counts with an opportunity to perform snorkel surveys on many of the local salmon streams. Traditional uses of and cultural significance of the different local aquatic species will be addressed through the Cultural Biologist, Ron Reed, Sr. This is particularly significant, as the students will have the opportunity to experience the Spring Salmon Ceremony at Inaam, in one of the ceremonial areas they had worked the week prior.

The Karuk Fisheries Project Leader, **Toz Soto**, will partner with the Fisheries Program at **the Mid-Klamath Watershed Council** to make this second week not only labor and learning intense, but also enjoyable.

For the third week, the Water Quality Department of the Karuk Tribe's Department of Natural Resources has planned to have tribal youth accompany them on their water quality surveys and data collection from the southern end of the Karuk Ancestral Territory in Orleans up along the Klamath River and through the upper Klamath Basin to the Iron Gate Dam. The topic of this project will naturally center on the effects of the Klamath dams, the historical and cultural impact of the Klamath Irrigation Project, and the economic bearing this has had and will have in the Klamath Basin. Fieldwork during this week will be extensive rock work, passage improvements, survey equipment reparation and maintenance, data input and management. **Crystal Bowman** will be the Project Leader for this week and work closely with the Water Quality Department's partners, the **Klamath River Keepers** and the **Salmon River Restoration Council (SRRC)**.

The fourth and final week of the **Kaavíhvaans Project** will be spent on Watershed Restoration. During this session tribal youth will work alongside experienced tribal watershed restoration workforce. The activities will center on our road decommissioning project within the Camp Creek Watershed. The youth will be exposed to the concept of how roads negatively impact fisheries and which steps need to be taken to eliminate those impacts. First and foremost they will be taught the fundamentals of safely working around heavy equipment and avoiding dehydration in a taxing work environment.

Their main task will be to assist the restoration laborers in sediment and erosion control measures which consist of spreading native grass seed and native brush material on reestablished side slopes and stream channels. Through this process, the youth will learn the basic fundamentals of road/rain interaction (hydrology). They will also have the opportunity to experience first-hand how successful collaborative partnerships with other Federal Agencies can provide meaningful employment and a sense of accomplishment at the end of each and every day. Project Leader for this week is the Karuk Tribe's Watershed Restoration Coordinator **Earl Crosby**, who will facilitate partnership with staff from the **United States Forest Service**.

Project Location(s):

This project will occur on the Klamath and Salmon Rivers, key tributaries and associated upslope habitats.

Funding Needs (Outlined per expenditure, wages, equipment etc.):

See attached budget for details.

Experience and Training Gained by Participants:

- Social skills, especially as they pertain to team-building strategies and team-work.
- Job application, job-site social skills, job fulfillment.
- Juvenile and adult fish identification, fish life history and ecology, and fish sampling techniques.
- Techniques for creating and maintaining manual fish passage at tributary mouths.
- Aquatic species habitat requirements and methods for habitat enhancement.
- Introduction into Traditional Ecological Knowledge.
- Traditional uses of and cultural significance of the different local aquatic species, cultural burning practices, tribal harvest methods, .
- Riparian habitat restoration and management.
- Forest restoration and management.

- Cultural fire management techniques (youth will only be involved in preparation for burns).
- Leadership skills.
- Introduction to surveying techniques, data applications, tool safety, and job hazard analysis and prevention.
- Road decommissioning practices and rationality.
- Fundamentals of hydrology.
- Sediment and erosion control techniques.

The 2013 Klamath Basin Tribal Youth Program

The Karuk Tribe's Kaavichvaans Project

| Budget Item | Computation | Request | Total |
|---|---------------------------------|----------------|--------------|
| Personnel | | | |
| students | 8 x 32 hrs x 4 weeks @ \$8.50 | \$ 8,704.00 | |
| | | | \$ 8,704 |
| Fringe | | | |
| | 20% | \$ 1,740.80 | |
| | | | \$ 1,741 |
| Supplies | | | |
| Wading boots and gloves | 8 x \$150.00 | \$ 1,200.00 | |
| Snorkling gear | 8 x \$30.00 | \$ 240.00 | |
| 5 weed eaters +plastic string | 5 x \$250.00 | \$ 1,250.00 | |
| cooking equipment | | \$ 250.00 | |
| 2 tents | 2 x \$300.00 | \$ 600.00 | |
| sleeping gear for 5 | 5 x \$50 (bag) + 5 x \$20 (mat) | \$ 350.00 | |
| 100 qt chest cooler | | \$ 100.00 | |
| miscellaneous non-food | | \$ 300.00 | |
| | | | \$ 4,290 |
| Travel | | | |
| gas (\$0.565/mile) from Yreka to Orleans and back and small trips, 2 vehicles | 270 x 2 x 4 weeks x \$0.565 | \$ 1,220.40 | |
| | | | \$ 1,220 |
| Other | | | |
| hospitality | 10 x 4 (4 x \$45) | \$ 5,600.00 | |
| | | | \$ 5,600 |
| Contractual | | | |
| supervisors | 2 @ approx. \$3,500 (RFP) | \$ 7,000.00 | \$7,000 |
| Direct Costs | | \$21,555 | \$ 28,555 |
| Indirect Costs | | 50.62% | \$ 4,406 |
| Total Project | | \$21,555 | \$ 32,961 |

REQUEST FOR TRIBAL COUNCIL AUTHORIZATION TO SUBMIT PROPOSAL TO FUNDING SOURCE

REQUESTOR: Lisa Morehead for Megan Rocha **DATE:** 5/23/2013

DEPARTMENT: Grants Department

DEADLINE: 5/30/13 **AMOUNT:** \$ 94,615 **DATES FROM:** 7/1/2013 **TO:** 7/25/2014

BRIEFLY DESCRIBE PURPOSE OF PROPOSAL:

The AmeriCorps Planning Grant will be used to develop an AmeriCorps program which will engage AmeriCorps members to assist in outreach, coordination, and implementation of postsecondary education, financial literacy, entrepreneurship, and workforce development opportunities provided by the Karuk Tribe and Karuk Community Development Corporation in Karuk Tribal Service Areas.

| REVIEW: | COMPLIANCE | CFO | OTHER: |
|----------------------|--------------------------|-------------------------------------|-------------------------------------|
| NARRATIVE: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| BUDGET: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| INDIRECT COST: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| MATCH DOCUMENTATION: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| TRIBAL RESOLUTION: | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

113-R-055

5% CAP
MATCH IS IDENTIFIED

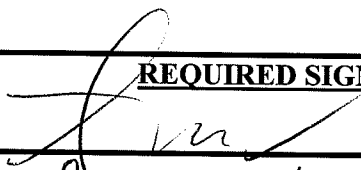
COMMENTS:

COMPLIANCE:

CFO: THERE WILL BE AN INDIRECT COST SHORTFALL. AMOUNT OF SHORT-FALL WILL NOT BE KNOWN UNTIL WE KNOW KCDC'S RATE FOR FY 2014

OTHER:

REQUIRED SIGNATURES*

| | | |
|--------------------|---|---------------------------------|
| REQUESTOR* |  | DATE <u>May 15, 2013</u> |
| CFO* | <u>Laura Mayton</u> | DATE <u>5-17-2013</u> |
| COMPLIANCE* | | DATE _____ |
| CHAIRMAN | | DATE _____ |
| OTHER | <u>Del-Syn Silk, CFO KCDC</u> | DATE <u>5/16/13</u> |

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

RESOLUTION OF THE KARUK TRIBE

Resolution No: 13-R-055
Date Approved: May 23, 2013

RESOLUTION AUTHORIZING THE SUBMISSION OF A PLANNING GRANT APPLICATION TO AMERICORPS IN THE AMOUNT OF \$96,615 TO DEVELOP AN AMERICORPS PROGRAM WHICH WILL FACILITATE THE EDUCATIONAL AND WORKFORCE DEVELOPMENTAL GOALS OF THE KARUK TRIBE AND THE KARUK COMMUNITY DEVELOPMENT CORPORATION.

WHEREAS; the Karuk Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

WHEREAS; the members of the Karuk Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

WHEREAS; the members of the Karuk Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the Karuk Tribe; and

WHEREAS; the Karuk Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the Karuk Tribe; and

WHEREAS; in Article 21 of the 2008 adopted Declaration on the Rights of Indigenous People, the United Nations declared that indigenous peoples have the right to the improvement of their economic and social conditions in the areas of education, employment, vocational training and retraining; and

WHEREAS; the Karuk Tribal Council endorsed the United Nations' Declaration on the Rights of Indigenous People on January 26, 2012; and

WHEREAS; the Karuk Tribe recognizes a need in the Karuk Communities for Tribal Members to have improved educational and economic opportunities; and

WHEREAS; the Karuk Tribe supports the goals of the Karuk Community Development Corporation which are to develop and build diversified, sustainable economies by creating new business ownership and employment opportunities within the Ancestral Territory of the Karuk people; and

WHEREAS; the Karuk Tribe recognizes AmeriCorps to be a potential source of valuable funding opportunities to engage adults in intensive community service work with the goal of helping others and meeting critical needs in the community; now

THEREFORE BE IT RESOLVED; that the Karuk Tribe will support the efforts of the Karuk Community Development Corporation to fulfill the requirements of the AmeriCorps Planning Grant; now

THEREFORE BE IT FINALLY RESOLVED; that the Karuk Tribal Council authorizes the submission of a planning grant application to AmeriCorps in the amount of \$96,615 to develop an AmeriCorps Program which will facilitate the educational and workforce developmental goals of the Karuk Tribe and the Karuk Community Development Corporation.

CERTIFICATION

I, the Chairman, hereby certify the foregoing resolution 13-R-055 which was approved at a regularly scheduled Tribal Council Meeting on May 23, 2013, was duly adopted by a vote of _____ AYES, _____ NOES, _____ ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which _____ voted.

Russell Attebery, Chairman

Date



United States Department of the Interior

NATIONAL BUSINESS CENTER

Indirect Cost Services

2180 Harvard Street, Suite 430

Sacramento, CA 95815



April 12, 2011

Mr. Alvis Johnson, Chairman
Karuk Community Development Corporation
P.O. Box 1148
Happy Camp, California 96039

Dear Mr. Johnson:

On the basis of our review of the revised indirect cost rate proposals submitted by the Karuk Community Development Corporation for fiscal years (FYs) ending September 30, 2010 and 2011, and subject to the conditions contained in the enclosed negotiation agreement, we are prepared to approve fixed carryforward rates of 15.34 percent for FY 2010 and 21.98 percent for FY 2011. These rates are based on total direct costs, less capital expenditures and passthrough funds. The results of our review are summarized in the enclosed Supplements. If you agree with the contents, **please sign and return the two copies** of the Indirect Cost Negotiation Agreement to us to complete the negotiation process. I will then sign and return one copy to you.

You must submit a new indirect cost rate proposal to obtain an approved rate for FY 2012. This proposal, which was due in our office before April 1, 2011, may be based on actual costs, budgetary data, or a combination of these data. Your proposal requesting a rate for FY 2012 must include a carryforward computation for FY 2010 based on and reconcilable to financial statements that meet the requirements of the Single Audit Act of 1984, Public Law 98-502, as amended. In addition, the data used in the "Indirect Cost Collections" column must also be reconcilable to the financial statements. For additional information on how to prepare indirect cost proposals, please visit our Web site at <http://www.aqd.nbc.gov/ics>.

As we have stated in our letter dated October 22, 2009, starting with the FY 2010 indirect cost negotiation, salaries and wages for employees working on multiple activities or cost objectives must be supported with adequate documentation [in accordance with 2 CFR 225 (OMB Circular A-87), Appendix B, Section 8.h(4) and (5)] to be eligible for inclusion in the indirect cost pool. The use of estimated percentages of time is allowable for budgeted expenses; however, a distribution of actual salaries and wages is required to be supported by personnel activity reports or equivalent documentation when employees work on both an indirect cost activity and a direct cost activity. *The CFO has recently implemented a system to track the allocation of time using the calendar. The CFO has agreed to provide the support when the FY 2012 rate is negotiated.*

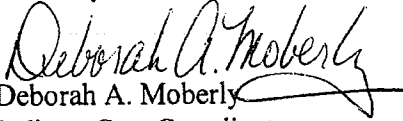
Phone: (916) 566-7111
Fax: (916) 566-7110



E-mail: ICS@nbc.gov
Internet: <http://www.aqd.nbc.gov/ics>

If you have any questions concerning the agreement or this letter, please write or call Ms. Maria Nua, Program Analyst, at (916) 566-7111.

Sincerely,


Deborah A. Moberly
Indirect Cost Coordinator

Enclosures: Supplements and Negotiation Agreement

Ref: J:Pacific/Kcdcw671/Kcdc-Na.10&11

**Indian Organizations
Indirect Cost Negotiation Agreement**

EIN: 68-0333522

Organization:

Karuk Community Development Corporation
P.O. Box 1148
Happy Camp, California 96039

Date:

Report No(s):

Filing Ref.:

Last Negotiation Agreement
dated November 2, 2009

The indirect cost rates contained herein are for use on grants, contracts, and other agreements with the Federal Government to which Public Law 93-638 and 2 CFR 225 (OMB Circular A-87) apply, subject to the limitations contained in 25 CFR 900 and in Section II.A. of this agreement. The rates were negotiated by the U.S. Department of the Interior, National Business Center, and the subject organization in accordance with the authority contained in 2 CFR 225.

Section I: Rates

| Type | Effective Period | | Rate* | Locations | Applicable To |
|--------------------|------------------|----------|--------|-----------|---------------|
| | From | To | | | |
| Fixed Carryforward | 10/01/09 | 09/30/10 | 15.34% | All | All Programs |
| Fixed Carryforward | 10/01/10 | 09/30/11 | 21.98% | All | All Programs |

***Base:** Total direct costs, less capital expenditures and passthrough funds. Passthrough funds are normally defined as major subcontracts, payments to participants, stipends to eligible recipients, and subgrants, all of which normally require minimal administrative effort.

Treatment of fringe benefits: Fringe benefits applicable to direct salaries and wages are treated as direct costs; fringe benefits applicable to indirect salaries and wages are treated as indirect costs.

Section II: General

Page 1 of 2

A. Limitations: Use of the rates contained in this agreement is subject to any applicable statutory limitations. Acceptance of the rates agreed to herein is predicated upon these conditions: (1) no costs other than those incurred by the subject organization were included in its indirect cost rate proposal, (2) all such costs are the legal obligations of the grantee/contractor, (3) similar types of costs have been accorded consistent treatment, and (4) the same costs that have been treated as indirect costs have not been claimed as direct costs (for example, supplies can be charged directly to a program or activity as long as these costs are not part of the supply costs included in the indirect cost pool for central administration).

B. Audit: All costs (direct and indirect, federal and non-federal) are subject to audit. Adjustments to amounts resulting from audit of the cost allocation plan or indirect cost rate proposal upon which the negotiation of this agreement was based will be compensated for in a subsequent negotiation agreement.

C. Changes: The rates contained in this agreement are based on the organizational structure and the accounting system in effect at the time the proposals were submitted. Changes in organizational structure, or changes in the method of accounting for costs that affect the amount of reimbursement resulting from use of the rate in this agreement, require the prior approval of the responsible negotiation agency. Failure to obtain such approval may result in subsequent audit disallowance.

D. Fixed Carryforward Rate: The fixed carryforward rate is based on an estimate of costs that will be incurred during the period for which the rate applies. When the actual costs for such period have been determined, an adjustment will be made to the rate for a future period, if necessary, to compensate for the difference between the costs used to establish the fixed rate and the actual costs.

E. Agency Notification: Copies of this document may be provided to other federal offices as a means of notifying them of the agreement contained herein.

F. Record Keeping: Organizations must maintain accounting records that demonstrate that each type of cost has been treated consistently either as a direct cost or an indirect cost. Records pertaining to the costs of program administration, such as salaries, travel, and related costs, should be kept on an annual basis.

G. Reimbursement Ceilings: Grantee/contractor program agreements providing for ceilings on indirect cost rates or reimbursement amounts are subject to the ceilings stipulated in the contract or grant agreements. If the ceiling rate is higher than the negotiated rate in Section I of this agreement, the negotiated rate will be used to determine the maximum allowable indirect cost.

H. Use of Other Rates: If any federal programs are reimbursing indirect costs to this grantee/contractor by a measure other than the approved rate in this agreement, the grantee/contractor should credit such costs to the affected programs, and the approved rate should be used to identify the maximum amount of indirect cost allocable to these programs.

I. Central Service Costs: Where central service costs are estimated for the calculation of indirect cost rates, adjustments will be made to reflect the difference between provisional and final amounts.

J. Other:

1. The purpose of an indirect cost rate is to facilitate the allocation and billing of indirect costs. Approval of the indirect cost rate does not mean that an organization can recover more than the actual costs of a particular program or activity.

2. Programs received or initiated by the organization subsequent to the negotiation of this agreement are subject to the approved indirect cost rate if the programs receive administrative support from the indirect cost pool. It should be noted that this could result in an adjustment to a future rate.

3. New indirect cost proposals are necessary to obtain approved indirect cost rates for future fiscal or calendar years. The proposals are due in our office 6 months prior to the beginning of the year to which the proposed rates will apply.

**Karuk Community Development Corporation
FY 2008 Carryforward and FY 2010 Rate Computation**

Supplement 1

| Program | FY 2008 Actual Direct Cost Base | % of Total | FY 2008 Indirect Cost Pool | Indirect Rate at 10.93% | Indirect Cost Collections | Underfunded Indirect | Overfunded Indirect | Carryforward |
|--------------------|---------------------------------------|----------------|----------------------------------|-------------------------------|---------------------------------|-------------------------|------------------------|------------------|
| HHS (Non-638) | \$701,687 | 41.61% | \$43,947 | \$76,694 | \$58,289 | \$0 | \$0 | -\$14,342 |
| Interior (Non-638) | 579,985 | 34.39% | 36,322 | 63,392 | 0 | 36,322 | 0 | 0 |
| Agriculture | 20,419 | 1.21% | 1,278 | 2,232 | 1,442 | 0 | 0 | -164 |
| Commerce | 22,457 | 1.33% | 1,405 | 2,455 | 2,454 | 0 | 0 | -1,049 |
| Justice | 20,214 | 1.20% | 1,267 | 2,209 | 0 | 1,267 | 0 | 0 |
| State & Other | 11,958 | 0.71% | 750 | 1,307 | 576 | 174 | 0 | 0 |
| Tribal | 329,719 | 19.55% | 20,648 | 36,038 | | | | 1/ |
| Totals | \$1,686,439 | 100.00% | \$105,617 | \$184,327 | \$62,761 | \$37,763 | \$0 | -\$15,555 |
| | 2/ | | 3/ | | 4/ | 5/ | 5/ | |

| | |
|--|--------------------|
| Accepted FY 2010 Indirect Costs | \$248,334 |
| FY 2008 Overrecovery Carryforward to FY 2010 | -15,555 |
| Accepted FY 2010 Indirect Cost Pool | <u>\$232,779</u> |
| Accepted FY 2010 Direct Cost Base | <u>\$1,517,775</u> |
| Accepted FY 2010 Indirect Cost Rate | <u>15.34%</u> |

1/ Over or underrecovery from Tribal accounts is internal and therefore not included in the carryforward computation.

2/ As agreed to by the CFO, the FY 2008 base is adjusted to include fringe benefits related to direct portion of the CFO's salary that is inadvertently included as indirect.

3/ The reported FY 2008 indirect cost pool of \$105,617 was adjusted to include the previously negotiated FY 2006 overrecovery carryforward to FY 2008 of \$39,815 and exclude CFO fringe benefits transferred to the base (see Note 2/).

4/ The amount of "Indirect Cost Collections" need not include direct funds (including direct program funds, direct CSC, or indirect CSC funds lawfully redirected to pay for unfunded direct CSC), private funds, or tribal funds diverted to pay indirect costs in the pool, provided that the amount listed is consistent with the tribal contractors' audited financial statements or post-audit statements, pursuant to Section III.B.1 (a) and (b) of PSA III.

5/ Underfunded indirect should be reported to the respective granting agencies. Underfunded amounts may be, but are not necessarily, due to shortfalls in appropriations. The presence of an amount in either of these columns does not constitute a determination or admission that either the government or the contractor is liable to the other for any amount.

Note: The amount shown as Indirect Cost Collections is based on additional information provided by the Corporation.

Section III: Acceptance

Listed below are the signatures of acceptance for this agreement:

By the Indian Organization:

By the Cognizant Federal Government Agency:

Alvin Johnson /s/
Signature
ALVIN JOHNSON
Name (Type or Print)
Chairman
Title
4/15/2011
Date

_____/s/
Signature
Deborah A. Moberly
Name
Indirect Cost Coordinator
Indirect Cost Services
Title
U.S. Department of the Interior
National Business Center
Agency
Date
Negotiated by Elena Chan
Telephone (916) 566-7111

EXECUTIVE SUMMARY

This planning grant will be used to develop an AmeriCorps program which will engage AmeriCorps members (members) to assist in outreach, coordination, and implementation of postsecondary education, financial literacy, entrepreneurship, and workforce development opportunities provided by the Karuk Tribe and Karuk Community Development Corporation (KCDC) in the Karuk Tribal Ancestral Territory/Service area, located in northeastern Humboldt and all of Siskiyou Counties in northwestern California. Members will address the needs of the most disadvantaged members of these communities resulting in increased employability, increased access to postsecondary education, small business development, and enhanced social health and wellness. Program activities will primarily be in the areas of **Economic Opportunity** and **Education**.

1. PROGRAM DESIGN (50 percent)

a. Description of the Problem/Need

The Karuk Ancestral Territory/Service Area is one of the most remote and economically distressed regions in the nation. In the extremely rural, heavily forested and steeply mountainous region of northern California, the Karuk Ancestral Territory/Service Area includes small portions of northeastern Humboldt County and southeastern Del Norte County, as well as all of Siskiyou County. This area exceeds 6,560 square miles and has an average of 1.87 persons per square mile. The Karuk Tribe's government operations are along the mid-Klamath River region; centralized in the community of Happy Camp (Siskiyou County, pop. 1,170; 28.6% American Indian/Alaska Native), with additional program offices 75 miles up the Klamath River in Yreka (the Siskiyou County Seat, pop. 7,765; 10.5% American Indian/Alaska Native), and 40 miles down the Klamath River in Orleans (Humboldt County, pop. 605; 39.2% American Indian/Alaska Native). These are the largest of the mid-Klamath River communities of Karuk Ancestral Territory/Service Area; connected by windy two- and in some places, one-lane

highways. In addition, there are several small communities (<300 pop.), such as Horse Creek, Scott Bar, Hamburg, Seiad Valley, Somes Bar, and Forks of the Salmon, as well as many isolated residences.

For thousands of years before non-indigenous contact, the Karuk-arara, or “Upriver People,” made their homes in more than one hundred villages along the upper Klamath River. The mid-Klamath region of Karuk Ancestral Territory/Service Area has suffered from two major disruptions of social and economic systems—the violent interruption of traditional Karuk lifeways with the in-migration during the California gold rush in the 1850s and the swift and devastating decline of the timber industry that culminated in the 1990s. As a result of the 92% reduction in timber availability that occurred in the early 1990s and the closing of local mills, within five years' time, Tribal unemployment in the Ancestral Territory/Service Area soared to 76% in 1999, according to the Bureau of Indian Affairs. At that time, Happy Camp was identified by the National Association of Counties as **one of the ten most economically endangered communities in the United States**. Suddenly the mid-Klamath River region was transformed from a land of opportunity—where for generations high school graduates had followed their fathers and grandfathers into the woods and sawmills to make a good living—to an “economically distressed” area where the loss of timber-related jobs resulted in the further losses (or deterioration) of homes, small businesses, marriages, families, and ultimately hope. As the physical environment fell into disrepair, much of the community sank into personal despair; alcohol and substance abuse, domestic violence, and child neglect escalated dramatically.¹ In Happy Camp, where the Karuk Tribe’s primary administrative and governmental offices are located, many people have moved away for increased access to employment opportunities. With

¹ These social impacts and crimes are recurring themes in Karuk Community Needs Assessments conducted in 2006 and 2009.

a dramatic reduction in money flowing through the community and a reduced customer base, many stores closed their doors.

The Karuk Tribe is the second largest federal-recognized Tribe in California with over 3,650 Tribal members. With the mid-Klamath region being comprised of unincorporated communities (except Yreka, the County seat) the Karuk Tribe is the primary governmental entity for the entire region. In 1994, the Tribe chartered the Karuk Community Development Corporation (KCDC) with the mission "to develop among Tribal members of the Karuk Tribe of California the managerial and technical capabilities to assume leadership roles in building diversified, sustainable economies by creating new business ownership and employment opportunities within the ancestral territory of the Karuk people". Despite significant economic, community, and workforce development accomplishments by the Karuk Tribe and KCDC (for a general summary of those accomplishments, refer to Section XXX), there continues to be high rates of unemployment and poverty.

A great success of the KCDC is the development of the Community Computer Centers in Yreka, Happy Camp, and Orleans. Through these Community Computer Centers, KCDC has been able to provide educational enrichment, workforce development programs, financial literacy, and professional development to public school students and local adults. This has included the development of the Happy Camp Community Computer Center as a virtual campus site for College of the Siskiyou and discussions with College of the Redwoods for a similar partnership with the Orleans Community Computer Center. These Centers are the hub of educational and workforce development for the region and there is a significant need to continue to support and expand these opportunities for our communities, particularly our most disadvantaged community members.

b. Evidence of the Problem/Need

The need for access to post-secondary education, financial literacy, entrepreneurship, and workforce development to increase employability, economic opportunity, and support social health and wellness of the Karuk Tribe is well documented in Karuk Tribal Community Needs Assessments, Comprehensive Economic Development Strategies, and U.S. Census Bureau data.

The Tribe's 2009 Community Needs Assessment Survey garnered responses from 80 families representing a total of 221 individuals (106 males and 115 females); 185 (84%) of these individuals were American Indian/Alaska Native (AI/AN). The largest age group represented was 24-44 years (28%). When asked to rank the top five (5) community issues as they perceived them, respondents ranked Employment Opportunities and Educational Opportunities as the top two Community Social Needs.

The 2012 Comprehensive Economic Development Strategy (CEDS) for the Karuk Tribe and KCDC drives home the need for small business development and entrepreneurship to be promoted and expanded within the mid-Klamath River region. One of the Goal in the CEDS is “[t]o build Tribal capacity to create, expand, and retain private and Tribal enterprises...” including those that are environmentally sustainable outdoor recreation and tourism-based. Objectives related to these goals are for KCDC to coordinate a quarterly schedule of entrepreneurial training workshops available from non-profit and for-profit small business development centers servicing the area and to reestablish the Tribal Business Information Center to provide technical assistance to existing and prospective business owners. The CEDS also highlights the need to “build Tribal capacity to provide comprehensive workforce development services consistent with the community and economic development strategies” identified.

According to the 2010 US Census, unemployment rates on Karuk trust lands is 50%, which is nearly five times the rate of Siskiyou County (12.2%) and over five times that of Humboldt County (8.6%), the State of California (9.4%), and for the nation (9.3%). The median household income and per capita income for Humboldt and Siskiyou Counties are more than twice the median household and per capita incomes of Tribal members residing on Karuk trust lands, which are only \$17,500 and \$8,057 respectively. Poverty rates also are higher among Tribal families living on Karuk trust lands (54.2%) than in either Happy Camp (18.4%) or Yreka (20.5%)—and more than four times the poverty rates of Humboldt and Siskiyou Counties as a whole. At 64.3%, the poverty rate among individuals living on Karuk trust lands is even worse than that of families. Even though the more populous community of Yreka offers a more diverse array of employment opportunities, the fact that nearly half (47.5%) of American Indians living in Yreka have attained less than a high school education prevents many of them from securing jobs there.

c. How AmeriCorps Members will be used to meet the Need

AmeriCorps Members will be used to meet the economic and educational needs of the Karuk community (i.e. service), as well as develop their own capacity (i.e. learn) by assisting KCDC in holding financial literacy, small business, and workforce development trainings, delivering post-secondary education opportunities provided through the Community Computer Centers, and job shadowing/internships with interested Karuk Tribal departments.

d. Target Communities

The Tribal communities targeted for AmeriCorps services are Yreka and outlying communities near Interstate 5, and communities located on State Highway 96, including Horse Creek, Hamburg, Seiad Valley, Happy Camp, Somes Bar, and Orleans. These rural communities

within the Karuk Ancestral Territory/Service Area span a highway distance of 160 miles.

e. Description and Timeline of Planning Process

The Planning Process is designed to develop an evidenced-based or evidence-informed AmeriCorps Strategic Implementation Plan that will guide the KCDC and Karuk tribal community towards achieving the project goal.

| Project Goal: To develop an AmeriCorps Program that enhances access to post-secondary education, financial literacy, entrepreneurship, and workforce development opportunities to increase employability and economic prosperity among disadvantaged persons within the Karuk service area as a means to transforming our communities. | | | | |
|---|-----------------------------------|-------------|----------|---|
| Objective 1: By the 3 rd month, an AmeriCorps Program Coordinator will be secured, a Planning Team will be assembled, and the first strategic planning meeting will take place. | | | | |
| Activities | Position | Time Period | | Collaborating |
| | Responsible | Begin | End | Personnel/Partners |
| 1.1 Clear all grant conditions | Workforce Development Coordinator | 08/01/13 | 08/15/13 | KCDC Executive Director, Director Grants Compliance |
| 1.2 Hire an AmeriCorps Program Coordinator | KCDC Executive Director | 08/15/13 | 09/30/13 | Workforce Development Coordinator, Human Resources Director |
| 1.3 Assemble an | AmeriCorps | 10/01/13 | 10/30/13 | |

| AmeriCorps Program Planning Team | Program Coordinator | | | |
|---|---|-------------|----------|--|
| 1.4 Hold first strategic planning meeting | AmeriCorps Program Coordinator | 10/01/13 | 10/30/13 | Planning Team |
| <p>Objective 2. By the 10th month, a Draft AmeriCorps Program Strategic Implementation Plan will be drafted based on best practices learned from active AmeriCorps Programs in Tribal communities and other local programs; outreach to key community constituents/partners; several strategic planning sessions with the Planning Team; and information learned from CNCS-sponsored technical assistance meetings.</p> | | | | |
| Activities | Position | Time Period | | Collaborating |
| | Responsible | Begin | End | Personnel/Partners |
| 2.1 Conduct additional research on community needs, opportunities, and constituents/partners, as well as AmeriCorps Program requirements and Implementation funding | AmeriCorps Program Coordinator, Fiscal Clerk | 11/01/13 | 01/31/14 | Workforce Development Coordinator, Workforce Development Trainer, Hoopa Tribal AmeriCorps, Mid-Klamath Watershed Council AmeriCorps |
| 2.2 Contact at least 3 | AmeriCorps | 11/01/13 | 03/31/14 | Workforce |

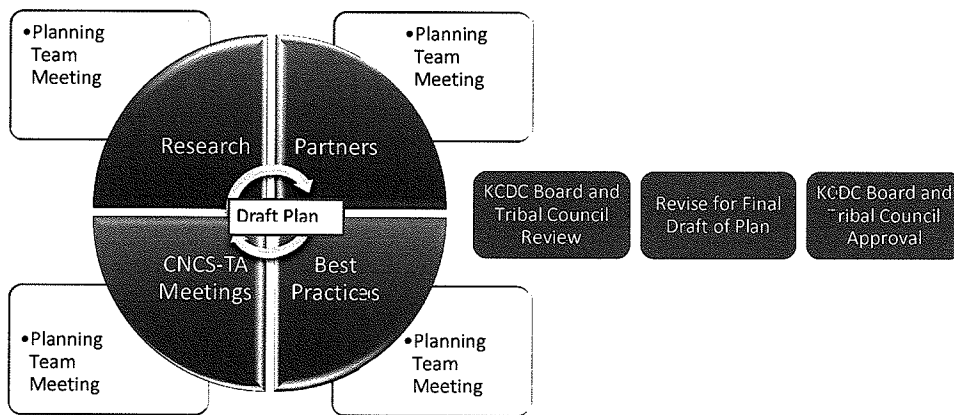
| | | | | |
|--|---|----------|----------|---|
| AmeriCorps Programs in Tribal communities and at least 2 local AmeriCorps Programs to learn best practices | Program Coordinator | | | Development Coordinator, Workforce Development Trainer, Hoopa Tribal AmeriCorps, Mid-Klamath Watershed Council AmeriCorps |
| 2.3 Conduct individual scoping/planning meetings with at least 5 community constituents/partners | AmeriCorps Program Coordinator | 11/01/13 | 04/30/14 | e.g. KCLF, Jefferson Economic Development Institute, College of the Siskiyou |
| 2.4 Conduct monthly strategic planning sessions with the Planning Team ² | AmeriCorps Program Coordinator | 12/01/13 | 04/30/14 | Planning Team |
| 2.5 Attend at least 2 CNCS-sponsored technical assistance meetings | AmeriCorps Program Coordinator, Workforce | 11/01/13 | 04/30/14 | |

² These Strategic Planning sessions will be informed each session by new information and updates resulting from Activities 2.1 – 2.3. These sessions shall also include conducting a SWOT (strength, weakness, opportunities, and threats) analysis with the Planning Team that will be used, along with the information from Activities 2.1 – 2.3 to inform the identification of strategic priorities and framework for an AmeriCorps Program.

| | Development Coordinator, KCDC CFO | | | |
|---|---|-------------|----------|--|
| 2.6 Draft AmeriCorps Program Strategic Implementation Plan based on information garnered in Activities 2.1 – 2.5 | AmeriCorps Program Coordinator | 02/01/14 | 05/30/14 | Planning Team |
| Objective 3: By the 12 th month, a Final AmeriCorps Program Strategic Implementation Plan will be adopted by the Karuk Tribal Council and the KCDC Board. | | | | |
| Activities | Position Responsible | Time Period | | Collaborating Personnel/Partners |
| | | Begin | End | |
| 3.1 Present the Draft AmeriCorps Program Strategic Implementation Plan to the KCDC Board and Karuk Tribal Council and make changes, as appropriate | AmeriCorps Program Coordinator | 06/01/14 | 06/30/14 | KCDC Board, Karuk Tribal Council |
| 3.2 Present the Final AmeriCorps Program Strategic Implementation Plan to the KCDC Board | AmeriCorps Program Coordinator | 07/01/14 | 07/31/14 | KCDC Board, Karuk Tribal Council |

| | | | | |
|--------------------------|--|--|--|--|
| and Karuk Tribal Council | | | | |
| for approval | | | | |

Below is a diagram of the Planning Process described above:



f. Develop Capacity to Effectively Manage an AmeriCorps Program

The AmeriCorps Program Coordinator will work in conjunction with the Planning Team and key community constituents/partners, to more thorough analyze and strategically identify the following in more detail:

- The most appropriate AmeriCorps member activities to address the identified community need;
- The desired characteristics of AmeriCorps members and designing a recruitment strategy;
- A performance measurement system to ensure that reliable data is gathered to demonstrate impact on the communities to be served;
- Orientation and training for operating and service sites;
- Orientation and training for AmeriCorps members; and

- Ensuring the Tribe and/or KCDC has the ability to provide or secure effective technical assistance.

Generally, however, the AmeriCorps Planning Grant will ensure that AmeriCorps Members gain the experience and skills to advance their careers and secure education awards that can be used for postsecondary education or to repay student loans. The planning grant objectives for AmeriCorps members will include recruitment and skills for performing services, incorporating AmeriCorps service-learning principles, and ensuring that AmeriCorps Members effectively participate in democracy and services that respond to community needs. It will clearly identify what AmeriCorps Members will be doing and training necessary to perform the tasks required. AmeriCorps Member orientation will include background and cultural awareness about the Karuk Tribe and local communities. AmeriCorps Member candidates will include various faiths, ethnicities, education levels, genders, socioeconomic backgrounds, and those with physical and mental challenges. AmeriCorps Members may be trained to help enlist, screen, and train community volunteers.

The AmeriCorps member recruitment strategy will model other successful AmeriCorps programs including recruiting college bound individuals from diverse ethnic backgrounds that are competent, have a good report and communication skills and/or interest in post-secondary education such as a business degree or in starting their own small business. AmeriCorps members selected will be moral, civic minded, and self-motivated role models. Training for AmeriCorps Members may also include fiscal accountability, conflict resolution, and discrimination. Orientation and training for AmeriCorps members will be modeled after other successful AmeriCorps programs that incorporate AmeriCorps National Performance Measures. An AmeriCorps Member recruitment committee familiar with AmeriCorps will help select

AmeriCorps Member candidates. To maximize technical assistance we will consult with other similar AmeriCorps programs and use AmeriCorps tools to identify procedures and policies consistent with AmeriCorps statutes, guidelines, regulations, and provisions. To provide a reliable data performance measurement system the plan will develop a method of data collection, standardization, and reporting during the Planning Process.

The primary facilities AmeriCorps services will utilize will be the Happy Camp Community Computer Center in Happy Camp, the Yreka Karuk Tribal Housing Education Center, and the Orleans Panamnik Computer Center. These centers are centrally located in each community and are ADA compliant. These centers are hubs of activity for our remote communities providing important networks for communication and technology based education that is ideal for identified AmeriCorps activities.

2. ORGANIZATIONAL CAPACITY (25 percent)

First Point of Contact: Emma Lee Johnson, Workforce Development Coordinator, KCDC
530-493-1485, 25 Fourth Avenue, Happy Camp, CA 96039, emmaleejohnson@karuk.us

Second Point of Contact: Bill Keenen, Executive Director, KCDC
530-493-1475, 533 Jacobs Way, Happy Camp, CA 96039 bkeenen@karuk.us

a. Record of Accomplishment

The Karuk Tribe is the second largest federally-recognized Tribe in California and has been a Self-Governance Tribe since 1996. Since the approval of the Tribe's Constitution in 1985, the Karuk Tribe has grown from 2.5 employees and a \$250,000 annual operating budget to becoming a complex governmental organization with ~245 employees and an annual operating budget of \$21 million. The governmental structure includes nearly twenty (20) departments, programs, and services dispersed throughout the principle communities within Karuk Aboriginal

Territory. This includes administrative offices and government operations, which are centralized in Happy Camp; the Department of Natural Resources in Orleans; the Karuk People's Center (cultural interpretive center and gift shop) in Happy Camp; and Education and Elders Programs, Health Clinics, Housing Authority offices, Community Computer Centers, and Human Services/Indian Child Welfare Programs in all three main population centers, as well as Head Start Programs in Yreka and Happy Camp.

b. Prior Experience Administering Federal Funds

The Karuk Tribe and KCDC are highly experienced with administering federal funds. In FY2010 alone, the Tribe administered over \$14 million in federal, state, and private foundation grants. KCDC has administered at least \$11 million in federal and state grants since inception. The Tribe routinely has clean audits

c. Prior Experience in the Proposed Area of Programming

Over the last nearly 20 years, KCDC has achieved several significant accomplishments in post-secondary education, financial literacy, entrepreneurship training and small business development, and workforce/professional development. This has included on-the-job training for local youths in natural resources; the creation of Tribal Business Information Centers; training and/or technical assistance to interested entrepreneurs (in the first five years alone, KCDC served 320 clients [about 40% American Indian], assisted the creation of at least a dozen private enterprises and 30 jobs, and helped entrepreneurs to secure \$340,000 in business financing and contracts); job readiness training, including individualized counseling and job search assistance, guidance on career/occupational choices, resume writing, job interviewing techniques, and employer/employee expectations; watershed restoration training; developing the community computer centers and establishing a partnership with College of the Siskiyous; conducting financial literacy training; and several infrastructure projects.

d. Structure of Tribal Leadership, Management, and Planning Process Participants

The Tribal Leadership includes the Karuk Tribal Council and the KCDC Board. The Karuk Tribal Council is the governmental body for the Tribe and will be responsible for reviewing and approving the final AmeriCorps Strategic Implementation Plan. Governing members include **Russell Attebery**, Chairman; **Michael Thom**, Vice-Chairman; **Joseph Waddell**, Secretary/Treasurer; **Amos Tripp**, Member at Large; **Sonny Davis**, Member at Large; **Dora Bernal**, Member at Large; **Crispen McAllister**, Member at Large; **Alvis Johnson**, Member at Large; and **Elisa Goodwin**, Member at Large.

The KCDC Board will play an advisory, review, and plan approval roles. The KCDC Board is comprised of experienced small business owners, Tribal Council members, a member of the KCLF Board, and Karuk Tribal staff. This includes **Alvis Johnson**: Chairman of KCDC and Karuk Tribal Council Member; **Ellen Johnson**: Vice Chairperson of KCDC, Board Member of KCLF, Administrative Receptionist for the Karuk Tribe, and former business owner; **Joseph Waddell**: Secretary/Treasurer for KCDC, Secretary/Treasurer of the Karuk Tribal Council, and small business owner; **Glenda Hockaday**: former business owner; **Marsha Jackson**: Enrollment/Census Specialist of the Karuk Tribe; **Ducayne Arwood**: Educational Coordinator for the Karuk Tribe; and **Bill Tripp**: Eco-Cultural Restoration Specialist for the Karuk Tribe.


Project Management will be the responsibility of **Emma Lee Johnson**, Workforce Development Coordinator. Ms. Johnson has worked for KCDC in the Community Computer Centers, assisting community members with workforce development, job skills development, GED preparation, and in supporting the virtual campus of College of the Siskiyous for over five years (see Exhibit █ for her resume). She also has prior AmeriCorps experience as a Community Liaison for the Siskiyou County Adult and Children Services. Within the first two months of the grant, an AmeriCorps Program Coordinator will be hired to implement the

Activities, accompanied by the administrative support position.

The Planning Team will include staff of key Tribal Departments and community partners, including KCDC, Tribal Employment Rights Office, Tribal Temporary Assistance for Needy Families, Tribal Education Department, Karuk Community Loan Fund, and others. The Planning Team will provide strategic input to the AmeriCorps Program Coordinator who will facilitate the planning process and be responsible for drafting the AmeriCorps Program Strategic Implementation Plan.

e. Programmatic and Fiscal Systems

The Tribe adheres to all budget and reporting requirements, as required under OMB Circular A-87 and A-133, as well as follows all applicable federal and tribal policies and procedures, including for procurement and hiring. Furthermore, the Tribe will comply with funding agency requirements, including fiscal and project progress reporting. The Tribe has strict grants compliance procedures, including a Director of Administrative and Grants Compliance to assist Tribal Project Managers.



| Budget Item | Computation | Federal Request | Match | Total Project |
|------------------------------------|---|-----------------|----------|---------------|
| Personnel | | | | |
| AmeriCorps Planning Specialist | 1 FTE @ \$35,360 | \$35,360 | | \$35,360 |
| Administrative Support | 0.4 FTE @ \$37,440 | \$14,976 | | \$14,976 |
| Fringe | | | | |
| AmeriCorps Planning Specialist | 1 FTE @ 23% | \$8,133 | \$0 | \$8,133 |
| Administrative Support | 0.4 FTE @ 17.2% | \$2,576 | | \$2,576 |
| Supplies | | | | |
| Office supplies | | | \$1,500 | \$1,500 |
| Computer | | | \$1,200 | \$1,200 |
| Travel | | | | |
| CNCS Technical Assistance Meetings | \$700 airfare (Medford, OR to/from Washington, DC) + \$400 lodging + \$213 per diem + \$250 ground transportation for 2 trips @ 2 staff | \$6,252 | | \$6,252 |
| Other | | | | |
| Volunteers | \$23/hr @ 15 hr/wk @ 48 weeks | | \$16,560 | \$16,560 |
| Local travel | \$0.55/mile | \$2,000 | \$250 | \$ 2,250 |
| Hospitality | \$75 @ 5 meetings | \$375 | | \$ 375 |
| Office space | \$1.25/ft ² @ \$250/mo @ 12 | | \$3,750 | \$3,750 |
| Utilities | | | \$200 | \$ 200 |
| Direct Costs | | \$69,672 | \$23,460 | \$93,132 |
| Indirect Costs | 5% cap | \$3,484 | | \$3,484 |
| Total Project | | \$73,155 | \$23,460 | \$96,615 |

24.3%

Title: AmeriCorps Program Coordinator

Reports To: KCDC Executive Director

Location: Happy Camp, CA

Salary: \$35,360

Classification: Temporary Full-time

Summary: This position requires implementing strategic planning of an AmeriCorps Program to serve the rural communities of the Karuk Service Area, located in Siskiyou and northeastern Humboldt Counties, CA. The scope of responsibilities and duties include strategic planning, working closely with the Planning Team, developing partnerships with key community partners, conducting research on community opportunities and AmeriCorps Program best practices, and drafting an implementation plan for an AmeriCorps Program specific to Economic Opportunity and Education.

Responsibilities:

1. Conducts research of AmeriCorps statutes, guidelines, and program policies and becomes familiarized with AmeriCorps programs.
2. Works closely with Tribal departments and key community partners in developing and executing the strategic implementation plan.
3. Arranges and facilitates meetings and planning sessions.
4. Develops strategies based on research, community input and identified partnership opportunities.
5. Helps design a plan that will determine what AmeriCorps activities should take place and where AmeriCorps workers will be placed.

6. Provides a financial plan, AmeriCorps member plan, and site services plan as part of the planning grant components.
7. Collaborates with other private and federal sectors as needed.
8. Presents all required reports and documents to supervisor and the KCDC Board.
9. Collaborates with Tribal departments and other agencies to ensure that planning activities meet all required standards, compliance, and reporting.
10. Identifies technical assistance as needed for grant development.
11. Provides financial reporting, quality controls, monitoring, and financial accountability.
12. Be available for local and out of the area travel as required for job related training.
13. Shall attend all required meetings and functions as requested.

Qualifications:

Have the ability to work effectively with Native American people in culturally diverse environments.

Have the ability to manage time well and work under stressful conditions with an even temperament.

Have the ability to establish and maintain harmonious working relationships with other employees and the public and understand and follow oral and written instructions.

Have the ability to facilitate planning sessions and synthesize information into evidence-based implementation strategies.

Requirements:

1. Possess a BA or BS degree or have similar or equivalent experience.
2. Must have good English and technical writing skills and computer processing skills.
3. Demonstrate adequate writing and oral communication skills.

4. Able to travel for brief periods and on short notice.
5. Must possess a valid driver's license and be insurable by the Tribe's insurance carrier.
6. Must adhere to confidentiality policy.
7. Must successfully pass a pre-employment drug and alcohol screening test and be willing to submit to a criminal background check.

Indian Preference Policy: In accordance with the Indian Preference Act of 1934 and the TERO Ordinance, Indian Preference will be observed in hiring.

Approved:

Tribal Chairman's Signature: _____

Employee's Signature: _____

Karuk Department of Tribal Lands Management

May 23, 2013 Council Report

Scott Quinn – Director
April 18, 2013 to May 16, 2013

1. **Land** – On 4/18 I met with the Larry Blevins (BIA Environmental Specialist) to assist him with his site visit to the Yreka Karuk Clinic to update the ESA Phase 1 for the Fee to Trust Application.

I've discussed potential funding for the Tishaniik Property in Orleans with staff. One option is to see if KTHA is interested in the Sarten Yellow House. We closed escrow on the Tynes Property. On 5/9 I did a final inspection of the property. We are in the process of negotiating the purchase of two properties than I can update the Council in closed session if requested. On 5/9/2013 I received the recorded BLA and LLA for the Tebbe Property.

We are receiving calls from tribal members regarding their denial as class members in the Cobell Settlement. I've been trying to help them assemble the necessary information so that they can be eligible.

I looked into both Humboldt and Siskiyou County Tax Sales. It appears there are no properties in the Orleans, Happy Camp, or Yreka areas that would benefit the Tribe. I also applied, and received an address from Humboldt County for the new Orleans Wellness Center.

2. **GIS** – I made maps for our Casino developer of the properties in Yreka.
3. **CASINO** – I met with the Council, AES, and our Developer on 4/29 & 4/30 for the Kickoff Meeting. I feel the group got a lot done, and things are going to move very quickly.

On 5/9/2013 I met with Bob Wright, Travis Olson at the casino site to meet with potential contractor to do the site prep. I also met with the Pacific power estimator to begin the process of getting power to the site.

I've been working on a project timeline for the casino project, TEIR, NEPA, CEQA, MOU, COMPACT, and Construction so we can see how it all interacts.

4. **KRAB** – On 5/7/2013 I attended the KRAB Meeting in Orleans.

Travel/Training

1. On 4/22/2013 I attended the "7 Most Challenging Employee Types" training at KTHA in Happy Camp.

CONSTRUCION MANAGER
DAILY LOG
From 4-18-13 to 5-15-13

- 4-18-13 Received security cameras in mail, review plans for system. Write Council report. Attend Council luncheon meeting to present update on Yreka Wellness Center progress.
- 4-19-13 Continue research on security camera system. Go to ranch to start inventory list for crushing/ cleanup project.
- 4-22-13 Time cards, mileage sheets. Meet with Daniel and Mike at ranch to discuss crushing operation. Write list of items to be crushed for Chairman. Meet with Jody for planning session for crushing project.
- 4-23-13 Work with crew setting up projects at ranch. Check on progress of crusher. Work with Jody on project setup.
- 4-24-13 Yreka to measure Amkuuf enclosure for possible future projects. Work on estimate drawings. Check on crusher project.
- 4-25-13 Orleans, detail prep for PG&E inspection. Work with Bob on Senior Center HVAC . (two packages delivered to Senior Center for Adams Const)
- 4-26-13 Orleans, PG&E inspection of conduit and service system. All OK
- 4-29-13 Mileage sheets. Order keys from Bell Hardware per request from LeLoni. Check out crushing project. Research value of some of the equipment at ranch.
- 4-30-13 Orleans to connect with maintenance crew on a couple of issues that need to be addressed. Meet client a ranch to close scrap metal deal.
- 5-1-13 Office paperwork. Help Bergilio with tool maintenance. Attempt to rebuild broken tool.
- 5-2-13 Annual Leave
- 5-3-13 Annual Leave.

- 5-6-13 Time cards, mileage sheets. Orleans, scheduled to start cabinets today. Work with maintenance guy and the Electrician on Clinic Generator. (generator running because power was out, again). Eureka Flooring on site to test moisture content of slab again, still too wet.
- 5-7-13 Orleans, unpack and inventory cabinets. Start hanging cabinets. Haul Stihl 110 to Orleans maintenance guy.
- 5-8-13 Orleans, continue with cabinets. Back to HC check in with mechanics for update on crushing project. Fiscal paperwork.
- 5-9-13 Office paperwork. Orleans, continue with cabinets. Take Daniel to ranch to measure for stick game field.
- 5-10-13 Payroll. Office work. Meet Forrest and start planning for stick game field. Estimate work on shed.
- 5-13-13 Office paperwork. Orleans, continue with cabinet work. Hang last exterior door. Measure for counters.
- 5-14-13 Orleans, cabinet work. Help Bobby move I.T. rack into lobby of Wellness Center
- 5-15-13 Orleans, take Sam with proper moving gear and move I.T. rack to I.T. room. Back to HC and help with clearing the stick game field.

TERO Director's Report – May 6, 2013

Things continue to stay busy in the TERO Department.

Regional TERO and EEOC/DOL Meeting Hoopa – I and Commissioner Kent attended a "Negotiators Training" that was held in Hoopa with the EEOC and DOL. It was a good training. The Yurok TERO was present as well as the Hoopa TERO. Afterwards the Hoopa TERO hosted a dinner with the Hoopa TERO Commission, Hoopa Vice-Chair, Yurok TERO, EEOC and DOL. It was a great networking time. I had a good conversation with the EEOC Regional Director. Now that we have passed our WPA, they would like to sign an MOU with us that would preserve our jurisdiction if ever a claim was filed to EEOC. They would allow for the tribe to investigate any claims before they assert jurisdiction. They would concur with any investigative outcomes and the best part is that they will provide free training to us. I mentioned we could really use investigation training, hearing training and appellate hearing training. Once the MOU is in place we can start planning dates for these trainings. The EEOC rep made it clear in no way would a MOU waive our sovereignty or give EEOC jurisdiction over the Tribe. Having a MOU in place with EEOC would be an exercise of our sovereignty demonstrating strength of our tribal government and our right to self-determination.

WPA – Follow-up –TERO is looking forward to our meeting with the Council on May 22nd @ 10 am at Headway. We have done our follow-up research.

TERO PNW Regional Meeting – I and Commissioner Kent attended the TERO Pacific North West Regional meeting. It was a good meeting with good speakers. One speaker was an attorney from Seattle who is a Round Valley tribal member who spoke on sovereignty issues. He clearly made the case of how Tribal sovereignty is being eroded by the courts and Uncle Sam's government. He showed quotes from several Judges that expressed their opinion regarding how ludicrous tribal sovereignty is, how tribes use it as a "weapon" or "get out of jail free card" instead of exercising it. His main point was encouraging Tribes to expand sovereignty from "employment rights" to "human rights", being responsible tribal governments to use sovereignty as something to exercise and protect Tribes not something like a weapon to pull out from our coats. It really makes sense and was inspiring.

The PNW Region established a new website that we will be sending our TERO information to be posted on. <http://pnwtero.com/>

The PNW Region voted to approve and forward the EEOC MOA format to take to ATNI and then NCAI for approval by Tribal Leaders.

TERO National Conference - June 30 – July 3, Tulsa, OK – I would like to send four TERO representatives to the National Conference. I hope to have two new Commissioners and two others. I am not sure about my own schedule and am not sure if I would go on this trip taking into consideration my full schedule. It would be great if there were any Tribal Council members who would like to go as well (using Council travel funds).

Respectfully request out-of-state travel for four to attend the TERO national convention, June 30 – July 3 in Tulsa, Ok.

TERO Skills Bank Installed - Bulk Mailing Approved – I am working with Marsha and the TDR software to develop our updated skills bank intake form that will be mailed out to the tribal membership of working age. I will also include questions regarding who might be interested in working at our casino. TERO will provide generalized training (such as customer service, food handlers training) but cannot afford to send individuals to specific schools for training related to casino work. We expect to have more insight once the bulk mailing is out and after we hold a survey at the Tribal Reunion.

Strategic Planning Review – TERO has reviewed our strategic planning minutes from 2011 and are happy to report that we are on track with our priorities for TERO. We will be scheduling another strategic planning session later this summer to keep our priorities and goals in sight.

TERO Commissioner Vacancies – I hope by meeting time to have two names to submit for approval to fill the vacancies on the TERO commission.

TERO Vehicle – The Health program has agreed to purchase the former TERO vehicle for \$847 which is the Blue Book “Good” price. The CFO concurs. We need Council approval to transfer the funds to the TERO budget so that it can be used for a down payment on a new TERO rig.

I have taken a lot of time working with the tribal members who are making steps to create a fire camp crew. I am happy to assist them based on their motivation. Last week we took ten individuals to the Yreka Public Health building so they could take the class and test for National Food Handlers’ cards.

CHILD CARE

A lot is going on in the Child Care world. The Feds have generated a “Notice of Proposed Rule Making” that is 199 pages. They are proposing changes to the child care program regulations. They want to increase the quality of care for children by making new requirements for child care providers. They are proposing many changes in “quality” and “health and Safety” areas of the program.

Our national tribal and state tribal associations will be the primary groups to make comments on the proposed changes. There are some areas that are good in that it retains flexibility while mandating accountability. Once our national association has had a chance to come together to discuss the proposed changes I will inform the Council about what concerns tribes should have.

There will be a ACF Tribal consultation in July that will provide a great opportunity to make comments.

Child Care Local

I am working on the new plan for child care funding for the next 2 years. I am collecting the information for the requirement of coordinating with other agencies to ensure common eligibility requirements and consistency with other programs. I will be holding my first public hearing before the council meeting on

May 23rd at 2 pm. I will be holding another public hearing before the June council meeting. I will be bringing the child count for approval to a meeting with the Council before the end of June.

I am working with Head Start, TANF and Compliance to be able to administer the Summer Food program again this summer. With Head Start on board to continue their lunch program into the summer, it makes it simpler for us to hold. We will be having the programs in both Happy Camp and Yreka at the Head Start facilities. It will allow us to retain some Head Start staff through the summer. We did not get a response from the Orleans elementary after several attempts to coordinate the program there.

Child Care State

I did not attend the last State/Tribes workgroup meeting that was held in Sacramento recently due to too many meetings closely scheduled making the drive to Sac non-productive. The CA Department of Education (CDE) has started using the web and conference calls for those unable to attend but it is not quite the same as being there. It is difficult trying to listen in and watching the power point presentations all morning.

There is a lot going on with the State CCDF programs and as usual Tribes are not included so we have to be diligent in keeping their staff engaged and voicing our concerns.

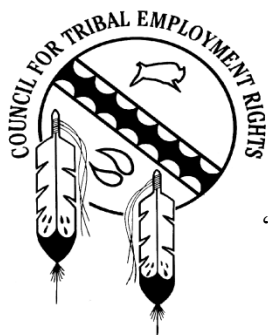
Child Care National

As stated above there is a lot going on at the national level with the implications of the proposed regulation changes. Our national association (National Indian Child Care Association – NICCA) was mentioned in the Feds' webinar as a group that is expected to make comments. There is a lot to consider and a lot of implications for tribes. NICCA will be holding a conference call soon to discuss the proposed regulations and may call for a board meeting in DC during the time of the ACF consultations in July.

NICCA is working on our 20th anniversary conference in Denver this August. Somehow I was made conference chair (I started out as a co-chair) so I am expected to keep things rolling. NICCA hired a consultant to help make the conference happen so that has been good. It is stacking up to be a very good conference with lots of good workshops to help tribes with their child care programs. I will provide more information as it becomes available.

Respectfully submitted,

Dion Wood, TERO
Karuk Tribe



2013 COUNCIL FOR TRIBAL EMPLOYMENT RIGHTS

36TH ANNUAL NATIONAL TERO CONVENTION
JUNE 30 TO JULY 3, 2013

“TERO in 2013: Native Leadership Striving for Sovereignty –Based Development”

PROGRAM AGENDA

Saturday, June 29, 2013

8:00 a.m. to 4:00 p.m.CTER BOARD OF DIRECTORS MEETING

Sunday, June 30, 2013

7:00 a.m.GOLF OUTING: Southern Plains TERO Region
Cherokee Hills Golf Course

10:00 a.m.**Convention Registration & Vendor Set-up:**
to **CTER Staff, CTER Board of Directors,**
Southern Plains TERO Region, & Volunteers
5:00 p.m. Hotel Convention Center Area

EVENING PROGRAM: WELCOME FEAST & HONORING CEREMONY

5:30 p.m.WELCOME FEAST & HONORING CEREMONY

Grand Entry/ Posting of Colors: Color Guard
Singers:

Feast & Dinner Blessing: Frances Harriet Doyebi, Tribal Elder,

Host Tribe Welcome: Bill John Baker, Principal Chief,
Cherokee Nation

Host Region Welcome: Southern Plains TERO Region

CTER Welcome & Introduction: Larry D. Ketcher,
Chairman, CTER Board of Directors

Welcome Feast: Hosted by the Southern Plains TERO Region

TERO Memorial & Honoring Ceremony: Lee Adolph, President, CTER

Honor Song:

8:30 p.m. RETIRE COLORS & CLOSE EVENING PROGRAM

2013 COUNCIL FOR TRIBAL EMPLOYMENT RIGHTS

PROGRAM AGENDA

Monday, JULY 1, 2013

- 7:00 a.m.** CONVENTION REGISTRATION CTER & TEROs
Exhibitors and Vendors set-up CTER & TEROs
- 7:00 a.m.** CONTINENTAL BREAKFAST: HOSTED BY: Kiowi Tribe & Comanche Tribes of Oklahoma
- 8:30 am** 1st GENERAL ASSEMBLY
- Grand Entry/ Posting of Colors:
- Invocation By: Timothy Hooper, Council Representative & TERO
Commissioner Chairman, Seminole Tribe of Oklahoma
- Convention Welcome: Larry D. Ketcher, Chairman, CTER Board of Directors, Council for Tribal Employment Rights
- Official Welcome: Bill John Baker, Principal Chief, Cherokee Nation
- Welcome to Tulsa: _____, Mayor, City of Tulsa
- Welcome to the Hard Rock: Shawn Slaton, CEO, Cherokee Business
- Opening Remarks/ Convention Theme: Lee Adolph, President of CTER
- Historical Perspective of CTER: John Navarro, Co-Founder of CTER
Conrad Edwards, Co-Founder of CTER
- 10:00 am** KEYNOTE/FEATURE SPEAKERS:
- Dan Press, CTER General Council, _____ Legal Issues & Developments
Jacqueline Berrien, Chair, U.S. EEOC EEOC / MOU Partnership Agreement
Tom Dowd, Director of Program Operations, OFCCP, CTER/OFCCP Agreem
Ernie Stevens, NIGA (** Lee to invite)
Ed Thomas, President, Klinket Haida, Juneau, AK. (**Lew Tobin to Invite)
- 12:00 pm** HOST LUNCHEON: (Hosted by: _____)
- 2013 Itche Shikakke Scholarship Luncheon
Welcome & Remarks: Joe Crittenden, Deputy Principal Chief, Cherokee Nation
Scholarship Award Presentation: Larry D. Ketcher, Scholarship Committee
Chairman
Dan Press, CTER Legal Council
- 1:30 p.m.** BREAKOUT GROUPS (Concurrent Sessions)

1:30 p.m. Workgroup - 1: TERO & Commission Training: John Navarro, CTER
Consultant

Workgroup - II: EEOC Updates: Jack Vasquez, Jr. Deputy Director

Workgroup-III: Veterans Programs, (Francine Worthington is confirming)

2:45 p.m.

to

3:00 p.m.

Break

2013 COUNCIL FOR TRIBAL EMPLOYMENT RIGHTS

PROGRAM AGENDA

3:00 p.m. **Workgroups (Concurrent Sessions)**

Workgroup – I Compliance Officers (** Rod Johnson)

Workgroup –II Tribal Leaders / Attorneys (** Lee Adolph)

Workgroup – III TERO Directors (** Stephanie Saucedo)

Workgroup – IV Tribal Judges (** Lee Adolph)

Workgroup- V

4:30 p.m. **RECESS (Day 1)**

EVENING PROGRAMS

5:15 pm **FUN WALK / FUN RUN ACTIVITIES - Outside Convention area**
(Sponsor: Cheyenne & Arapaho Tribes of OK.)
& Lucky Star Casino)

6:30 pm **DANCE LESSONS ACTIVITY – C&W, Two-Step, Line, Dancing**
Location to be Announced
(Sponsor: Cheyenne & Arapaho Tribes of OK.)

8:30 pm **DANCE NIGHT – Country & Western Band**
(Sponsor: Cheyenne & Arapaho Tribes of OK.)
& Lucky Star Casino)

To
11:00 p.m.

2013 COUNCIL FOR TRIBAL EMPLOYMENT RIGHTS

PROGRAM AGENDA

TUESDAY, JULY 2, 2013

7:30 am CONVENTION REGISTRATION

7:30 am CONTINENTAL BREAKFAST (Hosted by:)

8:30 am 2nd GENERAL ASSEMBLY

INVOCATION: George Blanchard, Governor, Absentee Shawnee Tribe
of Oklahoma

ANNOUNCEMENTS: Stephanie Saucedo, Vice-Chairman, CTER Board of
Directors

9:00 am Keynote/ Feature speakers:
The Honorable, Tex Hall, Chairman, Three Affiliated Tribes of North Dakota
(Invited – Lee to follow-up)
The Honorable, Lorenda Sanchez, Executive Director,
California Indian Manpower Consortium, Inc. (CONFIRMED)
The Honorable, Lee Adolph, CTER, TPLAs
The Honorable, Native Construction Careers Institute Training Program
The Honorable, Debra Parker, Tulalip Tribes, Violence Against Women Act
& Sexual Harassment (Invited Francene Shakespeare)
John Echohawk, NARF (Invited...Lee)
Richard Neff, (Invited...Lee)
AFN, AK. (InvitedJohn Navarro or Lee)

12:00 pm LUNCH: (On Your Own)

1:30 pm WORKGROUPS BREAKOUT : (Concurrent Sessions)

2:45 pm Break

3:00 pm WORKGROUPS:

- Unions -
- Basic TERO – John Navarro
- SBA – John Blue, Creek Nation of OK.
- Wellness in the Workforce –
- TERO Commissions – John Navarro
- Legal Updates –
- Tribal Wage Panel –

4:30 pm RECESS (Day 2)

2013 COUNCIL FOR TRIBAL EMPLOYMENT RIGHTS

PROGRAM AGENDA

TUESDAY, JULY 2, 2013

EVENING PROGRAM

6:00 p.m. CONVENTION BANQUET

Posting of the Colors: Absentee Shawnee Color Guard

Invocation:

Opening Remarks: Larry D. Ketcher, Chairman, CTER Board of Directors

Sponsor Remarks:

Host Region Remarks: Southern Plains TERO Region

Presidents Remarks: Lee Adolph, President, CTER

Keynote Address:

Awards Ceremony:

Moderator: Larry D. Ketcher, Chairman, CTER Board of Directors

➤ **2013 CTER Convention Awards / Recognition**

- 1. Fun Walk / Fun Run**
- 2. Dance Lessons**
- 3. Golf Outing**

➤ **Outstanding TERO Awards**

- 1. TERO Program of the Year**
- 2. TERO Staff / Commissioner of the Year**
- 3. TERO Director of the Year**

➤ **Special Recognition**

Presenters: Larry D. Ketcher & Lee Adolph & CTER Board of Directors

Evening Entertainment: (Sponsor: Thunderbird Casino, Little Axe, Ok.)
Country & Western Band: The Randy Edge Group

2013 COUNCIL FOR TRIBAL EMPLOYMENT RIGHTS

PROGRAM AGENDA

Wednesday, JULY 3, 2013

- 7:30 am** CONTINENTAL BREAKFAST (Coffee & Juice Only)
- 8:30 am** 3RD GENERAL ASSEMBLY
- INVOCATION:
- ANNOUNCEMENTS:Larry D. Ketcher,Chairman, CTER Board of Directors
- 9:00 am** KEYNOTE SPEAKERS:
Honorable, Principal Chief, George Tiger, Muscogee Creek Nation
Honorable, (Tribal Leader invited)
Honorable, (Tribal Leader invited)
- 11:00 am** Closing Statements: Lee Adolph, President, CTER
Larry D. Ketcher, Chairman, CTER Board of Directors
- Closing Prayer: Hutch Noline, TERO Director, Apache Tribe
- Retire Colors & Convention Adjournment
- Color Guard: Absentee Shawnee Color Guard
- Singers:
- 12:00 pm** Convention Adjourns

THANKS FOR ATTENDING !

HAVE A SAFE JOURNEY HOME!



The Council for Tribal Employment Rights

2013 National TERO Convention

June 30th - July 3rd, 2013

Hard Rock Hotel & Casino - Tulsa
777 West Cherokee Street, Catoosa, OK. 74015
Toll Free 1(800) 760-6700

REGISTRATION FORM

(Please type or print clearly, one form per participant)

| | |
|-------------------------------|------------------------------|
| Name: | Daytime Phone: |
| Title: | Fax: |
| Organization/Tribe: | Email: |
| Address: | CTER Member: YES: NO: |
| City: State: Zip Code: | |

REGISTRATION FEES

- Membership Dues are RENEWABLE at beginning of each calendar year.
- Faxed copies of checks, purchase orders, and registration forms, will not constitute advance registration payment.
- A \$100 administrative fee will be deducted on any refund of registration fees. Must Cancel registration in writing.
- Pre-Registration: Early Bird Deadline May 31st, 2013** Members \$450 Non-Members \$475 Students \$125
- On Site Registration Fee: At the Door** Members \$500 Non-Members \$525 (Everyone but Students:\$125)

[Total Registration Fee] \$ _____

SPONSORSHIP/CONTRIBUTIONS

Sponsorship and Contributions: Contributions are welcome, appreciated, and *TAX DEDUCTABLE* and will be utilized to defray convention and operating expenses.

- I would like to Contribute to or Sponsor:**
- | | | | | |
|--|----------------------------------|-----------------------------------|--|--|
| <input type="checkbox"/> Welcome Feast | <input type="checkbox"/> Banquet | <input type="checkbox"/> Luncheon | <input type="checkbox"/> Entertainment | <input type="checkbox"/> Continental Breakfast |
|--|----------------------------------|-----------------------------------|--|--|

[Total Sponsorship Amount] \$ _____

VENDORS/EXHIBITORS

Vendors/Exhibits:

Name of Vendor or Exhibitor: _____

Exhibit Booth Rental: \$250 per Booth Arts & Crafts Booth: \$150 per Booth Number of Booths _____

[Total Exhibitor / Vendor Amount] \$ _____

[GRAND TOTAL] \$ _____

Send Payment and Registration form to: Council for Tribal Employment Rights
33600 6th Avenue South, Suite #101
Federal Way, WA 98003
Bus: (253) 661-2157 Fax: (253) 661-0145

Make checks or money orders payable to: THE COUNCIL FOR TRIBAL EMPLOYMENT RIGHTS

FOR OFFICIAL USE ONLY

Payment received: CASH: \$ _____ Check#: _____ Money Order: _____
 Received by: _____ Date Received: _____
 Purchase Order: _____ Received by: _____ Date: _____
 Purchase Order #: _____ Invoice #: _____

The Council for Tribal Employment Rights
2013 National CTER Convention
June 30th – July 3rd, 2013
Hard Rock Hotel & Casino - Tulsa
777 West Cherokee Street
Catoosa, OK. 74015
Toll Free 1(800) 760-6700

HELPFUL HINTS WITH HOTEL REGISTRATION:

- **Making your HOTEL Reservation:** Credit Cards acceptable for room reservations.
- **GROUP:** Identify yourself as being with the “**CTER2013**”.
- **GROUP CUT-OFF DATE: June 7th, 2013** - After this date, rooms for CTER GROUP will be released. Hotel will continue to accept reservations; subject to availability at published rates.
- **STANDARD ROOM RATES:** \$80.00 per night plus tax. (Sun. 06/30; Mon. 07/01; Tues. 07/02)
- **STANDARD ROOM RATES:** \$129 per night plus tax. (Fri. 06/28; Sat. 06/29)
- **CASH DEPOSITS:** Must be provided for room reservations, IF NO CREDIT CARD AVAILABLE.
- Contact the **Hard Rock Hotel & Casino - Tulsa** and make your arrangements with room reservations. They will accept **TRAVELERS CHECKS and CASHIERS CHECKS** for the initial room deposit. Please send the deposit by June 7th, 2013 before the National Convention. The balance is payable on arrival.

CONVENTION REGISTRATION:

- **EARLY BIRD REGISTRATION:** Registration Form along with payment should be mailed and Postmarked on or before May 31st, 2013.
- **STUDENT REGISTRATION:** Students must provide a Valid School Identification to receive the Student Registration Fee. And, must be 21 years of age or younger for Student Registration.
- **HOTEL SHUTTLE SERVICE:** No Cost. Call the Hotel Front Desk for the Hotel Shuttle Service from the Tulsa International Airport to make arrangements. Again, No Cost service.

Emergency Preparedness Program
May 15th, 2013

Please note information/activities are for the period of: 04/19/2013 through 05/17/2013.

Action Item(s):

- Resolution Number 13-R-042 - RESOLUTION AUTHORIZING AMENDMENTS TO THE KARUK TRIBE PERSONNEL POLICIES AND PROCEDURES THAT WILL INCLUDE ALL TRIBAL STAFF AND TRIBAL COUNCIL TO COMPLETE TRAININGS ICS-100 AND IS-700, AND STAFF WITH GREATER RESPONSIBILITY WILL HAVE ADDITIONAL TRAINING REQUIREMENTS AS OUTLINED IN SECTION H OF THE PERSONNEL POLICIES AND PROCEDURES.
- Personnel Policy Attachment H - Mandatory Training for Emergency Preparedness and Response

Emergency Management TF:

- Made contact with Cal-EMA (California Emergency Management Agency) Regional Manager and Tribal Liaison while researching grant opportunities for communications systems.
- Made contact with Northern Planning Area of California (NPAC), an operation group that recommends shovel ready communication projects to the State when grant funding becomes available.
- Held I100 and 700 classes on 5/3 to KTHA in Yreka. Class was well attended
- Went over budget modification from cost savings with Laura Olivas.
- Took Work Capacity Test in Orleans to be able to maintain Emergency Management Qualifications.
- Continue to try and make contact with BIA to update my qualifications in the IQCS Database, no one has returned my calls as of the date this report has been submitted.

Projects TF:

- Research the cost of Emergency Preparedness and Response items to reallocate funds to from cost savings in the Emergency Preparedness budget.
- Turn in ANA Objective progress report and work with Laura Olivas on Financial report. Both reports turned in on time.
- Finish editing Resolution for HC Elementary/High school hazard mitigation plan
- Finish edits on MOU's for HC Elementary and High School. HC Elementary School approves of MOU terms HC High School will review MOU in their June meeting.
- Research Grant opportunities for a two way radio communications, NPAC has a Business case plan they would like us to fill out and submit to be put on a list of Shovel Ready Projects to recommend should grant funding opportunities become available (See attachment A). I am requesting a consensus to submit as a shovel ready project.

Projects JB:

- ArcGIS licenses will be installed on the computer center computers this month along with staff computers for those interested in ArcGIS training
- Currently inventorying tribal and community resources using ArcGIS including mapping all buildings.

- Currently organizing staff ArcGIS training to be held this summer.
- Updated budget in response to cost savings resulting starting late on the grant.
- Took the Work Capacity Test and online training on how to fill the GISS Role on a wildfire incident.
- Acquiring and organizing GIS data from a variety of sources, an ongoing endeavor, in order to build GIS library for the tribe.

Meetings Attended TF:

- Reunion planning meeting 4/30 in Orleans to coordinate events and help get items donated for the reunion.
- Attended the Continuity of Operations Class in Blue Lake. It was very informative; we have a template to use for writing a plan. I will be working with the staff in the upcoming months on putting a plan together for each department, however the departments must be familiar with the National Incident Management System (NIMS) and Nation Response Framework (NRF) to have a good understanding of how and why this should be done.

Meetings Attended JB:

- Reunion planning meeting 4/30 in Orleans to coordinate events and help get items donated for the reunion.
- Webinar on using LANDFIRE data, which is GIS dataset that may be used for modeling fire risks and potential habitat.
- Continuity of Operations Training (COOP) L0552, Bluelake, CA, 5/14-5/15 – Training on how to ensure that essential functions of tribal government are maintained in the case of an emergency. Training on how to develop a Continuity plan for the Karuk tribal government.

Thomas N Fielden
Emergency Preparedness Coordinator
Karuk Tribe Administrative Office
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-1600 Ext 2024
Cell: (530) 643-6569
Fax: (530) 493-5322
[*tfielden@karuk.us*](mailto:tfielden@karuk.us)



Jill J. Beckmann
 GIS Resource Inventory Specialist
 Emergency Preparedness Department
 Karuk Tribe
 530-493-1600 Ext. 2029
 530-643-3628 (cell)

Karuk Community Health Clinic

64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270

Karuk Tribe



Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

Karuk Dental Clinic

64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

**RESOLUTION OF THE
KARUK TRIBE**

Resolution No: 13-R-042
Date Approved: 05/23/2013

RESOLUTION AUTHORIZING AMENDMENTS TO THE KARUK TRIBE PERSONNEL POLICIES AND PROCEDURES THAT WILL INCLUDE ALL TRIBAL STAFF AND TRIBAL COUNCIL TO COMPLETE TRAININGS ICS-100 AND IS-700, AND STAFF WITH GREATER RESPONSIBILITY WILL HAVE ADDITIONAL TRAINING REQUIREMENTS AS OUTLINED IN SECTION H OF THE PERSONNEL POLICIES AND PROCEDURES.

WHEREAS; the Karuk Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

WHEREAS; the members of the Karuk Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

WHEREAS; the members of the Karuk Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the Karuk Tribe; and

WHEREAS; the Karuk Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the Karuk Tribe; and

WHEREAS; the Karuk Tribal Council continues to support the health and well-being of Tribal Members and other Native Americans living within its communities; and

WHEREAS; the long-range social and economic goals of the Karuk Tribe include promoting the safety and security of the citizenship, including in the event of an emergency;

WHEREAS; the Karuk Tribe, through an Administration for Native Americans Grant, is developing a strategy and program for increasing emergency preparedness and response ability, and to promote the safety and security of the Karuk Tribe; and

WHEREAS; the Federal Emergency Management Agency (FEMA) has adopted the National Incident Management System which provides a solid foundation across jurisdictions and disciplines to ensure effective and integrated preparedness, planning, and response; and

WHEREAS; the National Incident Management System has identified core curriculum that is required for the most basic incidents which includes ICS 100 and IS 700, and additional courses are required for progressively more complicated incidents ranging from Type 5 (lowest complexity) to Type 1 (highest complexity); and

WHEREAS; for the Karuk Tribe to be in compliance with FEMA and NIMS, they must require staff to complete the outlined courses within the Personnel Policies and Procedures; now

THEREFORE BE IT RESOLVED; that the Karuk Tribe intends to become NIMS Compliant by the end of the Grant Period in 2015; now

THEREFORE BE IT FINALLY RESOLVED; that the Karuk Tribal Council authorizes the amendments to the Karuk Tribe Personnel Policies and Procedures that will require all Tribal Staff and Tribal Council to complete trainings ICS-100 and IS-700, and staff with greater responsibility will have additional training requirements as outlined in section H of the Personnel Policies and Procedures.

CERTIFICATION

I, the Chairman, hereby certify the foregoing resolution 13-R-042 which was approved at a council Meeting on 05/23/2013, was duly adopted by a vote of _____ AYES, _____ NOES, _____ ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which _____ voted.

Russell Attebery, Chairman

Date

ATTACHMENT H

Mandatory Training for Emergency Preparedness and Response

The Karuk Tribe requires that all employees and tribal council members attend specified training and classes as provided in this policy.

The initial required classes are core curriculum of the Incident Command System (“ICS”) and are intended as a foundation for required learning and knowledge. You will be expected to perform certain functions and integrate your skills within the ICS. Additional training classes, drills and functional exercises (referred to collectively with the initial ICS training as “training classes”) may be required from time to time as planned and directed by the Tribe. This additional training may include, but not be limited to first aid and CPR training.

Initial ICS training classes are taken progressively as follows:

- ICS 100 and IS 700 classes are for all staff (all employees and tribal council members not listed below in a separate classification)
- ICS 100, IS 700 and ICS 200 classes are for field staff which includes all road crews, maintenance crews, custodial crews, and Department of National Resources (forestry/fisheries/fire) crews.
- ICS 100, IS 700, IS 800, ICS 200 and ICS 300 classes are for mid-level staff which includes all work leaders, technicians, and specialists.
- ICS 100, IS 700, IS 800, ICS 200, ICS 300 and ICS 400 classes are for command staff which includes all directors, managers, officers, and supervisors.

Based on special skills and expertise needed to assist and support in times of disaster or emergency you may be designated as Emergency Support Function personnel and required to take additional training classes. Your supervisor will assist you in determining your applicable classification and the appropriate training classes to attend.

Attendance at all training classes is mandatory; ICS 100, ICS 200, IS 700 and IS 800 are online however classroom instruction may be provided while the test is to be completed online. The Tribe will schedule the required training classes and advise you, with reasonable notice, of the options for attendance. The Tribe will reimburse reasonable travel related expenses incurred for attending the applicable training.

Nonexempt employees will be compensated for time spent traveling to/from and attending the training classes. In the discretion of the Tribe, the rate of pay for traveling to/from and attending these training classes may vary from your regular rate of pay. Overtime will be paid consistent with the Tribe’s regular compensation policy. Nonexempt employees must record the actual hours of travel and attendance in their time records. Exempt employees will not receive any additional compensation for travel or attendance.

Attachment A

| | | | |
|--|---|--|---|
| Description | Submitting Agency: | Karuk Tribe | |
| | Short Project Name: | Karuk Two Way Radio Emergency Communications Project | |
| | Brief Project Description: | Link the Service area of the Karuk Tribe with Two Way Radio Repeater System, ranging from Orleans CA to Yreka CA, enabling a solid communications link when other forms of communications are non-existent | |
| Project Viability | Does this project meet the meet allowable project type specified | | Basis for Response |
| | | 2 = Yes 1 = No Answer: <input style="width: 50px; text-align: center;" type="text" value="2"/> | Yes. This project allows for a communications system for the entire service area. |
| | Can matching fund requirements be met? | | Basis for Response |
| | | 3 = None Required 2 = Yes 1 = No Answer: <input style="width: 50px; text-align: center;" type="text" value="2"/> | |
| Can matching in-kind resources be met? | | Basis for Response | |
| | 3 = None Required 2 = Yes 1 = No Answer: <input style="width: 50px; text-align: center;" type="text" value="3"/> | | |
| Does project meet funding source requirements? | | <input style="width: 50px; text-align: center;" type="text" value="Yes"/> | |
| Project Cost | What is the grant amount being requested? | | Basis of Estimate |
| | | <input style="width: 50px; text-align: center;" type="text"/> Answer: \$ 155,238 | Vendor price quote |
| | Matching requirement (%): | | <input style="width: 50px; text-align: center;" type="text" value="20%"/> |
| | Matching requirement (\$): | | <input style="width: 50px; text-align: center;" type="text" value="\$ 38,810"/> |
| Total project value (grant amount plus match): | | <input style="width: 50px; text-align: center;" type="text" value="\$ 194,048"/> | |
| Degree of Project Need | Does this project satisfy a mandatory regulatory requirement? | | Rationale |
| | Component Weighting Factor: 2 | 1 = Yes 0 = No Answer: <input style="width: 50px; text-align: center;" type="text" value="1"/> | This project is consistent with NRF redundancy in communications and continued operations of government |
| | Does future NPAC funding depend upon the completion of this project? | | Rationale |
| Component Weighting Factor: 3 | 1 = Yes 0 = No Answer: <input style="width: 50px; text-align: center;" type="text" value="1"/> | Future funding may be required for training personnel to maintenance and upkeep equipment | |
| Does the completion of this project improve the safety of public safety practitioners? | | Rationale | |
| Component Weighting Factor: 5 | 1 = Minimal Improvement 2 = Some Improvement 3 = Good Improvement 4 = Excellent Improvement Answer: <input style="width: 50px; text-align: center;" type="text" value="4"/> | The project allows for real time communication for public safety personnel over the service area where alternate means of communications are non-existent | |

D

Does the completion of this project improve the efficiency of public safety practitioners?

Component Weighting Factor: 2

- 1 = Minimal Improvement
- 2 = Some Improvement
- 3 = Good Improvement
- 4 = Excellent Improvement

Answer:

Rationale

This project will allow Tribal Emergency personnel to respond to the needs of tribal members and the remote communities in the service area

Is this project a predecessor to another project within the NPAC Communications Interoperability Plan?

Component Weighting Factor: 1

- 1 = Yes
- 0 = No

Answer:

Rationale

Degree of Project Need ->

Score:

How well does the project align with the current NPAC Communications Interoperability Plan?

Component Weighting Factor: 5

- 0 = No Alignment
- 1 = Aligned

Answer:

Rationale

This project would ensure real time communications across the entire Tribal service area

To what extent does this project improve interoperability for multiple disciplines?

Component Weighting Factor: 4

- 1 = 1 Discipline
- 2 = 2 Disciplines
- 3 = 3 or more Disciplines

Answer:

Rationale

This project allows all Tribal Government entities to communicate and continue critical operations

To what extent does this project improve interoperability for multiple OA's?

Component Weighting Factor: 4

- 0 = None
- 1 = Very Few (1 - 2 OA's)
- 3 = Some (3 - 4 OAs)
- 4 = Most (5 - 12 OAs)
- 5 = Nearly All (13 - 18 OAs)

Answer:

Rationale

The Karuk Tribal service area sits in two OA's and allows us to communicate with our cooperating agencies as well as within the Tribe

To what extent does this project improve operability?

Component Weighting Factor: 3

- 0 = No Improvement
- 1 = Minimal Improvement
- 2 = Some Improvement
- 3 = Good Improvement
- 4 = Excellent Improvement

Answer:

Rationale

This project allows for continued communication for operational needs for all tribal entities in the event of primary and secondary communication failure

If this is a training/exercises project, how complex is the project?

Component Weighting Factor: 4

- 0 = Non-Training/Exercise
- 1 = Simple Table-top
- 2 = Full Scale
- 3 = Full scale/Multiple Agencies

Answer:

Rationale

This is not an exercise/training project.

Strategic Alignment

To what extent does this project negatively impact surrounding systems outside of the OA or outside of the NPAC?

Component Weighting Factor: 5

- 0 = Extreme Impact
- 1 = Significant Impact
- 2 = Some Impact
- 3 = Minimal Impact
- 4 = No impact

Answer:

Rationale

There is no foreseen negative impact to surrounding OA or outside the NPAC

How feasible is the project? Can it meet funding timelines and

Component Weighting Factor: 2

- 1 = High Risk
- 2 = Moderate Risk
- 3 = Some Risk
- 4 = Minimal Risk

Answer:

Rationale

The vendor has set up two way radio systems for the Tribe and agencies outside the tribe. The vendor is well equipped for this project

How much time is required to complete the project?

Component Weighting Factor: 1

- 1 = > 3 Yrs
- 2 = 2 - 3 Yrs
- 3 = 1 - 2 Yrs
- 4 = < 1 Yr

Answer:

Rationale

This project should be able to be completed within a 12 month time period

Degree of Strategic Importance ->

Score:

Karuk Two Way Radio Emergency Communications Project

Purpose:

This project will link the Service area of the Karuk Tribe with a Two Way Radio Repeater System, ranging from Orleans CA to Yreka CA, enabling a solid communications link when other forms of communications are non-existent.

Funding source:

The funding would be obtained competitively through a Grant opportunity provided by the Northern Planning Area of California (NPAC) as a shovel ready project.

Funding amount:

See appendix A

Application Deadline:

At this time there are no funds available. Funds are expected to come available at the turn of the fiscal year in September.

Need:

The Klamath River Corridor has virtually no two way communications from the intersection of Highway 263 and Highway 96 all the way to the Seiad Valley where communications is unreliable, provided by a Verizon cell phone communications tower located on Slater Butte above Happy Camp, the link of communications is again lost at approximately 5 miles south on Klamath river highway where it becomes unreliable again. No viable communications link is available for the remaining distance to Orleans and beyond until the Hoopa Reservation.

The Tribe has approximately 250 employees that work in the Service Area of Happy Camp, Orleans and Yreka. These jobs consist of various public service functions as well as natural resources positions:

1. Health and Human services employees spend a considerable amount time transporting Elders and special needs tribal members to appointments to and from remote locations within the service area with little to no access to a useful communication system.
2. Department of Natural Resources has fisheries, watershed, environmental and water resources as well as a multi-disciplinary hand crew that. They all perform field work throughout the entire ancestral territory performing sometime arduous task in remote area exposing them to harm with little to no form of communication in event of an accident where time is a critical factor in getting injured personnel to an advanced life support facility.

3. The Office of Emergency Services has the responsibility of communicating and responding to different types of emergencies and disasters. At this time the only forms of communicating those situations to the tribal members and employees are computer, face to face communications, written, faxes, and cellular and land line telephones. In the remote areas most electronic forms of communications will not work and face to face or written communications may be too time-consuming not allowing for adequate warning and or response.
4. Administrative employees that frequently transport inner office mail and supplies or attend meetings across the service area are also exposed to hazards of driving on the Klamath River corridor prone to rock slides and various other road hazards that may result in an unforeseen emergency event.

Scope:

The project will consist of 1 UHF 30 Watt Link Radio for existing Orleans Mountain repeater. 6 VHF, 30 Watt, P25 Repeaters, with UHF 30 Watt Link Radios, set up on Ukinom Mountain, Slater Butte, Lake Mountain, Mase Peak, Paradise Craggy and Gunsight. 6 complete VHF Antenna Systems for each repeater site. 7 complete UHF Antenna Systems for each repeater site to link all the sites together and 7 outdoor type locking cabinets, for all sites. One solar system package (see Appendix A, detailed itemized equipment list with pricing).

The proposed communications project would link all the Karuk Administrative sites, KCDC, KTHA and of our off site offices together with an emergency communication link with our employees in the field virtually anywhere within our service area excluding some area where terrain is so extreme that geography prohibits a radio signal, in which case the user would only have to move location to gain a signal.

Benefit:

Primarily the system can be used for the safety and wellbeing of field personnel, couriers, transport drivers, Tribal Staff and Council on official travel between the three communities we serve. The system will also serve as an emergency alert for impending dangers such as but not limited to, flood, fire, earthquake and volcanic eruptions.

Day to day use would allow drivers to radio into their office of any emergency needs, unforeseen delays and traffic, medical emergencies in transit. The system would not be used in place of normal means of communications between offices and personnel.

Emergency use would allow emergency response personnel to communicate and coordinate emergency operations between cooperating agencies and the tribe throughout the entire service area.

This project would help bring the Tribe into compliance with Homeland Security Presidential Directive 8 National Preparedness. This project also provides a reliable, resilient, redundant and interoperable form of communications required under the National Incident Management System (NIMS).

Appendix A

Six Rivers Communications

4060 Broadway
Eureka, CA 95503
(707) 443-4448
(707) 443-3797 FAX

Customer: Karuk Tribe

Attention: Thomas Fielden (530) 493-1600 Ext 2024, Cell: (530) 643-6569

Date: April 23, 2013

Tom, Here is the quote you requested for (6) P25 VHF Repeaters, with P25 UHF links, Outdoor type locking cabinets, Solar System with Batteries, and Antenna systems. Also included is the UHF link section for existing Repeater at Orleans Mtn.

| Qty | Description | Unit Price | Total Price |
|-----|---|-------------|--------------|
| 6 | Daniels Z40508 VHF, 30 Watt, P25 Repeaters, with UHF 30 Watt Link Radios. No Power Supplies. Assuming all sites are Solar | \$21,000.00 | \$126,000.00 |
| 1 | Daniels Z40509 UHF 30 Watt Link Radio. No Power Supply. For Orleans Site | \$12,000.00 | \$12,000.00 |
| 7 | Outdoor type locking cabinets, for all sites | \$1,984.00 | \$13,888.00 |
| 6 | VHF, Antenna Systems Complete, includes (1) Celwave 1121, 3db gain antenna, (1) DB230 Yagi antenna, 1/2 inch Andrews Helix, Solder/Clamp Connectors, jumpers and lightning protection. | \$1,046.00 | \$6,276.00 |
| 7 | UHF, Antenna Systems Complete, includes (1) Yagi antenna, 1/2 inch Andrews Helix, Solder/Clamp Connectors, jumpers and lightning protection. | \$1,046.00 | \$7,322.00 |
| 1 | Solar system to include.(2) 120 Watt Panels @7.14 Amps Each, (4) 100 Amphour Gellcel Sealed Batteries,30 Amp charge Controller with Low Voltage Disconnect, Mount for (3) 120 Watt Solar Panels,and hardware. | \$2,752.00 | \$2,752.00 |
| | Material Sub Total | | \$168,238.00 |
| | Shipping | | \$700.00 |
| | Material Total | | \$168,938.00 |
| | FCC Coordination estimate | | \$2,710.00 |
| | Installation and setup | | \$22,400.00 |
| | Grand Total | | \$194,048.00 |

If you have any questions or need further information, please don't hesitate to contact us. Prices valid for 30 days, Terms: 50% Down, Balance: Net 10 days.

Sincerely,
Ray Daniels
Owner

Erin Hillman- Executive Director, KTHA
Report for Tribal Council
May 23, 2013



* I will be out of the office the week of May 19th -24th for the National American Indian Housing Council (NAIHC) conference in Chicago Illinois. Sara Spence will be presenting my report and the KTHA action items in my absence, as Ann Escobar will be unable to attend the Council meeting on my behalf.

**I have attached a short program description as requested by Barbara on May 6, 2013.

Personnel-Action Items-

Thank you for approving the last batch of job description modifications and new position descriptions at the April Council meeting. We are working through all of our job descriptions and analyzing the KTHA organizational chart. The next three job descriptions have been Board approved and ready for Council approval.

1. Yreka Custodian- The job description was modified to fit the current format used by the Tribe. The only substantive change is that this position will now be supervised by the Maintenance Supervisor in Yreka, which is the same reporting relationship the Happy Camp Custodian has with the Happy Camp Maintenance Supervisor.
2. Construction Manager/ Force Account Crew Leader- We reviewed the Construction Manager's job description, pulled out the maintenance supervision duties and updated this position to include direct oversight of the Force Account Crew. The supervision level did not change.
3. Yreka Maintenance Supervisor- This is an updated job description. The position is separate from the Construction activities. KTHA will be flying this as a new position upon approval.

Additional Personnel-

- The Orleans Seasonal Landscaper position has been hired.
- The candidates for the Happy Camp Custodian position did not meet the minimum requirements for the position. This job is being re-flown with a closing date of May 20th.
- The On Call Receptionist position has been flown, the closing date was Monday May 13th.
- Tribal Member Leonard Attebery was hired to fill the temporary maintenance position in Happy Camp.

Upcoming Training-

Training for Supervisors/Managers has been scheduled for May 28-29th at the Headway building. Training for Customer Service is scheduled for June 26th. The time for these trainings will be from 9:00 am to 4:00 pm each day.

Louden House- Singleton Lane- Yreka

Our Assistant Director, Ann Escobar is working with April and Tanya to put this project together.

Audit-

The audit was submitted to the Federal Clearinghouse, and a notice was received that it was accepted. Sara will hand out a copy to each Council member at the meeting.

Morongo Tribe-

I spoke with Karen Whelin (?) from Morongo Realty office. She was to check on the status of the Morongo Tribe's 2014 HUD funds and get back to me. They are wrapping up a sub-recipient agreement with another Tribe; it was possible that there were leftover funds in addition to the 2014 IHP Funds available.

Indian Housing Plan 2014-

HUD has sent out the new Indian Housing Plan form just in time for the new IHP to be drafted. I have begun to work on the budget and narrative for the IHP and my goal is to have it ready for review by June 24th.

Katishraam (formerly Yreka)Wellness Center Project-

Thank you for approving the preliminary design plan in such a tight time frame. Our goal is to be as close as possible to the implementation schedule, and this is working out well. The Environmental Assessment process was completed by Sara Spence for both sources of funding, the ICDBG (Tribe) and the IHBG (Housing). Our project is now cleared for construction bidding, well in advance of our anticipated date of readiness for that stage of the project, which is expected to be around July 1, 2013. The layout of the kitchen and final decisions on seating capacity, bathrooms, exercise space, offices and location of announcer's box has been done. Richard Black is working with the engineers for electrical and mechanical functions to determine heating and air conditioning loads for the facility. Steve Mitchell reviews all recommendations for building requirements .

Housing Improvement Program (HIP) Agreement-

KTHA will still be using our two bedroom floor plan for this project. However, the foundation design will be modified and must be stamped by a licensed engineer; these were not provided by the Tribe, because they were probably never considered by the last engineer, who focused on the elevation certificate. The project is on fee land so compliance to county requirements is a must. Our Inspector feels it is necessary to have updated construction documents that are specifically for this site

NAHASDA Reauthorization-

Region 7 met via a conference call to review the NAHASDA reauthorization matrix. There were seven (7) participants on the call. The group went through the matrix for the purpose of identifying the top five (5) priorities from the consensus items. The group agreed to these top five (5) items (not listed in any order of preference):

- Section 101 (c) Cooperative Agreements

- Section 201 Section 3 Compliance Reports
- Section 203 (a)(2) 30% Rule
- Section 205(c) Binding Agreements
- Section 403 Self- Monitoring

Legislative Matters- NAHASDA Reauthorization:

I prepared comments to submit in response to the April 10th Oversight Hearing on Indian Housing held by the Senate Committee on Indian Affairs is available on their website (SCIA).

Jaclyn Goodwin’s letter was outstanding, and I greatly appreciate our Tribal partner in Self Governance taking the time to draft and send that well written letter.

Tenant Issues:

We held our quarterly Elders meeting in Yreka. The feedback was wonderful. Our Maintenance staff was complimented by the Elders for their focus on getting work orders done in a timely manner! The Maintenance Department completed 79 work orders in one month!

We will be holding Tenant/Executive Director/Board of Commissioner Meetings in each community on a rotating basis: Happy Camp- August, Yreka- December, and Orleans- April. The exact dates and times will be sent in advance of those meetings. This is to give our residents a forum to voice their concerns.

Housing Construction Projects:

Orleans Elders Fence

Spring project- will be delegated to the Orleans Seasonal Landscaper for follow up.

HC Emergency Housing (RV Park)

The Environmental Assessment (EA) comment period will be ending early June. A scope of work is being developed for the site. We will be able to go out for bid once the EA is completed.

Yreka Emergency Housing (Puufich)

Ann has developed the policy; it has been sent to and reviewed by KTHA attorney, Ed Goodman. There were some minor recommendations made by him to be consistent in our language when using certain terms. The final draft should be in the Board’s hands for the June 3rd meeting.

HC Duplexes (Old Highway)

This project will be out for bid. Minor, final adjustments to the design are being made.

Fourth Avenue Emergency Housing

The FEMA trailer was moved onto the site on May 13th. The Ramada construction is next.

Yreka Elders Units (Security Doors)

This bid was successful, and the contract has been awarded. The work should begin as soon as we receive confirmation of liability insurance and workman's compensation insurance.

Wellness Center / Maintenance Shop Solar Panel Project (formerly Yreka Elders Solar Roofs)

This project will be renamed Wellness Center / Maintenance Shop Solar Panel Project. The Elders were relieved that we were not going forward with installing these systems on their rooftops.

Hoopa Home Replacement

At our pre-bid meeting on May 8th in Hoopa, four (4) Native American contractors showed up to view the site.

Orleans Single Family Home

The Lower Tishawnnik project bid will have closed on May 17th.

Happy Camp Maintenance Shop/Resident Center/Playground

The blue house purchase has been approved. KTHA staff will be meeting on June 5th to begin developing options to present to the Board.

Happy Camp (and Orleans) Tree Removal

The hazard tree removal project has been underway since mid-April. It is about 75% complete. One more hazard tree in Orleans will have to be addressed, as well as one tree on Indian Creek road.

Finance Office Remodel

This project is complete.

Yreka Home Painting

The residents will have a chance to select colors for their home from four combinations.

Yreka Woodstoves

This project is complete.

Comstock Fire Rehab

The majority of the Board has expressed that we should tear down the existing structure and rebuild further back on the property. However, the Board will be discussing the options on June 3rd before a final decision can be reached.

Yreka Apartment Decks Stabilization and repairs

Complete. Force Account Crew is painting the bare wood that was replaced or inserted for bracing.

Walkway- Yreka Building

Richard Black has prepared designs for three options to fill that hole in front of the Yreka Tribe/KTHA Building. He presented the designs on May 13th, the Board and audience chose Option Two. See attached.

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

POSITION DESCRIPTION

- Title:** Construction Manager/Force Account Crew Leader
- Reports To:** Executive Director
- Supervises:** Force Account Crew Members
- Location:** Will vary by project site throughout the KTHA Service Area
- Salary:** \$18.00 to \$28.00 per hour, depending on experience
- Summary:** The Construction Manager shall participate in all activities relevant to implementation of construction projects for the Karuk Tribe Housing Authority.

Classification: Full Time, Regular, Exempt

Responsibilities:

1. Shall coordinate with the Building Inspector/Maintenance Supervisor to maintain a complete system of construction records for all projects, including as-built drawings.
2. Shall comply with requirements of agencies having jurisdiction over projects, and submit reports required. Shall remind contractors of inspections required by KTHA.
3. Shall determine that a method of procedures is developed concerning communications, correspondence, shop drawings, samples, substitutions, payments, changes, tests and specialized inspections.
4. Shall keep ahead of the work being performed, so as to anticipate items that might tend to interfere with the progress of the construction.
5. Shall coordinate renovations of existing facilities and the construction of new facilities.
6. Shall evaluate qualifications of those proposing contract services.
7. Shall ensure compliance with contract documents of Contractor, Architects, and Inspector.
8. Shall ensure timely reporting on contract compliance or non-compliance information from Architect and/or Inspector.
9. Shall be responsible for overseeing and preparing documentation related to project management, including, but not limited to: scope of work, progress schedules, payment schedules, periodic estimates for partial payment, claims change orders, proceed orders, time extensions, assessments of liquidated damages, fact finding, and subcontractor approval.

10. Shall ensure timely completion of construction and force account projects.
11. Shall ensure safety measures are performed.
12. Shall monitor budgets for individual projects, and be mindful of budget concerns, working with the Inspector to resolve budget issues.
13. Shall assist with the resolution of problems which arise during the course of a project and recommend solutions.
14. Shall be responsible for oversight and coordination of subcontractors.
15. Shall ensure that all applicable policies and regulations are complied with in estimating and utilizing materials for construction and force account construction projects.
16. Shall serve as project lead/foreman for all assigned projects with duties to include all necessary administrative paperwork, estimating and materials list needed for procurement and ordering.
17. Shall provide supervision and daily direction to force account construction crew members.
18. Shall physically assist in all projects working with crew members to mentor and train them on proper construction methods.
19. Shall be flexible and willing to report to work at various project sites throughout the KTHA Service Area and be available for local and out of the area travel as required for job related training.
20. Shall attend all required meetings as requested.
21. Shall provide monthly written report of all projects to the Board of Commissioners.
22. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain effective communication with contractor's, KTHA and Tribal staff, and the public.
4. Have the demonstrated ability to understand and follow complicated written and oral instructions.

Requirements:

1. Must possess one year certificate from college or technical school; or three years related experience and/or training (including course work) in the area of construction; or equivalent combination of education and experience.

2. Must possess demonstrated experience in general contracting at the journeyman level.
3. Possession of a Contractor's license is preferred but not required.
4. Must have the ability to read, analyze, and interpret construction blue prints and common referenced standards. Must understand applicable Building Code requirements.
5. Must have the ability to apply concepts for basic algebra and geometry.
6. Must have the ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
7. Must have basic computer knowledge and the ability to work with Microsoft Word and Excel software.
8. Must have sound knowledge of safety measures.
9. Familiarity with contracting requirements under the Native American Housing Assistance and Self-Determination Act (NAHASDA) is preferred.
10. Understanding of Federal procurement regulations is preferred.
11. The physical demands described herein are representative of those that must be met by an employee to successfully perform the job duties of this job. Construction staff are frequently required to stand, walk, sit, use hands to finger, handle or feel, reach with arms and hands, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. While in the field, the employee will occasionally be exposed to moving equipment, high precarious places, fumes and airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.
12. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
13. Must adhere to confidentiality policy.
14. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

Committee Approved Date: July 20, 2004, Updated May 6, 2013

Council Approved Date: May 23, 2013

Employee Signature: _____

Chairman Signature: _____

KARUK TRIBE HOUSING AUTHORITY

P.O. Box 1159 • 635 Jacobs Way
Happy Camp, CA 96039
Ph: (530) 493-1414 • Fax: (530) 493-1415



1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

POSITION DESCRIPTION

- Title:** Custodian
- Reports To:** Maintenance Supervisor
- Location:** Yreka Housing Office and Facilities
- Salary:** \$10.00 to \$12.00 per hour, depending on experience
- Classification:** Part Time (25 hours per week), Regular, Non Exempt
- Summary:** Shall maintain a safe and clean environment in and around all assigned Karuk Tribe Housing Authority offices and buildings.

Responsibilities:

1. Shall sweep, mop, scrub and buff floors as required.
2. Shall clean and vacuum rugs and carpets.
3. Shall wax and polish furniture and woodwork.
4. Shall scour and sanitize restrooms and kitchen area.
5. Shall dust and clean hallways, lobbies, ceilings, walls, blinds and light fixtures.
6. Shall empty, clean and sanitize waste receptacles.
7. Shall wash exterior and interior windows.
8. Shall move and arrange furniture and equipment as needed for a thorough cleaning of areas.
9. Shall replace paper products and light bulbs.
10. Shall requisition supplies as needed; observe and report needed repairs to buildings and equipment.
11. Shall be available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested.
12. Shall perform all custodial tasks according to manufacturers' instructions.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Requirements:

1. Must have the ability to work effectively with Native American people in culturally diverse environments.
2. Must have the ability to understand and follow oral and written instructions.
3. Must be able to move furniture and appliances, and work in small areas with chemicals.
4. Must have knowledge of and ability to use/operate cleaning supplies and equipment, including buffers, scrubbers, basic hand tools, and knowledge of proper methods used in janitorial work and building maintenance.
5. Must have the ability to work reliably on own initiative without close supervision; ability to establish and maintain cooperative working relationships.
6. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch.
7. Must have the physical ability to lift and/or carry objects weighing up to 50 pounds without assistance; such as office equipment, cleaning supplies, furniture, etc.
8. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity and initiative.
9. Must possess valid driver's license, good driving record, and be insurable by the KTHA's insurance carrier.
10. Must adhere to confidentiality policy.
11. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

Board Approved: August 6, 2007, Revised May 13, 2013

Council Approved: May 23, 2013

Employee's Signature: _____

Chairman's Signature: _____

KARUK TRIBE HOUSING AUTHORITY

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1836 Apsuun Street
Yreka, CA 96097
Ph: (530) 842-1644 • Fax: (530) 842-1646

POSITION DESCRIPTION

Title: Maintenance Supervisor

Reports to: Executive Director

Supervises: Yreka Maintenance, Landscaping, and Custodial Staff

Location: Yreka, California

Salary: \$16.00 to \$21.00 per hour, depending on experience

Summary: Under the direction of the Executive Director, the Maintenance Supervisor is responsible for coordinating and supervising the work of employees in the general maintenance and upkeep of KTHA facilities, single family home rentals and apartments, grounds and equipment. The Maintenance Supervisor shall be responsible for maintaining electrical, plumbing, mechanical and related systems and will perform the work of employees and other duties as required.

Classification: Full Time, Regular, Exempt

Responsibilities:

1. Shall provide direct supervision and assign the work of the Yreka Maintenance, Landscaping, and Custodial Staff
2. Shall be responsible for requisitioning supplies in accordance with applicable policies.
3. Shall coordinate with applicable staff to ensure proper inventory controls are practiced.
4. Shall manage grants or programs in accordance with all applicable Tribal laws, HUD and Housing Authority regulations, and Davis/Bacon regulations.
5. Shall coordinate project requirements with various government agencies, utility companies, and Tribal programs.
6. Shall regularly visit project sites to monitor progress, and implement procedures to ensure compliance with specifications and standards.
7. Shall ensure that safety measures are performed.
8. Shall prepare monthly written reports for the Board of Commissioners.
9. Shall be available for local and out of the area travel as required for job related training. Attend all required meetings and functions as requested.

10. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have the ability to manage time well and work under stressful conditions with an even temperament.
3. Have the ability to establish and maintain effective communication with contractors, other employees, and the public.
4. Have the demonstrated ability to understand and follow oral and written instructions.

Requirements:

1. Must possess High School Diploma or GED with eighteen months of education and training beyond high school level in general maintenance or repair, or a closely related field; or equivalent combination of education and experience.
2. Must have demonstrated computer knowledge including experience with databases, spreadsheets, word processing, and internet research.
3. Must have the ability to install, inspect, repair and maintain electrical, plumbing and other related systems of all housing locations.
4. Must have the ability to perform various clean up and maintenance tasks as needed.
5. Must have the ability to update inventories and other supplies as needed.
6. Must have the ability to understand complex written and oral instructions.
7. Must have sound knowledge of safety measures
8. Familiarity with contracting requirements under the Native American Housing Assistance and Self-Determination Act (NAHASDA) is preferred.
9. Understanding of Federal procurement regulations is preferred.
10. Must have two years' experience in general maintenance or other maintenance responsibilities that would include the ability to recognize electrical, plumbing, and mechanical malfunctions or equipment failures. Formal training in related fields will substitute on a year for year basis.
11. Previous supervisory experience is preferred.
12. Must possess valid driver's license, good driving record, and be insurable by the Housing Authority's insurance carrier.
13. Must adhere to confidentiality policy.

14. The physical demands described herein are representative of those that must be met by an employee to successfully perform the job duties of this job. Maintenance staff are frequently required to stand, walk, sit, use hands to finger, handle or feel, reach with arms and hands, climb or balance and stoop, kneel, crouch or crawl. The employee must occasionally lift and move up to 50 pounds. While in the field, the employee will occasionally be exposed to moving equipment, high precarious places, fumes and airborne particles, and outside weather conditions. The noise level in the work environment is usually moderate.
15. Must successfully pass a drug screening test and criminal background check.

Tribal Preference Policy: In accordance with the TERO Ordinance, Tribal Preference will be observed in hiring. Positions with the Karuk Tribe Housing Authority will also be subject to preference in accordance with applicable NAHASDA and Indian Self Determination and Education Assistance Act criteria.

Resident Preference: The Karuk Tribe Housing Authority shall give preference to qualified individuals residing within the KTHA housing communities. This preference shall not supersede tribal preference.

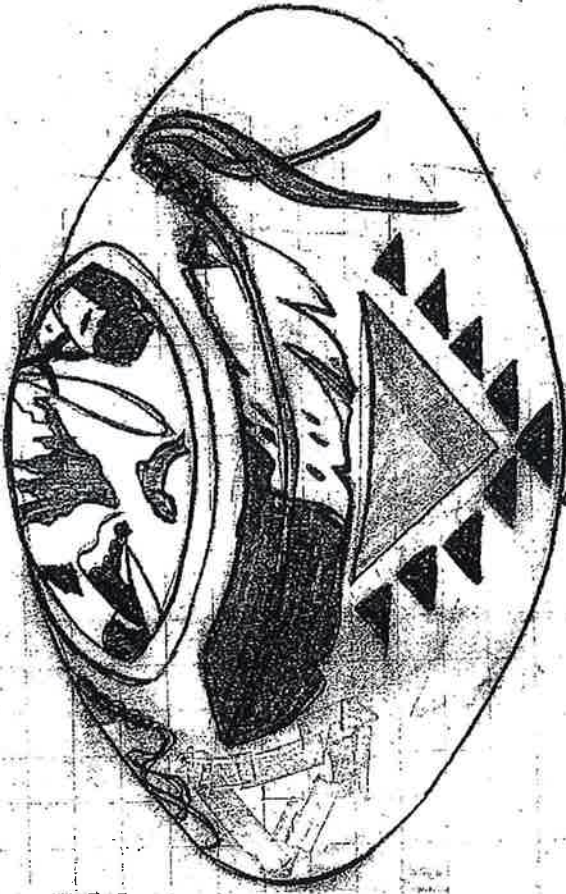
Committee Approved Date: May 15, 2013

Council Approved Date: May 23, 2013

Employee Signature: _____

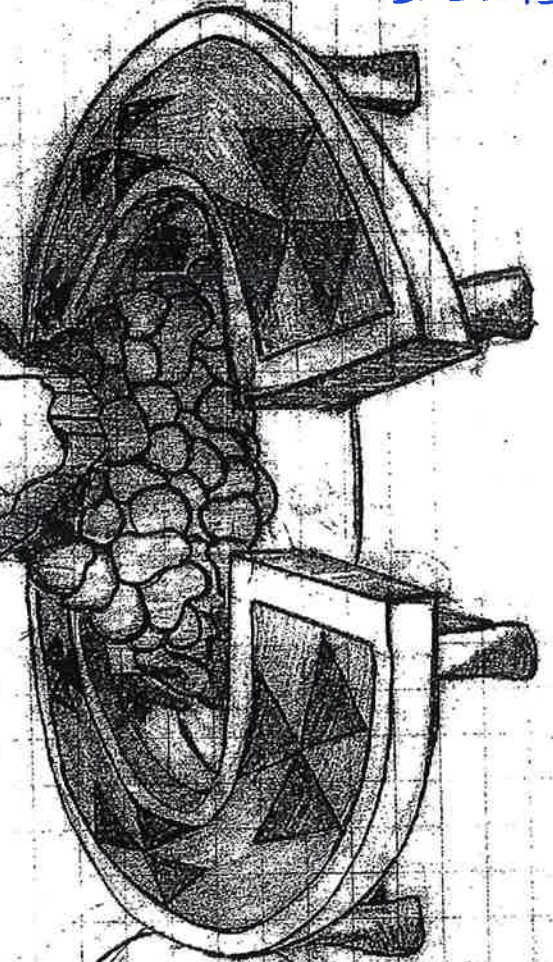
Chairman Signature: _____

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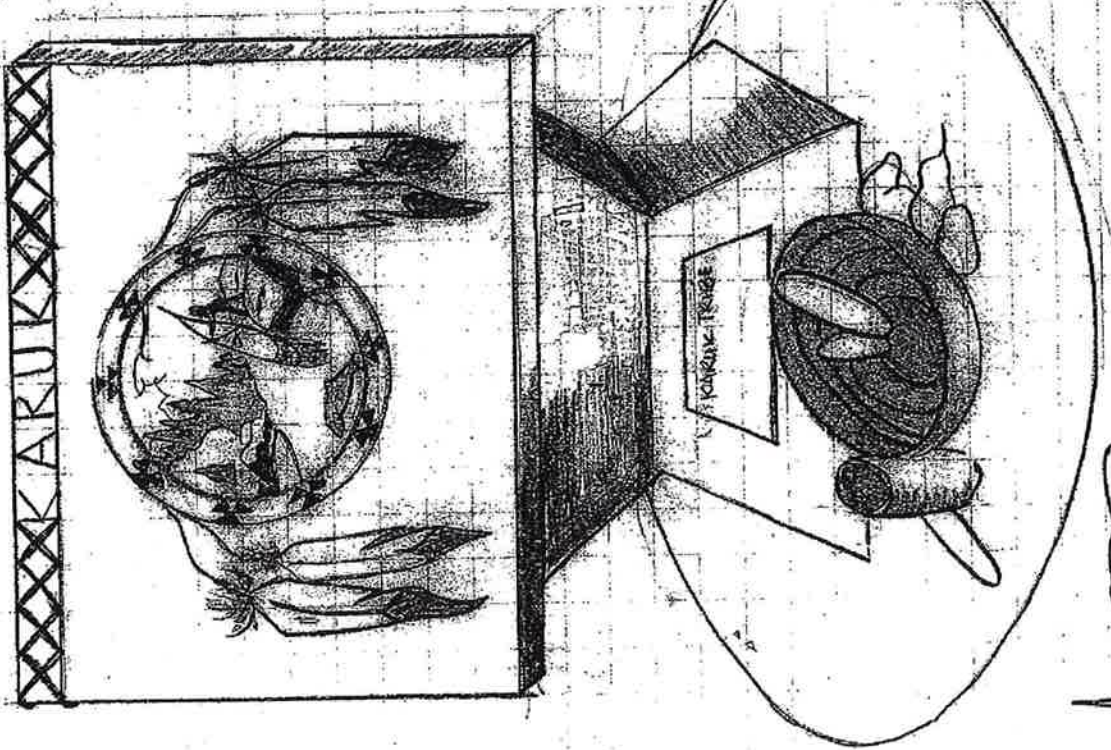


selected

#2.



#1.



4-29-13
[Signature]

Action Items:

Approval of Resolution designating Jaclyn Goodwin(as the staff representative) and Russell Attebery(as the Tribal Chairman) to the Northern California Tribal Chairman's Association.

Monthly Updates:

Government to Government Consultation

Barbara let me know that you all would like an information session on Government to Government Consultation. I have started requesting information from Department Directors to get an update on the current status of their Government to Government Consultation with Federal Agencies and their outlook for the future need for formal Government to Government Consultation. I know each department varies on how frequent and what level of government to government consultation will occur, so I thought it would be good to get a current picture of what the different department needs are. I see this as a great opportunity to open up the communication line between staff and Council regarding their programs and developing a more streamlined process for this information sharing. Additionally, we can clarify with staff and Tribal Council their roles and responsibilities for Tribal Government to Government Consultation. Please let me know if there are any specific concerns, questions, or issues you would like me to address at the planning session.

U.S. Forest Service

On May 6th we held our Summit Meeting. It was disappointing to here that the Forest Service did not have a "plan of action" for the local mining issues. As you know they are waiting on Regional Direction, but from what they said the policy will be unchanged and they will consult with NOAA Fisheries when issuing a NOI if it may affect fish and other species.

At our Sub-Committee meeting with the Forest Service Staff regarding MOUs we had all decided to re-approve the FIRE MOU for another 5 years with no changes. On May 13th we received the draft in the mail for signature and there were at least two obvious changes. The first change was the addition of a title "Wildland Fire Management with Karuk Tribal Government". The other change was the removal of the Initial Attack section, which is one of the primary benefits of the MOU in the first place.

Through my research regarding the MOUs and our desire to develop a more hand-on role in the management of the Forest Service Lands, I came across a Thesis Paper on the Washoe Tribes relationship over near Lake Tahoe. They have a small Co-Management Agreement with the Forest Service, so this is positive news for us. This helps pave the way for us to do something like this in our Ancestral Territory.

Bureau of Indian Affairs

I spoke with our Compact Negotiator for the Office of Self Governance about this year's annual funding agreement, and he thinks in the next month our Funding Spreadsheet should be available so we can begin our agreement approval process. Last year we were late in completing our agreement in the hope that we could add the funds from 2007 that we didn't receive. This year we will be able to complete the agreement on-time with no issues.

At the BIA Self Governance Conference, and again at the FEMA Continuity of Operations Training we spoke with the Hoopa Tribe about their Fire Program and compacting funds from the BIA. A compact for our Fire Program vs. the Cooperative Agreement is a step towards more Tribal Sovereignty, but I know there have been concerns in the past that we need to evaluate before we consider opening negotiations with the BIA.

April 29th-May 2nd I attended the Annual Self-Governance Conference in Anaheim, Ca. There was a wealth of information at this event and I was also able to meet face to face with our regional OSG Staff, Gordon Smith from Portland and also our regional BIA Staff—Amy Dutschke. A more detailed report is attached.

DNR

DNR Staff continue to work on the mining issues that we are having along the river. We are talking to all of the right people, but at this time we aren't getting any on the ground action. We will continue to keep this a priority issue as it has a great impact on our cultural resources and our natural resources. Additionally, with a large influx of miners there could be some conflicts and disputes as well that we need to be prepared for.

KRAB Meeting

On May 7th we held our monthly KRAB Meeting. A few key staff were not able to attend so we kept the discussions to a minimum. The group went over the issues with the River Closures to provide more clarification to the Governor's office on what our needs and issues are. I have sent this on to Heather Hostler and she said she has forwarded it to their team. We also briefly discussed some mining, and other miscellaneous issues such as permits for fires during ceremonies (consensus that we will not need to get a permit for this purpose), gathering permits, and the possibility of having a Joint-Use area with the Yurok Tribe near the reservation/ancestral territory boundary.

Emergency Preparedness

I have reviewed the MOU developed by Tom Fielden for the Happy Camp High School and Elementary Schools to use our gymnasium on the Administrative Complex in Happy Camp during an emergency situation. Additionally I have reviewed the MOU between the Karuk Tribe and KCDC for usage of the Computer Center facilities as a training facility. Both of these agreements will help maintain consistency, and in the event of an emergency will make things go a lot smoother especially if the Principals or Tom Fielden happen to be

absent that day. On May 6th I met with Tom and Le Loni to revisit the Emergency Management Resolution and Policy that will help bring us into compliance with Emergency Management. Tom has addressed our concerns and I believe the update to the policy will just need Tribal Council approval.

On May 14th and 15th I attended the Continuity of Operations training in Blue Lake. This class was very informative and I we will be able to use what we learned to complete this process in our community. Continuity of Operations is being able to continue business as usual during/after an emergency or disaster occurs. Tom mentioned that our Tribal Health Clinics are supposed to stay open during an emergency, so this is something that we must better prepare for in the future, such as prioritizing Health Staff for snow removal.

TERO

I was able to speak with the staff attorney for the Rincon Band of Luiseno. From her perspective the Sovereign Immunity Ordinance is a positive thing for them. It removes discretion and interpretation by a judge on what constitutes a waiver of sovereign immunity. Also, in their situation they have several Tribal Businesses that need to enter into contracts on a daily basis, so they have had to clarify the process for waiving sovereign immunity, which sometimes includes staff. They used the ordinance because the process it takes to change the constitution would have been burdensome. Our Tribal Council does have the authority to implement such an ordinance, if we decide this is something we want to do. I would not say it is a urgent priority, but if you would like I can begin researching other Tribal Ordinances and we can put together a team for a draft that we could later present to an attorney.

Resolutions

The new Resolution Policy and Procedure is online and ready to go. A big thank you to Barbara, Le Loni, and Eric for assisting with the review of the document and getting the information out to staff. I hope this new process works well for everyone. I understand that there may be some kinks and hiccups we need to work through so please let me know if there is something that you don't like about the policy and I will try to work with you on that.

Karuk Community Health Clinic
64236 Second Avenue
Post Office Box 316
Happy Camp, CA 96039
Phone: (530) 493-5257
Fax: (530) 493-5270



Karuk Dental Clinic
64236 Second Avenue
Post Office Box 1016
Happy Camp, CA 96039
Phone: (530) 493-2201
Fax: (530) 493-5364

Administrative Office

Phone: (530) 493-1600 • Fax: (530) 493-5322
64236 Second Avenue • Post Office Box 1016 • Happy Camp, CA 96039

**RESOLUTION OF THE
KARUK TRIBE**

Resolution No: 13-R-XXX
Date Approved: May 23rd, 2013

RESOLUTION AUTHORIZING APPROVAL OF DELEGATES AND STAFF CONTACT TO THE NORTHERN CALIFORNIA TRIBAL CHAIRPERSON'S ASSOCIATION (NCTCA), THE TRIBAL COUNCIL NAMES CHAIRMAN RUSSELL ATTEBERY AS THE PRIMARY DELEGATE, VICE CHAIRMAN MICHAEL THOM AS THE ALTERNATE, WITH THE PRIMARY STAFF CONTACT AS JACLYN GOODWIN.

WHEREAS; the Karuk Tribe is a Sovereign Aboriginal People, that have lived on their own land since long before the European influx of white men came to this continent; and

WHEREAS; the members of the Karuk Tribe have approved Article VI of the Constitution delegating to the Tribal Council the authority and responsibility to exercise by resolution or enactment of Tribal laws all the inherent sovereign powers vested in the Tribe as a Sovereign Aboriginal People, including negotiating and contracting with federal, state, Tribal and local governments, private agencies and consultants; and

WHEREAS; the members of the Karuk Tribe have approved Article VIII of the Constitution assigning duties to the Chair, Vice Chair, and Secretary/Treasurer including signing and executing all contracts and official documents pertaining to the Karuk Tribe; and

WHEREAS; the Karuk Tribe is a federally recognized Tribe and its Tribal Council is eligible to and is designated as an organization authorized to Contract pursuant to P.L. 93-638, as amended, on behalf of the Karuk Tribe; and

WHEREAS; the Federally recognized Tribes within the area of responsibility of the Northern California Agency of the Bureau of Indian Affairs, Pacific Region have come together to form the Northern California Tribal Chairperson's Association to coordinate, communicate, and collaborate on issues of mutual concern, to educate and advocate for Tribal policy issues on local, state, and national levels, to raise awareness and create opportunities for networking within Tribal and local communities, to facilitate collaboration and agreements on issues of Multi-Tribal interest, to seek funding that does not impact or reduce funding to individual Federally Recognized Tribes; and

WHEREAS; the Karuk Tribal Council has approved the Northern California Tribal Chairperson's Association, Bylaws by Tribal Resolution #12-R-002 and the Karuk Tribe is a Member Tribe of that organization; now

THEREFORE BE IT FINALLY RESOLVED; that the Karuk Tribal Council names Russell Attebery, Tribal Chairman as the Primary Delegate, Michael Thom as his Alternate Delegate to the NCTCA and the primary staff contact at the Karuk Tribe shall be Jaclyn Goodwin, Self-Governance Coordinator, jaclyngoodwin@karuk.us, (530) 493-1600 x 2041.

CERTIFICATION

I, the Chairman, hereby certify the foregoing resolution 13-R- which was approved at a Council Meeting on May 23, 2013, was duly adopted by a vote of _____ AYES, _____ NOES, _____ ABSTAIN, and said resolution has not been rescinded or amended in any way. The Tribal Council is comprised of 9 members of which _____ voted.

Russell Attebery, Chairman

Date

Training Report

Annual Self Governance Consultation Conference

April 29th-May 2nd, 2013

The Annual Self Governance Consultation Conference was full of information and lots of updates on the Indian Health service side and the Bureau of Indian Affairs.

Indian Health Services announced the Calendar year 2013 rates were released; they are retroactive to January 1. There were a few increases: Medicaid inpatient 4.9%; Medicaid outpatient 4.4%; medicate outpatients 3.7%; Medicare ancillary 1.5%.

IHS has developed two approaches for receiving reimbursement for Contract Support Cost Claims. There is a quicker process that does not include negotiation. It is a lump sum offer from Indian Health Services based on their records. The second approach includes in-depth discussions, exchange of documentation, and a longer process. I let Laura Mayton know about these processes and she was already aware of them and has submitted a claim and we will see what IHS offers us. Depending on the difference between what we are requesting and what they offer us, we may need to go with the second approach of in-depth discussions.

There was a brief discussion on the Affordable Care Act and the impact on Tribal Health Care. A California Tribe brought up the point about the Medi-Cal situation in California. Tribes are now having to double bill to get full reimbursement. There have been a lot of misunderstandings between the Tribes and the insurance companies. They are asking for assistance from the National Indian Health Board to help educate insurance companies in California on California Tribes.

In regards to Sequestration, there was unanimous support from Tribes that Tribes should be held-harmless in the sequestration. Other agencies such as the VA were not affected by Sequestration and due to the trust responsibility the federal government has, we should've been protected as well. Congress really dropped the ball on this one and tribes are suffering.

The Hoopa Tribe handed out a sample bill for discussion about the Tribes titled the Indian Tribal Administration Demonstration Project Act of 2013. The purpose of this bill would be to establish a Pilot Project for Tribes to administer other federal programs, as they do with the BIA and IHS. I don't see any reason why we would not be in support of such a bill. It could be a great opportunity for us to do some compacting with the Forest Service.

Hoopa is also moving forward on a Trust Reform with the Trust Commission. The Tribe is bringing a lot of extra funding to the table in management of Trust Assets. HE stated the Tribes are doing all the work and we need to go to other programs and other federal agencies to get full funding for the "sequestration cuts". He asked if Karuk wanted to be involved and where we stand. I believe we have a similar situation. We only get a small amount of our overall budget from the BIA and IHS, but we

continue to provide so many services through grants and other agreements. I will be getting more information on this in the future.

I attended a session on Health Care Facilities-Joint Venture Projects. This program is not ideal for us. The Tribe must front the cost of building a health care facility, and then you have to get an appropriation from Congress for the staff and ongoing operational costs. This program is highly competitive and more suited for Tribes starting up a brand new clinic/hospital facility.

Another session I attended covered Wildland Fire programs. There was a lot of disgruntlement among tribes about slow reimbursement for their fire programs. The system they are proposing would treat Tribes like a contractor, which we all know we are not. We don't understand why we are not entitled to the same reimbursement as other federal agencies. We were able to speak with Bob Roberts at NIFC about the letter we received from our Regional BIA Office. He said there was a misinterpretation of the letter they sent out. The policy on drug testing and exams has not changed since 2008. I am going to try to participate in a work group on reforming the BIA Fire Program. I have not received an update on the status of this work group. We have had internal staff discussions about the possibility of compacting fire program from the BIA, but actual amounts and limitations to this option have not been identified.

Updates from the Bureau of Indian Affairs included that Amy Dutschke may be retiring soon—she has been in the business for 39 years. They have lost 11 employees out of 150 staff. Due to Sequestrations face to face meetings for compact negotiations will be limited. OSG staff will be furloughed for 8 days and OSG in DC will be closed on Fridays.

Apparently some tribes are not receiving payment for their Annual Funding Agreements in a timely matter. I don't think we have had this problem, but hopefully BIA will figure this out soon.

Yôotva for allowing me to attend this session.

Jaclyn Goodwin

Self-Governance Coordinator

LO552: Continuity of Operations for Tribal Governments

May 14th and 15th, 2013

This training provided our staff with a solid framework for developing our own Continuity of Operations during an emergency. Continuity of Operations is having a plan ready to be activated in case of an emergency that will allow the Tribe to maintain essential functions during the emergency.

This will take a lot of planning on our part to identify alternate forms of communication in case of a loss of phone lines and cell towers. Additionally, there is a risk assessment process that will help us evaluate what types of events we will need to prepare for and what actions will need to be taken in each event. For example if there is a fire, we most likely will not have to move office staff out of the Administration Building, but we will need to identify alternate facilities for clean air stations, etc.

We went through several activities to brainstorm what types of emergencies and disasters we need to prepare for. Some common concerns are getting communication systems in place, and delegations of authority in case the Tribal Chairmen or other key leadership staff is absent. Additionally, protection of vital records as well as physical cultural and sacred items and sites will be an important consideration for us.

This whole process will be a group effort. We are fortunate that 5 staff members and one Tribal Council Member were able to attend this valuable training. Our new Emergency Preparedness Coordinator will be leading the way for the development of a Continuity of Operation Plan through our quarterly KEEPR meetings and additional meetings as required.

Although we hope that we never have to enact the continuity of operations plan, in the event of an emergency such as a flood or earthquake, it will be really nice to have all of these things already planned out.

Thank you for allowing me to attend this training. The more Emergency Preparedness Training our staff receives, the more qualified the Tribe will be to act during an emergency.

KCDC Mission Statement:

The mission of the Karuk Community Development Corporation is to develop among Tribal members of the Karuk Tribe of California the managerial and technical capabilities to assume leadership roles in building diversified, sustainable economies by creating new business ownership and employment opportunities within the ancestral territory of the Karuk people.

1. Re: New accounting set-up for KCDC Ledgers: Bill Keenen and Arch Super traveled to Sage Accounting, Austin TX., 5/6 through 5/11. Learned basics to accounting software. Our CFO is in contact with the advisor who will assist her in the restructuring of the ledgers. I will assist as much as possible when the process begins under the auspices of our CFO . I am pushing to get this done ASAP and Darlene is coordinating the process with the advisor, etc. This is top priority.
2. Amkuuf
 - Point-Of- Sale system is in operation. It is much faster. We have experienced a few glitches, and are working them out as they arise.
 - Personnel Action Notice for your review: The objective is to change the hours of a current employee (Candishawn Randazzo) to a 32 hour position (from 15 + on call). Candishawn is a competent employee and would like to have more hours. Have asked Roy Arwood to design a schedule around her as she is unavailable on Thursday and Friday until 2:00 PM or so. This may enable us to stay open a few more hours over the weekend for a test run to see if it is profitable. I Spoke to Le Loni Colgrove, who advised me that if we have a signed and approved (KCDC) Position Description, we can move her into that position with a Personnel Action Notice, and that no action is required of the Tribal Council.
3. Revised Position Descriptions for the Fiscal Technician is submitted for Council approval.
4. Training: I have scheduled Roy Arwood (Amkuuf) for 2 supervisor trainings in Happy Camp (KTHA) late in May and another regarding Customer Service mid-June.
 5. Work in process: Americorps, Work in process: MOU for HCCC Emergency Management, Travel to Amkuuf (Thursday), Assist as necessary with an upgrade (free) to the POS System in coordination with the IT Staff. Continuing support for the Point-of-sale system until it is as efficient and accurate as possible.

I am keeping my calendar as free as possible to facilitate the accounting work that must be done,

Thank you,

Bill Keenen

KCDC Economic Developer/Operations Manager

POSITION DESCRIPTION

Title: Fiscal Technician

Reports to: Chief Finance Officer

Location: Happy Camp KCDC Office

Salary: \$16.00 to \$20.00 per hour, depending on experience

Classification: Full Time, Regular, Non Exempt, Non Entry Level

Summary: Under general direction, shall perform a variety of complex assignments in the development, maintenance and processing of the Karuk Community Development Corporation's finance procedures.

Responsibilities:

1. Monitoring and preparing grant requests for reimbursement. Ensuring grant files are updated.
2. Submit Karuk Fire Crew invoices to the Tribes Finance Department for reimbursement.
3. Prepare and post general ledger transactions for quarterly indirect costs. Maintain IDC spreadsheets.
4. Assist CFO with fiscal year end payroll and accounts payable accruals.
5. Assist CFO with preparation for audit schedules, worksheets, and reconciliations.
6. Continuously monitor and correct general ledger entries.
7. Assemble department reports for board presentation. Shall consistently attend all regular and special board meetings and accurately and impartially record meeting minutes to be distributed to the board, and KCDC Executive Staff in a timely manner.
8. Reconciliation of payroll health insurance, wage garnishments, advances, and retirement payments with the liabilities set aside.
9. Prepare and post in general ledger weekly enterprise daily sales deposits, credit card transactions & cash disbursements, reporting and resolving any discrepancies with the appropriate authority. Reconciles cash receipts.
10. Review accounts payable processing reports for proper accounting and grant coding.
11. Review payroll bi-weekly processing ensuring accuracy of time, benefits and deductions.
12. Reconcile general operations and payroll bank statements monthly; posting interest received & merchant credit card charges and bank service charges.
13. Prepare storage unit invoicing and journal voucher entries as needed for tribal departments utilizing storage units, and maintain rental ledger balances. Prepare deposits slips and post in the general ledger. Prepare monthly board status report for storage unit rentals.
14. Back up for Finance Assistant position.
15. Assists the ED/OM on special projects as necessary.

Qualifications:

1. Have the ability to work effectively with Native American people and the general public in culturally diverse environments.
2. Have the ability to manage time well and work under stress full conditions with an even temperament.
3. Have the ability to establish and maintain harmonious working relationships with other employees and the public in a team environment.
4. Have the ability to understand and follow oral and written instructions.

Requirements:

1. Must possess AA Degree in related field, two years of college classes in related fields, or 5 years experience in general ledger accounting. Bachelor's Degree in business highly desired.
2. Must have competence in word processing such as Microsoft Word, spreadsheets such as Microsoft Excel, office equipment such as printers & fax machines and general computer usage.
3. Must be a self-starter, well organized and willing to learn new skills.
4. Must possess valid driver's license, good driving record and be insurable by the Karuk Community Development Corporation's insurance carrier.
5. Must adhere to confidentiality policy.
6. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.
7. Must possess good oral and written communication skills.

Tribal Preference Policy: In accordance with the TERO Ordinance 93-0-01, Tribal Preference will be observed in hiring.

KCDC Approved:

Council Approved:

Chairman's Signature: _____

Employee's Signature: _____

CHILD ABUSE TREATMENT (CHAT) PROGRAM
6-MONTH PROGRESS REPORT

CALIFORNIA EMERGENCY MANAGEMENT AGENCY (Cal EMA)
CHILD ABUSE TREATMENT (CHAT) PROGRAM
6-MONTH PROGRESS REPORT

3650 Schriever Avenue • Mather, CA 95655 • (916) 845-8278

(Please submit the entire Progress Report via e-mail to your Program Specialist; sign, date, and mail this page)

1. Program Title: Naa Vura Yeeshiip
2. Grant Award #: _____
3. Performance Period: October 1, 2012 to March 31, 2013
4. Recipient Name: Karuk Community Development Corporation
5. Address: 533 Jacobs Way Happy Camp CA 96039
6. Report Period: October 1, 2012 to March 31, 2013
7. Report Prepared By: Rivkah Barmore, MA, LMFT, IMFT
8. Title: Director
9. Telephone Number: 530-493-1480
10. E-Mail Address: rbarmore@karuk.us

Signature of Project Director

Date

Cal EMA Program Specialist's Comments (FOR CAL EMA USE ONLY): Approved Not Approved

Signature of Program Specialist

Date

TABLE 1: CHAT PROGRAM STAFF

Please list the CHAT Program staff as described in the project’s application Budget Narrative and Budget Line-Item Detail; and/or subsequent modifications. Ensure the names correspond to those in the application’s documents. Has the project secured a licensed, licensed eligible, and/or registered intern clinical staff? Indicate the license status next to staff person’s name (e.g., LCSW, ASW, MFT/LMFT, MFTI, Ph.D.; or Licensed Eligible LCSW, etc.).

| Name of CHAT Program Staff / License | Position | Duties | Full-Time Equivalency (FTE) |
|--------------------------------------|-----------------------------|---|-----------------------------|
| 1. Rivkah L. Barmore, MA.LMFT, IMFT | Director/Clinician | Manage and coordinate Naa Vura Yeeshiip Program and all duties as required for CHAT Grant facilitation | FTE |
| 2. Dessie Busby | Naa Vura Yeeshiip Assistant | Assists Program Director: Manages data base; processes paperwork as needed; manages client files and assists with groups. | FTE |
| 3. | | | |
| 4. | | | |
| 5. | | | |
| 6. | | | |
| 7. | | | |
| 8. | | | |
| 9. | | | |
| 10. | | | |

TABLE 2: EQUIPMENT

If the Grant Award Agreement allows for equipment purchases and equipment has been purchased, detail below. **Yes** **N/A**

| Equipment | Cost | Date Received |
|-----------|------|---------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |
| 8. | | |

TABLE 3: CHAT PROGRAM OBJECTIVES AND ACTIVITIES

| Mandated Objectives | Goal (projected #) | Child Victims | | Total to Date |
|---|-----------------------|--|--|------------------|
| | | Reporting Period October 1 – March 31 | Reporting Period April 1 – September 30 | |
| 1. Provide Psychotherapy Services (Treatment) Number of child victims provided individual psychotherapy services and PCIT services. | 70 | 47 | | |
| 2. Provide Information on Crime Victim Compensation Services Number of child abuse victims provided information on the Crime Victim Compensation Program by referring them to the local victim/witness assistance center. | 70 | 47 | | |
| 3. Assistance in Understanding and in Helping the Child to Prepare to Participate in the Criminal Justice System Number of child abuse victims referred to the local victim/witness assistance center to receive court assistance services. This assistance may be provided by CHAT therapist or an advocate. | 34 | 6 | | |
| 4. Use of Volunteers Providing Program Services | | | | |
| a. Number of volunteers who assist in the execution of the CHAT program. (VOCA requires a minimum of 1 volunteer) | 3 | 3 | | |
| b. Number of volunteers who have completed the required 40-hour training (enter for each reporting period). | 3 | 3 | | |

Note: volunteers performing VOCA allowable services within the agency can be counted as the volunteer requirement of the CHAT Program. Also, the CHAT Program only needs to have one volunteer, regardless of the FTE, to fulfill the requirement.

If volunteers have not yet completed the required 40-hour training, provide an explanation and timeline of when training requirement will be met, below. If volunteers cannot be secured during anytime of the grant performance period, please contact your Program Specialist.

(Type explanation here.)

TABLE 4: OTHER VOCA ALLOWABLE SERVICES PROVIDED TO EACH CHILD VICTIM

| Services | Child Victims | | |
|--|---|---|-------|
| | Reporting Period October 1 – March 31 | Reporting Period April 1 – September 30 | Total |
| Crisis Counseling | 14 | | |
| Follow-up | 14 | | |
| Group Treatment / Support | 20 | | |
| Shelter / Safe house | 3 | | |
| Information and Referral (in-person) | Information: 44/ Referral;6 | | |
| Emergency Legal Advocacy | 2 | | |
| Personal Advocacy | 6 | | |
| Telephone Contacts (information and referral) | 206 | | |
| Other (<i>specify VOCA allowable services not listed above</i>) • | | | |

Please Note: If you are responding to “Other” try to fit the service into one of the above listed services, otherwise Cal EMA will not be able to report the number to the federal Victim of Crime Act funders. Use “other” when absolutely necessary and specify the specific service provided.

TABLE 5: TYPES OF VICTIMIZATION OF CHILD VICTIMS RECEIVING PSYCHOTHERAPY SERVICES

For each child victim receiving CHAT Program services, count each type of victimization reported and/or present during the course of receiving CHAT treatment services within the reporting period. A child victim may have more than one type of victimization.

| Types of Abuse | Child Victims | | |
|--|---|---|-------|
| | Reporting Period October 1 – March 31 | Reporting Period April 1 – September 30 | Total |
| Physical Abuse | 23 | | |
| Sexual Abuse | 7 | | |
| Emotional | 44 | | |
| Neglect | 44 | | |
| Parental Substance Abuse | 38 | | |
| Child Abduction (by a family or non-family member) | 2 | | |
| Trauma | 47 | | |
| Domestic Violence (witness or direct victim) | 47 | | |
| Child Maltreatment in the Community (witnessing in the neighborhood, school, community; bullying; and hate crimes) | 18 | | |
| Other (specify): | | | |
| • | | | |
| • | | | |

Please Note: If you are responding to “Other” try to fit the type of abuse into one of the above listed types of abuse, otherwise Cal EMA will not be able to report the number to the federal Victim of Crime Act funders. Use “other” when absolutely necessary and specify the specific type of abuse provided.

TABLE 6: AGE AND GENDER OF CHILD VICTIMS RECEIVING PSYCHOTHERAPY SERVICES

For each CHAT Program client count the gender and age at intake. For children continuing into the new fiscal year, count their age as of 10/1.

| Age | Male Child Victims | | | Female Child Victims | | |
|---------|---|---|-------|---|---|-------|
| | Reporting Period October 1 – March 31 | Reporting Period April 1 – September 30 | Total | Reporting Period October 1 – March 31 | Reporting Period April 1 – September 30 | Total |
| 0 – 2 | 0 | | | | | |
| 3 – 5 | 4 | | | | | |
| 6 – 12 | 28 | | | | | |
| 13 – 17 | 15 | | | | | |

TABLE 7: RACE/ETHNICITY OF CHILD VICTIMS RECEIVING PSYCHOTHERAPY SERVICES

For each CHAT Program client count the stated primary race/ethnicity at intake. See instructions for bi-racial children.

| Ethnicity | Child Victims | | |
|------------------|---|---|-------|
| | Reporting Period October 1 – March 31 | Reporting Period April 1 – September 30 | Total |
| Caucasian | 3 | | |
| Latino | | | |
| African-American | 1 | | |
| American-Indian | 43 | | |
| Asian | | | |
| Filipino | | | |
| Pacific Islander | | | |
| Other (specify) | | | |
| | | | |
| | | | |

Please Note: If you are responding to “Other” please specify.

TABLE 8: PRIMARY LANGUAGE OF CHILD VICTIMS RECEIVING PSYCHOTHERAPY SERVICES

| Language | Child Victims | | |
|-----------------|--|--|-------|
| | Reporting Period October 1 – March 31 | Reporting Period April 1–September 30 | Total |
| English | 47 | | |
| Spanish | | | |
| American-Indian | | | |
| Hindu | | | |
| Korean | | | |
| Japanese | | | |
| Chinese | | | |
| Southeast Asian | | | |
| Tagalog | | | |
| Russian | | | |
| Other (specify) | | | |
| | | | |
| | | | |

Please Note: If you are responding to “Other” please specify.

TABLE 9: DISABILITY OF CHILD VICTIMS RECEIVING PSYCHOTHERAPY SERVICES

| Disability | Child Victims | | |
|---|---|---|-------|
| | Reporting Period October 1 – March 31 | Reporting Period April 1 – September 30 | Total |
| Physically Disabled | 0 | | |
| Developmentally Disabled | 6 | | |
| Learning Disabled | 8 | | |
| Hearing Impaired or Deaf | | | |
| Vision Impaired or Blind | | | |
| Other (specify) Aspergers Syndrom Disorder | 3 | | |
| | | | |

SIX-MONTH NARRATIVE

In a narrative form, please thoroughly address the following items. **Please include the bolded questions when responding to these questions.**

- 1. Describe difficulties experienced in the implementation of the Grant Award (i.e., problems encountered in ordering/receiving grant equipment, activities, and staffing issues supporting each objective which are not currently operational or in place).**

Although the CalEMA Grant Award has been in place since 1994, per past documentation, this year has offered significant challenges in procuring cultural presenters. Perhaps because those who have done cultural presentations believe others need to participate. Or, perhaps due to the lack of appropriate individuals who are willing to give of their time.

Distances and weather are always an issue. Each week I travel close to three hundred miles to see clients in the out-regions of Siskiyou and Humboldt Counties. This year we had the "100 Year Snow," and many of our families were without heat, water or food for 10 days. As part of the Emergency Response Team, we were busy.

There are no Staffing Issues. My Assistant, Dessie Busby, has been on board since the last of October, 2012. She does my data input, and assists me in groups.

We needed to buy (----_) a new desk chair as she is slightly disabled; born with a (-----) . Karuk Community Development Corporation provided that chair for her.

- 2. Describe the project's source documentation designed to track the project's statistical information (e.g., intake and client contact sheets, telephone logs, assessment and treatment plans, progress notes, type of database used etc.).**

Source Documentation has remained the same as when Ms. Holly Hensher was the Director of Naa Vura Yeeshiip; we utilize the same intake, assessment, diagnosis, treatment plan, case notes and group notes as previously used. Assessment for abuse, neglect, and trauma are assessed at intake. Parents and child complete a Child Behavior Check List (please see attached documentation). As treatment progresses, and trust is built, this writer may deem it appropriate to evaluate for anxiety and/or depression using UCLA screenings.

Assessments, permission for treatment, contact information, confidentiality disclosure and client notes are kept in the individual charts, as well as the treatment plans, Axis IV diagnosis and case notes. Group notes are also kept in the client's charts in addition to any activity or art work the client participates in. At the time of intake the client's guardian is given information on Victim Witness services in their county of residence and appropriate referrals are made at intake as needed.

I utilize the Sons and Daughters of Tradition program produced by White Bison, for the girls and boys groups. I use Trauma Focused Cognitive Behavioral Treatment workbook for individual treatment of those who are willing to work through the trauma (Please see attached documentation regarding these modalities). I would like to plan to be trained in Parent/Child Interactive Training as soon as time and budget allows.

The Database Naa Vura Yeeshiip currently employs is, NVYS Database. On this database we track the required objectives and services and client logistics needed for the ICHAT Grant.

- 3. Describe the expenditure rate of grant award funds, i.e., indicate the total VOCA funds and Match funds expended/ reported to date per latest Request for Expenditures and Request for Funds (Cal EMA form 2-201) submitted. If less than 50% of grant award funds are expended and reported to Cal EMA, provide an explanation including when the latest submission of 2-201's were, reason(s) contributing to a low expenditure rate, how the grant award funds will be fully expended by the end of the grant award performance period (i.e., submittal of grant award modification, etc.), and if problems are anticipated in spending the grant award funds by the end of the grant performance period.**

- 4. Identify areas in need of modification (e.g., budget changes due to staff changes, equipment changes, or revisions to program objectives).**

None at this time; no changes needed in staff, equipment, or revisions to program objectives.

- 5. Identify type of technical assistance and support CalEMA staff may provide to the project.**

This director would like to have a better understanding of allowable Cultural Practitioners and presenters for this grant. I have received invaluable information from AICHAT monitor and director as well as other tribal centers which has assisted me with my direction.

- 6. If there were problems or delays during the first six months of the grant year, please explain (include billing delays, if applicable). How have these problems been resolved? What is the current status of the project?**

This writer was hired after the 2012 Grant had ended. In this capacity I needed to speedily assimilate all information presented in order to submit the end of the grant year summary. In addition, there was a need to restart this program, and the introduction of this writer to the community, the District Attorneys' offices, schools' in two counties and do intense outreach. That said, it has been a challenge to re-educate the community of the program's purpose within the community. This re-education continues to date.

- 7. Are the objectives being met according to schedule? Please summarize successes and obstacles.**

Yes, the objectives are being met according to schedule. I have processed forty clients into this program. Currently I travel between four communities, including Forks of the Salmon. I provide all the victims with Victim Witness information at the time of their intake and assessment. To date I have had only one client who did not qualify for services under this grant. This client was referred to services in their county of residence for a behavioral health screening. I am currently

8. Briefly elaborate in one or two paragraphs what the project would like to detail about its CHAT Program services (i.e., current trends happening in community and how your agency is responding to trend, etc.)

I would like to stress the importance of outreach needed in the area we serve. It is currently a developing factor in the outlying communities along the River that response to a victim is slow and often left without resolve; I am assuming that the budget crisis is a major factor. Therefore, the more I am a presence in the schools the more trust is built the more likely Naa Vura Yeeshiip is to receive referrals; however, I am only one person serving a wide area, and trying to meet the needs of the victims I serve.

As we are all aware of, drug, and alcohol abuse have had a huge impact on communities. Here in our community the children are left often in unsafe situations or simply left to fend for themselves. Our community is very good at helping with the children, but that doesn't stop the trauma and devastation left in the hearts of our children. I think we are at least attempting to address these issues which have been so long denied.

Please Note: A Grant Award Modification (CalEMA Form 2-223) must be submitted for a planned budget modification prior to implementation.

Karuk Community Development Corporation
Board Report: May 15, 2013

By: Darlene Snapp-Silfies, CFO

CIB:

| | | | |
|-------------------|---------|---------------|---------------------|
| At April 30, 2013 | Main | \$ 205,073.21 | |
| | Payroll | \$ 35,274.14 | Total \$ 240,347.35 |

Outstanding checks are current as of April 2013, with two reconciling items; 1. A \$0.30 cent error for an incorrectly added deposit, SVB will add to our account next statement, and 2. A \$20.00 item for a stoppayment.

Current balance

| | | | |
|--------------|---------|---------------|---------------------|
| at 5/15/2013 | Main | \$ 313,408.80 | |
| | Payroll | \$ 35,023.96 | Total \$ 348,432.76 |

Month of Invoice – Date Received - Amount Invoiced

Head Start Drawdowns FY 2013

| | | |
|-----|-----------|-------------|
| Jan | 2/18/2013 | \$39,743.12 |
| Feb | 5/3/2013 | \$46,029.29 |
| Mar | 5/3/2013 | \$62,192.22 |
| Apr | 5/3/2013 | \$44,223.30 |

Naa Vura Yeeshiip Drawdowns FY 2013

| | |
|--------------------|----------|
| Oct 2012– Feb 2013 | |
| 4/15/2013 | \$41,462 |
| Mar 2013 | \$13,684 |

Fire Season 2013:

Fire Crew training payroll in progress. Tribal Chairman approved reimbursement on Friday May 10th, Arch returned from training on Monday and started on payroll. Some of the issues we are resolving are time sheets missing, new employee information needs to be setup, old employees need to be updated, class participants, who were not hired are supposed to be paid per Fire Crew policy (#3. Hiring Policy, states in part: “New trainees may be given pre-training per-diem if applicable, and a stipend upon completion of training activities...commensurate with entry level wages, if reimbursable by BIA.)

| | | | | |
|--------|--|-----------|-------------|-------------|
| 110122 | HC/OK Prescribed fire 2012 (not billed yet) contract for \$9,800 | | (7,409.60) | (7,409.60) |
| 480006 | KTHA Fuels Project contract \$36,964 contract needs to have change order to address additional work done. | 26,721.35 | (41,243.96) | (14,522.61) |

| | | | | | |
|--------|--------------------------|---------------------|--|-------------|-------------|
| 480000 | BIA - HC fire protection | 04/01/09-5/31/2010 | (Laura Mayton and I are researching the rest of these; it looks like billing needs to be done) | | |
| 750000 | BIA - Oak Knoll | 7/15/2009-5/31/2010 | | | |
| 770000 | Task Order -Oak Knoll | 8/1/07-5/31/09 | | | |
| 480004 | Orleans Cultural Fuels | 8/14/09-12/31/2010 | - | (68,884.42) | (68,884.42) |

Fire Discretionary

Current April 2013 Expenses \$ -10,809.41

HCCC HUD RIF Drawdowns

| | | |
|----------------|--------------|----------|
| Oct - March | 5/17/2012 | \$57,095 |
| April-June | 10/4/2012 | \$45,696 |
| July- Sept. | May 16, 2013 | \$10,188 |
| Oct - Mar 2013 | May 16, 2013 | \$61,632 |

Budget Award \$392,266 (3yrs) \$130,755 per year

Klamath Campaign Drawdowns

| | | |
|---------------|------------|----------|
| Oct | 11/7/2012 | \$ 4,295 |
| Nov | 12/19/2012 | \$ 5,726 |
| Dec 2012 thru | | |
| Mar 2013 | 5/13/2013 | \$34,824 |

IMLS Drawdowns

| | | |
|--------------|------------|------------|
| Oct & Nov | 12/19/2012 | \$1,226.20 |
| Dec thru Mar | 2013 | \$5,883.52 |

K-Rock Sales: none this year

Amkuuf FY 2013:

| | | | |
|--------|---------|---------|--------|
| Oct-12 | 101,267 | 59,992 | 41,275 |
| Nov-12 | 96,645 | 90,728 | 5,917 |
| Dec-12 | 84,001 | 54,153 | 29,848 |
| Jan-13 | 92,118 | 70,566 | 21,552 |
| Feb-13 | 88,944 | 80,405 | 8,539 |
| Mar-13 | 102,049 | 62,826 | 39,223 |
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| Total FY 2013 | <u>663,737</u> | <u>522,330</u> | <u>141,407</u> |
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Storage Units:

KCDC STORAGE UNITS REPORT FOR APRIL 2013

| Unit # | Rate | Size | Bill Cycle | Leasee | Status | Current Balance |
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| 6 | 45.00 | 10X10 | Monthly | Brassea, V. | | - |
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| 8 | 40.00 | 10X5 | JV'd Quarterly | KCDC | JV QRTLY | - |
| 9 | 40.00 | 10X5 | Monthly | Langston | Paid through January 2014 | (320.00) |
| 10 | 40.00 | 11X5 | Monthly | Vacant | | - |
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| 12 | 55.00 | 11X10 | Monthly | McCarthy, P. | | 65.00 |
| 13 | 55.00 | 11X10 | Monthly | Vacant | | - |
| 114 | 55.00 | 11X10 | JV'd Quarterly | Head Start | JV QRTLY | - |
| 115 | 55.00 | 11X10 | Monthly | Mann, C | | - |
| 116 | 40.00 | 10X5 | Monthly | R.Bain | | - |
| 117 | | 11X5 | Monthly | Charon, | | - |

| | | | | | | |
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| | 40.00 | | | M. | | - |
| 118 | 40.00 | 11X5 | Monthly | Gross, P. | Paid through May 2013 | (40.00) |
| | | | | | | <hr/> |
| | | | | | | <u>(219.71)</u> |

| | | |
|--------------|----|-----------------|
| | | <u>FY 2013</u> |
| Rent Revenue | \$ | 3,913.00 |
| Expense | | <u>(951.00)</u> |
| Income | \$ | <u>2,962.00</u> |

Other Information:

I am working with the Joseph Eve Auditor’s resolving some of the reconciling revenue issues. The financial statements are being worked on. I will be working on Head Start projected budget for the rest of the year. I need to revise one report for FY 2012 Naa Vura Yeeshiip, Cal-Ema is the grantor, as well as fiscal numbers for the six month progress report for FY 2013. I also need to finish answering questions and making adjustment for our indirect cost proposal. I did sent an email to Vicki Welter from NP Solution to start talking about when we can setup our new accounting system. Arch and Bill just returned from SAGE training in Austin last week.

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Happy Camp Community Computer Center

Advocating Technology Access For All

Karuk Community Development Corporation

May 2013- Emma Lee Johnson

Action Items-

Review AmeriCorp Planning Project and Resolution

The director completed the HUD quarterly report. HUD responded and approved the report.

The director is working with Tom Fielding from the ANA Emergency Preparedness grant to schedule IS100 and IS 700. The computer center will be reimbursed for staff and equipment time to host these trainings.

The IT department has upgraded the MAC computers at the computer center. They are increasing the ram and upgrading the operating systems. The computer center in Happy Camp has three MAC computers and the Orleans Center has one MAC.

The director has a conference call with the California State Library Thursday May 16th, 2013 to pitch a project. The project is aimed at improving literacy and supporting local schools by providing professional instruction and reading tools.

The NOFA for the Americorp planning grant is May 30th. AmeriCorps planning grants provide up to \$75,000 for a one-year period to provide support to an Indian Tribe for the development of an AmeriCorps program that will engage AmeriCorps members in order to address pressing community problems. Planning grant recipients are expected to be better

prepared to compete for an AmeriCorps program grant in the following grant cycle. Planning grants may not be used to support AmeriCorps members. Grant writer, Lisa Moorehead has contacted Megan Rocha from Humboldt State to see if she can work with us on this funding opportunity.

The summer and fall semesters are quickly approaching. Registration begins April 22, 2013. The director is working with the COS distance learning to build a schedule for Happy Camp that meets the needs of our students. The director is creating promotional materials to increase awareness of the classes available in Happy Camp. We will be using mail, flyers and social media to spread the word. The director continues to assist students with registration and course scheduling with the COS distance learning department. The director coordinated with the counseling department at COS to offer video conference counseling appointments to distance learning students.

Respectfully Submitted,

Emma Lee Johnson,

Happy Camp Computer Center

RECEIVED MAY 14 2013

NORTHERN CALIFORNIA
INDIAN DEVELOPMENT COUNCIL, INC.
REGULAR COUNCIL MEETING – APRIL 13, 2013
MINUTES

I. CALL MEETING TO ORDER

Ms. Padgette called the meeting to order at 10:07 a.m.

II. OPENING PRAYER

Andre Cramblit offered opening prayer

III. ROLL CALL – Ms. Readen called the roll:

MEMBERS PRESENT

| | |
|------------------|---------------------------------|
| Denise Padgette | Del Norte County Representative |
| LaWanda Quinnell | Del Norte County Representative |
| Diane Holliday | Humboldt County Representative |
| Nadine McNeal | Siskiyou County Representative |
| Verna Reece | Siskiyou County Representative |
| Michael Chapman | Trinity County Representative |
| Phyllis Jurin | Trinity County Representative |
| Bonnie Green | Member at Large |

MEMBERS ABSENT

| | |
|------------------------------------|--------------------------------|
| Ruby Rollings (<i>unexcused</i>) | Humboldt County Representative |
|------------------------------------|--------------------------------|

IV. INTRODUCTION OF GUESTS – Lillian Strong & Brianne Bates were recognized.

V. APPROVE AGENDA

Ms. Reece motioned to approve the agenda; Mr. Chapman seconded; **MOTION** carried by unanimous vote.

VI. APPROVE MINUTES

Ms. Green motioned to approve the minutes from March 9, 2013; Mr. Chapman seconded; **MOTION** carried by unanimous vote.

APPROVED
YMC
INITIALS DATE

VII. STAFF REPORTS

A. Executive Director

DOL/WIA (*Department of Labor - Workforce Investment Act*) – As Council is aware, we are currently running some of our programs on continuing resolution with the same allocations as last year. Mr. Coltra was recently informed there would be a five percent (5%) decrease to CSBG, not sure about WIA to date and approximately 5% to LIHEAP.

Mr. Coltra and the Council reviewed and discussed a summary of current enrollment in the Adult Comprehensive Services Program (CSP) as of April 12, 2013 (*copies in Council packets*). We currently have 63 enrolled participants, 23 are active, and 40 have exited, of the 40 who exited 25 have been employed and 29 are positive exits. We had 9 On-the-Job Training (OJT) participants, 8 Work Experience (WE), 16 Classroom Training (CRT) for vocational education, 31 direct placements (DP) with supportive services. There were a total of 14 carried over from last year.

To date we have not received our SYSP funding and do not know what our allocation will be for 2013. Therefore, we are unable to enroll new youth participants in the program that began April 1, 2013. Last year we didn't receive SYSP funds until July even though the program has a period of performance of April 1st through March 31st. Mr. Coltra plans to utilize some of the CSBG funds youth employment and will keep Council updated. There are currently 8 youth enrolled in our Wellness/Boys and Men of Color program, 6 are active and 2 have exited positively. Mr. Coltra informed the Council staff is currently working to bring the total from 8 to 15 participants enrolled in this program.

Written program activity reports for Humboldt, Del Norte, Siskiyou and Trinity Counties were included in Council packets for their review.

CA AIRRP - (*California American Indian Rapid Response Program*) – Mr. Coltra updated the Council on program activities. As Council is aware from prior meetings, the term of this contract is July 1, 2012 through June 30, 2013. Mr. Coltra explained the EDD split the \$122,577 into two Subgrants. The allocation for Phase I Subgrant K1812462 is \$82,126 and Phase II Subgrant K284719 is \$40,451.

Mr. Coltra and the Council reviewed and discussed Subgrant K182462, Grant Code 541 Expenditure Reports for the period of February (*copies in Council packets*). As of February 28th we expended \$66,613. Phase I of this project ended on March 31st and the total allocation have been expended. Council will get the report at the next Council meeting. They then reviewed and

discussed Phase II Subgrant K284719, Grant Code 541 Expenditure Reports for the period of February 28th (*copies in Council packets*). As of February 28th no funds have been expended.

CSBG (*Community Service Block Grant*) – Mr. Coltra informed the Council he recently attended the California Community Action Agency Annual Conference and the main focus of the conference was “How Do We Defend CSBG?” He informed the Council there would be a 5% decrease to the CSBG program for 2013. Mr. Coltra is a member of the CSBG Funding Task Force committee for the state of California and they will be meeting in Sacramento on April 22nd to discuss how they will implement this 5% reduction. There was some discussion.

Mr. Coltra and the Council reviewed and discussed LPA Monthly Expenditure Report for contract No. 13F-3056 for the month of February; expenditures were \$13,301 (*copies in Council packets*). They also reviewed Set Aside Monthly Expenditure Report for contract No. 12F-4457 for the month of February; expenditures were \$306,569 (*copies in Council packets*). They then reviewed the Set Aside Monthly Expenditure Report for contract No 13F-3057 for the month of February; there were no expenditures (*copies in Council packets*). Mr. Coltra explained there were no expenditures in February of 2013 on the PY’13 funds because we are still expending PY’12 CSBG Set Aside funds.

They also reviewed and discussed the executed CSBG Standard Agreements Amendment No. 1 for PY’13 LPA Contract Agreement No. 13F-3056, and Set-Aside Contract Agreement No. 13F-3057 (*copies in Council packets*). The LPA Amendment No. 1 changes the allocation from \$32,913 to \$60,270, reflecting an increase of \$27,357. The Set-Aside Amendment No. 1 changes the allocation from \$496,327 to \$908,877, reflecting an increase of \$412,550.

Community Wellness – Mr. Coltra and the Council reviewed and discussed a Discretionary Quarterly Progress Report for Contract No. 12F-4514 for the period of December 15, 2012 through February 2013 (*copies in Council packets*). There was some discussion.

As discussed at prior meetings the CSBG Discretionary project allows us to provide the same activities in Humboldt, Trinity and Siskiyou counties as the California Endowment/Boys and Men of Color (BMOC) is providing in Del Norte County. As Council is aware we are interviewing primarily boys and men in Indian Country regarding education and wellness to determine the issues that may inhibit them from being positive members and contributors to their community.

Staff is continuing to interview and is in the process of developing the focus groups. The first focus groups will be with the wellness group that has been

meeting. We would like the focus group to consist of community members, tribal leaders and cultural leaders. The task of these focus groups will be to discuss the findings and information from the interviews, which will assist in the development of a strategic community work plan. Mr. Coltra informed the Council this program ends June 30, 2013. Staff is working diligently to complete the interview process. The interviews will be analyzed and findings will be provided to the CSD and the California Endowment.

Mr. Coltra and the Council reviewed and discussed an announcement from CSD listing NCIDC as one of the recipients of the 2013 Targeted Initiative and Innovative projects for 2013 (*copies in Council packets*). NCIDC was awarded \$100,000 for “Bridging the Gaps to Success,” a youth services targeted initiative to provide American Indian Youth with employment skills, training and work experience in Humboldt, Del Norte, Trinity and Siskiyou Counties. This new funding is a natural expansion of the BMOC project and the California Endowment. The mission of “Bridging the Gaps to Success” is to provide American Indian/Alaskan Native youth with employment and employability skills to serve as protective factors against harmful social problems such as drug/alcohol abuse, crime and low educational or vocational attainment. This program will prepare youth to be more self-supporting and less likely to be impeded by barriers and challenges that prohibit success in the work world.

Del Norte Indian Education Center (DNIIEC) – Mr. Coltra and the Council reviewed and discussed a notification from the California Department of Education (*copies in Council packets*). This is a “Notice of the second apportionment for the American Indian Education Centers FY’12 & 13”. Mr. Coltra explained after we expend 60% of funds provided they then fund the final allocation. Mr. Cramblit updated Council on program activities. Discussion ensued.

TUPE (Tobacco Use Prevention Education) – Mr. Coltra and the Council reviewed and discussed a Grant Award Notification from the California Department of Education for the Tobacco Use Prevention Education Program for Fiscal Year ’12 - 13 (*copies in Council packets*). The term of this program is January 2, 2013 through September 30, 2013 and has an allocation of \$60,000.

LIHEAP (Low Income Housing Energy Assistant Program) – Mr. Coltra and the Council reviewed and discussed a list of the 47 Tribes we administer LIHEAP funds for, showing how much of each tribal allocation has been expended and the amount currently remaining (*copies in Council packets*). To date we have served 950 households and expended \$293,927 of our \$446,222 total allocation for direct energy assistance services.

LIHEAP has taken a major cut in funds again this year. The Presidents budget is allocating \$325B for next year, which is down substantially from previous years.

Carson Block Building – Mr. Coltra explained to the Council some of the hurdles we have to go through to receive Community Development Block Grant (CDBG) funds. We are required to have a Historic Preservation Review or we can enter into a programmatic agreement with the City of Eureka, the State Historic Preservation Office (SHPO) and the America Council for Historic Preservation (ACHP) in Washington, DC. This programmatic agreement will be developed by SHPO in conjunction with the City of Eureka and will assure that in carrying out construction we will follow the Secretary of the Interior’s Standards for Historic Building. We had anticipated approval of the CDBG Application in April but it has been delayed until at least June.

Mr. Coltra and the Council reviewed and discussed a Quarterly Progress Report for the period from January 1, 2013 through March 31, 2013, which was submitted to the California Cultural and Historical Endowment (*copies in Council packets*). This contract has an allocation \$1.1M and has an end date of February 13, 2015 to remain in compliance we have to have the matching funds by September 2013. Ms. Kathie Hamilton Gentry, Sr. Planner for NCIDC explained to the Council the background and underlying details of Historic Preservation. Even though it has been frustrating and sometimes discouraging it will be worth it in the end and will help us secure the funds necessary to move forward.

Other – Mr. Cramblit and the Council reviewed and discussed a Risk Assessment and Service Plan Development from the State Compensation Insurance fund (*copies in Council packets*). On February 23, 2013 Mr. Cramblit met with Mark Andrews, Loss Control Representative, State Comp Ins. The assessment acknowledges NCIDC for the many positive safety practices in place and has a few recommendations. There was some discussion.

Mr. Coltra and the Council reviewed and discussed a final report submitted to Melanie Bettenhausen, Member Linkages Director for the Cooperative Community Fund (*copies in Council packets*). The Cooperative awarded NCIDC with a \$1,000 grant for the 2012 Intertribal Gathering.

Gift Shop – As discussed at prior meetings Mr. Coltra plans to improve the look of the Gift Shop with a new paint job, linoleum and recently called to about prices of linoleum.

Ms. Holliday motioned to accept the Executive Director’s Report; Ms. Reece seconded; **MOTION** carried by unanimous vote.

B. Fiscal Report

Mr. Coltra and the Council reviewed and discussed the February financial report.

Ms. Reece motioned to approve the Financial Report through February 28, 2013; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

Mr. Coltra informed the Council he had an exit interview yesterday with our auditors, Izabal, Bernaciak & Company and was informed there are no findings and we have a very clean audit.

VIII. OLD BUSINESS – *There was no Old Business*

IX. NEW BUSINESS – *There was no New Business*

X. REQUESTS FOR ASSISTANCE

The Council reviewed a request from Freedom Irigoyen-Smith, to assist with the cost of a co-ed softball tournament open to the community, to help raise funds for Hoopa full Gospel youth group annual concert (*copies in Council packets*).

Ms. Green motioned to assist with \$125 to help with the cost of a co-ed softball tournament open to the community, to help raise funds for Hoopa full Gospel youth group annual concert; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

The Council reviewed two request from Gabriel Montgomery, for \$125 to assist with the cost of an entry fee to a Youth Basketball Tournament for a 3rd – 5th grade team and \$125 entry fee costs for an 6th – 8th grade team (*copies in Council packets*).

Ms. Quinnell motioned to assist with \$75 for each team's entry fee, with a total of \$150; Ms. Holliday seconded; **MOTION** carried by unanimous vote.

XI. PUBLIC COMMENT – *There was no Public Comment*

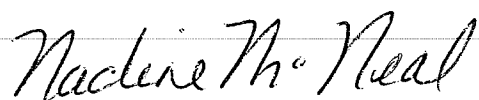
XII. SCHEDULE NEXT MEETING

The next Regular Council Meeting is scheduled for Saturday, May 11, 2013 at 10:00 a.m. in the NCIDC Council room. Council also scheduled another Strategic Planning meeting for Friday, May 10th at 10:00 in the NCIDC Council room.

XIII. ADJOURNMENT

The meeting was adjourned at 11:35 a.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Nadine McNeal". The signature is written in a cursive style with a large initial "N".

Nadine McNeal
Council Secretary

Prepared By

A handwritten signature in black ink that reads "Konni Readen". The signature is written in a cursive style with a large initial "K".

Konni Readen

Regular TERO Meeting Minutes
March 25th, 2013
4 pm – 6 pm ~ Happy Camp Fishbowl

Roll Call

Leeon—Present
Red—Present
Bud—Absent
Lavon—Present
Crispen—Absent
Sand – Present

Staff

Dion—Present

4:05 pm—Call to Order

Opening Blessing-Crispen

Reading of the Mission Statement-Lavon

Agenda

Sandi made motion to approve the agenda; Alvis seconds motion, 6 haa, 0 puuhara, 0 pupitihara; Motion carries.

Sandi made motion to approve minutes of 11/19/12 and 1/18/13; Red seconds motion, 6 haa, 0 puuhara, 0 pupitihara; Motion carries.

HR REPORT- Red made motion to approve HR report; Lavon seconds motion, 6 haa, 0 puuhara, 0 pupitihara; Motion carries.

COMPLIANCE REPORT – Lavon made motion to approve Compliance Report; Red seconds the motion, 6 haa, 0 puuhara, 0 pupitihara; Motion carries.

BUDGET –Sandi made motion to approve budget review; Crispen seconds the motion, 6 haa, 0 puuhara, 0 pupitihara; Motion carries.

REQUESTS –

A – Crispen motions to approve request for internet set up costs for educational and GED purposes in the amount of \$88.00. Bud seconds the motion, 6 haa, 0 puuhara, 0 pupitihara. Motion carries.

B – Bud motions to approve loan for boots with co-signer. Crispen seconds the motion, 6 haa, 0 puuhara, 0 pupitihara. Motion carries.

C – Red motions to approve reimbursement of \$150.00 for youth trip. Crispen seconds the motion, 5 haa, 0 puuhara, 1 pupitihara. Motion carries.

D – Red motions to deny request; Lavon seconds the motion, 6 haa, 0 puuhara, 0 pupitihara. Motion carries.

E – Red motions to approve request for testing fees in the amount of \$1304.50 as a loan to be repaid after one year with \$75.00 payments. Bud seconds the motion, 6 haa, 0 puuhara, 0 pupitihara. Motion carries.

DIRECTOR'S REPORT – Red motions to approve paying for set up costs for internet for TERO Commissioners who currently do not have access. Sandi seconds the motion, 6 haa, 0 puuhara, 0 pupitihara. Motion carries.

Red motions to approve cost for Skills Bank Software from TDR in the amount of \$2400.00. Bud seconds the motion. 6 haa, 0 puuhara, 0 pupitihara. Motion carries.

Red motions to approve the TERO Deputy Assistant job description. Lavon seconds the motion, 6 haa, 0 puuhara, 0 pupitihara.

Consensus to approve terms for TERO commissioners to recommend to Council for approval.

- Leon April 2014
- Red April 2015
- Sandi April 2016
- Lavon April 2017

Next meeting set for April 8th @ 10 am with Tribal Council

Next TERO Meeting set for May 6th @ 3 pm

Red motions to adjourn at 7:30 pm. Crispen seconds the motion. 6 haa, 0 puuhara, 0 pupitihara. Motion carries.