

**KARUK TRIBE
COUNCIL MEETING AGENDA**

Thursday, December 17, 2015, 3 PM, Orleans, 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) CONSENT CALENDAR

1. Health Program; modification (5) to contract 11-C-035 with Neans Cleaning.
2. Agreement 16-A-016 with Noridian Medicare enrolling providers 16-A-016 (1-4)
3. Modification (3) to contract 14-C-086 with Biostream Environmental analysis on the Scott River.
4. Modification (1) to contract 14-C-088 with ICF Jones and Stokes to continue software support for EDT modeling analysis.

EE) APPROVAL OF AGENDA

F) APPROVAL OF MINUTES (November 19, 2015)

H) OLD BUSINESS (Five Minutes Each)

- 1.

I) GUESTS (Ten Minutes Each)

- 1.

II) DIRECTOR REPORTS (Ten Minutes Each)

1. Lester Alford, TANF Director (written report)
2. Emma Lee Perez, Contract Compliance (written report)
3. Alan Merrill, Education Coordinator (written report)
4. Erin Hillman, KTHA Director (written report)
5. Laura Mayton, Chief Financial Officer (written report)
6. Karen Derry, KCDC Operations Manager (written report)
7. Leaf Hillman, DNR Director (written report)

8. Scott Quinn, Director of Land Management (written report)
9. Sandi Tripp, Director of Transportation (written report)
10. Bari Talley, People's Center Coordinator
11. Daniel Goodwin, Maintenance Supervisor
12. April Attebury, Judicial Systems Administrator
13. Dora Bernal, HR Director
14. Fatima Abbas, General Counsel
15. Dion Wood, TERO/Childcare Director

K) REQUESTS (Five Minutes Each)

- 1.

M) PHONE VOTES (Five Minutes Each)

1. Request approval to pay for the State Water Resource Board permit fee; \$1,279 from discretionary. Passed.
2. Request approval of resolution 15-R-144 ratifying KTHA to enter into the LIHTC project. Passed.
3. Request approval of resolution 15-R-143 opening arbitration ordinance which sets forth procedures for enforcing arbitration judgments in Tribal Court. Passed
4. Request approval of resolution 15-R-142 opening Tribal Court to limited Civil Actions. Passed.
5. Request approval on pay periods/prorates for elected Council Members. Will pay actual days worked. Passed.
6. Request approval of modification (1) to contract 16-C-068 between the Karuk tribe and TRB & Associates. Passed.
7. Request approval of modification (2) to contract 16-C-125 between the Karuk Tribe and Akana. Passed.
8. Request approval of modification (1) to contract 16-C-124 between the Karuk Tribe and Wright Hotel Development. Passed.
9. Request approval of the Broadband Technician position description. Passed.
10. Request approval to maintain Plan A with Stephanie Dolan providing representation. Passed.

M) INFORMATIONAL (Five Minutes Each)

- 1.

N) COMMITTEE REPORTS (Five Minutes Each)

- 1.

OO) CLOSED SESSION (Five Minutes Each)

1. Enrollment (dinner break)
2. Elaine Randolph
3. Laura Mayton
4. Fatima Abbas
5. Barbara Snider
6. Tribal Council Members

P) SET DATE FOR NEXT MEETING (January 28, 2015 at 3PM, Yreka, CA)

R) ADJOURN

**Karuk Tribe – Council Meeting
November 19, 2015 – Meeting Minutes**

Meeting called to order at 3pm, by Chairman, Russell “Buster” Attebery

Present:

Russell “Buster” Attebery, Chairman
Joseph “Jody” Waddell, Secretary/Treasurer
Arch Super, Member at Large (late)
Alvis “Bud” Johnson, Member at Large
Renee Stauffer, Member at Large
Charron “Sonny” Davis, Member at Large
Josh Saxon, Member at Large

Absent:

Elsa Goodwin, Member at Large (excused)
Robert Super, Vice-Chairman (excused)

Sonny Davis completed a prayer and Josh Saxon read the Mission Statement.

Election Committee:

Election Committee members are present to announce the election being final and the announcement of the Election results. Michael Thom, Renee Stauffer and Russell Attebery were present to take their office. Buster thanked the Election Committee for their hard work and dedication.

Russell Attebery first read his oath of office and was seated as the Chairman of the Karuk Tribe.

Arch Super arrived at 3:06PM

Buster provided a state of the Karuk Tribe address affirming that the casino project is moving forward. The Broadband project is moving along and the overall financial health of the Tribe is good.

Michael Thom then read his oath of office, taking his elected seat as the elected Secretary/Treasurer.

Jody thanked the Council for being so easy to work with and their support. Jody received a parting gift and a certificate of appreciation for his service on the Tribal Council.

Michael took the opportunity to thank the Membership for their votes. He carries a lot of experience and knowledge to represent the Karuk Tribe.

Renee Stauffer then took her oath of office as the elected Member at Large, Orleans District.

Consent Calendar:

Josh Saxon moved and Renee Stauffer seconded to approve the consent calendar, 6 haa, 0 puuhara, 0 pupitihara.

Agenda:

Renee Stauffer moved and Sonny Davis seconded to approve the agenda, 6 haa, 0 puuhara, 0 pupitihara.

Minutes of October 22, 2105:

Arch Super moved and Renee Stauffer seconded to approve the minutes of October 22, 2015, 5 haa, 0 puuhara, 1 pupitihara (Michael Thom).

Guests:

1) Eric Cutright, IT Director:

Eric is present to seek approval of his action items. He is present to seek approval of agreement 16-A—011 with American Registry for Internet Numbers (ARIN). The agreement will allow the Aan Chuuphan to allow use in multiple locations for internet and provide redundancy for the customers. Eric commented that a waiver of sovereign immunity is not attached and the agreement has language subjecting the Tribe to suit.

The agreement automatically approves after one year but the service fee is one time.

Renee Stauffer moved and Arch Super seconded to approve agreement 16-A-011, 6 haa, 0 puuhara, 0 pupitihara.

Eric welcomed Michael Thom back and asked that the Council review the new website.

2) Raul Recarey, Health CEO:

Raul is present to seek approval of a requirement regarding health employees to be immunized for Flu, Rubeolla, Hepatis B, and other CDC recommended vaccines.

Raul noted that the text that will be added to the health and human services department employees' position description has begun to be implemented. Raul noted that this is not enforcing employees to get the shots, but it does require employees to agree to the policy. Laura Mayton asked about the existing employees, and Raul noted that they will fall under the same policy.

Josh asked for time to consult with key staff and HR regarding this new mandate.

Raul then presented a revised position description for TeleHealth coordinator position.

Consensus: table the TeleHealth coordinator position description.

He then announced that a project manager has been selected. His first project is the Electronic Health Record conversion. He noted that this should have started months ago. He would like to seek Fatima to be assigned to review the legalities of switching to this option. Raul explained the concept of moving toward EHR and the mandate to move toward paperless systems.

Josh explained that the process to seek permission for Fatima is through the Chairman and/or the Vice-Chairman. If they feel that the legal counsel is needed, then he could just go to them in the future.

Josh Saxon moved and Renee Stauffer seconded to approve assigning Fatima to work on the EHR/Data project, 6 haa, 0 puuhara, 0 pupitihara.

3) Stacy, Community Member:

Stacy is present to seek approval use of the gym and/or the High School. She would like to seek the Council's approval of insurance for the High School if the gym is not available. It will be drug and alcohol free events for all families to come together to share their medicine. They will be encouraged to share their stories, songs, medicine, or traditional knowledge. Buster believes

that this may be a good idea moving forward. Buster asked if she has thought of tying this to a fundraising group. She noted that the community is going to be asked to bring non-alcoholic drinks and snacks to the events. She will be hosting the events.

Consensus: to table the request to closed session to discuss it further.

Director Reports:

1.) Daniel Goodwin, Maintenance Supervisor:

Daniel does not have a report but he provided a verbal report. He noted that the Yreka TANF office needs to be finalized. The house in Somes Bar has not received any feedback since the request was made. Daniel noted that the maintenance shop has been being worked on and it continues to be a project. It is nearing completion.

A request was made for the lighting on the fleet of cars. He is working on that and they will continue the install for the cameras to pick up a clear picture.

They are working on replacing all the lighting around the sidewalks. They are an ongoing issue for years, and they burn out quite often. They are attempting to convert everything to LED lights. The other lights are putting off too much heat which is damaging the plastic around them. They are working on replacing these to reduce the hazard to the light fixtures.

Sonny asked about the safety of the employees. Daniel commented that yes, he is the supervisor and they try to practice being as safe as they can. Wearing hardhats on construction jobs with no overhead work is not usual practice, but he can enforce that, if the Council determines they want hard hats at all times. There are a lot of things that can be done without a hardhat. Sonny believes that there should be no issues in wearing a hardhat. Arch commented that the hardhats aren't required all the time, but when there is overhead work, they need to be worn.

Renee asked why there was an incident with the crew if they have safety meetings every Friday. Daniel commented that that is the million dollar question. They do wear them now and are taking steps to use safety gear while working on Tribal jobs.

Josh Saxon moved and Bud Johnson seconded to approve Daniel's verbal report, 6 haa, 0 puuhara, 0 pupitihara.

2.) April Attebury, Tribal Judicial Systems:

April and Tanya are present to provide updates to the Tribal Council. Yesterday, April attended a DA roundtable in Humboldt County. There is a planning meeting that is being formulated regarding a rehabilitation center and this is something that is being discussed with all three river tribes. April advised that the Karuk Tribe and the Yurok Tribe have different concepts about rehabilitation services than the Hoopa Tribe. She would appreciate some Council support of the concept and be at the meeting scheduled for December 1-2, 2015.

The training at Blue Lake regarding the coalition took place. There were some attendees from the County, and with this training, they have adapted to creating their own taskforce. They are going to work toward training on domestic violence and with local partners, this is exciting news.

She will work with CILS on putting on PL280 training. Josh asked to keep Fatima in the loop regarding the correspondence and trainings.

Tanya announced that in October there was the third annual candlelight vigil. She would like more attendance moving forward. Also, there was one done in Yreka with their partners. Teen dating violence awareness is coming up. Boys and girls groups have begun and there is staff providing outreach and prevention to the youth.

The new CTAS funding availability has been released and she will be working on that this coming. Josh commented that there is a huge increase for funding for tribal law enforcement, justice issues, and social services. There is a lot of funding around for this currently so possibly evaluating those options may be good.

Arch Super moved and Josh Saxon seconded to approve April's report, 6 haa, 0 puuhara, 0 pupitihara.

3) Dora Bernal, HR Director:

Dora is present to review her report. She has no action items but provided an update to the Council. The Tribe has just hired 8 new employees, 7 more interviews scheduled, and 13 postings still pending. The department is moving quickly to attempt to hire employees.

Renee Stauffer moved and Sonny Davis seconded to approve Dora's report, 6 haa, 0 puuhara, 0 pupitihara.

4) Lester Alford, TANF Director:

Lester is present to review his report. He has one action item. He has put in his reports about purchasing the KCDC bus. He would like to seek the Council's approval to purchase the bus.

Josh Saxon moved and Bud Johnson seconded to approve TANF to purchase the old KCDC bus, 6 haa, 0 puuhara, 0 pupitihara.

He then overviewed the data in his report. He commented that the LIAP award will be coming in shortly. General Assistance is in FY16. One change is that TWEP /GWEP will have no more funding.

Lester then reviewed the office space needs in Yreka. He would like to have TANF and Children and Family Services housed in their building but they will need to collaboratively work on this.

Lester reiterated that the Council Members attending the rehabilitation center concept with the Yurok and Hoopa Tribe will be most advantageous. The funding and the needs are there and a treatment center to serve the Native American population is desperately needed.

Arch Super moved and Bud Johnson seconded to approve Lester's report, 7 haa, 0 puuhara, 0 pupitihara.

5) Leaf Hillman, DNR Director:

Leaf is not present. Written report provided.

Renee Stauffer moved and Sonny Davis seconded to approve DNR's report, 6 haa, 0 puuhara, 0 pupitihara.

6) Scott Quinn, Director of Land Management:

Scott is present to review his report. He has no action items.

Arch requested a brief for the audience. Scott provided an update to the attendees. His items include land into trust applications that are pending and their status. The BIA has requested a survey on the White Mountain Project trust request.

Sonny asked about the Katimiin property trust application. Scott updated the Council on the low side of Katimiin and that application status.

Scott noted that KTHA and the Karuk Tribe will be evaluating paying fire protection fees for lands of the Tribe to the Happy Camp Fire District. A formal agreement is being developed and will be presented back.

Scott, Fatima and Laura have done a lot of work on the due diligence. Scott has scheduled a few people to attend the Beverly Manner property walk through for December 11th. In 2005 he offered the facility before renovations.

Scott explained the title insurance issue that is ongoing but workable.

Arch Super moved and Renee Stauffer seconded to approve Scott's report, 6 haa, 0 puuhara, 0 pupitihara.

7) Sandi Tripp, Transportation Department:

Not present, report provided.

Josh Saxon moved and Bud Johnson seconded to approve Sandi's report, 6 haa, 0 puuhara, 0 pupitihara.

8) Emma Lee Perez, Contract Compliance:

Emma Lee is present to seek approval of her action items. She first sought approval of contract 16-C-017 with Six Rivers Communication to install repeater systems at Ukonom, Slater Butte, Collins Baldy, and Gunsight.

Josh Saxon moved and Bud Johnson seconded to approve contract 16-C-017, 6 haa, 0 puuhara, 0 pupitihara.

She then sought approval of resolution 15-R-137 to accept CSD funding for FY16. Emma Lee discussed that these could have been consent calendar items but she hesitated to do that.

Arch Super moved and Josh Saxon seconded to approve resolution 15-R-137, 6 haa, 0 puuhara, 0 pupitihara.

She then sought approval of resolution 15-R-138 which is also CSD funding which includes a pass through of funding.

Josh Saxon moved Bud Johnson seconded to approve resolution 15-R-138, 6 haa, 0 puuhara, 0 pupitihara.

She provided the calculations of the agreements, contracts, and RFPs that are flying. She encouraged persons to apply to those opportunities and share with others who may be interested.

Renee Stauffer moved and Arch Super seconded to approve Emma Lee's report, 6 haa, 0 puuhara, 0 pupitihara.

9) Dion Wood, TERO/Childcare Director:

Dion is present to review his report. He congratulated the newly elected Council Members. He has one action item. He would like to seek approval of two non-employee TERO Commissioners attend training.

Arch Super moved and Michael Thom seconded to approve travel for Lavon Kent and Debbie Whitman to Last Vegas NV., 6 haa, 0 puuhara, 0 pupitihara.

He did invite Fatima but she is unable to attend at this time. Josh asked about TERO's strategic planning that he has read about. Dion noted that they are doing a strategic planning and incorporate EEOC information/training with that retreat. Dion noted that the Tribe is working on partnering with EEOC to better understand the due process, training, investigations and hearings. Josh noted that in Indian Country the labor issues moving forward, EEOC is seen as the enemy. Josh reminds Dion to have a separation with the Tribes policies, WPA and EEOC. Arch commented that EEOC can take control if the Tribe fails to provide processes for discrimination complaints. A meeting with NorCal and TERO to iron out employees on "near" tribal lands and awarding contracts in recognition of TERO near property is being planned.

Cultural Monitor training is going to be held December 14-15, 2015. TERO will be providing assistance to the training. He is also having food handler's certificate training.

Dion thanked the Chairman for allowing Dion to submit five pages of testimony regarding ACF and childcare funding. For the State Association on Tribal Childcare Standards will be meeting to hopefully adopt the standards that Tribes may implement.

Locally, he is reconfiguring where to cover communications with early childhood events and meetings in the County.

Michael asked about the childcare budget. Dion noted that the funding carryover allowed him to project spending each year. Arch commented that he is attending the ACF consultation and he is available to take information from Childcare to that forum if Dion has any further needs.

Arch Super moved and Renee Stauffer seconded to approve Dion's report, 6 haa, 0 puuhara, 0 pupitihara.

10) Erin Hillman, KTHA ED Director:

Erin is present to review her report. She asked Buster how the KTHA meetings were in DC. Buster commented that before budget meetings he and staff met with NAHASDA and elected officials regarding the reauthorization of funding.

Erin reiterated that there are concerns from both State and Federal funding. Erin would like to meet with Buster for signatures and to finalize the settlement agreement.

Yesterday there was a conference call for the negotiated rule making. Michael was formally seated to that Committee. She will work on briefing him. Erin went on to review the census data and other Tribes discussion on opposing the numbers calculation. The Tribes provided comments on the preamble.

Fatima continues to work on the Tribal side of the LITECH project. On the KTHA side, they continue to work on their documents. It is difficult to keep up with the project but it continues to move forward.

At the quarterly meeting the Council and the Tribe have discussed revisions to policies such as pet policy, foster home points system, and new scheduling for the Wellness Center. Erin discussed the flooring options for padding for the gym. They found a thrifty and safe fix for the cushion at the wellness center. The trust application RFP's are being evaluated.

Erin noted that the damage in Orleans has flourished a person and the money will be provided to fix the repairs. Erin will be turning it into law enforcement.

Arch Super moved and Renee Stauffer seconded to approve Erin's report, 6 haa, 0 puuhara, 0 pupitihara.

11) Laura Mayton, CFO:

Laura is present to review her report. She updated the Council on the due diligence for the casino project that is moving forward. She, Scott and Fatima have been working on this for some time. There needs to be a Federal ID number for the Tribe, and they need to think of a name. A draft resolution has been prepared and will need to be approved in the very near future. Laura advised that she can apply for the Federal ID number. ROI or Porch Creek may be able to assist. Scott recommends identifying three options and sending them to the marketing agencies.

She announced that the Tribe did settle the indirect cost shortfall in the amount of \$800,000 with interest. A settlement from the BIA is coming as well, which is 2.2 million.

The sale of the excess vehicles was done along with water tanks. There are a few that haven't sold so they will add them to the list items stored at Oak Knoll.

The indirect cost rate has been signed. Audit field work is scheduled and includes the Tribe, KCDC, and KTHA. She commented that it is important to turn in items to be coded to the correct fiscal year.

Josh Saxon moved and Bud Johnson seconded to approve Laura's report, 6 haa, 0 puuhara, 0 pupitihara.

12) Bari Talley, People's Center Coordinator:

Bari is present to review her report. She announced there will be a 10% off sale at the People's Center right after Thanksgiving. One display will be at the DNR facility and one at the People's Center. The A for Acorn book signing was held. She would like to get some digitization and recording of the groups that gather to provide story telling.

Committee Meeting was held November 5th for the Sipnuuk digital library. They are attempting to plan for a launch of the Sipnuuk digital library website.

Bari will be working with Alan and TANF on collaborating on the Cultural Resource Fund. Alan is available and willing to meet toward this.

Bari mentioned that she had a flat tire on her way back from the A is for Acorn book signing. She commented that she got the tire changed but there was no flashlight, no blanket and no emergency gear in the vehicle.

Josh Saxon moved and Renee Stauffer seconded to approve Bari's report, 6 haa, 0 puuhara, 0 pupitihara.

13) Alan Merrill, Education Coordinator:

Alan is present to review his report. Alan discussed his ongoing discussions with Mr. Van Ert principal of the HCHS. Alan went on to note that he is available to open up and hold harassment and bullying training at the schools or perhaps coordinate some training. Alan has been working with other groups on information on which the students are seeing. Karen reiterated that the youth that is seen by her staff is to remain confidential, so if he is obtaining information regarding youth, she hopes that that is understood.

A group of students went to HSU on the 5th and a group went to Sacramento State on the 9th. He would like to have those trips planned a little more efficiently in the future.

Last night there was an educational night event. There were only about 17 persons who showed up. He was happy with the 17 though because they were a good group of collaborators.

He went on to overview his report updating the Council on tutoring services. It was noted that tutoring is provided for students K-12.

His desire to assist Native American youth in finding their identity. Children with too much homework is overloading the youth and the parents brought that forward as an item to assist with and discuss.

December 2nd is a youth council meeting in Yreka. This was set up to allow for notification of the students, time set up, and space for the meeting.

Arch Super moved and Renee Stauffer seconded to approve Alan's report, 6 haa, 0 puuhara, 0 pupitihara.

14) Fatima Abbas, General Counsel:

Fatima is present to review her report. She does not have a written report because she has been busy working on two due diligences in the past week.

She first sought approval of resolution 15-R-142 for the Tribal Court program. It is going to be governed by an arbitration enforcement process. This is a huge advancement for Tribal sovereignty. This would be mortgage and enforcement. Fatima commented that this dealt with the constitution being changed back in 2005.

Josh Saxon moved and Renee Stauffer seconded to approve resolution 15-R-142, 6 haa, 0 puuhara, 0 pupitihara.

She then sought approval of resolution 15-R-143 to adopt an arbitration ordinance. Once the decision is made by the arbitrator, then the enforcement needs to be submitted to Tribal Court, which sets for the due process.

Josh Saxon moved and Renee Stauffer seconded to approve resolution 15-R-143 arbitration ordinance, 6 haa, 0 puuhara, 0 pupitihara.

She then sought approval of an agreement for a provision of legal library services. She noted that most case law is accessible through online libraries. This provides for journal articles, statutes, and case laws. She would like to receive the services of West Law. It is sole source, \$11,372 for two years.

Renee Stauffer moved and Michael Thom seconded to approve agreement 16-A-014, 6 haa, 0 puuhara, 0 pupitihara.

15) Karen Derry, KCDC

Karen is present to review her report. Amkuuf is being staffed and there is another 16 hour position that is being flown at this time.

The Computer Centers are doing well. She has spoken with Lester Alford on the Orleans Computer Center, which he would like to assume that site. Josh asked what the timeline for review is. Karen commented that Lester and Karen will have it resolved within two weeks. She noted that KCDC is willing to let the equipment go and the operations of the Orleans Computer Center, because it is old, and serves the intent of TANF. The Happy Camp Computer Center in Happy Camp is being run from discretionary funding at this time.

Head Start was going to recognize Donna Goodwin-Sanchez for her years of services but that will be done at a later time. She did comment that Donna has worked for the Head Start program for several years and she would like to acknowledge that accomplishment and milestone.

The playground was complete but they are requesting assistance from the Karuk Tribe in paying for equipment install and playground equipment. Karen noted that the playground equipment was a one-time funding but no one accounted for the installation, which was a substantial cost to KCDC.

Donna Goodwin-Sanchez is really on top of covering Head Start. She is a little nervous but she is doing a really good job.

NVYS was submitted and will be a five year cycle.

They submitted feasibility RFP for a "C store" in Yreka.

Energy and biomass is continuing. A position description request to approve is to change the Economic Developer/Operations Manager to CEO. She commented that it is the only change in the position description.

She noted that awhile back the Head Start Director presented policy changes that were needed, but she will get those documents back to the Council.

The Head Start grant was submitted onetime but they want more information, so they will be following up on providing the information as needed.

Josh Saxon moved and Bud Johnson seconded to approve Karen's verbal report, 6 haa, 0 puuhara, 0 pupitihara.

Phone Votes:

1. Request \$1,020 for the People's Center budget to pay honorariums. Did not pass.
2. Request approval to continue complaint under investigative stage. Passed.

3. Request approval of resolution 15-R-134 N7 grant proposal. Passed.
4. Request approval to offer Planning Director position after screening determined one qualified applicant. Passed.

Closed Session:

Josh Saxon moved and Bud Johnson seconded to approve agreement 16-A-013 with TDR, 6 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Bud Johnson seconded to approve resolution 15-R-128, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and 15-R-129 and Sonny Davis seconded to approve, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to approve resolution 15-R-139, 6 haa, 0 puuhara, 0 pupitihara (Michael requested to have something in writing from the ICWA Committee stating that they recommend the removal).

Arch Super moved and Renee Stauffer seconded to approve resolution 15-R-140, 6 haa, 0 puuhara, 0 pupitihara.

Josh Saxon moved and Bud Johnson seconded to approve resolution 15-R-141, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: to evaluate options with Earl Crosby for trailer removal.

Consensus: IT person will be sought, Planning Director will be removed at this time, Self-Governance interviews will be held ASAP.

Renee Stauffer moved and Arch Super seconded to designate Josh Saxon as owners legally responsible person LLRP, 5 haa, 0 puuhara, 1 pupitihara (Josh Saxon).

Josh Saxon moved and Renee Stauffer seconded to rescind the prior motion to withdraw the objection and stay in court, 5 haa, 0 puuhara, 1 pupitihara (Michael Thom).

Josh Saxon moved and Michael Thom seconded to seat Verna Reece as the Tribes delegate and Renee Stauffer as the alternate to NCIDC, 5 haa, 0 puuhara, 1 pupitihara (Renee Stauffer).

Arch Super moved and Renee Stauffer seconded to approve CRIHB appointment for Michael Thom, 5 haa, 0 puuhara, 1 pupitihara (Michael Thom).

Employee drawing: Bridgette Koons

Informational: Michael Thom would recommend getting information to the Membership on the settlements.

Josh Saxon moved and Arch Super seconded to approve the updated Medical Assistant/TeleHealth Coordinator, 5 haa, 0 puuhara, 0 puuhara (Renee Stauffer).

Michael Thom moved and Renee Stauffer seconded to approve 16-M-002, 6 haa, 0 puuhara, 0 pupitihara.

Renee Stauffer moved and Arch Super seconded to allow the cost of the HC District Meeting not to exceed \$150, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Renee Stauffer seconded to allow Jody to purchase his tablet for \$100, 6 haa, 0 puuhara, 0 pupitihara.

Arch Super moved and Sonny Davis seconded to approve compensation to the Secretary/Treasurer, \$1,000 for this pay period, 5 haa, 0 puuhara, 1 pupitihara (Michael Thom).

Next Meeting: December 17, 2015 at 3pm in Orleans.

Arch Super moved and Renee Stauffer seconded to adjourn at 9:09pm, 6 haa, 0 puuhara, 0 pupitihara.

Respectfully Submitted,

Russell “Buster” Attebery, Chairman

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

Karuk Tribe Consent Calendar Tribal Council Meeting – December 17th, 2015

Health: Contract Modification

- Requesting approval of modification #5 to contract 11-C-035 with Neans Cleaning. Extension of time for Neans Cleaning at the Yreka Medical Clinic.

Health: Agreement to Enroll Provider in Medicare

- Requesting approval of Agreement 16-A-016 with Noridian Medicare. This is to enroll R. Flowers, FNP for enrollment in Medicare with the Karuk Tribe, Orleans, HC, and Yreka Clinic. *separate enrollment packets are needed for each clinic and the organization, so I used one agreement # and labeled them 1 of 4, 2 of 4, etc.

Natural Resources: Contract Modification

- Requesting approval of modification #3 to contract 14-C-086 with Biostream Environmental. One year extension of time for treatment analysis for the Scott River.
- Requesting approval of modification #1 to contract 14-C-088 with ICF Jones and Stokes to continue software support for Scott River EDT modeling analysis. Three month extension.

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Karuk Tribe Consent Calendar
Tribal Council Meeting – December 17th, 2015**Health: Contract Modification**

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Natural Resources: Contract Modification

- Requesting approval of modification #3 to contract 14-C-086 with Biostream Environmental. One year extension of time for treatment analysis for the Scott River.
- Requesting approval of modification #1 to contract 14-C-088 with ICF Jones and Stokes to continue software support for Scott River EDT modeling analysis. Three month extension.

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Fax: (530) 493-5270

Karuk Tribe



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Happy Camp, CA 96039
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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 CONTRACT/ MOU/ AGREEMENT

Check One: **Contract**
 MOU
 Agreement
 Amendment

Karuk Tribe Number Assigned: SNIC-0550 11-C-035 #5
Funder/Agency Assigned: ~~MAHOGAN~~
Prior Amendment: M.C.035

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

Requestor: Annie Smith Date: December 7, 2015

Department/Program: Yreka Medical Clinic

Name of Contractor or Parties: Nean's Cleaning

Effective Dates (From/To): March 1, 2016 February 28, 2017

Amount of Original:
Amount of Modification:
Total Amount: \$2,238.00/month; \$26,856.00/year

Funding Source: ~~3900 E~~ 3900 E, 2130-56 3RD PARTY & SOCIAL SERVICES

Special Conditions/Terms:
One year extension of current Yreka Medical Clinic contract with a firm owned by a Karuk Tribal Member. The firm provides excellent service, is licensed, bonded and insured. Nean's Cleaning has requested no increase in the fee for service provided.

Brief Description of Purpose:

Need to be brief but specific. If an amendment reference the prior background.

** REQUIRED SIGNATURES **

Annie Smith
Requestor

12-7-2015
Date

Laura Mayton
**Chief Financial Officer

12-9-15
Date

Muhammad Perez
**Director, Administrative Programs & Compliance

12/9/15
Date

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

Other _____ Date _____

Modification #5

Original Contract 11-C-035

Karuk Tribe number assigned 15-C-058

Between the Karuk Tribe and Nean's Cleaning

This modification shall extend the term of Contract 11-C-035 beyond the current expiration date of 2/28/2016 to 2/28/2017, due to the uniformly excellent service and no request for an increase in the contract cost. This modification always acknowledges the new TERO rate of 2%.

All provisions of the original contract shall remain in effect without change.

Contractor

Cindy Hayes

 12-7-15

Karuk Tribe

Russell Attebery, Chairman

Nean's Cleaning
806 Hillcrest Dr.
Yreka, CA 96097

Statement of Qualifications:

My name is Cindy Hayes. I was born and raised in Siskiyou County. I have been a Siskiyou county resident all of my life. I am a member of the Karuk Tribe.

My qualifications are as follows, I am Licensed Bonded and Insured. I have been in the cleaning business for many years. I worked in house keeping at the Beverly Manner in Yreka for approx. 2 years. Some of my more recent customers are the Rex club a commercial building for the past 4 years, Yreka auto parts another commercial building, and Hunt Accounting. I have experience in cleaning numerous private residence around the Yreka area.

My References:

Rex Club 111 S. Main St. Yreka Bruce Piece (530)598-1083
Yreka Auto Parts 232 N. Main St. Yreka Eric Peters (530)340-3214
Hunt Accounting 202 N. Oregon St Yreka Carmel Hunt (530)842-4700

Cindy M Hayes
12/7/2015

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: 10-A-010 1 of 4
 MOU
 Agreement Funder/Agency Assigned: n/a
 Amendment Prior Amendment: _____

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

Requestor: Suzanna Hardenburger Date: December 7, 2015

Department/Program: HEALTH

Name of Contractor or Parties: NORIDIAN MEDICARE

Effective Dates (From/To): DATE OF ACCEPTANCE REVALIDATE EVERY 5 YRS

Amount of Original: NA

Amount of Modification: NA

Total Amount: _____

Funding Source: NA

Special Conditions/Terms:

NA

Brief Description of Purpose:

MEDICARE ENROLLMENT FOR REGINA FLOWERS, FNP UNDER KARUK TRIBE

** REQUIRED SIGNATURES **

Requestor: Suzanna Hardenburger Date: 12-7-2015

**Chief Financial Officer: Laura Mayton Date: 12-10-15

**Director, Administrative Programs & Compliance: Rebecca Jones Date: 12/10/15

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

Other: _____ Date: _____

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: 10-A-010 2 of 4
 MOU
 Agreement Funder/Agency Assigned: n/a
 Amendment Prior Amendment: _____

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

Requestor: Suzanna Hardenburger Date: December 7, 2015

Department/Program: HEALTH

Name of Contractor or Parties: NORIDIAN MEDICARE

Effective Dates (From/To): DATE OF ACCEPTANCE REVALIDATE EVERY 5 YRS

Amount of Original: NA

Amount of Modification: NA

Total Amount: _____

Funding Source: NA

Special Conditions/Terms:

NA

Brief Description of Purpose:

MEDICARE ENROLLMENT FOR REGINA FLOWERS, FNP HAPPY CAMP

** REQUIRED SIGNATURES **

Requestor: Suzanna Hardenburger Date: 12-7-2015

**Chief Financial Officer: Laura Mayton Date: 12-10-15

**Director, Administrative Programs & Compliance: Dwaine Perez Date: 12/10/15

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

Other _____ Date _____

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract
 MOU
 Agreement
 Amendment

Karuk Tribe Number Assigned: 1U-A-01U 3 of 4
Funder/Agency Assigned: n/a
Prior Amendment: _____

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

Requestor: Suzanna Hardenburger Date: December 7, 2015

Department/Program: HEALTH

Name of Contractor or Parties: NORIDIAN MEDICARE

Effective Dates (From/To): DATE OF ACCEPTANCE REVALIDATE EVERY 5 YRS

Amount of Original: NA

Amount of Modification: NA

Total Amount: _____

Funding Source: NA

Special Conditions/Terms:
NA

Brief Description of Purpose:
MEDICARE ENROLLMENT FOR REGINA FLOWERS, FNP YREKA

** REQUIRED SIGNATURES **

Requestor: Suzanna Hardenburger Date: 12-7-2015

**Chief Financial Officer: Laura Mayton Date: 12-10-15

**Director, Administrative Programs & Compliance: Quall Jones Date: 12/10/15

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

Other: _____ Date: _____

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REQUEST FOR CONTRACT/ MOU/ AGREEMENT

Check One: Contract
 MOU
 Agreement
 Amendment

Karuk Tribe Number Assigned: 1U-A-0110 4 of 4

Funder/Agency Assigned: n/a

Prior Amendment: _____

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

Requestor: Suzanna Hardenburger Date: December 7, 2015

Department/Program: HEALTH

Name of Contractor or Parties: NORIDIAN MEDICARE

Effective Dates (From/To): DATE OF ACCEPTANCE REVALIDATE EVERY 5 YRS

Amount of Original: NA

Amount of Modification: NA

Total Amount: _____

Funding Source: NA

Special Conditions/Terms:

NA

Brief Description of Purpose:

MEDICARE ENROLLMENT FOR REGINA FLOWERS, FNP ORLEANS

** REQUIRED SIGNATURES **

Requestor Suzanna Hardenburger

12-7-2015
Date

**Chief Financial Officer Laura Mayton

12-10-15
Date

**Director, Administrative Programs & Compliance Qualee Beres

12/10/15
Date

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

Date

Other _____

Date



MEDICARE ENROLLMENT APPLICATION

PHYSICIANS AND
NON-PHYSICIAN PRACTITIONERS

CMS-855I

SEE PAGE 1 TO DETERMINE IF YOU ARE COMPLETING THE CORRECT APPLICATION.

SEE PAGE 2 FOR INFORMATION ON WHERE TO MAIL THIS APPLICATION.

SEE PAGE 26 TO FIND THE LIST OF THE SUPPORTING DOCUMENTATION
THAT MUST BE SUBMITTED WITH THIS APPLICATION.



WHO SHOULD COMPLETE THIS APPLICATION

Physicians and non-physician practitioners can apply for enrollment in the Medicare program or make a change in their enrollment information using either:

- The Internet-based Provider Enrollment, Chain and Ownership System (PECOS), or
- The paper enrollment application process (e.g., CMS 855I).

For additional information regarding the Medicare enrollment process, including Internet-based PECOS, go to <http://www.cms.gov/MedicareProviderSupEnroll/>.

Physicians and non-physician practitioners who are enrolled in the Medicare program, but have not submitted the CMS 855I since 2003, are required to submit a Medicare enrollment application (i.e., Internet-based PECOS or the CMS 855I) as an initial application when reporting a change for the first time.

All physicians, as well as all non-physician practitioners listed below, must complete this application to initiate the enrollment process:

Anesthesiology Assistant	Mass immunization roster biller	Psychologist, Clinical
Audiologist	Nurse practitioner	Psychologist billing
Certified nurse midwife	Occupational therapist in	independently
Certified registered nurse anesthetist	private practice	Registered Dietitian or
Clinical nurse specialist	Physical therapist in	Nutrition Professional
Clinical social worker	private practice	Speech Language Pathologist
	Physician assistant	

If your supplier type is not listed above, contact your designated fee-for-service contractor before you submit this application.

Complete this application if you are an individual practitioner who plans to bill Medicare and you are:

- An individual practitioner who will provide services in a private setting.
- An individual practitioner who will provide services in a group setting. If you plan to render all of your services in a group setting, you will complete Sections 1-4 and skip to Sections 14 through 17 of this application.
- Currently enrolled with a Medicare fee-for-service contractor but need to enroll in another fee-for-service contractor's jurisdiction (e.g., you have opened a practice location in a geographic territory serviced by another Medicare fee-for-service contractor).
- Currently enrolled in Medicare and need to make changes to your enrollment information (e.g., you have added or changed a practice location).
- An individual who has formed a professional corporation, professional association, limited liability company, etc., of which you are the sole owner.

If you provide services in a group/organization setting, you will also need to complete a separate application, the CMS-855R, to reassign your benefits to each organization. If you terminate your association with an organization, use the CMS-855R to submit that change.

BILLING NUMBER INFORMATION

The National Provider Identifier (NPI) is the standard unique health identifier for health care providers and is assigned by the National Plan and Provider Enumeration System (NPPES). **As a Medicare healthcare supplier, you must obtain an NPI prior to enrolling in Medicare or before submitting a change to your existing Medicare enrollment information.** Applying for the NPI is a process separate from Medicare enrollment. To obtain an NPI, you may apply online at <https://NPPES.cms.gov>. For more information about NPI enumeration, visit www.cms.gov/NationalProvIdentStand.

The Medicare Identification Number, often referred to as a Provider Transaction Access Number (PTAN) or Medicare Legacy Number, is a generic term for any number other than the NPI that is used to identify a Medicare supplier.

INSTRUCTIONS FOR COMPLETING AND SUBMITTING THIS APPLICATION

Type or print all information so that it is legible. Do not use pencil.

- Report additional information within a section by copying and completing that section for each additional entry.
- Attach all required supporting documentation.
- Keep a copy of your completed Medicare enrollment package for your own records.
- Send the completed application with original signatures and all required documentation to your designated fee-for-service contractor.

AVOID DELAYS IN YOUR ENROLLMENT

To avoid delays in the enrollment process, you should:

- Complete all required sections.
- Ensure that the correspondence address shown in Section 2 is the supplier's address.
- Enter your NPI in the applicable sections.
- Enter all applicable dates.
- Send the completed application with all supporting documentation to your designated fee-for-service contractor.

ADDITIONAL INFORMATION

For additional information regarding the Medicare enrollment process, visit www.cms.gov/MedicareProviderSupEnroll.

The fee-for-service contractor may request, at any time during the enrollment process, documentation to support and validate information reported on the application. You are responsible for providing this documentation in a timely manner.

Certain information you provide on this form is protected under 5 U.S.C. Section 552(b)(4) and/or (b)(6), respectively. For more information, see the last page of this application to read the Privacy Act Statement.

MAIL YOUR APPLICATION

The Medicare fee-for-service contractor (also referred to as a carrier or a Medicare administrative contractor) that services your State is responsible for processing your enrollment application. To locate the mailing address for your fee-for-service contractor, go to www.cms.gov/MedicareProviderSupEnroll.

SECTION 1: BASIC INFORMATION

A. Check one box and complete the required sections.

Since physician assistants do not complete Section 4, all physician assistants must furnish their Medicare Identification Number (if issued) and their NPI here:

Medicare Identification Number(s): _____ NPI: _____

If you are reassigning all of your Medicare benefits per section 4B1 of this application, furnish your Medicare Identification Number (if issued) and your individual (Type 1) NPI here:

Medicare Identification Number(s): _____ NPI: 1679996896

REASON FOR APPLICATION	BILLING NUMBER INFORMATION	REQUIRED SECTIONS
<input type="checkbox"/> You are a new enrollee in Medicare	Enter your Medicare Identification Number (<i>if issued</i>) and the NPI you would like to link to this number in Section 4.	Complete all applicable sections
<input checked="" type="checkbox"/> You are enrolling with another fee-for-service contractor	Enter your Medicare Identification Number (<i>if issued</i>) and the NPI you would like to link to this number in Section 4.	Complete all applicable sections
<input type="checkbox"/> You are reactivating your Medicare enrollment	Enter your Medicare Identification Number (<i>if issued</i>) and the NPI you would like to link to this number in Section 4.	Complete all applicable sections
<input type="checkbox"/> You are voluntarily terminating your Medicare enrollment	Effective Date of Termination:	Sections 1A, 13 and 15 Physician Assistants must complete Sections 1A, 2F, 13 and 15 Employers terminating Physician Assistants must complete Sections 1A, 2G, 13 and 15
	Medicare Identification Number(s) to Terminate (<i>if issued</i>):	
	National Provider Identifier (<i>if issued</i>):	
<input type="checkbox"/> You are changing your Medicare information	Medicare Identification Number (<i>if issued</i>):	Go to Section 1B
	NPI:	
<input type="checkbox"/> You are revalidating your Medicare enrollment	Enter your Medicare Identification Number (<i>if issued</i>) and the NPI you would like to link to this number in Section 4.	Complete all applicable sections

SECTION 2: IDENTIFYING INFORMATION

A. Personal Information: Your name, date of birth, and social security number must coincide with the information on your social security record.

First Name REGINA	Middle Initial N	Last Name FLOWERS	Jr., Sr., M.D., D.O., etc. F.N.P.
Other Name, First	Middle Initial	Last Name	Jr., Sr., M.D., D.O., etc.

Type of Other Name

Former or Maiden Name Professional Name Other (*Describe*): _____

Date of Birth (<i>mm/dd/yyyy</i>) 08/29/1968	State of Birth WISCONSIN	Country of Birth UNITED STATES
---	-----------------------------	-----------------------------------

Gender <input type="checkbox"/> Male <input checked="" type="checkbox"/> Female	Social Security Number 387801193
--	-------------------------------------

Medical or other Professional School (<i>Training Institution, if non-MD</i>) Grand Canyon University	Year of Graduation (<i>yyyy</i>) 2013	DEA Number (<i>if applicable</i>) MF3120146
--	--	--

License Information

License Not Applicable

License Number 5649-33	State Where Issued WI
---------------------------	--------------------------

Effective Date (<i>mm/dd/yyyy</i>) 01/22/2014	Expiration/Renewal Date (<i>mm/dd/yyyy</i>) 09/30/2016
--	---

Certification Information

Certification Not Applicable

Certification Number 2013019041	State Where Issued Texas
------------------------------------	-----------------------------

Effective Date (<i>mm/dd/yyyy</i>) 11/07/2013	Expiration/Renewal Date (<i>mm/dd/yyyy</i>) 11/06/2018
--	---

New Patient Status Information

Do you accept new Medicare patients? Yes No

B. Correspondence Address

Provide contact information for the person shown in Section 2A above. Once enrolled, the information provided below will be used by the fee-for-service contractor if it needs to contact you directly. This address cannot be a billing agency's address.

Mailing Address Line 1 (<i>Street Name and Number</i>) P O BOX 1016
--

Mailing Address Line 2 (<i>Suite, Room, etc.</i>)

City/Town HAPPY CAMP	State CA	ZIP Code + 4 96039-1016
-------------------------	-------------	----------------------------

Telephone Number (530) 493-1649	Fax Number (<i>if applicable</i>) (530) 493-1648	E-mail Address (<i>if applicable</i>) shardenburger@karuk.us
------------------------------------	---	---

SECTION 2: IDENTIFYING INFORMATION (Continued)

C. Resident/Fellow Status

1. Are you currently in an approved training program as:

a. A resident?

YES NO

b. In a fellowship program?

YES NO

• If NO, skip to Section 2D.

• If YES to either of the above questions, provide the name and address of the facility where you are a resident or fellow on the following lines:

2. Are the services that you render at the facility shown in Section 2C1 part of your requirements for graduation from a formal residency or fellowship program?

YES NO

Date of Completion:_____. If your completion date is prior to the beginning date for your practice in Section 4, skip to Section 2D.

3. Do you also render services at other facilities or practice locations?
IF YES, you must report these practice locations in Section 4.

YES NO

4. Are the services that you render in any of the practice locations you will be reporting in Section 4 part of your requirements for graduation from a residency or fellowship program?

YES NO

IF YES, has the teaching hospital reported in Section 2C1 above agreed to incur all or substantially all of the costs of training in the non-hospital facility.

YES NO

SECTION 2: IDENTIFYING INFORMATION (Continued)

D. 1. Physician Specialty

Designate your primary specialty and all secondary specialty(s) below using:

NA

P=Primary S=Secondary

You may select only one primary specialty. You may select multiple secondary specialties. A physician must meet all Federal and State requirements for the type of specialty(s) checked.

- | | | |
|--|--|---|
| <input type="checkbox"/> Addiction medicine | <input type="checkbox"/> Hematology/Oncology | <input type="checkbox"/> Palliative Care |
| <input type="checkbox"/> Allergy/Immunology | <input type="checkbox"/> Hospice | <input type="checkbox"/> Pathology |
| <input type="checkbox"/> Anesthesiology | <input type="checkbox"/> Infectious disease | <input type="checkbox"/> Pediatric medicine |
| <input type="checkbox"/> Cardiac Electrophysiology | <input type="checkbox"/> Internal medicine | <input type="checkbox"/> Peripheral vascular disease |
| <input type="checkbox"/> Cardiac surgery | <input type="checkbox"/> Interventional Pain Management | <input type="checkbox"/> Physical medicine and rehabilitation |
| <input type="checkbox"/> Cardiovascular disease (Cardiology) | <input type="checkbox"/> Interventional radiology | <input type="checkbox"/> Plastic and reconstructive surgery |
| <input type="checkbox"/> Chiropractic | <input type="checkbox"/> Maxillofacial surgery | <input type="checkbox"/> Podiatry |
| <input type="checkbox"/> Colorectal surgery (Proctology) | <input type="checkbox"/> Medical oncology | <input type="checkbox"/> Preventive medicine |
| <input type="checkbox"/> Critical care (Intensivists) | <input type="checkbox"/> Nephrology | <input type="checkbox"/> Psychiatry |
| <input type="checkbox"/> Dermatology | <input type="checkbox"/> Neurology | <input type="checkbox"/> Psychiatry (geriatric) |
| <input type="checkbox"/> Diagnostic radiology | <input type="checkbox"/> Neuropsychiatry | <input type="checkbox"/> Pulmonary disease |
| <input type="checkbox"/> Emergency medicine | <input type="checkbox"/> Neurosurgery | <input type="checkbox"/> Radiation oncology |
| <input type="checkbox"/> Endocrinology | <input type="checkbox"/> Nuclear medicine | <input type="checkbox"/> Rheumatology |
| <input type="checkbox"/> Family practice | <input type="checkbox"/> Obstetrics/Gynecology | <input type="checkbox"/> Sports Medicine |
| <input type="checkbox"/> Gastroenterology | <input type="checkbox"/> Ophthalmology | <input type="checkbox"/> Surgical oncology |
| <input type="checkbox"/> General practice | <input type="checkbox"/> Optometry | <input type="checkbox"/> Thoracic surgery |
| <input type="checkbox"/> General surgery | <input type="checkbox"/> Oral surgery (Dentist only) | <input type="checkbox"/> Urology |
| <input type="checkbox"/> Geriatric medicine | <input type="checkbox"/> Orthopedic surgery | <input type="checkbox"/> Vascular surgery |
| <input type="checkbox"/> Gynecological oncology | <input type="checkbox"/> Osteopathic Manipulative Medicine | <input type="checkbox"/> Undefined physician type |
| <input type="checkbox"/> Hand surgery | <input type="checkbox"/> Otolaryngology | (Specify): _____ |
| <input type="checkbox"/> Hematology | <input type="checkbox"/> Pain Management | |

SECTION 2: IDENTIFYING INFORMATION (Continued)

D. 2. Non-Physician Specialty

If you are a non-physician practitioner, check the appropriate box to indicate your specialty.

All non-physician practitioners must meet specific licensing, educational, and work experience requirements. If you need information concerning the specific requirements for your specialty, contact the Medicare fee-for-service contractor.

Check only one of the following: If you want to enroll as more than one non-physician specialty type, you must submit a separate CMS-855I application for each.

- Anesthesiology assistant
- Audiologist
- Certified nurse midwife
- Certified registered nurse anesthetist
- Clinical nurse specialist
- Clinical social worker
- Mass immunization roster biller
- Nurse practitioner
- Occupational therapist in private practice
- Physical therapist in private practice
- Physician assistant
- Psychologist, clinical
- Psychologist billing independently
- Registered dietitian or nutrition professional
- Speech Language Pathologist
- Undefined non-physician practitioner type (*Specify*):

SECTION 2: IDENTIFYING INFORMATION (Continued)

H. Clinical Psychologists

Do you hold a doctoral degree in psychology? YES NO

If YES, furnish the field of your psychology degree _____

Attach a copy of the degree with this application.

I. Psychologists Billing Independently

1. Do you render services of your own responsibility free from the administrative control of an employer such as a physician, institution, or agency? YES NO

2. Do you treat your own patients? YES NO

3. Do you have the right to bill directly, and to collect and retain the fee for your services? YES NO

4. Is this private practice located in an institution? YES NO

If YES to question 4 above, please answer questions "a" and "b" below.

a) If your private practice is located in an institution, is your office confined to a separately identified part of the facility that is used solely as your office and cannot be construed as extending throughout the entire institution? YES NO

b) If your private practice is located in an institution, are your services also rendered to patients from outside the institution or facility where your office is located? YES NO

J. Physical Therapists/Occupational Therapists in Private Practice (PT/OT)

The following questions only apply to your individual practice. They do not apply if you are reassigning all of your benefits to a group/organization.

1. Are all of your PT/OT services only rendered in the patients' homes? YES NO

2. Do you maintain private office space? YES NO

3. Do you own, lease, or rent your private office space? YES NO

4. Is this private office space used exclusively for your private practice? YES NO

5. Do you provide PT/OT services outside of your office and/or patients' homes? YES NO

If you respond YES to any of the questions 2–5 above, attach a copy of the lease agreement that gives you exclusive use of the facility for PT/OT services.

K. Nurse Practitioners and Certified Clinical Nurse Specialists

Are you an employee of a Medicare skilled nursing facility (SNF) or of another entity that has an agreement to provide nursing services to a SNF? YES NO

If yes, include the SNF's name and address.

Name _____

Street Address _____

City _____

State _____

Zip _____

SECTION 3: FINAL ADVERSE LEGAL ACTIONS/CONVICTIONS

This section captures information on final adverse legal actions, such as convictions, exclusions, revocations, and suspensions. All applicable final adverse actions must be reported, regardless of whether any records were expunged or any appeals are pending.

Convictions

1. The provider, supplier, or any owner of the provider or supplier was, within the last 10 years preceding enrollment or revalidation of enrollment, convicted of a Federal or State felony offense that CMS has determined to be detrimental to the best interests of the program and its beneficiaries. Offenses include:
 - Felony crimes against persons and other similar crimes for which the individual was convicted, including guilty pleas and adjudicated pre-trial diversions; financial crimes, such as extortion, embezzlement, income tax evasion, insurance fraud and other similar crimes for which the individual was convicted, including guilty pleas and adjudicated pre-trial diversions; any felony that placed the Medicare program or its beneficiaries at immediate risk (such as a malpractice suit that results in a conviction of criminal neglect or misconduct); and any felonies that would result in a mandatory exclusion under Section 1128(a) of the Social Security Act.
2. Any misdemeanor conviction, under Federal or State law, related to: (a) the delivery of an item or service under Medicare or a State health care program, or (b) the abuse or neglect of a patient in connection with the delivery of a health care item or service.
3. Any misdemeanor conviction, under Federal or State law, related to theft, fraud, embezzlement, breach of fiduciary duty, or other financial misconduct in connection with the delivery of a health care item or service.
4. Any felony or misdemeanor conviction, under Federal or State law, relating to the interference with or obstruction of any investigation into any criminal offense described in 42 C.F.R. Section 1001.101 or 1001.201.
5. Any felony or misdemeanor conviction, under Federal or State law, relating to the unlawful manufacture, distribution, prescription, or dispensing of a controlled substance.

Exclusions, Revocations, or Suspensions

1. Any revocation or suspension of a license to provide health care by any State licensing authority. This includes the surrender of such a license while a formal disciplinary proceeding was pending before a State licensing authority.
2. Any revocation or suspension of accreditation.
3. Any suspension or exclusion from participation in, or any sanction imposed by, a Federal or State health care program, or any debarment from participation in any Federal Executive Branch procurement or non-procurement program.
4. Any current Medicare payment suspension under any Medicare billing number.
5. Any Medicare revocation of any Medicare billing number.

SECTION 3: FINAL ADVERSE LEGAL ACTIONS/CONVICTIONS *(Continued)*

FINAL ADVERSE LEGAL ACTION HISTORY

1. Have you, under any current or former name or business identity, ever had a final adverse legal action listed on page 12 of this application imposed against you?

<input type="checkbox"/> YES—Continue Below <input checked="" type="checkbox"/> NO—Skip to Section 4
--

2. If yes, report each final adverse legal action, when it occurred, the Federal or State agency or the court/administrative body that imposed the action, and the resolution, if any.

Attach a copy of the final adverse legal action documentation and resolution.

FINAL ADVERSE LEGAL ACTION	DATE	TAKEN BY	RESOLUTION

SECTION 4: PRACTICE LOCATION INFORMATION (Continued)

1. If you are reassigning all of your payments to another group or organization furnish the name, Medicare identification number(s) and NPI of each group or organization below and proceed to Section 13.
2. If any of your payments are part of your private practice and a group or organization furnish the name and Medicare identification number(s) and NPI of each group or organization below and continue to Section 4C (where you will enter your private practice information).
3. If you are not reassigning all or any of your payments to another group or organization, skip to Section 4C with information about your private practice.

a) Name of Group/Organization KARUK TRIBE	Medicare Identification Number (if issued) ZZZ15945Z	National Provider Identifier 1386726032
b) Name of Group/Organization KARUK TRIBE	Medicare Identification Number (if issued) ZZZ24104Z	National Provider Identifier 1952483406
c) Name of Group/Organization KARUK TRIBE	Medicare Identification Number (if issued) ZZZ16552Z	National Provider Identifier 1730279423
d) Name of Group/Organization	Medicare Identification Number (if issued)	National Provider Identifier
e) Name of Group/Organization	Medicare Identification Number (if issued)	National Provider Identifier

C. Practice Location Information

- If you completed Section 4A, complete Section 4C through Section 17 for your business.
- All locations disclosed on claims forms should be identified in this section as practice locations.
- Complete this section for each of your practice locations where you render services to Medicare beneficiaries.

However, you should only report those practice locations within the jurisdiction of the Medicare fee-for-service contractor to which you will submit this application. If you render services in a hospital and/or other health care facility, furnish the name and address of that hospital or facility.

- Each practice location must be a specific street address as recorded by the United States Postal Service. Do not report a P.O. Box.
- If you only render services in patients' homes (house calls), you may supply your home address in this section if you do not have an office. In Section 4H, explain that this address is for administrative purposes only and that all services are rendered in patients' homes.
- If you render services in a retirement or assisted living community, complete this section with the names, telephone numbers and addresses of those communities.

If you have a CLIA number and/or FDA/Radiology Certification Number for this practice location, provide that information and submit a copy of the most current CLIA and FDA certification for each practice location reported.

SECTION 4: PRACTICE LOCATION INFORMATION (Continued)

D. Rendering Services in Patients' Homes

List the city/town, State, and ZIP code for all locations where health care services are rendered in patients' homes. If you provide health care services in more than one State and those States are serviced by different Medicare fee-for-service contractors, complete a separate enrollment application (CMS-855I) for each Medicare fee-for-service contractor's jurisdiction.

If you are changing, adding, or deleting information, check the applicable box, furnish the effective date, and complete the appropriate fields in this section.

CHECK ONE	<input type="checkbox"/> CHANGE	<input checked="" type="checkbox"/> ADD	<input type="checkbox"/> DELETE
DATE (mm/dd/yyyy)		10/26/2015	

INITIAL REPORTING AND/OR ADDITIONS

If you are reporting or adding an entire State, it is not necessary to report each city/town. Simply check the box below and specify the State.

Entire State of CALIFORNIA

If services are provided in selected cities/towns, provide the locations below. Only list ZIP codes if you are not servicing the entire city/town.

CITY/TOWN	STATE	ZIP CODE

DELETIONS

If you are deleting an entire State, it is not necessary to report each city/town. Simply check the box below and specify the State.

Entire State of _____

If services are provided in selected cities/towns, provide the locations below. Only list ZIP codes if you are not servicing the entire city/town.

CITY/TOWN	STATE	ZIP CODE

SECTION 13: CONTACT PERSON

This section captures information regarding the person you would like for us to contact regarding this application. If no one is listed below, we will contact you directly.

First Name SUZANNA	Middle Initial	Last Name HARDENBURGER	Jr., Sr., etc.
Telephone Number 530-493-1600	Fax Number (if applicable) 530-493-1648	E-mail Address (if applicable) shardenburger@karuk.us	
Address Line 1 (Street Name and Number) PO Box 1016			
Address Line 2 (Suite, Room, etc.)			
City/Town Happy Camp	State CA	ZIP Code + 4 96039-1016	

SECTION 14: PENALTIES FOR FALSIFYING INFORMATION

This section explains the penalties for deliberately furnishing false information in this application to gain or maintain enrollment in the Medicare program.

1. 18 U.S.C. § 1001 authorizes criminal penalties against an individual who, in any matter within the jurisdiction of any department or agency of the United States, knowingly and willfully falsifies, conceals or covers up by any trick, scheme or device a material fact, or makes any false, fictitious, or fraudulent statements or representations, or makes any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry. Individual offenders are subject to fines of up to \$250,000 and imprisonment for up to five years. Offenders that are organizations are subject to fines of up to \$500,000 (18 U.S.C. § 3571). Section 3571(d) also authorizes fines of up to twice the gross gain derived by the offender if it is greater than the amount specifically authorized by the sentencing statute.

2. Section 1128B(a)(1) of the Social Security Act authorizes criminal penalties against any individual who, “knowingly and willfully,” makes or causes to be made any false statement or representation of a material fact in any application for any benefit or payment under a Federal health care program. The offender is subject to fines of up to \$25,000 and/or imprisonment for up to five years.

3. The Civil False Claims Act, 31 U.S.C. § 3729, imposes civil liability, in part, on any person who:

- knowingly presents, or causes to be presented, to an officer or any employee of the United States Government a false or fraudulent claim for payment or approval;
- knowingly makes, uses, or causes to be made or used, a false record or statement to get a false or fraudulent claim paid or approved by the Government; or
- conspires to defraud the Government by getting a false or fraudulent claim allowed or paid.

The Act imposes a civil penalty of \$5,000 to \$10,000 per violation, plus three times the amount of damages sustained by the Government

4. Section 1128A(a)(1) of the Social Security Act imposes civil liability, in part, on any person (including an organization, agency or other entity) that knowingly presents or causes to be presented to an officer, employee, or agent of the United States, or of any department or agency thereof, or of any State agency...a claim...that the Secretary determines is for a medical or other item or service that the person knows or should know:

- was not provided as claimed; and/or
- the claim is false or fraudulent.

This provision authorizes a civil monetary penalty of up to \$10,000 for each item or service, an assessment of up to three times the amount claimed, and exclusion from participation in the Medicare program and State health care programs.

5. 18 U.S.C. 1035 authorizes criminal penalties against individuals in any matter involving a health care benefit program who knowingly and willfully falsifies, conceals or covers up by any trick, scheme, or device a material fact; or makes any materially false, fictitious, or fraudulent statements or representations, or makes or uses any materially false fictitious, or fraudulent statement or entry, in connection with the delivery of or payment for health care benefits, items or services. The individual shall be fined or imprisoned up to 5 years or both.

SECTION 14: PENALTIES FOR FALSIFYING INFORMATION (Continued)

6. 18 U.S.C. 1347 authorizes criminal penalties against individuals who knowing and willfully execute, or attempt, to execute a scheme or artifice to defraud any health care benefit program, or to obtain, by means of false or fraudulent pretenses, representations, or promises, any of the money or property owned by or under the control of any, health care benefit program in connection with the delivery of or payment for health care benefits, items, or services. Individuals shall be fined or imprisoned up to 10 years or both. If the violation results in serious bodily injury, an individual will be fined or imprisoned up to 20 years, or both. If the violation results in death, the individual shall be fined or imprisoned for any term of years or for life, or both.
7. The government may assert common law claims such as “common law fraud,” “money paid by mistake,” and “unjust enrichment.”

Remedies include compensatory and punitive damages, restitution, and recovery of the amount of the unjust profit.

SECTION 15: CERTIFICATION STATEMENT (Continued)

As an individual practitioner, you are the only person who can sign this application. The authority to sign the application on your behalf may not be delegated to any other person.

The Certification Statement contains certain standards that must be met for initial and continuous enrollment in the Medicare program. Review these requirements carefully.

By signing the Certification Statement, you agree to adhere to all of the requirements listed therein and acknowledge that you may be denied entry to or revoked from the Medicare program if any requirements are not met.

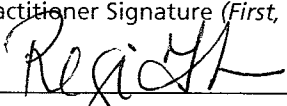
Certification Statement

You **MUST** sign and date the certification statement below in order to be enrolled in the Medicare program. In doing so, you are attesting to meeting and maintaining the Medicare requirements stated below.

I, the undersigned, certify to the following:

1. I have read the contents of this application, and the information contained herein is true, correct, and complete. If I become aware that any information in this application is not true, correct, or complete, I agree to notify the Medicare fee-for-service contractor of this fact in accordance with the time frames established in 42 CFR § 424.516.
2. I authorize the Medicare contractor to verify the information contained herein. I agree to notify the Medicare contractor of a change in ownership, practice location and/or Final Adverse Action within 30 days of the reportable event. In addition, I agree to notify the Medicare contractor of any other changes to the information to this form within 90 days of the effective date of change. I understand that any change to my status as an individual practitioner may require the submission of a new application. I understand that any change in business structure of this supplier may require the submission of a new application.
3. I have read and understand the Penalties for Falsifying Information, as printed in this application. I understand that any deliberate omission, misrepresentation, or falsification of any information contained in this application or contained in any communication supplying information to Medicare, or any deliberate alteration of any text on this application form, may be punished by criminal, civil, or administrative penalties including, but not limited to, the denial or revocation of Medicare billing privileges, and/or the imposition of fines, civil damages, and/or imprisonment.
4. I agree to abide by the Medicare laws, regulations and program instructions that apply to me or to the organization listed in Section 4A of this application. The Medicare laws, regulations, and program instructions are available through the fee-for-service contractor. I understand that payment of a claim by Medicare is conditioned upon the claim and the underlying transaction complying with such laws, regulations, and program instructions (including, but not limited to, the Federal anti-kickback statute and the Stark law), and on the supplier's compliance with all applicable conditions of participation in Medicare.
5. Neither I, nor any managing employee listed on this application, is currently sanctioned, suspended, debarred, or excluded by the Medicare or State Health Care Program, e.g., Medicaid program, or any other Federal program, or is otherwise prohibited from providing services to Medicare or other Federal program beneficiaries.
6. I agree that any existing or future overpayment made to me (or to the organization listed in Section 4A of this application) by the Medicare program may be recouped by Medicare through the withholding of future payments.
7. I understand that the Medicare identification number issued to me can only be used by me or by a provider or supplier to whom I have reassigned my benefits under current Medicare regulations, when billing for services rendered by me.
8. I will not knowingly present or cause to be presented a false or fraudulent claim for payment by Medicare, and will not submit claims with deliberate ignorance or reckless disregard of their truth or falsity.
9. I further certify that I am the individual practitioner who is applying for Medicare billing privileges.

SECTION 15: CERTIFICATION STATEMENT (Continued)

First Name REGINA	Middle Initial N	Last Name FLOWERS	M.D., D.O., etc. F.N.P.
Practitioner Signature (First, Middle, Last Name, Jr., Sr., M.D., D.O., etc.) 		Date Signed (mm/dd/yyyy) 12/07/2015	

All signatures must be original and signed in ink (blue ink preferred). Applications with signatures deemed not original will not be processed. Stamped, faxed or copied signatures will not be accepted.

SECTION 16: FOR FUTURE USE (THIS SECTION NOT APPLICABLE)

SECTION 17: SUPPORTING DOCUMENTS

This section lists the documents that, if applicable, must be submitted with this enrollment application. For changes, only submit documents that are applicable to the change requested. The fee-for-service contractor may request, at any time during the enrollment process, documentation to support or validate information reported on the application. In addition, the Medicare fee-for-service contractor may also request documents from you, other than those identified in this section 17, as are necessary to bill Medicare.

MANDATORY FOR ALL PROVIDER/SUPPLIER TYPES

- Completed Form CMS-588, for Electronic Funds Transfer Authorization Agreement.
NOTE: If a supplier already receives payments electronically and is not making a change to his/her banking information, the CMS-588 is not required. (Moreover, physicians and non-physician practitioners who are reassigning all of their payments to another entity are not required to submit the CMS-588.)
- Written confirmation from the IRS confirming your Tax Identification Number with the Legal Business Name (e.g., IRS form CP 575) provided in Section 2. (**NOTE:** This information is needed if the applicant is enrolling their professional corporation, professional association, or limited liability corporation with this application or enrolling as a sole proprietor using an Employer Identification Number.)

MANDATORY, IF APPLICABLE

- Copy of IRS Determination Letter, if provider is registered with the IRS as non-profit.
- Copy(s) of all final adverse action documentation (e.g., notifications, resolutions, and reinstatement letters).
- Completed Form CMS-460, Medicare Participating Physician or Supplier Agreement.
- Completed Form CMS-855R, Individual Reassignment of Medicare Benefits.
- Statement in writing from the bank. If Medicare payment due a supplier of services is being sent to a bank (or similar financial institution) where the supplier has a lending relationship (that is, any type of loan), then the supplier must provide a statement in writing from the bank (which must be in the loan agreement) that the bank has agreed to waive its right of offset for Medicare receivables.
- Written confirmation from the IRS confirming your Limited Liability Company (LLC) is automatically classified as a Disregarded Entity (e.g., Form 8832). (**NOTE:** A disregarded entity is an eligible entity that is treated as an entity not separate from its single owner for income tax purposes.)
- Copy of current CLIA and FDA certification for each practice location reported.

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0938-0685. The time required to complete this information collection is estimated to 4 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate(s) or suggestions for improving this form, please write to: CMS, 7500 Security Boulevard, Attn: PRA Reports Clearance Officer, Baltimore, Maryland 21244-1850.

DO NOT MAIL APPLICATIONS TO THIS ADDRESS. Mailing your application to this address will significantly delay application processing.

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 CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: 14-C-086 #3
 MOU
 Agreement Funder/Agency Assigned: BOR FY 15
 Amendment Prior Amendment: 2

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

Requestor: Craig Tucker Date: December 8, 2015

Department/Program: Department of Natural Resources

Name of Contractor or Parties: Biostream Environmental

Effective Dates (From/To): May 22, 2015 to December 31, 2016

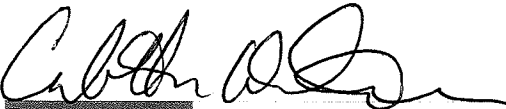
Amount of Original: \$69,920
#1 Amount of Modification: \$30,000
#2 Amount of Modification: \$0
#3 Amount of Modification: \$0
~~Amount of Modification: \$0~~
Total Amount: \$99,920

Funding Source: 2110-54-7601.01

Special Conditions/Terms:

Brief Description of Purpose:
Contract modification # 3 to extend 1 year. EDT modeling that Larry Lestelle (Biostream) provides Treatment analysis for the Scott River and is still working on the project.

**** REQUIRED SIGNATURES ****

 for CRAIG TUCKER 12/8/15
Requestor Date

 12-10-15
**Chief Financial Officer Date

 12/9/15
**Director, Administrative Programs & Compliance Date

**Director of Self Governance(MOU/MOA) or TERO (Contracts) Request for Contract/MOU/Agreement Date

**Department of Natural
Resources**

39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone: (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe



Administrative Office

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

Orleans Medical Clinic

325 Asip Road
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

**Modification Number Three
Contract Number # 14-C-086
Karuk Tribe
And
Biostream**

Description of Modification:

This addendum to the existing Agreement, dated as of May 22, 2014 is between the Karuk Tribe and Biostream, who agree to amend the existing contract 14-C-086 as follows; the addendum will extend the contract period from December 31, 2015 to December 31, 2016, in order to complete treatment analysis of the Scott River.

Terms:

All other terms of the existing Agreement remain unchanged.

BIOSTREAM ENVIRONMENTAL

Larry Lestelle
17791 Fjord Drive NE
Liberty Bay Marina
Suite AA
Poulsbo, WA 98370
TIN: 536-52-2567

KARUK TRIBE

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

Signature and Date

Signature and Date

Contract 14-C-088
Modification Number Three
Biostream Environmental
Page 1 of 1

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 CONTRACT/ MOU/ AGREEMENT

Check One: Contract Karuk Tribe Number Assigned: 14-C-088 #1
 MOU
 Agreement Funder/Agency Assigned: BOR AFA FY 2014
 Amendment Prior Amendment: 0

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

Requestor: Craig Tucker Date: December 8, 2015

Department/Program: Department of Natural Resources

Name of Contractor or Parties: ICF Jones & Stokes

Effective Dates (From/To): 12/17/2015 to March 31, 2016

Amount of Original: \$16,000
Amount of Modification: #1 \$0
Total Amount: \$16,000

Funding Source: 2110-60-7601.00

Special Conditions/Terms:

Brief Description of Purpose:

Contract modification to extend 3 months. ICF Jones & Stokes provides software support for the EDT modeling that Larry Lestelle (Biostream) provides.

**** REQUIRED SIGNATURES ****

Craig Tucker for CRAIG TUCKER 12/8/15
Requestor Date

Laura Mayton
**Chief Financial Officer Date 12-10-15

Guadalupe Perez
**Director, Administrative Programs & Compliance Date 12/9/15

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

Other Date

Department of Natural

Resources

39051 Highway 96
Post Office Box 282
Orleans, CA 95556
Phone: (530) 627-3446
Fax: (530) 627-3448

Karuk Tribe



Administrative Office

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

Orleans Medical Clinic

325 Asip Road
Post Office Box 249
Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

**Modification Number One
Contract Number # 14-C-088
Karuk Tribe
And
ICF Jones & Stokes**

Description of Modification:

This addendum to the existing Agreement, dated as of June 26, 2014, is between the Karuk Tribe and ICF Jones & Stokes, who agree to amend the existing contract 14-C-088 as follows; the addendum will extend the contract period from December 27, 2015 to March 31, 2016. The extension will provide continuous software support for Scott River EDT modeling analysis.

Terms:

All other terms of the existing Agreement remain unchanged.

ICF JONES & STOKES

710 2nd Avenue Suite 300
Seattle, WA 98104
TIN: 94-1730361

KARUK TRIBE

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

Signature and Date

Signature and Date

Contract 14-C-088
Modification Number One
ICF Jones & Stokes
Page 1 of 1

**Karuk Tribal TANF Program December 2015 Monthly Report
For November 2015**

Program Summary

TANF

Work Participation Rate Report (WPR):

Currently serving **67** clients (See attachment (A)) – KTCP-Active Cases as of 12/09/2015)

WPR = **50.00%** - (See attachment (B)) – KTCP – WPR – Orleans – (11/2015)

WPR = **00.00%** - (See attachment (B)) – KTCP – WPR – Happy Camp – (11/2015)

WPR = **40.91%** - (See attachment (B)) – KTCP – WPR – Yreka - (11/2015)

WPR = **35.29%** - (See attachment (B)) - KTCP – 11/2015

N.E.W. Program

2016 Budget = **\$39,154.00** Total Expended to-date = **\$ 6,495.19**

LIAP PROGRAM

LIHEAP (Energy Assistance)

2016 Budget = **\$27,921.00** Total Expended to-date = **\$00,000.00**

GENERAL ASSISTANCE

2016 Budget = **\$110,000.00** Total Expended to-date = **\$24,864.51**

CSD

2015 Budget = **\$18,220.00** Total Expended to-date = **\$ 3,529.45**

Council Approval Request(s)

None

- (Attachment (A)) TANF Active Cases (November 2016 FY Report)
- (Attachment (B)) TANF Work Participation Rate (FY 2016)
- (Attachment (C)) N.E.W. Program (Expenditure 2016 FY Report)
- (Attachment (D)) LIAP - LIHEAP (November Expenditure 2016 FY Report)
- (Attachment (E)) LIAP - GA (November Expenditure 2016 FY Report)
- (Attachment (F)) LIAP - CSD (November Expenditure 2015 CY Report)
- (Attachment (G)) ACF award letter from ACF for LIHEAP Program funding, dated 12/04/15

Program Report

Executive Director's Comments:

ACF:

Traveled to and met with the TANF/ACF technical teams from Washington, D.C. Reviewed portions of our grant submission in the implementation of this grant. ACF provided 3 days of technical assistance and lecturers and panel discussions as the topics related to this new grant.

Office Space –

Orleans -

Need to complete the renovation of the TANF side computer room so that it's functional.

Happy Camp –

Need to build new ADA deck and ramp at the TANF office.

Yreka -

Renovation verses Leasing

Appeals, Complaints and Grievances -

None

Case Management –

Work Experience

One TANF client working with TANF

We are steadily improving the quality and customer services to our clients.

All cases are being audited to ensure the case file is complete and accurate.

TANF Father/Motherhood is Sacred Training -

Scheduling new classes for this year. On Hold

Submitted By:



Lester Lee Alford, Jr.
TANF Executive Director

Karuk Tribal TANF Program

Active Cases as of

12/09/2015

Orleans TANF Office

Total number of Child Only/Non-Needy families	2
Total number of One Parent families	6
Total number of Two Parent families	2
Total number of cases is	<u><u>10</u></u>

Happy Camp TANF Office

Total number of Child Only/Non-Needy families	11
Total number of One Parent families	5
Total number of Two Parent families	1
Total number of cases is	<u><u>17</u></u>

Yreka TANF Office

Total number of Child Only/Non-Needy families	16
Total number of One Parent families	16
Total number of Two Parent families	8
Total number of cases is	<u><u>40</u></u>

Total number of Child only cases program wide is 29

Total number of 1-Parent cases program wide is 27

Total number of 2-Parent cases program wide is 11

Total number of cases program wide is 67

Karuk Tribal TANF Program

WPR - Monthly Summary for 11 / 2015

12/09/2015

Type of Family for Work Participation

One parent families	29
Two parent families	7
Child Only Family	28
Total Cases Reported for this Period	64

Current Case Load by County

Humboldt County	5
Siskiyou County	57
*Total Cases: 62	

Work Participation for All Families

Cases that did the hours required	12
Cases required to work	34
Work Participation Rate	35.29 %
2016 Work Participation Rate is 38%	

Current Case Load by Staff

KKING	8
LALFORD	3
LAUBREY	16
MCHARLES	18
RBAILEY	17

Client TANF Payments

Total Cash Assistance Payments	\$39,062.32
--------------------------------	-------------

Current AOD Case Load

CHOSTLER	4
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Number of Clients Participating by Activity Type

049 - Unsubsidized employment	9
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	1
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	0
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	6

Karuk Tribal TANF Program
WPR - Monthly Summary for 11 / 2015
Orleans TANF Office

Type of Family for Work Participation

One parent families	6
Two parent families	0
Child Only Family	2
Total Cases Reported for this Period	8

Work Participation for All Families

Cases that did the hours required	3
Cases required to work	6
Work Participation Rate	50.00 %
2016 Work Participation Rate is 38%	

Client TANF Payments

Total Payments	\$4,868.58
-----------------------	-------------------

Number of Clients Participating by Activity Type

049 - Unsubsidized employment	2
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	0
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	0
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	2

Current Case Load by Site

Humboldt County	5
Siskiyou County	57
*Total Cases: 62	

Current Case Load by Staff

KKING	8
LALFORD	3
LAUBREY	16
MCHARLES	18
RBAILEY	17

Karuk Tribal TANF Program
WPR - Monthly Summary for 11 / 2015
Happy Camp TANF Office

Type of Family for Work Participation

One parent families	5
Two parent families	0
Child Only Family	11
Total Cases Reported for this Period	16

Work Participation for All Families

Cases that did the hours required	0
Cases required to work	5
Work Participation Rate	0.00 %
2016 Work Participation Rate is 38%	

Client TANF Payments

Total Payments	\$9,122.00
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Number of Clients Participating by Activity Type

049 - Unsubsidized employment	0
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	0
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	0
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	0

Current Case Load by Site

Humboldt County	5
Siskiyou County	57
*Total Cases: 62	

Current Case Load by Staff

KKING	8
LALFORD	3
LAUBREY	16
MCHARLES	18
RBAILEY	17

Karuk Tribal TANF Program
WPR - Monthly Summary for 11 / 2015
Yreka TANF Office

Type of Family for Work Participation

One parent families	17
Two parent families	7
Child Only Family	15
Total Cases Reported for this Period	39

Work Participation for All Families

Cases that did the hours required	9
Cases required to work	22
Work Participation Rate	40.91 %
2016 Work Participation Rate is 38%	

Client TANF Payments

Total Payments	\$24,416.74
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Number of Clients Participating by Activity Type

049 - Unsubsidized employment	7
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	1
053 - On-the-Job-Training	0
054 - Job Search - Job Readiness	0
055 - Community Service Programs	0
056 - Vocational Education Training	0
057 - Job Skills Training Directly Related to Employment	0
058 - Education Directly Related to Employment - No HSD/GED	0
059 - Satisfactory School Attendance For Individuals - No HSD/GED	0
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	4

Current Case Load by Site

Humboldt County	5
Siskiyou County	57
*Total Cases: 62	

Current Case Load by Staff

KKING	8
LALFORD	3
LAUBREY	16
MCHARLES	18
RBAILEY	17

Karuk Tribal NEW Program
July 2015 - June 2016
Active Cases as of 12/09/2015

PROGRAM TOTALS	Total number Orleans Clients:	2	
	Total number Happy Camp Clients:	1	
	Total number Yreka Clients:	1	
Total number of cases program wide is		4	

PROGRAM ACTIVITIES	<ul style="list-style-type: none"> 0 - ABE/GED - Adult Basic Education/General Education Degree 2 - OST - Occupational Skill Training 0 - Post-Secondary Education 0 - OJT - On the Job Training 0 - WEX - Short-Term 0 - WEX - Long-Term 1 - JRT - Job Readiness Training 0 - JS - Job Search 0 - Job Development & Placement 1 - Job Retention Services
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PROGRAM EXPENDITURE	2016 N.E.W. Program Grant Award Amount: \$39,154.00 2016 Total Expenditures To-Date: \$6,495.19 2016 N.E.W. Program Grant Amount Remaining: \$32,658.81
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Karuk Tribe 2016 LIHEAP Expenditure Report

12/09/2015

EXPENDITURES TO-DATE

	<u>2016 Budget</u>	<u>2016 Actual</u>	
Total 2015 LIHEAP Expended-To Date:	\$0.00		%
Total Heating Assistance Provided:	\$0.00		
Total Cooling Assistance Provided:	\$0.00		
Total Weatherization (A/C) Assistance Provided:	\$0.00		
Total Weatherization (Heating) Assistance Provided:	\$0.00		
Total Crisis Assistance Provided:	\$0.00		

TYPE OF ASSISTANCE RECEIVED/ # OF HOUSEHOLDS

Total # of Households receiving Heating Assistance:	0
Total # of Households receiving Cooling Assistance:	0
Total # of Households receiving Weatherization (AC) Assistance:	0
Total # of Households receiving Weatherization (Heating) Assistance:	0
Total # of Households receiving Crisis Assistance:	0

HOUSEHOLD SIZE SERVED

Household Size 1 =	0
Household Size 2 =	0
Household Size 3 =	0
Household Size 4 =	0
Household Size 5 =	0
Household Size 6 =	0

Karuk Tribe 2016 General Assistance Expenditure Report

EXPENDITURES TO-DATE

Total 2015 General Assistance Expended-To Date:	\$24,864.51
Total Emergency Assistance Assistance Provided:	\$7,199.16
Food Assistance:	\$3,499.16
Clothing Assistance:	\$1,500.00
Shelter Assistance:	\$2,200.00
Total GAWEP Assistance Provided:	\$710.00
Total In-Home Health Assistance Provided:	\$11,563.00
Total Burial Assistance Provided:	\$5,392.35

TYPE OF ASSISTANCE RECEIVED/ # OF HOUSEHOLDS

Total # of Households received GA Assistance Assistance:	74
Total # of Households received Emergency Assistance Assistance:	27
Food Assistance:	15
Clothing Assistance:	6
Shelter Assistance:	6
Total # of Households received GAWEP Assistance:	5
Total # of Households received In-Home Health Assistance:	1
Total # of Households receiving Burial Assistance:	6

HOUSEHOLD SIZE

Household Size 1:	34
Household Size 2:	8
Household Size 3:	1
Household Size 4:	1
Household Size 5:	0
Household Size 6:	0

Karuk Tribe 2015 CSD Expenditure Report

EXPENDITURES TO-DATE

Total 2015 CSD Funding Budget:	\$18,220.00
Total 2015 CSD Expended-To Date:	\$14,690.55
Total Food Assistance Provided:	\$4,305.82
Total Clothing Assistance Provided:	\$625.00
Total Shelter Assistance Provided:	\$1,330.60
Total Special Needs Assistance Provided:	\$7,151.34
Total Crisis Assistance Provided:	\$1,277.79
<hr/>	
Total 2015 CSD Funding Remaining:	\$3,529.45

TYPE OF ASSISTANCE RECEIVED/ # OF HOUSEHOLDS

Total # of Households receiving Food Assistance:	33
Total # of Households receiving Clothing Assistance:	5
Total # of Households receiving Shelter Assistance:	10
Total # of Households receiving Special Needs Assistance:	10
Total # of Households receiving Crisis Assistance:	63

HOUSEHOLD SIZE

Household Size 1 =	67
Household Size 2 =	19
Household Size 3 =	11
Household Size 4 =	17
Household Size 5 =	1
Household Size 6 =	1



ADMINISTRATION FOR
CHILDREN & FAMILIES

370 L'enfant Promenade, S.W., Washington DC 20447 www.acf.hhs.gov

December 04, 2015

TRIBAL CHAIRMAN
KARUK TRIBE OF CALIFORNIA
P.O. BOX 1016
HAPPY CAMP, CA 96039

Re: Notice of Grant Award - FY 2016

Dear Grantee:

This grant award represents the allocation for fiscal year 2016 to the Tribe for the Low Income Home Energy Assistance program made available under Public Law 114-53.

Appropriation 75-6-1502	CAN 2016G992201	This Action \$27,921	Cumulative \$27,921
EIN:	1-942576572-A1	Fiscal Year:	2016
Document Number:	G-16JGCALIEA	CFDA #:	93.568
Grant Period:	10/01/2015 - 09/30/2017		

Funds must be expended in accordance with Title XXVI of Public Law 97-35, as amended, your assurances and plan submitted in accordance with 45 CFR Part 96 and 31 CFR Part 205, which implements the Cash Management Improvement Act of 1990, and procedures applicable to the expenditure of your revenues. Section 2605(d) of P.L. 97-35 requires the Tribe to expend funds in accordance with the Tribe Plan. Determinations as to whether the Tribe has complied with these requirements may be made as the result of the audit required by Section 2605(e) of P.L. 97-35 and the Single Audit Act of 1984, or as the result of reviews conducted under Section 2608 of P.L. 97-35. Although the grant period shown is through 09/30/2017, Sec. 2607 of P.L. 97-35, as amended requires that at least 90 percent of the amount payable to you must be obligated no later than 09/30/2016.

Funds included in this award will be made available through the DHHS Payment Management System (PMS). Questions pertaining to payments should be directed to DHHS Division of Payment Management, Post Office Box 6021, Rockville, MD 20852; telephone 1-877-614-5533.

Program questions regarding this grant should be referred to Lauren Christopher at (202) 401-4870. Fiscal reporting questions regarding this grant should be directed to Lydia Peelle, Administration for Children and Families, (202) 401-6493. The electronic Terms and Conditions to support this program can be found on the website at <https://www.acf.hhs.gov/grants/terms-and-conditions>.

Please transmit a copy of this letter to the office authorized to request funds covered by this award.

Sincerely,

Patrick A. Wells
Director, Division of Mandatory Grants

*This award represents 90% of the funding available for LIHEAP by the Continuing Appropriations Resolution, 2016 (Public Law 114-53).

**Emma Lee Perez – Contract Compliance Report
For Council Meeting on December 17th, 2015
Reporting Period November 12th – December 10th, 2015**

Action Items: None

Consent Calendar: See attached.

Contract Compliance Update:

Compliance continues to review, monitor and post RFPs and review and approve contracts, grants, agreements and other related documents as requested by staff. Since November 12th Compliance has reviewed and issued 7 contracts, 3 agreements, 2 RFPs, 0 RFQs and 0 MOU.

Contract Compliance submitted the CSD financial reports and continues to monitor the budget for CSD. CSD 2016 contract/agreement was submitted to CSD.

Contract Compliance sent the repeater installation contracts to Ray Daniels, Six Rivers Communication. They have received the equipment and will begin working on installing the repeaters. I'll keep the Council informed of the progress.

Respectfully submitted,

Emma Lee
Contract Compliance Specialist

Education Program Report to Council

For Council Meeting on

December 10, 2015

Prepared by: Alan Merrill, Education Program Coordinator

Action Item: Travel/Training Request

- 1) We are beginning the plans to travel to Redding, CA for the California Indian Education Youth Conference in March; the first deadline is Dec. 31st. I have sent the information to all of our schools and they should be putting together travel and student information. I'm asking permission to attend the conference with as many students as we can muster and will ask the schools Title VII program for most of the funding.
- 2) I would like for myself and the two Student Service Coordinators to attend the Capturing Kids Hearts Training, January 26-28 in Redding, Ca. This was asked for by Mr. Van Ert, Principal; Happy Camp HS. He recommended this for anyone working in the school and will be attending with some of his staff. As an update; my preference would be for the SSC to attend another conference in the future (with students), but this may be a good alternative and would like for my Education Committee to decide on Dec. 16th.

Community Information Gathering

We held the community information meeting on Nov. 18th at the Old Gym in Happy Camp. It was attended by 17 parent/guardian and community members and generated a list of ideas for the direction of the program. There was a collectiveness of providing more culture/language and advocating communication between the schools and community; as well as field trips, clubs and other events.

Tutoring Program:

- ❖ There is an ongoing issue of having the tutors provide a "Scope of Work" signed by the parent/guardian and this is preventing them from being paid.
- ❖ We added some more tutors in Orleans, Happy Camp and Seiad (two HS students who will be working in the elementary school.)

Title VII/Indian Parent Committee Meetings:

❖ Happy Camp

The last meeting at the elementary was beneficial in letting us know there is a garden and nature area to be implemented and worked with Food Securities. There was also notification that some of our students will attend the California Indian Education Youth Conference in Redding.

❖ Yreka

Issues were brought up about bullying in the middle schools; they will be working on plans of prevention. Cultures, including the conference, were raised. Parents want more culture; language will be provided in the HS starting in January.

Youth Council:

- ❖ The initial YC in Yreka was held on Dec. 2nd and 7 students were present. They are all excited and committed.
- ❖ Happy Camp HS held its meeting on Wednesday Dec. 9th. There was an election of their Officers (one male/female co-chair, VP and Sec/Treasurer. There was also an all Native informational meeting on Tuesday the 8th. This was did have some students not on the YC present, but turnout was not great. We do plan on holding another meeting in January. Our Tribal Chairman, Buster Attebery, was in attendance.

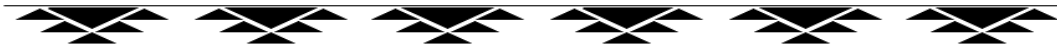
Education Committee:

- ❖ Our last meeting was cancelled; although most were in attendance at the Tribal Council the next day.
- ❖ Our next meeting is set for December 16th, in the Fish Bowl at 1330.

In Conclusion:

The program is working in collaboration with DNR, Peoples Center, TANF, TERO and other agencies. The need to provide education along with culture and language remains a priority. The addition of the two Student Service Coordinators; Cassidy Little in Happy Camp and Deborah Van Winkle in Yreka are an opportunity for more direct contact with the students and the high schools.

Yôotva, thank you all, and if you have any questions or comments please contact me via e-mail (amerrill@kark.us) or via phone (ext.: 2034)



Salstrom Parcels:

The deed and right of first refusal documents were recorded at the Humboldt County Courthouse, and the special permit transfers submitted to the appropriate agencies. There will be some documents returned to the Tribal Chairman, we will be paying off the outstanding tax liens and that will put an end to the transfer of this property.

Annual Performance Report:

The Annual Report should be circulated to the Board and the Council by December 14th so that we can obtain your comments and approval. Now that the LIHTC project has closed, I will focus my attention on this task first. At this time, it is the most important project I am working on, and has the highest priority.

Maximum Rent Policy:

The Board has requested some additional calculations so that they can make their decision. They have also requested that we have tenant meetings to obtain community input. These will likely be scheduled in January as the Board has requested this as the month that they will consider the options.

LIHTC Partnership agreements:

This project has consumed the majority of my time for the last month, but now I can report that the Limited Partnership Agreement and all other documents have been negotiated and approved. The Investor had refused to budge on the arbitration location language and the amendments section language. If the language for amendments had not been changed, it would have allowed the investor to be able to make changes to the agreement without our consent which was a deal killer for us. After several weeks of back and forth, an enormous amount of time on both sides being spent on conference calls, discussion and review, we obtained the changes we had to have. The agreement, resolutions and other documents were submitted at 2:50 pm on December 7th, 2 hours and 10 minutes before deadline.

We will plan a Community event to show the tenants and other tribal members what the project will be, how to apply, and representatives from the Asset Management department at Travois will be on hand to answer questions from the compliance side and so that the new tenants will be introduced to what will be expected of them after they move in.

Groundbreaking: In the next week Sara will be sending out the list of names we had on the invitation list for the Wellness Center Groundbreaking and Grand Opening. Please submit to her any names you feel should be added so that we can finalize the list. We will be talking with the Board and Council about the agenda, the date for the event and other details soon. You will likely receive a draft agenda and a choice of dates for the event. We plan to create a press release this week.



Photograph by Sara Spence.

Pet Policy:

As per the Board and Council request, I will modify the language in our Draft Policy so that the changes requested by the BOC and Council are incorporated.

Fiscal:

The KTHA audit is schedule for the first week of January. Kathy Arata Ward will be arriving in mid-December to assist Jeri with the preparation for the audit. Ann Escobar is reviewing tenant files in preparation for the audit, as well.

Foster Family Policy:

The Board asked for some additional language to be added to the draft. Specifically that the family be given 10 days to notify the TRO of acceptance or denial of the voucher or unit offer, and a timeframe for inactivity in foster care to determine when or if a family would move to a smaller unit if they cease being a foster care family.

Wellness Center:

Rachel continues to collect the Release of Liability forms for adults and minors that are using the Center. The Rules are an attachment to these Releases. She also continues to order supplies and equipment for the use of the residents. We are looking into elder friendly exercise equipment that can easily be moved and stored.

Program Review- HUD

We received our final report. There were no findings. However, there is an internal issue happening with HUD. The Compliance representative has told us we were required to file an amendment for NAHASDA unit maintenance and operations costs/budget in 2015 (so we did) and the program officer for our grant is saying that she will not consider it, except for 2016. We're covered for 2015, which is what we were told by the senior staff member. They will have to work it out on their end.

Eviction Ordinance:

I know that Fatima has been very busy with all the Tribal Legal needs! We will await her comments before the ordinance will move forward.

Force Account Crew (Comstock):

As you are aware we were down two positions on the force account crew. We hired two laborer positions, one permanent full time and one temporary. The Construction Crew Member I position is still being advertised.

Trust Application Request for Proposal:

We received four (4) proposals for the project. Two of the proposals are very good. We will be taking the contract to the Board for approval by the end of December.

NRCS Fuels Reduction Work- Happy Camp Community

KCDC is requesting an extension to their contract, which is reasonable; they have made good progress on this project.

Negotiated Rulemaking:

HUD has submitted to the committee new formula calculations. However, the calculations are not based on any numbers that we can relate to. They do not reflect our grant, our adjusted grant, our estimates from 2015 or 2016 or any past year's grant that I have on file. Needless to say, the last conference call was contentious. Tribes, including us, demanded 30 days to review their submission. HUD wanted to give us 10 days.

NAIHC Legislative Conference:

The legislative conference has been pretty short on breakout sessions this year. The Plenary Sessions were informative, especially Bill Gauthier's Best Practices presentation on Day Three. In 2016 both NAIHC and Amerind will hold elections for Chairperson. It is expected that Sami and Floyd Tortellini will run for NAIHC, and Phil Bush has timed out of the Amerind seat. Amerind Board members had tried to change the Bylaws but the action died because of lack of information given to members and the lack of explanation as to what the Amerind Board was trying to achieve. The only name being discussed is Jason Adams for Amerind Chair. Jason would be a good pick, but he is not from our region.

Staff Report:

I received one staff report in time for the submission of my report.

Sara Spence, Executive Assistant
December 14, 2015: Monthly BOC Report

A large portion of my time has been consumed by the tax credit project over the past several weeks. I am relieved that we are finally closed with the Investor. We can now move onto the next step of scheduling and planning the Groundbreaking Ceremony and starting construction. There will be no rest on this project until all of the units are placed in service in August 2017!

The KTHA Employee Banquet was held on Friday, December 4 in the Wellness Center; I was very distracted with the tax credit closing while planning the event and hope it did not take away from the employees' enjoyment. Everyone was VERY happy with the raffle prizes and the generosity of the Board!

The Fiscal Audit will be the week of January 4 so the next three weeks will require preparing the personnel, construction, and environmental files. The bulk of the organizational and BOC documents have already been submitted to Jeri.

I will be preparing the health insurance reports required under the Affordable Care Act in the coming weeks along with compliance research on our Retirement Plan to determine if any modifications are necessary.

Construction Projects (Active Bidding):

Project	Bids Due	Results / Status	Notes
Indian Creek Home Replacement	9/8 2 nd Round 10/13	One Bid	Over budget; Force Account estimates being prepared to determine options.
Kahtishraam Wellness Center Phase Two	12/8	One Bid Received	Will be re-advertised for a second round.
Red Cap Road ADA Ramp	12/14	No bidders.	No bidders at mandatory site visit; will have to be re-advertised for a second round.

Contracts Issued:

16-C-06	LACO Associates
16-C-07	Brad Worthley International

Agreements Issued:

	None Issued.
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Environmental Reviews:

FY2016 IHP Administration and Operations	Complete.
Red Cap Road Home Rehab	Complete.

Human Resources:

Construction Crew Laborer	Matthew Super; Start Date 12/10.
Construction Crew Laborer (Temporary)	Due to no prospects for the Crew Member I a second offer was made for a temporary laborer. The individual declined the position since it was not ongoing employment.
Tax Credit Compliance Specialist Tax Credit On Site Maintenance / Manager	New positions; still in development, open for feedback. Will not be advertised until Spring.
Construction Crew Member I	Open Until Filled.
Orleans Landscaper / Maintenance	Advertised for three rounds. Open Until Filled.

**Karuk Tribe
Council Report from Laura Mayton
Meeting Date: December 17, 2015
Location: Orleans**

CLOSED SESSION

I am requesting time in closed session to discuss the Wells Fargo Loan Commitment Letter.

ACTION ITEMS

I do not have any action items for open session.

FISCAL YEAR 2015 AUDIT

Preparation for the fiscal year 2015 audit is moving forward slowly. It has been very difficult to find time to dedicate to the tasks which must be completed. However, I am sure that we will find a way to be ready by the time the auditors arrive for fieldwork. Just to remind everyone, those dates are as follows:

KTHA – January 4th – January 8th
KCDC – January 11th – January 15th
Karuk Tribe – January 25th – January 29th

CASINO PROJECT DUE DILIGENCE

Due diligence for the casino financing package is in progress. We still need to finalize agreements with ROI and WHD. The attorneys are working on the issues related to PCI and the California licensing requirement.

CASINO FEDERAL ID NUMBER

I need to apply for a new federal ID number for the Tribe's future gaming operations. In order to do so, I will need a resolution from the Council to approve a legal name for the gaming operations.

CASINO PROJECT GRUBBING

Grubbing has been postponed for two weeks due to the need for EPA approval.

HRSA

I completed the budget section for the HRSA annual reapplication in the Electronic Handbook

Merry Christmas!

Grants Coordinator Council Report
Jaclyn Ownsbey
December 2015

Ayukii Tribal Council,

Attached is a summary of current grant opportunities. I have italicized the projects that I am actively pursuing. The others are available but commitments to move forward have not been made at this point due to eligibility, staffing, and other issues.

Lisa and I worked on a draft concept for the Cal Environmental Justice Grant related to Traditional Gathering, but it may be that we are not ready to pursue that project at this time. We are still considering applying with a different project that Lisa developed earlier this year regarding the Karuk Digital Eco-Cultural Resource Management Plan.

I participated in 2 Webinars for the Coordinated Tribal Assistance Solicitation. I was able to ask a few clarifying questions so that was very helpful and the Budget Webinar highlighted some key areas regarding equipment and travel that we need to be aware of.

Please let me know if you have any questions regarding any of these opportunities.

Grant Name	Due Date	Program	Comments	Responsible Party
<i>Connecting Kids to Coverage</i>	January 20 th , 2016 (Letter of Intent Dec 16 th)	Health	\$250K-\$1 million, 2 years	Debbie Bickford with Assistance from Grants Coordinator
<i>Cal EPA Environmental Justice</i>	January 22, 2016	DNR	Up to \$50K available, 12 Months	Lisa H., Bill T., Leaf H., with assistance from Grants Coordinator
Coordinated Tribal Assistance Solicitation	February 23 rd , 2016	Judicial/Naa Vura Yeeshiip?	Multiple Grant Areas	TBA
Cultural Resource Fund	February 15, 2016	Peoples Center	Up to \$50K Available	Bari Talley with assistance from Grants Coordinator
Assistance To Firefighters	January 15 th , 2016	DNR/Fire Program		Bill Tripp, David Medford with Assistance from Grants Coordinator
<i>Forestry and Tribal Youth Initiative</i>	January 2	DNR	Up to \$200K	Lisa and Grants Coordinator
BIA Forestry Initiative- Engaging Youth in Natural Resources Field	January 15 th , 2016	DNR	Up to \$70 K	DNR and Grants Coordinator
Notah Begay III Foundation Healthy Food and Nutrition	January 22, 2016	Health, others?	Up to \$40K	TBA
NOAA Community Resilience Environmental Literacy K-12	February 8 th , 2016	DNR	Up to \$500K	TBA
OVW Tribal Sexual Assault Services	February 2, 2016	Judicial	Up to \$300K	April and Tanya

KCDC Board Report

12/17/2015

Economic Developer/Operations Manager Report

Amkuuf –We currently have 3-staff members and are waiting to interview for the on-call position. We closed for a couple of hours on Friday the 11th so staff could attend the Christmas party. We will also be closing at 3:00 on Christmas Eve and closed Christmas day.

Computer Centers – Lester and I have been unable to connect regarding the Orleans Computer Center due to conflicting schedules.

Head Start –We received word that the 2016 grant was awarded. Kudos to Deanna, Donna, Kristy, and Marlene for their hard work with me on the entire grant and everything else after the grant was submitted.

The gas was siphoned from our bus a couple of weeks ago and they damaged the tank, which we had replaced. It was once again siphoned in the Tribe's parking lot. The IT Department worked on camera placement and we received instruction as to where to park the bus so the cameras get the best shot possible to identify who is doing the damage.

Náa Vu'ra Yeéshiip – Matthew Hilliard and I have been working on the part-time clinician job description and as soon as it is completed and approved we will begin advertising. This will be a 20-hour per week position. We also received a RFP from Jaclyn that we are reviewing to see how it fits our program and its objectives.

Energy/Biomass – Not much activity on this project at this time. I am still waiting for our final report from the strategic energy planning session from NREL and will distribute it once I receive it. Blue Lake Rancheria is a top notch example of how green energy can be utilized for a casino, office buildings, and homes. I have contacted Jana Ganion at Blue Lake Rancheria to arrange a visit and meeting with her in January to gather information about how she has accomplished everything that she has.

8(a) – Information regarding Aah Industries has been submitted to Fatima Abbas and I am awaiting her review and comments.

Action Items: Job description approval – Economic Developer/Operations Manager
Head Start Director
Amkuuf Shop Manager

(The old Head Start Director description was not marked up because it was so old (2008) and was completely rewritten. There are no markups for the old Amkuuf Shop Manager either because we could not find it in electronic form).

Merry Christmas!

POSITION DESCRIPTION

- Title:** Chief Executive Officer (CEO)
- Reports To:** Board of Directors, Karuk Community Development Corporation
- Supervises:** All Programs Managers and Directors of KCDC
- Location:** Karuk Community Development Corporation
Happy Camp, California
- Salary:** \$60,000 to \$75,000 DOE
- Classification:** Full Time Regular, Exempt

Summary: The CEO shall assess immediate and long-term needs of the Tribal membership, entity and programs; planning new and expanded programs of service; researching and writing grants & funding proposals; and securing the financial and other resources required for successful program implementation and continuation. and is responsible for the day-to-day management of the Corporation. Management tasks shall include, but not be limited to, coordination of internal planning, finance, training and reporting processes; and shall further include, direct supervision of all Program Directors and Managers within KCDC.

Responsibilities:

1. Prepares for approval by the KCDC Board of Directors annual plans of operation consistent with the mission of the Corporation (including programmatic goals, objectives, activities, timelines, staffing requirements, and operating budgets); assists the Board in developing long-range community/economic development strategies consistent with the Charter, Bylaws, and mission of the KCDC.
2. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the tribal membership; respond to notifications and inquiries received from KCDC/Tribal administrators and department directors; and draft, implement and sustain KCDC with funding opportunities, within the mission of KCDC.
3. Works with CFO to ensure CFO meets audit requirements.
4. Assesses the programmatic condition of KCDC and makes monthly operating report to the KCDC Board; responds to (or directs responses to) requests from department/program personnel for timely, accurate reports on departmental and program activities, submit monthly report to Council and attend monthly Council meetings.
5. Researches and prepares business plans and financing proposals for Tribal enterprises.
6. Researches and prepares project plans and financing proposals for community facilities and public works projects that promote community/economic development for the Karuk People.

7. Assists and supervises KCDC staff in providing workforce development activities and small business development services to entrepreneurs and prospective business owners within the Ancestral Territory of the Karuk Tribe.
8. Recruits, hires, evaluates, and supervises KCDC administrative, enterprise, and program staff according to Board and Tribal personnel policies and organizational structure; trains or facilitates the training and professional development of staff.
9. As a member of the Karuk Tribe's Management Team, works cooperatively with Tribal Department/Program Directors to develop and implement sound plans, budgets and financial management systems.
10. Coordinates with other members of the Management Team to analyze trends in public and private funding availability, trends in revenues and expenditures, and advises the KCDC Board regarding potentially adverse and/or beneficial impacts.
11. Attends meetings of the KCDC Board of Directors and provides Economic Development advice as necessary and appropriate for sound management decision-making by the governing board.
12. Serves as the official representative of the KCDC to community members and organizations, creditors, funding agencies; advocates for public policies, as well as public and private sector support of community/economic development programs; promotes collaborative approaches to community/economic development programs; facilitates teaming, partnership formation and conflict resolution among various community constituencies.
13. Prepares monthly and quarterly report of the Karuk Community Development Corporation.
14. Shall provide direct supervision to all Program Managers and Directors of KCDC.
15. Executes Board directives and policies.
16. Shall be polite and maintain a priority system in accepting other 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. MBA with minimum of three-years experience and proven success in rural economic development, or BS in Business Administration with five-years proven success in rural economic development. Progressively responsible work experience and proven success in a similar occupation may be substituted for the educational requirement.

2. Demonstrated abilities to plan, finance, implement and manage community/economic development enterprises, workforce development programs, and projects.
3. Must have demonstrated knowledge of generally accepted accounting principles (GAAP) preferred, federal compact, contract and grant management procedures and OMB Circulars and other regulations governing financial management practices of Tribal governments preferred.
4. Must have demonstrated ability to define problems, collect data, establish facts and draw valid conclusions, ability to interpret an extensive variety of technical instructions in mathematical or diagram form and communicate findings and conclusions to governing boards and members of the management team.
5. Demonstrated abilities to supervise administrative, enterprise, and program staff.
6. Possess abilities to set realistic goals; manage multiple administrative activities, programs, and projects; set priorities for a coordinated organizational work effort; manage time well; take initiative; delegate effectively; and work under moderately to highly stressful conditions.
7. Must demonstrate excellent writing and oral communication skills.
8. Must have strategic planning and implementation background in private and public sector.
9. Must be able to travel for extended periods and on short notice
10. Must possess valid driver's license, good driving record, and be insurable by the KCDC's insurance carrier.
11. Must adhere to confidentiality policy.
12. Must successfully pass a pre-employment drug screening test and criminal background check.

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

KCDC Board Approved: Revised

Tribal Council Approved: Revised

Chairman Signature: _____

Employee Signature: _____

POSITION DESCRIPTION

Title: ~~Economic Developer/Operations Manager~~ Chief Executive Officer (CEO)

Reports To: Board of Directors, Karuk Community Development Corporation

Supervises: All Programs Managers and Directors of KCDC

Location: Karuk Community Development Corporation
Happy Camp, California

Salary: \$60,000 to \$75,000 DOE

Classification: Full Time Regular, Exempt

Summary: The ~~Economic Developer/Operations Manager~~ CEO shall assess immediate and long-term needs of the Tribal membership, entity and programs; planning new and expanded programs of service; researching and writing grants & funding proposals; and securing the financial and other resources required for successful program implementation and continuation. and is responsible for the day-to-day management of the Corporation. Management tasks shall include, but not be limited to, coordination of internal planning, finance, training and reporting processes; and shall further include, direct supervision of all Program Directors and Managers within KCDC.

Responsibilities:

1. Prepares for approval by the KCDC Board of Directors annual plans of operation consistent with the mission of the Corporation (including programmatic goals, objectives, activities, timelines, staffing requirements, and operating budgets); assists the Board in developing long-range community/economic development strategies consistent with the Charter, Bylaws, and mission of the KCDC.
2. Shall monitor Notices of Funding Availability (NOFAs), Requests for Proposals (RFPs), the Federal Register and other notifications of public and private sector resources available to meet high-priority needs of the tribal membership; respond to notifications and inquiries received from KCDC/Tribal administrators and department directors; and draft, implement and sustain KCDC with funding opportunities, within the mission of KCDC.
3. Works with CFO to ensure CFO meets audit requirements.
4. Assesses the programmatic condition of KCDC and makes monthly operating report to the KCDC Board; responds to (or directs responses to) requests from department/program personnel for timely, accurate reports on departmental and program activities, submit monthly report to Council and attend monthly Council meetings.
5. Researches and prepares business plans and financing proposals for Tribal enterprises.
6. Researches and prepares project plans and financing proposals for community facilities and public works projects that promote community/economic development for the Karuk People.

7. Assists and supervises KCDC staff in providing workforce development activities and small business development services to entrepreneurs and prospective business owners within the Ancestral Territory of the Karuk Tribe.
8. Recruits, hires, evaluates, and supervises KCDC administrative, enterprise, and program staff according to Board and Tribal personnel policies and organizational structure; trains or facilitates the training and professional development of staff.
9. As a member of the Karuk Tribe's Management Team, works cooperatively with Tribal Department/Program Directors to develop and implement sound plans, budgets and financial management systems.
10. Coordinates with other members of the Management Team to analyze trends in public and private funding availability, trends in revenues and expenditures, and advises the KCDC Board regarding potentially adverse and/or beneficial impacts.
11. Attends meetings of the KCDC Board of Directors and provides Economic Development advice as necessary and appropriate for sound management decision-making by the governing board.
12. Serves as the official representative of the KCDC to community members and organizations, creditors, funding agencies; advocates for public policies, as well as public and private sector support of community/economic development programs; promotes collaborative approaches to community/economic development programs; facilitates teaming, partnership formation and conflict resolution among various community constituencies.
13. Prepares monthly and quarterly report of the Karuk Community Development Corporation.
14. Shall provide direct supervision to all Program Managers and Directors of KCDC.
15. Executes Board directives and policies.
16. Shall be polite and maintain a priority system in accepting other 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. MBA with minimum of three-years experience and proven success in rural economic development, or BS in Business Administration with five-years proven success in rural economic development. Progressively responsible work experience and proven success in a similar occupation may be substituted for the educational requirement.

2. Demonstrated abilities to plan, finance, implement and manage community/economic development enterprises, workforce development programs, and projects.
3. Must have demonstrated knowledge of generally accepted accounting principles (GAAP) preferred, federal compact, contract and grant management procedures and OMB Circulars and other regulations governing financial management practices of Tribal governments preferred.
4. Must have demonstrated ability to define problems, collect data, establish facts and draw valid conclusions, ability to interpret an extensive variety of technical instructions in mathematical or diagram form and communicate findings and conclusions to governing boards and members of the management team.
5. Demonstrated abilities to supervise administrative, enterprise, and program staff.
6. Possess abilities to set realistic goals; manage multiple administrative activities, programs, and projects; set priorities for a coordinated organizational work effort; manage time well; take initiative; delegate effectively; and work under moderately to highly stressful conditions.
7. Must demonstrate excellent writing and oral communication skills.
8. Must have strategic planning and implementation background in private and public sector.
9. Must be able to travel for extended periods and on short notice
10. Must possess valid driver's license, good driving record, and be insurable by the KCDC's insurance carrier.
11. Must adhere to confidentiality policy.
12. Must successfully pass a pre-employment drug screening test and criminal background check.

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

KCDC Board Approved: Revised 01/15/2013

Tribal Council Approved: Revised 01/17/2013

Chairman Signature: _____

Employee Signature: _____

POSITION DESCRIPTION

- Title:** Head Start Director
- Reports To:** KCDC Chief Executive Officer (CEO)
- Supervises:** Deputy Director and Yreka Center Staff
- Location:** Happy Camp and Yreka
- Salary:** \$48,000 to \$60,000
- Classification:** Full-Time, Exempt, Non-Entry Level

Summary: The Head Start Director is responsible for ensuring compliance with the Head Start Program Performance Standards and other federal, state, and local regulations. The Director has the overall responsibility for coordinating and directing all Karuk Head Start program and administrative services including but not limited to the following: program planning, development, management, and operations; self-evaluation; community needs assessment; parent surveys; oversight of each center classroom; curriculum activities; required documentation and tracking systems; community collaborations. The Director is also responsible for communicating and working in coordination with parents, the Parent Policy Council, KCDC staff and Board of Directors, and the Karuk Tribal Council as required.

Responsibilities:

1. Shall provide oversight for both centers and ensure compliance in all areas according to the Head Start Program Performance Standards and applicable federal, state, and county regulations. Compliance reports and information shall be presented and/or submitted to all entities as required and in a timely manner.
2. Shall work with Head Start Deputy Director and KCDC staff to determine resource and financial requirements, including but not limited to, day-to-day expenses, wages/salaries, staff training, and curriculum for successful operation of the Karuk Head Start Program.
3. Shall work with Head Start staff to ensure Head Start centers operate within program guidelines, meet the educational needs of children enrolled in the program, and successfully involve parents/guardians in activities that support their children in the areas of education and early childhood development, safety, nutrition, mental health, and family and community partnerships.
4. Communicates with Deputy Director, teaching staff, parents/guardians, and community partners to assist and ensure family and community partnership goals and the needs of children and families and the Karuk Head Start Program are being addressed.

5. Participates as needed, in the Individualized Education Plans (IEP) and process, along with specialists, teaching staff, and parents/guardians. Maintains current information and updated disability services for children and assists as needed, with successful transition to their next level of education
6. Shall coordinate Training/Technical Assistance (T/TA) through the Office of Head Start to foster shared decision-making and a clear understanding of program governance responsibilities as they relate to Policy Council, Tribal Council, KCDC Board and staff, to ensure compliance according to the Head Start Program Performance Standards and to support the Head Start Program.
7. Shall monitor budget, approve, and forward all Head Start expenses to the KCDC fiscal department and submit monthly or quarterly reports as requested.
8. Shall provide opportunities for cross training of Karuk Head Start program positions, identify relevant staff development resources/conferences/workshops/training and make arrangements for program staff to participate as is prudent.
9. Shall be available for job related local and out of the area travel as required. Shall participate in and attend workshops/training/conferences and other work related opportunities for professional growth that support understanding of Karuk Head Start program management, requirements, regulations and best practices. Shall attend KCDC board and Tribal Council meetings and other functions as requested.
10. Communicates regularly with all staff regarding behavior and learning challenges. Provides recommendations of models for behavior modification through positive learning experiences and consequences, and other resources as needed.
11. Shall be responsible for Program Information Report, On-Site Federal Review, Grants Management Reports, monthly KCDC Reports, Audits, electronic data collection reports and all other required programmatic reports.
12. Shall seek additional funding specific to Head Start, early childhood education, or school readiness to supplement the Head Start program and ensure quality education and training for children, parents, and staff.
13. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Expectations:

1. Cultural Competency: Ability to work effectively with Native American people in culturally diverse environments and knowledge of the Karuk culture.
2. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and is knowledgeable of the Head Start Program Performance Standards.
3. Teamwork: Strives to be “solution-focused” and presents recommendations that best meet the needs of Karuk Head Start children, parents, staff, KCDC, the Tribe, and the community. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.

4. Program Support: Supports, cooperates and assists to meet the goals of all components of the Karuk Head Start Program in accordance with the Head Start Program Performance Standards. Establishes and maintains an effective working relationship with Head Start and KCDC staff.
5. Professional Development: Participates in ongoing professional development/training/meetings as determined in coordination with the KCDC CEO and/or Board.

Requirements:

1. Preferred Bachelor's degree in Early Childhood Education, Child Development, or related field **OR** Associates Degree in Early Childhood Education with a minimum of five years pre-school management experience which demonstrates the required knowledge, skills, and abilities of management and administrative work in a Head Start or similar program.
2. Knowledge of Head Start Program Performance Standards, an understanding of Head Start philosophy, and the ability to implement its principle of shared authority and decision-making.
3. Experience in program management, including program planning, operations and evaluation, and the use of management information systems.
4. Knowledge of the Karuk Culture or experience working with Native American people.
5. Strong supervisory skills, oral and written communication skills, experience in writing grants or the ability to learn computerized grant application.
6. Valid driver's license, good driving record, and be insurable by KCDC's carrier.
7. Must maintain confidentiality, adhere to the Karuk Tribe Personnel Policy and must sign the Karuk Head Start Employee Conduct and Confidentiality document.
8. Must submit to a TB test and medical examination and periodic re-examination as required by a Health Care Professional. 1304.53 (j)(i) and successfully pass a pre-employment drug screening test and a fingerprint criminal background check.

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

KCDC Approved: _____

Council Approved: _____

Policy Council Approved: _____

Chairman's Signature: _____

Employee's Signature: _____

Karuk

Community

Development

Corporation

POSITION DESCRIPTION

Title: Amkuuf Shop Manager

Reports To: Economic Developer/Operations Manager

Supervises: Amkuuf Shop Sales Clerks

Location: Amkuuf Shop, Yreka, CA

Salary: \$14.00 to \$18.00 per hour, depending on experience

Summary: The Amkuuf Shop Manager will facilitate retail sales at the Amkuuf Shop and shall be responsible for and in communication with KCDC administrative staff, merchandise ordering, daily sales, cash receipts and bank deposits, employee supervision, time sheets and schedules, and day-to-day operation of the Amkuuf Shop. Shop Manager will also be responsible for working with KCDC CFO to determine cost of goods sold, sales trends, and general overhead costs.

Classification: Full-Time, Regular, Non-Exempt, Non-Entry Level

Responsibilities:

1. Shall be responsible for store sales, management of advertising/promotion, customer relations and customer service, merchandising, product selection, product ordering and pricing.
2. Shall supervise Amkuuf Shop staff, ensure time sheets are accurate and submitted appropriately, prepare weekly schedules for all Amkuuf Shop employees and submit schedules to the KCDC Economic Developer/Operations Manager.
3. Shall operate the cash register, receive payments, and prepare daily sales slips, bank deposits and merchandise orders and ensure accuracy of all sales clerks daily close-out.
4. Shall maintain inventory system to account for all products and sales. In coordination with ED/OM and/or CFO, shall generate inventory and sales reports to determine sales trends.
5. Shall load and change stock and price information and other information in the Point of Sale system as needed.

6. Shall perform merchandising duties such as stocking shelves, installing or changing displays, and shall work with ED/OM to determine shop hours and closure dates.
7. Shall provide tobacco cessation information to customers in collaboration with Public Health Nurse.
8. Shall work closely with KCDC administrative staff to ensure smooth and profitable operation of the Amkuuf Shop.
9. Shall be available for local and out of area travel as required for job related training. Shall 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.

Expectations:

1. Professionalism: Is aware of the potential impact of own attitudes and behaviors and makes appropriate adjustments to assure that communication and services are purposeful and appropriate. Demonstrates respect, honesty, integrity, and fairness to all. Follows policies and procedures, and knows the importance of excellent customer service.
2. Teamwork: Strives to be “solution-focused” and presents recommendations that best meet the needs of the Amkuuf Shop, staff and KCDC. Maintains constructive team relationships, coordinates effective goals and identifies/plans ways to successfully work together. Demonstrates flexibility and adaptability to change.
3. Customer Service: Provides excellent customer service and insures all staff are capable and competent in their interactions with customers.
4. Professional Development: Participates in ongoing professional development/training/meetings as determined in coordination with the KCDC CEO and/or Board.

Requirements:

1. Must have relevant experience with general retail point of sale systems and Excel spreadsheets.
2. Must be able to add, subtract, count change, and utilize tools of the retail sales trade.
3. Must have the ability to exercise sound judgement and perform duties with reliability, integrity, and initiative.
4. Must have the ability to work efficiently and effectively without close supervision.

5. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move heavy objects, office or other miscellaneous equipment; physical ability to lift and carry objects ranging from 50-75 pounds without assistance; normal manual dexterity and hand eye-coordination; corrected vision and hearing to normal range; good verbal communication skills.

6. Must have a valid California driver's license and good driving record.

7. Must successfully pass a drug screening test and criminal background check.

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

KCDC Board Approved Date: _____

Council Approved Date: _____

Employee Signature: _____ **Date:** _____

KCDC Chair Signature: _____ **Date:** _____

Chairman Signature: _____ **Date:** _____

POSITION DESCRIPTION

OLD
DESCRIPTION

Title: Smoke Shop Manager

Reports To: KCDC Board of Directors

Supervises: All Smoke Shop Sales Clerks

Location: Amkuuf Smoke Shop, Yreka

Salary: \$11.00 to \$14.00 per hour, depending on experience

Summary: The mission of the Karuk Community Development Corporation is *to develop among Tribal members of the Karuk Tribe 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.* The KCDC plans, develops, and oversees the operation of Karuk Tribal businesses. The Lead Sales Clerk will facilitate retail sales at Amkuuf.

Classification: Full Time, Regular, Non Exempt, Non Entry Level

Responsibilities:

1. Shall be responsible for store sales, and with assistance from KCDC staff, assist in management of advertising/promotion, customer relations, merchandising, product selection, product ordering and pricing.
2. Shall perform merchandising duties such as stocking shelves, installing or changing displays, etc.
3. Shall provide tobacco cessation information to customers in collaboration with Public Health Nurse.
4. Shall operate the cash register, receive payments, and prepare daily sales slips, bank deposits and merchandise orders.
5. Shall develop and maintain inventory system to account for all products and sales. Shall generate inventory and sales reports to determine sales trends.
6. Shall supervise all Sales Clerks including shift scheduling, training on Point of Sale system, and inventory management. Shall perform employee evaluations for all Sales Clerks in accordance with policy.
7. Shall travel as required for deliveries, purchases and employee training.
8. Shall perform accounts receivable and accounts payable processing related to the Smoke Shop.
9. Shall load and change stock and price information in the Point of Sale system.
10. 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.
11. 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 be knowledgeable of general retail sales systems.
2. Must be able to add and subtract, to follow oral and written instructions and to utilize tools of the retail sales trade.
3. Must have knowledge of the Point of Sale software systems and Excel spreadsheets.
4. Must have the ability to work efficiently and effectively without close supervision.
5. Must have the ability to exercise sound judgment and to perform duties with industry, reliability, integrity, and initiative.
6. Must have the ability to stand and walk for extended periods; stoop, kneel and crouch to pick up or move objects, office equipment, furniture, or miscellaneous equipment; physical ability to lift and carry objects ranging from 50-75 pounds without assistance; physical ability to lift and move heavier objects with assistance; normal manual dexterity and hand-eye coordination; corrected vision and hearing to normal range; good verbal communication skills.
7. Must have a valid California driver's license and good driving record.
8. Must be able to work well with the public.
9. Must be able to successfully pass a drug screening test and criminal background check.

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

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

KCDC Board Approved Date:

Tribal Council Approved:

Employee's Signature: Ray J. [Signature] 3-22-12

President's Signature: [Signature] 3/21/12

Karuk

Development

Community

Corporation

Title: Head Start Director

Reports to: Karuk Community Development Corporation (KCDC) Board

Supervises: Head Start Component Coordinators and Head Start Teacher/Center Supervisors

Location: Happy Camp/Yreka

Salary: \$35,000 to 47,500 DOE

OLD
DESCRIPTION

Classification: Full Time, Non-Entry Level, Exempt

Summary: Under the direct supervision of the Executive Director and general Supervision of the Tribal Council and the Karuk Community Development Corporation Board and Policy Council, shall manage the Head Start/ Early Childhood Education Program for the Karuk Tribe of California (KTOC). The Director plans, organizes and monitors program operations, functions, activities, services and staff. The Director is responsible for program planning, program development, self evaluation, and ongoing community relations and oversight of each center classroom, curriculum activities, educational opportunities, documentation and tracking systems. The Director is responsible for working with other managers within the Karuk Tribe of California such as KCDC Finance Officer, TERO, Human Resources, and others as necessary.

Responsibilities:

1. Shall develop the annual Head Start Delivery Service Plans, project proposals and budget estimates.
2. Shall determine resource and financial requirements for operation and evaluation of Head Start operations at each individual center, including but not limited to salary, expenses, training and technical assistance (T/TA).
3. Shall determine the need for and estimate costs of facilities maintenance, and work with Fiscal and Resource Development Department/Compliance Office to finalize proposals.
4. Shall assure that approved plans are implemented in a timely manner and keeping with grantor agency stipulations, County, State Federal, and KTOC/KCDC policies.
5. Shall monitor site performance and program achievement.

6. Shall ensure Head Start Program Performance Standards are in compliance.
7. Shall assure that Head Start sites are in compliance with County, State and Federal regulations by use of activity reports, self-assessment, and on site visits.
8. Shall assure Head Start sites operate within program guidelines, meet education needs of the children enrolled in the program, and successfully involve parents/guardians in the local project design.
9. Shall provide for a comprehensive service program including improvement of the child's social emotional well-being, family wellness and staff development.
10. Shall act as a liaison between Head Start and work closely with the school district personnel in the service areas for the transition of children to the next level of education and children identified with special needs.
11. Shall serve as a liaison to the health community both public and private agencies and groups that serve health needs and special needs of children and families
12. Communicates with teaching staff to assist and assure family goals are being addressed and meet regularly with the Head Start Center Staff or as needed.
13. Participates in the Individualized Education Plans along with the specialists, teaching staff and parents.
14. Shall attend workshops, conferences, and meetings to instruct/provide program information, interpret regulations and to remain current in best practice for children and updated disability services for children; act as a liaison between KTOC/KCDC sites and Federal or State funding agencies in resolving conflicts and facilitating operations.
15. Shall foster shared decision-making and work closely with the Policy Council and Tribal Council/KCDC to support and provide opportunities for understanding of the overall organization, operations and trainings.
16. Shall review, approve, and forward all Head Start expenses to the Finance Department ; complete special studies and projects for the Karuk Tribal Council/KCDC and Policy Council, and submit monthly or quarterly reports, or as requested.
17. Shall be responsible for identifying appropriate resources to be used in training of Head Start site staff.
18. Shall be participate in workshops/training/conferences and/or arrangement of training for center staff.
19. Assists in and cross trains in the design, development and delivery of in-service training and orientation for teachers.
20. Communicates regularly with teaching staff regarding behavior and learning challenges. Provides recommendations of models for behavior modification through positive learning experiences and consequences.
21. Shall conduct a comprehensive community needs assessment with the Deputy Director once every three years.
22. Shall carry out other Head Start rules and regulations and work in conjunction with the Resource Development Department and other organizations to promote a greater degree of competence.
23. Shall be responsible for Program Information Report, On-Site Federal Review, Grant Management Reports, Tribal Council Reports, Audits and other mandated program reports as required.

24. Shall be available local and out of area travel as required for job related training. Will attend all required/mandatory meetings and functions as requested.
25. Shall seek funding through grants specific to early childhood education and other collaborative agencies to ensure quality education and training for the Head Start Program.
26. Other job related duties as assigned.

Qualifications:

1. Have the ability to work effectively with Native American people in culturally diverse environments.
2. Have effective time management skills 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 a Bachelor or Master's Degree in Education or related field with Studies in early childhood and family development **OR** three years experience which demonstrates the required knowledge, skills, and abilities of management and administrative work **OR** be working toward a qualified degree **OR** Johnson and Johnson Management Certificate.
2. Must have three years experience working in the Head Start Program or other Related field with children ages 3 to 5.
3. Must have three years experience working in administration of a child Development program.
4. Must have substantial and current knowledge of Head Start Performance Standards and strong supervisory skills.
5. Must have knowledge of the Karuk Culture and strong oral and written Communication skills.
6. Must have knowledge of current developmentally appropriate practice For working with children and families.
7. Must have skills in writing grants or the ability to learn computerized Grant application.
8. Must possess valid driver's license, good driving record, and be insurable by the KCDC insurance carrier.
9. Must submit to an initial TB test and medical examination and periodic re-examination as recommended by Health Care Professional. 1304.52 (j)(i).
10. Must successfully pass a pre-employment drug screening test and a fingerprint criminal background check.

11. Must sign the Karuk Head Start Employee Conduct and Confidentiality document.
12. Must possess a High School Diploma or equivalent.

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

Council/KCDC Approved: September 2008
Policy Council Approved September 2008

Chairman's Signature: Orch Cooper Date: 09/24/08

Employee's Signature: Patricia Brown Date: 9-30-08

KCDC Chairman's Signature: Alan Johnson Date: 10/01/08

Food Security Program Coordinator's Council Report
Lisa Hillman
Tribal Council Meeting 12/17/15

Please note information/activities are for the period of: 11/13/15 through 12/10/15.

Request for Approval – 15-R-XXX for the Píkyav Field Institute Project proposal to the Bureau of Indian Affairs Tribal Youth Initiative to support environmental education and workforce development for Tribal Youth through the Department of Natural Resources in all three service areas from July 1, 2016 to June 30, 2018 in the amount of \$200,000.

The two-year Píkyav Field Institute Project will support a Project Coordinator to improve upon and implement the Karuk Tribe's K-12 Nanu'ávaha Curriculum in all local schools, coordinate the Kaavíchvaans summer youth employment program, and further DNR's goals of building tribal capacity in the fields of natural resources and forestry. Tribal Youth from all three service areas will gain education and workforce development in the natural sciences.

Please find a draft of the project proposal attached.

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Accomplishments and upcoming dates:

This past month, the Food Security Project has been working on buttoning down our acorn, fish and other Native resources harvest activities and moving into food processing, including experimenting with a *peesh* project: at three sites, one batch each of tan oak and black oak acorns have been submerged into a source of running water and soil. With a total six batches, we are hopeful to learn more about this traditional form of acorn processing.

Together with our Farm to School contractors, we have been working on processing wild grapes, huckleberries, salmon, acorns, and medicinal teas as well as conventional fruits and vegetables harvested from our Orchard Revitalization objective and community garden activities.

Staff attended the two-day Oak Conference held in Eureka last month, and the Project Coordinator has just finished presentating at the 2015 Inter-Tribal Agriculture Council Membership meeting in Las Vegas on "Enhancing Tribal Food Sovereignty." The conference was informative and new connections were made with Tlingit and Crow Creek tribal members sympathetic to the goals of the Karuk Tribe.

For our part in the Ishkeesh'tunviiv after-school program, we have been teaching students oral traditions this past month: the story of cheepakpak (how Robin got his red breast) and

pihnêfich trades his song. The first story-time was prefaced with a lesson on Native berries (including the fateful madrone berry), and the last story was crowned with an impromptu student performance of the story in the Orleans Elementary lunch room – complete with traditional song.

DNR staff is currently busy working on printing updated and newly approved curriculum materials for our partnering schools. The Project Coordinator has been working with the administrators of several schools to organize staff training on the curriculum, pilot lessons with Cultural Practitioners, and field trips for our spring season.

A December/January schedule of upcoming events and activities has been sent out to our tribal departments at the end of November. We will be hosting our winter events in the month of February, so expect to see flyers in the coming weeks.

Yôotva for your continuing support of the Food Security Project.

Ron Reed++++2015 Salmon Kipperring/Raw Pack Workshop

11/16/15

On November 16th, 2015 the KT FSP put on a Salmon Kipperring/Raw Pack Workshop in Yreka, Ca. at the KTHA Community Room. The fish were caught at Ishi Pishi Falls and were smoked in a portable smokehouse build by volunteers (Bob Rohde, Michael David) and Ron Reed. The trailer was donated by the Maintenance Program Director, Fred Burcell and the boards was cut by the KT FSP and Harold Tripp from the trees that was fell in a clean-up effort from the Day Pay McCovey Native Plant Garden in Orleans.

Ron Reed (Cultural Biologist), Phil Albers (KT TANF) Stormy Jackson (Contractor) and Mike Polmateer Jr.(Mentored Student) were the practitioners present that provided oversight for the project. The KT FSP provided three salmon that were "Kipperred" and three salmon that were "Raw Packed". Those six fish provided one and one half cases (pints) of "Kipperred" salmon and one case (pints) plus, 6 quarts of "Raw Pack" salmon. Robert Crowe (KTHA Community Gardener) provided corn from the garden to can one case of quarts and a case of pints. After the event was over we sent home each participant home with one jar of "Kipperred" and "Raw Packed" salmon along with a jar of corn. Several handouts (Internet Guide to Food Safety Preservation, Canning Smoked Fish at Home Guide, Preparing Poultry Meats and Seafood's and a Safe Methods of Canning) were given to each participant as well.

The event was very successful. Although folks would really like to participate in the whole smoking and canning process they were very satisfied with the workmanship and the "getting to take home some of our work" was genuinely appreciated. The atmosphere of this canning event seemed special. The learning and comradery of the participants was exciting to be a part of. The group was very excited to

talk about the possibility of the portable smokehouse coming out to Yreka soon. The KT FSP will be doing our due diligence to see that it will become a reality. People showed up after the event and asked if we could advertise a little better, and of course, timing is of the essence.

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ENVIRONMENTAL COORDINATOR/ Carlotta Whitecrane

Submitted EPA GAP FY 2017 Workplan and Budget. Attended Tribal Science Council annual meeting in DC at the beginning of December. Great presentations, contacts and opportunities.

Meeting the PPG Grant Program Objectives & GAP Grant Program Objectives
Submitted 4th Quarter Report, Preparing Environmental Education Specialist and Climate Adaptation contracts as well as helping Sissy with 2 contract extensions (consent calendar).

Council Report 12/09/15

Alex Watts-Tobin, THPO-Archaeologist.

The THPO attended a number of agency and outreach meetings in the last month: the THPO summit in Shingle Springs; an agency-Tribal meeting in Humboldt County about CEQA and AB52; and a visit to the NW Information center in Rohnert Park. A meeting was also coordinated with Holly Roberson, Land Use Counsel at the Governor's Office of Planning and Research.

- On the WKRP project, the field season is complete. It has been a very successful season, with the Arch Techs and Archaeologist working side by side with the Forest Service Crews. We have completed inventory of all the roadside areas within the Demonstration Units. The interior, the site definitions, and the report will be left for next year. The data has been taken on iPads, and the concentrations of resources found have been organized into Resource Areas for thoroughgoing assessment next season. We have used standard forms and procedures to update the site records for the existing historic properties in the Forest Service system. This is an effective way of learning how to take site records and training for other Archaeological projects. The formal recording of the places found this year will use these skills, and will also incorporate the newly-developed TEK sheets.
- The THPO has made use of the meetings listed above to include the Arch techs in them. There were Archaeological presentations from the Forest Service, Cal Fire, and Caltrans, besides being an effective way of meeting the agency personnel in a number of different departments. These are the people the the THPO and members of a THPO office will need to engage with. The Arch Techs will work until the end of December, and we hope to rehire them next season, starting February. As of the beginning of December, only \$41000 out of \$58000 had been spent down, which means that some funds can be rolled over to next year.
- The Westside Project is going forward. John Salter has got the comments back on the KNF field reports. The Karuk Archaeologist has also submitted one field report, and a second one is in preparation using data taken in the fall at Tyler Meadows and Cold Springs. We are in the process of developing a proposal for a modification to Interagency Agreement that would fund an additional position - essentially making the THPO and Archaeology programs separate full time positions. This would be desirable, given the scale of the land within Aboriginal Territory. Some more Arch Techs may need to be hired.
- The Cultural Monitor Training in Happy Camp has been postponed until February; it is to be jointly sponsored by TANF, TERO, and THPO. It proved too difficult to pull it together in November. This will increase the list of trained monitors that could be assigned to the upcoming construction projects.

Regular Council Meeting – December 17, 2015

This has been a busy month also, but very frustrating when we are not able to get our work done due to internet issues and outlook issues. I need these programs to get information out to my contractors, Happy Camp fiscal staff, etc. Micro Fund is down so not able to get out the EE&A's out to the coordinators at DNR for them to review their funding sources.

GSA information:

Everything is current on vehicle reporting and payments. Still waiting on funding to come down for the other two GSA vehicles that was approved for lease for the RTRL Project and then will place order along with Craig Tuckers vehicle, which was already approved by council. Waiting to place order for all vehicles at once.

Daily Tasks:

DNR currently has 70 active funds codes for this FY 2016.

Continue to work daily on processing invoices for payment. (Currently have active 33 contracts)

I continue to work with the DNR Coordinators on the budgets/fund codes.

Do up Budget Modifications as needed for Watershed, Water Quality, Fisheries.

Budget preparation for the coordinators

Budget preparation for submitting proposals for funding projects

Tracking budget line items

Tracking In-Kind Match for grants.

WKRP:

Contract Mod. No. 1 for WTRC 15-C-044 – time extension

Working on Budget Mod. for Mod. #3 from the USFS – WKRP Project

Working on Modification to Jessica's Contract to add funding for Mod. #3

Working on Modification to MKWC Contract to add funding for Mod. #3

Watershed:

Working on Modification to John Salter Ph.D Contract to add funding to contract

FISHERIES:

Modification No. 8 for GeoEngineers 11-C-045, adding funding and extension of time. Mailed out for contractor signature.

Water Quality:

Budget Mod for new budget for QVIR Agreement 16-A-015, sent up to fiscal for new fund code

Food Security:

Contract for Basil Conrad 16-C-026, notified to come into DNR to sign contract

Contract for Monique Sonoquie 16-C-025, mailed out for contractor signature.

GIS Specialist / Data Steward

November 13th, 2015

Please note information/activities are for the period of: 10/15/2015 through 11/13/2015.

Action Item(s):

Projects:

- Edit and update WKRP Private Lands NEPA participant shapefile.
- Reconvene WKRP prescription work group meetings two days per week, keep meeting notes and data.
- Scan historic trails maps to be digitized.
- Begin working on Stream Delineation GIS product derived from LiDAR dataset with Mitzi Wickman from MKWC.
- Participate in TREX AAR.
- Create strategic training chart for building local capacity in NWCG-qualified positions. This can be used for planning future TREX events and building local capacity for Type 3 IMT.
- Continue to assist Food Crew and Arch Crew with data downloads and data organization.
- Fly vacancy announcement for GIS technician job opening.

Meetings/Training Attended:

- 10/15; 10/22 Meet with Arch Techs to help them download and code data.
- 10/19-20 Assist NorCal TREX event with GIS support
- 10/27 WKRP Core Team Meeting
- 10/28-29 WKRP Workshop in Happy Camp to discuss Happy Camp pilot project and Research support from USFS PSW/PNW Researchers.
- 11/2 Review Cultural Resources Database RFP responses.
- 11/3 Meet with Daryl van Dyke in Arcata to provide plot data and discuss upcoming Klamath Pilot Project.
- 11/4; 11/11 Meet with Mitzi Wickman to work on Stream Delineation process.
- 11/5; 11/9; 11/12 WKRP Prescription Work Group meetings.
- 11/6 Klamath River TREX AAR

Jill J. Beckmann
GIS Specialist / Data Steward
Department of Natural Resources
530-496-3342 (work)

GIS Specialist / Data Steward

November 13th, 2015

Please note information/activities are for the period of: 11/14/2015 through 12/11/2015.

Action Item(s):

- None

Projects:

- Organize and attend WKRP prescription work group meetings two days per week, keep meeting notes and data. Create maps and briefing documents to update Core Team on our activities. This is my main focus right now. We are planning management units for the OSB project to plan for Scoping that will go out in the Spring.
- Continue working on Stream Delineation GIS product derived from LiDAR dataset with Mitzi Wickman from MKWC.
- Finish organizing Food Crew data from 2015. Provide Lisa Hillman, Bill Tripp, and crew with final package that includes all data collected, all photos, processed data spreadsheet and forms for easy viewing, GIS data, and Google Earth file for locating and viewing Grove data. Approximately 75 groves were visited last summer, mostly within the four focal areas for the WKRP OSB pilot project.
- Continue to assist Arch Crew with data downloads and data organization.
- Review applications for GIS technician job opening.
- Register for Situation Unit Leader course in January to learn SITL role. This will help facilitate communication and organization during TRES and help build local capacity for Type 3 fire organization that can manage local wildfires (long term goal).
- Get permissions for managing IQCS records.
- Continue to evaluate responses to Cultural Resources Database RFP. Submit follow-up questions for respondents. Schedule time for presentations (will be at KRAB meeting on 1/5).
- Continue to manage WKRP document storage and email lists.

Meetings/Training Attended:

- 11/19 Meet with Colleen to estimate location of three grove locations with GPS errors
- 11/19, 11/20, 11/30, 12/3, 12/4, 12/9, 12/10 WKRP Prescription Work Group meetings.
- 12/2 DNR Council Meeting and GIS Technician application screening.
- 12/7 Interview Toby Herold for additions/corrections to Firelines geodatabase with Karuna Greenberg in Salmon River area before Toby retires.
- 12/11 Christmas Party!

Jill J. Beckmann
GIS Specialist / Data Steward

REQUEST FOR TRIBAL COUNCIL AUTHORIZATION TO SUBMIT PROPOSAL TO FUNDING SOURCE

REQUESTOR: Lisa Hillman **DATE:** 12/9/2016

DEPARTMENT: Department of Natural Resources

DEADLINE: 1/1/16 **AMOUNT:** \$200,000 **DATES FROM:** 7/1/2016 **TO:** 6/30/2018

BRIEFLY DESCRIBE PURPOSE OF PROPOSAL:

The two-year Pikyav Field Institute Project will support a Project Coordinator to improve upon and implement the Karuk Tribe's K-12 Nanu'avaha Curriculum in all local schools, coordinate the Kaavichvaans summer youth employment program, and further DNR's goals of building tribal capacity in the fields of natural resources and forestry. Tribal Youth from all three service areas will gain education and workforce development in the natural sciences.

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*	<u>Lisa Hillman</u>	DATE	<u>12/9/2015</u>
CFO*	<hr/>	DATE	<hr/>
COMPLIANCE*	<hr/>	DATE	<hr/>
CHAIRMAN	<hr/>	DATE	<hr/>
OTHER	<hr/>	DATE	<hr/>

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: 15-R-xxx
Date Approved: December 17, 2015

RESOLUTION AUTHORIZING THE SUBMISSION OF THE PIKYAV FIELD INSTITUTE PROJECT PROPOSAL TO THE BUREAU OF INDIAN AFFAIRS TRIBAL YOUTH INITIATIVE TO SUPPORT ENVIRONMENTAL EDUCATION AND WORKFORCE DEVELOPMENT FOR TRIBAL YOUTH THROUGH THE DEPARTMENT OF NATURAL RESOURCES IN ALL THREE SERVICE AREAS FROM JULY 1, 2016 TO JUNE 30, 2018 IN THE AMOUNT OF \$200,000.

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; now

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 Pikyav Field Institute Project proposal to the Bureau of Indian Affairs Tribal Youth Initiative to support environmental education and workforce development for Tribal Youth through the Department of Natural Resources in all three service areas from July 1, 2016 to June 30, 2018 in the amount of \$200,000.

CERTIFICATION

I, the Chairman, hereby certify the foregoing resolution 15-R-xxx, which was approved at a regularly scheduled Tribal Council Meeting on December 17, 2015, 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

I. Introduction/Background

Name of Applicant: Karuk Tribe

Name: Píkyav Field Institute Project

Location: Karuk Ancestral Territory in the Mid-Klamath River Basin

Background: The Karuk Department of Natural Resources (DNR) is a Tribal department that has seen exceptional growth since it was established in 1989. Founded with a single employee, DNR has grown into a multi-program department that has included over one hundred (100) employees during fire events – all sharing the common mission of *protecting, promoting and preserving the cultural/natural resources and ecological processes upon which the Karuk people depend*. A focus of DNR is to integrate traditional management practices into the current management regime, which is based on certain principles and philosophy:

As guardians of our ancestral land, we are obligated to support practices that emphasize the interrelationships between the cultural and biophysical dimensions of ecosystems. The relationships we have with the land are guided by our elaborate religious traditional foundation. For thousands of years, we have continued to perform religious observances that help ensure the appropriate relationship between people, plants, the land, and the spirit world. We share our existence with plants, animals, fish, insects, and the land and waters. We are responsible for their well-being. Our ancestral landscapes overflow with stories and expressions from the past, which remind us of who we are and direct us to implement sound traditional management practices in a traditional and contemporary context.

Quoted above, DNR's Eco-Cultural Resources Management Plan (ECRMP) outlines an integrated approach to adaptive resource management, linking Western science and Traditional Ecological Knowledge (TEK)-driven research, ethnographic interviews with Cultural Practitioners, data collection, and data analysis to provide the Karuk Tribe's contemporary management scheme throughout its ancestral homelands. Karuk Cultural Practitioners continue to implement the sophisticated and time-tested knowledge and practices developed within our culture since the beginning of time. Building upon this climate-change resilient and adaptive Native science, the ECRMP was developed using funds authorized under the National Indian Forest Resources Management Act and represents one of the first integrated tribal resource management plans developed in the country.

DNR faces a critical juncture: climate change and public interest push federal, state and private agencies and academic institutions to increase support of resourceful land management operations and solutions. The Karuk Tribe (Tribe) is a leader in adaptive resource management, exemplified by the Tribe's role as the "hub" of the Western Klamath Restoration Partnership (WKRPP), a 1.2-million-acre upslope restoration collaborative co-led by the Tribe, Mid Klamath Watershed Council, Salmon River Restoration Council, and the US Forest Service. It is therefore no coincidence that DNR staff currently struggles with its human capacity to pursue one of its most important goals: to grow its tribal workforce to meet the needs of the 21st century.

Tribal youth represent the most underachieving racial groups in the U.S., and their absence from professional fields, especially in the natural sciences, is disheartening. The Tribe is determined to change the course of this trajectory. With desperately needed Native roles models currently

leading the Six Rivers National Forest Service, with employment and educational opportunities for tribal youth, with dedicated staff to implement the Traditional Ecological Knowledge (TEK)- and Western science-based K-12 Nanu'ávaha curriculum in all local schools, DNR is confident that the Píkyav (English: *fix-it*) Field Institute Project will live up to its name.

Overview: DNR is dedicated to supporting and developing opportunities for our tribal youth to learn about and engage in land and resource management activities for several reasons, among which are: to achieve our mission; to improve tribal capacity to fill DNR management and technical positions; to encourage tribal youth to explore possibilities in TEK- and/or Western science based careers in natural resources; to perpetuate tribal culture by teaching youth about traditional land and resource management practices that have cultivated and sustained our Native food, fiber and medicinal plants resources since time immemorial; and to offer our next generation viable disaster preparedness by helping them understand the correlation between land and resource management practices and climate change considerations.

DNR has built collaborative partnerships over the past decade to facilitate such opportunities, e.g. the Kaavíchvaans Project in collaboration with U.S. Fish and Wildlife Service (USFWS) and U.S. Forest Service (USFS), a summer youth employment opportunity; [the Karuk-UC Berkeley Collaborative, which has dedicated and supported research for over ten years from undergraduate through post-doctoral and faculty levels in subject areas within the environmental sciences, fields of law, and STEM-based education](#); the Klamath Connection Summer Immersion Program in collaboration with Humboldt State University, a major studies initiation into a field of the natural resources; Tribal Youth Science Workshop on Water (each summer for four days) in consultation and collaboration with the U.S. Geological Survey (USGS) and the College of the Siskiyous; and a host of other pilot programs and research opportunities in collaboration with UC Davis, Stanford University, UC Santa Barbara, [UC Berkeley](#), and the University of Oregon.

In the framework of the multi-tribal, multi-agency collaborative five-year USDA-funded Food Security Grant [led by UC Berkeley](#), the Tribe [has](#) leveraged its work developing the Karuk Tribe K-12 Nanu'ávaha (English: *our food*) Curriculum to further cultivate partnerships with five local school districts, three Indian Parent Committees, the Tribe's Education Department and Education Committee, Native Curriculum Network, and the Indian Land Tenure Foundation. Lesson content is derived from traditional and current land and resource management practices, especially as they affect food, fiber, and medicinal plant resources, as well as Karuk culture and history. All lessons meet the California State Common Core Standards for English Language Arts, and pilot lessons have convinced five local school districts to implement the Nanu'ávaha Curriculum into their schools. Overwhelming success has led to requests for presentations about this culturally relevant and academically challenging curriculum at state and national education conferences, and DNR presence on the Watershed Education Board of the Mid Klamath Watershed Council (MKWC).

These projects and activities have yet to enjoy sustained funds and dedicated staff. However, DNR continues to build upon years of experience working with tribal youth; successful collaborations with academic institutions, federal and state agencies and local NGOs; as well as

our internal capacity for providing qualitative TEK- and Western science-based education and ECRMP-guided work experience.

The goals and objectives of the Píkyav Field Institute Project (Project) further three critical components of the DNR's vision for its environmental education program, lined out in its newly crafted 5 Year Strategic Plan for Organizational Development:

1. Support the K-12 Environmental Education Division *to educate youth in forest ecology, land and resource management, and climate change by balancing TEK with Western science; as well as further develop and implement our K-12 Nanu'ávaha Curriculum in schools and at field sites located within the Karuk Ancestral Territory;*
2. Maintain and enhance the Kaavíhvaans component of our Environmental Workforce Development and Internships Division through collaborative partnerships and agreements *that facilitate "hands on" employment opportunities for youth in natural resource-related restoration, forestry enhancement with consideration to climate change, and maintenance of fire resilient landscapes;* and
3. Lend support to our Environmental Higher Education and Research Division *to coordinate off-campus satellite programs foster tribal youth participation, and facilitate college credit prospects and placement for tribal youth pursuing studies in the fields of the natural sciences.*

DNR is convinced that to secure needed human resources, it is imperative to provide youth with opportunities for meaningful hands-on experience with land and resource management techniques, introduce concepts relating to a variety of land and related resource management strategies in both culturally appropriate field- as well as classroom settings, and to train basic skills necessary for academic and employment success.

Based on testimonials nation-wide, one of the greatest challenges of completing college for tribal youth is being away from home. Allowing them to engage in career- and research opportunities while they are in primary and secondary school will give them real-life goals and a career path that will encourage them to complete higher education degrees that will allow them to successfully return home. There is a wide-range of forestry and natural resource career opportunities within Karuk Ancestral Territory, and this expected to expand in the years to come.

In an era significantly impacted by climate change, the DNR is certain that the skills and knowledge imparted in this Project will not only promote the economic and social development of our communities, empower tribal youth to pursue careers in forestry, climate research, and related biological and botanical fields, but also help move toward realizing a healthier environment in our homelands.

II. Goal/Objectives

The overarching goal of the Píkyav Field Institute Project (Project) is to engage tribal youth in the field of forestry management and related natural resource fields by helping them to succeed academically with culturally relevant and academically challenging natural resource-focused curriculum; offering hands-on employment and education opportunities, and encouraging them to explore and experience possible careers in forestry and related natural resource fields. A two-year funded Project would significantly work toward Goal 3 of DNR's 5-year Strategic Plan: *To*

provide Tribal capacity within DNR that can address identified program needs, provide for long-term co-management within Karuk Ancestral Territory and homelands, and address high rates of unemployment and poverty among the tribal membership.

Brief descriptions of project objectives follow; measurements reflect two-year totals.

Objective 1: Partnerships and Agreements. Project will support and expand upon collaborative partnerships and agreements to facilitate youth-focused training and education in natural resource-related restoration and revitalization.

Dedicated DNR staff will develop needed Memorandums of Agreements (MOA) with at least four (4) local school districts to implement environmental education lessons in and outside the classroom and assist with contacting Cultural Practitioners. It may also be advantageous to develop MOAs with federal and non-federal agencies in order to do conduct youth activities on certain portions of Karuk ancestral territory.

In collaboration with the Tribe's Education Department, DNR will work with higher education institutions to develop MOAs formalizing partnerships with at least three (3) universities with regard to off-campus satellite programs and opportunities to earn college credit.

Throughout the two-year funding period and beyond, DNR will seek to strengthen collaborative partnerships with at least four federal agencies (4), one NGO (1), and five institutions of higher education (5) to facilitate youth-focused training and education in natural resource-related restoration and revitalization.

Objective 2: Project Coordination. Project will sustain a dedicated Píkyav Field Institute Division Coordinator (Coordinator) to provide outreach, coordinate Project activities, provide grant oversight, mentor tribal youth in their jobs and provide guidance in educational aspirations, work with DNR Branch Managers and other Division Coordinators to provide meaningful hands-on activities in land management practices, as well as work with collaborating institutions, agencies and practitioners to further refine, enhance and sustain the Project.

Coordinator will work with two (2) tribal departments, one (1) NGO, and at least four (4) locals provide outreach on a quarterly basis (8 publications for outreach) for objectives 3 and 4.

Coordinator will communicate weekly (> 90 communications) with schools, collaborating partners/institutions, and guest Cultural Practitioners and/or Western scientists to implement K-12 lessons (>240) and schedule field trips (>12) for hands on experience with land and resource management and monitoring strategies.

Coordinator will be available throughout both funding years to mentor tribal youth regarding job training, vocational and higher educational aspirations (projected mentoring activities: >30).

Coordinator will work with three (3) Branch Managers and five (5) Division Coordinators provide meaningful hands-on activities and field excursions (> 42) with K-12 students and tribal youth employees in land management practices.

Objective 3: Higher Education Opportunities. Coordinator will develop, facilitate, and implement educational seminars in land and resource management techniques, especially as they

relate to TEK and climate change considerations, and are consistent with the principals and philosophy of the ECRMP.

Coordinator will coordinate and assume responsibility for partnerships with higher education institutions regarding projects and environmental education programs in forestry and related natural science fields (at least four (4) programs/projects are anticipated). Project Coordinator will meet monthly (24 meetings) with five (5) Division Coordinators and two (2) Department Directors to coordinate efforts to expand upon existing Pikeyav Field Institute activities, and ensure that these remain consistent with the principals and philosophy of the ECRMP.

Furthermore, Coordinator will work with Klamath Basin Tribal Youth Coordinator and conduct research to remain informed of higher education opportunities for students interested in pursuing careers in forestry or related natural resource fields, and provide this information to tribal youth through the Tribe's Education Department Coordinator on a monthly basis (>24 reports).

Objective 4: Kaavichvaans Summer Employment. Provide tribal youth with employment and educational opportunities that place integrative forest management at its center, and include work place safety and workforce development training.

Coordinator will plan for and implement the Kaavichvaans project, our tribal youth employment and environmental educational opportunity, which engages thirty-two (following numbers reflects 2 summer programs: 32) tribal youth ages 16-21 in activities related to land and resource management. This includes hiring and supervising two Youth Camp Supervisors each summer (4: draft RFP attached), providing for safety measures with daily safety talks (32 first aid briefings and 2 CPR/first aid training courses), assisting prospective tribal youth with their employment application and work permits (as needed; however, experience suggests that the majority of applicants need some form of assistance, ca. 40 participants assisted), meeting weekly (8) with five (5) Division Coordinators to coordinate meaningful weekly tasks and activities (number included in Objective 2), coordinating professional development activities (2 meetings with Human Resources Manager about tribal employment; 2 workshops on job applications and business letter writing, e.g. Letter of Interest and Cover Letters; 2 CPR/First Aid courses) and workshops with agency officials and Tribal Workforce Development Coordinators (projected number: 4). Possibilities here are 4-day workshop in collaboration with USGS, and two day mentoring program with Cultural Burning Network.

Objective 5: Reporting. Complete all Project reporting requirements, including a report highlighting student experiences and project successes.

The Karuk Tribe will submit a 1-2 page progress report (1) and a 1-2 page accomplishment report (1) to the Regional Office of the Bureau of Indian Affairs by February 2 of each funding year, unless otherwise directed.

III. Methodology

Each of the three branches of DNR, namely Administration and Development Branch, Eco-Cultural Revitalization Branch, and the Watersheds Branch have committed to engaging tribal youth in activities related to land and resource management in a variety of ways: working closely with Coordinator to improve upon existing Nanu'avaha curriculum to include both TEK and western science approaches and monitoring techniques to land and resource management

lessons; coordinate meaningful hands-on activities and guest lectures for tribal youth throughout the year, including and especially during the summer Kaavichvaans activities; and committing staff to encourage students at annual school-organized Career Fairs to pursue higher education, TEK mentorships with Cultural Practitioners, and/or employment in forest or related natural resource fields. Through this multi-faceted approach, Tribal Youth will gain a better understanding of and deepen the ties to forestry and related natural disciplines that define their home lands and traditional and modern management practices. This real world experience will help spark the interest of tribal youth to pursue higher educational opportunities that will enable careers in their Native Ancestral Territory.

Objective 1: Partnerships and Agreements. DNR has over three decades' experience drafting and implementing agreements with external agencies and internal departments, e.g. the current MOA with the Tribal TANF Department that guide our strategies for workforce development in natural resources fields, including our Wildland Fire Program and Food Security Project.

Our long-standing highly successful Environmental Education Program has paved the way for solidly positive relations between the DNR and local schools: formalizing these partnerships will strengthen each party for the welfare of our local youth. The aforementioned documents will be drafted by the DNR Administrative Branch at no cost to the Project by the end of Year 1, with General Counsel review and Tribal Council approval by the end of Year 2.

Accreditation for the Píkyav Field Institute will require formal agreements with partnering higher education institutions. While concrete action may not be taken by Project completion, research into accreditation of a tribal educational institution and a high volume of communication with partnering universities is expected. Attached is the Coordinator position description, which outlines the responsibility to maintain and enhance collaborative partnerships.

Objective 2: Project Coordination. Coordinator will work with the Education Department, tribal liaison to MKWC, TANF department, and local schools to provide outreach on a quarterly basis for objectives 3 and 4. This will be in form of newsletter submissions, article in local papers, flyers, listserv announcements, social media postings, and postings on the DNR website.

Coordinator will work with school administrations, Cultural Practitioners and/or Western scientists to arrange for K-12 lesson implementation and schedule field trips every fall and spring for hands on experience with land and resource management strategies in coordination with National Park Service. Coordinator will also maintain an ongoing "open-door" policy, answer communications within one work week, and meet quarterly with the Tribe's Education Committee to facilitate tribal youth mentorships regarding job training, vocational and higher educational aspirations. In addition, Coordinator will meet monthly with DNR staff to coordinate and streamline Project activities.

Objective 3: Higher Education Opportunities. Coordinator will coordinate and assume responsibility for partnerships with higher education institutions regarding projects and environmental education programs in forestry and related natural science fields, meetings DNR staff on a monthly basis to coordinate efforts to expand upon existing Píkyav Field Institute activities; conducting outreach to tribal youth and the greater community to promote Project activities and inform about environmental education opportunities on a quarterly basis; and maintaining an ongoing "open-door" policy; answering communications within one work week;

and actively participating in relevant networks and advisory committees that support tribal youth in forestry and related natural resource fields of study. Collaborative college projects and seminars are generally scheduled in August and March/April each year.

Objective 4: Kaavichvaans Summer Employment. Over the past decade, DNR has employed and educated tribal youth in TEK- and Western science-based land and resource management activities, forestry and water quality conditions assessment and monitoring techniques, climate change considerations, and the Native food and fiber harvest, processing, and storage methods.

Our most successful project activities have been when we have had staff who could dedicate their time to working with tribal youth. With a full-time Coordinator who will work with DNR staff, partnering agencies, and contracting TEK- and Western science practitioners to plan and refine relevant hands-on activities during the months of June, November and December, tribal youth will receive meaningful environmental workforce and educational development, with objective implementation each July.

For four weeks of each summer, students and Youth Camp Supervisors (see attached RFP) will be based in a camp site, enabling 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, however extra sleeping gear and supplies will be on hand. Food will be prepared on site by tribal youth and Supervisors.

The first week, beginning early July, the DNR Administrative Operations Coordinator will conduct a half-day training to educated tribal youth employees on their employment rights and responsibilities, as well as aid their integration into the Tribal Workforce. A CPR/First Aid training seminar unit will follow. The opening ceremony for the Kaavichvaans tribal youth will be led by DNR Director **Leaf Hillman** and Six Rivers National Forest Supervisor **Merv George, Jr.** The next three days will be dedicated to the Wildland Fire Program Division, during which background into this Division's human resource needs and ECRMP-based management strategies will be imparted. Special attention will be given to demonstrating the need for wildland fire prevention and fire suppression personnel in order to create fire resilient landscapes, accelerate the development of fire-adapted communities, and respond to fire in a manner consistent with its role as a functional ecosystem process. Accompanying hands on activities will include brushing, fire-line rehabilitation, and an introduction into conditions assessments of fire-imprinted landscapes. **David Medford** will provide division staff and oversight of this week's activities and work closely with Karuk Cultural Practitioner and retired US Forest Service Archaeologist **Kathleen Barger-McCovey**, as well as with the Wildland/Unit Fire Program's partners, collaborating federal, state, tribal, and NGO agencies in the **Western Klamath Restoration Partnership** and the **Cultural Burning Network**.

The second week, work training will be led by staff from the DNR Cultural Resources Program and will revolve around ceremonial ground preparation, fuels reduction, roundwood pole-peeling and cultural burning practices. Tribal youth will be involved in hands-on activities that will educate them in understanding the cultural significance of the ceremonies at the same time as they will acquaint themselves with scientific fundamentals of current forest management and Traditional Ecological Knowledge (TEK) practices. Ceremonial Leader and DNR Director **Leaf**

Hillman will act in the role tribal oversight for this focal area. Partnership will be with the **Mid Klamath Watershed Council** and the Tribe's **Tribal Historic Preservation Office**.

For the third week, the subject conditions assessments and site monitoring strategies will be expanded upon. Basic instruction in the DNR Food Security Division's site assessment forms will introduce tribal youth to concepts such as forest canopy, soil types, aspect, mensuration, cultural significant plant species, and GPS locations. Learning these Western scientific expressions and measuring units will be balanced with the TEK mentorship provided by tribal Cultural Practitioners throughout the field work. Special attention will be given to the role of fire, its appropriate application, and how TEK differentiates that on a species by species, need, and seasonal basis as well as with consideration given to watersheds and climate changes. The project leader for this week will be ethno botanist and Bio Technician, **Ben Saxon**, who will partner with U.C. Davis' doctoral candidate **Colleen Rossier** and **Dr. Megan Mucioki**, University & Jepson Herbaria, University of California, Berkeley, as well as Karuk Cultural Practitioner and **retired US Forest Service Archaeologist Kathleen Barger-McCovey**.

The fourth and final week will be dedicated to the Eco-Cultural Revitalization Branch's efforts in the field of forest ecology and related fields, as well as their disciplinary relationship to climate change and long term impact to forest management strategies. Retired Forest Ecologist **Max Creasy** has committed to working alongside DNR Deputy Director **William Tripp** to lead tribal youth in a week-long educational and labor intensive experience, learning about Western science based studies such as dendrology, the holistic approach of TEK-driven forest management strategies, and grasping the concept behind land and resource management plans, such as the ECRMP. **Dr. Frank Lake** will represent the partnering agency for this week, the **U.S. Forest Service Pacific Southwest Research Station**. Six Rivers National Forest District Ranger **Nolen Colegrove** has committed to joining DNR Director **Leaf Hillman** to lead the closing ceremony for the Kaavichvaans tribal youth.

An additional educational opportunity is the professional development training with a focus on water systems taught from the US Geological Survey, the US Forest Service, College of the Siskiyou, and Tribal Mentors. During this three day training at the Weed College Campus, tribal youth will learn about the water cycle, watersheds, and factors that affect water quality. Solid field data collection, interpretation, and documentation will figure into this training.

Safety. Supervisors and/or DNR staff will be responsible for his or her own safety and the safety of the tribal youth entrusted to their care. Tribal youth are not expected to work alone during any activities during the program and that supervision/support of DNR staff will always be present. Youth under sixteen will not be allowed to use equipment, but will be assigned supporting labor. Appropriate personal protective equipment (PPE) will be used for maximum workplace safety. A briefing on safety issues prior to field work is mandatory. The following points are to be used as guidelines for every field crew and are presented to each crew member prior to every project.

- Take every reasonable precaution to ensure the safety of all field crews
- Have supervisors and crew members trained (CPR/first aid course)
- Ensure that all equipment /machines/tools are maintained in good working condition
- Ensure workers are trained and qualified to perform their duties
- Alert Supervisors and/or responsible DNR staff to any hazards that might affect the safety of workers

- Obey the onsite safety policies and regulations

Objective 5: Reporting. The Karuk Tribe will submit reports to the Regional Office of the Bureau of Indian Affairs by February 2 of each funding year, unless otherwise directed. The report will include how the funds were spent (cost per Project participant) and other costs associated with the initiative (such as the administrative costs); a summary of the number of lessons implemented in schools, number of students impacted, number and nature of projects Kaavichvaans youth employees worked on, and the education credits (if applicable) and training certificates gained by the Project participants. Participant narratives highlighting student experiences and project successes will be solicited from each tribal youth and included in this final report.

IV. Outcome/Results

There are approximately 320X number tribal youth of Tribal Youth ages 54-21 within Karuk Ancestral Territory who will benefit directly from this project as our target audience. Secondarily, approximately 100 potential tribal candidates for higher education and/or vocational training in the natural resources, as well as 300 non-tribal youth attending local schools will benefit from outreach and summer Pikyav Field Institute activities and Karuk K-12 curriculum respectively. Additionally, 5 schools, 15 school teachers and as many as 10 tribal employees will benefit from the infrastructural support represented in the position of the Project Coordinator.

Specific Through this Project we will be outreaching to as many of these Tribal Youth as possible. Through each of the objectives we will achieve specific measurable benefits we will keep track of.

Measurable Outcomes Benefits are identified below associated with each objective are identified below, the measurable benefits and changes in knowledge, behavior and conditions will be collected ongoing and integrated into the Progress and Accomplishments Reports submitted in February 2016 and 2017.

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Objective 1: Partnerships and Agreements.

Measurable benefits related to this objective will include number of draft Agreements, approved agreements, and implemented agreements that directly enhance opportunities for tribal youth to engage in meaningful hands on opportunities with and classroom lessons on broad scale forestry and land management practices and monitoring/assessment strategies, especially as they are affected by climate change and integrate both TEK- and Western science-based approaches. Agreements are key to sustaining the program goals.

As previously identified, there are many areas of collaboration on Forestry and Natural Resources including the Western Klamath Restoration Partnership, Food Security Project, the Cultural Burning Network, and TREX. The Project Coordinator will track the number and durative increase in Tribal Youth Participation in each of these projects through sign-in sheets.

Objective 2: Project Coordination.

Measurable benefits related to this objective will be number and duration of coordinated events and activities benefitting tribal youth; number of outreach communications to enhance tribal youth participation in the Kaavichvaans Project and opportunities for higher education and workforce development; and number of tribal youth entering into a program or course of study leading to a college degree in forestry, climatology, or a related field in the environmental sciences.

Coordination with our partners and collaborators will result in improved participation of tribal youth in the Project activities. Baseline information on youth participation exists on the past

three years of the Kaavichvaans Project, the past ten years of pilot projects and activities of the Píkyav Field Institute, and empiric information and testimonials about the degree in which local school teachers have implemented Native curriculum and TEK-/Western science-based lessons on forestry and related fields during the past five years. This information will form the basis of a tracking strategy to measure the number and duration of similar activities offered through this Project over its two year funding period.

This is extremely important as we will reach more youth by outreaching to other current and ongoing program activities. An example of this is coordinating with a partner agency, the Mid-Klamath Watershed Council on Summer Youth Employment. Each year they hire youth and we can coordinate with them on the promoting of education and field experience in forestry.

A vital component of this objective is also to enhance and expand the implementation of the K-12 Nanu'ávaha Curriculum. For this objective under the Tribe's Food Security Grant, a questionnaire and survey were developed, and baseline information already gathered from educators, parents, and school administrators. This will continue to be used to assess the that will be used with the classroom teachers. Questions will include the level of interest among Tribal Youth when implementing the curriculum vs the conventional curriculum; the degree to which teachers expect to integrate these lessons into their monthly lesson plans; as well as the. Additionally the Project Coordinator will gather data on percentage of homework assignments completed with the Nanu'ávaha curriculum lessons vs. conventional curriculum lessons. Changes in knowledge, behavior, and conditions will therefore be tracked and measurably assessed. The Project Coordinator will be tasked with addressing the challenges of implementing the Nanu'ávaha curriculum and analyzing any other improvements that can be made to make it more likely to be used by teachers. Measurable benefits will be an increase in number of lessons implemented from the Nanu'ávaha curriculum, and the number of students impacted thereby.

A Karuk Tribal Member is currently completing hertheir Undergraduate Honors Thesis, on the implementation of Ceulturally Rresponsive Ceurriculum in Karuk Ancestral Territory. This research will help evaluate measurable benefits and challenges infrom the curriculum implementation. Based on the White House's 2014 Native Youth Report and related research, expected outcomes will It is predieted, based on show other similar research that tTribal yYouth will be more engaged in the classroom, have greater attendance rates, have better academic performance, and may have improvedpotentially higher self-esteem when culturally-responsive and academically challenging curriculum is used.

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The Project Coordinator will be tasked with addressing the challenges of implementing the Nanu'ávaha curriculum and analyzing any other improvements that can be made to make it more likely to be used by teachers. All of these benefits will help us reach the overall project goal of engaginggetting more tTribal yYouth engaged in the Forestry and Natural Resources fields and giving them hands-on classroom and field experience in these areas.

Objective 3: Higher Education Opportunities.

Measurable benefits related to this objective will be number of Tribal Youth assisted in higher education opportunities including tribal youth who are applying for college and tribal youth currently in college.

In coordination with the Tribe's Education Department, ~~t~~The Project Coordinator will also attempt to track the retention rates from Year 1 to Year 2 for students who have been involved in one or more of the Project objectives and who pursue some form of higher education goal in forestry or related field.~~the project and in higher education.~~ It is our projection that students engaged with the PikyavPikyav Field Institute Project will have a high rate of retention, as they will not only have access to tribal mentorship, but also understand the importance of and need for tribal leadership in the fields of forestry and related natural sciences. -

~~One of the greatest challenges of completing college for Tribal Youth is being away from home. Allowing them to engage in career opportunities and research opportunities while they are in school will give them real-life goals and a career path that will allow them to successfully return home. There is a wide range of Forestry and Natural Resource Career Opportunities within Karuk Ancestral Territory and they will continue to grow in the years to come.~~

Objective 4: Kaavichvaans Summer Employment.

Measurable benefits will include the number of youth employed and receiving hands-on experience in forestry and related biological sciences.

~~As described previously, the Karuk Tribe has a strong Department of Natural Resources and engaging youth through employment opportunities in this field will inspire and encourage them to pursue career opportunities related to this work.~~

In collaboration with t~~he~~ Tribe's Education Department, the Project Coordinator will attempt to also maintain communication with participating tribal youth ~~track Tribal Youth in the Kaavichvaans Project beyond the project duration, not only to offer mentorship for future endeavors but also to track whether they and develop a questionnaire including questions such as~~ "have they taken more classes in the natural resources" and whether they are more or less inclined to pursue studies in forestry or related "are they more interested in entering into the natural resources field." ~~This information will be collected at the beginning and end of the project period and integrated in the Progress and Accomplishment Reports.~~

Objective 5: Reporting.

Overall and specific outcomes associated with the Project and each objective have been identified above. As mentioned, the measurable benefits and changes in knowledge, behavior and conditions will be collected ongoing and integrated into the Progress and Accomplishments Reports submitted in February 2016 and 2017. Measurable benefits will include number of recipients of the annual program summary. ~~Additionally, the number of reports submitted will be tracked.~~

~~The more people who learn about this program, the more opportunities there will be to share the knowledge and experience we learn through this program. It will help engage others to assist us in sustaining this important work as well.~~

Reporting

Objective 4: Kaavichvaans Summer Employment.—Experience and Training Gained by Objective Participants:

- Social skills, especially as they pertain to team-building strategies and team-work.
- Job application, job-site social skills, job fulfillment.
- Forest ecology, cultural species condition assessment and monitoring techniques.
- Introduction into and continuation of Traditional Ecological Knowledge.
- Traditional uses of and cultural significance of the Native plants, cultural burning practices, tribal harvest methods, and the effect of climate change on these resources.
- Forest restoration and management.

V. Budget

**Bureau of Indian Affairs Tribal Youth Initiative
Karuk Tribe's Píkyav Field Institute Project 2016**

	Year 1		Year 2		Total	
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share
Personnel						
Píkyav Field Institute Project						
Coordinator (1.0 FTE@ \$21-22/hr)	43,680	0	45,760	0	89,440	0
Kaavíchvaans Youth Workers (15 x 32 hrs/wk x 4 weeks @\$10-10.50/hr)	0	19,200	20,160		20,160	19,200
DNR Staff (300 hrs @ ca. \$25-26/hr)	0	7,500		7,800	0	15,300
Fringe Benefits						
Project Coordinator	6,997	0	7,208	0	14,205	0
Youth Workers		2,934	3,059		3,059	2,934
DNR Staff	0	3,585	0	3,634	0	7,219
Equipment						
laptop, docking station	1,400	0	0	0	1,400	0
Dual monitor, portable projector, speakers	1,000	0	0	0	1,000	0
laptop case, telephone	400	0	0	0	400	0
office furniture	1,000	0	0	0	1,000	0
Stipends/ Consultant Fees						
TEK and WesternScience Practitioners (10x\$100)	1,000	0	1,000	0	2,000	0
Youth Camp Supervisor	3,000	0	3,000	0	6,000	0
Travel						
2,000 miles covering Ancestral Territory @ \$0.56/mile.	1,130	0	1,130	0	2,260	0
Professional Development	1,400	0	1,400	0	2,800	0
Supplies						
K-12 Nanu'avaha curriculum, supplementary materials	776	9,100	700		1,476	9,100
Direct costs	61,783	42,319	83,417	11,434	145,200	53,753
Indirect costs	21,840	13,350	32,960	3,900	54,800	17,250
Total	83,623	55,669	116,377	15,334	200,000	71,003

Department of Natural Resources

39051 Highway 96
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Fax: (530) 627-3448

Karuk Tribe

**Administrative Office**

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Orleans Medical Clinic

325 Asip Road
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Orleans, CA 95556
Phone: (530) 627-3452
Fax: (530) 627-3445

POSITION DESCRIPTION

Title: Píkyav Field Institute Project Coordinator

Reports To: Deputy Director of Eco-Cultural Revitalization, or designee

Location: Department of Natural Resources, Orleans, California

Classification: Exempt, Full-time, Non-Entry Level

Salary: \$38,387 to \$55,116, depending on education and experience

Summary: Shall work under the supervision of the Deputy Director of Eco-Cultural Revitalization, or designee, to manage, develop, coordinate and assume responsibility for all Karuk Tribal obligations under the 2016 Bureau of Indian Affairs Tribal Youth Initiative Program Grant. This position will develop workforce development opportunities for tribal youth in support of environmental educational and occupational growth, coordinate off-campus satellite programs under parent institutions, facilitate college credit opportunities and placement for tribal youth and the tribal community pursuing studies in the fields of the natural sciences, and further the goals of the Píkyav Field Institute. This position shall promote and implement the Karuk Tribe's K-12 Environmental Education Curriculum; shall support collaborations with other tribes and academic institutions to implement culturally appropriate environmental and science-related educational activities; and shall work with school administrations and Indian Parent Committees to implement Nanu'ávaha lessons at local schools in all grade levels. Shall coordinate with partner organizations, agencies and academic institutions and ensure consistency between division objectives and inter- and intra-departmental goals. Position is dependent on support funding and will require acquisition of continued, additional and subsequent funding.

Major Duties and Responsibilities:

1. Develop, coordinate, and implement plans and activities for all Karuk Tribal obligations under the 2016 Bureau of Indian Affairs Tribal Youth Initiative Program Grant
2. Oversee the Environmental Education and Workforce Development Division (Division) within the Eco-Cultural Revitalization Branch (Branch) of the Department of Natural Resources (Department).
3. Lead the development and implementation of the K-12 Environmental Education curriculum in all schools located in the Karuk ancestral territory.
4. Develop, maintain and implement MOAs between the Department and local school districts for Division coordination.
5. Maintain an activities/trainings calendar for tribal and partner organization activities performed in relation to all aspects of the Division that occurs within Karuk ancestral territory. Provide Karuk Tribe's Education Department and Karuk Temporary Assistance for Needy Families (TANF) Department with calendar for outreach and scheduling purposes.
6. Conduct workshops and trainings for tribal youth on various aspects of professional development that incorporate Karuk traditional education methods and traditional ecological knowledge.
7. Coordinate and supervise activities of Cultural Practitioners as guest speakers during trainings and field activities; maintain list and evaluate work of Cultural Practitioners who are able to lead participants in classroom and field trip activities of the Píkyav Field Institute.
8. Coordinate non-classroom supplementary learning and training experiences for youth, including field trips and outdoor education and training classes, in support of environmental workforce development and internships.
9. Work with Sípnuuk Division to establish, maintain and enlarge the Tribe's collection of learning materials pertinent to environmental education and workforce development training.
10. Work with local schools, partner organizations, agencies and academic institutions, contractors, and associated participants to maximize synergies between division objectives.
11. Coordinate off-campus satellite programs under parent institutions, facilitate college credit opportunities and placement for tribal youth pursuing studies in the fields of the natural sciences, and further the goals of the Píkyav Field Institute.
12. Develop and implement survey methods to document, track, assess and report on changes in knowledge, behavior, and condition associated with Division projects and activities.
13. Present updates to Branch and Department Directors, TANF Director and Tribal Council as requested.
14. Conduct Division- and project-related outreach media as opportunities arise.
15. Complete all project related assessments and reports, and ensure proper protocol is followed in seeking tribal oversight review and approvals.
16. Seek additional funds to sustain project and meet Division's goals and objectives.
17. Consult with Deputy Director of Eco-Cultural Revitalization, or designee regularly and carry out other duties as assigned.
18. Shall be polite and maintain a priority system in accepting other position related job duties as assigned.

Qualifications and Requirements:

1. Experience and/or education:
 - a. Commensurate with GS 9: Bachelor's degree in Education, Vocational Training, Native American Studies, English, a field of Natural Resources or related field and two (2) years' experience with twelve (12) months supervisory experience; or
 - b. Commensurate with GS 8: Bachelor's degree in Education, Vocational Training, Native American Studies, English, a field of Natural Resources or related field and one (1) year experience with six (6) months supervisory experience; or
 - c. An equivalent combination of education and related experience will be considered for all grades.
2. Minimum of two (2) years' experience in workforce development in indigenous communities and/or working with Native American youth preferred.
3. Minimum of one (1) year experience in grant writing and demonstrated success in securing grant awards.
4. Credentials in teaching at the primary and/or secondary level, or teaching licensure in vocational education or career and technical education (CTE) preferred.
5. Demonstrated baseline knowledge of Karuk culture and traditions.
6. Must be able to complete required training and travel for extended periods as needed.
7. Must exhibit excellent communication, personnel management and supervisory capabilities.
8. Must be proficient in use of Microsoft Excel and capable of developing complex spreadsheet applications for task tracking and reporting purposes.
9. Exhibits the ability to manage time well and work under stressful conditions with an even temperament.
10. Demonstrated experience and knowledge related to traditional land management and/or broad scale forest management issues that directly relate to climate change considerations.
11. Demonstrates the ability to work effectively with agency officials, educators, Native American youth and Cultural Practitioners.
12. Demonstrates the ability to work effectively with Native American people in culturally diverse environments.
13. Has displayed the ability to establish and maintain harmonious working relationships with other employees and the public.
14. Demonstrates the ability to understand and follow oral and written instructions.
15. Must be responsible for using safe work practices, for following directives, guidelines and procedures and for assisting in maintaining a safe and secure work environment.
16. Must possess valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
17. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

18. Must attend specified training and class requirements for Incident Command System (ICS) set forth in Attachment H of the Personnel Policy.
19. Must adhere to confidentiality and Health Insurance Portability and Accountability Act (HIPAA) policies.
20. Must adhere to the policies and procedures of the Karuk Tribe.

Supervisory Responsibilities: This is a supervisory position.

Physical and Environmental Requirements: Must be able to work for up to 8 hours per day at a computer; must be able to travel to and work up to 4 hours per day teaching in the classroom and field.

Disclaimer: The Karuk Tribe retains the right to change or assign other duties to this position.

Tribal Preference Policy: In accordance with the Tribal Employment Rights Ordinance (TERO), Tribal preference will be observed in hiring. For positions with the Karuk Tribe Housing Authority, Section 7(b) of the Indian Self-Determination and Education Assistance Act (Title 25 USC, Section 450 e(b)) will also be observed.

Veteran's Preference: It shall be the policy of the Karuk Tribe to provide preference in hiring to qualified applicants claiming Veteran's Preference who have been discharged from the United States Armed Forces with honorable and under honorable conditions.

Equal Employment Opportunity: The Karuk Tribe will provide equal employment opportunity without regard to race, color, sex, age, disability, religion, national origin, marital status, sexual orientation, ancestry, political belief, or activity, or status as a veteran, with the exception of the Tribal Preference, as stated in the Tribal TERO Ordinance shall be observed in all hiring decisions.

Department of Natural Resources

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Phone: (530) 627-3452
Fax: (530) 627-3445

Request for Proposals
16-RFP-XXX

For More Information: Lisa Hillman, (530) 627-3446, lisahillman@karuk.us
Proposal Deadline: June 1, 2016 no later than 5:00pm (Pacific Standard Time)

The Karuk Tribe requests proposals for the following Scope of Work required for two **Youth Camp Supervisors** to oversee the travel and base camp safety, meals, and sleeping accommodations for up to 8 Tribal Youth each, five days a week, for four weeks.

Task One-Travel

Vendor will be responsible for transporting Tribal youth to and from their home service area (Happy Camp, Orleans, or Yreka) to the campsite in the Orleans area, as well as to and from the campsite to their workstation. Vendor must possess valid driver's license, valid basic First Aid CPR Certification Card, good driving record, and be insurable by the Tribe's insurance carrier.

Task Two – Campsite

Vendor will organize the campsites and assign group tasks as needed to successfully manage the off-site work week of the Tribal youth, including meal planning and grocery purchase, meal preparation and clean-up, sleeping arrangements, and waste removal. Vendor will assist with safety planning; understand and provide basic first aid as needed.

Task Three - Documentation

Vendor will maintain necessary documentation of expenses and attendance to assist the Project Lead in preparing final report.

Task Four – Moral support

Vendor will coordinate efforts to ensure that Youth voices impact the services and supports offered, and that concerns of youth are addressed. Vendor will also chaperone evening activities.

Responses to this Request for Proposals should include the following:

- 1) A statement of qualifications, including relevant project history. Please address the following in your statement:
 - a) Ability to work effectively with Native American Youth.
 - b) Ability to apply first-aid as needed.
 - c) Agreement to submit to a criminal background check.
 - d) Time management skills and ability to work under stressful conditions with an even temperament.
 - e) Ability to establish and maintain harmonious working relationships with other employees, Tribal youth and their parents, and the public.
 - f) Ability to understand and follow oral and written instructions.
 - g) Understanding of camping procedures and ability to organize and delegate tasks to facilitate the safety and well-being of the program participants.
- 2) A proposed approach and rationale for completion of the contract tasks described above, including descriptions of similar work previously completed and the results/benefits achieved.
- 3) A lump sum price, with attached price page
- 4) Names and telephone numbers of three client references.

Responses must be hand, mail, fax, or email delivered by June 1, 2016 no later than 5:00 pm (Pacific Standard Time) to:

Emma Lee Perez, Contract Compliance Specialist
Karuk Tribe – Administration Office
64236 Second Avenue
P.O. Box 1016
Happy Camp, CA 96039
Faxes will be accepted at: (530) 493-2342
Emails will be accepted at: emmaleeperez@karuk.us

Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).

Price Page for 16-RFP-XXX:

Proposal Submitted by:

Name: _____ **Phone Number:** _____

E-mail: _____ **Fax Number:** _____

Amount requested to be compensated for each:

- Task: _____
- Task: _____
- Task: _____
- Task: _____

List previous experience providing youth, food and camping services for events/activities below:

List up to three references with phone numbers below:

- 1) _____
- 2) _____
- 3) _____

Other Comments:

Indian Preference will apply in the selection process 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.

All contracts that exceed \$2,500.00 shall be subject to a two percent (2%) Tribal Employment Rights Fee in accordance with the TERO Ordinance.

If applicable, construction contracts in excess of \$2,000, when required by Federal grant program legislation, are subject to compliance with the Davis-Bacon Act (40 USC 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5).

VI. Letters of support/contributions

December 9, 2015

Gerald Jones
Regional Forester
Pacific Regional Office
Bureau of Indian Affairs
2800 Cottage Way
Sacramento, CA 95825

RE: Karuk Tribal Youth Initiative Píkyav Field Institute Project

Ayukîi Mr. Jones:

The Education Department, serving all American Indian/Alaskan Natives in the Karuk Tribal boundary area, is strongly in support of the Karuk Tribe Píkyav Field Institute Project. We have collaborated with the Karuk Tribe on many projects, in the past and we see this opportunity as a critical component of the important restoration and recovery work within the Klamath Basin. I give my full support of the K-12 curriculum; this will be valuable for all students in the school system, Karuk and non-Karuk and will assist the need to help our indigent schools and students with more resources. We are continuously striving to engage the Tribal Youth in the Natural Resources will be essential to ensuring Tribal perspectives and Traditional Ecological Knowledge (TEK) continue to play an active role in current land and resource management strategies. Partnership will be enhanced with the collaboration of multiple entities and the Education Department is excited for the opportunity to work with the Píkyav Field Institute Project and we have already held several meetings to discuss our roles. As the Education Coordinator I fully support the project and look forward to the educational and cultural opportunities all the K-12, current and future college students will receive.

Please support this project that will engage Tribal Youth in the Natural Resources/Forestry Management area as well as support higher education opportunities among Tribal Youth.

Yôotva, (Thank You),

Alan

Alan Merrill
Education Coordinator
amerrill@karuk.us
(530) 493-1600 X2034



COLLEGE OF NATURAL RESOURCES
DEPARTMENT OF ENVIRONMENTAL SCIENCE, POLICY & MANAGEMENT
137 MULFORD HALL #3114
BERKELEY, CA 94720-3114

BERKELEY, CALIFORNIA 94720
(510) 643-7430
FAX (510) 643-5438

December 7, 2015

Gerald Jones
Regional Forester
Pacific Regional Office
Bureau of Indian Affairs
2800 Cottage Way
Sacramento, CA 95825

RE: Letter of Support for Karuk Tribal Youth Initiative Pikyav Field Institute Project

Dear Mr. Jones:

I am writing to express my strong support for the Karuk Tribe Pikyav Field Institute Project. The University of California at Berkeley has been honored to collaborate for the past decade with the Karuk Tribe, and in particular with the committed staff of the Karuk Department of Natural Resources, on a range of natural resource, traditional ecological knowledge, youth and other eco-cultural revitalization initiatives. I currently serve as Principal Investigator for the 5-year Klamath Basin Tribal Food Security Project, a collaborative research and advocacy project between UC Berkeley and the Karuk, Yurok and Klamath Tribes, funded by the USDA's Agriculture and Food Research Institute. I have had the opportunity to work side by side with Tribal leaders who are involved in various aspects of important regional restoration and recovery work within the Klamath Basin foodshed.

Strategies for engaging Tribal Youth to increase their educational prospects and pass on traditional ecological knowledge are a key objective of our current grant; I join the tribe in their assertion that both successful resource management and sustainable economic development in Karuk ancestral lands require a deeper investment in opportunities for Tribal Youth. We look forward to future collaborations with the Tribe in these areas.

Please let me know if you have any questions about our current project. I hope you will consider supporting the Pikyav Field Institute Project as I believe this is a vitally important program to engage the next generation of Tribal youth in forest restoration and land management that will have ongoing positive impacts and benefits for future generations to come.

Sincerely,

A handwritten signature in cursive script that reads "Jennifer Sowerwine".

Jennifer Sowerwine, Ph.D.
Cooperative Extension Specialist
Department of Environmental Science, Policy and Management
University of California at Berkeley
jsowerwi@berkeley.edu

Home of the
Panthers

KTJUSD - ORLEANS ELEMENTARY SCHOOL



P.O. Box 130 Orleans, Ca. 95556
(530) 627-3242 ext. 2111
(530) 627-3233 fax



Jason L. Henderson - **Principal**

December 7, 2015

Re: Native Curriculum Educator

To: Gerald Jones, Regional Forester

I am writing in support of the Karuk Tribe hiring a full-time educator to implement Native curriculum in our local schools. Orleans Elementary is already a beneficiary of the Karuk Tribe's many programs. We benefit from their support in helping teachers with curriculum, field trips, Indian Day Celebrations, and after-school projects. I know that their 2016 Pikyav Field Institute Project is focused on the tribe's passion of bringing better forestry/land management practices to the Karuk homelands. With a full-time educator the tribe would be able to implement a curriculum that combines TEK (Traditional Ecological Knowledge) techniques and Western science to tribal youth.

A full-time educator working for the Karuk Tribe would help fulfill their vision of facilitating "hands on" employment opportunities for tribal youth increasing opportunities in professional fields, especially in the natural sciences. Native Americans are greatly underrepresented in professional fields but with educational opportunities that lead to employment opportunities this trend could change. The Karuk Tribe has a vested interest to educate their youth in forest ecology, land and resource management, and in climate change. A full-time educator would help them to be the guardians of their ancestral lands.

I respectfully support the Karuk Tribe receiving the support it needs to fulfill its vision of having a full-time tribal educator. The right person in this position could help the tribe protect, promote, and preserve the cultural/natural resources and ecological processes upon which the Karuk people depend. It would also promote the tribe's desire for more Natives being employed in professional fields.

The support of all our children is important. Thank you for considering my request on this important issue.

Jason L. Henderson
Principal

SCOTT QUINN, DIRECTOR OF TRIBAL LANDS MANAGEMENT
Directors Report for Council Meeting on
December 17, 2015

(November 14, 2015 to December 10, 2015)

LAND MANAGEMENT PROJECTS

1. Project Title: Tebbe Property Fee to Trust

Description: Project to put a portion of the casino parking into trust status.

Status: Property is in Trust.

Remaining: Need Title Commitment/Insurance, and recording at BIA LTRO.

2. Project Title: KCDC Storage Property (Adamson) Fee to Trust

Description: Project to put the parcel containing the storage units in Happy Camp into trust status.

Status: Recorded Deed, AOC, and instructions sent to title the company.

Remaining: Mt Shasta Title to get Title Policy Issued.

3. Project Title: Yreka WME MH Park Property Fee to Trust

Description: Project to put the White Mtn. Estates Mobile Home Park in Yreka into trust.

Status: On 11/6/2015 the BIA indicated that a Phase II environmental Report will be required.

Remaining: One the application is deemed complete; the BIA will publish a Notice of Application, NEPA compliance, Title Opinion, Legal Description review, Notice of Decision, Acceptance of Conveyance, and final recording of new deed.

4. Project Title: Orleans Community Center Fee to Trust

Description: Project to put the Orleans Community Center/KTHA Maintenance property into trust status.

Status: *NO CHANGE* - The Solicitor is reviewing the Title Commitment and has an issue with one of the exceptions and the Humboldt Land Title Company has not got back to us regarding our 10/1/15 request to remove the exception.

Remaining: Solicitor Final Title Opinion and recording at LTRO and County.

5. Project Title: Sharps Road Mill Property Cleanup

Description: Project to demolish three large mill buildings

Status: *NO CHANGE* - The power was turned off and the contractor has begun scraping the buildings.

Remaining: Complete demo, move woody material to tribal lands for burning this winter. Contractor has a year to complete the work.

6. Project Title: Happy Camp Fire Protection District Agreement

Description: Develop an MOA with the HCFPD to pay fees associated with fire protection on tribal trust parcels in support of future fee to trust applications.

Status: *NO CHANGE* - I've met with the HCFPD Director Ed Bartosiewski, developed a spreadsheet of potential parcels and associated fees.

Remaining: Draft MOA, obtain staff review, and get Council Approval.

7. Project Title: Karuk Tribal Lands Management Webpage

Description: Develop a tribal lands web page on the new platform.

Status: I've created the webpage and done some initial editing.

Remaining: Continue to populate the webpage.

Land Items to Note:

- I reviewed and commented on the proposed Hiring Policy Language for departmental transfers and on-call appointments.
- Review/comment on KTHA property settlement and water rights agreement.

Land Projects to be initiated:

- A. Project Title: Menne and Tynes Yellow house Fee to Trust
- B. Project Title: Sharps Rd. Water Connection Contract
- C. Project Title: Tribal Member Property Legality
- D. Potential Property Acquisition - Yreka

ACTION ITEMS FOR APPROVAL:

CASINO PROJECTS

8. Project Title: Stormwater Pollution Prevention Plan (SWPPP)

Description: Consultant developed a SWPPP for the Casino and offsite improvements.

Status: Working with Earl and Josh on the SWPPP.

Remaining: Earl to set up a Kickoff Mtg.

Casino Items to Note: I updated the Karuk casino webpage on both the old and new platforms.

Casino Projects to be Initiated: Summary of Offsite Improvements for Steve Baker

ACTION ITEMS FOR APPROVAL:

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

Sandi Tripp

Department of Transportation Director

For Council Meeting on December 17, 2015

Reporting Period – November 13, 2015 – December 10, 2015

TRIBAL TRANSPORTATION IMPROVEMENT PROGRAM (TTIP)

PROJECT SUMMARIES

The following summaries represent the current Official TTIP projects. When we receive the new Official TTIP, currently in process with FHWA, I will incorporate all new projects planned for FY 2015 - 2019.

Project Title: Red Cap Road Bike Way

Description: Reconstruct Red Cap Road - shoulder widening pedestrian and bicycle safety.

Status: In Process - *Fully funded through a grant from FHWA TTP Safety Funds and State of California Dept. of Transportation and Karuk Tribe TTP Annual Allocation.*

Phase 2 of the project has been awarded to Sundburg Construction and we will start that Phase in spring 2016. The DOT Maintenance Crew will be performing all tasks related to the brush and tree clearing for Phase 2 of the project. I expect we will begin the clearing work in March 2016.

Project Title: Asip Road Ext. 815

Description: Reconstruction

Status: Complete - Construction phase and project review has been completed. The DOT Road Maintenance Crew completed a seal coat project on this PF and the stripping is complete. I expect this project will extend the life of the surface 10 years.

Yellow Hammer PF 815

Description: Repair and Maintenance of the Yreka Head Start Parking Facility

Status: Complete - To ensure longevity of this facility the DOT Road Maintenance Crew has completed the site preparation, crack sealing, seal coating and stripping for this PF. I expect this maintenance will extend the life of this facility for at least another 5 years.

Yellow Hammer PF 825

Description: Repair and Maintenance of the Yreka KTHA Maintenance Parking Facility

Status: Complete - To ensure longevity of this facility the DOT Road Maintenance Crew has completed the site preparation, crack sealing, seal coating and stripping for this PF. I expect this maintenance will extend the life of this facility at least 5 years.

Project Title: Happy Camp Complete Streets Project

Description: Reconstruction - Safety Project

Status: In Process - This project is planned for SR96 in Happy Camp from the west end of town where Second Avenue meets SR 96 to the east end of town where Old Highway 96 meets SR 96.

I am in coordination with Caltrans D2 and as noted in previous reports Caltrans has dedicated funding to complete a Project Study Report (PSR) for this project. A PSR is an in-depth preliminary report identifying project perimeters, objectives, design expectations and a draft estimated budget of all elements that may be required to be designed to ensure safe access for all users. The Caltrans PSR team and will be contacting me soon to being coordination of the public process as part of the PSR development.

The PSR will be completed to encompass the entire project; but, the first phase of the project is expected to be the intersection of 2nd Avenue (by the Headway Bldg.) to the intersection of Davis Road (by the Arts Council Building on the hill). **During the development of the PSR, we will have several public meetings to gather concerns from the local residents and ensure stakeholder by-in.**

Project Title: Tishawnik Hill Bikeway and Trail (Upper/Lower)

Description: New construction and Reconstruction of the Upper and Lower Roads

Status: In Process - This project has a short range and long range element. The short range element is the repair and reconstruction to the two short routes identified by the Tribe and FEMA; and, the long range element is the bikeway and trail project that will span from the Eye See Road to Camp Creek road on Hwy 96.

Status of the short range element: Project tasks associated with repair of upper and lower Tishawniik Hill roads that we received FEMA funds are currently on hold and a project extension was approved by the funder. This extension will ensure we can accomplish the project tasks after the rainy season. Currently we have a completed plan set and I will be putting this project out for bid soon. The construction phase of this project will begin in early spring 2016.

Project Title: Orleans Community Safety Corridor Project

Description: Reconstruction / Safety Project

Status: In Process - This project is on SR96 and I have been working with Caltrans to identify the project perimeters and preliminary objectives. Through a coordinated effort between the Karuk DOT and Caltrans D1 we developed a Project Initiation Form (PIF) for this project.

During this reporting period I have been in coordination with Caltrans and I expect to hear back from them regarding a date that they can meet with me to begin moving this project forward again. I will send out an outlook invitation to Council as soon as the dates are received.

Project Title: Katimin Road

Description: Reconstruction

Status: In Process - This route has significant safety issues and is identified as a priority facility by Ceremony Leaders and the Karuk Tribal Council. We recently implemented some maintenance tasks on this facility so as to ensure access throughout the ceremony season and fishing season. I expect to coordinate with all interested parties and develop a design plan that will meet the collective need for this very sensitive site. I will be reporting to Council on the progress of this project as new information becomes available.

Project Title: Itroop Road Construction (Phase II)

Description: Reconstruction and extension of Itroop Road

Status: In Process - This project has a short range and long range element. The long range element intends to extend Itroop Road (near the KTHA homes at the top of the hill) down the hill onto the old Evans Property. When KTHA is ready to construct new homes on that property we will coordinate to ensure an adequate route is constructed for those residences.

Project Title: Rural Transit Route - SR96

Description: Rural Transit Route between Orleans and Yreka

Status: The duration of our current agreement with the County of Siskiyou for Transit services ends in February 2016. I recently submitted a project feasibility / cost analysis of current public transit services that we provide through STAGE and projected costs should we choose to operate a fixed route and demand response service.

After reviewing the document Tribal Council requested that I provide a more concise overview of three options and their potential costs. The three options are; status quo with STAGE, Tribally operated fixed route service and tribally operated fixed route and demand response (aka: Dial-a-Ride). Please find attached a cost comparison for your review and discussion.

Project Title: Somes Bar Work Cnt. Road & PF

Description: Repair and Overlay

Status: In Process - To ensure longevity of this facility the DOT Road Maintenance Crew will complete a site evaluation, AC repair, crack sealing, seal coating and stripping for this facility. I expect this maintenance will extend the life of this facility for at least another 5 years.

Project Title: Yreka Clinic PF (including the TANF site)

Description: Redesign and Reconstruction of the Yreka Clinic Parking Facility

Status: In Process - TANF Parking Facility (PF): During this reporting period Bucky Lantz, DOT Maintenance Supervisor has his Crew out in Yreka implementing a PF rehabilitation project at the TANF Building. They have removed several trees and saw cut the AC to remove tree roots. They incorporate new aggregate base, built a perimeter wall. Today they are laying the Asphalt Concrete (AC). Once the repair is complete they will seal coat and restripe this PF.

During the FY 2016 we will be completing a site survey, design and environmental process, for the Clinic Project. In FY 2017, we will complete the process of reconstruction of this facility. I will keep Tribal Council up to date on this project as new information becomes available.

Project Title: 2% Planning

1.) General Project Coordination and Planning Efforts

Status: In Process All projects associated with the Karuk Tribe Transportation Department require extensive coordination and collaboration. During this and all future reporting periods I will ensure Tribal Council is updated as new information becomes available.

2.) Update of the Karuk Tribe Long Range Transportation Plan (LRTP)

Status: In Process - The Karuk Tribe DOT is working on updating the current LRTP. We plan to incorporate all transportation facilities, including, but not limited to roads, trails and river access points. I am meeting with our Consultant through conference calls and emails to develop documents, maps and coordinate Tribally specific information exchange to ensure the document meets our needs and to review and revisions to the preliminary documents. I coordinated a meeting on November 10, 2015 to ensure all culturally relevant facilities were identified. At the meeting present day, historic

and prehistoric facilities were noted. I will develop summaries and/or a list with an accompanying map for review by the KRAB. Once reviewed and approved by the KRAB, I will develop the Trails Facility Maintenance chapter in LRTP.

3.) **Tribal Transportation Improvement Program (TTIP) Update**

Status: During this report period I developed a new TTIP for FY 2016 – FY 2020 and received approval from Tribal Council on October 1, 2015. I have still note as of yet received the Official TTIP from FHWA.

4.) **Tribal and Regional Coordination during Quarterly Period**

Status: Requested to participate on the Calif. State Dept. of Transportation Surface Transportation and Reauthorization Working Group, attended and participated in monthly Tribal Council and Planning meeting. Attended BIA Road Inventory Training, Attended the North Coast Tribal Transportation Commission meeting (NCTTC), HCAOG Technical Advisory Committee(HCAOG TAC), FHWA Safety Management System Steering Committee(SMS Steering Committee), Karuk Resources Advisory Board Meetings(KRAB), Caltrans TERO Sub-Committee meeting, Re-elected to the Caltrans Native American Advisory Committee (NAAC), Caltrans California Transportation Plan 2040 (CTP2040), Quarterly National Tribal Transportation Program Coordinating Committee Meeting (TTPCC).

Project Title: Road Maintenance

I am very proud of the work our DOT Maintenance crew completes, as our recent projects noted above are prime example of well managed coordination, team work and professionalism. The Crew has been able to accomplish more force account projects this year than all the past years combined and I hope that in the near future we will do most all our jobs through force account.

Description: Road maintenance funding provides staff and operational coverage for the activities listed below, as performed by a crew from the Karuk Tribe Department of Transportation.

Activities

- Seal Coating
- Street Sweeping
- Debris and brush removal from roadside and gutters
- Minor roadway patching/crack sealing
- Curb painting
- Road striping
- Crack Sealing
- Parking Facility Seal Coating
- Grading, ditch and drainage maintenance
- Equipment and vehicle lease, maintenance and repair
- Ongoing route review to identify maintenance and project needs

Expenditure/ Progress Chart

Program	Code	Total Budget	Expensed to date	Balance	% Expended
Federal Highway Administration (FHWA)	2231	\$2,393,127	\$69,804	\$2,322,452	2.95%
Term Dates	Total Months	Month # for report period	# Months Remaining	% Completed.	Extension Option Y/N
10/1/15 - 10/1/16	12	3	9	3%	N
Progress Report Due Date	Completed?	Date Completed.	Fiscal Report Due Date	Completed?	Date Completed.
3/30/2016	no	n/a	3/30/16	No	n/a
Comments:					

Action Items

No action items at this time.

Karuk Tribe Department of Transportation Transit Program

Current Transit Service through STAGE

Our agreement with STAGE has been in place since 2011. This agreement provides a fixed route service only for the communities of Happy Camp, Somes Bar and Orleans. We have low ridership and the average cost of providing transit during the months of July, August and September of 2015 was \$79 per rider.

Fixed route - Monday, Tuesday, Wednesday and Thursday/ two runs per day (morning and evening) from/to Happy Camp, Somes Bar, Orleans.

Wages	Average per month -Wage/Fringe/Admin Fee	Annual
Driver 1	61.00 hr @ \$20.05	\$14,700
Driver 2	34.00 hr @ \$20.05	\$8,220
131,961 Average Annual Miles @ \$1.04 per mile (Includes Insurance, Manintenance, Supplies Equipment and Fuel)		\$33,240
Current Average Annual Costs (Contracting w/ STAGE)		\$56,160
Current Average Monthly Costs for Transit:		\$4,680

Karuk Tribe Department of Transportation Transit Program

Proposed Karuk Tribally Operated - Fixed Route Transit Program

Budget for the annual operation of the Karuk Tribe Transit Program. This Transit Pilot Program is intended to operate year around providing a three day a week fixed route service and a demand response service two days a week.

Fixed route - Monday, Tuesday, Wednesday and Thursday/ two runs per day (morning and evening) from/to Happy Camp, Somes Bar,

Wages	Average Per Month - Wage/Fringe/IDC	Annual
Driver 1	1392 hours @ \$25.95 per hour	\$36,378.00
Driver 2	480 hours @ 25.95 per hour	\$12,740.00
<i>Subtotal Salary, Fringe and IDC.....</i>		\$49,118.00
Maintenance		\$5,000.00
Supplies and Equipment		\$7,500.00
Fuel		\$12,000.00
TOTAL ANNUAL COSTS		* \$73,618.00
<i>Estimated Monthly Program Costs:</i>		\$6,135.00

* NOT INCLUDING - ONE TIME VEHICLE (USED) COSTS: \$45,000

Karuk Tribe Department of Transportation Transit Program

Proposed Karuk Tribally Operated - Fixed Route and Demand Respon. Transit Program

Budget for the annual operation of the Karuk Tribe Transit Program. This Transit Pilot Program would be intended to operate year around providing a three day a week fixed route service and a two day a week demand response service.

Fixed route - Monday, Tuesday and Wednesday/ two runs per day (morning and evening) from/to Happy Camp, Somes Bar, Orleans and

Demand Response - Thursday and Friday / This service will utilize a dispatcher 10 hours per week that will schedule riders on a first come

Wages

Driver 1	1392 hours @ 25.95 per hour	\$48,497.00
Driver 2/Dispatcher	1392 hours @ 25.95 per hour	\$16,883.00

Subtotal Salary, Fringe and IDC..... \$65,380.00

Maintenance \$10,000.00

Supplies \$7,500.00

Equipment \$7,500.00

Fuel \$12,000.00

TOTAL ANNUAL COSTS * **\$102,380.00**

Estimated Monthly Program Costs: **\$8,531.00**

* NOT INCLUDING - ONE TIME VEHICLE (USED) COSTS: \$45,000

Daily log

Construction Manager

From 11-12- to 12-9

- 11-12-15 PO paperwork. Respond to question from Ray-Mac. Write Council report.
- 11-13-15 Safety meeting. Restrict material put in burn piles to organic flammables to prevent toxic fumes, puncture wounds and tire hazard from nails. Important to keep all tools picked up to prevent tripping hazards. More PO paperwork. Haul clear water pump to auto shop. Check on progress of CHP commercial vehicle inspections.
- 11-16-15 Time cards, mileage forms. Go over maintenance requests with Daniel to schedule in. Call Air Quality Control to check on burn day status. Monitor training cancelled- reschedule crew next time. Check on burn pile.
- 11-17-15 Plan layout for parking lot lights improvement. Upgrade bollard lights to LED. Walkthrough plan with Daniel. Research combination lock for Dental per request from Lessie. Tool maintenance, change planer knives, big nick again.
- 11-18-15 Staff meeting. Stress safety issue again.
- 11-19-15 PO paperwork. Procurement paperwork and gather info. Check progress on flat conversion to #140. Remind mechanics to always pick up tools and keep floor clear. Make sure crew has and is using safety gear. Order safety equipment, ear plugs, glasses-both clear and grey, hard hats-impact and electrical approved.
- 11-20-15 Payroll. Check on drains on ranch roads. Work with Sam on vent problem at modular.
- 11-23-15 to 11-25-15 annual leave
- 11-26-15 to 11-27-15 Thanksgiving Holiday.
- 11-30-15 PO paperwork. Time cards and mileage forms. Check on flatbed conversion and CHP inspections. Approve metal for two lumber racks #121 and #140. Order two combination locks for Dental, HC.
- 12-1-15 PO paperwork. Meet with Kerry about plan for lumber racks. Haul stuff to burn pile. Locate and order ballasts for admin building. Check on Sam.
- 12-2-15 Meeting with auto mechanics, also present Chairman and Council member. Subject priority for completion of CHP 90 day inspections. Work out schedule for mechanics. PO paperwork. Check on Sam working at ranch. CHP paperwork, making copies of inspection report for mechanics reference .

12-3-15 Crew schedules. PO paperwork. Check mechanics progress on CHP list and 1st lumber rack. Check blue prints of admin building for outside light wiring.

12-4-15 Payroll. Safety meeting. Discuss auto mechanics safety. Starting to snow at 7:45am, make snow moving equipment is ready. Send two men to Yreka TANF and one to Orleans. Windshield wipers quit on #138 couldn't make it to Orleans to check on bathrooms and doors at clinic.

12-7-15 Crew meeting, work with schedule. PO paperwork . Work with Nate on road drains at ranch. Meet with Laura about Earl's crew brushing/clearing at Oak Knoll. Order supplies, check on mechanics progress. #140 should be on road tomorrow.

12-8-15 Ranch to look for "lost" invoices from Meek's File saw. Work on RFP for replacement of grease trap at DNR kitchen. Help Sam with trim in storage room. Push mechanics to complete work on CHP 90 day inspections.

12-9-15 Oak Knoll to check on roof leaks, inspect grounds for electrical and water line placement for brushing crew knowledge. Finish RFP for grease trap replacement