

**Quartz Valley Indian Reservation**  
**Business Council**  
**July 31, 2022**  
**12:00 PM**

**Present:**

Harold Bennett	Tribal Chairman	In- Person
Kevin Case	Vice-Chairman	Called In
Frieda Bennett	Treasurer	In-Person
Lashanda Siaz	Secretary	No Call
Isaiah Williams	Board Member 1	In-Person
Timothy Bennett	Board Member 2	In-Person
Evette Lewis	MAL 1	In-Person
Veronica Bennett	MAL 2	In-Person
Lisa Carle	MAL 3	Called In

**Guest:**

None

**Call meeting to Order @ 12:30 pm** by Harold Bennett, Tribal Chairman – Minutes recorded by Frieda Bennett, Tribal Treasurer.

**Approval of Agenda**

Motion Evette Lewis moves to accept agenda. Veronica Bennett seconds the motion.

Vote: For 4 Against 0 Abstention 1

**Approval of Minutes – Minutes Tabled**

**Enrollment**

Discussion General Council (GC) discussed wanting an addendum to the ordinance for Minor Members becoming Adult Members. GC wants to revise that a Youth Member must resubmit all documents in order to become an Adult Member; they feel if the Adult Member was already an enrolled member of QVIR they should be able to reapply without having to provide the same documentation again.

Directive Enrollment Clerk – Due an internal review on each chart/file; reach out to any member needing documentation missing. Business Council would like to be notified about all missing items 30 days from receipt of this Directive.

**Resolutions** None

**Reports Tribal Chairman/Tribal Vice Chair/Tribal Treasurer and Comptroller/KOSO Tribal Chairman**

**GSA Vehicles**

Discussion All are up Oct. 2022 end of contract  
Look up additional Cost of new vehicles

Directive Tribal Treasurer – Find the Cost/Rate per vehicle on contract for GSA

Mark Evans – Fence Issue and easement.

Directive Reach out to Attorney to discuss this issue. Have the attorney write a letter about the easement and not performing work on our property and contact the property owner about the possible sale.

DV Fence  
Discussion Concern about the visibility and needing to add another level of protection.  
Other SAFE houses don't seem to need this level of privacy.

Directive MAL 1 and MAL 2 to research other DV houses to see the reasoning of having so much privacy; is it required.

Directive Treasurer and Chairman – Meet with the Comptroller about Drawdowns for DOJ/NICWA/YFT.

Property Sam Kenny  
Discussion Purchase is moving forward. A couple barriers prevented us from entering into contract on the property owner's side. They now have all the proper documents in order via Backdraft Solutions.

KOSO Consulting  
Discussion The expense is high. The Tribal Chairman has reached out to CRIHB to request support with the cost.  
KOSO is working on Job Descriptions and restructuring; some staff are leaving so this would be a good time to move staff around.

DT Track  
Discussion Expense is high. Clinic is now working with a contractor to help get back on track and hopefully reduce the cost.

Clinic Visits  
Discussion Missing out on money by not having a doctor be part of the visit – this needs to be a requirement.  
PCR are not being done losing funding  
Provider Job Descriptions are developed. Possible interest from Doctors and RN's

Fire System  
Discussion Jocky Pump – Gym Fire system needs to be finished for insurance purposes. The Jocky Pump is the final step. The cost of the Pump is \$7336.00

General Consensus To purchase and pay for the installation of the Jocky Pump in the amount of \$7336.00 out of BIA CARES – Fund 501; Maintenance

Appointment of Designee  
Discussion Department of Health Care Services Designee for IHS programs and Urban Indian Organizations

Appointment Evette Lewis is appointed the QVIR Designee for the IHS programs and Urban Indian Organizations; her positions for QVIR are BC MAL 1 and ATHC Vice-Chairperson

Employment Applications

Discussion Develop a system for submitted applications that includes a receipt/verification of application submittal.

Directive Human Resources (HR) – Include the number of submitted applications received in monthly report to BC and the date and time of submission.

Directive Tribal Chairman – Work with KOSO regarding application issue/concern and discuss with HR

#### Fire Dept. Fuel Issue

Discussion Card has a maximum amount limit which keeps the tank from being filled. Look into trying the card multiple times and if it doesn't work contact Chevron about the limit and increased amount.

#### Scott Valley Watershed

Discussion Charna Gilmore reached out regarding a Masticator and cutting around the Reservation boundaries for fire protection. The Tribal Chairman will contact the Watershed to move forward with the boundary work. Request is facility defensible space can also be done.

#### CORE

Discussion Non-Profit. Visited QVIR to offer services for home Hardening Defensible space for Elders in lieu of the fire in the Shackleford drainage.  
Determined Priority for assistance – 9119 Sniktaw, 12924 Kuut, 12920 Yamitch  
13686 Quartz Valley Rd  
CORE reps will be back tomorrow to get addresses of locations to be serviced

#### Air Purifiers

Discussion Look into Ordering filters and units for Siskiyou County Tribal Households.

#### Fire Protocol

Discussion Recommendation to membership is to follow CalFire and KNF evacuation orders.  
(1) Announce Fire (2) 1 Hour (3) 30 mins (4) 15 minutes get out

#### Facility Insurance

Discussion Look into current coverage to ensure new properties are covered under our insurance policy.

#### Fire Displacement Assistance

Discussion Address must be in mandatory evacuation orders  
Use Community Zone Haven to confirm address  
BIA CARES Displacement for isolation to decrease the spread of Covid-19 – Maximum award is \$500.00.

#### Youth Interns

Discussion Reviews need to be done at the end of each Youth Internship  
Would like to establish a Youth Internship Set Aside from TNGF 2023  
Teach good work ethics – If they don't do the job, they lose the job. One Verbal/written warning then moves to termination. QVIR does not want to instill bad habits.

#### Retirement

Discussion Some payouts were issued that should not have been issued based on our contract. Not sure how it was overlooked by policyholder.

Procedure Change- Moving future all Retirement payouts need to be signed off by Executive Council Member to ensure participant is eligible for payment and the amount is correct.

#### Transportation

Discussion Insurance needs be worked on. Three insurers have been contacted. (1) Everest, (2) Tribal First Nations, and (3) Native Arrow

Directive Finance – Get quotes form all three insurers; make sure it includes facilities by August 12, 2022. Transporters from ANAV can assist to meet deadline.

#### Native Connections

Discussion Leadership Travel training – 8<sup>th</sup> Annual Native American Leadership of the west. Requesting approval of travel for two BC members and 2 ATHC Board members.

Directive Tribal Treasurer – Speak with Comptroller about YFT carry forward and drawdowns to make sure funding is in good standing prior to YFT positions being approved for travel.

#### Youth Council

Discussion Youth council has been fundraising. Native Connections wanted to set-up a new bank account for money earned.  
BC said to set up a “Fund” for Youth Council within QVIR accounting system

#### Maintenance/Custodial Work

Discussion A schedule needs to be put together.  
All Maintenance staff need to be actively working or they can clock out.  
Drivers license needs be on file for each Maintenance/custodial staff to ensure all job tasks are completed.

Directive Develop letter regarding work schedule/cleanliness of office – 30 day and 90-day review will be performed. Also, discuss job requirements and functionality to perform job duties; with an understanding that work schedules and daily tasks can change as assigned and needed.

#### Cemetery

Discussion Layout of Cemetery and Plots  
Cleaning of the grounds needs to start happening  
Ordinance and Policy needs to be developed  
Reach out to other tribes for ordinance  
Reach out to Cemetery Advisory Committee to start work on Ordinance and Policy.

Directive Transportation Department – obtain three quotes for Bobcat/skidsteer for greenspace development

**Continuation meeting scheduled for: August 14, 2022 @ 12:00 pm**

Reports – Vice Chairman, Treasurer, KOSO, etc.

Old Business

New Business

Executive Session

Announcements

## **Adjournment**

### Motion

Timothy Bennett moves to adjourn at 4:41 pm. Isaiah Williams seconded the motion.

Vote: For 3 Against 1 Abstention 1