

**Quartz Valley Indian Reservation
Business Council Monthly Meeting**

Minutes

January 30, 2022

Quartz Valley Gym / Zoom

Members present:

Harold Bennett, Chair
Angela Reynoso, Vice Chair
Frieda Bennett, Treasurer
Evette Lewis
Isiah Williams
Kayla Super
Timothy Bennett

1. Call meeting to order at 12:22 PM, 1/31/22 by Harold Bennett, Tribal Chairman

2. Agenda:

Motion: *Evette Lewis moves to approve the agenda with corrections. Seconded by Isaiah Williams*

Vote: 5 For, 0 against, 1 abstention

3. Minutes:

Discussion: Past minutes will be sent out via email for review and corrections. A phone vote will be performed by Wednesday, February 2, 2022, for all BC meetings July 2021 to current.

Minutes tabled for review.

4. Enrollment:

Discussion: New software previously approved for purchase by the Enrollment Board.

5. Resolutions:

2022-01 US Bureau of Indian Affairs invasive species program fiscal year 2022 in the amount of \$94,962.

Discussion EPA - Application to submit funding proposal to BIA for the Invasive Species Program 2022. The amount is \$94,962.

Summary of Grant including Budget was sent in email
All information necessary for a vote is present.

Motion: *Frieda Bennett moves to approve Resolution 2022-01. Seconded by Angela Reynoso*

Vote: 4 For, 0 against, 2 abstentions

2022-02 BIA office of Trust services a funding request for attorney fees for the fiscal year 2022 legal work on QVIR reserved Water Rights and Shackelford Creed.

Discussion BIA Litigation funds for Tribal Water Rights to submit Application

Motion: *Evette Lewis moves to approved Resolution 2022-02; Seconded by Kayla Super.*

Drafted BC minutes – Jan. 30, 2022

Vote: 5 For, 0 against, 1 abstention.

Discussion: Resolutions associated to grants/funding needs to have a summary attached. This summary needs to include but is not limited to: What is the Budget breakdown (salary changes)? Is this a reoccurring grant? Is there a deadline? What is the expectation for completion of grant?
Also, if grant deadline for Resolution is after General Council the Resolution must be presented at GCC; in the event GCC does not meet or the grant has a deadline that is prior to GCC then BC will vote on Resolution.

6. Reports:

Chairman Report

Gymnasium

Discussion: Native Connections wants to use the gymnasium. Gym currently closed on safety restrictions. Etna PAL has contracted use of gym. The Gym is open to EHS for basketball. Schedule needs to be developed to prevent overlap. The Gym needs to be actively cleaned after each event and a schedule needs to be developed.

Directive: *To create a sanitation schedule for all tribal buildings implemented by QVIR Maintenance Team (Janitorial, Sanitation, Gymnasium Coordinator) the Schedule needs to include cleaning dates/initialed by cleaner, provide screening process documentation, and notification process for exposure. These documents need to be turned in weekly to Tribal Administrator to ensure completion of tasks.*

Discussion: Additional Services can be provided by NCIDC if someone applies this is for an additional 500 hours. Must apply through NCIDC.

General Consensus: **Soft open for gym- QVIR community level notification.**

Apex

Discussion Contracted for \$12,500 per month Gold Status. How did this contract originate – QVIR lost our IT personnel and had nobody with technical skills. Apex is willing to train on-site IT personnel. Where are primary services being performed – The clinic uses them most should we look into billing amounts. QVIR would like to meet with APEX directly to discuss contract and other packages if we are considering hiring on site personnel. Apex has a great reputation.

Directive: *Tribal Administrator needs to create zoom meeting with business council, clinic head and Apex to discuss services.*

Election

Discussion: Training through CNSDCI of America \$7500.00 for onsite Training – Benefit to having onsite training is all membership can attend trainings. It is necessary to address QVIR's tribal government needs. ATTG funded.

Motion: *Angela Reynoso moves to host a Tribal Election Training through CNSDCI of America in the amount of \$7500.00 to be paid out of ATTG; with an understanding that the onsite training will be made available to tribal members interested in the development of QVIR's Tribal Election process. Seconded by Evette Lewis.*

Vote: 5 For, 0 against, 2 abstentions

BC Duties

Discussion: A refresher on duties of business council.

Question Three-year staggered for business council? Re-look at draft constitution and narrow down information discussing tribal needs.

Tribal chair will send email to business counsel to inquire about board expectations, needs to implement in possible training.

Question Can it possibly be for all admin also?

Answer Yes

Fox house Property

Discussion: Need to decide what to do with the House – Ideas include Council chambers, staffing, doctors (temporary), transitional house, Tribal Services. Maintenance needs to be performed on the building and IT needs to be set-up. If a member needs a place to stay due to covid-19 can this house be used for isolation. All work done that is outside the regular maintenance needs to be contracted out.

A schedule needs to be developed for all tribal building/facilities and it needs to be in a central area, so cleaning and routine checks are visible and documented. Janitorial/Custodians are listed under Indirect therefore they should be able to work at any tribal building/facility as needed.

Vice chair will work on a list of houses and develop maintenance schedules.

Ask interim Director for cares grant verbiage. Clinic must put services out there.

DV House

Discussion: BC wants feedback on - What's going on with DV house? What does the program do? How many in membership has it helped? Need clarification on DV program and house. The tribe and Tribal membership need to know how to access services. DOJ and second grant for Dept. Accountability for time worked is necessary.

Directive: *Tribal Administrator to request an annual report of the program/house/services for 2020/2021. List of resources. Report back to next scheduled BC meeting for February 2022*

Personnel

Discussion Annual review coming up for TA needs assistance from Tribal Vice-Chair and Tribal Treasurer as the Tribal Chairman was ill for a large portion of beginning employment.

Clinic & Vehicle purchase

Discussion Van for elder/handicapped is 30K, can we use ARPA funds. Tribe could use it if tribe helped with the purchase. Another vehicle would help with issues regarding medical travel. If financial benefit to purchase two vehicles arise it could be allowable.

Motion

Evette Lewis moves to purchase 1-2 handicap accessible vans to assist with transportation needs for membership and to assist in reducing the spread of Covid with the understanding priority will be given to elders and handicap members. The cost range will be \$25,000 to \$40,000 per vehicle and is to be paid from ARPA funds. Seconded by Isaiah Williams.

Vote: 4 For, 2 abstentions 0 against

Boys/girls club

Discussion Boys and Girls club contacted Tribal Chairman wants to know if QVIR is interested in possibly starting a Boy and Girls club. Need to look into it. Tribal chair will look up email information.

Code of conduct

Discussion Drug test was requested (random selection) and refused.

General Consensus BC is to adhere to policy when posed with refusal. Refusal is insubordination.

Discussion Regarding marijuana. It is no longer a scheduled drug and is now listed as medical and recreational state-wide. The policy needs to be reviewed and the exemption needs to be presented to GCC for approval

Interview Process

Pre-interview A Day of the week needs to be set for interviews. This will become universal for interviewing process

Directive Tribal Chairman is to have detailed communication with tribal administrator regarding questions presented in the preliminary interviewing process. All candidates who meet the minimum qualifications should be interviewed.

General Council

Discussion Zoom meetings don't work well Microsoft has a different platform that may work better. Could host the meeting at Pimtav for higher signal.

General Council has not met the quorum for Dec. 2021 and Jan. 2022 meeting. Members may not know. Tribal Chairman will announce.

General Assistance

Discussion CARES funding has been spent down and is closed. Tribal Chairman would like to develop a schedule for General Assistance through ARPA funding for 2022 calendar year. This assistance will be offered to all Tribal Members to alleviate some of the Negative Economic Impacts caused by Covid-19.

ARPA General Assistance will go out with Quarterly General Assistance to better streamline services and to alleviate confusion.

February adult assistance payment \$1000.00

May adult assistance payment \$500.00

August kid assistance payment \$500.00

December kid assistance payment \$150.00

November food check for adults in the amount of \$200.

Approximate budget numbers: adult assistance \$300,000, kid assistance \$150,000, food check \$80,000.
Approximate total: 530K

Discussion Elder Assistance – Last year QVIR purchased Harry & David’s fruit boxes. This was good, got good feedback; however, it was too much fruit that went bad for some. The idea of doing meat or different types of food. Not all Elders can eat the same thing. Assist our Elders by offering a food assistance in the amount of \$100.00 per month for 1 year March 2022 – March 2023. Clinic should be doing more for our Elders. Clinic needs to develop a program to sustain this program after March 2023 through 3rd Party.

Motion: Evette moves to approve the General Assistance Timeline and associated payments as follows:

February 2022 QVIR Tribal Member Adult General Assistance \$1000.00

May 2022 QVIR Tribal Member Adult General Assistance \$500.00

August 2022 QVIR Tribal Member Youth General Assistance \$500.00

November 2022 QVIR Tribal Member Adult Food Assistance \$200.00

December 2022 QVIR Tribal Member Youth General Assistance \$150.00;

and monthly Food Assistance checks in the amount of \$100.00 each to each QVIR Tribal Elder for one year starting in March of 2022 and ending March 2023; it is an understanding that the February and May assistance will go out with the Quarterly General Assistance; ARPA funding will be used to carry this motion forward. Seconded by Isaiah Williams.

Vote: 5 For, 0 against, 1 abstention

Discussion Bonuses for Quartz Valley Indian Reservation Employees -money is to come from ATTG as a bonus. Tribal Chairman brought this up in December 2021. Example using time of service: 1 to 5 years is \$100, 6 to 10 years is \$500, 11 to 19 years \$750, 20 plus years \$1000.

If someone’s employed with QVIR, they should not be involved with bonus conversation. Non-employee business council members are to discuss moving forward. Make sure this is within code of conduct policy

Discussion REDW- Through personnel observance it seems REDW is not familiar with our tribe and/or policies. Why do we have them doing policies if we have better people available to refer to and get help from? Contract needs to be reviewed. The Assessment is done we should use our consultants. Task to tribal chairman

Discussion Directors meeting - Separate from regular Business Council so discussions can happen. BC members should attend if they can then questions can be asked and answered. This will assist in simplifying the process.

Business Council third Sunday of the month at noon, directors meeting will occur prior to business council.

Discussion Question Payment to previous members has not been discussed -1099’s

Enter Executive session at 4:35 PM.

Exit Executive session 6:12 PM.

QVIR needs to update our policy –

conflict of interest
harassment
nepotism
code of conduct

Code of Conduct relating to BC members needs to be approved by General Council
Work with KOSO to review CARES funding.
Ensure checks/balances within fiscal department.

Vice Chair Report

Gas Tank

Discussion Working on prices from gas tank companies to get best deal. AmeriGas is the most reasonably priced but there may be a catch with the lease/purchase route. Need to confirm.

Shasta tanks provided a good quote but does not service our area so the tanks would have to be dropped at one location and places/refilled etc.

By a third party. Third party quote is roughly 11.5k – 12.5k, coupled with the price of tanks, just under 30k vs the 20k with AmeriGas.

Treasurer Report

PPP Received partial 541K. 50K shy of amount needed. Recommended to pay lump sum. To do this we have to cash out a CD to pay SBA. (the CD should cover both 50K payments) Next loan could be same 50K shy and will need to be paid. Over 1 million was forgiven, 100K is not much to pay back.

Directive: Treasurer to perform phone vote for 50K payment to repay PPP loan/SBA pay back.

Audits Audits being done final steps of completion.

ROADS Funding needs to be allocated to create a roads position.

Discussion Previous leadership purchased Bus not being utilized. Develop a Job Description and start the process to hire a Transporter. Also, funding should be used to maintaining vehicles and maintenance scheduling.

SBAS Small Business funding through Treasury. Treasurer applied on behalf of QVIR but needs to show authorization for funding.

General Consensus Tribal Treasurer has authorization to sign as an official representative of Quartz Valley Indian Reservation. Frieda Bennett specifically as she is the current Tribal Treasurer

Budget 2019 presented budget for line items. The 2019 budget will be used for all line-items except salary; salary will be updated based on the current pay/status of employment; this will be reflective in the new 2022 Budget. Any additional funding must be requested through Business Council

7. Old Business

Trainings Are reports required anymore? Training reports are being requested

Directive Tribal Administrator will notify all employees that travel/training reports must be submitted for all travel and trainings.

8. New Business Property Dash Mill Creek passed buffalo ranch. Great location for tribe to start a food sustainability program or start focusing on benefits of raising cattle for food. The property has a home on it.

Food security

100 acres

700k

alternative ranching ideas?

Farm to table

hemp possibilities

also, Scotts Valley feed?

9. Adjournment

Motion *Tim Bennett moves to adjourn at 6:40 PM; seconded by Evette Lewis.*

Vote: 5 For, 0 against, 1 abstention