

**KARUK TRIBE  
COUNCIL MEETING AGENDA**

*Thursday, November 20, 2014, 3 PM, Happy Camp, CA*

**A) CALL MEETING TO ORDER – ROLL CALL**

**AA) PRAYER / KARUK TRIBE MISSION STATEMENT**

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

**CH) APPROVAL OF THE AGENDA**

**EE) APPROVAL OF THE MINUTES** (*October 23, 2014*)

**\*\*SWEARING IN – Newly Elected Council Members\*\***

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

1.

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

1. Eric Cutright, IT Director

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

1. James Phelps, HR Director (written report)
2. April Attebury, Tribal Court Administrator (written report)
3. Daniel Goodwin, Maintenance Supervisor (written report)
4. Lester Alford, TANF Director (written report)
5. Leaf Hillman, DNR Director (written report)
6. Scott Quinn, Director of Land Management (written report)
7. Emma Lee Perez, Grant Writer/Resource Developer (written report)
8. Tom Waddell, Grant Writer/Resource Developer (written report)
9. Jaclyn Goodwin, Self-Governance Coordinator (written report)
10. Sammi Offield, Contract Compliance Specialist (written report)
11. Dion Wood, TERO/Childcare Director (written report)
12. Erin Hillman, KTHA Director (written report)
13. Tom Fielden, Emergency Preparedness Coordinator (written report)
14. Karen Derry, KCDC Operations Manager (written report)
15. Laura Mayton, Chief Financial Officer (written report)
16. Sandi Tripp, Director of Transportation

**II.) REQUESTS** *(Five Minutes Each)*

1.)

**K) PHONE VOTES** *(Five Minutes)*

1. Request approval of agreement 15-A-009 between the Karuk Tribe and Mezca marketing. Passed.
2. Request approval of agreement 15-A-008 between the Karuk Tribe and Group West (RSSD). Passed.
3. Request approval of work for Group West for design services, discretionary funding will be held and then moved to financing once that is in place. Passed.

**M) INFORMATIONAL** *(Five Minutes Each)*

**N) COMMITTEE REPORTS** *(Five Minutes Each)*

1. NCIDC Meeting Minutes

**OO) CLOSED SESSION** *(Five Minutes Each)*

1. Enrollment (dinner break)
2. Michelle Spence
3. Robert Attebery
4. Gina Allen
5. Isha Goodwin
6. Barbara Snider
7. Tribal Council Members

**P) SET DATE FOR NEXT MEETING** *(December 18, 2014 at 3 PM in Orleans, CA.)*

**R) ADJOURN**

**Karuk Tribe – Council Meeting  
October 23, 2014 – Meeting Minutes**

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

**Present:**

Russell “Buster” Attebery, Chairman  
Michael Thom, Vice-Chairman  
Arch Super, Member at Large  
Charron “Sonny” Davis, Member at Large  
Alvis “Bud” Johnson, Member at Large  
Josh Saxon, Member at Large  
Elsa Goodwin, Member at Large

**Absent:**

Joseph “Jody” Waddell, Secretary / Treasurer (excused)

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

**Agenda:**

Elsa Goodwin moved and Josh Saxon seconded to approve the agenda with changes, 6 haa, 0 puuhara, 0 pupitihara.

**Minutes of September 25, 2014:**

Josh would like different wording for Lester Alford’s report. He would like the wording “Navigate” in place of former language regarding the regulations.

Arch Super moved and Bud Johnson seconded to approve the minutes of September 25, 2014 with change, 6 haa, 0 puuhara, 0 pupitihara.

**Guests:**

**1.) Patty Brown introduced WJ Strickland who is a senior specialist from Washington DC.**

WJ addressed the Council to introduce himself. He is the Tribes program specialist to ensure compliance for the Head Start program. He has worked for the Office of Head Start for 29 years. The Federal Government has initiated a mandate to communicate and collaborate with each other and especially with tribes.

He noted that it is really important to be on the same page. For years there hasn’t been a really great relationship. In that regard in 2007 the Head Start act was reauthorized. If they will continue for another 50 years, then Congress has mandated some changes. One rule is to have a better relationship with the governing body of the head start program. There has been a great dialog with the KCDC Board regarding plans for the next five years. In that regard he asked if the Tribal Council has any concerns that they would like to discuss. There is a request to have additional funding for Head Starts, but the outcome of that is unknown at this time.

There is quite a leader in Patty Brown and she has been elected to serve on a board on a national level. This is going to require that the department and the Council be on the same page, to utilize her position.

He was honored to be present and he opened up the discussion for comments.

Michael introduced himself as the Vice-Chairman of the Tribe and has worked with head start for years. He noted that the mandates from the office of head start are restrictive but they do not provide enough funding to meet them. He asked how as a Tribe they could secure additional funding. WJ commented that of 150 grantees only an estimated 40 Tribes provided a testimony. This is a concern that is on the table and he continues to monitor communication between Tribes and departments. Congress did provide language in the act to close the gap in funding but they only provided that funding for one year. With no response from the Tribes then congress did not provide the additional funding again. WJ commented that the Tribes have to take the opportunities to voice concerns to Congress.

Buster thanked WJ for visiting the head start program. WJ commented that recently under Federal review the Head Start received a fairly bad review; he assured that the negativity wasn't from the Office of Head Start. They will now assume oversight of the reviews. Of the estimated hundred standards, only having 7 or so findings in the review is an accomplishment. He will work with Patty and they will work to be prepared for the funding that will no longer be continued funding. He commented that the Council and the OHS needs to have the same expectations for the program, to ensure it is complying with the Tribes vision. Josh asked when the funding becomes a five year competitive funding. WJ noted that it is now. This time next year will be the requirement for the non-competitive five year grant funding. However, if there are any findings in a review then the granting becomes competitive. WJ noted that Tribes receive plans of action, with assistance from the OHS.

He thanked the Council for allowing him to attend the meeting.

**1.) Eric Cutright, IT Director:**

Eric is present to seek approval of a contract for the Orleans Broadband project. It is contract 15-C-010 between HP Communications, Inc and the Tribe. This will allow rearranging of phone lines and installing fiber optic cable. If this contract is approved today then the ground breaking can begin by the deadline of November 6, 2014.

Josh noted that the duration is incorrect and it needs to be 2015 not 2014. Eric is confident that there will be no modifications and the work will only take one week.

Arch inquired about the payment issue from the grant. The Tribe has since been receiving payments hopefully the extreme issues with reimbursement will be handled. He is working with the finance department to reduce spending, until invoices are submitted and reimbursed to the Tribe.

Michael Thom moved and Elsa Goodwin seconded to approve contract 15-C-010 with changes, 6 haa, 0 puuhara, 0 pupitihara.

He then provided information to the Council. There have been issues with the battery backup system in Happy Camp and he would like to present information regarding services in Happy Camp needing to be down for two days.

**Director Reports:**

**1.) Leaf Hillman, DNR Director:**

Leaf is not present but Craig is present to seek approval of contracts.

Buster noted that the TREX was successful. Craig feels that the staff was confident and provided experience to staff and tribal members on the burning process. Buster would like to have some presentations provided to NCAI and other entities to continue the momentum of the project. Craig

agrees that this would provide for the opportunity to seek additional funding and to possibly create some resources. Buster will work on getting the idea on some agendas. Craig agrees that to get this on the back end of the fire season that was just handled provides for a clear explanation on why fire management is key.

Craig presented a contract between DNR and TANF and the updated agreement will allow for a pay increase for a staff member. This was moved to closed session.

He then presented a contract for some work that Toz is doing in Seiad Creek. Craig commented that what Toz and his crews are doing for off channel work for Coho is outstanding. This will be a modification to an existing contract adding additional funding.

Josh inquired why the USFW isn't paying for this if they are providing the requirement. Craig was unsure. The permitting is what is needed. The group discussed the pros of the work that is done and how it could be a role model to other areas.

Elsa is concerned about the fifth modification to this contract and the language. Craig explained that the rules are restrictive so, it's easier to staff to provide a modification to an existing contract. Also, the same person is going to be doing the work. Michael commented that even if modification four was just a time extension, it needed to be listed. Craig explained that Sammi didn't require that. The Council would still like each modification listed to track what each one was for.

Elsa Goodwin moved and Arch Super seconded to approve 11-C-045 (5), 6 haa, 0 puuhara, 0 pupitihara.

He then provided a resolution that allows the acceptance of funding from the USFS to continue to implement work that is being done. The scope and scale of the project that is being done will require large scale project for NEPA. This will allow for contracting with specialists regarding requirements.

Arch asked about the KCDC pass thru. Craig noted that it is the staff that is the pass thru.

Michael Thom moved and Bud Johnson seconded to approve resolution 14-R-113, 5 haa, 0 puuhara, 1 pupitihara (Josh Saxon).

Craig then sought approval of a contract with KFA for on the ground monitoring that will include survey work. The contract will be managed by DNR Director. 15-C-012. The contract was signed off by the required signers.

Josh Saxon moved and Sonny Davis seconded to approve contract 15-C-012, 5 haa, 0 puuhara, 1 pupitihara (Elsa Goodwin).

Susan is present to seek approval of procurement for DNR water quality database. There are only two companies that provide this service. She would like to sole source with Aquatic Informatics. This database is being used by other Tribes and agencies, so it is more used. EPA is providing the funding because it is a requirement.

Arch Super moved and Josh Saxon seconded to approve procurement and allow the purchase from Aqaic Informatics, 6 haa, 0 puuhara, 0 pupitihara.

She thanked the Council and she's glad to be back working for the Tribe.

Arch Super moved and Bud Johnson seconded to approve DNR's report, 6 haa, 0 puuhara, 0 pupitihara.

**2.) Scott Quinn, Director of Land Management:**

Scott is present to seek approval of an agreement with Cascade for engineering services to design the casino project. This is what was negotiated in the COY agreement.

Elsa Goodwin moved and Josh Saxon seconded to approve agreement 15-A-003 between the Karuk Tribe and Cascade Design Professionals, 6 haa, 0 puuhara, 0 pupitihara.

The City has been taxing the Tribe for the Yreka clinic although it has recently been put through trust. He is appealing this and as everyone is aware the COY fought the trust application.

He would like to get consensus from the Council to work with PacifiCorp for leasing for a year. The Tribe purchased the property and it is used by PacifiCorp for training. The Tribe will not be doing work on the property at this time so a yearly lease can be done. They currently pay \$350 a month and the Tribe will now charge \$500.

Josh has issues with this. He believes that there may be issues with construction staging. Buster believes that this will not interfere with operations. Scott guarantees that this will not affect the casino construction project. Josh would like to make sure there is sufficient space for the casino project needs.

Consensus: for Scott to work on the agreement language and bring it back to the Council at a later meeting.

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

**3.) Lester Alford, TANF Director:**

Michael Thom moved and Sonny Davis seconded to table Lester's report, 6 haa, 0 puuhara, 0 pupitihara.

**4.) Daniel Goodwin, Maintenance Supervisor:**

Daniel is present to review his report. There is no maintenance person in Orleans. In the interim, the current maintenance crew will cover for the area. His staff is very strained at this time.

He has been working on a project with Lester for the Orleans area. Lester would like to have a remodel done at that building. Fred would like to have Council approval on a structure change of a building.

Lester and Fred will be asked to come in and discuss this. It will be added to the planning meeting agenda. Josh would like to have Fred bring the "asvelds" to the meeting as well.

Elsa Goodwin moved and Arch Super seconded to approve Daniel's report, 6 haa, 0 puuhara, 0 pupitihara.

**5.) James Phelps, HR Director:**

James is present to review his report.

The newsletter is out and the members have received it.

Elsa Goodwin moved and Josh Saxon seconded to approve James' report, 6 haa, 0 puuhara, 0 pupitihara.

**6.) Emma Lee Perez, Grant Writer/Resource Developer:**

Emma has no action items but she provided an overview of what the Grant Writers are working on. She will be attending an ANA training in December so she is hoping to have a project identified before then. She would like this to be planned for. She noted that Tom Fielden is funded under ANA. Other projects were the Computer Centers for example.

Continued work is being done at the People's Center to establish the funding there again. It will require additional planning.

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

**7.) Tom Waddell, Grant Writer/Resource Developer:**

Tom is present to provide his report. He updated the Council on the HRSA grant expanded services. Lessie and Tom have been working on the stipulation for the HRSA expanded grant, which was done.

Buster asked about the Homeland Security grant application. Tom provided a couple readers' comments regarding the proposal and why it wasn't funded. Tom went on to discuss why he felt the proposal related to security and protection of the Tribes assets met the funding criteria, but the readers' comments didn't feel that the Tribe met it.

Tom provided information regarding the ICDBG proposal. Sammi updated the Council on the issue with the ICDBG proposal not getting reviewed. Sammi noted that the Grants.gov site was down. Sammi provided that if the Tribe gets 83% then they will get funding in 2015 which will be the 2014 funding, and also be allowed to submit for a new project for the 2015 funding year. Josh asked when it will be known if the Tribe scored the percentage points needed. This should be known in a month or so.

Arch Super moved and Bud Johnson seconded to approve Tom's report, 6 haa, 0 puuhara, 0 pupitihara.

**8.) Jaclyn Goodwin, Self-Governance Director:**

Jaclyn is present to review her report. She started with the action items she had and she would like to seek approval of a research protocol agreement. The agreement was reviewed by Lisa Hillman and a University. The document is large and it looks great but it has a lot of items. Josh asked if there is a mechanism to provide some scoping to the membership.

Jaclyn further explained the repatriation process and how that will work; this will provide an outline of how to recover items that should be sent back to the Tribe. The document will be provided to the Management Team and then it will be provided to the Membership for review and comments. Also, the Council may want to approve this and then edit as necessary moving forward. Having a document in place is best for the Tribe.

Josh Saxon moved and Michael Thom seconded to approve the protocol for intellectual rights of the Karuk Tribe, 6 haa, 0 puuhara, 0 pupitihara.

She then presented a planning grant to Caltrans. It is a planning grant to develop a plan for making a better space in downtown Orleans. Josh discussed this with Sandi and it seems like a good concept.

Arch Super moved and Josh Saxon seconded to approve resolution 14-R-111, 6 haa, 0 puuhara, 0 pupitihara.

She then highlighted her report. There will be a summit meeting in November and agenda items can be sent to her.

Sonny inquired about the Tribe and how it is connected to salvage logging. Josh confirmed there are several difference aspects for each sale and with input from DNR staff then a better discussion can be had with the USFS.

The cultural monitor training was done and 13 people took the class and have passed the test. There should be training in the spring and possibly in Yreka.

Josh Saxon moved and Sonny Davis seconded to approve Jaclyn's report, 6 haa, 0 puuhara, 0 pupitihara.

**9.) Sammi Offield, Contract Compliance Specialist:**

Sammi is present to review her report. She had a debriefing on the ICDBG funding issue with Buster, Michael and Jaclyn. She continued to follow up on the issue to request a formal review, due to the Grants.gov site being down during this year's submission of the ICDBG grant application. Sammi reiterated the outcome of the conference call and the requirement of 83% or higher ranking, because of the past due ICDBG project under KTHA. Sue Burcell feels that the Tribe has a good chance at getting funding. Even with the previous delinquency on an ICDBG grant (Yreka Wellness Center), and then it is promising to get approved.

Michael commented that some of the Tribes receive higher funding. Sammi noted that \$605,000 is based on Tribal enrollment and population on trust land. Erin noted that the maximum is always requested.

The water tanks funding from CSD have initiated 3 successful tanks being installed. She is asking for a modification for income requirements and inclusion of Humboldt County. She is waiting to hear back from the funder.

Tom asked if Tribal Members could still submit applications even if they are unsure of their eligibility. Sammi is already taking applications in hopes to get the modification and those Tribal Members could possibly get services so yes she continues to take applications.

Elsa inquired about the notation of the contracts that have been reviewed. Sammi just noted that they have been reviewed, whether they have come forward to the Council to date, she is unsure, but she has reviewed the ones listed in her report.

Josh Saxon moved and Michael Thom seconded to approve Sammi's report, 6 haa, 0 puuhara, 0 pupitihara.

**10.)Dion Wood, TERO/Childcare Director:**

Dion inquired about the WPA meeting that is confirmed. This meeting will stay on the schedule.

The TERO aspect of the Wellness Center is going well. There will be positions open to provide work on the project.

The TERO training for TERO Commissioners has been tabled. This will be discussed tomorrow.

He will be working on training for the Membership. Resume drafting in November and Customer Service in December. That training will be in Yreka.

TERO provided the food for the cultural monitor training. Dion noted that monitoring services has shifted and it may need to be discussed again.

He will be taking a year off for the National Childcare Board. He is willing to be available for the Tribe's casino project. He would like to ensure he has adequate time spent on the overall project.

He then requested approval of a draft application and policies and procedures to provide health and safety issues in potential childcare homes. This would be \$5,000 a year and it would be first come, first serve. Elsa asked about serving families in the home. Dion noted that only if the family home is licensed through the State, then family members can use the childcare services at family location. TB testing and home visits are done. His goal is to create a home visiting team which will assess health and safety, wellness, education, and culturally appropriate activities.

Josh suggested that the language regarding a requirement of a home visit should be noted on the grant application.

Michael suggested that the training for customer service training should be open to the supervisors. Dion would like to have this open to Tribal Members who are interested in working at the casino, so he will set a limit of seats.

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

**11.)Erin Hillman, KTHA Executive Director:**

Erin is present to provide her report. The Pikyav program and KTHA have determined to move forward on another property, until the Comstock property is ready. The Comstock property continues to have issues with eligible bidding. Buster asked if this would be done right away since the temporary house is nearly ready. Erin was unsure and it will take a little bit.

The tax credit program has a couple company presentations. The KTHA is working on gaining this information from both the local companies and HUD.

KTHA is currently advertising for a CFO. She will be working on items to maintain compliance until a position is filled.

She participated with a couple staff members on a meeting for Siskiyou County Inter-Agency Task Force Committee. These meetings are in support of the County's application for a proposal. Erin was unsure why the proposal was not approved by the Board of Supervisors. April has further information regarding that as she sits in those meetings.

The Orleans tenants meeting were held last week. It provided a great opportunity to communicate with the tenants and there will be other community tenant meetings.

Happy Camp Elder home construction is about 75% complete. She overviewed several other homes and projects. Buster then inquired about a sporadic schedule for the Yreka Computer Center. Erin commented that the schedule will level out with the tutor being brought on.

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

**12.) April Attebury, tribal Court Administrator:**

April is present to review her report. She updated the Council on the operations of Domestic Violence and families in crisis. There will be an annual candle light vigil. October 27<sup>th</sup> is being done in Happy Camp and there will be another one in Yreka.

She updated the Council on the transitional house and the hopes to have it up and running by November 1<sup>st</sup>.

The JAG funding that Sheriff Lopey was attempting to go after was competitive this year. Sheriff Lopey worked on this proposal with community input. The Board of Supervisors noted that it wasn't ready to be approved and there is a policy in the County for going after funding, and that wasn't followed. There is some funding available in another fund that will assist in some prevention and educational items for the needs that were identified.

Josh asked about the expenditure for the Pikyav transitional funding. There are items that need to be purchased and staffing but since the home wasn't opened then they couldn't expend funds. She will go after an extension now that the location is available. She has been working items to get this underway.

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

**13.) Tom Fielden, Emergency Preparedness Coordinator:**

Tom is present to review his report. Emergency Management doesn't have a lot going on. With rain there are still drought issues until there is substantial snow accumulation. There is discussion on how to deal with this ongoing. There was funding for water saving items, including shower heads, etc.

He has been working on the radio repeater sites and that is working well even with an alternate site being identified. CalFIRE declined use of their repeater and he is working with them on that issue.

He worked on the TREX project and it was a huge success. They provided back-burning which was maintained and in total 240 acres were treated. Over 50 structures will be protected with this work. The local communities are very interested in conducting this for the area.

He then noted that Rachel attended meetings for him while he was out of the office. She is still working on mapping and getting infrastructure done.

Rachel and Jody attended a tribal consultation session on the Governor's emergency response meetings. The notification wasn't provided in advance which allows adequate time to prepare.

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

**14.) Karen Derry, KCDC Operations Manager:**

Karen is present to seek approval of the part time position description for the LCSW for the NVYS.

Buster inquired about the meeting with Erin, Eric and Lester regarding the computer centers. Karen noted that they are moving right along.

Arch Super moved and Bud Johnson seconded to approve the position description, 6 haa, 0 puuhara, 0 pupitihara.

Michael Thom moved and Arch Super seconded to approve Karen's report, 6 haa, 0 puuhara, 0 pupitihara.

**15.) Laura Mayton, CFO:**

Laura noted that she has no action items; she just forgot to submit her report.

**16.) Sandi Tripp, Director of Transportation:**

Not present, no report provided.

**Committee Reports:**

NCIDC Meeting Minutes, Pikyav Committee Meeting Minutes, Election Committee Meeting Minutes

**Phone Votes:**

1. Request approval of contract 15-C-001 between the Karuk Tribe and Eric Young for food services. Passed.
2. Request approval to provide \$1,000 for burial assistance. DN. Passed.
3. Request approval of contract 14-C-120 between the Karuk Tribe and Mitch Factor to provide community presentation. Passed.

**Closed Session:**

Consensus: to refer KTHA#RM to the KTHA Board of Commissioners.

Consensus: to refer Tribal Member #RB to the KTHA Board of Commissioners.

Arch Super moved and Michael Thom seconded to move forward with financing for the casino project as presented by the CFO, 5 haa, 0 puuhara, 1 pupitihara (Elsa Goodwin).

Consensus: for Tribal Member #CS to follow policy regarding complaints and to forward copies of necessary paperwork to the Chairman, in which he will ensure the Deputy Director, receives.

Consensus: to refer Tribal Member #DP to KTHA to determine eligibility for father to receive home repair assistance.

Josh Saxon moved and Michael Thom seconded to approve a Karuk Tribe Facebook page with restrictions, 5 haa, 0 puuhara, 1 pupitihara (Elsa Goodwin). No other separate department/program pages.

Consensus: to add working together to the quarterly meeting and Buster will sit with Michael for discussions.

Consensus: to have HR hold the Christmas party at Blue Lake, pending finalization.

Consensus: to have HR work on the language regarding background checks.

Consensus: to have a face to face meeting with Tribal Member to explain employment status, and identified issues after the vacancy.

Josh moved and Michael seconded to provide employee # a pay increase, 5 haa, 0 puuhara, 0 pupitihara.

Michael moved and Josh Saxon seconded to approve a revised loan agreement with Tribal Member #TA to \$50 month and then to \$150 once he is in KTHA and eligible for services, 6 haa, 0 puuhara, 0 pupitihara.

Consensus: for Arch to attend the Head Start meeting in place of Elsa Goodwin , until a final decision is made by the Council.

Consensus: travel reports are requested from all Council Members. Also, for planning purposes position description will be reviewed at the Planning Meetings until finalized. Recommendation for the next year ICDBG to be a location with a proven record of receiving funding.

Consensus: for employees to follow policy and chain of command with overtime and time sheets being signed by supervisors.

Josh Saxon moved and Bud Johnson seconded to approve resolution 14-R-110, 5 haa, 0 puuhara, 1 pupitihara (Arch Super).

Josh Saxon moved and Bud Johnson seconded to approve contract 15-C-006, 4 haa, 0 puuhara, 2 pupitihara (Elsa Goodwin, Arch Super)

Michael Thom moved and Arch Super seconded to approve contract 15-C-007, 5 haa, 0 puuhara, 1 pupitihara (Arch Super).

Josh Saxon moved and Arch Super seconded to approve contract 15-C-003, 6 haa, 0 puuhara, 0 pupitihara.

Informational: Council held closed session discussion with no minutes recorded.

**Next Meeting Date: November 20, 2014 at 3pm in Happy Camp, CA.**

Michael Thom moved and Bud Johnson seconded to adjourn at 9:37pm, 6 haa, 0 puuhara, 0 pupitihara.

**Respectfully Submitted,**

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**Russell "Buster" Attebery, Chairman**

**Recording Secretary, Barbara Snider**

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: 15C-017  
 MOU  
 Agreement Funder/Agency Assigned: TANF  
 Amendment Prior Amendment: \_\_\_\_\_

REQUIRED → \*Procurement Attached  \*Budget Attached   
\*Excluded Parties List System Attached (CONTRACTS ONLY)   
\*KCDC/ KTHA Notification/ review required  Yes  No

Requestor: Lester Alford & Eric Cutright Date: November 12, 2014

Department/Program: TANF

Name of Contractor or Parties: Acme Computer

Effective Dates (From/To): November 20, 2014 February 28, 2015

Amount of Original: ~~\$33,827.20~~ 35,207.85

Amount of Modification: \_\_\_\_\_

Total Amount: ~~\$33,827.20~~ 35,207.85

Funding Source: TANF

Special Conditions/Terms:  
Only response to RFP

This contract is to provide phone and internet wiring in the modular building that will be the new Happy Camp TANF office.

### \*\* REQUIRED SIGNATURES \*\*

Lester Alford Requestor Date: 11/12/14  
Eric Cutright Date: 11-14-14  
Laura Mayton \*\*Chief Financial Officer Date: 11-14-14  
Sharon Child \*\*Director, Administrative Programs & Compliance Date: 11-14-14  
Alton Wood \*\*Director of Self Governance(MOU/MOA) or TERO (Contracts) Date: 11-14-14

Other \_\_\_\_\_ Date \_\_\_\_\_



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## Search Results

**Current Search Terms: Acme\* computer\***

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### AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

Contract Number: 15-C-017

This Agreement, dated as of November 20, 2014, is between the Karuk Tribe (hereinafter "the TRIBE") and Acme Computer (hereinafter "INDEPENDENT CONTRACTOR"), who agree as follows:

1. **Description of Services:** The Tribe hereby retains Independent Contractor to provide the services described in the attached *Description of Independent Contractor Services and Activities*.
2. **Duration:** The term of this Agreement shall be from November 20, 2014 to February 28, 2015.
3. **Compensation:** Independent Contractor will be compensated as provided in the attached *Description of Independent Contractor Services and Activities*, Thirty Five Thousand Two Hundred Seven Dollars and Eighty Five Cents, (\$35,207.85). All invoices must be submitted no later than thirty (30) days past the end date of this Agreement as stated in Clause 2 above. The IT Director and/or Authorized Designee shall be responsible for overseeing this Agreement and approving invoices for payment.
4. **Claims for Compensation:** Independent Contractor agrees that he/she shall not be entitled to and shall not claim compensation for services performed under this Agreement from another federally funded source of compensation for the same work performed, same working hour(s) or same working day(s). It is further agreed by the Independent Contractor that any claim for compensation submitted in violation of this clause shall, if paid, be recoverable by the Tribe.
5. **Warranty, Indemnity and Hold Harmless:** Independent Contractor warrants and represents that it has every legal right to enter into the Agreement and to perform in accordance with its terms and that it is not and will not become a party to any Agreement with anyone else which would be in violation of the rights granted to the Tribe hereunder. Independent Contractor will indemnify and hold the Tribe harmless from and against any losses, damages and liabilities, including reasonable attorney's fees for Independent Contractor's negligent performance or unexcused failure to perform services under this agreement. The Tribe makes no warranty, indemnity or hold harmless agreement.
6. **Independent Contractor Status:** It is understood and agreed between the parties that the Tribe shall not be obligated to withhold any federal, state or local taxes from fees paid to the Independent Contractor, nor shall the Tribe have any liability for such withholding. Further, any required public liability, public damage and/or Worker's Compensation Insurances shall be the sole responsibility of the Independent Contractor.

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

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

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

**INDEPENDENT CONTRACTOR**

Acme Computer  
 Cael Weston, President  
 PO 1479  
 Mount Shasta, CA 96067  
 TIN: 20-0404838

**KARUK TRIBE**

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

---

Signature and Date

---

Signature and Date

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

See attached request for proposal 15-RFP-003 and the Structured Cabling Proposal by Acme Computer

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 Proposals 15-RFP-003

**For More Information:** Eric Cutright, IT Director 530-493-1604 [ecutright@karuk.us](mailto:ecutright@karuk.us)  
**Proposal Deadline:** Monday October 20th, 2014 no later than 5 PM (Pacific Daylight Time)  
**Mandatory Site Visit:** Friday October 10<sup>th</sup>, 2014 at 11:00AM

The Karuk Tribe requests proposals for the Scope of Work required to install low voltage wiring to support data services in a manufactured home being converted into a tribal government office. The location of the office is:

110 Nuggett Street  
Happy Camp, CA 96039

#### **Task One – Install two vaults, conduit and dig a 200' trench**

The office to be wired is located roughly 200' away from two existing underground vaults containing data services and future electrical services. The first task is to install two new vaults next to the new office, trench from the new vaults to the existing vaults, and install two 4" conduits between the new vaults and the existing vaults. The new conduits may be put in the same trench, but must maintain at least 12" of separation. A 2" conduit also needs to be installed from the new data vault into the data services closet in the new office. A 4" conduit also needs to be installed from the new future electrical services vault and capped off next to the electrical panel on the south side of the new office. Pull ropes need to be left in each conduit. The new trench may cross existing power and water lines, and does pass under a fence. See the attached not-to-scale vault and trench diagram.

#### **Task Two – Install conduit for 12 runs of category 6 cable**

Conduit needs to be run from the data services closet to each of the 12 locations where a box for data is to be installed. Boxes may be wall mounted. Each conduit needs to be a home run, back to the data services closet. Conduit size is not specified, but conduit must be able to hold at least 4(four) category 6 cables. Conduit needs to be run out of sight except next to each data box, either under the building or in the attic space. A not-to-scale floor plan is attached to this RFP showing the location where the boxes need to be installed in the new office.

#### **Task Three – Install wall-mount rack and patch panel**

In the data services closet, a new wall-mount rack needs to be installed with enough space to hold patch panels for the 12 cable runs, and also a 1U HP switch. The Tribe will provide the switch, but the contractor will need to provide all other materials.

#### **Task Four – Run 12 sets of 4 category 6 cables**

In each conduit installed in task two, 4 (four) category 6 cables need to be run from the patch panel (installed in task three) to the boxes and terminated with category 6 RJ-45 jacks on each end.

**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

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### **Task Five – Install a gigabit capable cable from the new office to the closest tribal switch**

Install a line from the switch in the new office to the switch in the closest tribal office. The line will run through the conduit installed in task one. The line may be category 6 copper or multi-mode fiber optic cable. When running cable in this step, please also include a pull rope in each part of the run so that future cable may be added to the conduit. The estimated distance for this run is 300’.

### **All cable installed in this project must be tested and proven to run at gigabit speeds.**

A tribal cultural monitor will need to be present whenever soil is disturbed. The tribe will provide the cultural monitor, but notification must be provided at least 5 business days before any soil disturbance for scheduling the cultural monitor.

### **Responses to this Request for Proposals should include the following:**

- 1) A statement of qualifications, including relevant project history.
- 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) A time-line of work that includes estimates for procurement of materials, start date, end date and testing of the installed cable.
- 5) Names and telephone numbers of three client references.

### **Responses must be hand, mail, fax, or email delivered by Friday, June 20, 2014 no later than 5 PM (Pacific Daylight Time) to:**

Sammi Offield, Contract Compliance Specialist  
Karuk Tribe – Administration Office  
64236 Second Avenue  
P.O. Box 1016  
Happy Camp, CA 96039  
Faxes will be accepted at: (530) 493-5322  
Emails will be accepted at: [soffield@karuk.us](mailto:soffield@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).

A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.

**Price Page for 14-RFP-030:**

**Proposal Submitted by:**

**Name:** \_\_\_\_\_ **Phone Number:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Amount requested to be compensated for each:**

- All materials for the project: \_\_\_\_\_
- All labor for the project: \_\_\_\_\_
- Travel expenses for the project: \_\_\_\_\_
- TERO fee (2%) \_\_\_\_\_
- Total proposal cost: \_\_\_\_\_

**List up to three references with phone numbers below:**

- 1) \_\_\_\_\_
- 2) \_\_\_\_\_
- 3) \_\_\_\_\_

**Other Comments:**

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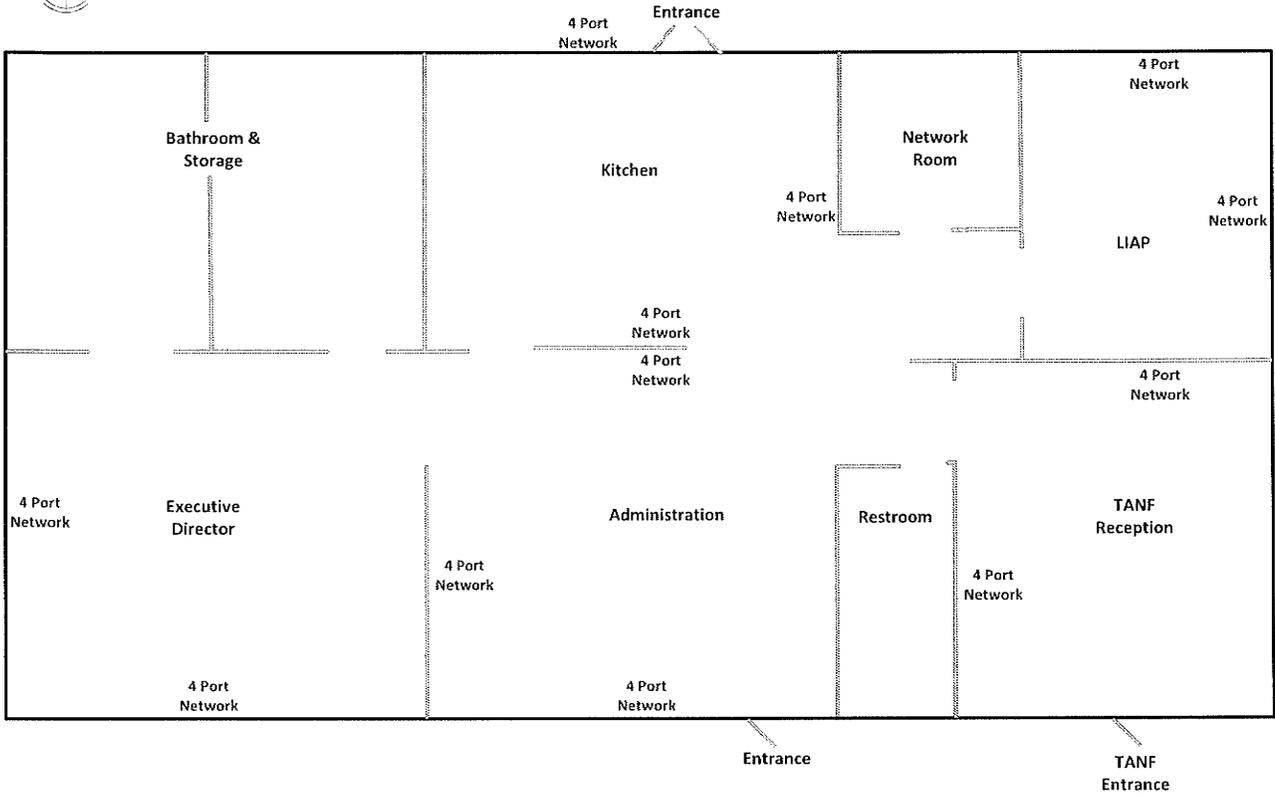
Indian Preference will apply in the selection process in accordance with the Tribal Employment Rights Ordinance (TERO) and/or Indian Preference Act of 1934 (Title 25, USC, Section 47), based on funding source requirements.

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A background check consisting of employment history, professional references, and criminal check may be conducted. Applicants will be required to pass the background check in accordance to the Karuk Tribe Personnel Policy and Federal/State/Tribal requirements.

# Floor Plan

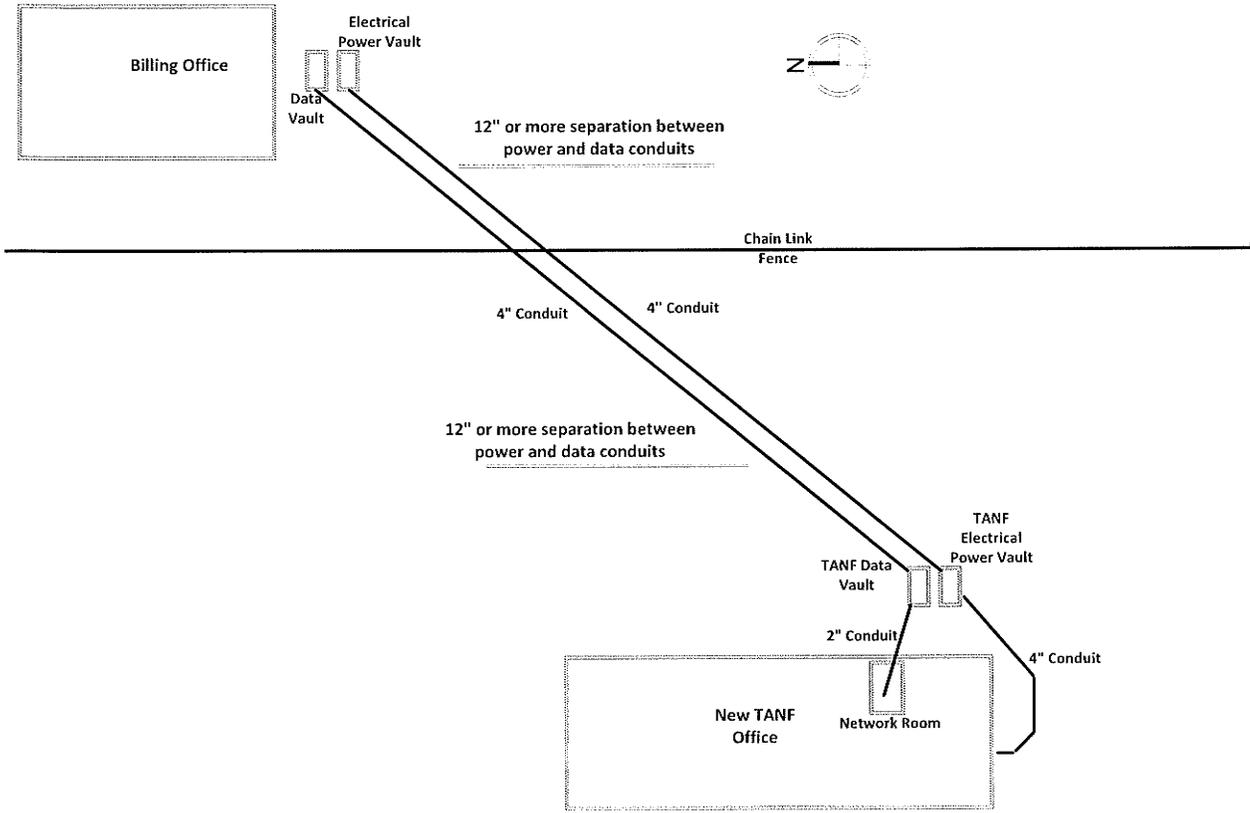


Entrance

TANF  
Entrance



# Vault and Trench Diagram





AcmeComputer  
YourTechnologyPartner

Cael@AcmeComputer.com  
877.630.ACME  
AcmeComputer.com  
CA LIC# 837371  
OR LIC#194982

MANAGED SERVICES



SYSTEMS DESIGN



FIBER & CABLE



SURVEILLANCE



VOICE



## Karuk Tribe

Happy Camp, California

# Structured Cabling Proposal

## 15-RFP-003

Prepared by  
Cael Weston  
Acme Computer  
877-630-ACME  
Cael@AcmeComputer.com

**October 2014**

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## Statement of Qualifications

Acme Computer is pleased to present the Karuk Tribe with a proposal for your structured cabling project. The proposal is based on (1) 10/10/14 site survey conducted by Eric Cutright, Karuk IT Director, (2) subsequent email and telephone exchanges between Eric Cutright and Cael Weston of Acme Computer, (3) the requirements stated in 15-RFP-003, (4) on our experience providing similar services to clients in California and Oregon over the past ten years, and (5) on the National Electrical Code and local laws and regulations.

Acme Computer is a licensed structured cabling contractor in California (CA LIC#837371) and Oregon (OR LIC#194982) specializing in network design, installation, and support.

An Acme-installed structured cabling network will:

- Insure stability
- Reduce downtime
- Multiply the effectiveness of shared applications and hardware
- Allow for the expansion of the network to include other IP-based systems, including VOIP phones, video surveillance, and intercom systems.

## About Acme

There are some key elements we want the Karuk Tribe to know about Acme when considering us for this important project:

- Our **experience** helping clients facing similar business challenges – we have the right people, processes, and technology to design, install, and support your structured cabling network.
- Our **scale** – Acme has five offices in California and Oregon to support our customers.
- Our **support** – Acme warranties all cabling (parts and labor) for twenty years. Acme is very active in Siskiyou County and has an office near the proposed cabling site.
- Our **financial stability** – Acme is an s-corp founded in 2004. We have projected revenues of two million dollars in 2014.
- Our **expertise** – Acme Computer employs network and telecommunications engineers who stay abreast of the latest innovations in structured cabling and networking.



## Who Works with Acme?

- Hospitals, including:
  - Fairchild Medical Center

- 
- Ashland Surgery Center
  - Siskiyou County schools, including:
    - Yreka Union High School District
    - Yreka Union Elementary School District
    - Grenada Elementary
    - Gazelle Elementary
    - Mt. Shasta High
    - Weed High
    - McCloud High
    - Jefferson High
    - Siskiyou Union High School District Office
    - Butte Valley School District
  - Non-profits, including:
    - Madrone Hospice, Yreka
    - Siskiyou County Economic Development Council, Yreka
    - PSA2, Yreka
    - Siskiyou Home Health, Yreka and Mt. Shasta
    - Siskiyou Opportunity Center, Yreka and Mt. Shasta
    - JEDI, Yreka and Mt. Shasta
    - Addictions Recovery Center, Medford
    - River Exchange, Dunsmuir
  - Municipalities, including:
    - City of Montague
    - City of Yreka
    - City of Mt. Shasta
    - City of Dunsmuir
    - City of Etna
    - McCloud Community Services District
  - Businesses (approximately 1,200), including:
    - Illuminate the Arts, San Francisco, California
    - Sunkist (Fruit Growers Supply)
    - The Hearst Corporation, McCloud and San Francisco
    - Highland Property Development, Arcadia, Ca
    - AGT, Mt. Shasta
    - Ed Staub & Sons, Tulelake
    - Siskiyou Development, Weed, Ca
    - Cal-Ore Telephone, Dorris
    - Casa Ramos Corporate, Yreka
    - HPD Anderson, Anderson
    - Alpine Business Equipment, Yreka and Mt. Shasta
    - KSYC, Yreka
    - Wrinkledog, Klamath Falls, Ore
    - Expressive Learning Center, Redding
    - Jon Winterburn CPA, Redding
    - Gary Allen CPA, Yreka

- Pavlic & Chitwood CPA, Yreka
- Low-income and affordable housing developers and property managers throughout California
- Federal Contractors
- The USDA
- U.S. Forest Service
- The State of California

## Our Business Value

In addressing the Karuk Tribe's near-term and long-term business objectives, we believe the following key areas highlight the business value Acme offers to the Karuk Tribe:

- Acme has engineered and installed structured cabling networks since 2004, including a recent re-cabling of Montague Elementary School District in Montague, California, a copper/fiber structured cabling project for Sunkist (Fruit Growers Supply) in Yreka, California, and a 22,000-foot expansion at Fairchild Medical Center in Yreka, Ca. The job included about 500 drops, including data, voice, and fiber.

Acme continues to help Fairchild Medical Center meet its structured cabling needs, with ongoing projects in video surveillance, fiber runs and terminations, CAT6 cabling, and the installation of hospital-wide electronic systems.

- Other recent local projects include:
  - Twin Oaks Apartments, Vacaville, California
  - San Gabriel Apartments, Georgetown, Texas
  - Castle Manor Apartments, Corpus Christie, Texas
  - U.S. Forest Service Building, McCloud, Ca, 2010 (150 data, voice, and fiber)
  - U.S. Forest Service Building II, McCloud, Ca 2011 (165 data, voice, and fiber)
  - Ed Staub & Sons, John Day, Oregon 2011 (50 data and voice)
  - Ed Staub & Sons, Susanville, Ca 2011 (50 data and voice)
  - Siskiyou Home Health, Yreka, Ca 2012 (46 data and voice)
  - HPD Anderson, Anderson, Ca 2011 (40 data and voice, 18 video surveillance)
  - Oak Creek Apartments, Willits, Ca 2012 (40 data and voice)
  - Oak Glen Apartments, Willits, Ca 2012 (40 data and voice)
  - Susan River Apartments, Susanville, Ca. 2012 (25 drops)
  - Grenada Elementary, Grenada, Ca 2012 (20 data drops)
  - Roseburg Lumber, Weed, Ca 2012 (fiber runs and terminations)
  - City of Klamath Falls, Klamath Falls, Or 2012 (CAT6 cable)
  - City of Yreka, Yreka, Ca 2012 (CAT6 cable)

## Industry Leadership

As innovative IP-based products have changed the market for data, voice, video security, and wireless internet distribution, Acme has used its structured cabling expertise to connect schools, non-profits, municipalities, and businesses to the Internet, replacing less sophisticated alarm and telephone company technicians.

Acme Computer is widely recognized as one of the most influential structured cabling and internet distribution service providers in California and Oregon. By working closely with manufacturers of enterprise-grade equipment, Acme is able to recommend and support the best of breed in each category.

### **In Closing**

Acme's proposal takes a high-level approach to the Karuk Tribe's structured cabling needs.

The Acme team feels that our capabilities and experience offer the Karuk Tribe a significant opportunity to improve upon network reliability. We look forward to further discussing how Acme can assist Karuk Tribe in meeting those goals.

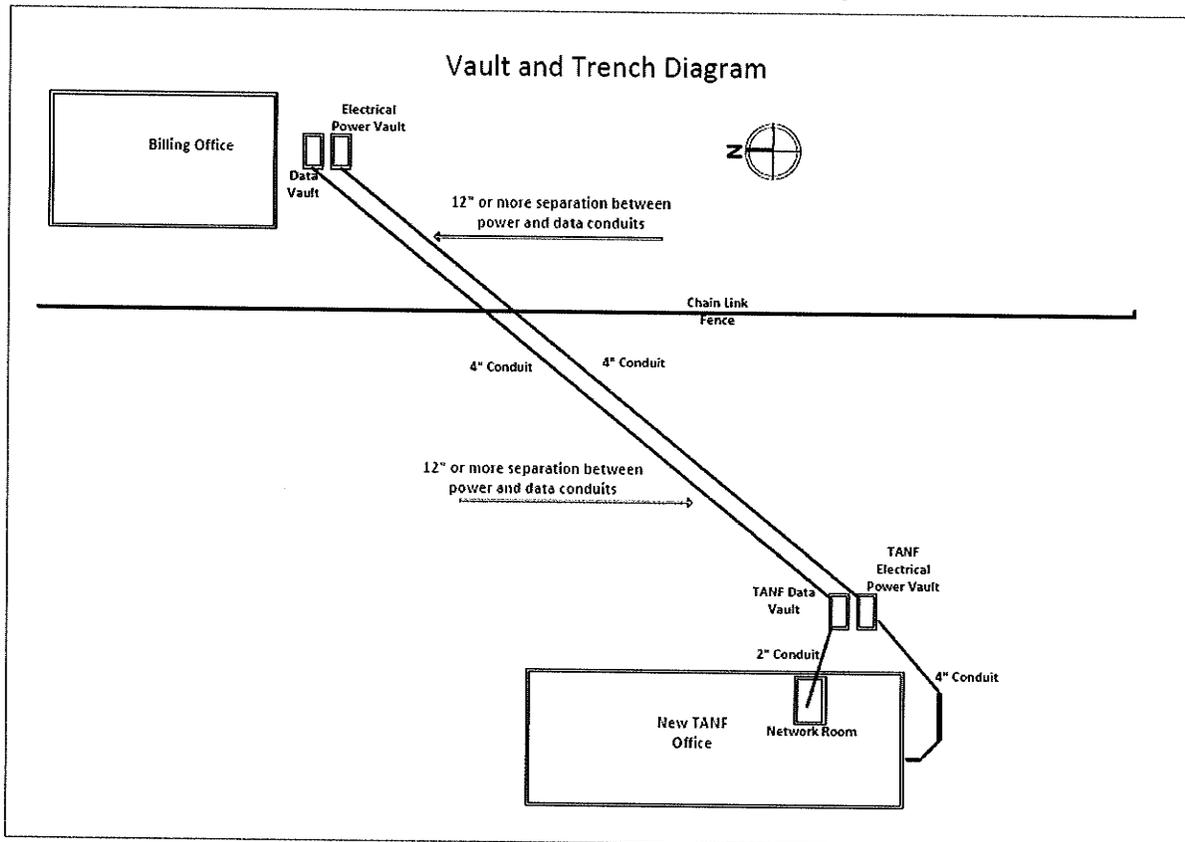
Best Regards,

Cael Weston  
530.926.1489  
[cael@AcmeComputer.com](mailto:cael@AcmeComputer.com)

## Statement of Work

### Task One – Construction

- Install two vaults next to the new office. One vault will be designated for power and one designated for data/voice.
- Dig trench(s) between new vaults and existing vaults at the nearest tribal office (approximately 200 feet).
- Install two 4" PVC conduits between the new vaults and the existing vaults. The new conduits shall



maintain at least 12" of separation. One conduit will be designated for power, and one designated for data/voice.

- Install a 2" conduit between the new data vault and the data services closet in the new office.
- Install pull ropes in each conduit. Acme acknowledges that the trench shall cross power, power, water, and sprinkler lines. Acme shall be responsible for contacting the proper authorities regarding excavation and shall be responsible for repairing any and all damage that results.

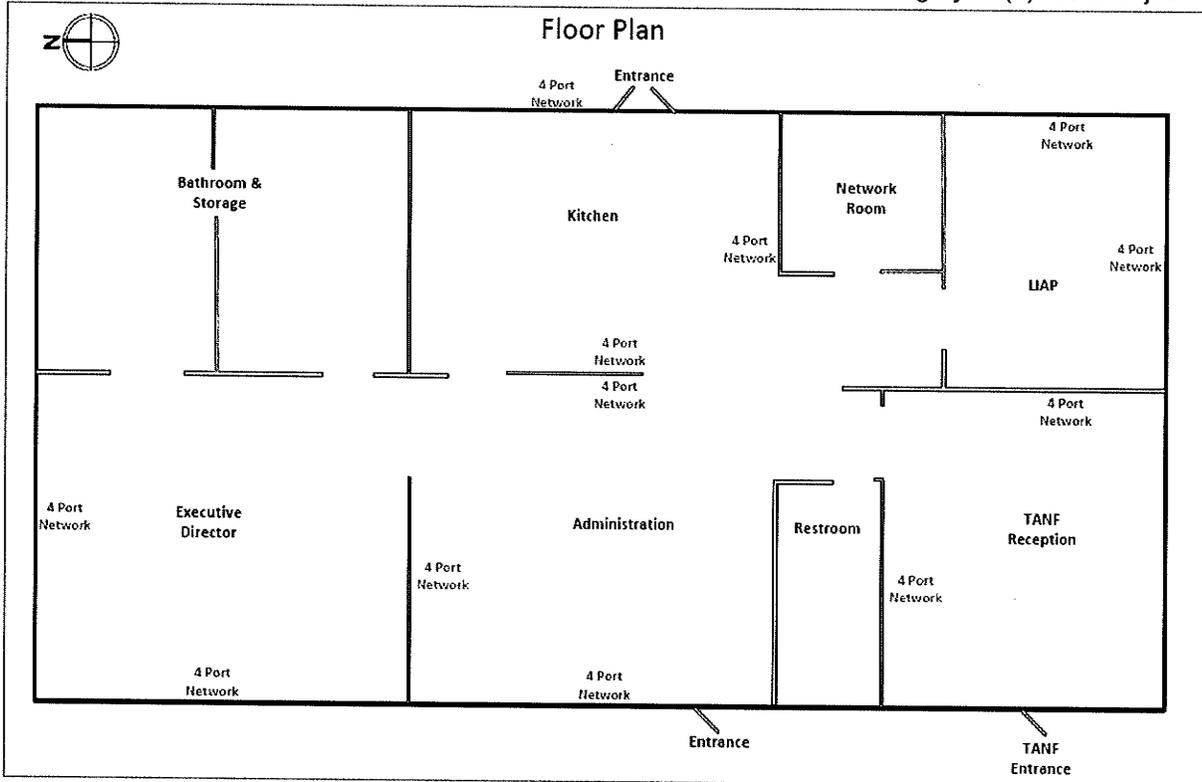
### Task Three – Cabling Closet

Install a new wall-mount rack in the data services closet of the new office. The rack must accommodate all patch panels network switches needed to complete this project. Acme shall provide all patch panels. The Karuk Tribe shall provide all network switches and patch cables.

### Task Four – Cable

From the designated MDF/Patch Panel Locations, install four (4) 4-pair, 23-awg. Category 6 data/voice cables outlet in the building for a total of 48 cables. The data/voice cables will be installed continuously, without splices between the MDF patch panel location and each designated outlet location.

At each outlet, the Category 6 cables will be terminated with 8-wire/RJ45 Category 6e(+) modular jack



inserted into 4-port wall- or surface-mount box. The data/voice jacks will be wired to T568B wiring standards.

At the MDF/Patch Panel location, the cables will be routed and neatly trained to the designated termination. At these locations, the cables will be terminated on 48/24 port 8-wire/RJ45 Category 6e(+) Patch Panel, wired T568B, and mounted in the rack. Each installed data cable will be terminated on separate ports of the patch panel.

Each cable will be tested to verify proper termination and cable performance.

### **Task Five – Network Extension**

Install a category 6 copper cable circuit between the patch panel in the new office and the patch panel in the nearest tribal office using the 4" PVC conduit referenced in Task 1. Acme shall provide evidence that the circuit has a minimum throughput of 1GB per second.

---

**Costs\***

Proposal Submitted by:

Name: Cael Weston

Phone Number: 530-926-1489

E-mail: Cael@AcmeComputer.com

Fax Number: 530-926-6343

Amount requested to be compensated for each:

- All materials for the project: \$ 9,652.50
- All labor for the project: \$ 16,900.00
- Travel expenses for the project: \$ 7,965.00
- Tero (2%) \$ 690.35
- Total proposal cost: \$ 35,207.85

## **Project Schedule**

All phases can be performed simultaneously. All hardware is available at Acme's Medford warehouse. If materials are available and if Acme has access to the site during business and non-business hours.

We anticipate that the work will take approximately one and a half weeks. All other hardware has a 1-day delivery through electrical suppliers in Medford, Oregon.

## Assumptions

### Access

Acme shall make every attempt to hide cables inside walls, attics, crawl spaces, and conduit. Acme will make every attempt to leave public areas undisturbed. However, there are times when it is necessary to disturb tenants and tenant areas in order to run cable. The Karuk Tribe shall provide access to public and tenant areas during installation with reasonable notice.

## References

**Gary Lampela**

Superintendent  
Montague Elementary School District  
Montague, California  
530-925-1521

**Larry Jellison**

Fruit Growers Supply (Sunkist)  
General Manager  
(530) 475-3454

**Shella Rhetta Hogan**

Finance Director  
City of Yreka  
701 Fourth Street  
Yreka, CA 96097  
530-841-2386

**Michael Madden**

Assistant Administrator  
Fairchild Medical Center  
444 Bruce Street  
Yreka, CA 96097  
(530) 841-6333

**Mitch Barrett**

The Hearst Corporation  
Wyntoon, California  
(530) 964-3255

**HUMAN RESOURCES  
TRIBAL COUNCIL STAFF REPORT**

**Council Meeting: November 20, 2014**

Submitted By: James Phelps, Human Resources

Report Date: November 13, 2014

<b>Interviews Held/Results:</b>			
Orleans	Maintenance Crew	Hired: Larry Henderson	Married/Parent to/of Tribal Member
Orleans	Custodian	Hired: Cyrus Monk	Descendant
Happy Camp	Senior Center Cook	Hired: Jodi Henderson	Non-Tribal

<b>Interviews Pending:</b>			
Yreka	Dental Director/Clinic Dentist	Week of Nov. 17th	Skype/Fishbowl
Yreka	Clinic Dentist	Week of Nov. 17th	Skype/Fishbowl
Yreka	Resource Developer Manager	11/21/2014	KTHA Yreka
Yreka	RN/Business Office Manager	11/21/2014	Yreka Clinic
Happy Camp	On-Call Sales Clerk (Peoples' Center)	11/17/2014	Fishbowl
Happy Camp	CFO KTHA	TBD/HR Recused	KTHA HC
Happy Camp	CEO of Health & Human Services	Week of Nov. 17th	Skype/Fishbowl
Orleans	Natural Resource Biologist	11/24/2014	Fishbowl

<b>Vacancies:</b>			
Orleans	THPO/Archaeologist	Closing Date	11/20/2014
Orleans	On-Call Administrative Receptionist	Open Until Filled	
Yreka	Certified AOD Counselor (Part Time)	Open Until Filled	
Yreka	Certified AOD Counselor (Full Time)	Open Until Filled	
Yreka	LCSW/Licensed Therapist (Part Time)	Open Until Filled	
Yreka	Medical Assistant	Closing Date	11/17/2014
Yreka	Medical Assistant	Closing Date	11/17/2014
Yreka	Medical Receptionist	Closing Date	11/17/2014
Yreka	TANF Family Services Assistant	Closing Date	11/18/2014
Happy Camp	LCSW/Clinical Psychologist	Closing Date	11/20/2014
Happy Camp	On-Call Custodian	Open Until Filled	
Happy Camp	Social Worker (Part Time)	Closing Date	11/17/2014

**HR Projects & Activities:**

1. Update on change in online job posting activities. Switch from using Redding Record Searchlight to using our own Monster.com account. We have seen a significant rise in responses to our job postings. Our posts are targeted towards southern Oregon and Northern California, from Chico – Eureka to Medford. Exhibit 1 is how our postings used to look. Exhibit 2 is how our listings look now.
  - a. Posting costs are also down from \$466 per post to \$175. We saved \$5,820 this month with our new direct posting method. (\$9,320 - \$3,500 = \$5,820).

# Karuk Tribe of California

## Job Summary

**Company**  
Karuk Tribe of California

**Location**  
Yreka, CA 96003

**Industries**  
All

**Job Type**  

- Full Time
- Employee

**Years of Experience**  
Less than 1 Year

**Education Level**  
High School or equivalent

**Job Reference Code**  
6804888

**Contact Information**  

- KARUK TRIBE OF CALIFORNIA
- Karuk Tribe of

## Clinic Dentist

### About the Job

Clinic Dentist \$110-123K, Yreka, CA. Visit [www.karuk.us](http://www.karuk.us) for more details and application or call (800) 505-2785, extension 2010. This position is open until filled. Applicants must submit to a pre-employment drug screen and pass a criminal background check. All applications welcome.



Posting provided by:

# Karuk Tribe of California

## Job Summary

**Company**  
Karuk Tribe of California

**Location**  
Yreka, CA 96003

**Industries**  
All

**Job Type**  

- Full Time
- Employee

**Years of Experience**  
Less than 1 Year

**Education Level**  
High School or equivalent

## Certified AOD Counselor

### About the Job

Certified AOD Counselor \$14-17 per hour, Yreka, CA. Visit [www.karuk.us](http://www.karuk.us) for more details and application or call (800) 505-2785, extension 2010. This position is open until filled. Applicants must submit to a pre-employment drug screen and pass a criminal background check. All applications welcome.



Posting provided by:



**Job Summary**

**Company**  
Karuk Tribe of California

**Location**  
Yreka, CA 96097

**Industries**  
Healthcare Services

**Job Type**  
 Full Time  
 Employee

**Years of Experience**  
1+ to 2 Years

**Education Level**  
Master's Degree

**Career Level**  
Experienced (Non-Manager)

**Salary**  
\$110,000.00 - 126,000.00 \$ /year

**Job Reference Code**

**Dental Director / Clinic Dentist**

**About the Job**

**Title:** Dental Director/Dentist  
**Location:** Yreka Dental Clinic  
**Salary:** \$110K - \$126K, Depending on Experience  
**Classification:** Full Time, Regular, Exempt

**Requirements:**

1. Must have a DDS or DMD from an accredited school of dentistry. Must be licensed to practice dentistry in the State of California. Must possess or obtain current DEA registration.
2. Must apply to the Medical Staff and receive clinical privileges from the Karuk Tribal Health Board.
3. Must maintain Continuing Education Units (CEU) as required for license renewal.



**Job Summary**

**Company**  
Karuk Tribe

**Location**  
Yreka, CA 96097

**Industries**  
Healthcare Services

**Job Type**  
 Full Time  
 Employee

**Years of Experience**  
1+ to 2 Years

**Education Level**  
Bachelor's Degree

**Career Level**  
Manager (Manager/

**Chief Executive Officer - Health Services**

**About the Job**

Come work in a fun vibrant environment, where your opinion matters. Here at the Karuk Tribe, we encourage our employees to think creatively. Employee input is the foundation of our success. Located in Northern California, near the Oregon border, we are the ideal employer for anyone who loves the great outdoors. We look forward to hearing from you!

**Title:** Chief Executive Officer of the Karuk Tribe Health & Human Services  
**Reports To:** Tribal Chairman and Health Board  
**Supervises:** PRC Supervisor, Director of Community Services, Medical Director, Clinic Physicians, Business Office Manager/Certified Coder, Senior Nutrition Program Supervisor, Behavioral Health Director, Dental Providers, and the Dental Director.  
**Salary:** \$85,000 - \$100,000 depending on experience

Judicial System and Programs  
April Attebury, Administrator  
Report  
Council Meeting November 20, 2014

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Administrator Summary:

During the past month the Judicial System and Programs has been busy with close outs of previous grants and processing new awards.

On October 9<sup>th</sup>, 2014- This Administrator joined the Family Violence Prevention and Services Program's commemorative webinar celebrating a 30 year commitment to creating a pathway to safety for all survivors of domestic violence and their children. (1.5hrs) The Webinar Topic was "Domestic violence affects everyone – women, children and men – and everyone must be part of the solution". For the past three decades, the Family Violence Prevention and Services Act (FVPSA) has been an integral part of our nation's response to domestic violence by providing funding, oversight, training, and guidance to emergency shelters, crisis hotlines, prevention programs, specialized resource centers, Tribal nations, and a wide-range of Federal partners across the United States. On this multi-media webinar, speakers will reflect on the far-reaching impact of FVPSA funding across the nation and will offer examples of how it has impacted individuals, families, local communities, tribes and services. **Speakers:** Bill Riley, Former Director FVPSA Program; Dr. Mary Louise Kelley, Director FVPSA Program ;Culturally Specific Resource Centers; Local Domestic Violence Programs; Tribal Domestic Violence Programs; State Domestic Violence Coalitions; FVPSA State Administrators

On October 14<sup>th</sup>, 2014 I attended the Yav Pa Anav meeting in Happy Camp.

On October 16<sup>th</sup> I attended the Community Services Council Meeting in Weed. I have attached a copy of the Agenda for your review. Minutes will be forthcoming.

The Tribal Court continues to hear cases one day per month. The court docket is a mix of family law, child welfare and domestic violence matters. In October Court was held on the 20<sup>th</sup> with three matters docketed. (services provided to six tribal members and their five children)

On October 21<sup>st</sup>, 2014 I attended the gathering of all Northern District Tribes in order to discuss public safety issues. Melinda Haag, the United States Attorney for the Northern District of California, along with HIDTA/NCRIC (High Intensity Drug Trafficking Area/Northern California Regional Intelligence Center) co-hosted the gathering of all Northern District Tribes in order to discuss public safety issues. The event will take place on October 21st, 2014 at the Fortuna Conference Center in Fortuna, California (Humboldt County). Many of the senior representatives from the BIA, FBI, DEA, ATF, Homeland Security and other federal partners also were in attendance to discuss public safety.

On October 22<sup>nd</sup>, 2014 prior to attending the DA's Roundtable Tanya Busby and I attended a meeting with Humboldt County Victim Witness regarding coordinating services. North Coast Rape Crisis has just funded a position for a sexual assault advocate in their office however there is not funding for training. We discussed entering into an MOU/MOA to provide dollars for training and in return the position will travel to the Orleans community to provide training for staff and community. We also discussed incorporating office space in Orleans (currently we provide space one day per month), at the Health Clinic so that the Medical staff could work closely with advocate needing such services. Victim Witness Liaison, Holly Hensher will contact the Health program to coordinate the logistics regarding working with the Physician. The Liaison gave Tanya and me a "101" training on the ins and outs of victim compensation, victim rights and how Victim Witness can assist in criminal protection orders.

California Indian Legal Services has been providing technical assistance through a grant to the Tribal Council and Tribal Court to develop an unlawful detainer code. Planning sessions have been held and on October 23<sup>rd</sup>, 2014, members of the KTHA Board, KTHA Staff and KTHA Legal consultant met with the Tribal Council, Tribal Court Administrator and CILS to continue work towards a code that will meet the needs of the Karuk Tribal Government and the Membership it serves under its Jurisdiction.

October 27<sup>th</sup> –Attended the 2<sup>nd</sup> Annual Pikyav D.V. Services Program Candlelight Vigil in Happy Camp and on October 29<sup>th</sup> the Siskiyou Domestic Violence and Crisis Center's vigil in Yreka.

**1. Grant: CTAS 2014–TW-AX-0040-DOJ/OVAW Grants to Indian Tribal Governments Program (36 months)**

Program: CTAS 2014–TW-AX-0040-DOJ/OVAW	Code	Total Budget	Expensed to date	Balance
Term Dates: 10/1/2014-09/30/2017	_____	\$543,525	\$0	%

**Project Title:** Karuk Tribal Judicial System Pikyav D.V. Services Program

**Goal:** Assist in decreasing the number of violent crimes, (domestic violence, dating violence, stalking or sexual assault) committed against Native American Women and Girls.

**Strategy:** To enhance the "Pikyav" (to fix) D.V. Services Program

**Objectives:** 1.) Increase access to culturally appropriate counseling/support and advocacy services who are victims of violent crimes; 2.) Increase availability of culturally appropriate counseling/support and advocacy services for victims of violent crimes; 3.) Increase the culturally relevant outreach, awareness and educational activities provided to the teen population; 4.) Increase culturally relevant outreach and awareness activities to the Tribal community; 5.) Provide legal services via our "legal access centers" to victims of domestic violence, dating violence, sexual assault or stalking who need assistance with legal issues that are a result of the abuse that they have suffered.

**Deliverables\Tasks Updates:**

As per Sammi Offield the award documents were sent and accepted by the grantor.

**2. Grant: CTAS 2014-IC-BX-001/BJA-Tribal Assistance (18months)**

Program: CTAS 2014-IC-BX-001/BJA Justice Programs	Code	Total Budget	Expensed to date	Balance
Term Dates: 10/1/2014-09/30/2017	_____	\$74,975	\$0	%

**Project Title:** Karuk Tribal Justice System Strategic Plan

**Goal:** Develop a Comprehensive Karuk Tribal Justice System Strategic Plan to guide a multi-pronged approach promoting the safety and wellness of the communities within the Karuk Service Area.

**Objectives:** 1.) Develop and advisory board/subcommittee for comprehensive Tribal Justice Systems Strategic Planning and master planning of a justice center; 2.) Complete visioning, PESTEL and SWOT analysis for strategic planning –identify priority needs for Karuk Tribal Justice System; 3.) Develop written strategic plan that identifies a strength-based strategy for comprehensive Karuk Tribal Justice System based upon results of Objective 2.

**Deliverables\Tasks Updates:**

As per Sammi Offield the award documents where sent and accepted by the grantor.

**3. Grant: CTAS 2012 –TW-AX-0023-DOJ/OVAW Grants to Indian Tribal Governments Program**

Program: 2012 Grant	Code	Total Budget	Expensed to date	Balance
Term Dates: 10/1/2012-09/30/2015	5094-05	\$725,366.00	\$194,717.41	11.27 %

**Project Title:** Pikyav Transitional Housing Program

**Goal:** To assist in decreasing the number of violent crimes, (domestic violence, dating violence, stalking or sexual assault) committed against Native American Women and Girls.

**Objectives:** To provide Transitional Housing assistance for victims’ of domestic violence, dating violence, sexual assault or stalking

**Deliverables\Tasks Updates:**

**a. Services –Pikyav DV Services**

**3 victims either in domestic violence or family violence. Two court accompaniment, two transports and 1 supportive counseling.**

**b. Transitional Housing- KTHA and KPDVSP signed an agreement for an interim transitional house. We agreed to an apartment in the Yreka housing, it is completely furnished we just need some bedding, towels, cleaning supplies. Our program has received the keys and did a**

walk thru. Unfortunately the unit is not move in ready as previously expressed by KTHA. Our program will need to do some cleaning and it should be ready for move in by November 24<sup>th</sup>, 2014. We have been finalizing our forms in the Welcome Packet and updating the application form so that it can be an online fillable form.

c. **Outreach and Education reported by Tanya Busby, Program Coordinator**

**October was National Domestic Violence Awareness Month**

The whole month of October local business' sold purple ribbons as a fundraiser and to help bring awareness the Pikyav Advisory Committee made \$278.00. Thank you cards were sent out by the Pikyav Advisory Committee and Staff to all who helped with the cause.

**October 7 – Board of Supervisor meeting/Proclamation signed proclaiming October as Domestic Violence Awareness Month**

**October 9 – Council Meeting/ Proclamation signed by Chairman proclaiming October as Domestic Violence Awareness Month**

**October 13 - DV training for Karuk Tribe Employees co-facilitated by SDV&CC – Happy Camp**

**October 27 – Candlelight Vigil for victims of domestic violence – Happy Camp**

**October 29 – Candlelight Vigil for victims of domestic violence – Yreka**

**Meetings: 10/21 All Tribes Gathering – Loleta; 10/22 DA Roundtable – Eureka**

**Trainings: October 4 – Mentor training; October 8 & 9 Criminal History Check;**

**October 30 – Webinar ACA**

4. **Grant: Sub-Grant with EDC- 14-A-012 Amendment 001.(Extended October 1, 2014-March 31, 2014)**

Program: 7<sup>th</sup> GenII:The 7<sup>th</sup> Generation National Tribal Mentoring Program

Code	Total Budget	Expensed to date	Balance
5094-09	\$24,040.99		%

**Project Title:** Tribal Mentoring Program

**Goal:** The Karuk Tribe will continue to work in partnership with EDC 7th Generation National Tribal Mentoring Program to plan and implement the 7th Generation Tribal Mentoring Program for 20 tribal youth and 20 tribal mentors in their tribal community.

**Approach:** The Karuk Tribe will work in partnership with EDC 7th Generation Tribal Mentoring Program and will continue to employ a part-time Karuk Tribal Mentoring Coordinator to recruit 20 mentors and youth, provide (3) onsite training for mentors, and collect all required data as requested by EDC 7th Generation National Tribal Mentoring Program.

**Tasks:** Karuk Tribe will continue to employ a Project Administrator and Karuk Tribal Mentoring Coordinator (TMC) to work with EDC National Tribal Mentoring Program staff to plan, coordinate, implement, all goals and objectives of the 7th Generation Tribal Mentoring Program.

The TMC and Project Administrator will work with EDC TMS to develop a sustainability plan for the Karuk 7th Generation Mentoring Program

**SISKIYOU COMMUNITY SERVICES COUNCIL  
AGENDA**

**College of the Siskiyous Board Room  
800 College Avenue, Weed CA 96094**

**October 16, 2014**

**2:00 – 4:30 pm**

ALL MEMBERS OF THE PUBLIC ARE ENCOURAGED TO PARTICIPATE IN THE DISCUSSION OF ANY ITEMS ON THE AGENDA. ANY MEMBER OF THE PUBLIC MAY ALSO MAKE COMMENTS DURING THE SCHEDULED PUBLIC COMMENT PERIOD ON THIS AGENDA CONCERNING ANY SUBJECT RELATED TO THE ORGANIZATION.

PUBLIC NOTICE: IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT CSC EXECUTIVE DIRECTOR AT (530) 926-5127. NOTIFICATION 48 HOURS PRIOR TO THE MEETING WILL ENABLE THE CSC TO MAKE REASONABLE ARRANGEMENTS TO ENSURE ACCESSIBILITY TO THIS MEETING (28 CFR 35. 102-35. 104 ADA TITLE II)

**I. CALL TO ORDER / INTRODUCTIONS / READING OF MISSION/VISION STATEMENTS**

**II. TIME SLOT ALLOCATION FOR PRESENTATIONS FROM THE PUBLIC**

PLEASE NOTE: This time slot is for information from the public. No action or discussion will be conducted on matters presented at this time.

**III. CONSENT AGENDA (Action)**

- A. Approval of June 19, 2014 Meeting Minutes
- B. Approval of August 21, 2014 Meeting Minutes
- C. Approval of Fiscal Year End Budget Report through June 30, 2014
- D. Approval of Budget Report through September 30, 2014
- E. List of 2013/2014 Executed Contracts/Agreements through September 30, 2014
- F. Scope of Work Report April - June 2014
- G. Approval to contract with the Blue Shield of California Foundation in the amount of \$75,000 for the period of July 1, 2014 – June 30, 2015 to implement the project "Safety Net Integration 2014: Advancing Primary Care and Behavioral Health Integration through Community Collaboration"
- H. Approval to contract with Shasta Training and Consulting in the amount of \$15,000 for program coordination and oversight, fiscal management, reporting, travel, office space and equipment for the Blue Shield Foundation funded program described in Item G. for the period of July 1, 2014 – June 30, 2015
- I. Approval to contract with Siskiyou Community Corrections Partnership in the amount of \$5,000 to provide gap funding and coordination of the Oxford House Sober Living Home for the period of the July 1, 2014 – June 30, 2015
- J. Approval to contract with Shasta Training and Consulting in an amount not to exceed \$1,000 for fiscal and contract management of the Oxford House Sober Living Home at the rate of \$35/hour for the period of July 1, 2014 – June 30, 2015

**IV. ACTION ITEMS**

- A. Consider Application of Scotty Thomason to the CSC Board of Directors—Executive Committee
- B. Review and approve CSC 2013-14 Draft Financial Statements—Executive Committee
- C. Consider revisions to CSC Conflicts of Interest Policy—Executive Committee

**V. PROGRAM OVERVIEW, REPORTING EVALUATION (Possible Action)**

- A. Fund Development Task Group Report—Executive Committee
- B. Edward Byrne Memorial Justice Assistance Grant (JAG) Program—Jon Lopey
- C. CSC JAG Proposal Submission—Executive Committee
- D. Family Resource Center –Stabilization and Capacity Enhancement –Ford Family Foundation Funding Proposal — Jill Phillips
- E. First 5 FRC Network Capacity Enhancement – 2013/14 Year End Project Report—Phillips

**VI. PLANNING (Possible Action)**

A. Supporting long-term recovery in Weed—Jim Cross

B. Collaborative Planning/Program Needs—Brandon Criss

**VII. ACTION STEPS/AGENDA ITEMS FOR NEXT MEETING**

**VIII. ADJOURN**

## CONSTRUCTION MANAGER

### DAILY LOG

From 10-16-14 to 11-12-14

- 10-16-14 Orleans, help Bob and Nate with layout of generator building for Wellness Center. Check on fire office progress, almost finished. Write Council report.
- 10-17-14 Vehicle research, check mileages and wear and tear on maintenance vehicles. Talk with Mike and Daniel about DNR generator. Work with Nate on Fiscal door lock.
- 10-20-14 Yreka, Katishraam project. Soil too wet to work due to hard rains. Time cards/mileage forms. Sand on TANF table. Put first coat of finish on table top.
- 10-21-14 Dr.'s, Endocrinologist, appointment in Medford.
- 10-22-14 Yreka, Katishraam project, excavator cut north bank, push backfill with D-6. Roll compact. Set up to have Cam help Scott on Friday.
- 10-23-14 Crew schedules. Order supplies. Put second coat of finish on table. Help Duke move Fisheries truck from China point to Gordon's Ferry. Put last coat of finish on table.
- 10-24-14 Review Katishraam schedule. Stihl MS 90 stolen from truck while Sam and Willie working at Old Log Building. Start making shelf for tool box.
- 10-27-14 Yreka, Katishraam project. Again too wet for backfill and compaction. Gave approval to move excavator around pad area to remove rock from north end of site. Construction paperwork.
- 10-28-14 Invoice paperwork, work schedules and talk with Daniel to get updates on DNR generator. Help load TANF table for hauling to Orleans.
- 10-29-14 Eye Dr.'s appointment Yreka.
- 10-30-14 Crew schedules. Talk with Mike for updates on DNR generator issues. Work on paper shredder with Nate. Invoice paperwork. Talk with Les about Orleans project. See Dale about decibel levels of HC generator.
- 11-1-14 Ranch, both gate forced open by ramming with truck overnight. Have mechanics check cameras. Have Nate and Bob do inventory of equipment and tools at ranch. Have guys report to County Sheriff's office. Discuss schedule with Daniel.
- 11-3-14 Yreka, Katishraam project. Excavating west and north perimeters, waiting for Housing and Engineer to decide plan to finish pad.

- 11-4-14 Invoice paperwork. Update crew schedules. Take Nate to ranch to pick up#138. More office work.
- 11-5-14 Yreka, Kaatishraam project. Waiting to hear from Engineer regarding moisture content of soil. Excavate rock and move soil. Spread and cut compact.
- 11-6-14 Orleans check on progress of building around Wellness Center generator. Invoice paperwork. Check in with auto mechanics, Sam and Willie.
- 11-7-14 Office paperwork. Payroll. Plan for next week with Daniel.
- 11-10-14 Yreka, Katishraam project. Continue compaction with roller. Move concrete away from west bank. Moisture content still too high in pad area.
- 11-11-14 Holiday Veterans Day
- 11-12-14 Yreka, Karishraam project. Talk with Richard about project issues. Sub Contractor "turning over" soil to help with drying. Engineer OK to proceed with compaction.

**KARUK TRIBE**  
Karuk Tribal TANF Program  
November 2014 Monthly Report

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**Program Report Summary**  
October 2014

**Active Clients (Program Totals) Report:**

Currently serving **70** clients (See attachment (A)) – KTCP-Active Cases as of 10/12/2014)

Served by Site

Currently serving **04** Clients at the Orleans Office  
Currently serving **19** Clients at the Happy Camp Office  
Currently serving **47** Clients at the Yreka Office

Families Served

Currently serving **24** Child only families  
Currently serving **34** 1-parent families  
Currently serving **13** 2-parent families

**Work Participation Rate Report (WPR):**

WPR = **00.00%** - (See attachment (B)) – KTCP – WPR – Orleans - Monthly Summary for 10/2014)  
WPR = **70.00%** - (See attachment (B)) – KTCP – WPR – Happy Camp - Monthly Summary for 10/2014)  
WPR = **56.52%** - (See attachment (B)) – KTCP – WPR – Yreka - Monthly Summary for 10/2014)

Work Participation Rate for October 2014 was **60.61%**. (See attachment (B))

**Council Approval Request(s)**

Approval of Amendment 1 to 14-A-002

**Council Information**

(Attachment (C)) LIAP Report September 2014  
(Attachment (D)) N.E.W. Program Report  
(Attachment (E)) 11<sup>th</sup> Annual Fatherhood/Motherhood Leadership Conference Report  
(Attachment (F)) Amendment 1 to 14-A-002

**KARUK TRIBE**  
Karuk Tribal TANF Program  
November 2014 Monthly Report

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## Program Report

### Executive Director's Comments:

#### Office Space –

##### Orleans

Maintenance will be renovating the section that was on the drawing from the April Report 2014 sometime in June is complete.

Maintenance has started renovation of the old medical clinic with an approximate completion date of January 2, 2015.

##### Happy Camp

ACF approval of renovation received - working with administration in renting the modular home at the RV Park. Then I will be considering renovating the deck into office space.

##### YREKA

I am currently working on a lease agreement with Dr. Brightman, to lease his office space.

### Appeals, Complaints and Grievances

None

### Case Management –

I have one TANF client working in the IT department and 1 Client working within the maintenance department. One N.E.W. Client is working at the Karuk Community Health Clinic.

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.

### Youth Activities

Will update and report on activity outcomes in January 2015 Manager's report.

### TANF Father/Motherhood is Sacred Training

F/M is sacred classes completed in Yreka on 10/23/2014. 7 participants signed up 1 completed the class.

Happy Camp and Orleans F/M classes are still continuing.

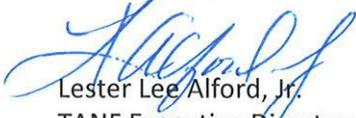
**KARUK TRIBE**  
**Karuk Tribal TANF Program**  
**November 2014 Monthly Report**

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**Food Security Program**

Orleans summer youth lunch program ran from July 7, thru September 9, 2014, providing 1127 lunches and served on an average 30 to 49 and children adults daily.

**Submitted By:**

  
Lester Lee Alford, Jr.  
TANF Executive Director

**Karuk Tribal TANF Program**  
**Active Cases as of**  
**11/13/2014**

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**Orleans TANF/LIAP Office**

Total number of Child Only/Non-Needy families	2
Total number of One Parent families	2
Total number of Two Parent families	0
<b>Total number of cases is</b>	<u><u>4</u></u>

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**Happy Camp TANF/LIAP Office**

Total number of Child Only/Non-Needy families	9
Total number of One Parent families	7
Total number of Two Parent families	3
<b>Total number of cases is</b>	<u><u>19</u></u>

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**Yreka TANF/LIAP Office**

Total number of Child Only/Non-Needy families	13
Total number of One Parent families	24
Total number of Two Parent families	10
<b>Total number of cases is</b>	<u><u>47</u></u>

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<b>Total number of Child only cases program wide is</b>	<b>24</b>
<b>Total number of 1-Parent cases program wide is</b>	<b>33</b>
<b>Total number of 2-Parent cases program wide is</b>	<b>13</b>
<b>Total number of cases program wide is</b>	<u><u><b>70</b></u></u>

**Karuk Tribal TANF Program**  
**WPR - Monthly Summary for 10 / 2014**  
**Orleans TANF/LIAP Office**

**Type of Family for Work Participation**

One parent families	1
Two parent families	0
Child Only Family	3
<b>Total Cases Reported for this Period</b>	<b>4</b>

**Work Participation for All Families**

Cases that did the hours required	0
Cases required to work	0
<b>Work Participation Rate</b>	<b>0.00 %</b>
<b>2014 Work Participation Rate is 30%</b>	

**Client TANF Payments**

<b>Total Payments</b>	<b>\$2,458.50</b>
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**Number of Clients Participating by Activity Type**

049 - Unsubsidized employment	1
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	4
Siskiyou County	56
<b>*Total Cases: 60</b>	

**Current Case Load by Staff**

KKING	5
LAUBREY	18
MCHARLES	23
RBAILEY	12

**Karuk Tribal TANF Program**  
**WPR - Monthly Summary for 10 / 2014**  
**Happy Camp TANF/LIAP Office**

**Type of Family for Work Participation**

One parent families	7
Two parent families	3
Child Only Family	9
<b>Total Cases Reported for this Period</b>	<b>19</b>

**Work Participation for All Families**

Cases that did the hours required	7
Cases required to work	10
<b>Work Participation Rate</b>	<b>70.00 %</b>
2014 Work Participation Rate is 30%	

**Client TANF Payments**

<b>Total Payments</b>	<b>\$11,437.00</b>
-----------------------	--------------------

**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	1
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	1
062 - Other Work Activities	6

**Current Case Load by Site**

Humboldt County	4
Siskiyou County	56
<b>*Total Cases: 60</b>	

**Current Case Load by Staff**

KKING	5
LAUBREY	18
MCHARLES	23
RBAILEY	12

**Karuk Tribal TANF Program**  
**WPR - Monthly Summary for 10 / 2014**  
**Yreka TANF/LIAP Office**

**Type of Family for Work Participation**

One parent families	21
Two parent families	4
Child Only Family	11
<b>Total Cases Reported for this Period</b>	<b>36</b>

**Work Participation for All Families**

Cases that did the hours required	13
Cases required to work	23
<b>Work Participation Rate</b>	<b>56.52 %</b>
<b>2014 Work Participation Rate is 30%</b>	

**Client TANF Payments**

<b>Total Payments</b>	<b>\$25,000.84</b>
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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	1
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	1
060 - Providing Child Care to TANF Clients participating in a Community Service program	0
062 - Other Work Activities	11

**Current Case Load by Site**

Humboldt County	4
Siskiyou County	56
<b>*Total Cases: 60</b>	

**Current Case Load by Staff**

KKING	5
LAUBREY	18
MCHARLES	23
RBAILEY	12

# Karuk Tribal TANF Program

## WPR - Monthly Summary for 10 / 2014

11/12/2014

### Type of Family for Work Participation

One parent families	29
Two parent families	7
Child Only Family	24
<b>Total Cases Reported for this Period</b>	<b>60</b>

### Current Case Load by County

Humboldt County	4
Siskiyou County	56
<b>*Total Cases: 60</b>	

### Work Participation for All Families

Cases that did the hours required	20
Cases required to work	33
<b>Work Participation Rate</b>	<b>60.61 %</b>
<b>2014 Work Participation Rate is 30%</b>	

### Current Case Load by Staff

KKING	5
LAUBREY	18
MCHARLES	23
RBAILEY	12

### Client TANF Payments

Total Cash Assistance Payments	\$39,767.34
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### Number of Clients Participating by Activity Type

049 - Unsubsidized employment	10
050 - Subsidized Private Sector Employment	0
051 - Subsidized Public Sector Employment	0
052 - Work Experience	1
053 - On-the-Job-Training	1
054 - Job Search - Job Readiness	1
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	1
060 - Providing Child Care to TANF Clients participating in a Community Service program	1
062 - Other Work Activities	17

# Low Income Assistance Programs

For the month of October, 2014.

## GA (General Assistance)

- The GA Program has served a total of 7 applicants for October 2014.
- We have provided 5 essential needs request. (Shelter Vouchers: 0, Clothing Vouchers: 0, Food Vouchers: 5)
- Burial Requests : 2      Emergency / Disaster Requests: 0
- 2 of these applicants were between the ages of 18-29.
- 4 of these applicants were between the ages of 30-54.
- 1 of these applicants was age 55 or older.
- 3 applicants had a family size of 1 (single).
- 1 applicant had a family size of 2.
- 3 applicants had a family size of 3 or more.

## LIHEAP (Low Income Home Energy Assistance Program)

- The LIHEAP Program has served a total of 3 applicants for October 2014.
- 0 applicants received Wood Assistance.
- 2 applicants received Propane or Kerosene Assistance.
- 1 applicant received Electricity Assistance.
- 0 applicants received Weatherization Assistance.
- 2 applicants had a family size of 1 (single).
- 1 applicant had a family size of 2.
- 0 applicants had a family size of 3 or more.
- 0 applicants were between the ages of 18-29.
- 2 applicants were between the ages of 30-54.
- 1 applicant was age 55 or older.

## Adult Care Services Program

- We assisted 5 elders with Adult Care Assistance for the month of October 2014.
- All elders receive assistance with household chores, duties they can no longer do for themselves as well as personal, non-medical care.

### General Assistance Work Experience Program (GAWEP)

- For the month of October 2014, we had 2 participants.
- The objective of GAWEP is for participants to work towards self-sufficiency. This goal can be obtained through a combination of: community volunteer work, skills training, workshops, education or self-help programs. Participants must volunteer 18 hours every two weeks with 4 job searches. Signatures must be obtained to receive compensation.

### LIAP Committee

- We assisted 5 applicants for the month of October 2014
- The LIAP Committee meets once a month with a total of 6 committee members. (2 Council Members, 1 KTHA delegate, 1 Health Program delegate, 1 Tribal TANF delegate, and LIAP Coordinator)

### Community Service and Development Fund (CSD)

- For the month of October 2014, CSD has served 7 applicants.
- 7 applicants were enrolled Karuk Tribal Members.
- 0 applicants were Enrolled Karuk Tribal Descendants.
- Food Assistance: 2
- Shelter Assistance: 0
- Clothing Assistance: 0
- Energy Assistance: 4
- Other Emergency / Special Needs Request: 1

Report on NAFFA's 11<sup>th</sup> Annual Fatherhood/Motherhood is Leadership Conference  
Held 11/5/14 through 11/7/14 in Mesa, Arizona

This year I accompanied four TANF participants and one TANF staff member to the Annual Conference in Mesa. Any staff member who wanted to go needed to be a Certified NAFFA Facilitator AND must have successfully held at least F/M is sacred class; we had several to choose from but could only send two. REL Bailey and I meet the requirements and we are honored that we were selected to go. All the participants who were considered for this trip had to have successfully graduated one of KTCP's Fatherhood/Motherhood is sacred programs, which was a KTCP prerequisite to be considered a candidate. I am happy to report we had four women who were selected; one from Yreka, two from Happy Camp and one from Orleans. We represented our entire Service Area.

For some of these clients, it was the first time they have ever been in an airplane or stayed in a hotel that was not Motel 6 or Super 8. None of them had ever attended any type of conference before. With this in mind, I met with each one personally and gave them information about TSA rules at the airport, how to pack and how to dress for a conference, as well as budgeting tips so that they would understand the per diem money we issued them.

I am happy to report that each one of them conducted themselves professionally, showed up to all the seminars & breakout sessions on time and asked good questions. We encouraged them to meet other F/M is Sacred graduates and to mingle (network) with graduates and Facilitators from other Tribes – which they did! They are very interested in creating a “Chapter” in our service area and we learned some tips from other chapter members on how to get one started. Note: A chapter is a group of graduates who want to continue meeting after the class is over – sort of like a support group. I have asked each client if they could write a paragraph or two about their experience. They all said yes and we should receive those write-ups sometime this week.

Not only did everyone learn a great deal on several subjects offered, we also had a good time together and got a chance to really know everyone in our group of six ladies. Knowing that some of these women might not ever get the chance to do this type of trip again, I was able to treat them to a little surprise. I was allocated funds on my travel advance for two taxis' to the hotel and then two taxis' back. I found a driver who could accommodate all six of us in one car for the same price as two taxis'. So we all drove from the Phoenix airport to the hotel in Mesa in a limousine! The ladies were totally surprised, extremely happy and very grateful. It was a first for all of them.

There were over 65 Tribes represented at this conference and we met people from Alaska, New York, Florida and every place in between. Mr. Al Pooley, President of NAFFA, has been very impressed with KTCP's F/M is Sacred program. Although our TANF department is small in comparison to other Tribe's, we are very successful and have a high rate of graduates. A few weeks before the conference, he asked his office manager to send me an email inviting our group to talk on the last day of the conference. Out of all the Tribes present, only ten were selected to speak. The ladies were a bit apprehensive about standing on stage in front of 200+ people; they agreed that at least one of them should speak. As the lead Facilitator for our group, I introduced our group, sang the praises of all of KTCP's facilitators (we have six) and then introduced the speaker from our group. She was nervous, but did an incredible job – she spoke from her heart about what this program has done for her marriage, her family and most importantly herself. She received a standing ovation! Mr. Pooley approached her later and asked if they could use her testimony on their website (it was video-taped). The ground work that NAFFA gives us in this program is simple, yet powerful. The mission of NAFFA is for every Native American home to have a “safe and happy family”.

The conference was educational and life changing. I sincerely hope that we continue to send some of our graduates each year to this powerful conference and I would like to thank our Tribal Council Members and the TANF Executive Director for the opportunity to experience this. Please enjoy a couple of photos I took of us.

Respectfully submitted on November 12, 2014,

Lisa Marie Sobolik

KTTP Manager

NAFFA Facilitator for two programs: Fatherhood/Motherhood is Sacred and Strengthening Relationships

DEAR TANIF program!

I wanted to thank you for giving me the opportunity to be a part of the Fatherhood Motherhood is sacred program; that went to ARIZONA it was the most awesome and inspiring experience I could have been a part of. I'm learning all kinds of tools to apply to my life and in my home for my family and relatives. I got to speak in front of over 100 people I was very nervous but I did and it was awesome, people said I touched their hearts but most of all I'm learning to use a good way to communicate with the children and my husband and others. It's like starting life over again and I love it most times. 

Fearni White  
11-13-14

RECEIVED  
NOV 13 2014  
TANF

I would like to take the time to thank the Karuk Tribal Council for allowing me the opportunity to go to the 2014 NAFFA conference in Mesa, Arizona. This program is daily changing my life and constantly helping me to become the best version of myself that I can be, not just for my spouse and children but for the community. From the bottom of my heart. Thank you.

-When your good your good  
rely on your goodness

Jugmea M. Ellis

RECEIVED

NOV 12 2014

November 12, 2014

To whom it may concern:

I thank you for letting me go to Arizona for a week. I sure enjoyed it, and learned a lot from the classes that I went to.

It was exciting and I thank you for letting me go, I had fun and enjoyed it.

-Geraldine Peters

*Geraldine Peters*

11-13-14

I would like to Thank the KTTP and the Karuk Tribe Council for allowing me to go to the Annual Native American Fathers and Families Conference held in Mesa, Arizona, November 2014.

The program I participated in and graduated from has had a tremendous impact on myself and my family. An impact that is both positive and healthy.

By attending the Conference I was able to see how the program has helped many others too. We are reconnecting as a Native People, promoting happy, healthy families, and striving forward.

The Conference was awesome! Thanks again for the opportunity.

Barbara  
Croy



ATTACHMENT ( E )



ATTACHMENT ( E )

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**Department of Natural Resources**

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Orleans, CA 95556  
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Fax: (530) 627-3448

# Karuk Tribe

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**Orleans Medical Clinic**

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**DEPARTMENT OF NATURAL RESOURCES  
TRIBAL COUNCIL REPORT  
November 2014**

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

## WATER QUALITY COORDINATOR/ Susan Corum

Participated in the following meetings/processes:

- Attended IMIC meeting with Pacificorp and agencies in Yreka.
- Attended groundwater presentation by our modeler to agencies and public in Yreka.
- Meeting with EPA contacts in San Francisco to discuss funding for this year and upcoming water quality efforts.
- Meeting with UC Berkeley folks to discuss potential collaborative research.
- Meeting with SWRCB member and flow coalition group to discuss flow listings.
- Attend KBMP meeting for 2 days in Yreka where I heard many great talks on water quality and restoration efforts in the Klamath Basin.
- Host Klamath Tribal Water Quality Work Group meeting with EPA project officer at Somes Bar office.
- Participate in C-Team conference calls (state monitoring group for blue green algae blooms).

### Reports

- Council Report
- Toxic algae update memos

### Water Quality Crew Update

- Winding down for field season.
- Collected nutrient data now only once a month.
- Collected fish disease still weekly but at only 2 sites.
- Calibrated datasondes from Iron Gate to Orleans.
- Toxic algae blooms subsided.
- Long-term samplers (1 month at a time) in tributaries to look at pot grow-related rodenticides. Will be pulled in December.
- Crew downsized for winter months.

## FISHERIES PROGRAM/Toz Soto

The Fisheries Program is conducting fall chinook spawning surveys along the mainstem Klamath River between Happy Camp and Iron Gate Dam. Crews are floating long reaches of the river counting salmon nests (Redds). This survey is done in cooperation with the US Fish and Wildlife Service. Additional crews are surveying tributaries including the Salmon River, Scott River and other local tributaries. These surveys are done by walking or snorkeling designated reaches. These surveys are expected to last until the end of November when chinook surveys will transition to Coho spawning surveys.

The program is gearing up for a Basin wide lamprey radio telemetry study. The plan is to work collaboratively with other Klamath Basin tribes to tag and track adult pacific lampreys as they enter the river and migrate to their spawning locations. Study objectives include learning lamprey migratory behavior, life history patterns and habitat preference. Currently there is little known about lampreys which are notoriously difficult to study because of their nocturnal and elusive behavior. The study goal is to tag 100 animals beginning early next spring, but before that we need to purchase and set up the necessary tracking equipment.

Additionally the Program is working with an HSU graduate student to evaluate all of the constructed off channel ponds. This year's efforts are looking at food production, diet, fish growth and movements associated with the constructed habitats. We recently presented some of the preliminary study findings at the recent Klamath Basin Monitoring Partnership quarterly meeting held at the Karuk Housing Authority building in Yreka. The Program recently installed 15 piezometer monitoring wells in lower Seiad Creek. The wells were excavated with help from the Watershed Restoration Crew and a large excavator. Monitoring will continue at the well sites for the next year to determine how surface water in Seiad Creek is interacting with sub-surface groundwater. This effort is all part of the pre-project monitoring necessary to move forward with habitat restoration planned in Seiad Creek.

For more information regarding the Fisheries Program contact Toz Soto at [tsoto@karuk.us](mailto:tsoto@karuk.us) or 627-3116.

## KLAMATH CAMPAIGN COORDINATOR/ Craig Tucker

### Updates

- Klamath Settlement Legislation
- Meeting with Yurok

### Klamath Settlement Legislation

In a remarkably positive development, the Senate Energy and Natural Resources Committee approved S. 2379, the bill that would enact the Klamath Settlement Agreements. It was a bipartisan 17-5 vote. Normally, the next step would be a full senate

vote. These are not normal times in D.C. and we are in the midst of a lame duck session of Congress. Our Coalition's plan currently is to support efforts by Senator Wyden (author of our bill) to cram our legislation into one of the large omnibus "must pass" legislative packages this congress will take up in coming weeks.

#### Meeting with Yurok

For the past several months, despite what I view as remarkable progress for our legislative efforts, the Yurok Tribe has essentially withdrawn from Settlement related meetings. From what I can figure out, some of their new council members that were not part of the last several years of settlement efforts have started making additional demands on federal agencies citing benefits the Klamath Tribes received upon brokering the Upper Basin Settlement Agreement which, among other things, resolved their water rights claims with Upper Basin irrigators.

It is my understanding that the United States and Yurok are working on some sort of financial development package that fulfills some of the obligations detailed in the Hoopa-Yurok Settlement Act as a means to address Yurok concerns.

Settlement Parties have become very concerned (and some frustrated) with Yurok's demands. This has let Yurok to inviting Party representatives to a meeting followed by dinner November 18 in Klamath. I discussed this with Director Hillman and Councilman Saxon and it is my understanding that they along with Councilmen Johnson and Davis will join me at this meeting.

I will have more details to present at the next DNR/Council meeting.

#### WATERSHED RESTORATION PROGRAM/ Earl Crosby

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

- 1) Drafted and submitted comments regarding post fire salvage efforts on Klamath National Forest.
- 2) Participated in NCRP Tribal Conference Call
- 3) Multiple Field Reviews with USFS on project sites.
- 4) Continued to coordinate Road Decommissioning Crew for Field Season 2014 in Camp Creek Watershed. We are now finished with the 2014 Field Season.
- 5) Attended DNR Staff Coordination meeting
- 6) Attended meeting between DNR and Bureau of Reclamation Klamath Office

- 7) Attended North Coast Resource Partnership Meeting in Fortuna
- 8) Preliminary stages of formulating a Marijuana Plantation Remediation Response Team.
- 9) Coordinating with Emergency Response Coordinator for Hazardous Waste Training for Watershed Restoration Crew in relation to Item #9
- 10) Requesting assistance for 2-3 Watershed Restoration Crew members to obtain Class A License.
- 11) Research ability and requirements for 1 Watershed Restoration Crew Member to obtain Contractor License.
- 12) Completed necessary Fire Training online course work (Basic 32).
- 13) Coordinating with Karuk FMO and Emergency Response Coordinator to attend Resource Advisor Training

#### Funding Update

- 1) Continued working with the CA Dept. of Water Resources (DWR) Tribal Relation Representative who is administrating a NCIRWMP grant we received. I am still requesting the ability to refine the sub-agreement with the county to include language which protects tribal sovereignty. In addition we are arguing we are exempt from paying state prevailing wages based on our own wage rate. In addition we are accomplishing this restoration activity with tribal employees and not sub-contracting hence state prevailing wage is not applicable. This is still an issue and we are being assisted by Gerald Jones of the BIA. The initial discussions with the DWR Tribal Relation Representative have been positive yet; to date Mr. Jones has not been able to set up a meeting with the fiscal/grants department of DWR.
- 2) Continued formulating ideas and funding strategies for future projects where we can continue to utilize the personnel and equipment we have on hand for restorative actions within the Aboriginal Territory.

In conclusion, we would like to thank the Tribal Council for their continued support. I would encourage any Tribal Council Member who can please arrange a time when you can visit the crew as they appreciate it. If you have any questions, please do not hesitate to call me at (530) 469-3454 or email me at [ecrosby@karuk.us](mailto:ecrosby@karuk.us)

Earl Crosby  
Watershed Restoration Coordinator

## FOOD SECURITY PROGRAM COORDINATOR /Lisa Hillman

The Food Security Project is pleased to announce that it has been awarded three more grants: the Sierra Health Foundation grant that will develop a garden network in Happy Camp; the Charles Carter Wentz Foundation grant to support the Seasonal Youth Camps, workshops, and K-12 Curriculum; and a TANF proposal to augment the Ikmaháhraam Project with additional funds for cultural practitioners and language teachers. Yôotva to all involved and those who help us implement these projects.

The 2014 Fall Seasonal Youth Camp and the 2014 Fall Native Foods Workshop were successful, visited by over 20 tribal members and descendants. The focal points of both those events were centered on our most staple of staple foods: the tan oak acorn and fall salmon. Stormy Polmateer demonstrated the many layered process of bringing the fruits of the forests to the table. Daniel Goodwin demonstrated how to tie fish nets.

Our Native Foods workshop revolved around canning. With our USDA partners, Mid-Klamath Watershed Council and the UC Cooperative Extension Program, we demonstrated and invited hands-on participation in both the pressure and water bath canning techniques.

On November 8, the Food Crews and Cultural Biologist demonstrated raw pack salmon and mushrooms with the pressure canning method at the Housing Office in Yreka while our Food Security partners demonstrated various canning methods in Happy Camp at Headway.

The K-12 Native Food System Curriculum lessons piloted two more lessons in both Happy Camp and Seiad Elementary Schools first grade classes.

I am currently working on facilitating the Ikmaháhraam Project: two workshops are planned for this weekend in Happy Camp and Orleans. Additional workshops and the final sweat will occur in December: please tell youth that are interested in learning videography skills that our contract videographer would like to engage them in the documentation of the traditional Karuk sweat. The TANF CEO has approved additional funding to hire language teachers and traditional singers for the workshops – a hearty Yôotva is extended to the Karuk TANF office's continued support. With Phil Albers' assistance for the language aspect, and help from our Cultural Practitioners and contractors, I hope we will be able to finalize the project activities in the very near future, as the grant funded deliverable are due by the end of February, 2015.

Yôotva for your continuing support of the Food Security Project

## ADMINISTRATIVE OPERATIONS MANAGER - DONALENE GRIFFITH

This is my first month in this position at DNR. I'm pleased to be working for the Karuk Tribe. I'm currently in the process of updating and reviewing contract folders and

updating budget/funding books for the DNR Funding Codes for the managers of the Department of Natural Resources. There is a lot of work that needs to be done and I'm looking forward to meeting and working with everyone within the Tribal Structure and the Community of Orleans.

Getting familiar with the Purchase Requisitions for processing of invoices for consultants. Reviewed and sent out to department Managers budget summary reports for their department.

If you have any questions, or comments, please contact me at (530) 627-3446, ext. 3031.

DEPUTY DIRECTOR OF ECO-CULTURAL REVITALIZATION/Bill  
Tripp

I took a week off, I helped coordinate and attended a western Klamath restoration partnership meeting, I attended a western region strategy committee meeting in Boise Idaho, and I submitted a short update on progress related to the two chiefs Grant... Forest service leaders on charge of that funding source want to schedule a visit to our area, so that will be getting coordinated soon...

# **Karuk Department of Tribal Lands Management**

## **November 20, 2014 Council Report**

Activities from 10/16/2014 to 11/13/2014

Scott Quinn – Director

### **LAND**

1. Drafted Sanders Property Resolution and Agreement with Fidelity National Title Company for Council approval.
2. Process Yreka White Mountain Estates Rentals for October, Net \$2,500.
3. Processed multiple tribal water rights bills and forwarded them to Jamie Orge in Finance for payment.
4. On November 5 2014 I attended a KRAB Meeting in Orleans and produced a Titus Ridge Viewshed Map and sent Leaf Hillman the Tishaniik Title Policy.
5. I produced a Map for Sandi Tripp of the Orleans area and Old Hotel property for her Caltrans Grant.
6. I made a map of the Orleans Community Center Property for the BIA.
7. I reviewed the KTHA Environmental Review for their IHBG Administration.
8. I've consolidated the Karuk Departmental Brochures and will work with our Enrollment Department to summarize tribal member benefits.
9. I've updated our Official Tribal Lands Maps with the layers Jill Beckman produced and sent them to Susan Corum for a project she is working on.

### **GAMING**

1. I have been participating on weekly conference calls with the casino development team.
2. I worked with Cameron Baily to install to signs in the Yreka area related to the Casino and Ballot Measure M.
3. I have been working with our traffic engineer to get a draft of the Traffic Study.
4. I reviewed the Siskiyou County Final/Best IGA and associated docs.
5. I participated in multiple calls regarding the Casino Civil work and Financing (with Laura Mayton).

### **APPROVALS**

1. **Resolution Granting a Limited Waiver of Sovereign Immunity with Fidelity National Title Insurance Company for the purchase of the Sanders Property**
2. **Agreement 15-A-012 with Fidelity National Title Insurance Company to Purchase the Sanders Property.**

Proposals Initiated/Under Consideration:

**Action Item:**

Requesting authorization for Resolution # **14-R-112**, in the amount of \$50,000 to the Institute of Museum and Library Services, Museum Services grant to train staff in the digitization and uploading of cultural resources. A copy of the proposal is attached.

**Awarded in the amount of \$130,000**

The Karuk Tribe was awarded the Connecting Kids to Coverage grant by the Department of Health and Human Services in the amount of \$130,000. The grant is for two years and will provide funding for an outreach and enrollment coordinator to assist children and families with obtaining and maintaining health coverage. The enrollment coordinator will work closely with our clinics and local schools to provide fun, family oriented activities to encourage participation.

Proposals Initiated/Under Consideration

**National Park Service- U.S. Department of the Interior- NAGPRA-**

*Consultation /Documentation Grants- \$5,000 - \$90,000*

NAGPRA grants fund visits to Museums to consult with museums regarding human remains and cultural items of interest to their tribe or organization and determine items for which they desire to make a claim and consult on repatriation/disposition.

*Repatriation Grants- \$15,000*

NAGPRA grants fund-Transportation of Native American human remains and/or cultural items to the Indian tribe or Native Hawaiian organization. Hazardous substance testing, documentation and decontamination of Native American human remains or cultural items. Grant writer is working with the Peoples Center Advisory Committee to identify a project. Letters have been sent to the Heard Museum and Peabody Museum as a first step to request an inventory list.

Deadline: March 11, 2015

**Preservation Assistance Grants for Smaller Institutions- National Endowment for the Humanities-**

Preservation Assistance Grants help small and mid-sized institutions—such as libraries, museums, historical societies, archival repositories, cultural organizations, town and county records offices, and colleges and universities—improve their ability to preserve and care for their significant humanities collections using knowledge of consultants whose preservation skills and experience are related to the types of collections and the nature of the activities that are the focus of their projects. Deadline: May 5, 2015

### **The California Wellness Foundation-**

Support the following goals through grant making:

- To address the particular health needs of traditionally underserved populations, including low-income individuals, people of color, youth and residents of rural areas;
- To support and strengthen nonprofit organizations that seek to improve the health of underserved populations;
- To recognize and encourage leaders who are working to increase health and wellness within their communities; and
- To inform policymakers and opinion leaders about important wellness and health care issues.

### **Funding Areas:**

- Bridging the Gaps in Access and Quality Care
- Promoting Healthy and Safe Neighborhoods
- Expanding Education and Employment Pathways
- Opportunity Fund

Deadline: Accepting applications/letters of interest on an ongoing basis.

### **Sustaining Cultural Heritages Collection-National Endowment for the Humanities**

Sustaining Cultural Heritage Collections (SCHC) helps cultural institutions meet the complex challenge of preserving large and diverse holdings of humanities materials for future generations by supporting sustainable conservation measures that mitigate deterioration and prolong the useful life of collections through planning and implementation grants.

Grant writer attended the November 6<sup>th</sup> planning meeting, where Council decided the ANA SEDS funding opportunity would be used to apply for funding for the Computer Centers. The grant writer is attending project planning training in San Diego, December 16-19. The grant writer will bring a project summary, goals and objectives to present for review and feedback from ANA. The grant writer also plans to engage in ANA Pre-Application technical assistance, ANA staff will provide individualized assistance to ANA applicants through phone, email and fax.

# REQUEST FOR TRIBAL COUNCIL AUTHORIZATION TO SUBMIT PROPOSAL TO FUNDING SOURCE

REQUESTOR: Emma Lee Johnson / Lisa Hillman DATE: 11/12/2014

DEPARTMENT: Grants Department

DEADLINE: 11/20/14 AMOUNT: \$50,000 DATES FROM: 10/1/2015 TO: 9/30/2016

**BRIEFLY DESCRIBE PURPOSE OF PROPOSAL:**

Authorization to submit a proposal to the Institute of Museum and Library Services in the amount of \$50,000 to train staff in the digitization and uploading of cultural resources.

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: Match \$ Indirect

COMPLIANCE:

CFO:

OTHER:

REQUIRED SIGNATURES\*

REQUESTOR*	<u><i>Emma Lee Johnson</i></u>	DATE <u>11/12/2014</u>
CFO*		DATE _____
COMPLIANCE*		DATE _____
CHAIRMAN		DATE _____
OTHER		DATE _____

**Karuk Community Health Clinic**  
64236 Second Avenue  
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Phone: (530) 493-5257  
Fax: (530) 493-5270



**Karuk Dental Clinic**  
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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 RESOLUTION**

Check One:  Resolution

Karuk Tribe Number Assigned:

14-R-112



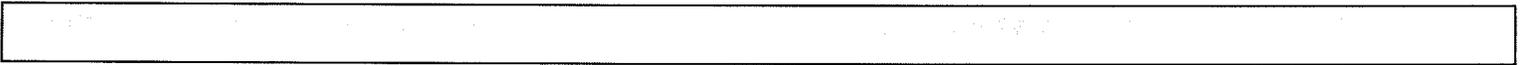
Prior Amendment:



Requestor: Emma Lee Johnson

Date: November 7, 2014

Department/Program: Grants Department



Brief Description of Purpose:

**Proposal to the Institute of Museum and Library Services in the amount of \$50,000 to train staff in the digitization and uploading of cultural resources.**

**\*\* REQUIRED SIGNATURES \*\***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\*\*Self-Governance Coordinator**

Date

Other

Date

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# Karuk Tribe



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## RESOLUTION OF THE KARUK TRIBE

**Resolution No: 14-R-112**  
**Date Approved: November 20, 2014**

**RESOLUTION AUTHORIZING THE SUBMISSION OF A PROPOSAL IN SUPPORT OF THE MUSEUM SERVICES GRANT TO THE INSTITUTE OF MUSEUM AND LIBRARY SERVICES IN THE AMOUNT OF \$50,000 TO TRAIN STAFF IN THE DIGITIZATION AND UPLOADING OF CULTURAL RESOURCES.**

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

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

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

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

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

**WHEREAS;** in Article 11 of the 2008 adopted Declaration on the Rights of Indigenous People, the United Nations declared that indigenous peoples have the right to practice and revitalize their cultural traditions and customs; and

**WHEREAS;** the Declaration furthermore contends that States shall take the necessary steps with a view to achieving progressively the full realization of this right; and

**WHEREAS;** the Karuk Tribal Council supports the preservation and digitization of cultural items as proposed in the Museum Services project; now

**THEREFORE BE IT RESOLVED;** that the Institute of Museum and Library Services has provided the opportunity for the Karuk Tribe to submit an application for funding that will support this effort; now

**THEREFORE BE IT FINALLY RESOLVED;** that the Karuk Tribal Council authorizes the submission of a proposal in support of the Museum Services Grant to the Institute of Museum and Library Services in the amount of \$50,000 to train staff in the digitization and uploading of cultural resources.

**CERTIFICATION**

I, the Chairman, hereby certify the foregoing resolution 14-R-112 which was approved at a regularly scheduled Tribal Council meeting on November 20, 2014, 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

**The Karuk Tribe's 2014 Native American/Native Hawaiian Museum Services Grant**  
**Enhancement of Museum Services – Narrative**  
*Preserving Our Past~ Learning For Our Future*

**Abstract:** The overarching goal of the proposed *Preserving Our Past~ Learning For Our Future* project is to expand the content and augment the capacity and continuity of the Karuk Tribe's integrated Museum program in a **one year period** from October 1, 2015 to September 30, 2016 in three ways. First, it will support professional development of Karuk tribal museum staff in two tribal centers (Happy Camp and Orleans), tribal youth and community members through 5 trainings from the Center for Digital Archaeology (CoDA), affiliated with the University of California, Berkeley. CoDA is the developer and maintainer of Mukurtu CMS, the free, mobile and open source platform built with indigenous communities to manage and share digital cultural heritage. Second, it will support in-house preservation and digitization of materials related to the Karuk culture, and the traditional knowledge and skills of its Native people in the last three quarters of the project funding period. Images of at least 50 objects will be uploaded onto the Mukurtu digital platform and made accessible to the over 7,500 Karuk tribal members and descendants, as well as the global community. Third, it will enhance outreach, improve collections management during this time frame and expand services to our membership for learning about our cultural heritage in the project's final quarter. Two community meetings will be held to educate at least 30 participants on this project, announcements of the meetings and training dates will be posted on the Tribe's *alluser* listserv, on the websites of our partner organizations, and on cork boards located at frequented locations. News articles will promote this project not only in the Karuk Tribal Newsletter, but also in the two local newspapers. This project shall be a model for the consideration of other tribal organizations.

The Karuk Tribe will be the lead applicant and partner with various community and tribal programs and departments; including the Orleans Elementary, Karuk Tribal Youth Council, Kaavíhvaans (Youth Employment) Project, Karuk Temporary Assistance to Needy Families (TANF), People's Center Advisory Committee (Tribal Museum), Karuk Resources Advisory Board (KRAB), Center of Digital Archaeology, UC Berkeley, and the Sípnuk (Storage Basket) Digital Library and Archives. The *Preserving Our Past ~ Learning For Our Future* project will also foster intergenerational relationships through mentorship with youth and Elders through the digitization and documentation of stories, photographs and other cultural items.

The need for having greater access to museum exhibitions, archives, and personal collections addressed by this project was identified by the greater community through the Sípnuk Digital Library Advisory Committee (LAC), personal interviews with Karuk Cultural Practitioners, and a community based survey that identified the compelling desire to digitize and preserve representative Karuk cultural materials. Identified by the Peoples Center Advisory Committee (PCAC) in their 2014 Strategic Plan, the need to expand the scope of digitizing and collection care remains a priority. The success of this project will be measured using baseline data we have for the community and school use of the tribal museums, through questionnaires regarding the efficacy of our training workshops, the number of youth and community members attending the workshops, and by the change in resumes of our museum staff regarding their professional skills.

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**Organizational Profile.**

The Karuk people and culture are one of the last indigenous groups in California to suffer the consequences of Euro American contact. Living in the remote rugged regions of northwestern California, the Karuk or “upriver” people benefited from a resource rich ecosystem dominated by salmon, eel, elk, deer, and acorns. The Karuk people effectively managed resources, and the resulting abundance, combined with favorable climate, allowed development of highly developed artistic culture and ceremonial practices, most notably renowned basketry and the world renewal ceremonies known as *pikyávis*

Gaining federal recognition in 1979, the Karuk Tribe adopted its formal constitution on April 17, 1985. Governed by an elected Council of nine, 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.* Terms lengths for Council Members are four years.

The Karuk Tribal service area (see supporting document 3), which includes Siskiyou County and the northeastern portion of Humboldt County, is rural, sparsely populated (6.87 per square mile), and connected by winding, mountain roads seaming the Klamath River and subject to closure during winter floods and landslides. Tribal programs and services include a comprehensive mix of health and social services, education programs, housing and energy assistance programs, and extensive natural resource management activities, with offices in the three main rural communities including Yreka (population 7,500); Orleans (650); and Happy Camp (1250), tribal office headquarters. Our targeted racial community are American Indians, which fall within the American Indians and Alaskan Natives (AI/AN) census category. Over 50% of the inhabitants of the Orleans area, and roughly 40% of the inhabitants of Happy Camp claim Native American ancestry.

Although the Karuk Tribe is now one of the most geographically dispersed and largest tribes in California, with the number of members and descendants totaling over 7,400, the area is both remote and economically disadvantaged: According to the California Department of Social Services as of September 30, 2013, the unemployment rate for adults living in the Karuk Service Area exceeds 50 %. With the collapse of the timber industry in the 1990s, the largest employers in Happy Camp and Orleans are the Karuk Tribe and the United States Forest Service.

A particular focus of pride and meeting point for the Karuk People, the sites for this proposal, are the two cultural centers located in Orleans and Happy Camp: the Panamnik Center and the People's Center Museum and Library respectively. The Panamnik Center houses the Senior Lunch Program; a display case room for displaying cultural objects and photographs; the Computer Room; and one of the Tribal Libraries. Volunteers and minimal staffing help keep the Panamnik Center open six days per week. At least 60 elementary students and about 20 adults use the library room per week; including the computer center, these numbers exceed 100. The Karuk Museum People's Center showcases the arts and long standing cultural traditions of the Karuk Tribe. The People's Center opened in September 2002 and today is open five days a week. The People's Center Museum is operated by the Karuk Tribe with oversight from the People's Center Advisory Board, and the Karuk Tribal Council who also serve as the Board of Directors for the Center.

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**1. Project Justification.** As proposed, the *Expansion of Museum Services- Preserving Our Past, Learning For Our Future* funding will enhance museum services, by fostering intergenerational relationships through mentorship with youth and Elders; resulting the reclamation and revitalization of Karuk culture. This will be accomplished by the installing and setting up a light room, which will be designed for photographing, archiving and preserving pictures, letters and other precious items. Once items are archived they will be uploaded to the Mukurdu database. Uploading archives to the database achieves two things: First, the digital images will reflect the current state of objects which may be lost or damaged in future; Second, digital images of both personal and museum objects are made accessible to the entire Karuk membership, especially those that reside outside the Ancestral Territory who not able to physically visit our museums; Finally, after physical objects have been archived will have the opportunity to display items in a very personal setting, showcasing their families' history. . Staff will train community members on how to use equipment for digitizing and preserving family documents (pictures, letters etc.) As part of the documentation process, families will have the opportunity to display their collections on site, ultimately reclaiming and revitalizing Karuk culture.

The need for this project was identified by the greater community through the Library Advisory Committee (LAC) and a community based survey that identified the community as having a desire to digitize and preserve representative Karuk cultural materials. At the same time, many Karuk tribal members and Cultural Practitioners expressed their mistrust for lending and displaying their personal items to museums. Representatives of the People's Center Advisory Committee (PCAC), in their recent visit to the Autry National Center in hopes of repatriating Karuk cultural goods, expressed the same sentiment at numerous meetings: the entire PCAC body, which include Tribal elders, Cultural Practitioners, and Tribal Council members, have been consulted at their last three monthly meetings on the development of this proposal. They pointed to the fact that the over 400 objects held in Tribal Museum Archives have yet to be uploaded onto a format that make their images accessible to the greater community. Further, the project seeks to alleviate mistrust through its pairing youth, having the knowledge to explain and make Elders comfortable with digitizing and displaying materials, and by using a tiered or limited access approach within the proposed database. At a digitization workshop led by our CoDA partners, youth expressed interest and willingness to participate in this proposal. One of the participants related: "Gram would be fine if I came in to photograph her basket collection. That stuff needs to be documented!" We estimate that there are over 500 objects that could be photographed and uploaded onto our platform in personal collections. Lastly, through the PCAC Strategic Plan, the need to expand the scope of digitizing and collection care was identified as a priority of the PCAC: the museum itself has over 100 objects currently on display.

Benefitting from our project will be youth, elders and the overall community in trainings and outreach, potentially reaching over 7,500 Karuk tribal members and descendants as well as the global community through access to images and recordings. Leveraging the funding support of the tribal TANF program, the proposed *Preserving Our Past ~ Learning For Our Future* project will expand training and services to our membership for life-long learning both about our rich culture and modern technology, and by providing skilled staff who will be able to preserve materials beyond the funding period, delivering lasting protection of images of its traditional cultural objects and recordings.

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Performance goals include our thematic approach, *Indians helping Indians*: we want to reassume a leadership role in the perpetuation of our Karuk Culture and preservation of the digital images and audio recordings of our cultural heritage. Exercising our sovereignty rights, we want to professionally develop and expand our current museum services, all run by tribal members and descendants, so that we can adequately meet the needs of tribal and non-tribal people. By digitizing, cataloging and keying previously unavailable images and documents, audio recordings and film footage, we will ensure that materials are less likely to be lost and readily available to the entire community. Since many people in our community are unfamiliar with present-day services such as online databases, searching relevant services, we will provide them with trainings and workshops to increase their knowledge and interest in using the Sípnuuk Digital Library and Archives, the repository of our Digital Museum.

**2. Project Work Plan.** Over the course of one year youth, elders and interested community members will be trained in digitizing and documenting. Our **goals and timeline** are as follows:

1. Provide the Tribe with skilled museum staff who will be capable of preserving and digitizing vital materials beyond the funding period. Through one on-site and two web-based professional development trainings at the Panamnik Tribal Library and Computer Center, staff from the digital and the two tribal museum sites (Staff) will be trained by the Center for Digital Archaeology, UC Berkeley (CoDA), in assessing risk and priorities for physical, digital and analog archival materials. Additionally, ancillary web-based CoDA trainings (exemplar curriculum materials currently available) will be developed and provided to Staff at the Computer Centers of Happy Camp and Orleans. The Yreka Education Center staff has set up a website for the LSTA project funded through the California State Library, and CoDA web-based trainings will be accessible here, too. Timeline for CoDA trainings are three days each in November, 2015, January and April, 2016.

2. Foster collaborative and respectful partnerships with tribal members and other agencies that possess materials pertaining to Karuk cultural heritage. Through the CoDA training, museum staff not only be capable of digitizing objects in tribal possession, they will also be able to train youth and interested community members in skills needed to digitize personal archives. A Protocol with Agreement for Intellectual Property Rights of the Karuk Tribe has been recently approved by the Karuk Tribal Council to secure “ownership” of materials, thus protecting the rights of family members who may be uncomfortable with sharing images with the greater community. Two meetings will occur in the first week of November, 2015 at which the integration of Karuk cultural heritage materials, best practices for digital preservation, and protocols for gifting or sharing data with the Tribe will be discussed, and in which the planning of grant activities will be shared (see below). In attendance will be representatives from People’s Center Library and Museum, the PCAC, the Karuk Department of Natural Resources (KDNR), CoDA, the Karuk Resources Advisory Board (KRAB), the Sípnuuk Digital Librarian, and community members. The public meetings will be held at the Panamnik Tribal Library in Orleans, CA and the People’s Center Library and Museum in Happy Camp, CA (Centers).

3. Preserve and digitize images of Karuk Cultural Heritage objects, such as baskets, regalia, photographs, and documents. Staff will have learned how to digitize images of culturally significant (some very fragile) materials. Implementation of these skills and knowledge will take place with more aptitude as they are acquired. By February 2016, Staff will be dedicating one day of their time and skills to train community members on digitizing personal collections, and

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will be otherwise be working toward intensive digitization of tribally-held historic cultural materials, and the digitization, meta-data recording and keying thereof. Additionally, a part-time Digital Library Assistant funded through the Karuk Tribe Food Security Program (see job description in resumes) will assist in training youth and community members on how to use the database, software and monitor collections displayed on site.

4. Improve access to materials that will result in increased knowledge, awareness, and interest in Karuk traditions and culture; this will strengthen the sense of community-wide, shared responsibility, as well as better prepare our youth for success. CoDA will develop a system to catalog and key our existing and future holdings using Mukurtu CMS. Digitized materials will be uploaded into the system by the beginning of May, 2016, which will be online so that it can be searched remotely. By providing access to more culturally-relevant and culturally-sensitive materials we hope to encourage and help our students be successful in school and also increase their interest and desire to learn more about themselves and their culture. Community members would also have increased access to information about Karuk culture that is sustainable beyond the funding period. Also, by providing more information about Karuk people and their cultural heritage to the entire community we will be increasing knowledge and promoting greater community cohesion. Informal assessments of our current museum have indicated that we are in great need of a Computer-based information catalog and data search engine. Furthermore, in remote communities such as ours, access to resources online is greatly needed.

5. Support family and community involvement in life-long learning activities and encourage tribal youth to engage in preserving their cultural heritage. We want to encourage our tribal students as well as the communities at large to use our museum resources so we will also be offering ongoing training led by museum staff. Central to our STEM-based project that targets tribal youth, we are certain that “central to the future of science and science education is to understand, support, and leverage the ways in which diversity—of people, practices, languages, meaning, knowing, epistemologies, goals, values, and the like. . . . in learning environments and professional practice are an asset and expand the possibilities for human knowing and meaning” (Warren, Ballenger, Ogonowski, Rosebery, & Hudicourt-Barnes, 2001). We will offer courses through web-based training offered by CoDA in January and April of 2016 and weekly training opportunities from February 2016 on that educate people on how to use the digital museum search system, and how to use digital archives to preserve images of their families’ personal collections. Making culturally relevant materials accessible to the greater community will in the long-term promote and promote Karuk cultural revitalization.

True to our *Indians helping Indians* approach, we will continue our **collaborative planning efforts** regarding this proposal with the PCAC, Staff, LAC and KDNR staff – 95% of which are Karuk Tribal Members. As research can attest, we believe that staff with a clear understanding of tribal lifestyle will adapt methods and instructional materials best suited for tribal students and integrate tribal knowledge into the curriculum (Van Eijck & Roth, 2007; Ogunniyi, 2007). The Project Coordinator and Director, both Karuk, will **implement** and **manage** the project respectively. To carry out our activities, we will need support to help fund Staff, attend the required IMLS meeting, and purchase needed equipment. Resources the Karuk Tribe and our partners contribute include the approximately \$32,000 CoDA on-site trainings, technical support, and web-based trainings and ancillary courses; the two “lightrooms” and existing equipment such as Ipads, cameras, and scanners needed for digitization and training

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activities located at the project Centers; the Digital Museum platform funded by TANF and CoDA; meeting and training locations, including hospitality for these activities; and travel assistance for Tribal members and descendants to the trainings from distant service areas.

The **success** of the proposed *Preserving Our Past~ Learning For Our Future* **project in achieving our intended outcomes** will be measured using baseline data we have for the community and school use of the People's Center Library and Museum and the computer- and learning centers by which this project will be accessible. A Needs Assessment Survey will be distributed through the Karuk Tribal Newsletter and "Alluser" Listserv to evaluate changes in knowledge, skills, attitudes, and behavior at the end of the funding period. To measure interim benchmarks, please note evaluation methods specific to each project goal: Goal 1 – Provide the Tribe with skilled museum staff and who will be capable of preserving and digitizing vital materials beyond the funding period. For professional development, we will compare the current resumes and professional contacts of our current museum staff to the level of preservation and digitization skills and knowledge they achieve at the end of the grant. Goal 2 – Foster collaborative and respectful partnerships with tribal members and other agencies that possess materials pertaining to Karuk cultural heritage. The recently approved Protocol with Agreement and Deed of Gift policy in the draft People's Center Manual (see Supporting Documents 4 and 5 respectively) will be refined and improved by the feedback provided by tribal members and other supporting agencies. These documents will be included for IMLS distribution in our project's Final Report to serve as a model for other tribal archives and museum programs. In addition, the number of images of personal collections will be documented. Goal 3 – Preserve and digitize images of Karuk Cultural Heritage objects, such as baskets, regalia, photographs, and documents. The number and medium of newly digitized materials under this grant will be tallied quarterly after the initial training of Staff to track the effectiveness of CoDA trainings. Adjustments in the frequency and form of trainings will be made as needed. The Final Report will evaluate the overall effectiveness and make suggestions after which other tribes can model related projects. Goal 4 – Improve access to materials that will result in increased knowledge, awareness, and interest in Karuk traditions and culture; this will strengthen the sense of community-wide, shared responsibility, as well as better prepare our youth for success. In the spirit of outreach and soliciting support, we will circulate an article that describes the *Preserving Our Past~ Learning For Our Future* project in the Karuk Tribal Newsletter, as well as in the local newspapers serving our area. A pre-project survey will be submitted with the article to identify the current knowledge, skills, attitudes, and/or behaviors of community members with regard to the digital access to Karuk cultural items. Disadvantaged Native Americans will be targeted through the KDNR's partner, the Karuk TANF program. Tribal and disadvantaged youth will be targeted through our youth programs. As our project is formative, a post-project implementation survey will enable us to track the improvement of current knowledge, skills, attitudes, and/or behaviors. The results gleaned from these comparative surveys will be shared with the IMLS in our final report. The Project Director will seek to present results at the annual ATALM conference in a speaking presentation as accomplished in the 2014 conference ("Community Needs Assessment Guidelines and Resources for Tribal Libraries") in Palm Springs. Goal 5 – Support family and community involvement in life-long learning activities and encourage tribal youth to engage in preserving their cultural heritage. In line with our TANF department, the Karuk Tribe hopes to encourage families to lead physically and mentally healthy

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lives. Through our quarterly outreach events at the museum, library and computer centers, we hope to encourage the community to participate in life-long learning. We will assess our success in this goal with pre- and post-evaluations given at these events. By supporting our Staff and volunteers with professional development, we hope to encourage especially tribal youth to pursue their efforts to preserve and learn about their cultural heritage, as well as further the skills they learn through the digitization trainings. Our success in this ambitious goal will be tracked in the pre- and post-surveys that target tribal youth.

**3. Project Results** We anticipate improving the **skills** of Staff, tribal employees, youth and community members by training them how to utilize the light room equipment and properly document and upload materials into the database. The entire community will have increased **knowledge** of Karuk culture and history by having access to our digital museum platform. **Behaviors and attitudes** will be changed among: trained youth and community members as they learn professional skills; Elders as they become familiar with the process of displaying their families' treasures in a respectful and access controlled platform; and other Tribes when they learn of our project. The **collection, care and management of the materials** will be improved through digitization, photographing and overall preservation of photos, letters and other tangible items that are likely to deteriorate over time. Training in digitizing will result in increased knowledge about how to care for and manage collections and objects. Participants will learn the importance of documenting and digitizing items. Overall, the project will enhance organizational capacity for collections and bring public awareness of the importance of collection care through various preservation methods. **Tangible products** from this project include: the database created and made available to the Karuk Tribal membership and the global community; outreach articles and flyers sharing the project results with the entire community, Tribal Council and IMLS; a slide show presentation of selected collection materials and final report, which will be open to the entire community for viewing; and a museum extension of our Happy Camp site to the Panamnik Center, where selected museum items can be displayed in existing display cases. **Success will be measured** by the number of items and recordings that are digitized and uploaded. **Progress will tracked** by the pre-and post-surveys previously mentioned, as well as the number and quality of the uploaded digital files.

Regarding the **sustainability** of our project and its benefits, youth, Staff, and the communities of Happy Camp and Orleans will be trained and can mentor younger generations in coming years: as this is an important cultural and community need, there is no reason to believe these skills will be lost. The room and equipment to sustain these projects belong to the Karuk Tribe and will continue to be used for these activities. The database will continue to be and monitored through the Sípnuuk Digital Library and Archives, which is funded through the Food Security Grant until 2017, and which will be supported by the Tribe's IT Department and monitored by the KRAB beyond that funding period.

**References:** Ogunniyi, M. B. (2007). Teachers' stances and practical arguments regarding a science-indigenous knowledge curriculum: Part 1. *International Journal of Science Education*, 29(8), 963–986. Van Eijck, M. & Roth, W. M. (2007). Keeping the local local: Recalibrating the status of science and traditional ecological knowledge (TEK) in education. *Science Education*, 91(6), 926–947. Warren, B., Ballenger, C., Ogonowski, M., Rosebery, A. S., & Hudicourt-Barnes, J. (2001). Rethinking diversity in learning science: The logic of everyday sense-making. *Journal of Research in Science Teaching*, 38(5), 529 – 552.





# IMLS BUDGET FORM

a. Legal name (5a from SF-424S): Karuk Tribe

## 3. Travel

From/To and Purpose	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share
Grantee Meeting	\$2,476						\$2,476	
Mileage	\$319						\$319	
<b>Subtotal</b>	<b>\$2,795</b>						<b>\$2,795</b>	

## 4. Supplies, Materials, and Equipment

Item	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share
Lap Top	\$589	\$500					\$589	\$500
Monitor	\$120						\$120	
Projector Screen	\$140	\$140					\$140	\$140
Projector	\$350	\$350					\$350	\$350
Acoustic Panels	\$650						\$650	
Photographer Lamps	\$60	\$60					\$60	\$60
Docking Station	\$200						\$200	
Digital Camera, 2 IPads		\$800						\$800
<b>Subtotal</b>	<b>\$2,109</b>	<b>\$1,850</b>					<b>\$2,109</b>	<b>\$1,850</b>

## 5. Contracts and Subawards

Item	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share	Grant Fund	Cost Share
Training- CoDA		\$35,000						\$35,000
<b>Subtotal</b>		<b>\$35,000</b>						<b>\$35,000</b>

# IMLS BUDGET FORM

a. Legal name (5a from SF-424S): Karuk Tribe

## 9. Indirect Costs (Read the instructions about Indirect Costs before completing this section.)

- Current indirect cost rate(s) have been negotiated with a federal agency. Name of Agency: Department of the Interior Expiration Date: 09/30/2014
- Indirect cost proposal has been submitted to a federal agency but not yet negotiated. Name of Agency:  Proposal Date:
- Applicant chooses a rate not to exceed 10% of modified total direct costs, and declares it is eligible for the 10% rate.
- Applicant chooses not to include indirect costs.

Rate and Base	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						
50% of Salaries	\$13,815						\$13,815	
Indirect Costs Subtotal	\$13,815						\$13,815	

## 10. Total Project Costs

	Year 1		Year 2		Year 3		Total	
	Grant Fund	Cost Share						
Total Direct & Indirect Costs	\$50,000	\$49,750					\$50,000	\$49,750
Total Costs (excluding student support)	\$50,000	\$49,750					\$50,000	\$49,750



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**1. Salaries and Wages:**

**Grant Funds: \$27,630**

**Cost Share: \$12,900**

**People's Center Coordinator (PCC):** People's Center Coordinator will oversee the project activities and evaluations in Happy Camp, participate in all CoDA trainings, coordinate and oversee web-based trainings at the Happy Camp Computer Center, and attend required IMLS grantee meeting. From February 2016 on, the CC will use techniques learned to train youth and interested community members in skills needed to digitize personal archives. The PCC will provide supervision of the Panamnik Coordinator for this project and report site-specific project activities and evaluations to the Project Director. The PCC will contribute .25 FTE of their salary to the overall project. Total salary for the PCC: \$14,000

**Panamnik Center Coordinator (CC):** Panamnik Center Coordinator will oversee the project activities and evaluations in Orleans, participate in all CoDA trainings, coordinate and oversee web-based trainings at the Panamnik Computer Center, and attend required grantee meeting. From February 2016 on, the CC will use techniques learned to train youth and interested community members in skills needed to digitize personal archives. The CC will work closely with the Digital Library Assistant and the Sípnuuk Digital Librarian to coordinate synergies with the Food Security Project activities relevant to this project and report site-specific project activities and evaluations to the PCC and Project Director. The CC will contribute .20 FTE of their salary to the overall project. Total salary for the CC: \$12,480

**Project Director:** The Project Director will provide grant management, project implementation, coordination with partner organizations and projects, and complete both project and fiscal reporting requirements. The Project Director will also attend the required IMLS grantee meeting in the capacity of the Food Security Project Coordinator at no cost to the IMLS. Total salary for the Project Director: \$1,150

**Volunteers:** As the project success will depend on the training of youth and other tribal and non-tribal community members, as well as the project products in the form of digitized images of personal archives onto the Mukurtu CMS platform, we are calculating 3 trainings x 3 days/6 hours each with at least 10 volunteers @\$15.00 for a total of \$8,100. Included in the match calculation are volunteer hours at the 2 Centers and/or in private homes each week from February on: 2 Centers x 2 volunteers x 32 days/2.5 hours @ \$15.00 for a total of \$4,800. Total match for volunteer hours: \$12,900

**Digital Library Assistant:** The Digital Library Assistant will be funded through the Food Security Project at no cost to IMLS and not reflected as match, as this position is supported through USDA federal funding. The Digital Library Assistant will work with the CC to ensure the completion of daily activities, attend CoDA trainings, process content and assist users and coworkers in learning how to use and contribute to the digital library (Added value: \$10,125).

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**5. Contracts and Subawards:**

**Cost Share: \$35,000**

The Center for Digital Archaeology (CoDA) is a 501c (3) Non-Profit company that has provided hours of in-kind technical support and guidance for the Food Security Project's S'ipnuuk Digital Library. In July, 2014, CoDA worked together with the S'ipnuuk Digital Librarian to conduct a three-day workshop on digitization techniques. For this project, CoDA will leverage Karuk TANF training funds to provide production for the workshops, lead workshops, create and manage the online S'ipnuuk Digital Library and Archives, and create digital tutorials to support the program throughout the funding period and beyond. CoDA will provide the following resources:

1. Michael Ashley, CoDA Chief Executive Officer and project designer, will provide 15 days of his time to serve as information architect and to offer his expertise in digital preservation practices. He will also be coordinating technical efforts between partners. He will be donating 100% of his efforts to the project in-kind (15 days x 8 hours x \$180) for a total of \$21,600.
  
2. CoDA will provide additional in-kind technological support to the *Preserving Our Past~ Learning For Our Future* project (11 day x 8 hours x \$150) for a total of \$13,200.
  
3. Additional CoDA staff includes content developers, video leads, informatics specialists, client services, and engineers. CoDA obligates its full staff to the success of the *Preserving Our Past~ Learning For Our Future* program. While the Karuk TANF program's contribution to this training program is essential to the project's overall programmatic funding, this is not calculated into the CoDA match.

**6. Student Support:** None

**7. Other Costs:** None

**8. Total Direct Costs**

**Cost Share: \$49,750**  
**Grant Funds: \$36,185**  
**Total Direct Costs: \$99,750**

The total amount of direct costs is \$79,604; the total amount requested from IMLS is \$36,185.

**9. Indirect Cost Rate:**

**Grant Funds: \$13,815**

Indirect costs are calculated at our Negotiated Indirect Cost Rate for FY 2014 with the U.S. Department of Interior @ 50% of wages including 50% of \$27,630 = \$13,815

**10. Total Project Costs:**

**Grant Funds: \$50,000**  
**Cost share: \$49,750**  
**Total Project Costs: \$99,750**

## **List of Key Project Staff and Consultants**

**Program Director – Lisa Hillman** As the Food Security Project Coordinator for the Karuk Department of Natural Resources, Ms. Hillman is able to commit 104 hours of her time to event and activity realization, grants management and reporting, community assessment and evaluations, and outreach for objective goals pertaining to projects relating to the project. Active in her Native Karuk culture and language, Lisa holds a Master's Degree in Education and is a regular volunteer at the Panamnik Center.

**People's Center Museum and Library Coordinator** – See attached position description

**Project Activities Coordinator – Bari Talley** Ms. Talley maintains and oversees the Panamnik Library and Computer Center, and volunteers involved in its operation. A Karuk tribal member, she helps teachers and students at the local elementary school learn computer and writing skills during regularly scheduled classes twice a week. Additionally, she assists individuals in attaining the skills needed to obtain jobs, including giving job search assistance and providing educational opportunities through the computer center and distance learning center, which includes teaching videography skills to students of all ages. Holding a BA in Native American Studies, Bari is also a substitute teacher for the local elementary school.

**Digital Library Assistant** – The Sípnuuk Digital Library, under the Food Security Grant, is currently employing a part-time Assistant who will be trained in the digital archiving needed for this grant. This position will assist the Project Activities Coordinator to work with youth and community members, learning the basic skills of archiving personal collections and will help to oversee projects located off-site in individual homes.

**Chief Technology Officer –Michael Ashley** Dr. Michael Ashley will serve as consultant for the project, donating 100% of his time. Michael, CTO for the Center for Digital Archaeology, is the architect of Mukurtu CMS, which will provide the backbone to the Sípnuuk Digital Library and Archives. Michael will lead the CoDA team to assure that the training, technical support and infrastructure developed through this project are of the highest order.

**Director of Natural Resources –Leaf Hillman** Mr. Hillman is a Karuk tribal member whose expertise lies in environmental health policy and natural and cultural resource management. As an in-kind service, Mr. Hillman will use his over 20 years' experience as Director of the Karuk Department of Natural Resources to provide guidance in issues requiring tribal oversight. Mr. Hillman will provide additional expertise for collaborative research policy.

## **Nov. 13, 2014 Council Report**

From: Tom Waddell

Position: Grant Writer

**Action Items** –No action items

### **Proposals Initiated/Under Consideration:**

**The HRSA Grant for Expanded Services:** We have received a Notice of Award and confirmation that all conditions have been met. We were required to revise the Budget Justification to cover an additional \$9,000 they have allowed us. Total award of \$199,038 is approved.

**SDPICD\_FY15** - I assisted Annie Smith with the Special Diabetes Program for Indians Community-Directed Grant Programs. We received an award letter for this continuation Grant for \$ 157,554.

### **HUD-Indian Community Development Block Grant- ICDBG**

HUD has accepted and will review our 2014 application. If it scores over 83 pts we would be awarded the 2014 in 2015 and still be eligible to apply for 2015 funds. We are still waiting for the review results from HUD.

**National Science Foundation DEL** was submitted prior to the Deadline October 6 date, and we are waiting for results. This application was submitted by Sammi and Susan Gehr.

**Leadership Siskiyou County Grant** - I have submitted a Leadership Siskiyou County grant for \$1000, for the Karuk Youth Sports and Recreation Program to sponsor a 2-day Sports Clinic. The funder has indicated they will review our application sometime this week.

**Government Grant NOFAs** have slowed down and most of their advertising is for projects in foreign countries, special non-competitive projects and for grant modifications of existing projects. I am still checking in at Grants.Gov on a daily basis.

I am starting to connect with program staff on forming a team to look at applying for funding for a Vocational Training and Job Placement Center. There was a grant available this year but it was decided there wasn't enough time to develop an effective application as it would benefit multiple tribal programs and require input from them. So we want to plan ahead for next year's funding.

KCDC also requested my participation on a team for preparing a 2015 AmeriCorps application. We hope start early with plenty of time to prepare a comprehensive approach for establishing an AmeriCorps Program.

### **Monthly Updates:**

We are making progress on the Siskiyou County Intergovernmental Agreement. This outstanding item is one of the last major hold ups to the Karuk Gaming Casino. On October 29<sup>th</sup> we officially demanded arbitration and each party had to submit their last, best offer by November 3<sup>rd</sup>. As you know the advisory measure of the Casino was split almost 50/50, so there isn't a strong justification for the County to continue to delay the project. Hopefully we will receive the list of Arbitrators by the time of the Council Meeting and I will be working with our attorney to decide who we prefer to use. We developed two articles for the Casino, one was a positive editorial piece about the Tribe and the services we offer and the other was a press release regarding the "Demand for Arbitration" on Siskiyou County.

The date that we will start construction is tentatively February, but could be as late as April or May depending on how the Financial Package and the County IGA progress. The Northeastern Building Trades Council is eager to do a job fair; however, we don't want to do it too soon and have people waiting 3-4 months before employment becomes available.

On November 4<sup>th</sup> I participated in the Western Klamath Restoration Partnership meeting and field trip. It was great to go out with the group and get "eyes on the ground" of the most recent Happy Camp Complex fire footprint. The Forest Service is currently in the public scoping process for the Westside Recovery—salvage logging, restoration, public safety-project.

On November 7<sup>th</sup> our Request for Qualifications for Casino Owners Representative closed. We received 5 proposals. We have scheduled a screening for November 18<sup>th</sup> at 10:00 a.m.

I will be in Sacramento on November 13<sup>th</sup>-14<sup>th</sup> for the California Association of Tribal Governments Meeting. Some highlights for the meeting will include updates on the Revenue Sharing Trust Fund, CA Indian Health Services, CRIHB, planning for the Tribal Nations Conference, CATG priorities, the FY2016 Indian Budget, and some guests from the Tribal Chairman's Associations throughout the state.

I have also been participating in the Unlawful Detainer Ordinance workgroup with Tribal Housing and Tribal Court. This is a very complex issue and is taking some time, but it is great to have participating from Tribal Council, the Housing Board, and both Housing and Tribal Court staff.

Tom Fielden drafted a letter to California Office of Emergency Services regarding their recent Tribal Consultation. Much of the concern had to do with them not giving Tribla Governments enough notice to be able to attend Consultation sessions. On this topic, Craig Tucker has drafted a Consultation Policy for the Tribe. I think it would be helpful to have our own Tribal Consultation Policy so it is clear to agencies and other organizations what method of consultation we consider to be appropriate.

I have been participating in the People's Center Advisory Committee Meetings to help assist with the absence of the People's Center Coordinator. I was forwarded a copy of images from the Heard Museum with inventories of Karuk and Klamath Items. I have made 5 copies to provide

to the People's Center Advisory Committee. Let me know if you would like to review copy and I can arrange that.

### **THPO**

There continues to be a need for a Cultural Monitor in Yreka. At this time we are using existing staff. Both of the monitors we have in Yreka are not available right now. Fred Burcell has been very helpful in making sure there is a monitor at the project when needed.

We were able to develop a great response to the Siskiyou Telephone Fiber Optic Cultural Resources report. We are really hoping that the Forest Service will require a monitor on the project as there is a high likelihood of impacting cultural resources along the highway from below Happy Camp to Ti Bar.

At our monthly KRAB Meeting we discussed having a separate "on-call" category for Cultural Monitors. Cultural Monitors are needed within 48 hours sometimes, which does not allow for the normal drug testing after not being employed for 30 days.

We continue to receive requests on Timber Harvest Plans, the majority of them this month have been on the coast and not impacting cultural resources.

We were able to use one of our new Cultural Monitors on a small monitoring job at MKWC in Orleans. The project went well and I am glad to have some more monitors available for these very short notice projects.

We invited the Forest Service Salvage Logging Planning team to our KRAB Meeting this month as well. we had several Tribal staff members and a few Council Members in attendance. This discussion was very thorough and comprehensive, and hopefully we will see some impacts within the project implementation due to this meeting.

**Sammi Offield – Contract Compliance Report**  
For Council Meeting on November 20th, 2014  
Reporting Period October 17th, 2014 to November 13<sup>th</sup>, 2014

**Action Items:**

Changes in the Fiscal Policy to coincide with the new OMB Super Circular (Attached)  
Change in the Contract Template to coincide with the new OMB Super Circular (Attached)

**Achieved during report period:**

**Contract Compliance:**

LuLu Alexander is admin's new assistant and she has been a huge help in Contract Compliance. She has caught on fast, and I am pleased with her performance. She is helping with contracts and agreements to make sure the executed originals are getting back to Compliance in a timely matter, and verifying expiration dates with the requestors. She is a asset to have in Compliance.

\*CSD: Two more water tanks applications have been approved and are going to be installed the week of November 17<sup>th</sup>, 2014. The CSD Block grant is due to close 12/31/14, and we are on track with expending out the grant. The EARS report is due 11/20/14.

\*ICDBG: I followed up to check the status of our FY2014 ICDBG Grant Proposal, and Kim Corkin with HUD emailed me back stating that the review process will be next week (Week of November 17<sup>th</sup>, 2014) so I anticipate news in the next couple of weeks to see if we will be funded. I have received a updated project schedule for the Yreka Wellness Center from Housing and the project is scheduled to be completed by 3/31/14. SF-425 report was submitted on October 23<sup>rd</sup>, 2014, that was due on October 31<sup>st</sup>, 2014.

I attended a workshop with Elsa on October 28<sup>th</sup> and 29<sup>th</sup> and it was a very informative workshop. I learned what HUD looks for when they do their project audits, what documentation they look for in our files, tips on how to select a architect and contractor. It was a good workshop to attend, and would recommend Council members to go. The trainers mentioned that regulations change yearly, so refresher workshops are recommended for everyone that has HUD grants.

\*NAGPRA: Julian Lang and Bari Talley are expected to turn in their final film documenting the Autrey Museum trip and Karuk items by Friday 11/14/14. I will forward this to Council and the People's Center Advisory Committee for review once it has been submitted. We have requested from Heard Museum and Peobody Museum a list of Karuk items to review for the new NAGPRA grant. These have been forwarded to the People's Advisory Committee and Council for review.

\*IMLS: Still on track to close out in December.

\*Language Program: Still need to identify a new project for the ANA grant coming up in April. I will have some concepts for Council to choose from next month.

**Contracts that I have reviewed:**

14-C-010	HP Communications Inc	\$24,087.30	E. Cutright
14-C-011	Richard O'Rourke III	\$1000	C. Whitecrane
14-C-012	Klamath Forest Alliance	\$10,000	B. Tripp
14-C-013	Jeanette Quinn	\$11,500	C. Whitecrane
14-C-014	Jenny "Stormy" Staats	\$9,996	L. Hillman
14-C-015	MKWC	\$293,502	B. Tripp
14-C-016	Salmon River Restoration	\$33,500	B. Tripp
14-C-017	Acme Computer	\$35,207.85	E.Cutright/L. Alford
14-C-018	Native Link Comm	\$140,000	E. Cutright

**Agreements I have reviewed:**

15-A-003	Cascade Design Profess	\$6,963	S. Quinn
15-A-004	CMS Noridian-Orleans Clinic	\$0	S. Hardenburger
15-A-005	CMS Noridian-HC Clinic	\$0	S. Hardenburger
15-A-006	CMS Noridian	\$0	S. Hardenburger
15-A-007	Pacificorp	\$500/mo	S. Quinn
15-A-008	KT/Group West/Reliable Sec	\$28,500	S. Quinn
15-A-009	Meczka Marketing	\$10,000/tvl	L. Mayton
15-A-010	Indian Health Services	\$0	E. Cutright
15-A-011	Ray Morgan	\$1162.80/yr	T. Johnson
15-A-012	Fidelity National Title	\$0	S. Quinn

**RFP's I have reviewed and posted:**

15-RFP-004	Videographer-Sweathouse	Closed 10/31/14	L. Hillman
15-RFP-005	Comprehensive Strategic Plan	Closes 11/14/14	L. Hillman
15-RFP-006	Instructing L0580	Closes 12/22/14	T. Fielden
15-RFP-007	Instruction L0581	Closes 12/22/14	T. Fielden
15-RFP-008	Traditional Song Practitioner	Closes 11/21/14	L. Hillman
15-RFP-009	Language Teacher Practitioner	Closes 11/21/14	L. Hillman
15-RFP-010	Water Quality Tech Support	Closes 11/24/14	S. Corum
15-RFP-011	Nutrient/Algae Tech Support	Closes 11/24/14	S. Corum
15-RFP-012	Tributary Coordinator	Closes 11/24/14	S. Corum

**Proposals I have reviewed:**

Orleans Community Connectivity Project	\$183,080	S. Tripp
US Forest Service/BIA Cooperative Agreement	\$386,683	B. Tripp

UC Berkeley Mapping the Future: Native Youth	\$364,268	L. Hillman
Shasta Regional Foundation	\$1000	T. Waddell
Senior Nutrition PSA 2 Area Agency on Aging	\$27,816	L. Olivas
IMLS-Museum grant	\$50,000	E. Johnson/L. Hillman



**Administrative Office**

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

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## AGREEMENT FOR INDEPENDENT CONTRACTOR SERVICES

**Contract Number: 15-C-000**

This Agreement, dated as of \_\_\_\_\_, is between the Karuk Tribe (hereinafter “the TRIBE”) and Contractor (hereinafter “INDEPENDENT CONTRACTOR”), who agree as follows:

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

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

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

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

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

**INDEPENDENT CONTRACTOR**

Contractor

TIN: SSN

**KARUK TRIBE**

Russell Attebery, Chairman

64236 Second Avenue

Happy Camp, CA 96039

(530) 493-1600

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Signature and Date

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Signature and Date

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

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**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  
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## KARUK TRIBE

### Fiscal Policies and Procedures Manual

**As Approved:**

**July 24, 2003**

**As Amended:**

**December 18, 2003**

**March 11, 2004**

**July 29, 2004**

**November 24, 2004**

**May 4, 2005**

**January 26, 2006**

**April 13, 2006**

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**April 30, 2008**

**February 26, 2009**

**May 20, 2010**

**December 23, 2010**

**January 13, 2011**

**February 24, 2011**

**Most Recent Approval:**

**December 16, 2011**

**\*\* This Amended Manual Supersedes ALL Other Versions \*\***

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## **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.**

## **ORGANIZATION**

The Karuk Tribe is one of the largest Indian Tribal governments in Northern California. The Karuk Tribal community covers all of Siskiyou County and Eastern Humboldt County from the Siskiyou County/Oregon border to Bluff Creek, encompassing approximately 4000 miles. The service area has been divided accordingly, because the traditional land boundaries of the Karuk Tribe once included over one million acres of sacred grounds, hunting areas, and Indian communities along the Klamath and Salmon Rivers. The Karuk Tribe is a federally recognized Indian Tribe whose constitution was formally adopted by its members on April 17, 1985. Services provided by the Tribe include general government, education and a variety of social and health services.

## **INTRODUCTION**

This Fiscal Policy Manual contains information about the accounting policies and procedures of the Karuk Tribe.

The policies set forth in this Fiscal Policy Manual replace any and all previous fiscal and accounting policy statements, whether written or oral. No such prior fiscal or accounting policies or procedures shall have any force or effect after the effective date of this Manual.

## **REVISIONS**

The Karuk Tribe reserves the right to revise, modify, delete, or add to any and all fiscal policies and procedures stated in the Manual.

Revisions, additions, or deletions to this manual will be in writing and will only be made with approval from the Karuk Tribal Council. Revisions must be signed by the Tribal Chairperson.

## **STATEMENT OF PURPOSE**

The primary objective of establishing fiscal policies and procedures is to promote the accurate recording and timely reporting of all financial transactions completed in order to meet the objectives of the Karuk Tribe. Included in the objective is compliance with all federal and state rules, regulations and procedures governing each grant or source of funding.

The objective will be met by requiring that all financial transactions be conducted in accordance with policies and procedures prescribed in this manual. Unless statutory law requires otherwise, the underlying intent of structuring the fiscal administration herein is to adhere to Generally Accepted Accounting Principles (GAAP).

The results of an organization's financial activities are reflected in its financial statements. The readers and users of a financial statement, of financial reports, rely upon the integrity of the information for decision making purposes. Reliance on such information provided is important to the Tribal Council, Staff, Grantors, Federal, State, & Municipal Governments, Bankers, and Creditors.

This manual is designed to provide the vehicle to control funds received from all sources, Federal, State, or Private. Grant accounting may be subjected to rigid legal requirements and restrictions. In applying for funds, the applicant organization agrees to administer the project in accordance with governing regulations and policies in effect at the time of the awards. The organization assumes the legal responsibility for fiscal and administrative management and fulfillment of any special conditions which may be prescribed for the project. The organization is responsible for performing the agreed upon project and for using the funds prudently for the purpose set forth in its agreement with the agency.

Since confidentiality is of the utmost importance in financial matters it is important that everyone in the office refrain from discussing matters pertaining to the organization with anyone other than the management.

## DEFINITIONS

**ACCOUNT NUMBER:** A group of numbers used to identify the fund, department, and description of an account. For example 1020-20-7300.00 is broken down as follows: 1020 = indirect cost fund, 20 = finance department and 7300.00 = travel. See section 2.0.

**ALLOWABLE COSTS:** **OMB Circular A-87** defines allowable costs as follows: **OMB "Super Circular"**  
To be allowable under an award, cost must meet the following general criteria:

- Be reasonable for the performance of the award and be allocable thereto under these principles.
- Conform to any limitations or exclusions set forth in these principles or in the award as to types or amount of cost items.
- Be consistent with policies and procedures that apply uniformly to both federally financed and other activities of the organization.
- Be accorded consistent treatment.
- Be determined in accordance with generally accepted accounting principles.
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally financed program in either the current or a prior period.
- Be adequately documented.

**ASSET:** A valuable item that is owned. A future economic benefit obtained or controlled by a particular entity as a result of past transactions or events. Examples include cash and accounts receivable.

**APPROPRIATION:** Funds set aside for a specific purpose.

**BALANCE SHEET:** A statement of the assets, liabilities, and fund balance as of a specified date. Total Assets equal total liabilities plus fund balance.

**BUDGET:** An itemized summary of probable income and expenditures for a given period.

**CAPITAL PROJECT FUNDS:** The funds to account for financial resources to be used for the acquisition or construction of major capital facilities.

**CHART OF ACCOUNTS:** A list of all account numbers used by an organization to record activity into the general ledger.

**COLLUSION:** Where two or more persons secretly operate together to gain an unfair advantage over others for personal gain.

**CONTRACT:** A legally enforceable agreement with a party for a specified amount of valid consideration to be paid to that party for a specific deliverable(s) outlined in a scope of work. The Karuk Tribe uses the "Agreement for Independent Contractor Services" dated **October 1, 2010.**+ [New date with approval](#)

**CONTRACTING OFFICER:** The official representative, authorized by virtue of their position, or Council designation, to perform the function of administering a contract on behalf of the Karuk Tribe.

**CREDIT:** The right side of an account.

**DEBIT:** The left side of an account.

**DEBT SERVICE FUNDS:** Account for the accumulation of resources for, and the retirement of, general long-term debt principal and interest.

**DEFERRED COMPENSATION FUND:** The fund used to account for assets held for employees in accordance with the provisions of Internal Revenue Code Section 457.

**DEFERRED REVENUE:** Revenue that is not yet recognized.

**DIRECT COST:** Costs which can be specifically identified with a particular cost objective.

**DISBURSEMENT:** Funds paid out.

**DISCRETIONARY FUNDS:** Funds that may be spent as the council wishes. Judgment should be used by the council to insure that funds are spent responsibly.

**ENTERPRISE FUNDS:** Account for the operations financed and operated in a manner similar to private business enterprises.

**ENCUMBRANCE:** Commitments related to unperformed contracts for goods or services. Used in budgeting, encumbrances are not GAAP expenditures or liabilities, but represent the estimated amount of assets reserved for outstanding purchase orders.

**EXECUTIVE COUNCIL:** Chairman, Vice- Chairman or Secretary/Treasurer.

**EXPENSE:** Decrease in financial resources.

**FIDUCIARY FUNDS:** Funds to account for assets held by a governmental unit in a trustee capacity.

**FIXED ASSET:** A single tangible item valued at \$2,000 or more with a useful life longer than one year is classified as a fixed asset. The fixed asset inventory listing may also include items of a lesser value which are subject to pilferage such as computers. Examples of fixed assets include buildings, equipment, and vehicles. \$5000

**FRINGE BENEFIT:** An employee benefit given in addition to one's wages or salary. Examples include health insurance and retirement.

**FUND:** A fiscal and accounting entity with a self-balancing set of accounts which is segregated for the purpose of tracking specific activities in accordance with special regulations or restrictions.

**FUND BALANCE:** The difference between the assets and liabilities of a governmental fund.

**GENERALLY ACCEPTED ACCOUNTING PRINCIPLES:** Rules of accounting established by experienced professional accountants and bodies such as the financial accounting standards board.

**GENERAL FIXED ASSETS:** Capital assets are not assets of any fund, but of the government unit as a whole. Most often these assets arise from the expenditures of the financial resources of governmental funds.

**GENERAL FIXED ASSETS ACCOUNT GROUP:** Fixed assets not recorded in a proprietary fund are reported in a fund called the general fixed assets account group.

**GENERAL FUND:** Accounts for all financial resources except those required to be accounted for in another fund.

**GENERAL LEDGER:** A record of monetary transactions of an organization posted in the form of debits and credits.

**GENERAL LONG-TERM DEBT ACCOUNT GROUP:** This fund is used to account for a government's long term indebtedness that has not been identified as a specific fund liability of a proprietary or trust fund.

**GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB):** The board which is the authority for establishing governmental accounting standards.

**GOVERNMENTAL FUNDS:** The funds through which most governmental functions are typically financed.

**GRANT:** Any agreement, memorandum of agreement, contract or grant agreement or award that provides funding to the Karuk Tribe or its entities to perform a specific project. Grants may be provided to the Tribe or its entities by the State, Federal Government, a Business, an Organization, Foundation, or Individual.

**INDIRECT COST:** Costs incurred for a common or joint purpose benefiting more than one cost objective. Assigning these costs to more than one objective requires an effort that is disproportionate to the results achieved. Examples of indirect costs include fiscal department staff and electricity for the administration building.

**INTERNAL SERVICE FUNDS:** The funds to account for the financing of goods or services provided by one department to other governmental units.

**JOURNAL ENTRY:** A two sided entry consisting of a debit and a credit used to record information into the general ledger.

**LIABILITY:** Obligations of an entity. An example is accounts payable.

**MEMORANDUM OF AGREEMENT (MOA):** A document written between two or more parties to cooperatively work together on an agreed upon project or goal, the MOA will contain specific language regarding the responsibilities of each party and the benefits for each party. There is a list of binding terms and it usually has an obligation of funds specified for the project or objective.

**MEMORANDUM OF UNDERSTANDING (MOU):** A document written between two or more parties that indicates a common line of action. It is used in cases where the parties do not wish to have a legal commitment or in situations where the parties cannot create a legally enforceable agreement. An MOU is

a common synonym for a Letter of Intent and may be used to define relationships between departments or agencies.

PAYEE: One to whom money is to be paid.

POST: To record an item in the general ledger.

PROPRIETARY FUNDS: The funds used to account for governmental activities that are similar to for profit business operations in the private sector.

REASONABLE COSTS: **OMB Circular A-87** defines reasonable costs as follows: A cost is reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs. The question of the reasonableness of specific costs must be scrutinized with particular care in connection with organizations or separate divisions thereof which receive the preponderance of their support from awards made by Federal agencies. In determining the reasonableness of a given cost, consideration shall be given to:

OMB "Super Circular"

- Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the organization or the performance of the award.
- The restraints or requirements imposed by such factors as generally accepted sound business practices, arms length bargaining, federal and state laws and regulations, and terms and conditions of the award.
- Whether the individuals concerned acted with prudence in the circumstances, considering their responsibilities to the organization, its members, employees, and clients, the public at large, and the government.
- Significant deviations from the established practices of the organization which may unjustifiably increase the award costs.

RESERVED FUND BALANCE: Those portions of fund balance not appropriable for expenditures or that are legally segregated for a specific future use.

REVENUE: Increase in financial resources.

SPECIAL REVENUE FUNDS: Funds to accounts for specific revenue sources that are restricted legally to be expended for specific purposes.

STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE: A financial statement which shows revenue, expenditures, and changes in fund balance during a specified period of time.

TRIAL BALANCE: A list of the balances of the accounts in a ledger fund by double entry, with the debit and credit balances shown in separate columns. The totals of the debits and credits must be equal for the trial balance to balance.

UNALLOWABLE COSTS: The following costs are unallowable under **OMB Circular A-87**:

OMB "Super Circular"

- Alcoholic beverages

- Bad debts
- Contingencies (See exceptions, Number 12, OMB Circular A-87)
- Contributions and donations
- Entertainment
- Fines and penalties
- Fund raising
- Interest and other financing costs except where authorized under the circular
- Legislative expenses
- Lobbying expenses
- Under-recovery of costs of other grants or agreements

Other costs not listed may also be unallowable.

## **SECTION 1.0 - METHOD OF ACCOUNTING**

As a governmental entity the Karuk Tribe is required to follow Generally Accepted Accounting Principals (GAAP) as endorsed by the Governmental Accounting Standards Board (GASB). The following five basic principles of governmental accounting will be followed by the Karuk Tribe:

### **1.1 Accounting and Reporting Capabilities**

A governmental accounting system must make it possible to present fairly and with full disclosure the financial position and results of operations of the funds and account groups of the governmental unit in conformity with GAAP and to demonstrate compliance with legal and contractual provisions.

### **1.2 Fund Classifications**

Governmental accounting systems should be organized and operated on the fund basis. The three major categories of funds are Governmental Funds, Proprietary Funds, and Account Groups. Within each of these categories there are the following fund types:

- Governmental Funds include the General Fund, Special Revenue Funds, Capital Project Funds, and Debt Service Funds.
- Proprietary Funds include Enterprise Funds, Internal Service Funds, Fiduciary Funds, and the Deferred Compensation Fund.
- Account Groups include the General Fixed Assets Account Group, and the General Long-Term Debt Account Group.

### **1.3 Basis for Accounting**

All governmental funds are accounted for using the modified accrual basis of accounting. Their revenues are recognized when they become measurable and available. Expenditures are recognized when the related fund liability is incurred.

All proprietary funds are accounted for using the accrual basis of accounting. Their revenues are recognized when earned, and their expenses are recognized when incurred.

### **1.4 Budgeting**

A budget is prepared annually to coincide with the fiscal year. The accounting system provides the basis for appropriate budgetary control. Budgetary comparisons are included on the Expenditures, Encumbrances, & Appropriations (EE&A) report.

### **1.5 Annual and Interim Financial Reporting**

Complete audited financial statements will be issued annually.

Interim financial reports such as Trial Balances, EE&A reports and detailed general ledgers will be issued monthly or at the request of Program Directors or Tribal Council. It is the responsibility of the program director to monitor their program. If they do not receive the financial information they need to do so, they should contact the fiscal department and request it.

## **SECTION 2.0 - CHART OF ACCOUNTS**

The Karuk Tribe has established the Chart of Accounts that is reflected below. The purpose of a chart of accounts is the establishment of a system of numbering accounts in such a way that the number used reveals certain information about the account.

The Chart of Accounts used by the Karuk Tribe is grouped into three groups of digits as follows:

Fund – Department - Activity  
XXXX - XX - XXXX.XX

The first group of four digits represents the fund.

The second group of two digits usually represents the department. However in some cases it is used to segregate other things such as program years, projects, or locations.

The third group of four digits a decimal point and two more digits represents the activity.

### **SECTION 3.0 - INTERNAL CONTROL**

The objective of internal accounting controls is to provide management with reasonable assurance as to the safeguarding of assets against losses from unauthorized use or disposition, and the reliability of financial records for preparing financial statements and maintaining accountability of assets.

The characteristics of an adequate system of internal control include the segregation of duties within the organization based on functional responsibilities; a system of authorization and record retention; a degree of personnel competence commensurate with responsibilities; and a sound basis for practices to be followed to achieve the objectives of internal accounting controls.

These controls are recognized as best management practices, but will be conditional upon the number of employees. Therefore, the following shall be adhered to:

- No person shall have complete control over all phases of any significant transaction.
- Whenever possible, the flow of work shall be from one employee to another so that the work of the second, without duplicating that of the first, provides a check upon the work of the first employee.
- Record keeping shall be separated from operations or the handling and custody of assets, such as:
  1. The function of receiving cash shall be centralized in one person, who will not be concerned in any way with approving or certifying vouchers, acting as petty cash cashier, preparing deposits, making disbursements, or keeping accounting records.
  2. In receiving cash through the mail, the person responsible for opening the envelopes shall immediately restrict with a tribal endorsement stamp all checks and other negotiable instruments; these along with other cash received shall be logged and listed in duplicate before forwarding the receipts to accounting for deposits to the bank.
- Responsibilities in the fiscal department shall be clearly established and followed as closely as possible.
- The following shall be adhered to when handling cash:
  1. All cash receipts shall be deposited intact and for the full amount received.
  2. All collections shall be deposited as soon as possible, preferably the day received.

3. Collections and all other funds held within an office pending regular deposit shall be restrictively endorsed. Petty cash funds and all other funds shall be kept under complete control and under proper safeguards; preferably in a fire-resistant combination safe or safe cabinet.
  4. Uncollectible items and related documents shall not be handled by the person making up deposits or by the person handling accounts receivable.
  5. If possible, persons preparing payrolls or time reporting records shall not handle the related pay checks.
  6. Bank statements shall be reconciled promptly to the formal accounting records and the reconciliation reviewed and approved by the Chief Financial Officer.
  7. The number of bank accounts and inter-bank transfers shall be kept to a minimum.
- The following shall be adhered to when issuing checks:
    1. Checks shall not be issued to “cash” or “bearer”.
    2. Check signers will not sign blank checks.
    3. Records of void checks will be kept. When possible the actual void check will be stamped void and filed. When the actual check is not available and the check is for more than \$15, a stop payment will be issued.

#### **SECTION 4.0 - BUDGETS**

At the beginning of each fiscal year annual budgets will be prepared for the BIA Compact, Health Compact, Indirect Cost Pool, and any other grants that do not have approved budgets in the grant request. The budgets will be prepared by the chief financial officer with the help and input of program managers. Budgets will be reviewed and approved by the Tribal Council.

Approved budgets will be entered into the accounting system by fiscal staff so that actual to budget comparisons will be reflected on the Expenditure, Encumbrance, and Appropriations Report (EE&A Report).

#### **SECTION 5.0 - AUDITS**

An audit in accordance with U.S. generally accepted auditing standards, and the standards applicable to financial audits contained in Government Auditing Standards issued by the Comptroller General of the United States will be conducted once a year. These standards require that the audit be planned and performed to obtain reasonable assurance about whether the financial statements are free of material misstatement.

The audit will be performed in accordance with the Single Audit Act and will address compliance and internal control issues.

The Tribal Council will approve any changes in auditing firms hired to perform the audit.

## **SECTION 6.0 - PETTY CASH**

Whenever possible and practical, disbursements should be made by check from the bank account. When it does become necessary to make small miscellaneous cash expenditures they may be made from the “petty cash” fund.

The amount of the Petty Cash Fund should be a maximum of \$300.

Control and maintaining the Petty Cash Fund is the responsibility of the person to whom the Petty Cash Fund is issued.

The petty cash shall be kept in a locked box and in a locked drawer.

The total cash on hand plus the total of petty cash vouchers must equal the total fund at all times.

When the total cash on hand requires replenishment the following steps should be followed:

- Request replenishment of cash from the fiscal department.
- Provide a reconciliation of all cash spent to the fiscal department.
- Provide account numbers to be charged for expenditures.
- Include invoices or other documentation to support reconciliation.

## **SECTION 7.0 - BANK RECONCILIATIONS**

The Karuk Tribe shall maintain one checking account for general fund purposes. All cash receipts and disbursements for all funds will flow through this account. At the end of each month, all general ledger cash balances shall be reconciled to the bank statement. Additional bank accounts such as certificates of deposit may also be used by the Tribe. These bank accounts will also be reconciled to the general ledger on a monthly basis.

- Bank statements and cancelled checks will be picked up at the bank by an authorized employee.
- Reconcile deposits recorded on the bank statement to the cash receipts recorded in the cash receipts journal. Trace any deposit-in-transit from the prior month’s reconciliation to the bank statement and indicate the date these deposits were credited to the bank.
- Any deposits not clearing the bank statement will represent deposits-in-transit on the current month’s reconciliation. Deposits which have not cleared the bank within a week of the date deposited should be brought to the attention of the management.
- Take the prior month’s reconciliation and match the cancelled checks against those listed as outstanding. Any checks still outstanding should be listed on the current month’s outstanding check list.
- Compare each cancelled check with the entry in the cash disbursements journal as to:
  1. Date
  2. Payee

3. Number

4. Amount

- And place a check mark by the entry. Those entries not checked off will make up the current month's outstanding check list. Checks outstanding for a period of more than sixty (60) days should be brought to the attention of the management.
- Note any other transaction appearing on the bank statement which will be recorded on the books by journal entry. For example:

1. Returned checks

2. Bank service charge

3. Wire transfer of funds

4. Stop payment checks

- Reconcile the monthly bank statement to the balance shown in the general ledger account for cash on deposit. Since the balance in the general ledger account for cash on deposit controls the accuracy of the books, it is essential that the figure be reconciled with the balances shown by the bank statement.

#### **SECTION 8.0 - CASH RECEIPTS**

There is a relatively high risk associated with transactions involving cash. Thus a strong system of internal accounting control is required. The following policies are to be adopted and followed:

- Monies must be properly safeguarded and appropriately recorded.
- Access to monies must be limited to as few employees as possible.
- Record cash received as soon as possible.
- Cash received must be deposited intact and on a timely basis.

Cash usually comes from the following sources:

- Grant/contract funds received from the grantor/contractor
- Medical Billing Receipts
- Senior Citizen Nutrition Program Receipts
- People Center Gift Shop Sales
- Other Miscellaneous Cash Receipts

Each time one of these sources of cash is received a written record must be made. The receipt for cash shall have three copies, with the original going to the person making the payment. One of the copies will be filed in the cash receipts journal and the other will remain in the cash receipts book.

Miscellaneous cash receipts shall show the source, amount and nature of the cash received. Cash receipts shall be summarized in a cash receipts journal.

The cash receipts journal shall have the following information:

- Date of receipt of the cash
- Source from which received
- Total amount received
- Account number to be credited for the receipt

Accounts receivable balances will be reviewed periodically and adjusted for bad debts at least once a year.

#### Section 8.1 – Yreka & Orleans Clinic Cash Receipts

The clinic staff person responsible for accepting cash receipts will be responsible for keeping it in a locked place (lockbox) that is not easily accessed by other staff members.

Each day the Orleans and Yreka clinics shall fax a transaction sheet to the fiscal department in Happy Camp. The sheet shall contain the following information:

- Cash receipt number
- Name of person making the payment
- Amount

Clinic cash receipts will be sent daily in a locked bank bag to the fiscal department in Happy Camp.

Clinic cash receipts will be verified by two clinic staff members before the locked bank bag is given to the courier.

The courier will deliver the locked bank bag to the cash receipt clerk in the fiscal department.

When the locked bank bag is received by the cash receipt fiscal clerk, they will verify that the cash in the bag matches the faxed cash receipt sheet.

Any discrepancies will be reported immediately to the Chief Financial Officer.

All other cash receipt rules of section 8.0 apply.

#### **SECTION 9.0 - CONTRACT / GRANT MANAGEMENT**

Each grant will be accounted for separately. Karuk Tribal Staff will comply with all terms and conditions of contracts and grants. Expenditures will be charged to a particular grant only if allowable to that grant.

Contract compliance is the responsibility of the Program Manager. Contract compliance will be monitored by the Director of Administrative Programs and Compliance.

Departmental proposals for contract/ grant funded programs and projects will be prepared with the knowledge and participation of staff involved in the administration of the proposed program or whose time has been committed as match to the project.

Prior to submission to the Tribal Council, the Requestor is required to submit a copy of the proposal with a completed "Request for Tribal Council Authorization to Submit Proposal to Funding Source" (Authorization to Submit) to the Chief Financial Officer (Finance) and Director of Administrative Programs and Compliance (Compliance). See sample form A-10.

All grants or contracts that are proposed as pass thru to other Tribal entities will be accompanied with a certification that the entities governing board has reviewed and approved the application. All grant/ contract "Request for Tribal Council Authorization to Submit" forms will have that pass thru entities director's signature, indicating that the director has had the opportunity to review and approve the pass through application. (See Authorization to Submit form line - Other).

Grants and contracts that are proposed to be funded directly to Karuk Tribal entities and are not proposed to be passed through the Tribe are exempt from the review by Compliance and Fiscal but are required to obtain their Board's approval for submission. Tribal entities may request a voluntary review that will be done in accordance with the process as described in this policy.

Grant and contract proposals are reviewed in the order by which they are received. All grant or contract proposals must be reviewed and submitted to Council at minimum 7 calendar days prior to request for approval. Compliance and Finance Departments require at least two days to review applications prior to submission to Council.

At times Directors receive very short notice for proposals. If this occurs Directors/Grant Writers are to notify the Director of Administrative Programs & Compliance and Chief Financial Officer immediately as to when they expect to have their proposals completed and ready for review. Reasonable requests will be accommodated on a case by case basis.

All new grant/ contract applications (including those that are continuation of funding for existing programs) will require Council approval. All applications will require Council Resolution for submission. Three (3) original resolutions are required to be submitted for signature. One signed original resolution is for the funder, if required, one to the Director of Administrative Programs & Compliance with a copy of the completed application and the third to the Self Governance Coordinator.

Copies of all approved proposals for contract/grant-funded programs and projects will be filed with the Director of Administrative Programs and Compliance prior to submission to funding agency. In all cases the applicant entity will be the "Karuk Tribe, Post Office Box 1016, Happy Camp CA 96039". The authorizing official will be the Tribal Chairman or another member of the Executive Council. All Contract/ grant award notifications will be directed to the Tribal Chairman.

When notice is received that the application has been selected for award, all pre award documents (contracts/ agreements/ certifications) will be processed by the Director of Administrative Programs and Compliance. All signatures will be collected by the Director of Administrative Programs and Compliance. Any additional narrative or programmatic information requested by the funder prior to execution of the award will be the responsibility of the grant writer.

Prior to incurring any costs against an award – all budgetary information will be submitted to the Director of Administrative Programs and Compliance for approval and forwarded to the Fiscal Department staff for entry into the accounting system. No expenditures will be coded to any line item that has not been appropriated. There will be no exceptions.

Departmental requests to move contract/ grant funds from one budget line item to another are to be requested by submitting “Request for Modification” form and will require that department Directors signature. See sample form A-11.

### **9.1 Internal Audit/Self Monitoring Procedure**

The Director of Administrative Programs & Compliance will oversee the audit/ self monitoring procedure. Annually each Tribal program (excluding health) that provides services based upon eligibility determinations will be scheduled a date for review by the Controller for the purpose of conducting an internal audit and to review contract compliance procedures including contract/ grant applications and administration, professional services contracts, match documentation requirements, and will receive updated forms if applicable.

All client/ participant files prepared or maintained during the twelve (12) months prior to the review will be audited. It will be determined if the program has followed policies, procedures and statutory requirements for eligibility and the payment or distribution of benefits from that program.

Program directors will be required to provide the Controller copies of that programs policies, procedures and requirements one (1) week prior to the review. A report will be prepared within ten (10) working days after the completion of the review and copies will be forwarded to the program director and their supervisor.

If a program is found to be non compliant to Tribal or program policies, procedures or requirements, a corrective action plan will be initiated. This corrective action plan will be prepared with the participation of the program director, their supervisor and the Controller. A copy of the report and corrective action plan will be forwarded to the office of the Director of Administrative Programs & Compliance and Chief Financial Officer.

The corrective action plan will include a list of the internal audit findings, strategies for the correction of these findings and a time line for the completion. The time line for completion of the tasks in the corrective action plan will be no less than five (5) working days and no longer than two (2) months from the date of the corrective action plan, depending upon the severity of the issues and the potential impact to that programs continuation.

The program director will be responsible for correcting the deficiencies found in the review. The Director of Administrative Programs and Compliance will review the status of the corrective action plan at the end of the established time line. Program Directors that fail to correct non compliance issues by that dead line will be subject to disciplinary action.

Many Tribal Department Directors do not operate programs that include the determination of eligibility or the distribution of benefits. These Program Directors will meet with the Director of Administrative Programs and Compliance on an annual basis to review Contract Compliance Procedures including Contract/ Grant applications and administration, professional services contracts, match documentation requirements, and will receive updated forms if applicable.

## **9.2 Memorandums of Agreement/ Memorandums of Understanding Procedures**

Memorandum of Understandings (MOU)/ Memorandums of Agreements (MOA)/ Agreements:

Departmental requests for MOU's , MOA's, or agreements will be prepared in cooperation with the Self Governance Coordinator and the Director of Administrative Programs & Compliance All agreements are required to include Council and responsible staff in the planning process. All MOU's, MOA's and agreements must receive Council approval.

Prior to submission to the Tribal Council for approval. Requestors are required to have the draft MOU, MOA, or agreement reviewed by the Self Governance Coordinator and Director of Administrative Programs and Compliance, as well as any other staff member responsible for the implementation of responsibilities in the agreement. A copy of the draft agreement is to be submitted to the Self Governance Director and Director of Administrative Programs and Compliance for review. This pre-approval process will be verified by the completion of the "Request for Contract/ MOU/ MOA/ Agreement" form. The process is as follows:

- Complete your Request for Contract/MOA/ MOU/ Agreement form. See sample form A-12.
- Attach draft agreement to form.
- Present the completed form and agreement to the Self Governance Coordinator and the Director of Administrative Programs & Compliance. If either the Self Governance Coordinator or the Director of Administrative Programs & Compliance is unavailable, the second review and signature will be obtained from either the Chairman or Vice Chairman. Upon approval for submission, the Compliance Department will assign a number.
- Present the approval form and agreement to the Tribal Council for approval.
- After approval and signature of Tribal Chairman, forward one original to the Director of Administrative Programs & Compliance and one copy to the Self Governance Coordinator.

All requests will have their reviews completed and submitted to Council at minimum 7 calendar days prior to request for approval. .

All Memorandums of Agreement or Memorandums of Understanding will be signed by the Chairman or if unavailable, another Executive Council Member.

## **9.3 Draw Downs**

Draw downs will be done according to grant guidelines provided by the funding agency. While some grants may be drawn down in advance, many will be drawn down on a reimbursement basis.

If a federal grant is drawn down in advance, the draw down will be done so that cash-on-hand is kept at the minimum amount needed for disbursements to be made immediately or within 10 days unless a different amount is specifically allowed by the grant.

## **9.4 Resolutions**

Three (3) original resolutions are required to be submitted for Council approval and the Tribal Chairman's signature. The first page of each resolution shall be on Tribal letterhead. Directors and Grant Writers are required to use the current approved resolution template. The three (3) original signed resolutions are to be distributed to the following:

- Self Governance Coordinator
- Director of Administrative Programs & Compliance (for grant and contracts ONLY)
- Funder (for contracts and grants ONLY)

If funding agency does not require a resolution to be submitted with application, third original resolution will stay on file with Program Director.

## **SECTION 10.0 - PROCUREMENT**

All purchases must be reasonable and allowable. Please see definition of reasonable and allowable in definition section. To ensure that appropriate expenditures are in keeping with budgetary constraints and/or donor wishes, the following procedures will be adhered to:

Annually a budget for financial control of the agency will be developed by the Tribal Council, Program Directors, Self Governance Coordinator, Director of Administrative Programs & Compliance, and Chief Financial Officer. This budget will serve as a guideline for annual expenditures for all operating expenses.

All purchases within the approved budget line items are classified as follows:

- Routine and recurring purchases – Purchases under this category include monthly payments for rent, telephone, utilities, insurance, etc. It is not necessary for the finance department to obtain a directors signature each month for these routine purchases.
- Special program purchases – Program purchases include project expenditures such as supplies and training. Program director approval is required for this type of purchase.
- Travel Claims – Refer to the Karuk Tribe’s Personnel Policy and Travel Manuals for policies and procedures regarding travel.
- Equipment – Purchases of equipment requires the following approval levels:
  1. \$0 to \$5,000 – Requires approval of the director of the program. Although documented bids are not required, directors are responsible to ensure that the lowest price possible is being obtained.
  2. \$5,000 and over – Requires three documented bids, and requires council approval. In some instances, three bids may not be attainable. These instances will be decided on a case by case basis.

The following procedures apply to purchase orders:

- Purchase orders shall be pre-numbered.
- Purchase orders shall be issued by accounts payable personnel and authorized by a program director.
- Purchase orders will be entered into the financial software to reflect encumbrances.
- When invoices are received they will be compared to purchase orders. Related encumbrances will be removed when invoice is paid.

## **10.1 Procurement and Approval of Professional Service Contracts and Construction Contracts:**

### Application:

This Policy applies to all contracts for the procurement of Independent Contractor Agreements and construction services entered into by the Tribe. It shall apply to every expenditure of funds by the Tribe for consultant or construction services. Nothing in the policy shall prevent the Tribe from complying with the terms and conditions of any grant, contract, gift or bequest that is otherwise consistent with law. The term "procurement," as used in this policy, includes both contracts and change orders for construction or service, contract amendments.

All contracts, amendments, and change orders are to be in writing, clearly specifying the desired supplies, services, or construction, and are supported by sufficient documentation regarding the history of the procurement, including as a minimum the method of procurement chosen, the selection of the contract type, the rationale for selecting or rejecting offers, and the basis for the contract price.

### **Procurement Procedure for Contracts:**

#### Small purchase procedures.

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies or other property that do not cost more than the simplified acquisition threshold fixed at **USC 403(11) (currently set at \$100,000)**. If small purchase procedures are used, price or rate quotations shall be solicited from a minimum of three qualified sources. [\\$150,000, 41 U.S.C. 1908](#)

#### Procurement by sealed bids (formal advertising):

Bids are publicly solicited and a firm- fixed- price contract (lump sum or unit price) is awarded to the responsible, responsive bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. For example, the sealed bid method is the preferred method for procuring construction.

An independent cost estimate is prepared before solicitation issuance and is appropriately safeguarded for each procurement above the small purchase limitation, and a cost or price analysis is conducted of the responses received for all procurement.

Contracts shall be awarded based on competitive sealed bidding if the following conditions are present:

- A complete, adequate and realistic specification or purchase description is available,
- Two or more responsible bidders are willing and able; to compete effectively for the work,
- The procurement lends itself to a firm fixed price contract, and
- The selection of the successful bidder can be made principally on the basis of price.

#### Solicitation and receipt of Bids:

An invitation for bids shall be issued including specifications and all contractual terms and conditions applicable to the procurement. Public notice is given of at least ten days before a solicitation is issued,

responses to such notice are honored to the maximum extent practical, a minimum of thirty days for main construction contracts and fifteen days for other contracts is provided for preparation and submission of bids or proposals, and notice of contract awards is made available to the public,

- The invitation for bids shall state the time and place for the receipt of bids and the public bid opening. Any amendments to the invitation shall be in writing, and within seven days of the bid opening. All bids received shall be time-stamped and stored in a secure place until bid opening. A bidder may withdraw its bid at any time prior to bid opening.
- The invitation for bids will include any specifications and pertinent attachments and will define the items or services in order for the bidder to properly respond.
- Bid Opening. Bids shall be opened publicly and in the presence of at least one witness. An abstract of bids shall be recorded and the bids shall be available for public inspection.

Contract Award will be made if there are sufficient unencumbered funds available to cover the anticipated cost of each procurement. Contract award is made to the responsive and responsible bidder offering the lowest price, consistent with Indian preference requirements, or contract award is made to the offeror whose proposal offers the greatest value to the Tribe, considering price, technical and other factors as specified in the solicitation, including Indian preference; unsuccessful firms are notified within ten days after contract award. If equal low bids are received, award shall be made by drawing lots.

#### Mistakes in bids:

- Correction or withdrawal of inadvertently erroneous bids may be permitted before bid opening by written notice received in the office designated for receipt of bids.
- After bid opening, corrections in bids shall be permitted only if the bidder can show by clear and convincing evidence that a mistake of non-judgmental character was made, the nature of the mistake, and the bid price actually intended. This will be determined by the Contracting Officer and documented in writing on the procurement form which will be subject to review and approval by the Director of Administrative Programs & Compliance and Chief Financial Officer.
- A low bidder alleging a non-judgmental mistake may be permitted to withdraw its bid if the mistake is clearly evident on the face of the bid document but the intended bid is unclear or the bidder submits convincing evidence that a mistake was made.
- All decisions to allow correction or withdrawal of bid mistakes shall be supported by a written determination signed by the Contracting Officer. After bid opening, no changes in bid price or other provision of bids prejudicial to the interest of the Tribe or fair competition shall be permitted.

#### Rebidding Process:

In the case that no bids that are received that are within the budget for the project, or no responsive, responsible bidders have submitted bids, or any other situation occurred to cause the Tribe's contracting official to reject all bids, the project will be re-advertised for a minimum of 5 working days.

### Change orders:

Change orders will be issued if there are sufficient unencumbered funds available to cover the anticipated cost of each change order. Change orders that are for additional work not included in the original scope of work are subject to the same cost analysis or bid process as the original project. Change orders for work that is unanticipated and caused by circumstances that were not obvious to the Tribe's contracting official, architect or contractor during the development of the projects original scope of work will be considered on a case by case basis. A written justification will be required for any proposed change order. As with any contract work, work performed under change orders will be inspected and accepted before payment, and payment will be made within 10 days for contract work performed and accepted by the Tribe.

### **Purchases of \$5,000-\$100,000:**

Obtaining Quotes: The Tribe's contracting official shall solicit price quotations by phone, fax, letter or in person to allow a reasonable number of competitive sources. When soliciting quotations, the Tribe shall inform the sources solicited of the specific item being procured, the time by which quotations must be submitted, and the information required to be submitted with each quotation. The Tribe shall obtain written quotations by the due date. The names, addresses, and/or telephone numbers of the bidders and persons contacted, and the date and amount of each quotation shall be recorded and maintained as public record. See fiscal document- Procurement Documentation.

Competition: The Tribe shall attempt to obtain quotes from a minimum of three qualified sources and document the procurement file with justification whenever it has been unable to obtain at least three quotes. Solicitation of fewer than three sources is acceptable if the Tribe has attempted to obtain at least three quotes. A sole quotation received may be accepted only in emergencies threatening public health and safety or by approval of the Tribal Council on a case by case basis with documented justification.

### Award:

- Award based on price: For small purchases awarded based on price and fixed specifications the Tribe shall make award to a qualified contractor.
- Award based on factors other than price: For small-purchases to be awarded based on factors other than price, a formal solicitation shall be issued, including evaluation factors and a rating system to evaluate each proposal or quotation. The solicitation shall identify all evaluation factors, including price. Award shall be made in accordance with the stated rating system.

### Competitive Proposals-Request for Proposals (RFP):

Conditions for using competitive proposals may be used if there is an adequate method of evaluating technical proposals and where the Tribe determines that conditions are not appropriate for the use of sealed bidding. An adequate number of qualified sources shall be solicited.

- Solicitation. A mechanism for fairly and thoroughly evaluating the technical and price proposals shall be established, understood and agreed to before the solicitation is issued. Proposals shall be handled to prevent disclosure of the number of bidders, identity of the bidders, and the contents of their proposal.
- Evaluation Factors. The RFP shall clearly identify evaluation factors, including the weight given to each factor. The proposals shall be evaluated only on the criteria stated in the request for proposals.

- Negotiations. If negotiations are deemed necessary, they shall be conducted with bidders who submit proposals determined to have a reasonable chance of being selected, based on evaluation against factors specified in the RFP. Such bidders shall be given fair and equal treatment with respect to any opportunity for negotiation and revision of proposals. The purpose of negotiations shall be to seek clarification of deficiencies in technical and price aspects of proposals and to assure full understanding of and conformance to the solicitation requirements. No bidder shall be provided information about any other bidder's proposal, be assisted in correcting deficiencies, or be directed to reduce their proposed prices to be considered for an award. A common deadline shall be established for receipt of proposal revisions based on negotiations.
- Award. After evaluation of revisions, the contract shall be awarded to the most responsible firm whose qualifications, price and other factors are considered, are the most advantageous to the Tribe, provided that the price is within the maximum total contract price established for the specific project. The Tribe may accept a sole proposal received, if the Tribe determines that the delays caused by re-solicitation would cause higher costs, or where the Tribe determines the proposal has a fair and reasonable price.

Non-Competitive Proposals (Sole Source):

Conditions for use: Procurement by noncompetitive proposals may be used only when the award of a contract is not feasible using small purchase procedures, sealed bids, or competitive proposals, and one of the following applies:

- An emergency exists that seriously threatens the public health, welfare, or safety, or endangers property, or would otherwise cause serious injury to the Tribe (flood, earthquake, epidemic, riot, equipment failure, etc). In such cases, there must be an immediate and serious need for supplies, services, or construction such that the need cannot be met through any other procurement methods, and the emergency procurement shall be limited to those supplies, services, or construction necessary to meet the emergency, or
- Only one source of supply is available, and is so certified in writing; or
- After solicitation of a number of sources, competition is determined inadequate, or
- The funding agency specifically authorized the use of the supplier/ contractor or the use of noncompetitive proposals.
- Scope of work is unique and the deliverable(s) require specialized skills or qualifications.
- It is not reasonable or cost effective to seek a contractor from outside the area.

Justification: Each procurement based on noncompetitive proposals shall be supported by a written justification for using such procedures. The justification shall be approved in writing by the Chief Financial Officer and the Director of Administrative Programs & Compliance.

Price Reasonableness: The reasonableness of the price for all procurement based on noncompetitive proposals shall be determined by performing a cost analysis.

### Cost and Price Analysis:

A cost analysis shall be performed for all procurement actions, including change orders or amendments.

### Cancellation of Solicitations:

An invitation for bid, request for proposal or other solicitation may be canceled before the bids are due if the Tribe no longer requires the services or construction, can no longer reasonably expect to fund the procurement, or a proposed amendment to the solicitation would change the scope of work or cost so much that a new solicitation would be advantageous to the Tribe.

All bids or proposals that have already been received may be rejected if the services or construction are no longer required, ambiguous or inadequate specifications were part of the solicitation. If prices exceed available funds, or if there is reason to believe that bids or proposals may not have been independently arrived at in open competition, or there is suspected collusion between parties, or bids were submitted in bad faith, the Tribe may elect to cancel the solicitation.

The reasons for cancellation shall be documented in the procurement file and the reasons for cancellation and/or rejection shall be provided upon request to any bidder who solicited the project, provided that confidential information such as budget or personnel information is not disclosed.

A notice of cancellation shall be sent to all bidders who were solicited and, if appropriate, shall explain that they will be given an opportunity to compete on any re-solicitation or future procurement of similar items.

Single Bid. If only one bid is received and the price is unreasonable, the Tribe shall cancel the solicitation and either re-solicit using a request for proposals, or complete the procurement by using the competitive proposal method, or by using the noncompetitive proposals method, provided it is determined in writing that such action is appropriate, all bidders are informed of the Tribe's intent to negotiate, and each responsible bidder is given a reasonable opportunity to negotiate.

### Contractor Qualifications and Duties

Procurement shall be conducted only with responsible contractors who have the technical and financial competence to perform the job. Before awarding a contract, the Tribe's contracting officer shall review the proposed contractor's ability to perform the contract successfully by verifying that the contractor meets or exceeds basic requirements that include but are not limited to the following: has a current contractor's license, liability insurance, bonding, that the contractor is not on the debarred list, past performance on projects of a similar scope and size, reasonableness of schedule, has legitimate business references, and a record of past compliance with public policy. If a prospective contractor is found to be non-responsible, a written determination shall be prepared that will be included in the contract file, and the prospective contractor shall be advised of the reasons for the determination.

### Suspension and Debarment:

Contracts shall not be awarded to debarred, suspended or ineligible contractors and subcontractors. Please refer to website <http://epls.arnet.gov> for information regarding debarred or suspended contractors.

[www.sam.gov](http://www.sam.gov), System for Award Management

### Collusion:

Contractors and subcontractors are prohibited from engaging in collusive activities. Collusive activities may include but are not limited to obtaining information that gives one contractor an advantage over another for purposes of gaining a contract. Any contractor who the Tribe has found to be engaged in collusive activity will be considered ineligible for the contract and any bid received will not be considered. The decision to reject the bid will be documented in the procurement file and may be used as justification for the denial of an award for any or all future contracts.

### Appeals:

It is the Tribe's policy to resolve all contractual issues informally at the Tribe level, without litigation. Any actual or prospective contractor may protest the solicitation or award of a contract for serious violations of the principles of this policy. Any protest against a solicitation must be received before the due date of receipt of bids or proposals, and any protest against the award of a contract must be received within ten calendar days after contract award, or the protest will not be considered. All bid protests for reasons other than Indian Preference issues shall be in writing, submitted to the Tribe's Director of Administrative Programs & Compliance, who shall investigate the matter and issue a written decision on the matter within 10 working days. The Tribe's contracting official may suspend the procurement pending resolution of the protest, if warranted by the facts presented.

### Assistance to Small and Other Businesses:

Notwithstanding the Indian Preference Policy, the Tribe shall make efforts to ensure that small businesses and individuals located in or owned substantially by persons residing in the area of a Tribal project are used when possible. A small business is defined as a business which is, independently owned, not dominant in its field of operation, and is not an affiliate or subsidiary of a business dominant in its field of operation.

### Indian Preference Requirements:

In order to apply a fair, financially responsible application of Native American Preference to the award of contracts for the Karuk Tribe, the following policy shall be observed.

To the greatest extent feasible, and in accordance with grant or contract agreements legal requirements, preference shall be given to Indian owned economic enterprises in the award of all contracts. Preference will be provided in accordance with the Karuk Tribe TERO for business that are 51% Indian owned and Indian controlled. "Indian-owned Economic Enterprise or Native American owned "means any Indian-owned commercial, industrial, or business activity established or organized for the purpose of profit, provided that such Indian ownership shall constitute not less than 51% of the enterprise, and that ownership shall encompass active operation and control of the enterprise. Any contractor claiming Indian preference shall complete and submit, with his bid, the form entitled "Statement of Qualifications, Alaska Native or Indian Owned Enterprise" (which can be obtained by contacting the Karuk TERO Department).

Where Indian preference is determined not to be applicable, the Tribe shall document to procurement file with the basis for its findings. Indian preference applies not only on-site, but also to contracts with firms that operate outside the area.

Eligibility:

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. If the Tribe or its prime contractor determines an applicant ineligible for Indian preference, they shall notify the applicant in writing before contract award.

Prior to the advertisement of the request for proposals/qualifications and the application of this policy to any contract award, Tribal Staff are required to consult their grant terms and conditions for any restrictions to the application of this Indian Preference policy. Appropriate and clearly stated Indian Preference language must be included in the Request for Proposal/Qualifications unless such preference is not allowed by the terms and conditions of the grant award.

A maximum of one percent (1%) of the low bid shall be calculated and applied as an allowance for awarding contracts that are either below \$50,000 or are for purposes other than construction, modernization and rehabilitation to Native American and Tribal Member owned and controlled businesses. For contracts for construction, modernization and rehabilitation whose budget exceeds \$50,000, a maximum of three percent (3%) of the low bid shall be calculated and applied as an allowance for awarding the contract to other Native American bidders. However, a maximum of 5% of the low bid shall be calculated and applied as an allowance for Karuk Tribal Member bidders. The total amount of the contract with the Native American owned or Karuk Tribal Member owned firm must be within the approved budget. Award may only be made to the lowest responsive bid for a qualified Indian owned bidder or other bidder provided that a justification for the basis of rejecting the lowest bid is documented.

Examples of bidding situations:

Karuk Tribal Member/ Native American Bidders –All Professional Services Contracts for Non Construction and Construction Projects Less than \$50,000:

Budget for project is	\$50,000.
Non Indian Bid:	\$40,000
Native American/ Karuk Bid:	\$40,360

1% of low bid is \$400, Indian owned/ Karuk bid is \$360 over or within the allowance and under budget, award contract to Indian owned firm.

Native American Bidders- Construction Over \$50,000 :

Budget for project is	\$100,000.
Non Indian Bid:	\$97,000
Native American Bid:	\$99,000

3% of low bid is \$2,910, Native American bid is \$2,000 over the low bid , and within the allowance and under budget, award contract to Native American owned firm.

Karuk Tribal Member Bidder- Construction Over \$50,000:

Budget for project is:	\$100,000
Non Indian Bid:	\$90,000
Karuk Tribal Member Bid	\$91,950

5% of low bid is \$4,500, Karuk Tribal Member bid is \$1,950 over and within the allowance and under budget, award contract to Karuk Tribal Member owned firm.

Non Native Bidder Construction Award Over \$50,000:

Budget for project is:	\$100,000
Non Indian Bid:	\$90,000
Karuk Tribal Member Bid	\$95,000

5% of low bid is \$4,500, Karuk Tribal Member bid is \$5,000 over and although they are not over the budget, they are not within the 5% allowance, so you will award contract to Non Indian owned firm.

Solicitations (Request for Proposals):

Solicitations shall include a statement of the applicability of Indian preference to the solicitation. Including:

- Any applicable locally improved preference requirements properly enacted by the tribal governing body and adopted by the Tribe,
- Information as to whether the Tribe maintains lists of Indian-owned economic enterprises, or individuals, which are available to contractors for use in meeting Indian preference responsibilities,
- A requirement that bidders provide a statement describing how they will provide Indian preference in subcontracting, training and employment, including the number or percentage of Indians to be employed and trained,
- The Tribes description of the information to be submitted on Indian preference,
- The factors the Tribe will use in judging the adequacy of the Indian preference information submitted,
- A statement that failure to submit the required Indian preference statements on subcontracting, training, and employment shall be grounds for rejection of the offer,
- A requirement that each contractor and subcontractor submit a certification and supporting evidence to the Tribe whenever it is not feasible to provide Indian preference in subcontracting.
- A requirement that bidders submit a list of core crew employees with their bid, as defined in the Indian Preference Act and/or TERO Ordinance, and that contractors and subcontractors are required to provide preference to the greatest extent feasible by hiring qualified Indians in all positions other than core crew positions.

Solicitations, contracts, and subcontracts shall include the following:

- The clause prescribed in the Indian Preference Act and/or TERO Ordinance in connection with the development or operation of Tribe projects,
- The grounds for termination of a contract or the imposition of penalties for improper subcontracting or false certification as to subcontracting with Indian preference.

Monitoring and Remedies:

The Karuk Tribe TERO shall monitor the implementation of Indian preference in its contracts, subcontracts, training and employment, and take appropriate remedial action to ensure compliance.

## **Approval Procedure:**

All vendor and professional services contracts over \$2,000, excluding Education Department Tutoring contracts, require council approval. Contracts for projects will be prepared with the knowledge and participation of staff members who will be involved in the administration or implementation of the contract. The process for submitting vendor or professional services contracts requests for Council approval is as follows:

- After bid process has ended, complete your procurement documentation form to submit with Request for Contract form. The procurement form must be approved by the Chief Financial Officer and Director of Administrative Programs & Compliance. If either is unavailable, the Chairman or Vice Chairman's signature will serve as the alternate. See sample form A-12.
- Complete the attached Request for Contract form and attach contract and procurement form to it. See sample form A-13.
- Present the draft contract and Request for Contract form to staff members who may have responsibilities, administrative or otherwise, in the administration of the contracts Scope of Work.
- All contracts that include the cooperation of Karuk entities will be accompanied by a certification that the entities governing board has had a chance to review and approve the activity. An authorized signature on the request for contract form or copy of meeting minutes from the entity is sufficient evidence that this process has been completed.
- Present the packet with the Request for Contract Form, Contract and Procurement Document to the, Director of Administrative Programs and Compliance and Tribal Employment Rights Office (TERO) for approval. The Director of Administrative Programs and Compliance will assign a contract number.
- Present the contract packet to the Tribal Council at least seven days prior to request for approval.
- Request Council approval. Phone votes are not advisable.
- Forward one fully executed original contract and supporting documentation to the Director of Administrative Programs and Compliance within 10 working days.

The procurement documentation for all contracts must be complete. The presentation that a contract is to be awarded as a "sole source provider" is strongly discouraged. Evidence that the contractor has been determined to be a true sole source provider is required, and if not provided will be the basis for rejection of the request for contract

## **Approval Process for Contracts below \$2,000 Limit:**

The approval process for contracts below the \$2,000 limit is the same as for other contracts as described in the previous section with the exception of the following:

- Contracts will not be required to go to the Tribal Council for formal vote, instead after being reviewed by the Compliance and TERO departments and assigned a contract number, they will be submitted by the Director of Administrative Programs & Compliance to one of the Executive Council

Members for final approval. Executive Council member is defined in the Definitions section of this policy.

- After an Executive Council member has approved the contract the two original signed copies will be returned to the staff member responsible for obtaining the contractors signature.

### **SECTION 11.0 - CASH DISBURSEMENTS**

Unused checks shall be stored in the locked file room located in the finance department.

A W-9 form will be completed for each new vendor used. See sample form A-14. No payments will be made to new vendors without W-9 information. New vendors will be reviewed to make sure that they have not been “debarred” or “suspended” by the federal government.

Original supporting documentation for expenditures must be reviewed and approved prior to payment. Payment for purchases, and obligations made from grant funds shall be made only by check. No check shall be written unless there is documentary proof that the service or merchandise has been received and is satisfactory.

When a check is written, the purpose for the payment shall be stated in the related paperwork. All checks will be signed by two council members. The bill, invoice, or proof that the service or merchandise has been received shall be clearly marked “Paid,” and a second copy of the check stapled to it to prevent duplicate payment. The paid bill shall then be filed in a vendor file in alphabetical order for future reference.

The check is recorded in the cash disbursement journal and posted to the general ledger when issued. The cash disbursement journal shall show the following information:

- Check number
- To whom written
- Date written
- Amount of check
- A distribution of the expense accounts affected

### **SECTION 12.0 - CREDIT CARDS**

Please refer to the Travel and Vehicle Use Policy Manual for details regarding the Tribe’s use of credit cards policy.

### **SECTION 13.0 -TRAVEL**

Please refer to the Travel and Vehicle Use Policy Manual for details regarding the Tribe’s travel policies.

### **SECTION 14.0 - PAYROLL**

Please refer to the personnel policy manual for more details regarding payroll, benefits, and other employment issues. The following information summarizes the payroll process, but does not address all of the personnel issues discussed in the Personnel Policy Manual.

When an individual is hired by the Karuk Tribe, they are required to complete the following forms:

- Personnel Information Sheet – See sample form A-1.
- Notify In Case of Emergency – See sample form A-2.
- Check Distribution Form – See sample form A-3.
- W-4 Exemption Information - See sample form A-4.
- I-9 Eligibility to Work Verification – See sample form A-5.

In addition to the information provided by the new employee the supervisor is required to provide the payroll person the following information:

- Notice of Appointment – See sample form A-6.
- Information regarding any special agreements or arrangements made with the new employee.

The normal pay periods for employees shall be biweekly. Pay checks will be issued no later than 5:00 p.m. the Friday following the close of the pay period. At the end of each pay period the following steps shall be performed:

- Each nonexempt employee shall prepare a time distribution record. This time record covers the prior two week pay period. See sample form A-7.
- Time records shall be signed by the employee and their supervisor
- Time records shall reflect any annual leave, sick leave, holidays, or other absence from work. Request for leave forms shall be turned in with time records. See sample form A-8. Records shall be maintained showing current accrued vacation and sick leave.
- The time records will be examined by the person processing payroll and any discrepancies will be cleared up with employee's supervisor.
- Computer files will be updated for status changes, garnishments, and other items that affect payroll.
- Individual wages shall be charged to the correct funding sources.
- The person processing payroll shall balance time sheets with payroll reports.
- The person processing payroll shall make sure proper authorization for deductions are on file.
- Payroll calculations shall be reviewed by a fiscal department employee other than the person preparing the original calculation prior to payment.
- Payroll checks shall be signed by two authorized council members.
- Payroll reports shall be printed and filed after processing a payroll.

- Payroll tax deposits and fringe benefit payroll deductions shall be paid to the appropriate agencies in a timely manner.

A Personnel Action Notice must be completed by the supervisor and appropriate approvals must be obtained whenever there is a change in an employee's employment status. Changes in employment status include raises, termination, and changes in fund being charged. See sample form A-9. Personal Action Notice's shall be submitted by the due date for timecards for pay period in which the change becomes effective.

Overtime will be paid to nonexempt employees when more than 40 hours are worked in one week. Exempt employees are not eligible to receive overtime pay.

When it comes to overtime calculations, each workweek stands alone.

### **SECTION 15.0 - JOURNAL ENTRIES**

Journal entries are made to accounts to record information not posted to the general ledger through the payroll, accounts receivable, or accounts payable systems.

The following steps will be followed when recording a journal entry to the general ledger:

- A journal voucher form will be utilized for entry of a journal entry into the general ledger. See sample form A-16.
- All necessary documentation will be attached. Where no documents exist, appropriate reference will suffice.
- After a journal entry is entered into the system a journal voucher edit list will be printed and reviewed for accuracy.
- The journal voucher edit list shall be reviewed to verify that it is correct. After verification it will be posted to the general ledger.

### **SECTION 16.0 - GENERAL LEDGER**

Information from payroll, cash receipts, cash disbursements, as well as journal entry information will be recorded and posted to the general ledger. The general ledger reflects account balances and the results of activities for a given fiscal period by fund.

### **SECTION 17.0 - YEAR END ACCRUALS**

At the end of each fiscal year it is important to make sure that revenue and expenses are recorded into the correct year.

Payroll shall be prorated so that payroll expenses are charged to the year in which the employee actually worked.

Invoices for items received or services rendered in the prior fiscal year but paid for in the current fiscal year shall be accrued at year end so that the financial statements reflected the expense in the correct fiscal year.

Third party revenue shall be accrued so that the revenue is recognized in the year when the services were provided.

## **SECTION 18.0 - FIXED ASSETS**

Purchases of fixed assets will be made from funds designated for this purpose.

Disposal of fixed assets requires council approval.

Disposals of fixed assets valued at more than \$5,000 require the approval of the funding agency that paid for the asset.

A record shall be maintained for each fixed assets costing \$5000 or more and for all computer equipment and vehicles. The record shall include the following:

- Description of the property, new or used
- Date of acquisition
- Location of the property
- Serial Number, Vehicle Identification Number, or other identifying number, if applicable
- Acquisition cost or assigned value
- General condition of the property

The total amount shown on this record shall agree with the amount shown in the Equipment Accounts.

A physical inventory shall be taken and reconciled with the subsidiary ledger at least once every five years. The fiscal department shall be responsible for maintaining the fixed asset list. They will record acquisitions, disposals, and transfers. The fiscal department will also be responsible for preparing fixed asset financial reports, such as:

- Schedule of General Fixed Assets.
- Schedule of changes in General Fixed Assets
- Proprietary fund schedules of property and equipment.

## **SECTION 19.0 - INDIRECT COST PROPOSAL**

An Indirect Cost Proposal will be prepared and submitted to the Department of the Interior on an annual basis. The Indirect Cost Proposal will be prepared in accordance with federal guidelines including **Circular A-87**. [OMB "Super Circular"](#)

The Tribal Council will approve the submission of the Indirect Cost Proposal before it is mailed. They will also approve the final negotiated rate before it is signed for acceptance.

## **SECTION 20.0 - MATCHING**

In cases where matching funds are required, it is the responsibility of the program director to insure that adequate matching funds are secured. It is also the program manager's responsibility to make sure that the matching funds meet the guidelines called for in the award documents such as none federal matching requirements.

## **SECTION 21.0 - ELIGIBILITY**

Many of our programs and grants require that individuals who receive goods or services meet certain eligibility requirements. It is the responsibility of the individual program directors to document eligibility before providing services. Although the Director of Administrative Programs and Compliance will monitor compliance, it is not the responsibility of the fiscal department to determine eligibility.

## **SECTION 22.0 - FINANCIAL SOFTWARE**

It is important that the Karuk Tribe use financial software designed for use by a governmental organization. Currently the Tribe uses MicroFund. MicroFund is software designed specifically for governmental accounting.

Security of written and electronic fiscal records will be maintained by the fiscal staff and the information technology staff.

## **SECTION 23.0 - ISHPOOK LEASING**

Equipment purchased with government dollars cannot be used to provide “services for a fee”. Therefore assets purchased by the Tribe for Ishpook Leasing to hire out must be purchased with discretionary funds.

All invoicing for Ishpook Leasing will be prepared and mailed by the fiscal department. The invoices will be prepared from information provided to the fiscal department by the Ishpook Leasing Supervisor.

All time spent by employees working on Ishpook Leasing will be carefully documented so that the time is properly charged to Ishpook Leasing and not to indirect.

It is the responsibility of the Ishpook Leasing Supervisor to review all jobs before accepting them to make sure that we are not hauling hazardous waste or other contaminated materials. It is also the Ishpook Leasing supervisor’s responsibility to make sure that all applicable laws are followed when performing a job. This includes making sure that all drivers have the proper licenses and that they are covered by our insurance.

## **SECTION 24.0 – LOANS**

Loans made to individuals from the Tribe’s discretionary funds will be approved by a majority vote of the Council and will be charged 10% interest amortized over the life of the loan.

### **24.1 Delinquent Debts**

Tribal members and others who owe delinquent debts to the Tribe, or any of its entities, for any amounts shall not be eligible for assistance, including but not limited to LIHEAP, General Assistance, Childcare, Education, etc.

This exclusion does not apply to medical benefits allowable under the Indian Health Service, but may apply to certain medical benefits under third party for non-emergent or elective medical or dental services or substance abuse program treatment and services, including the AAIR program.

## **SECTION 25.0 – HEALTH PROGRAM BILLING POLICIES**

### **25.1 Patient Billing and Posting**

- a. Fees for uninsured Native Americans are written off as direct care services.
- b. All billing information is verified at the time of each visit.
- c. Billing information is entered into the RPMS system by the Data Entry Clerk.
- d. Bills are sent to third party payers within thirty days of date of service.

- e. Private pay bills are sent within thirty days of date of service.
- f. Secondary payers are billed upon receipt of payment from the primary payer with an explanation of benefits (EOB) describing the uncovered service.

### **25.2 Accounts Receivable**

- a. All payments are processed by the Fiscal Office.
- b. Records of payments are forwarded from the Fiscal Office to the Accounts Receivable Clerks.
- c. Payments are posted by the Accounts Receivable Clerks.
- d. Aging reports are generated monthly and reviewed by the Executive Director.
- e. The Executive Director meets monthly with the Health Board and reviews the status of Third Party revenues.
- f. The Executive Director and Health Board will determine uncollectible accounts and approve write-offs of these accounts on an ongoing basis.

### **25.3 Expenditure of Third Party Revenues**

- a. All collected Third Party revenues are budgeted for use in the Karuk Tribal Health Program.
- b. Draft Budgets are created by the Executive Director in conjunction with the Chief Financial Officer and Health Department Managers.
- c. Draft budgets are presented annually to the Health Board for approval.

### **25.4 Collection Process**

- a. A collection agency will be recommended to the Tribal Council by the Business Office Manager and Chief Financial Officer. A contract with the recommended collection agency will be drafted and reviewed by the Director of Administrative Programs and Compliance and the Tribal Council. Tribal Council must approve the contract with the collection agency prior to submitting any claims to the agency.
- b. Accounts receivable over 90 days old will be reviewed by the Business Office Manager who will determine which accounts will be turned over to the collection agency.

### **25.5 Bad Debt Write Off**

- a. Accounts receivable older than one year will be reviewed by the Business Office Manager who will draft a list of recommended bad debt write offs. The list may also include accounts receivables for bankrupt or deceased individuals and debts less than one year old that are subject to third party payer rules which do not allow billing after a certain period of time. The list will provide information regarding the history of each potential bad debt.
- b. The Business Office Manager will review the list with the Chief Financial Officer.
- c. The reviewed list will be presented to the Tribal Council for approval.
- d. A copy of the minutes reflecting the Tribal Council approval to write off bad debts will be forwarded to the billing office to use for backup when removing bad debts from the accounts receivable balance.
- e. The billing office will file bad debt backup so that information may be reviewed by management and/or auditors.
- f. When non-beneficiary patients have not had any activity on their account for more than one year and are written off as bad debt, a bright colored copy of the patients' bad debt statement shall be placed in the front of the patients chart at the clinic. A bad debt notation will be placed on page 8 of the patient registration in the RPMS system. If the patient returns for care in the future, the receptionist will have the patient call the billing

department accounts receivable clerk to set up a payment plan and sign a payment contract for the old debt.

### **25.6 Small Balance Suspension**

- a. Non-beneficiary patients with a balance of less than \$2.50 shall be mailed one statement. If there is no payment received, statement mailing shall be suspended until such time as the balance owed equals more than \$2.50.

### **25.7 Write Off for Native Americans and Employees**

After insurance and other 3<sup>rd</sup> party sources have been billed, there are no charges to Native Americans and Tribal Employees who use the Tribe's direct care facilities. Thus, amounts not collected from 3<sup>rd</sup> party sources will be written off. No authorization from the Tribal Council is necessary to remove these balances.

## **SECTION 26.0 – SPENDING POLICY**

### **26.1 General Fund**

The Karuk Tribe receives revenue from the Revenue Sharing Trust Fund, interest, and other sources for use in the General Fund. The fund will expend those resources on multiple purposes of the Tribal government. The intention of this spending policy is to comply with GASB 54 and to identify the expenditure order of resource categories for the General Fund. Resources will be categorized according to Generally Accepted Accounting Principles (GAAP) for Tribal governments.

When both restricted and unrestricted resources are available in the General Fund, the following spending policy will apply:

- 1<sup>st</sup> Nonspendable
- 2<sup>nd</sup> Restricted
- 3<sup>rd</sup> Committed
- 4<sup>th</sup> Assigned
- 5<sup>th</sup> Unassigned

The Tribal Council has the authority to express assignments in the General Fund.

### **26.2 Special Revenue Funds**

The Karuk Tribe receives revenue from the Federal and State governments, Foundations, and other sources for use in Special Revenue Funds. Special Revenue Funds will expend those resources on the specific purpose of the fund. The intention of this spending policy is to comply with GASB 54 and to identify the expenditure order of resource categories for all Special Revenue Funds. Resources will be categorized according to Generally Accepted Accounting Principles (GAAP) for Tribal governments.

When both restricted and unrestricted resources are available in a Special Revenue Fund, the following spending policy will apply:

- 1<sup>st</sup> Restricted
- 2<sup>nd</sup> Committed
- 3<sup>rd</sup> Assigned

The Tribal Council has the authority to express assignments in Special Revenue Funds. When they approve applying for a grant, they commit to spend the funds according to the grant agreement.

**Addendum to Fiscal Policy**  
**Code of Conduct**

No employee, officer or agent of the Karuk Tribe or any sub grantee shall participate in selection or in the award or administration of a contract or grant if a conflict of interest, real or apparent is involved. A conflict would arise when:

- (1) The employee, officer or agent,
- (2) Any member of his/ her immediate family,
- (3) His or her partner, or
- (4) An organization which employs, or is about to employ, any of the above, has a financial interest in the firm selected for the award. The grantee's or sub grantee's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to sub agreements

Any employee, officer or agent of the Karuk Tribe who is aware that a conflict of interest may exist is required to immediately and fully disclose the nature of the relationship to the Tribal Council so as a determination can be made as to whether an actual or potential conflict exists and if so, what remedies can be taken to correct the situation.

Any employee, officer or agent of the Karuk Tribe who is found to be in violation of this policy is subject to disciplinary action and/ or termination of their employment and possible civil or criminal penalties.

**CERTIFICATION**

I, the Vice Chairman, hereby certify the foregoing addendum to the fiscal policy which was approved at a meeting on the May 4, 2005, was duly adopted by a vote of  5  AYES,   NOES,  0 ,  0  ABSTAIN, and said policy has not been rescinded or amended in any way. The Tribal Council is comprised of  9  members of which  5  voted.

\_\_\_\_\_  
Leaf G. Hillman, Vice Chairman

\_\_\_\_\_  
Date

# **TERO Directors' Report – November 2014**

## **Workforce Protection Act & Hiring Policy**

We needed to postpone the November 19<sup>th</sup> meeting with the Tribal Council and are looking forward to the rescheduled meeting date of December 29<sup>th</sup> at 2 pm at the Headway Building.

## **TERO/Construction Projects**

We have one TERO referred worker at the Yreka Wellness project. I was told they would need concrete workers next but the latest information is that the contractor will be subbing out that job instead of doing it themselves. I sent the contractor a TERO compliance plan for the sub to fill out to determine the labor that will be needed for that part of the project.

Another TERO referral is working on a Caltrans project in Orleans. This has been a very frustrating process. The Caltrans contractor is a union outfit and we were not able to assert our "right to work" jurisdiction on the project so our TERO referral had to join a union to be able to work. There has been a real lack of communication on the part of Caltrans, the contractor and the subcontractor so I have had many conversations at each level. A meeting has been scheduled on November 19<sup>th</sup> at the Yurok Tribe that will include Caltrans to discuss the concerns we have about the union requirements and other issues that both the Yurok TERO and Karuk TERO has experienced. I will be happy to update the Council on this situation at the Council meeting on the 20<sup>th</sup>.

I attended the mandatory walk through for the home construction projects in Orleans housing.

## **Tribal Member Training**

I have not been able to schedule the "Application, Resume and Interview" training for this month so I will try for next month. I have a plan to be able to pull it off.

## **Tribal Member Business**

I have been working with a tribal member to get a business established. We met with KCDC to determine if there is a way to make it happen. He will be following up with his business plan and a presentation to the KCDC board if needed.

TERO has a couple of tribal member owned businesses that are seeking Karuk Indian owned business certification but we have held off on certifying businesses until the WPA is implemented as it prescribes the process for certification. We need to review the process before we can certify.

## **Casino Project**

I have an email to the union rep to find out the plan for a job fair and another communication to the developer for some information so that TERO can be of best service to the project. I spoke with two tribal members who appeared to be qualified to submit their information for

the owner representation RFP. It is exciting to speak with various tribal members who call to inquire about jobs on our casino project. The Chairman's message and the TERO blurb in the last tribal newsletter generated a lot of inquiries. Yootva to James and the newsletter editor for getting that information printed.

## **CHILD CARE**

### **Child Care National**

The Child Care and Development Block Grant (CCDBG) was voted for cloture in the Senate today (11/13/14) and is slated for a final vote in the Senate on November 17. It is expected to pass with bipartisan support and will implement new requirements for the child care program. Due to the efforts of the National Indian Child Care Association (NICCA) there are a few new provisions that will benefit tribes. It is a great success story for NICCA. The federal Office of Child Care has held off on implementing new regulations to see what will be passed in the Senate bill (S. 1086) and now that it is expected to pass OCC will be reworking their new regulations. There is a lot to stay in tune with.

### **Child Care State**

I recently attended the Tribal Child Care Association of California (TCCAC) meeting and the Tribal/Federal/State roundtable meeting at Smith River who hosted. It was an important meeting that set a precedent for the state and federal staff to travel outside of their offices to our tribal meeting. The Director of the CDE Early Education and Support Division (Debbie McMannis) was very amenable and happy to meet with us. She has demonstrated a true willingness to work with Tribes in CA. Our state association is proving to be very beneficial and instrumental in getting the feds and state to sit at the table with us. One issue that was discussed was state licensing on tribal lands. Most tribal child care centers on tribal lands do not get state licensed due to jurisdictional concerns and state monitoring. If a child care center is not licensed by the state they are not eligible for funding through state CCDF funding and this is where tribes are missing out on additional resources for children. We talked about tribes licensing their own centers and having the state recognize our licensing so that tribes could be eligible for state funding. The Director of the Early Education and Support Division stated it may be just an "interpretation" issue and that she would look into it. This has been a problem for a long time.

The next meeting is scheduled for December 4<sup>th</sup> at the Pala Tribe in San Diego and I have already stated I would not be able to attend.

As Co-Chair of TCCAC we have committed to attending as many TCCAC meetings as possible. I plan on attending the first Annual TCCAC meeting January 7, 8 and 9<sup>th</sup> in Sacramento. I will also be part of the planning committee for our first ever annual meeting.

### Child Care Local

I conducted a home visit at the home of a KTHA housing resident and there were a few things that came to mind while there. I understand that KTHA has rules for businesses in the KTHA community but for child care concerns there is not much guidance for informal child care. State law (title 22) requires a home who is watching more than one family to become licensed and the child care program has adopted the state law. There is no jurisdiction for the state in our housing communities but at the same time there is no guidance for residents to become a business or become tribally licensed if they are caring for multiple children. I would like to take a good look at this to see if there is something the tribe can do to ensure children are healthy and safe while in any care where tribal child care funds are involved.

I was contacted by a tribal member living in Orleans who is considering getting their home licensed by the state to be able to provide licensed care in Orleans. I have pledged resources and any assistance we can offer to be able to have a licensed healthy, safe and culturally appropriate place for children in Orleans!

I am working on the end of the year report for the child care program. It is due at the end of December.

Respectfully Submitted,

Dion Wood

Erin Hillman, Director  
Report for Council Meeting – Happy Camp  
November 20, 2014

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**Employee Yreka Computer Center:**

Scott Nelson resigned his position with the Yreka Computer Center on October 23<sup>rd</sup>. I then asked Jeff McAllister, back in the community, to step in temporarily per what the KTHA hiring policy allows for a temporary hire. The job has been flown and there is a LOT of interest in this position from several promising applicants. Dion and I have scheduled these interviews for Friday, November 21<sup>st</sup>.

In the meantime, Jeff and Elaine Randolph (Tribal Member, hired as the new Tutor) have modified the schedule a bit to make the hours more consistent. They are trying out opening the Center on Saturday to see if there is interest.

**Eviction Ordinance Workgroup-**

Due to the quarterly meeting in November and a personnel related matter that the Housing Board has scheduled the same day, it was necessary to reschedule the Eviction Ordinance Workgroup meeting. I sent the notice out that the preferred date is December 3<sup>rd</sup> in Yreka, 10 am to 2 pm.

**Community Meetings:**

Community meetings are being held in Happy Camp on November 17<sup>th</sup>, and in Yreka on December 3<sup>rd</sup>. Each meeting starts at 5:00 pm so that residents may be able to attend if they work.

**Human Resources:**

Sara did her annual analysis of our health coverage renewal, by switching to a comparable Affordable Care Act Plan, staying with the same carrier with better coverage (less out of pocket expenses), she was able to save the Housing Authority \$32,396.52 annually. She is gathering property and auto insurance quotes for the FY 2015.

Sara coordinated two trainings this last month, Employee Background Investigation and Adjudication Training (attended by Tribal Staff), and Electrical (Advanced Hands On Maintenance Training)

**Operations:**

Ann continues to focus on developing the Tenant Relations Department. She has met with her staff regularly these past few months and each meeting focuses on areas of concern. She has streamlined the way that security reports are communicated to TRO's for action. She is working with Security to reduce the number of abandoned or non- resident vehicles in our communities. Issues such as drug activity, domestic violence continue to be a priority when encountered.

Ann recently completed the edits to Chapter Seven, Admissions and Occupancy Policy that have been requested by Board Members and Tribal Council. These changes were approved by the Board in October.

**Finance:**

I have been pulling finance duty while we are looking for a new CFO. I have been assisted by our Fee Accountant, recommended by Laura Mayton, who also works with KCDC, Kathy Arata Ward. I am extremely pleased with her work. All quarterly financial reports were filed on time. The Payroll taxes for our federal portion have to be adjusted for quarters 2 and 3. As costs are being investigated and moved to their correct categories, there will be adjusted reports filed. But for now, the reports have been submitted on time.

Employee deductions for voluntary life insurance were not taken from their checks. As a result, this will require our payroll clerk to have to take a large chunk all at once from their check. If an employee requests it, and if we can accommodate, we can split this up..

The contract to renew our contract with Kathy Arata Ward was approved at the November 10 meeting. We have found that the majority of housing staff salaries was miscoded. This has to be cleaned up or the general ledger reports will show that too much has been spent out of Administration, for one, and for other programs we will not know if the costs shown are accurate. Kathy is re-doing all bank and account reconciliations beginning from October 2013.

### Blue House:

Since the last quarterly meeting, our staff has offered the Blue House out for the second time. We offered several units in Yreka in the last few weeks.

### Comstock House:

I requested that Construction staff meet in my absence to come up with alternatives for the project since the third bid attempt did not result in any new bidders. Several options were presented to the Board for review. The Board was able to choose an option that they preferred. I will be asking April and Tanya for their approval to move forward with this recommendation.

### Tax Credit-

Danco has been rescheduled to do a presentation on their tax credit services at the December 4<sup>th</sup> quarterly meeting.

We hosted Lorna Fogg, from Vital Spirits at our office for a review of what her company can offer us for tax credit applications. Thank you to the Board members that was able to make it to this presentation. She did a good presentation, going over the program in detail similar to Travois. As you may know, her experience is with Travois where she was employed for several years.

Travois Conference. The conference is very informative, and they have had several sessions on New Market Tax Credits. Our proposal would go in for new homes. There are a lot of success stories that are being shared here New Market, new construction and rehab.

Washoe Tribe, that applied this last June in the second round, was denied due to the type of appraisal that they obtained, which was required for the rehabilitation project they were proposing. In a rehab project, the tribe must get an appraisal to obtain leveraging credits on the value of the property. As a result, Yurok Tribe, the only other Tribal applicant in that round, who scored less points, was awarded the Tax Credits.

The big story comes out of Bishop Paiute, who was approved for tax credits in the first round, the first tribe in California, for 11 million dollars. They had a change in the Tribal Council, had fired their Director of Housing and after much back and forth with the Investors and Travois, decided to give back the credits. They were not prepared for the project.

Nationally, many other tribes have done these projects successfully, but there have been disasters. I have been attending training, with Board members and Ann Escobar in order to be as informed as I can. I believe that, though this is a complicated program, it is a viable option for our Tribe.

### Computer Center continuation of Operations/ funding:

Karen and I worked out the budget numbers based on the participant count/ hours used by KTHA residents in each center. I cleared it with our auditor that we could use different strategies for calculating the level of funding for each, which helped us to contribute the higher amount for Orleans. The funding was approved by the Board of Commissioners for six months. Karen has stated that she will draft the MOA that will be approved in order to pass through the funding. It is by way of this agreement that we can require reports on activities in the center.

### Yreka Wellness Center:

Danco has been doing the grading on the site, working on the Wellness Center pad and parking areas. Compaction tests have been done. There are impacts to the schedule due to the rain.

### Yreka Maintenance Solar Project:

The solar panel project (model activity 2013) has been awarded and the project has started on November 5<sup>th</sup>.

### Second Avenue Single Family Homes:

The design of these one and two bedroom homes is under contract. There will be 4 two bedroom homes and 2 one bedroom homes. This site was originally identified for the FEMA trailers until they became cost prohibitive.

### Eight Home Site in Yreka:

The geotechnical report has been completed. Several utility lines have been exposed for the engineer; this needed to be done for the design phase. The engineer has submitted designs showing the placement of the homes and the driveways.

**Happy Camp Duplex:**

A large portion of the water line is completed. The sewer line installation has begun, but the completion is dependent on our weather. We have required that an engineer inspect and recommend a solution to the settling utility trench on lower Jacobs Way. We are monitoring this closely.

We have received three bids for the construction of the duplex units, and expect to award the contract in the first round on November 17<sup>th</sup>.

**Orleans-House fire and Wildfire Home fire:**

The mandatory site visit has been completed on November 3<sup>rd</sup> for each home. Four contractors attended, and the bid opening for both will be held on December 3<sup>rd</sup>.

**Applegate Home Replacement:**

This home replacement has been coming along well. It is approximately 85% complete. The homeowner may be in place by the end of November.

**Other Construction Projects:**

Other Projects in process are; two off site home rehabs (fee land), HIP construction, Construction project planning for Evans, Skyline and Red Cap. We are also having an engineer work on the water issue for the Lower Camp Creek home. We are waiting on his report; the site visit has been done. We are installing a wood stove in the Blue house, the HVAC system has been bid out for the second time, no bids.

**Maintenance Electrical Training:**

In October, all maintenance staff and Force Account Personnel attended an on-site electrical systems training. The training was provided free of charge from HUD. Our crews performed well, received positive comments from the instructor, and in all their reports communicated that they enjoyed and learned a lot from the training. A big thank you goes out to Sara for coordinating this training.

## KTHA Project Progress Photos



Indian Creek, HIP Home Replacement



Applegate Home Replacement



Duplex Site Work



Yreka Maintenance Solar Panels



Yreka Wellness Center



Orleans Lease Purchase



Orleans Fence



Orleans Fence

## **Emergency Preparedness Program**

**November 20rd 2014**

Please note information/activities are for the period of: 10/17/2014 through 11/13/2014.

### **Action Item(s):**

- Request approval to purchase" Five Daniels Z40508 VHF, Repeaters, one Daniels 30 Watt Link Radio and materials (see Attachments) for radio repeater system funded under the Tribal Homeland Security Grant.
- Request Council Approval of Travel Request for Rachel Lent to attend Emergency Management Institute Course EO313 Basic Hazus-MH. A program that uses GIS based tools for analyzing the social and economic impacts of natural disasters.

### **Emergency Management TF:**

- Drought conference calls and Task Force meetings are on going, they seem to be informational in scope.
- Drafted letter for a response to California Office of Emergency Services (Cal OES) for input on Tribal Consultation Policy and handed it to Jaclyn to review and edit for content then submit to Buster for signature and send to Cal OES.

### **Projects TF:**

- Set up Emergency Preparedness website.
- Work on updating Threat Hazard Identification Risk Assessment to refine Cyber Security Risks.
- Start working on updates for Emergency Operations Plan for annual update.
- Send out RFP for Two Tribal Emergency Operations and Management classes funded under ANA grant.

### **Projects RL:**

- Drought Toolkit distribution and follow up. Coordinated with Orleans-TANF Family Service Asst. Kristen King, Somes Bar- DNR Earl Crosby and Happy Camp-Senior Nutrition, Louie Tiraterra to provide distribution sites for the community to pick the Toolkits.
- WH Pacific Roads Inventory. Assisted in providing GIS data for the development of the Karuk Tribe Long Range Transportation Plan.
- Met with Josh Hillman from IT and Thom Fielden to develop the Karuk Tribes Emergency Preparedness Department web-page. This is an ANA Grant requirement.
- Made site visits to all of the Tribal buildings.in order to ground truth Fire Escape Rally Points that were recently added to ANA Emergency Escape Route Maps.

### **Meetings/Training Attended TF:**

- 10/20 sat in on Drought conference call for Inland and Coastal regions.
- 10/21 Met with Karen Derry to go over Safety plan (Emergency Operations Guide) for the Smoke Shop in Yreka.
- 10/22 Met with the Hoopa Drought Task force. They are facing similar issues as ours except they operate their water plant. Barry Jarvis was present and

stated that Orleans and Happy Camp projects are on the IHS priority list and for an upgraded water system with an addition tank for Orleans and an upgraded waste treatment system for Happy Camp, however the two Service Districts still need to obligate funds to pay for their share or secure grant funds that are available..

- 10/23 Attend Table Top Exercise (TTX) with Siskiyou County Public Health. We covered what would we do if patients with Ebola symptoms started showing up in our hospitals and clinics that may or may not meet the criteria for Ebola infections. Very informative on how the county or any of our (Tribal) clinics do not have the Protective equipment (PPE) to treat infected patients, mainly because the protocols keep changing.
- 10/24 Met with Laura O to go over some budget items.
- 10/29- Attend the Quarterly Inland Region Mutual Aid Resources Advisory Council meeting. Shared what we did over the summer on our response to the wildfire evacuations and health emergency.
- 10/30 Attended PL 280 workshop in Sacramento. I found it very informative and that many law enforcement agencies knew less about the law than I did however I did learn some background information on the law and why only a few states were chosen.
- 11/3 thru 11/5 Attended the Western Klamath Restoration Partnership (WKRP) Workshop. We toured some of the fire areas and discussed the resource damage and viewed areas with various fuels treatments that worked and didn't work and discussed how some fires under the right conditions will burn through area no matter how well a fuels treatment was done.
- 11/7 met with Dale to update the THIRA's (Threat Hazard Identification Risk Assessment) Cyber Threat portion of the document.
- 11/10 thru 11/14 attended E705 FEMA rants management class in Emmetsburg MD. The class was very informative and I feel a little more confident on writing the Office of Emergency Services into a Tribal Homeland Security Grant.

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- 10/17 Attended Public Information Officer Training in Eureka. This free, four hour training opportunity was very helpful in giving insight on getting the proper information out to the public during interviews.
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- 10/24 Completed online Trimble-GIS Basic Map Projection.
- 11/3 – 11/5 Participated in Western Klamath Restoration Partnership Program in a cooperative effort to continue developing project plans that are inclusive of multi-agency goals and perspectives, including reports and updates on current fuels reduction projects such as TRES prescribe burning accomplishments this fall. Also, a field trip into the recent Happy Camp Fire areas to examine different fuels treatment areas of what worked, what didn't work and why.

- 11/5 Attended monthly Humboldt County Drought Task Force meeting, via phone call
- 11/6 Attended Preseason Flood Coordination Meeting to get familiarized with resources available in the event of a flood in our area.

*Thomas N Fielden*  
*Emergency Preparedness*  
*Coordinator Karuk Tribe*  
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*Post Office Box 1016*  
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*Cell: (530) 643-6569*  
*Fax: (530) 493-5322*  
[\*tfielden@karuk.us\*](mailto:tfielden@karuk.us)



Rachel L. Lent  
GIS Resource Inventory Specialist  
Emergency Preparedness Department  
Karuk Tribe  
530-493-1600 Ext. 2029  
530-643-3628 (cell)



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Rachel L. Lent  
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**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

**Requestor:** Thomas Fielden

**Date:** November 6, 2014

**Dept/Program:** Emergency Preparedness

**Funding Source:** 502001

**Check One:**  Small Purchase (less than \$5,000)  Large Purchase (more than \$5,000)\*\*  
 Construction Contract  Other:   
 Independent Contractor Under \$2,000  
 Independent Contractor Over \$2,000\*\*

**\*\*Tribal Council approval is required for: all purchases exceeding \$5,000, all Agreements and all Contracts exceeding \$2,000.**

**Procurement #/Type:** \_\_\_\_\_  Three quotes  Sealed Bid  Competitive Proposal

COMPARATIVE SUMMARY (Minimum of Three Required)				
Company Name	Date	Price	Contact/Phone	Indian Y/N
The Sales Group	10/20/14	\$ 154,833.80	888-801-7253	no
Six Rivers Communications	9/10/14	\$ 117,300.00	707-443-4448	no

**Name of Selected Vendor:** Six Rivers Communications

**Basis:**  Lowest Price  Best Qualified Vendor  
 Superior Product/Service  Delivery Service Provided  
 Based on Annual Price Comparisons  
 Sole Source Provider (MUST Attach Detailed Justification) *\*written in grant*  
 Only Qualified Local Provider Due to Geographic Disadvantage

**Comments:** These are specialty items only available through qualified regional Codan Daniels distributors, I made multiple attempts to receive a 3rd quote but no other vendor responded.

**\*\* REQUIRED SIGNATURES \*\***

*\*\* By affixing your signature, you acknowledge that you have reviewed the attached documentation for presentation to Tribal Council.*

*Thomas Fielden*  
**Requestor**

11/06/14  
Date

*Laura Mayton*  
**\*\*Chief Financial Officer**

11-6-14  
Date

*Summi Okneid*  
**\*\*Director, Administrative Programs & Compliance**

11-6-14  
Date

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

Date

**Other**

Date

# The Sales Group

MANUFACTURERS REPRESENTATIVES

Michael Sage, CSP  
Sr VP - Partner  
1050 Harvest Circle  
Pleasanton, CA 94566  
888-801-7253

[mike@thesalesgroup.com](mailto:mike@thesalesgroup.com)  
[www.thesalesgroup.com](http://www.thesalesgroup.com)



Quote

Quote

Quote

Date: October 20, 2014

Factory: Codan Radio Communications/Daniels Electronics Ltd for:

KARUK TRIBE, Attention: Thomas Fielden, Happy Camp, CA

## QUOTATION SUMMARY

LN#	Stock Code	Stock Code Description	Qty	Extended Price	Discounted Extended Price
1	Z46411	30W VHF Drop 30W UHF Link	5	\$ 139,746.75	\$ 139,746.75
2	Z46412	Add to Site for Drop/Link	1	\$ 15,087.05	\$ 15,087.05

## QUOTE TOTAL

NET	\$ 154,833.80
OTHER	\$ 0.00
SHIPPING & HANDLING	\$ 0.00

## Quote Details:

LN#	CC	EC	Stock Code	Stock Code Description	Qty	Unit Price	Discount	Extended Price
			Z46411	30W VHF Drop 30W UHF Link				
1	H1		VT-4E150-00-800	TRANSMITTER, MT-4E, VHF136-174	5.00	\$1,978.35		\$9,891.75
2	H1		UT-4E450-00-800	TRANSMITTER, MT-4E, UHF406-470	5.00	\$1,978.35		\$9,891.75
3	H1		VR-4E150-00-000	RX, MT-4E, VHF136-174, CLASS B	5.00	\$2,129.60		\$10,648.00
4	H1		UR-4E420-00-000	RX, MT-4E, UHF406-430, CLASS B	5.00	\$2,462.35		\$12,311.75
5	H1		APP-FIRM01-W-XX	FIRMWARE,MT4E RX, DIGITAL UPG.	10.00	\$2,462.35		\$24,623.50
6	H1		APP-FIRM02-W-XX	FIRMWARE,MT4E TX, DIGITAL UPG.	10.00	\$3,194.40		\$31,944.00
7	H1		SR-39-1	SUBRACK/MOTHERBOARD,96 PIN+I/O	10.00	\$1,040.60		\$10,406.00
8	H1		SM-3-H0-014-00	SYSTEM REGULATOR,9-11 VDC,14HP	5.00	\$810.70		\$4,053.50
9	H1		SM-3-H0-R1N-00	SYSTEM REGULATOR,9-11VDC,1 RLY	5.00	\$1,476.20		\$7,381.00
10	H1		AMP-4-150-30-00	AMPLIFIER, MT-4,138-174MHz,30W	5.00	\$1,343.10		\$6,715.50
11	H1		AMP-4-410-30-00	AMPLIFIER/MT-4, 380-430MHz,30W	5.00	\$1,343.10		\$6,715.50
12	H1		CI-RC-4L-00	CONTROLLER, P25 REPEATER, 7HP	5.00	\$834.90		\$4,174.50
13	H1		CBL223-XXXXXXXX	CABLE/RF/RG223, GENERIC LENGTH	10.00	\$99.00		\$990.00

**SYSTEM TOTAL**

Quantity:	5.00
Unit Price:	\$27,949.35
Subtotal:	\$139,746.75
Discount:	
<b>TOTAL: (US)</b>	<b>\$139,746.75</b>

LN#	CC	EC	Stock Code	Stock Code Description	Qty	Unit Price	Discount	Extended Price
			Z46412	Add to Site for Drop/Link				
14	H1		UT-4E450-00-800	TRANSMITTER, MT-4E, UHF406-470	1.00	\$1,978.35		\$1,978.35
15	H1		UR-4E420-00-000	RX, MT-4E, UHF406-430, CLASS B	1.00	\$2,462.35		\$2,462.35
16	H1		APP-FIRM01-W-XX	FIRMWARE,MT4E RX, DIGITAL UPG.	1.00	\$2,462.35		\$2,462.35
17	H1		APP-FIRM02-W-XX	FIRMWARE,MT4E TX, DIGITAL UPG.	1.00	\$3,194.40		\$3,194.40
18	H1		SR-39-1	SUBRACK/MOTHERBOARD,96 PIN+I/O	1.00	\$1,040.60		\$1,040.60
19	H1		SM-3-H0-R1N-00	SYSTEM REGULATOR,9-11VDC,1 RLY	1.00	\$1,476.20		\$1,476.20
20	H1		AMP-4-410-30-00	AMPLIFIER/MT-4, 380-430MHz,30W	1.00	\$1,343.10		\$1,343.10
21	H1		CI-RC-4L-00	CONTROLLER, P25 REPEATER, 7HP	1.00	\$834.90		\$834.90
22	H1		CBL223-XXXXXXXX	CABLE/RF/RG223, GENERIC LENGTH	2.00	\$99.00		\$198.00
23	H1		CBLC46-12506025	CABLE,RJ45 PLUG-PLUG,8P0S,25CM	2.00	\$48.40		\$96.80

**SYSTEM TOTAL**

Quantity:	1.00
Unit Price:	\$15,087.05
Subtotal:	\$15,087.05
Discount:	
<b>TOTAL: (US)</b>	<b>\$15,087.05</b>

**Sales Tax has not been added  
Freight is prepaid FOB Destination  
Warranty: 3.0 years parts and labor**

**Quotation is good for 90 days.  
This quote is for equipment only. No installation is quoted.**

**Thank you for the opportunity to quote your system**

**MS**

**Mike Sage, Partner  
The Sales Group, Inc  
Manufacturer's Representative for Codan Radio/Daniels Electronics Ltd.**

# Six Rivers Communications

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

Customer: Karuk Tribe

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

Date: September 10, 2014

Tom, Here is the quote you requested for (5) P25 VHF Repeaters, with P25 UHF links. Also included is the UHF link section for existing Repeater at Orleans Mtn. This quote is to acquire the Codan(Daniels) Radios only.

Qty	Description	Unit Price	Total Price
5	Daniels Z40508 VHF, 30 Watt, P25 Repeaters, with UHF 30 Watt Link Radios. No Power Supplies. Assuming all sites are Solar	\$21,000.00	\$105,000.00
1	Daniels Z40509 UHF 30 Watt Link Radio. No Power Supply. For Orleans Site	\$12,000.00	\$12,000.00
	Material Sub Total		\$117,000.00
	Shipping		\$300.00
	Material Total		\$117,300.00

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

Sincerely,

Ray Daniels  
Owner

## Thomas Fielden

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**From:** Thomas Fielden  
**Sent:** Tuesday, October 21, 2014 10:35 AM  
**To:** 'sjstouf@aol.com'  
**Subject:** Quote Request

**Importance:** High

Greetings,

Can you please send me a quote for the following equipment:

5- Daniels Z40508 VHF, 30 Watt, P25 Repeaters, with UHF 30 Watt Link Radios. No Power Supplies. All sites are Solar

1-Daniels Z40509 UHF 30 Watt Link Radio. No Power Supplies. All sites are Solar

Best Regards,

*Thomas N Fielden  
Emergency Preparedness Coordinator  
Karuk Tribe Administrative Office  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-1600 Ext 2024  
Cell: (530) 643-6569  
Fax: (530) 493-1418*



DISCLAIMER: This message is intended for the sole use of the addressee, and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the addressee you are hereby notified that you may not use, copy, disclose, or distribute to anyone the message or any information contained in the message. If you have received this message in error, please immediately advise the sender by reply email and delete this message.

Please print only when necessary.

## Thomas Fielden

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**From:** Thomas Fielden  
**Sent:** Tuesday, October 21, 2014 10:31 AM  
**To:** 'steve@alster.com'  
**Subject:** Quote Request

**Importance:** High

Greetings,

Can you please send me a quote for the following equipment:

5- Daniels Z40508 VHF, 30 Watt, P25 Repeaters, with UHF 30 Watt Link Radios. No Power Supplies. All sites are Solar

1-Daniels Z40509 UHF 30 Watt Link Radio. No Power Supplies. All sites are Solar

Best Regards,

*Thomas N Fielden  
Emergency Preparedness Coordinator  
Karuk Tribe Administrative Office  
64236 Second Avenue  
Post Office Box 1016  
Happy Camp, CA 96039  
Phone: (530) 493-1600 Ext 2024  
Cell: (530) 643-6569  
Fax: (530) 493-1418*



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# EMERGENCY MANAGEMENT INSTITUTE

NATIONAL EMERGENCY TRAINING CENTER • EMMITSBURG, MD 21727



FEMA

## Course: E0313 Basic Hazus-MH

### Course Dates:

April 13-16, 2015

### Travel Dates:

April 12 and April 17, 2015

### Course Length:

This course is 4 days in length.

### Location:

Emergency Management Institute (EMI)  
National Emergency Training Center (NETC)  
Emmitsburg, Maryland

### Course Description:

This course offers a hands-on introduction to Hazus-MH, FEMA's GIS-based tool for analyzing the social and economic impacts from natural hazards including hurricanes, earthquakes and floods (riverine and coastal). Impact assessments for each hazard include shelter needs, short and long term economic losses, and debris estimations. Hazus-MH can also assess impacts on transportation and utilities, agricultural losses, and vehicle losses for selected hazards. Topics addressed in this course include overviews of building and population inventory components; options for describing the magnitude and extent of modeled hazards; loss estimation methodologies; and options for creating maps, tables, and reports that describe hazard impacts. Particular emphasis is given to exploring and interpreting the outputs that Hazus-MH can generate as well as discussing how that information can be applied to support emergency management needs and goals. All activities are based on Hazus-MH provided inputs.

### Course Goals:

Upon completion of this course, participants should be able to:

1. Learn the types of information that Hazus-MH can produce as well as how that information relates to emergency management.
2. Know how to navigate the Hazus-MH software user interface.
3. Develop a basic understanding of how Hazus generates information about exposure and losses related to flood, earthquake and hurricane hazards.

### Prerequisites:

Skills equivalent to those taught in E0190, ArcGIS for Emergency Managers.

### Continuing Education Units (CEU's):

EMI awards 2.8 CEUs for completion of this course.

### Target Audience:

Federal, state, local, and tribal specialists, researchers, insurance companies, utilities, and others who are involved with or interested in understanding the social and economic impacts associated with floods, hurricanes, or earthquakes.

### To Apply:

Complete a FEMA Form 119-25-1, General Admissions Application, with student signature and signature of supervisor or sponsoring agency official. Submit the application no later than 6 weeks prior to the start of the course. Mail, scan, or fax the application to:

# TRAINING OPPORTUNITY

No. 1105

Thursday, October 16, 2014



NETC Admissions Office (Room I-216)  
National Emergency Training Center  
16825 South Seton Avenue  
Emmitsburg, MD 21727-8998  
Phone: (301) 447-1035 Fax: (301) 447-1658  
Email: [netcadmissions@fema.dhs.gov](mailto:netcadmissions@fema.dhs.gov)

Scan the QR Code, or click the link to get information on how to apply for EMI courses:



<http://training.fema.gov/Apply/>

Note to RTMs and RPMs and STOs: The FEMA Form 119-25-1 must be received by NETC Admissions – **no later than March 2, 2015.**

### Application Review:

In order to be evaluated for admission into this course, block #16 on the application form must be completed. Please refer to the Target Audience section referenced above and indicate how you meet the requirements based upon your position and experience.

Upon acceptance into the course, NETC Admissions will mail out an Acceptance Letter/Welcome Package outlining travel information, NETC shuttle services, lodging and other logistics. Scan the QR Code, or click the link for a PDF copy of the NETC Welcome Package online:



[http://training.fema.gov/EMIWeb/downloads/NETC\\_Welcome\\_Package.pdf](http://training.fema.gov/EMIWeb/downloads/NETC_Welcome_Package.pdf)

Lodging is provided for course participants on the NETC campus. Participants staying overnight on campus are required to purchase a meal ticket for the duration of the training activity. Notify the NETC Transportation Office at least 2 weeks prior to the course date to reserve a seat. Call (301) 447-1048, ext. 1113, or email [FEMA-netc-housing@fema.dhs.gov](mailto:FEMA-netc-housing@fema.dhs.gov).

### Travel Authorizations:

PFT and CORE employees must ensure their travel authorization (TA) is completed through Concur Government Edition (CGE) Travel System for course offerings.

All Federal travelers must have an approved TA prior to travel. A copy of the TA must be presented upon arrival. No exceptions are made to the NETC policy.

### Notice to Applicants for EMI courses:

Individuals applying for EMI classes will be required to register using the FEMA Student Identification (SID) number. This number will be used in place of the Social Security Number (SSN) on your application form. **The SSN is no longer required.**

### How do I obtain my FEMA SID number?

- Step 1: To register, go to <https://cdp.dhs.gov/femasid>
- Step 2: Click on the “Need a FEMA SID” button on the right side of the screen.
- Step 3: Follow the instructions and provide the necessary information to create your account.
- Step 4: You will receive an email with your SID number. You should save this number in a secure location.

### What do I do with this new SID number I have been assigned?

The SID number is used in place of the SSN on your General Admissions Application (FEMA Form 119-25-1).

### EMI Point of Contact:

For additional information contact the course manager, Jordan T. Manos, P.E., S.E., PMP at (301) 447-1356 or by email at [Jordan.Manos@fema.dhs.gov](mailto:Jordan.Manos@fema.dhs.gov).

# TRAINING OPPORTUNITY



Emergency Management Institute

National Emergency Training Center, Emmitsburg, MD

Course: EO 313 Basic Hazus-MH

Estimation of costs;

\$40.00 / night X 5 = \$200.00

One week meal ticket \$125.00

Class tuition \$168.00

Round trip Air Fare \$1,300.00

Total \$1793.00

(FEMA Can reimburse the Tribe for cost)

Tribal Council Report  
KCDC – Karen Derry  
Economic Developer/Operations Manager

- Met with COS Superintendent/President Scotty Thomason, COS Board Member Alan Dyar, and Dr. Greg South, Vice-President of Instruction
- Called Siskiyou County Sheriff Office to arrange safety training for Amkuuf employees in the event of robbery, violence, etc.
- Searched, reviewed, and deciphered Americorps emails re: previous grant submission and comments/feedback/clarification
- Participated in conference call for 2015 Americorps grant application
- Met with Erin Hillman, Lester Alford, Eric Cutright re: computer center funding with additional meeting scheduled
- Met with WJ Strickland, Head Start Program Specialist, and Patty Brown re: Head Start
- Met with Bill Tripp re: CEDS progress
- Attended Tribal Council meeting in Yreka
- Reviewed year-end progress report for Naa Vurra YeeShiip grant
- Read Sovereignty and Nation-Building: The Development Challenge in Indian Country Today
- Fielded calls for partnership for 8a business and another for partnership for solar energy
- Read KCDC Charter and By-Laws (need updating)
- Completed draft RFP for septic and water line for bunk house in Orleans
- Attended Women in Business Leadership Conference in Yreka
- Conference call with Rocky Hollenbaugh, Jaun Pablo de Vicente, Inigo Estaban and Micah McCarty re: solar/renewable energy project

Action Items:

1. Workforce Developer Job Description (revised)
2. Clerical Assistant Job Description (new)

**Title:** Clerical Assistant  
**Reports To:** Chief Finance Officer  
**Location:** Karuk Community Development Corporation – Happy Camp  
**Salary:** \$10.00 per hour  
**Classification:** Part Time, Non Exempt, Entry Level

**Summary:** The Clerical Assistant, under direct supervision, will assist in a variety of clerical functions including but not limited to; filing, answering and directing phone calls, taking and delivering messages, photocopying, scanning and faxing documents, receiving, sorting and distributing incoming mail, checking and entering data, and assisting the fiscal and management staff.

**Responsibilities:**

1. Greet and direct visitors in a friendly and helpful manner.
2. Receive and route telephone calls, take accurate messages, and answer questions with an even temperament and good judgment.
3. Shall operate the postage meter and apply appropriate postage to outgoing mail and sort and distribute incoming mail.
4. Provide clerical support to finance and management department with photocopying, scanning and faxing documents, shredding, and filing, etc.
5. Assist with preparation of meeting packets for KCDC Board and Karuk Tribe Planning Meetings.
6. Assist the finance and management department with various duties including checking and entering data, invoicing, developing spread sheets, board meeting coordination, and other job related duties.
7. Willing to participate in various types of job skills training such as computer classes, office management, etc., if offered.
8. Shall be available for local and out of area travel as required for job related training and attend all required meetings and functions as requested.
9. Other job related duties as assigned by CFO or ED/OM.

**Qualifications:**

1. Demonstrated ability to work effectively with Native American people in culturally diverse environments.

2. Ability to manage time well and work under stressful conditions with an even temperament.
3. Ability to establish and maintain harmonious working relationships with other employees and the public.
4. Able to understand and follow oral and written instructions.

**Requirements:**

1. Minimum of 6-months fiscal or clerical experience.
2. Competency in Excel and Microsoft computer software.
3. Shall adhere to Karuk Tribe Confidentiality Policy.
4. Must successfully pass a pre-employment drug screening test and be willing to submit to a criminal background check.

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

**Karuk Tribe**  
**Council Report from Laura Mayton**  
**Meeting Date: November 20, 2014**

**ACTION ITEMS**

I do not have any action items at this time.

**FISCAL YEAR 2014 AUDIT**

Preparations for the Tribe's fiscal year 2014 audit continue. The fiscal department is working on a variety of year end items including reconciling accounts, accruing items, and closing out grants. I am working on year end items including updating the Tribe's fixed asset schedule and the Schedule of Expenditures for Federal Awards (SEFA).

Audit fieldwork is scheduled for the week on November 17<sup>th</sup> for KCDC. Fieldwork for the Karuk Tribe is scheduled for the week of January 26<sup>th</sup>, and KTHA fieldwork is scheduled for the week of February 2<sup>nd</sup>. This moves the date for completing fieldwork for all entities up by one month. Contracting with Kathy Arata-Ward at KCDC and KTHA has been very helpful in making them "audit ready".

**IHS CONTRACT SUPPORT COST CLAIM**

We have received a response to our September 18, 2014 letter to IHS. In a letter from Indian Health Services dated November 12, 2014, they offer the Karuk Tribe a settlement for our fiscal years 2006 thru 2010 contract support cost claims. Unfortunately, their offer is very low compared to our claim amount, and it appears to be arbitrary. I am in the process of writing a response which includes additional support for our claim amount and a request for a face to face meeting. I will also be contacting Mark LeBeau at CRIHB to ask for assistance in settling our claim. According to Jody Waddell and Michael Thom, CRIHB was very successful in settling their claims with IHS and has received funding to help Tribe's settle their claims.

**FINANCE TRAINING DATES**

Additional finance trainings will not be held until after audit field work. If employees need training before then, the fiscal department staff will conduct individual employee training as needed. Once audit fieldwork is complete, new trainings will be scheduled and will continue to be rotated between Yreka, Happy Camp, and Orleans.

**BROADBAND PROJECT**

Although we have received on partial reimbursement from the Rural Utilities Commission for costs associated with the broadband project, costs continue to add up. We need to find a way to obtain reimbursed in a more complete and timely manner.

### **CASINO PROJECT**

Financing for the Casino project continues to be a work in progress. Dennis Whittlesey is moving forward with the Arbitration process for the County IGA. Weekly Casino meetings continue to take place every Friday. It will be very helpful to put a Tribal Owner's Representative in place as soon as possible.

### **KCDC INDIRECT COST PROPOSALS**

KCDC's fiscal year 2014 indirect cost proposal is currently being reviewed by the Department of the Interior and should result in an agreement very soon. Once it is finalized, I will work with Deanna to help her complete the fiscal year 2015 indirect cost proposal.

## Position Description

**Title:** Workforce Development Coordinator

**Reports to:** Karuk Community Development Corporation Board of Directors  
KCDC Economic Developer/Operations Manager

**Location:** Happy Camp Community Computer Center

**Salary:** \$50,000 to \$60,000, DOE - \$30,000 - \$40,000 DOE

**Summary:** Under supervision, develops and oversees workforce development and training, collaborate client services in the areas of employment counseling, client needs assessment, vocational evaluation, employment preparation, and training, referral to community resources and support services, program eligibility, and/or job development/placement; and performs related duties as required.

**Classification:** Full Time, Regular, Non-Exempt

### Responsibilities:

- ~~1. Identifies other supporting workforce entities to help facilitate job opportunities, job related certificates, training, skills and employability.~~
1. Open and close the Computer Center and provide for the general cleanliness of the Center. Report maintenance problems as they occur. Enforce procedures for the use of the computers and other equipment, supplies, materials, software, hardware and peripherals. Address problems with students or community members who do not follow established procedures or who exhibit inappropriate behavior, language, and web sites.
- ~~2. Promotes training opportunities, recruit participants, assess and provide training needs.~~
2. Maintain records of activities, classes, and training opportunities occurring at the Computer Center. Develop and prepare monthly reports for supervisor and KCDC Board of Directors.
- ~~3. Assists college ready participants with applications for admissions/financial aid; provide basic skills training for non-ready or refer to adult school.~~
3. Support and coordinate with Tribal TANF Program and TERO to provide job related training and workshops, assist clients with job searches, resumes and employment applications, letters of inquire, and interview techniques.
- ~~4. Schedules workshops, conduct job searches, prepare resumes and employment applications, letters of inquiry, and learn employment interviewing techniques.~~
4. Assist clients with access to GED or high school diploma opportunities, technical vocation courses, online computer skills, secondary education and distance learning opportunities including applications for admissions and/or financial aid.
- ~~5. Schedules and facilitates family budgeting and finance workshops that include: budgeting, checking and savings and investment planning. Homeownership planning including: loans, establishing credit.~~
5. Identify and coordinate with other supporting workforce entities to help facilitate job opportunities, job related certificates and training, job skills and employability for community members.

- ~~6. Provides classroom instruction and workshops in small business management entrepreneurship, business plans, feasibility and marketing plans and Federal Contracting.~~
6. Coordinate with Karuk Community Loan Fund and other financial institutions to provide financial workshops that may include family budgeting, how to manage and maintain checking and savings accounts, establishing credit, and investing.
- ~~7. Assists prospective workforce with access to GED High School Diploma, Technical Vocation Courses, and Online Computer Skills, Secondary Education and Distance Learning opportunities.~~
7. Network and collaborate with tribal, county, state, and federal organizations as well as private businesses that promote employment and self-sufficiency.
- ~~8. Supports Tribal Employment Rights Office (TERO) agendas to increase their capacity to assist Tribal members with finding opportunities for training and job building skills for local public and/or private sector employment.~~
8. Available for local and out-of-area travel as required for job related training; shall attend all required staffing, meetings, and functions as requested; available to work or coordinate coverage at the Center for weekends and evenings as needed.
- ~~9. Provides workforce job search, interview and resume development.~~
9. Must be professional, polite, and maintain a priority system for accepting other job related duties as assigned.
- ~~10. Develops cooperative working relationships with workforce entities, including but not limited to U.S. Forest Service, Karuk Tribe, Tribal TANF, Tribal TERO, and Tribal Education Program.~~
- ~~11. Networks and collaborates with federal and state organizations and private businesses that promote economic development and employment.~~
- ~~12. Maintains confidential records of client performance and provides statistical reports to the ANA Director on achievements, obstacles encountered, recommended remediation, and possible program improvements.~~
- ~~13. Monitors clients for inappropriate behavior, language and web sites.~~
- ~~14. Attends orientation, staff development, and staff meetings.~~
- ~~15. Assists or provides classes and training as needed.~~
- ~~16. Assists in scheduling and coordinating access to Community Computer Center by diverse groups and individuals for a variety of employment and education related activities (e.g., unrestricted access periods for youth, adults, parent/child pairs and the broader community).~~
- ~~17. Is available to work or have coverage for weekends and evenings when needed.~~
- ~~18. Assists in the creation of attractive and eye-catching flyers for coming events and classes.~~
- ~~19. Is available for local and out of the area travel as required for job related training. Shall attend all required meetings and functions as requested~~
20. Is polite and maintains a priority system in accepting other position related job duties as assigned.

### Qualifications:

- ~~1. Ability to work effectively with Native American people in culturally diverse environments.~~
1. Ability to work effectively with tribal and community members from culturally diverse backgrounds and to establish and maintain harmonious working relationships with tribal, community members and other employees.
2. Ability to manage time well and work on multiple tasks under performance deadlines.
3. ~~Ability to establish and maintain harmonious working relationships with participants, other employees and the public.~~
3. Ability to facilitate a class, motivate participants, and maintain confidentiality.
4. ~~Ability to motivate learning in an educational setting; ability to maintain confidentiality.~~

### Requirements:

1. ~~Must have a bachelor's degree from an accredited four year college and two years of professional student services experience, or equivalent combination of education and experience. Masters of Science in Education preferred.~~
1. Degree from an accredited college or 2-years student service experience and/or 2-years workforce development experience
2. ~~Demonstrated ability to understand American Indian perspectives and establish excellent rapport with American Indian clients.~~
2. Excellent organizational skills; ability to work independently; ability to coordinate and/or perform multiple tasks; demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone conversations.
3. ~~Excellent organizational skills; ability to work independently. Must be able to coordinate and/or perform multiple tasks of a complex nature requiring discerning judgment.~~
3. Excellent computer skills; previous experience with online, videoconferencing, and other technology-mediated instructional methods.
4. Tact, discretion, and capacity to inspire cooperation and confidence among students.
5. ~~Demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone communications.~~
6. ~~Knowledge of negotiation based communication methods and conflict resolution practices.~~
7. ~~Excellent computer skills; previous experience with online, videoconferencing and other technology mediated instructional methods preferred.~~
8. ~~Demonstrated ability to establish/maintain an effective file and retrieval system; previous experience with postsecondary student records management preferred.~~
4. Valid driver's license, good driving record, and be insurable by the Tribe's insurance carrier.
5. Must adhere to the Tribe's confidentiality policy.
6. Must successfully pass a drug-screening test and criminal background check. (LIVE Scan through an educational organization (college or office of education)) as this position is on school grounds.

**Tribal Preference Policy:** In accordance with the TERO Ordinance 93-0-01, Tribal and Indian 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.

**Board Approved: On File**

**Council Approved: On File**

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Chairman Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Position Description

<b>Title:</b>	Workforce Development Coordinator
<b>Reports to:</b>	KCDC Economic Developer/ Operations Manager
<b>Location:</b>	Happy Camp
<b>Salary:</b>	\$30,000 to \$40,000, DOE
<b>Classification:</b>	Full-time, Regular, Non-Exempt
<b>Summary:</b>	Coordinates activities in the Happy Camp Community Computer Center to ensure tribal, community members, and students have access to and assistance in the use of computer technology. Coordinates and/or develops workforce development training, provides and/or coordinates employment counseling, vocational assessment, referral to community resources and support, financial literacy, and assist with higher education applications; perform other job related duties as required.

### Responsibilities:

1. Open and close the Computer Center and provide for the general cleanliness of the Center. Report maintenance problems as they occur. Enforce procedures for the use of the computers and other equipment, supplies, materials, software, hardware and peripherals. Address problems with students or community members who do not follow established procedures or exhibit inappropriate behavior, language, and web sites.
2. Maintain records of activities, classes, and training opportunities occurring at the Computer Center. Develop and prepare monthly reports for supervisor and KCDC Board of Directors.
3. Support and coordinate with Tribal TANF Program and TERO to provide job related training and workshops, assist clients with job searches, resumes and employment applications, letters of inquiry, and interview techniques.
4. Assist clients with access to GED or high school diploma opportunities, technical vocation courses, online computer skills, secondary education and distance learning opportunities including applications for admissions and/or financial aid.

5. Identify and coordinate with other supporting workforce entities to help facilitate job opportunities, job related certificates and training, job skills and employability for community members.
6. Coordinate with Karuk Community Loan Fund and other financial institutions to provide financial workshops that may include family budgeting, how to manage and maintain checking and savings accounts, establishing credit, and investing.
7. Network and collaborate with tribal, county, state and federal organizations as well as private businesses that promote employment and self-sufficiency.
8. Available for local and out-of-area travel as required for job related training; shall attend all required staffing, meetings, and functions as requested; available to work or coordinate coverage at the Center for weekends and evenings as needed.
9. Must be professional, polite, and maintain a priority system in accepting other job related duties as assigned.

**Qualifications:**

1. Ability to work effectively with tribal and community members from culturally diverse backgrounds and to establish and maintain harmonious working relationships with tribal, community members and other employees.
2. Ability to manage time well and work on multiple tasks under performance deadlines.
3. Ability to facilitate a class, motivate participants, and maintain confidentiality.

**Requirements:**

1. Degree from an accredited college or 2-years student service experience and/or 2-years workforce development experience.
2. Excellent organizational skills; ability to work independently; ability to coordinate and/or perform multiple tasks; demonstrated ability to speak clearly and communicate effectively in face-to-face, email, and telephone conversations.
3. Excellent computer skills; previous experience with online, videoconferencing, and other technology-mediated instructional methods.
4. Valid driver's license, good driving record and must be insurable by the Tribe's insurance carrier.
5. Must adhere to the Tribe's confidentiality policy.
6. Must successfully pass a drug-screening test and 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:*** \_\_\_\_\_

**KCDC Chairman Signature:** \_\_\_\_\_

**Tribal Chairman Signature:** \_\_\_\_\_

**Employee Signature:** \_\_\_\_\_