

NTN Special Operations Committee (SOC)
Friday-March 11, 2011
Sedona B
Radisson Hotel Phoenix City Center
3600 N 2nd Ave
Phoenix AZ 85013

SOC Members Present: Cody Juan, Philip Popovich, Collette Lewis, Fred Ferreira, Lana Chanda, Etta Key, Patrick Andrews, Ron Trusley (non voting)

NTN Staff Present: Mimi Hurtado, NTN Performance Consultant

I. Call to Order

Cody Juan, SOC Chairman, called the meeting to order at 9:17 am.

II. Approval of Minutes

Etta Key moved to approve the January 14, 2011 SOC Meeting minutes. Lana Chanda seconded the motion. Motion carried by voice vote.

III. Membership Update

Cody reported there is one director vacancy on the SOC. A letter was sent to Chairwoman Sherry Cordova, Cocopah Indian Tribe, requesting approval for Sandy Johnson to serve on the SOC. We are hoping to have a response and to fill the vacant position within the month.

IV. NTN Performance Consultant

Mimi Hurtado said she has no formal report, but wants to update the SOC on what has been going on. She said she has worked the various reports and sent comments and information to the directors. Salt River has finished making needed changes. Substantial changes should be reflected in San Carlos performance. Gila River has finished making changes. The January 2011 Red & Green Report includes UI wage information. Edgr Casasola will run new data at the end of the month. The next two months will be critical to show where the NTN performance actually is.

Ms Hurtado commented on her efforts to meet with Hualapai staff and that she is very concerned. On different occasions, Mimi was scheduled to meet with Terra Wellington, but each time Ms Wellington was not at work. Mimi distributed a Quarterly 9090 report for Hualapai and reviewed the information.

Mimi said, with the departure of Michel Medrano from Fort Mojave, she has visited with Jessica Mills and Melody Lewis. Their performance is looking really good. We are in the process of scheduling training for both Jessica and Melody to have admin rights.

There are lots of issues with White Mountain Apache; review of reports showed 35 problem areas.

Mimi also briefly reviewed performance shown on the January 2011 Red & Green Report.

NTN Special Operations Committee (SOC)
Friday-March 11, 2011

V. NAETC Report

Patrick Andrews said he attended the NINAETC meeting in Washington DC last week. Angie Campbell gave a detailed explanation about the uniqueness of the NTN. Other areas do not have dialogue with their state partners as we do. Some of them did not even know they could receive WIA money from their state.

Assistant Secretary of Labor Jane Oates recommended everyone look at Arizona, how the NTNWIB was formed, and what is happening now.

It was suggested that the NTNWIB be a presenter at the National 166 Conference in April 2011. Patrick sent an email to Ron asking him to prepare a presentation proposal.

The council talked about the continuing resolution and funding cuts.

A sub-committee will be formed to work on development of a historical document for the NINAETC.

Patrick said he invited the council to have their September 2011 meeting at Desert Diamond in Tucson.

VI. Contracts/Fiscal Report

Rich Utzig is not present, but he had submitted a report that the contract from Gila River had just come in on March 10, 2011. So he sent a contract amendment to Gila River to bring in \$38,977 money as approved by the NTNWIB on November 17, 2011. Cody said Tohono O'odham's contract should be received in a couple of days.

VII. PY2010 Expense Report & Py2010 Budget

Ron presented a report showing the original PY2010 budget approved by the SOC in April 2010, but the budget was never presented to the NTNWIB for approval. The report also shows expenses through 03/10/11. Expenses include admin costs which are 10% of the total amount of money put into contract. The total admin costs have not been expended as the costs are accrued when an expenditure actually occurs. Also, these expenses are not the same as the finance office at Gila River shows. Ron has tried to get information from Gila River to reconcile all expenses, but the information has not been received. Also, some payment requests submitted last program year were actually paid this program year.

Rich sent an email that, based on expenditure reports received from Gila River, only \$3,631.00 board money is left. However, an amendment has been sent to bring in \$38,977.00. \$36,771.00 of PY10/FY11 money has not been contracted and \$21,005.00 PY10/FY11 incentive money has not been contracted; these dollars are still at the state.

After discussion, Philip moved to submit the current budget to the NTNWIB for approval in their May 19, 2011 meeting. Fred seconded the motion. Motion carried by voice vote.

It was suggested that a subcommittee be formed to explore NTNWIB incorporation.

NTN Special Operations Committee (SOC)
Friday-March 11, 2011

VIII. NTN Policies

Priority of Service/Most in Need Policy

Ron presented a draft policy and noted that B(3) on the first page (individuals seeking training and credentials) should be deleted. Lana moved to approve the policy as amended. Etta seconded the motion. Motion carried by voice vote.

Work Experience Policy and Procedures

A draft policy was presented and reviewed. Review showed:

On the Work Experience Work Site Agreement "Youth" should be changed to "In-School Youth" and "OSY" should be spelled out as "Out-of-School Youth". The required tagline should be added on the bottom of the page.

Section III – Payroll on the second page should be rewritten to more accurately reflect completion of time sheets or other similar records and pay since there might not be an hourly wage.

Second paragraph of Section 5 on page 3, it was suggested that Workman's Compensation should perhaps be changed to Worker's Compensation.

Appropriate changes will be made and the amended/corrected policy will be disseminated to SOC members for approval.

NTNWIB Fiscal Sanction Policy

The current policy that was approved on May 13, 2010 by the NTNWIB is not a clear, feasible or accurate policy, and it conflicts with the sanction policy in individual contracts. Ron will rewrite the policy, disseminate it to SOC members for approval, and then it will be issued as policy after we have met with Mr Mark Darmer at DES and he has concurred with the policy.

Procedures for Veterans Priority of Service

Ron suggested the policy be retained as is but include TEGl #22-04, TEGl #22-04 Change 1, and WIA Guidance Letter #09-08 as references. SOC concurred.

Follow-Up Plan and Performance Tracking Form

These forms were approved by the SOC on March 19, 2010 and concurrence was to write them into a policy and disseminate. **Note: Since the March 11, 2011 SOC Meeting, the forms have been revised and will be written as a policy and distributed to SOC members for approval.**

Travel Policy

There is a travel policy that was approved July 2007, but it needs to be totally rewritten since the process has changed. Ron noted that he currently processes travel claims using the Federal per diem rates (vary depending on meeting location), and per diem (meal) reimbursement is based on travel times. Ron expressed concern that sometimes travelers leave very late in the day on their return trip from a meeting which causes more per diem payments. Discussion followed as to how this could best be handled. Concurrence was that a normal work day is defined as "8:00 am till 5:00 pm" so regardless of the time the traveler leaves on their return trip, per diem will be figured from 8:00 am ending at the appropriate time for total travel time. When a meal is provided, reimbursement will not be given for that meal. Ron will rewrite the travel policy and distribute to SOC members for approval.

NTN Special Operations Committee (SOC)
Friday-March 11, 2011

OJT Policy

Mimi is working on a draft policy, and the policy will be available by the next SOC meeting for review and approval.

Cody left the meeting after lunch, and Patrick continued as Chair for the remainder of the meeting.

IX. NTNWIIB Executive Staff Assistant

Career Pathways Grant

Lana had submitted an email inquiring if the NTNWIIB could apply for the grant. Discussion ensued citing reasons the NTNWIIB cannot apply for the grant; however, Lana said she is applying for the grant from Gila River and requested a letter of support from the NTNWIIB.

Information Requested from Tribes for Performance Renegotiations

Ron reported that Colorado River Indian Tribes, Hualapai Tribe and White Mountain Apache Tribe never responded or submitted information. It appears that the area that has been hit the hardest is White Mountain, and Ron expressed concern that we do not have enough documentation to justify requesting a meeting to discuss performance renegotiations. Concurrence was we have insufficient information to justify performance renegotiations discussion.

YAC Bylaws

In their January 27, 2011 meeting, the YAC amended and approved the YAC Bylaws. Although YAC Members approved the amended bylaws, they felt the NTNWIIB should ratify the bylaws. A copy of the amended bylaws was distributed to SOC members. Collette Lewis moved to ratify the YAC Bylaws. Fred seconded the motion. Motion carried by voice vote.

Accessing UI Wage Screens

Directors have previously stated access to the UI Wage Screens would probably be very helpful to them as they sometimes have difficulty locating participants and obtaining sufficient follow-up information. Ron distributed information showing the cost which would be a start-up cost of \$300 for 3 years, internal monitoring for \$16 for 1 year or \$48 for 3 years, and a one-time sign-on fee of \$7 per person. After discussion, consensus was the NTNWIIB will pay these costs but for only 1 person per Tribal Entity, and for Mimi and Ron, if possible. The NTNWIIB will have to sign a data sharing agreement with DES. Ron will follow up as to the procedures to get the data sharing agreement and access to the wage information.

Hualapai WIA TA Request

Lucille Watahomigie had completed a TA application requesting \$3,040 from the state. The application requires the LWIB Chairperson's signature. SOC members reviewed the application but consensus was the NTNWIIB could not support the request. Some reasons for non-support that were cited are:

Permanent staff (Terra Wellington) has been very unreliable in coming to work, but has not been terminated.

NTN Special Operations Committee (SOC)
Friday-March 11, 2011

Terra is the only one with VOS access and her failure to work on a regular basis affects timely VOS entries.

Reports show Hualapai has only served 2 adult participants and 3 younger youth participants in this program year.

Michel Medrano & Gail Pahona were listed as "providers of services", but neither has VOS access since they are no longer employed in a WIA program, thus making it difficult to provide requested technical assistance.

State liaisons should provide technical assistance to Ms Watahomigie and any new staff who are hired.

The NTN Performance Consultant has attempted on several occasions to go to the Hualapai WIA Office to provide assistance, as requested, but Ms Wellington has not been at work, and meetings were cancelled.

NTNWIB Chairman Andrews said he could not support the TA request and would not sign it. Ron was directed to write a letter to Ms Watahomigie, for Chairman Andrews signature, stating why there is no support for the TA request and it was not signed.

NTNWIB TA Application

As approved in the February 17, 2011 NTNWB Meeting, Ron distributed a draft application with a proposed total budget of \$17,500 and request for \$8,750 from the state. If approved, Ron will write the appropriate narrative responses and send to Patrick for his signature and then submit to the state. SOC concurred with the draft application.

2011 Indian Town Hall and Business Summit

Louella Nahsonhoya, Hopi representative to NTNWB, inquired if the WIB has funds for WIB members to attend. After review of discussions at the conference, SOC members did not feel this is something that would benefit the NTNWB, and no approval for attendance was given.

Statewide WIA TA Conference

The conference is scheduled for April 5 & 6, 2011 at the Fiesta Resort & Conference Center in Tempe. While the conference should certainly benefit directors and their staff, it could also be of some benefit to NTNWB members. Consensus was to approve attendance and reimbursement for two NTNWB members. Ron was directed to disseminate the information to NTNWB members and the first two who respond would be approved to attend the conference. Also, consensus was to approve attendance and reimbursement for Ron and Mimi.

32nd National Indian and Native American Employment and Training Conference (NINAETC)

The conference will be April 17-22, 2011 at The Talking Stick Resort in Scottsdale. Ron has submitted a proposal for the NTNWB to be a presenter at the conference as directed by Chairman Andrews. A confirmation has not yet been received, but we believe it will be received shortly. We do not know if the presentation would be made only one time or multiple times and on which days. Patrick asked that Fred, Collette, Ron & Mimi assist in the presentation. Consensus was to approve attendance and travel reimbursement for the NTNWB Officers (Patrick, Fred, Collette), Ron and Mimi.

NTN Special Operations Committee (SOC)
Friday-March 11, 2011

State Requests for Meetings

Connie Fraijo has requested a meeting with the NTNWB Officers and Ron to discuss outstanding findings from various monitoring reviews as well as preparation of a Performance Improvement Plan for the one measure failed in PY09. At the February 17, 2011 NTNWB Meeting, Mimi talked to Peggy Feenan about the Performance Improvement Plan. Mimi wrote the document, submitted it to Peggy for review, and Peggy responded that it looks good. Ron commented he can find nothing in the law that states submission of a Performance Improvement Plan is required, the program year is more than half over, and what would be the real purpose of writing such a plan. He said he thinks the NTNWB should not submit the Performance Improvement Plan until the meeting with Ms Fraijo is held. Mimi disagreed, and the SOC concurred to submit the plan that Mimi wrote.

Tribal Specific EO Training

Ron said the state has agreed to provide this requested training, but Ms Fraijo has asked us to tell her proposed dates for the training and exactly what we want covered. Ron will work on this with Ms Fraijo.

NTNWIA Training Academy

Ron said he had cancelled the original dates reserved for the academy. Consensus was to wait for a decision from the state on our TA funding request before scheduling the academy.

2011 NTNWB Annual Conference

Ron reported that all of the 2010 conference committee members, except Clayton Antone, have expressed interest in continuing on the 2011 committee. Ron requested SOC approval for the committee to remain as stated and that new members would not be solicited or added. SOC concurred.

Ron's Request to Meet with NTNWB Officers

Patrick said the officers will communicate via email about a meeting date and let Ron know.

X. Next Meeting

Expecting that most SOC Members will be in Phoenix for the NINAETC, the next meeting was scheduled for Friday, April 22, 2011, from 9:00 am till 3:00 pm in the Salt River Pima-Maricopa Indian Community WIA Conference Room.

XI. Adjourn

Patrick adjourned the meeting at 2:47 pm.

Respectfully submitted,



Ron Trusley, NTNWB Executive Staff Assistant