

MEMORANDUM

TO: BBNA Executive Committee
FROM: Ralph Andersen, CEO
DATE: August 7, 2008
SUBJ: CEO REPORT

This report highlights activities of BBNA operations and significant activities during the month of July 2008. Detailed information is contained in the Monthly Reports of each department, copies of which are provided to the village councils.

AFN ENERGY WORKING GROUP

Finding solutions to high energy costs has been at the top of AFN's priority list during the months of June and July. AFN's Energy Working Group held 4 statewide teleconference meetings during June and July and developed a matrix that sets forth a number of short-term, median and long-term programs/projects that will lessen our dependence on fossil fuel. From the matrix, the Working Group identified 5 top priorities and recommended them to the Governor and the Legislature. They are as follows: Strengthen the Power Cost Equalization Program by fine-tuning its mission, adding more resources and expanding the eligibility requirements; buy down debt of rural utilities in order to reduce costs passed on to consumers and include a price cap on fuel stock purchased prospectively; expand and support bulk fuel purchasing, transportation and cooperative purchase agreements; provide a family fuel subsidy to help meet the immediate crisis; and make a sizeable investment in projects that promote renewable/alternative energy and conservation. Myself and members of the Working Group traveled to Juneau on July 23, provided testimony to incorporate the priorities into legislation being considered, and held productive meetings with the Bush Caucus and members of the legislature. While we are disappointed with the legislation passed by the House, we are encouraged by the legislation approved by the Senate. Final action resulting from a House/Senate Conference Committee is expected by Friday, August 8.

ADMINISTRATION:

On August 4, I convened a Senior Management Retreat in keeping with our Strategic Planning Timeline. The focus of the Retreat was developing goals and outcomes and operating budgets by the departments for the FY 2009 fiscal year which will be presented for approval at the Fall Full Board meeting. Considering the energy crisis facing our region, I directed Patty Heyano, Director of Program Development, to begin work on establishing a Tribal Energy Program at BBNA, complete with Purpose and Mission, job descriptions and a preliminary operating budget. She is also exploring grant funding sources. **Personnel** reports that, in addition to processing routine hires, separations of employment and employee recruiting efforts, staff began finalizing an update to BBNA's salary schedule which has been a lengthy process with data and information gathered from statewide, regional and local organizations. **Accounting** reports the FY 2009 Compact of about \$8 million was signed and forwarded to the BIA for processing and has not yet been returned, and reports progress on the provisional 2009 Indirect Rate and the FY 2007 Final Indirect Rate reconciliation. As of July 31, 2008, the consolidated cash balance was \$7,994,585 with liabilities (accounts payable, employee benefits, payroll tax liability, and deferred revenue) of &7,766,802 for a net balance of \$227,783

Administration/Facilities that the Facilities Committee met to discuss a possible addition to the current Central Office and possibly adding a 2nd floor to add more office space to bring workforce over to main building. Staff met with a representative of Bettisworth North, the firm which designed the current building, to begin scoping out the project. A written summary of projected costs was received, with the top priority being weatherization of the North wall before winter sets in. The Program Development Director is exploring potential funding sources for Expansion to the main building. **Janitorial** reports routine cleaning of all BBNA facilities according to schedule with no problems. **Building Maintenance** reports a schedule is being developed for maintenance work at the village Head Start sites. Boiler maintenance at all buildings was done as needed, and plans are continuing for a vehicle/equipment storage facility. **Program Development** staff reports grant searches are underway for the Beauty for Ashes Conference, Main Building Expansion, Rural Banking Project, Energy Efficiency, Elder Assistants, and Energy Program. The timing for state grant deadlines is generally in the late winter and federal grant deadlines are generally in the spring. **Media Services** is now redesigning BBNA's website which will be on-line in the very near future. **General Counsel** reports finalizing a \$190,000 grant under EPA's Brownfields Grant Program, revised and edited BBNA's FY 2009 Compact and IRR Addendum, and that BBNA received its regular 2008 funding in late May; however, we have not received our "Population Adjustment Factor" funds, the share for Clarks Point coming into the compact in FY 2008, or a \$300,000 "High Priority Project" for the Ekuk-Clarks Point Road which was awarded this Spring by the BIA. Staff is continuing to track these.

WORKFORCE DEVELOPMENT DEPARTMENT:

WFD received approval from the Department of Labor Workforce Investment Act (youth and adult services, but we are still awaiting approval from the Department of the Interior /Bureau of Indian Affairs General Assistance. Working on additional changes requested by General Assistance before this portion can be finalized.

- **Supportive Services** reports a caseload of 3 client, 32 client contacts, 5 clients served, 3 application received, and pass-thru funds totaling \$6,705.69.
- **General Assistance** reports a caseload of 22 clients, 88 client contacts, 22 clients served, 21 applications received, 0 positive termination, 0 negative terminations, and pass-thru funds totaling \$13,244.00 to clients in 7 villages.
- **CCDF Program** reports 53 client contacts, 10 client cases with 28 served and pass-thru funds of \$8,842.09.
- **Employment and Training** reports a caseload of 150 clients, 371 client contacts, 119 clients served, 0 applications received, and pass-thru funds totaling \$1,908.74.
- **Higher Education** reports a caseload of 118 clients with 32 clients served, 9 applications received, 155 client contacts, 0 positive terminations, 0 negative and pass-thru funding totaling \$41,259.00.
- **Voc Rehab** reports a caseload of 70 clients with 70 clients served, 5 application received, 53 client contacts, and pass-thru funding totaling \$10,184.47.
- **TANF** reports a caseload of 59 clients with 59 clients served, 464 client contacts, 20 applications received, and pass-thru funds of \$32,850.00.00.

COMMUNITY SERVICES DEPARTMENT:

Staff reports CSD Administrative operations are at normal levels and responding to inquiries for Tribal Enrollment verifications, travel arrangements, CSD held its Goals & Outcomes retreat on July 29. We reviewed the Compact Pass-through MOA, Addendums and associated attachments. The Compact MOA with Tribes will be renewed for FY09. HR and CSD also met with a Tribe to clarify employer job descriptions and who is responsible for setting pay rate for village-based employees.

An outcome is a recommendation to review and provide more accurate on Addendum 2 that covers Tribal Office Operations. Staff reports that 19 villages have submitted the paperwork on FY08 budgets and Addendum 1 for Pass-through and reminders that 3rd quarter report are due were sent to villages. 7 villages requested Pass-Through draw downs for a total of \$307,846; 16 villages completed 3rd quarterly reports for office reimbursements for a total of \$114,104, with total funds for the month of \$421,950.

Year-to-date totals for Pass-through:	\$1,842,773
Year-to-date totals for Tribal Office Operations:	
Reimbursements:	<u>\$ 278,805</u>
Year-to-date totals	\$2,121,578

VPSO Program staff reports the FY 2009 State Grant application and budget were submitted in June. The FY09 budget request is for \$1,491,950. DPS informs us that the grant awards will be forth-coming in early August at which time we will have more accurate VPSO grant numbers as provided by the state. The IHS funds covering wages and supplies will carry through the federal fiscal year end or September 30. 8 VPSO positions are currently filled and 2 positions that continue to be advertised. Payroll instructions have been completed for the increased wages for the VPSO's and Program Manager to begin July 1. The statewide Regional annual training session has been rescheduled to November, 2008.

SOCIAL SERVICES DEPARTMENT:

In July Social Services Department moved from the Central Office into the VAL FRC. Staff reports receiving 3 state grant notifications for FY 09. The Title IV-E was accepted as applied. The Senior In-Home Services was accepted, but with a cut of about \$27,000 – leaving a budget of \$50,000. The Title III was denied and we have submitted an appeal and continue efforts to restore grant program funding. We were notified that we are no longer a Title III grantee and the State wants to do a contract for services- through a procurement process. We are still awaiting details and written correspondence regarding that program. We have been planning for different program scenarios and will need to determine the best avenue to go once we know about funding level and details. We completed our State grant FY 08 closeouts. The ACT grant is completed, with no recurring funds this year. Federal quarterly reports were completed as well.

NATURAL RESOURCES DEPARTMENT:

Staff reports completing Alaska Migratory Bird Council Co-Management (AMBCC) Yaqullret Kelutistai Council 2009 budget in the amount of about \$24,000. Completed the Harbor Seal and Seal Lion Sampling and Participation (S/P) forms for Manokotak, Aleknagik, Clark's Point, Togiak and Twin Hills. Preparations continue for a September Alaska Migratory Bird Co-Management Council meeting in September in Dillingham. Completed and submitted a quarterly report for Bering Sea Sub-Network (BSSN) that was included in the BBNA's quarterly report to BSSN Financial Reporting schedule. The **Environmental Program** staff reports coordinating with Pilot Point Environmental Coordinator on major revisions to their FY09 IGAP proposal; approved by EPA Project Officer and sent to Region 10 Grants Unit to process. At the request of EPA, revised BBNA's FY09 IGAP proposal to increase base award (\$110,000 to \$160,000) with optional component (accounting contractor to provide financial management assistance to tribal environmental programs) should additional funding become available. Revisions approved by EPA Project Officer and forwarded to Region 10 Grants Unit to process. Responded to minor requests for technical assistance and emailed information on various workshops/classes and grant opportunities to tribal IGAP distribution list (e.g. "talking points" on NPDES issue, Integrated Solid Waste Management Plan

training). Continued communications with Marine Conservation Alliance to initiate marine debris cleanup project in several coastal communities this summer. Details such as insurance coverage and other costs still need to be worked out. Attended EPA informational meeting/public hearing on the State's application to administer the NPDES program and began collecting additional background material for preparing comments on behalf of BBNA (due August 18). Completing a Summary of IGAP Work Plan Development Workshop (December 2007). The document will be distributed to tribal environmental program participants in February and also made available on environmental program website. Staff continues work on the Upper and Lower Kuktuli River In-Stream Flow Reservation Projects, the New Stuyahok In-Stream Flow Project, and the Lower Nushagak Water Quality Baseline Assessment. The **Marine Mammals Program** reports Chastity Anelon of Iliamna and Paul Askoak were the Bristol Bay Summer Youth Stewardship Program (BBSYSP) Round Island interns who successfully completed their internship. Their written reports will be reviewed by the Qayassiq Walrus Commission. Staff is working with Oak Foundation on finalizing the funding for the proposed FY2008 and FY2009 Port Heiden Harbor Seal TEK and GPS Mapping Project in the amount of about \$190,000.00. Staff is also working with BBNA Legal Counsel and other organizations on proposals for QWC to review: establishing a 25-mile walrus and marine mammals and marine habitat protection zone, or to close the current Bristol Bay trawl fishery zone prior to the QWC Pre-Hunt Meeting. The **Forestry Program** staff reports key activities during July include development of the Request for Proposal, Sole Source Justification, estimate sheet, project descriptions and Contract for Forestry Services. Updated spruce bark beetle public service announcement. Mailed (2) insect samples with identification request letter to USDA Forest Health. Presently writing a new 1 year forestry technician project position. Primary work includes project development for Kokhanok Biomass Project, Aerial Photo Project; research for Community Wildfire Protection Plans, Intern project development and other forestry project assistance. Submitted travel forms for Plant Specialist Gino Graziano for the August field survey and workshop. Workshop dates were changed to August 12-13 due to BBNA Intern presentations. Communicating with USDA Forest Service Landfire Mapping Project on release agreement and data details for BBNA forest inventory data exchange. **Partners for Fisheries Monitoring** staff coordinated financial and logistical details with project Principal Investigators for 4 currently funded FRMP projects that BBNA is involved with: *FIS 07-452 Kvichak Subsistence Ethnography*; *FIS 07-408 Stock Assessment of Togiak River Smelt*; *FIS 08-405 Lake Clark Salmon Counting Towers – Newhalen River Tower*; *FIS 08-40 Togiak Chinook Telemetry*. The **Subsistence Program** staff was on commercial fishing leave for the month of July.

LAND MANAGEMENT SERVICES

Staff is continuing to conduct activities relating to digitizing Native Allotment files, sales and mortgage transactions, leases, gift deeds, title and non-title recovery, probate, and leases. In July, 2 – Service Line Agreements requested, 1 – Categorical Exclusion approved, 1 – Negotiated Sale Submitted to the BIA for approval, 6 – Appraisal Requests sent to OST, 1 – Use permit Applied for, 1 – Gift Deed application submitted, 5 – Archeological Request submitted, 1 – Advertised sale submitted for BIA, 2 – Probates sent to the ALJ, 5 – Documents sent to Recorder's Office

HEAD START:

Staff reports that enrollment is currently at 88, with funding for 97, and the enrollment process will continue and expect full enrollment by the first day of school. Togiak has 18 and 4 Home-Based, Naknek has 13, New Stuyahok has 18, and Dillingham has 35 Center-based and 0 Home-Based, with in-kind contributions at all sites at \$126,855.03.