

## MEMORANDUM

**TO:** BBNA Board of Directors  
**FROM:** Ralph Andersen, President & CEO  
**DATE:** September 19, 2011  
**SUBJ:** **PRESIDENT & CEO REPORT**

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This report highlights activities of BBNA operations and significant activities during the month of August 2011. Detailed information is contained in the July Monthly Reports by each department, copies of which are provided to the village councils. BBNA department management and staff are commended for holding their annual Fall department retreats during the month of August and successfully preparing their FY 2012 Goals and Outcomes and operating budgets for your review and approval. The documents are consolidated in the Board Meeting packets.

### AFN

On August 31, I participated in a meeting between AFN Board and staff and Governor Sean Parnell to discuss domestic violence and sexual assault in Alaska. There was much discussion regarding examples of the problems and causes. The discussion turned to addressing alcohol and drug abuse as being a major contributor. During the course of the meeting, I mentioned BBNA's Wellness Program and the efforts we are taking in our region to address the substance abuse issues. I also encouraged the Governor to support the Safe Families and Villages Act recently reintroduced by Senator Begich which was drafted by BBNA, AVCP, Tanana Chiefs, and AFN several years ago. Governor Parnell also agreed to work with AFN and the regional non-profits to develop a compacting or contracting mechanism for delivery of State social services programs.

### ADMINISTRATION

**Program Development** Director reports Joyce "Pinky" Armstrong was hired on August 18<sup>th</sup> to coordinate the August 25th Leadership Meeting and the November 3rd Regional Summit for the Bristol Bay Regional Visioning Project. Staff also attended the BBRV Leadership Meeting on August 25th hosted and facilitated by Ralph Andersen with Senator Begich, Lt. Governor Mead Treadwell, FCC Chairman Genacowski, and State, Federal and Regional leaders at which a presentation on the BBRV was given. Staff also submitted a pre-application for the HUD Sustainable Communities Regional Planning Grant and was invited to submit a full application to HUD for Sustainable Communities Regional Planning that would provide \$300,000 per year for three years. If successful, these funds will help to develop the Regional Vision into a Regional Plan addressing: 1) economic competitiveness and revitalization; 2) social equity, inclusion, and access to opportunity; 3) energy use and climate change; and 4) public health and environmental impact. There is a match required and it is due on September 28, 2011. Staff also received and processed a 2012 Designated Legislative Grant for Safety Equipment – Manokotak, Aleknagik and Togiak to purchase snow removal equipment for these three communities through Bryce Edgmon's office. Contracted with the State, received matching funds from the City of Aleknagik, and purchased a loader for Aleknagik and a grader for Togiak to be delivered to Northland Services. The City of Manokotak was not ready to provide their match, so the purchase will take place once full funding is in place. **Tribal Energy Program** staff is on maternity leave and is expected back in mid-September. **Economic Development** staff is on extended medical leave for an undetermined amount of time. **Media Services**: Staff began preparing the 2011 Annual Report and continued updating BBNA's website pages, and completed various graphic, technical support and scans for various BBNA departments.

**Personnel** reports during the month of August there were 19 new hires and 11 separations of employment. There are currently 16 vacancies. There are currently 293 BBNA employees; 267 or 91% are Native and 26 or 9% are Non-Native. Of the 293 employees, 200 or 68% are village-based and 93 or 32% are central office based. There are 12 Department Directors/Senior Managers; 8 are Native and 4 are Non-Native. There are 14 Program Managers; 9 are Native and 5 are Non-Native. During the Board meeting, 8 employees will be recognized for 10 years of continuous service, 2 employees for 15 years of service, 2 employees for 20 years of service, and 1 employee for 25 years of service. **Accounting** reports the preliminary FY 2011 Operating Budget for the Annual Report shows revenues of \$24,314,287. However, the books are not yet closed and the actual figure should be closer to \$25,000,000. The consolidated cash balance is \$3,988,157 with liabilities (accounts payable, employee benefits, payroll, and deferred revenue) of \$3,611,461 for a net balance of \$376,696. **General Counsel** developed a draft discussion paper regarding the protection of HUD Indian Housing program funds by moving them to Interior, or at least moving their appropriations out of the general low income housing category in the HUD budget. Attended a preliminary meeting with Ralph Andersen and BBHA at their offices, had several other phone calls and email exchanges on the issue, and attended the meeting in Anchorage noted above, with Ralph. The outcome seems to be that the Alaska Housing Association wants a separate line item for their programs in the HUD budget but doesn't want to pursue other measures at this time. Developed a draft protocols MOU with the BIA on Realty Services process issues, which served as a starting point for the BBNA/BIA meeting on September 1 in Anchorage. Made some minor edits to our compact funding agreement for FY 21012-2015, and sent electronically to OSG for review. Miscellaneous IRR activity included internal budgeting work related to various projects and hiring a staff person or management contractor, and communications with BEESC regarding return of our unspent Dago Creek project funds. We will have design phase activities this winter on three projects and undertake a major inventory review in the spring. **Administration** staff continued collaboration and commitment with partnerships from BBNA, BBAHC, BBHA, BBEDC, BBNC, and tribal councils to keep wellness at the forefront of all our conversations, Wellness is in our stories. BBNA established the Bristol Bay Wellness Program as an operating program in BBNA Administration with funds from BBNA, the Rasmuson Foundation, the Community Action Network Direct Upstream (CANDU) Partnership Project at SAFE. Eva LeVeque was hired as the Wellness Program Manager in late August. **Information Technology** staff reports replacing 2 old servers to meet continually growing IT needs and performing routine maintenance on servers and employee workstations. Kyle Harden was hired full time as the IT Assistant to provide technical support and assistance with increases in our IT uses, equipment, and capabilities. **Maintenance** staff reports routine water testing and other maintenance activities were completed with no problems. After the summer months the new combination locks for the main administration building are in place. The computer software we purchased to program the doors to lock and unlock during regular business hours is running perfectly. Able Locksmith made another site visit in mid-August to install additional security equipment and 2 additional combination locks and provide training to our IT staff. Combination locks were installed at the Val Larsen Family Resource Center two main entry doors **Janitorial** staff reports routine cleaning continued as scheduled.

## **WORKFORCE DEVELOPMENT DEPARTMENT**

WFD Director attended the State Policy Advisory Council meeting of the Alaska Affordable Heating Assistance Program on August 11 at which the following were discussion items: Homer Electric is having their energy fairs November 5 in Kenai and Nov 12 in Homer. Susan Marshall discussed the state is moving towards one manual and one application bringing in line the single application for services under Division of Public Assistance, and reported that the state received 17,292 applications in FY 11 with 12,113 being served. Request for heating assistance increased Statewide by 2,000 applications from FY 2010 -- 11,071 regular applications, 1,042 expedite, 3,267 elderly, 3,343

disabled, 2,064 families with children ages 0-2 and 2,178 household with children ages 3-5. The State fully expended the State AK HAP funding and will only issue supplemental payments to federally qualifying households up to 150% of Poverty in September. Individuals with income over 150% of poverty will not receive supplemental payments for FY 11. Currently the FY 2012 Federal funding for LIHEAP is facing a cut of up to 50%. Susan Marshall has already submitted request to State Legislature to fund the federal shortfall of \$15 million. Priority of service will be to only serve the elderly, disabled and households with children up to age five. FY 2012 benefits will pay \$140.00 per point as required under SB 220. Program outreach occurs on radio ads, Senior voice, with pre-season applications being sent to over 700 entities including vendors, WIC offices, senior centers, fee agents and other concerned agencies. **General Assistance** reports 58 client contacts, 4 applications received, 63 client cases, 67 clients served, and pass-thru funds of \$10,121.54. **Voc Rehab** reports 111 client contacts, 110 client cases, 110 clients served, 2 applications received, and pass-thru funds of \$29,057.30. **CCDF** reports 19 client contacts, 8 client cases, 22 clients served, and pass-thru funds of \$4,104.17. **TANF** reports 76 client cases with 76 clients and 186 children served, 553 client contacts, 14 applications received, 12 positive terminations and 0 negative terminations, pass-thru funds of \$91,287.00. **Higher Education/AVT** reports a caseload of 54 clients, 35 client served, 5 applications received, and \$42,386.33 pass-thru funds. **Social Services/Employment & Training** reports a caseload of 8 clients, 8 clients served, and pass-thru funding totaling \$6,365.00. **LIHEAP** reports 18 clients served in 11 villages and pass thru funds of \$39,060.00. **AKHAP** reports 2 clients served in 2 villages and pass thru funds of \$2,100.00

**COMMUNITY SERVICES DEPARTMENT**

CSD has been sending out notices of the approaching September 30 fiscal year-end. In FY11, Office Reimbursement funding for the village-based (compact) Tribal Administrator positions was increased to \$35,000 per year; as well, BBNA will reimburse up to \$5,000 annually for its other village-based (compact) employees, such as the ICWA/TCSW/Youth Coordinator; and the Tribal Clerk positions.

Drawdown requests/office reimbursement payments for August are as follows:

2 Tribe(s) requested Pass-Through drawdown	\$205,560
1 Tribe completed submitted quarter reports for office reimbursement	<u>\$ 8,693</u>
Total for August	\$214,253

Compact pass-through for year-to-date:

Pass-through:	\$1,825,775
JOM:	\$ 82,340
Reimbursements:	<u>\$ 235,581</u>
FY11 Year-to-date Totals	\$2,143,696

The **VPSO Program** reports BBNA has 11 filled VPSO positions at Aleknagik, Chignik Bay, Ekwook, Igiugig, Koliganek, Levelock, Manokotak, New Stuyahok (2), Newhalen, and Pilot Point. Current vacant positions are Clarks Point, Iliamna, Kokhanok, Manokotak (1), Nondalton, Port Heiden, Togiak (2) and Twin Hills. Housing and moving costs continue to be an issue for filling positions from outside the village. 2012 VPSO Community Position Applications and partnering MOA's were again sent out in August. Three communities returned the applications and signed MOA's; 7 communities are still pending. DPS forwarded an Amendment that will reflect a \$37,829 increase in the wage line for the FY12 Grant, bringing the grant total to \$1,371,776.

**SOCIAL SERVICES DEPARTMENT:**

Staff welcomed Colette Meraz to the Children's Services Program staff, and are currently advertising for a combined Elderly Services/ADRC Caseworker, having completed the transfer of the ADRC to the Social Services Department from Workforce Development. We are currently advertising for the

ADRC program coordinator and caseworker positions. The Department Director has been actively involved with the Tribally Licensed Foster Home Workgroup for the past 15 years and the work on that Work Group has increased. Teleconferences were held in August and a 2 ½ day meeting is scheduled for September to complete forms development. The goal is to present to Tribal/State Collaboration Group in October. The work is a continuation of the federally approved Alaska Tribally Licensed Foster Care Standards, basically for implementation for the Tribes to use the standards. **Children's Services** reports 1060 client contacts and 65 client cases. **Elderly Services** reports 0 client contacts, 0 client cases, and 0 meals served because they do not operate until schools open. **Food Bank** reports 369 client contacts, 141 client cases, and 177 food boxes sent to 11 villages.

**NATURAL RESOURCES DEPARTMENT** staff continued to check the completed 200 plus ice seal survey forms from Togiak and Twin Hills before sending them on to Arctic Marine Mammal data management in Fairbanks, started the preparation and agenda with the State Parks Manager for the Wood Tikchik State Parks Management Council meeting September 11th at the Dillingham City Hall. Staff also trained and successfully hired two Manokotak migratory bird surveyors with assistance from the Manokotak Council President and Tribal Office, and trained and hired two new Dillingham subsistence migratory bird surveyors on August 30th. They will be completing the spring/summer bird harvest information from about 200 Dillingham households. **Subsistence Program** staff worked on plans and arrangements for the YKC Migratory Bird Council meeting scheduled for September 20, 2011 in Dillingham, completed a Lake Iliamna regional election form for the YKC Migratory Bird vacant sea, and continued to work with the Migratory Bird Surveyors to complete the spring and summer surveys. Staff also reviewed and updated the 811 household lists for Dillingham to be used to complete the subsistence bird harvest surveys and assisted training two Dillingham migratory bird research assistance surveyors. **Marine Mammals Program** staff worked with QWC Chair on Draft QWC Pre-Hunt Meeting Agenda and upon approval faxed, emailed to QWC Commissioners, QWC Hunt Captains, to invited agencies and presenters. On August 18, staff received electronic approved FY2011 USFWS and QWC Cooperative Agreement for \$24,000 to conduct QWC meetings and staff support. **Environmental Program** staff received notification from EPA that our IGAP Special Project to sponsor additional environmental planning training for tribal IGAP staff and to digitize the CYA Manual into a web browser application has been approved for funding. The project supplements the FY 2012 IGAP base grant already awarded to BBNA. Staff revised federal forms for the Climate Change Health Assessments project at the request of USFWS and re-submitted with grant agreement signed by BBNA. The two-year project starts October 1, 2011 and produce in-depth assessments for three communities in Bristol Bay. Staff also scoped out project proposal ideas with ANTHC and others in response to a DOI Climate Change grant program solicitation released August 16. Prepared initial proposal outline and list of additional materials to include with proposal (due September 2). Staff continued work and coordination on the following watershed planning and related projects: Lower Kaktuli Instream Flow, Kaskanak Creek Instream Flow Project, and the Comprehensive Water Resources Management. **Brownfields Program** staff coordinated with Ugashik Environmental and environmental trainer for an 8-hour HAZWOPER refresher to be held in September for Ugashik and Pilot Point, coordinated with Perryville Village Council President for September public meeting and technical assistance at the village, and collaborated with Egegik Tribal Administrator for potential assessment, public meeting, and technical assistance at Egegik. Staff also coordinated with the Togiak Tribal Administrator on 8-hour HAZWOPER refresher and Brownfields Internship. **Forestry Program** staff coordinated with Program Manager, Southwest Alaska Inventory & Monitoring Network, National Park Service Lake Clark to have his invasive plant technician team up with BBNA's IP Technician in Nondalton to conduct field work/data collecting. Staff also continued coordination with USDA-NRCS and Aleknagik Natives Limited/City of Aleknagik to organize planning stages to possibly secure a grant

through NRCS to do a Hazardous Fuels Reduction Project around the community of Alekangik, continued coordination with Chugachmuit Forester planning Community Wildfire Protection Plan for Aleknagik, and compiled BBNA Forest Management Plan surveys that were sent out to Native Allotment owners. Tallied submitted data to use in BBNA's Forest Management Plan for Bristol Bay. **Partners for Fisheries Monitoring** staff received and processed the modification paperwork for the Lake Clark Sockeye Project. Modification language remains the same but now includes annual option year renewals through 2013, received and reviewed regular status updates on the Togiak Chinook project. Coordinated travel logistics and planning to attend the 27th Annual Lowell Wakefield Fisheries Symposium where I am scheduled to present "The Role of the Bristol Bay Native Association in the Co-management of Subsistence Fisheries in Bristol Bay" on September 14, in Anchorage. Staff also hosted Intern Day presentations at the BBNA Board Room on August 10, 2011. Six interns gave presentations on their summer internship experiences to an audience of field research supervisors and interested BBNA staff. Six of the eight Summer Fisheries Interns traveled to Anchorage, along with the Fisheries Internship Program Coordinator and Subsistence Fisheries Scientist, to the USFWS OSM Annual Intern Day events August 10-12, 2011.

**LAND MANAGEMENT SERVICES**

The statistics for August 2011 are: 4 negotiated sales applications requested by clients, 14 negotiated sales worked on, 6 negotiated sales submitted to BIA for approval, 8 advertised sales applications requested by clients, 28 advertised sales worked on, 2 advertised sales submitted to BIA for approval, 1 advertised sale approved by BIA, 1 advertised sale "advertised", 0 gift deed application requested by client, 3 gift deeds worked on, 0 revocable use permit requested by client, 2 revocable use permit worked on, 1 revocable use permit submitted to the BIA for approval, 2 leases requested by clients, 1 gravel lease requested by client, 4 gravel leases worked on, 2 subdivisions requested by clients, 2 subdivisions worked on, 5 partitions requested by clients, 13 partitions worked on, 1 removal of restriction application requested by client, 2 removal of restriction worked on, 1 mortgage application requested by client, 5 trespass reported/assistance requested, 7 trespass worked on, 3 appraisal requests, 2 archeological requests, 10 NEPA requests, 7 title status report requests, 4 BILS review/chain of survey, 12 miscellaneous requests, 4 probates sent to the ALJ, 4 recorded native allotment certificate sent to heirs, 27 pending native allotments, 28 reinstated/lost acreage, 3 deferred payments made, and 3 IIM accounts.

**HEAD START:**

Head Start staff reports the following statistics:

Site	Accepted for fall	Monthly Attend.	Meal Count	# IEP's	Child Find Follow up	Wait List for 11-12 SY.		
						Comp.	Incomp.	2yr old
<b>DLG AM</b>	<b>17</b>	<b>96%</b>	<b>46</b>	<b>6</b>	<b>2</b>	<b>21</b>	<b>8</b>	<b>4</b>
<b>DLG PM</b>	<b>16</b>	<b>96%</b>	<b>49</b>	<b>3</b>	<b>6</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>KNW</b>	<b>17</b>	<b>96%</b>	<b>58</b>	<b>4</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>1</b>
<b>TOG 1</b>	<b>16</b>	<b>83%</b>	<b>47</b>	<b>2</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>
<b>TOG 2</b>	<b>16</b>	<b>100%</b>	<b>43</b>	<b>0</b>	<b>2</b>	<b>NA</b>	<b>NA</b>	<b>NA</b>
<b>KMO</b>	<b>15</b>	<b>96%</b>	<b>48</b>	<b>7</b>	<b>0</b>	<b>4</b>	<b>1</b>	<b>0</b>
<b>TOTALS</b>	<b>97</b>		<b>291</b>	<b>22</b>	<b>13</b>	<b>36</b>	<b>10</b>	<b>7</b>