



NTAA EC MONTHLY MEETING MINUTES
October 28, 2024

NTAA Executive Committee: Primary and Alternate Representatives in Attendance
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Region 1	Marvin Cling		Region 5	Brandy Toft		Region 9	Syndi Smallwood	X
	Josh Paul			Vallen Cook			Lisa Gover	
Region 2	Angela Benedict		Region 6	Tara Weston	X	Region 10	Lucas Bair	
	Steve Smith			Kristy Lawson			Caleb Minthorn	X
Region 3	Vacant		Region 7	Billie Toledo	X	Alaska	Vacant	
	Vacant			Kurt Lyons		Alaska	Vacant	
Region 4	Amy Smoker		Region 8	Janice Archuleta	X			
	Tiffany Lozada/Chris Head			Randy Ashley			Quorum Reached	

EPA Representatives and others		
Pat Childers	OAR	X
Jason Walker	NTC	
James Payne	OAQPS	
Hillary Ward	OAQPS	

NTAA Staff / Fiduciary Representatives	
Laura McKelvey, NTAA	X
Mehrdad Khatibi, ITEP	X
Miranda O'Neil Program Manager	X
Program Coordinator Vacant	
Davina Whitethorne NTAA	X

X = present on the call

NTAA Action Items Generated During This Call

ACTION ITEMS	RESPONSIBLE PARTY	DUE DATE
ACTION ITEM 1: No Action Item		
ACTION ITEM 2: No Action Item		
ACTION ITEM 3: No Action Item		
ACTION ITEM 4: No Action Item		
ACTION ITEM 5: Conduct Reference checks of the 3 candidates for Program Coordinator position.	NTAA Staff	By 30 days
ACTION ITEM 6: Sort rollover activities to see how they fit in workplan	Laura	ASAP
ACTION ITEM 7: Send note out to NTAA staff after receiving updates from Dr. Kyle Whyte on sub-awardee or contractor position.	NTAA Staff	11/18

NTAA EC Standing Monthly Meeting

October 28, 2024

NTAA Executive Committee Caucus, NTAA Staff and Invited Guests only

Approximately 2 hours

10 am AK, 11 am PT, 12 pm MT, 1 pm CT, 2 pm ET

Session 1. Discussions/Updates with Invited Guests (Maximum 1-hour):

1. National Tribal Caucus Updates – Jason Walker, NTC Representative and Liaison to NTAA

2. EPA/OAR Updates – Pat Childers, Senior Tribal Program Coordinator, OAR
3. OAQPS Update – Hillary Ward, Manager, Community and Tribal Programs Group (CTPG), OAQPS and James Payne, Community & Tribal Programs Group (CTPG), OAQPS

Session 2. Executive Committee Caucus:

1. Open EC Caucus
2. Invocation
3. Roll Call of NTAA EC Members and Staff
4. Approval of Meeting Agenda
5. NTAA Staffing Update
 - A. Introduction of new Project Manager: Miranda
 - B. Update: Program Coordinator Position
 - i. **3 candidates to be interviewed. Reference checks to be completed by 30 days. (ACTION)**
6. NTAA Budget Summary Report and Workplan/Budget
 - A. Update: Budget and Workplan for FY2025
 - i. Remaining budget total is \$159,048.37 and will be reflected in next months summary.
 - ii. Year 3 starts on 11/1/2024
 - iii. Requested \$335,000 for Year 3
 - B. Update: List of items for roll over funds
 - i. Software
 - ii. Canva licensing
 - iii. No other updates on other items. Needs further discussion on costs and what is available.

Action Item: Laura to sort rollover activities to see how they fit in workplan.
7. NTAA Project with Dr. Kyle Whyte

- A. Discussion Support letter, budget, Sub-awardee or Contractor for grant project with Dr. Whyte.
- B. No decisions have been made due to no information being provided
- C. Laura provided no updates from Dr. Whyte due to forgetting to get in contact with him prior to today's meeting.
- D. Send note out to NTAA staff after receiving updates from Dr. Kyle Whyte on sub-awardee or contractor position. (ACTION)

8. EC goes into Closed Session