



Little River Band of Ottawa Indians

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TRIBAL COUNCIL MEETING MINUTES
APRIL 14, 1996

APPROVED
5-15-96

I. GENERAL BUSINESS

The meeting was called to order by Robert Guenthardt at 1:50 p.m. Roll Call: Bob Guenthardt, Kathy Berentsen, Bonnie Kenny, Jerry Koon, Margaret Chandler. Absent: Annie Avery and Marcella Leusby. Marcella Leusby sent in her resignation.

Adoption of Agenda. Add closed session after adjournment to go over personnel issues. Add to agenda (E) Wayne State Survey (update and results), (F) Red Szymarek Park (have we adopted this park), (G) Business cards (Bonnie wanted to compliment how nice they looked), (H) Travel Policy/Wage Grid Policy (motion to adopt travel policy and a resolution to vote on wage grid policy), (I) Natural Rivers, (J) Nomination of representative to the Board of Trustees for the Great Lake Fishery Trust. Motion to accept the agenda with the addition of E, F, G, H, I, J, K. Jerry motioned, seconded by Kathy, all in favor, I, (0) opposed. Motion carried.

Adoption of Minutes. (1) January 7th minutes regarding Law Enforcement training Dan Bailey and Bill Willis. The correction for the academy should be 16 weeks not 6 weeks. Also motion made to pass resolution to support Burt Lake Tribe, Bob asked Mark to get a letter out to the tribe. Correction of Carl Fraiger name (spelling). Also on same minutes, need to have page 3 of 3 top paragraph a sentence has to be finished to read: The next meeting is scheduled for January 18th at 6:30 p.m. Barb Wheeler recommended to have Mary Oleniczak removed from the Constitution Committee. Motion to adopt January 7th meeting with corrections of typing mistakes. Kathy made motion, Bonnie supported, all in favor, I, (0) opposed. Motion carried.

January 28th minutes were from Membership meeting. Only change was fourth paragraph after committee should be reports not report. Motion to accept January 28th meetings. Jerry motioned, seconded by Bonnie, all in favor, I, (0) opposed. Motion carried.

February 4th minutes. The first correction was second paragraph of 1 of 3 pages. A correction that the minutes were adopted individually not as a group. Tammy mentioned that is how Annie stated in her notes. Bonnie and Kathy

stated that these minutes were adopted individually. Second correction was under Financial Report. The minutes read Chris needs to put deposit moneys in the amount. The Council wanted to strike whole sentence. Also under Old Business, Jerry Koon still needs to give a report on his trip and this was not done in written form. Jerry said he would do this for next meeting. Under Old Business regular articles in paper have not been sent to Council Members and a reminder that this has not been done and should be done. A correction under New Business (N.A.G.P a) should read N.A.G.P.R.A. Second paragraph should have correct spelling of Ethnel History. Motion to accept February 4th Tribal Council meeting. Bonnie mentioned that resolution adopted should be attached to all minutes, we thought this was a good idea. All those in favor of accepting February 4th meeting minutes with changes made. Bonnie motioned, supported by Kathy, all in favor, 1, (0) opposed. Motion carried.

March 3rd minutes. Kathy brought up how come these minutes were so lengthy and these were transcribed by Tammy. Bonnie said we are wasting a lot of paper by one siding them so it was suggested to print on both sides. Tammy said OK. Correction on page 4 of 9 second to the last paragraph. Should read Suzette Darbor not Garber. Bob liked numbers on pages. Motion to accept changes that Bonnie brought up, Kathy moved, supported by Margaret. All those in favor, 1, (0) opposed. Motion carried.

Financial Report. Refer to copies in packets and they are all listed on the board in hallway. Front page is a list of program numbers he has assigned now for purposes of the computer to help keep track of programs. 100 series is used for internal stuff. 160 is a new one and it's an indirect cost pool and it started April 1st. 201 is ANA and it ended March 31st. The financial report in packet is not the final report, it's the preliminary final. (150) Pow Wow fund not much been spent. Month of March made \$426.00 on three blankets, the fourth one was given to us for free by Victor Kishigo up in Harbor Springs. April 1st deposit of cash from ticket sales doesn't show on report but we have a gain in that one too. Kathy brought up that it be wrote down on the bottom that for example: Cultural Preservation fund \$500.00 came from savings, \$2,000 was a grant that we wrote for. Why this was brought up was because other members will look at this and say how come their giving all money to Pow Wow fund and no where else. (151) Tribal Development. \$100,000 was the signing bonus from gaming partners. When he wrote budget for this on supplies he budgeted \$2,500.00 we spent \$3880.66 already. \$985.84 overspent. The box of shirts and other items was quit high, more then he expected. We couldn't charge to another program so he put in this one. When we sell them that money will go right back in here to this program. The initial shirts were donated but we took design to same place so they could make other samples and they also billed us much to our surprise. The first 15 were a gift from Celina and we purchased the other ones for all Committee members as a gift for all the time donated. We had 35 Committee

members and that's where most of the expense came in but there were other things that they sent as samplers. We can sell other items to get some money back. We thought a good fund raiser item that would be a good item to sell would be T-shirts and baseball caps. Kathy commented that the Constitution Committee kept their budget low and they appreciate that. (152) Gaming Development. These are Chris's numbers picked out of the air for the budget. This is the pre-development loan which is referenced in the letter of intent with the gaming company. At some point in time the budget has to be agreed on between the tribe and gaming partners. Classified expenses that we can already identify with just so he can show them are here. He showed program revenues \$16,000 this was for option on certain parcels of land he wanted to show we received money and we also paid it out. Wanted to show the activity that occurred so it could be seen. If he would of put on same line we wouldn't of seen this happen. (201) ANA. ANA grant ended March 31st. Chris has the ability in his computer to force changes to go back into the month they actually occurred. He doesn't like to do this in the last month of the program because he likes to see retroactive decisions all in one place. One of our retroactive decisions was salary, wages and fringes. This reference is connected to a wage adjustment that went back to October. We had overcharged this program for some salaries and wages and he made the correction all in the same month so the auditor would have less trouble finding it. So it shows a negative in the current month for salaries and wages even though we did pay people in this month. Adjustment was larger then what we paid this month. There will still be a few expenses charged into this program but the actual unspent amount of the program is the lower right column where it says unspent \$5669.81, this is the dollars that have not been charged to this program. Some of the expenses we know we are going to have haven't already occurred that belong in the program. Would be for example the Audit program. Chris hasn't written a proposal to find a audit for this program. One of his things to do. The budget for the audit was \$1,000.00 he bets we will have to spend more like \$2,000.00. We have a leeway of \$5669.81. We may look at travel expenses because we still have budget there. We virtually took everything out of travel that wasn't anything except running to the bank. The only thing on travel is Tammy's trips to post office, bank and other little stuff like that. There will be other things we can charge back into here. The goal is to make this come out to zero. (202) Family Planning . There has not been no activity lately. We can back charge some salaries and wages to this because we haven't spent as much as we budgeted for. We have to make a paper trail to show that someone has actually did some work on this that we haven't already covered. We received more money for program then we actually spent on it. This is funded by Inter-Tribal Council. (204) Management Systems Contract. Pays Chris's salary, wages and fringes. It's exactly on target. (249) Video History Project. It's just getting underway. The bulk of the activity is expected to be to contractual consultants. The small amount are for specific hours, supplies and materials. This is part of "Opening

Doors Phase II." (250) Tribal Management Grant. This is on track in Chris's opinion. Look at travel there is an over expenditure on one line but still money to go on another two lines. Most programs call airfare, per diem, mileage everything travel on one line and so when he gets check request in he looks at it and says travel and marks it that. This one expects to be broke down. In reality IHS doesn't care if we call the whole thing travel. Equipment cost is a similar kind of problem we have budget in program 250 and 251 for equipment. He charged more with 250 then 251 but basically it all goes to the same thing just depends when stuff comes in. He said he'll probably back code some of these things to the other program because they are all the same stuff like computers, printers and things. It all belongs to the tribe once its paid for. So it doesn't matter which program pays for it. (251) Non-Recurring Funds Grant. This program is on track. (252) Traditional Foods. It was brought up by Kathy why speakers honoraria and rental place has nothing in it. The check request were not processed until April at the time this was done. These will show on April report. (260) Contract Health Program. This is a new health program that starts April 1st. This overlaps the other two health programs. This is the beginning of a continuing year after year after year IHS program. It can be whatever you want to use IHS for. At first it will be contract health then eventually it will be a clinic, substance abuse, dental, etc. The \$275.41 for travel was questioned it was paid in advance for something. (160) Indirect Cost Pool. Pays for Mark, Tammy, and Diane. It's the office support that keeps all the programs running. It can also pay up to 50% of the Chairman wages. It pays for expenses that are not easily identified as benefiting one particular program. We didn't ocure any expenses, it started April 1st. The way we collect money for indirect cost is we charge a percentage to the other programs. A percentage of what they spend. We take a look at how many dollars they spend and multiply it times a percentage and that's what we charge their program.

The next thing Chris presented was the Draft travel policy. The general rules as far as government goes as long as we have a policy basically the same as theirs, they will adopt it. It has to be consistent. This is the same as the governments except for a couple of things. First we will use the federal government rate for mileage, second the actual calculation for staying out of town, the federal government breaks the day into four-six hour blocks. We took this and broke it down to hourly basis. We take where ever a person goes and that the allowable amount to go there and divide by however many hours gone. Then you multiply that by hours gone and that is your per diem for meals. For staying overnight for rooms you have to have receipts for this and whatever is the allowed amount for that town that is all we'll pay for, no more if it is more, that comes out of your pocket. Third thing is if your going out of town and staying with friends or relatives and not in a motel/hotel, Chris suggestion was that we pay the person 25% of the normal rate to do this that way you could treat the people with the

money received to dinner or movie. This will be an incentive to save tribe money. Motion to adopt travel policy. Kathy motioned, Margaret supported, all in favor, 1, (0) opposed. Motion carried. We've been following this policy and 25 cents per mile. Effective April 1st.

Next item Chris presented was the Draft Wage Grid. This is the same way your travel policy gets examined by your auditor and by federal agencies. They also want to see somekind of logic behind how you pay people. Chris looked at four different grids from other tribes. Level 1-unskilled jobs, temporary jobs. Level 2-perminant jobs, supervised by someone else. Level 3-coordiantors may or may not have people working under them, they work on their own. Level 4-supervize staff. Level 5-top level administrative professional. Page 3 of handout. Actual grid. First column is the hiring rate of pay this is during your probationary period. Probationary period is 120 days. Starting level of pay is the only time negotiation is involved. You follow the grid across. The base level is defined plus 30% and you the council pick the base level and add 30% and that will give the amount all the way across. Chris suggestion is if you give everyone a cost of living you state as percentage and apply to everyone won't mess up whole grid. No specific education requirement for particular level of jobs. We want to encourage education in adults and kids staying in school. Basic requirement for education just to keep kids from dropping out of school. Age limit was suggested to put on this, unskilled was suggested to take out of here.

Chris presented information collected so far on the Tribal survey. He handed out printed data. Chris is working on it because he is the only one who knows how to get at data, he'll work with Susan and Denise to turn out finished report. We will be able to get a lot of beneficial information from this preliminary handout for everyone to look over. Motion to accept Financial Report. Kathy motioned, supported by Jerry, all in favor, 1, (0) opposed. Motion carried.

Staff reports. Mark said in handout draft job description for a Program Coordinator. Several of the positions we will be hiring are defined as program coordinators. We've tailored the specific jobs that have been identified in the BIA budget and IHS budget which are the new jobs and some of the other positions. He handed them out for review. They are draft job descriptions. We have to prepare scope of work for each one of these jobs. So people hired for each of these jobs have guidance of what is expected of them. Child Welfare Coordinator, Natural Resource Coordinator, Education Coordinator, Planning/Development Coordinator, Secretarial Position, Court Administrator, Family Services Director. All jobs are full time except Natural Resource and Court Administrator these are half time positions. Since we got the go ahead from IHS and BIA to draw down moneys, Mark wants to be able to advertise jobs on Monday (April 15). These coordinators will work with committee members

and the committees will recommend who to hire. They will also do the hiring along with Mark. Mark wanted to adopt the age grid before next Council meeting because we need to have the grid in place before hiring the new positions. Jobs will be advertised in the Newsletter and the following newspapers: Manistee, Cadillac, Grand Rapids Press, Muskegon Chronicle, Baldwin, Ludington, Traverse City, all Tribal organizations, Universities, and Commission on Indian Affairs. Would like to have hiring decisions for next Council meeting, probably June meeting. Could even call special meeting for hiring. Mark presented handout regarding No-Dice. Bonnie moved to advertise jobs (7), supported by Margaret, all in favor, 1, (0) opposed. Motion carried. Susan North's report. One thing she pointed out was them looking into contract health, getting contacts from other tribes to use. Send out form to get more detailed information from tribal members to add to the health files already in the computer. This form will be sent out to tribal members for them to fill out and mail it back and it can be the hard copy of persons file. Barb has helped people access resources in community and did some screening. Travel and training report was a sample of how maybe we all could use to fill out when we've attended a conference or meetings. This could be handed in with close-out form so it is kept on file and this would have to be done before the person could attend any other conference. First quarterly report for first traditional meals was included. Diane Report. She went to BIA and dropped off 600 files only five files were denied just need more information. At this time 1157 files that BIA has cleared. The enrollment board has cleared 42 more files, 50-60 files she is working on, about 100 files to be completed. She's been making phone calls and writing letters to get files completed. Tammy Report. Been working a lot with Pow Wow Committee sending out advertisement letters to businesses saying we're coming around to sell ads. She worked on Vendors forms. She ordered binders to put all committees meeting minutes in so tribal members can look in them and read what they want. Doing all types of other office duties. No longer quorum. They just talked about office space. Looked at the Larson insurance building again.

Meeting adjourned at 3:40 p.m. Kathy had to leave and Jerry had to be off the road by 4:00 p.m.

Next meeting scheduled for May 5, 1996 at 12:00 p.m.