

**Quartz Valley Indian Reservation
Continuation meeting of the Business Council
Administration Office
Wednesday, October 16, 2019**

Minutes:

Kayla Super presiding
Minutes taken by Lisa Carle

Member's present:

Kayla Super, Tribal Chairwoman
Sherrie Williams, Tribal Vice Chairperson
Lisa Carle, Tribal Secretary
Isaiah Williams, Tribal Treasurer
Virginia Croy, Board Member #2
Victor McCloud, Member at Large
Alondra Whittaker, Member at Large
Charlene Henry, Member at Large

Member's absent:

Fred Case, Out other meeting

- I. **Called meeting to order at 5:07 p.m. by Kayla Super.**
- II. **Approval of Agenda**
Charlene Henry makes a motion to approve the agenda.
Alondra Whittaker seconds the motion.
Vote: 4 for, 0 against, 1 abstention.
- III. **Reading and approval of minutes for September 30, 2019. Tabled**
- IV. **Enrollment-None**
- V. **Resolutions- None**
- VI. **Reports**
 - a. Tribal Administration-reported at 9/30/2019 meeting.
 - b. **Tribal Chairwoman**
 - Reported to GCC capping 8-exisitng wells

- Requires a permit from county
- Delay well drilling until Spring 2020
- Upcoming CRIHB travel 10/20-24/2019.

c. Tribal Vice-Chairperson

- Fee to trust
- Upcoming travel for Domestic Violence.

d. Tribal Treasurer

- Budgets will be emailed to Business Council
- Reported to General Council the audit findings and answered questions.
- Upcoming travel for Environmental Department.

e. MLIHA- reported at 9/30/2019 meeting.

f. ATHC- reported at 9/30/2019 meeting.

g. Firehall- reported at 9/30/2019 meeting

h. Gymnasium- reported at 9/30/2019 meeting.

i. Human Resources

- Additions to Workforce policy
- Questions concerning drug testing, background checks, how often
- This is not currently in Personnel Policy. After discussion the workforce fits under the section of Temporary employees.
- Discussion of budgets to include workforce pay.
- Annual Reviews are due for Administrator and Director positions.

j. All Boards and Committees

- A need to establish an Economic Development Committee
- The selected Economic Development has achieved their goals.
- A committee is needed for Indian Child Welfare Act (ICWA) and all forms committee. Review and update forms.
- The committees need policies and procedures
- Discussion: Personnel, review, create a job description, title change.

VII. Old Business

a. Policies and Procedures

- Fiscal to be updated
- Ordinance Committee

- b. Business Council Attire
 - Budget
 - Funding

VIII. New Business- None

IX. Executive Session

Entered at 6:01 p.m.

Exited at 6:44 p.m.

Discussion: Administration office and other department to have an emergency and code system procedures. Create the automatic call Tree system, easiest way to send messages. Bridge the Administration and Clinic procedures for codes.

Isaiah Williams makes a motion to have the Tribal Administrator work with the Education Department to implement a sign in sign out procedure. To reinforce the Administration Office's sign in sign out procedure.

Victor McCloud seconds the motion.

Vote: 6 for, 1 against, 1 abstention.

X. Announcements- None

XI. Adjournment at 6:53 p.m.

Alondra Whittaker makes the motion to adjourn.

Victor McCloud seconds the motion.

Vote: 7 for, 0 against, 1 abstention.

CERTIFICATION

BE IT RESOLVED,

That the Quartz Valley Indian Reservation presiding Executive Official is hereby authorized to sign and the Tribal Secretary to attest this document to give it full force and effect. The foregoing is adopted by a vote of 7 For, 0 Against, and 2 Abstention(s) at this duly called meeting of Quartz Valley Indian Reservation at which a quorum was present on the 28 Day of October, 2019.

Kayla Super
Kayla Super, Tribal Chairwoman or
Tribal Official

10/28/19
Date

Lisa Carle
Lisa Carle, Tribal Secretary

10/28/2019
Date