

Quartz Valley Indian Reservation
Business Council Meeting
Monday, November 27, 2017

Minutes:

Presiding: Frieda Bennett
Minutes by: Lisa Carle

Member's present:

Frieda Bennett, Tribal Chairwoman
Lisa Carle, Tribal Secretary
Timothy Bennett, Board member #2
Charlene Henry, Member at Large
Isaiah Williams, Member at Large

Member's absent:

Sherrie Williams-out of town BL
Joselyn Kelley, No show No call
Alondra Whittaker, Inactive
Cecilli Kelley, No call- works out of town

Guest(s) present:

Mike Slizewski, Tribal Administrator
Ernest Vargas, CRIHB Consultant
Kyle Nelson, Executive Director

I. **Called meeting to order at 5:21 p.m. by Frieda Bennett**

II. **Approval of Agenda**

Additions: under VI. Reports move d. Treasurer's report-CRIHB Consultant under a. Tribal Administrator's. Updates add to b. Tribal Chairwoman add J. All Board/Committees-update of Economic Development add to New Business b. Missed Business Council meetings.

Charlene Henry makes the motion to approve the agenda with additions.

Timothy Bennett seconds the motion.

VOTE: 4 for, 0 against, 1 abstention.

III. **Reading and approval of minutes for November 3, 2017.**

Corrections: page 2 correct sumit to submit. Correct MFP to NFP under Cell tower-add No opposition, contact tribe if artifacts are found on location.

Charlene Henry makes the motion to approve minutes for November 3, 2017 with corrections.

Isaiah Williams seconds the motion.

VOTE: 3 for, 0 against, 2 abstentions

IV. Enrollment

V. Resolutions

- a. 2017-36 Authorization to submit Tribal Transportation Safety Plan- Tabled – Phone Vote

VI. Reports

a. Tribal Administrator

- CRIHB Consultant-Ernest Vargas
- Submit Findings and Recommendations Report- Guidance to the Business Council and appropriate staff.
- **Review workflow and make recommendations for improvement**
- **Review current workload, make recommendations to set priorities**
- **Prepare federal financial reports**
- **Review budgets and make recommendations for improvement**
- **-Identify and assist with procurement for qualified vendors for IDC proposal and annual audit.**
- **Provide Abila MIP training to staff.**
- **Prepare report to Executive Staff and Tribal Leaders summarizing findings and recommendations.**

- **GENERAL LEDGER:**
- Recommendation: Enter Journal Entries monthly
- **PAYROLL:**
- Recommendation: Electronic time management system compatible with Abila- payroll import the approved timesheet- reduce the amount of time to process payroll.
- If unable, re-evaluate time sheet approval process and time to enter data in excel spreadsheet.
- Recommendation to reduce bank transfers: Create 2-batches of payroll for Tribal employees and Clinic employees.
- **ACCOUNTS PAYABLE**

- Credit card invoices are copied and paid out of 3-separate checking accounts
Recommendation: Clinic open own credit card accounts. If not, a single check be issued from Tribal Checking account and reimbursed by Clinic funds.
- Employee health benefits- the accounting software is designed to allow allocations to multiple funds- avoid Journal Entry to enter at later dates.
- **TRAVEL**
- Numerous outstanding travel reconciliations- need to be completed. Travel advances are coded in receivable and it does not reflect travel/training expenses- financial statements.
- Recommendation: Outstanding Travel advances need to be reconciled to ensure accurate accounting of expenditures. A policy should be in place to ensure travel reconciled in a timely manner. Once travel reconciliations concerns are addressed, it is my recommendation to have all travel advances is allocated to the correct program instead of general receivable account.
- **PURCHASING**
- Our policy is too restrictive-follow Federal standards
- Example Micro-purchases: QVIR \$2,000.00, Federal \$3,500.00.
- Increase limit for micro purchases. Small purchases to \$150,000.00
- Authority limits needs to be address in policy.
- Recommend change purchase requirement amounts and micro purchased practice a "do not exceed" system. Other purchases require the staff to provide documentations regarding quotes and bids.
- Business Council needs to see budget (GL) information.
- **GRANTS MANAGEMENT:**
- Active grants spanning multiple years. Current years are being charged while previous years not being charged.
- Carryover request balance, spend it down.
- Financial report needs backup documentation.
- Policy change for electronic system, view by top management before submittal.
- Create active grants listings.
- Strategic planning, Budgeting, Goals, recommend line items, and programs to change.
- Spend old allocations before spending new allocations.
- No construction or land purchases
- **AUDIT FINDINGS:**
- Simplify accounting system.

- Reduce Chart of Accounts
- Recommendation: System change, FUND, DEPT, GL, FISCAL YEAR.
- Recommendation: On-site training to all employees using the accounting system.
- **Multiple checking accounts**
- Recommend all grant funds and tribal funds to meet the annual budget needs be deposited into this account and pay for the invoices out of this account.
- Recommendation for Tribal funds that does not meet annual budget need would be deposited in the savings and if needed, transferred to the operating account.
- Revenue Sharing –Distribution would be deposited and distributed from this account.
- Recommendation for Clinic: Grant and Third party that required meeting the annual budget needs would be deposited into this account and pay for the invoices out of this account.
- **Workload**
- Hire Finance Director preferably with strong tribal experience
- Hire a consultant firm to oversee Finance department until a director is either hired or trained.
- Reconciliation of Journal Vouchers
- Cash is accounted for
- Clinic- Finance Manager be moved to Finance Department and absorb the duties of Grants Compliance Officer, ensure consistency in financial reporting.
- Clinic- need to hire for the Accounts Receivable position.
- **Indirect Costs and Audit**
- 3-proposals were submitted to the negotiate FY 2017 and FY 2018 IDC.
- RFP to recruit for an Audit firm for the next 3-years.
- **Budget review**
- Tribal Administrator (TA) - Executive Director (ED) given a budget template to be used for FY 2018.
- **Abila training**
- Utilizing NFP Accounting technologies to provide system change, support and training staff.
- **Financial Reports**

- Clinic grants: submit outstanding financial reports worked with both Finance Manager and ED.
- A list of active grants and financial reporting due dates given to Finance Manager.
- Attach documentation to the financial reports.
- **Clinic review**
- No alarming concerns- billing is current.
- Need to hire for Accounts receivables.
- A move of the Finance Manager position to the Finance Department, need to hire a Business Manager within the clinic.
- **Priorities**
 1. Recruit and hire a competent Finance Director
 2. Approve Request for Proposal (RFP) for Audit services and select a firm
 3. Approve IDC vendor and provide required information for completion of negotiation
 4. Complete and approve FY 2018 budget
 5. Complete carry-forward request for 93-638 contract
 6. Complete system changes and staff training
 7. Complete accounting system reconciliations

Continue T.A. report

3- Indirect Cost Proposals for FY 2017, FY 2018

Art Ribail

Parnell & Associates- \$4,600.00 per year total \$9,200.00 (on site)

Falmouth Institution- \$4,000.00 per year total \$8,000.00 (on-line)

Timothy Bennett makes a motion to approve Parnell and Associates for \$4,600.00 a year for both of the years, under line item professional services.

Isaiah Williams seconds the motion.

Vote: 4 for, 0 against, 1 abstention

RFP for Audit Services

- TA worked with CRIHB consultant

North Block

- Submitted proposal for Natural Resource Consultant

Equine Project

- Hired R.B Aldrich Construction
- Level area
- Grade
- Create access to round pen

Staff Luncheon

- Catered
- Date: Friday, December 22, 2017
- Time: 3-5 p.m.
- Location: Gymnasium

Adjournment

Charlene Henry makes the motion to adjourn.
Isaiah Williams seconds the motion


Vote: 3 for, 0 against, 2 abstentions

Meeting adjourned at 7:48 p.m.

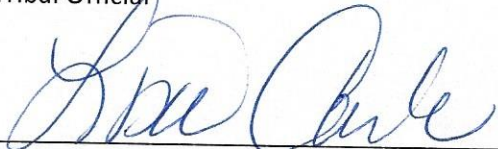
CERTIFICATION

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 4 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 29 Day of December, 2017.



Frieda Bennett, Tribal Chairwoman
Tribal Official



Lisa Carle, Tribal Secretary

Date



Date