

Quartz Valley Indian Reservation
Business Council Meeting
Monday, September 11, 2017

Minutes:

Presiding Frieda Bennet
Minutes taken by Lisa Carle

Member's present:

Frieda Bennett, Tribal Chairwoman
Lisa Carle, Tribal Secretary
Joselyn Kelley, Tribal Treasurer
Timothy Bennett, Board member #2
Isaiah Williams, Member at Large
Cecilli Kelley, Member at Large

Member's absent:

Sherrie Williams-Travel
Charlene Henry- Sick
Alondra Whittaker

Guest(s) present:

Mike Slizewski, Tribal Administrator
Gerald Ballard, Grants Contracts Compliance Officer (GCCO)

I. Called meeting to order at 5:48 p.m. by Frieda Bennett.

II. Approval of Agenda

Isaiah Williams makes the motion to approve the agenda.
Timothy Bennett seconds the motion.
VOTE: 4 for, 0 against, 2 abstentions.

Gerald Ballard, GCCO report was moved to after the approval of agenda.

Updates of Domestic Violence Grant.

- Modular-redesign to fit an office space, it will take 8-12 weeks.
- Budget modification-showing break down from line items. Send this information to the Business Council.

III. Reading and approval of minutes for August 28, 2017.
Timothy Bennett makes the motion to approve the minutes for August 28, 2017.
Joselyn Kelley seconds the motion.
Vote: 4 for, 0 against, 2 abstentions.

IV. Enrollment

- a. Employee ID cards. General consensus to approve for employees identification (ID) cards.
- DISCUSSION: Orientation packet- have the employee sign for ID card, upon their departure, they must turn in their employee ID card.

V. Resolutions- None

VI. Reports

a. Tribal Administrator

- Question: Annual leave over 200 hours. It is stated in Quartz Valley Indian Reservation Personnel Policy- enforce the rule.
- DISCUSSION: Random Drug Policy, Suggestion: Suspected usage will have to report to Anav Tribal Health Clinic within 15-mins. The drug tests are done at Onarheim Company. General Consensus wants the random drug test to be sent directly to the lab at the cost of \$50.00-each.
- New hire for Administrative Assistant, will start on September 25, 2017.
- FEMA Crew will start on Thursday.
- Tribal Election report was scanned and original was sent to Bureau of Indian Affairs.
- Bank Account needed signatures have been received. Recommendation: need more than 1-signature on these bank accounts.
- Confidentiality forms: were sent out and review by email.

b. Tribal Chairwoman

- Constitution
 - 3-days for review.
 - Focus group: set dates, times and location.
 - Volunteers: Isaiah Williams, Joselyn Kelley
 - Food
- Audits
- Procurement form
 - revised form

VII. Old Business

a. Cemetery

- Preparation, readiness
- Location
- Ordinance in place
- Budget Process
- Business Council (BC) stipends.
 - COMMENT: The stipend increased, with the understanding to be more active in our rolls as BC.
 - Be responsible.

- Document all attended meetings.
- Director's and Staff Meetings will be starting again
 - Every second Wednesdays of the month.
 - Director's beginning at 8:45 am to 10:00 a.m.
 - Staff meetings beginning at 10:00 a.m. to 12:00
 - Luncheon potluck following
- Auditors
 - Their contract has expired; they offered a 2-year extension.
 - DISCUSSION: Auditors 2-year extension. Performance, opinions.
- RFP would be needed to seek new auditors, check per Finance Director recommendation.
- Environmental Director to meeting with Tribal Treasurer, Tribal Administrator, and Tribal Chairwoman to discuss EPA budget.
- Update: Business Council filing cabinet. Research cost of 2-filing cabinets.
- b. Policies
- c. New check signers
- d. Voice recorder-software
- e. Records Management
 - What is records management?
 - Electronic records of all our documents
 - Scan documents
 - Procedure to manage our records.
 - Volunteer: Cecilli Kelley- she is requesting more information, explanation and direction.

VIII. New Business- None

IX. Executive Session

a. ICWA letter submitted

Entered into executive session at 7:25 p.m.

Exited executive session at 7:41 p.m.

General Consensus of the said concern, to preside.
using numbering system 2017-ICWA-01

X. Announcements- None

XI. Adjournment

Isaiah Williams makes the motion to adjourn.

Timothy Bennett seconds the motion.


Vote: 3 for, 0 against, 2 abstentions.

Adjournment at 7:42 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 25 Day of September, 2017.



Frieda Bennett, Tribal Chairwoman
Tribal Official

Date



Lisa Carle, Tribal Secretary

9/25/2017

Date