

**Quartz Valley Indian Reservation  
13601 Quartz Valley Road  
Fort Jones, California 96032  
Special Meeting  
Business Council Meeting  
January 23, 2015**

ORIGINAL  
CA

- I. Establish Quorum and Call Meeting to Order:** 12:10 pm by  
Tribal Chairman Harold Bennett  
Minutes taken by Tribal Secretary Charlene Henry

**Council Members Present:**

Tribal Chairman, Harold Bennett  
Vice Chairperson, Melissa McCloud  
Tribal Secretary, Charlene Henry  
Tribal Treasurer, Frieda Bennett  
Board Member #1, Alondra Bailey  
Board Member #2 Lisa Carle  
Member at Large, Veronica Bennett  
Member at Large, Sherrie Williams  
Member at Large, Kevin Case

**Guest Present:**

Tribal Administrator, Audrey Gugel

- II. Establish and Approval of Agenda:** January 23, 2015  
**III. Reading and Approval of Minutes:** Table

**Corrections were:** None

Frieda Bennett moves a **motion** to table all Reports, Old Business, New Business, any additional issues, Alondra Bailey seconds, 6 For, 0 Against, 1 Abstention

- IV. Resolutions:** 2015-05, 2015-06, 2015-07, 2015-08

We have revised our policies to be in compliance with 2CFR 200, revisions were done by Bill Helmich.

**Resolution 2015-05:**  
**AMEMDMMENT TO CURRENT TRAVEL POLICY**

**Discussion:**

- GSA rate will follow the GSA code, going by CFR rule
- Travel special needs
- Are travel and fiscal the same? Fiscal refers back to Travel Policy
- Money for dependents, covering the guidelines, discuss at Business Council
- Retroactive mileage?, ask attorney
- We have been in compliance
- We have been in the process of updating policies

Melissa McCloud moves a **motion** to pass Resolution 2015-05 with changes, Kevin Case seconds, 6 For, 0 Against, 3 Abstentions

**Resolution 2015-06:**  
**AMENDMENT TO CURRENT PERSONNEL HANDBOOK**

**Discussion:**

- Revising the Organizational Chart
- Criteria for Tribal Program Coordinator (TPC) / Chairman
- Add TPC to Organizational Chart
- Health and Housing must fill in their list
- At Will; discussion with Bill Helmich
- Holidays, change day after Thanksgiving to National Indian Day, add California Indian Day, last Friday in September
- Correct the math on Annual and Sick leaves and years of service, change it to the hours
- Typo Tribal Administrator not Tribal Manager, change definition to Tribal Administrator
- Bi-weekly payroll, change accrual from 2 to 4 for annual and sick
- Changing to every two week payroll period, employees need time to prepare, will start on April 1, 2015.
- Personnel Handbook must match the Fiscal Policies and Procedures, change to 1/26

Frieda Bennett moves a **motion** to approve 2015-06 with changes, Alondra Bailey seconds, 5 For, 0 Against, 3 Abstentions.

**Resolution 2015-07:**  
**AMENDMENT TO CURRENT FISCAL POLICIES AND PROCEDURES MANUAL**

**Discussion:**

- Page 7, conflict between policy and federal law
- Add fiscal year
- Take out Rancheria, change to Quartz Valley Indian Reservation

Frieda Bennett moves a **motion** to approve Resolution 2015-07 with changes, Veronica Bennett seconds, 5 For, 1 Against, 2 Abstentions.

**Resolution 2015-08:**  
**AMENDMENT TO CURRENT PURCHASING MANUAL**

**Discussion:**

- We will be keeping up to our usual strict standards
- Amendment to computer policy
- HUD requirements

Alondra Bailey moves a **motion** to approve Resolution 2015-08, Frieda Bennett seconds, 5 For, 0 Against, 1 Abstention.

- V. Reports: Table**
- VI. Old Business: Table**
- VII. New Business: Table**
- VIII. Executive Session: Table**
- IX. Announcement: Table**

X. **Adjournment:** at 1:46 pm

Frieda Bennett moves a **motion** to adjourn at 1:46 pm, Kevin Case seconds, 5 For, 0 Against, 1 Abstention.

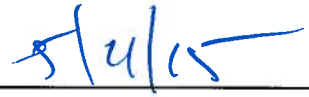
**C\*E\*R\*T\*I\*F\*I\*C\*A\*T\*I\*O\*N**

BE IT RESOLVED,

That 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 3 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 30<sup>th</sup> Day of April, 2015.



Harold Bennett, Tribal Chairman



Date



Charlene Henry, Tribal Secretary



Date