

MEMORANDUM

TO: Board of Directors
FROM: Joanne Carr, Executive Assistant
DATE: August 13, 2020
RE: Workshop Agenda for August 18, 2020

AGENDA

10:00 a.m. – Wish List

Lunch

Executive Reports

4:00 p.m. – Agenda Review

5 p.m. – Regular Meeting of the Board of Directors

**BOARD OF DIRECTORS REGULAR MEETING
KEWADIN CASINO AND CONVENTION CENTER
SAULT STE. MARIE, MICHIGAN**

August 18, 2020

5 P.M.

- I. CALL TO ORDER
- II. INVOCATION: Prayer, Smudging, Presentation of Grandfathers
- III. ROLL CALL
- IV. PRESENTATION:
- V. MINUTES:
- VI. RESOLUTIONS: Elder Outreach Worker Program
Tribal Buildings – Nazarene Church
Natural Resources – Nunn’s Creek
H.C. – Soo Dental
H.C. – Soo Medical Nursing
Gov’t – Economic Director
FY 2020 Gov’t Cap Ex
Continuing Funding Authority
Am Vacation Policy
Program for Allocation of Cares Act
- VII. NEW BUSINESS: Fishing Request
Board Concerns
- VIII. ADJOURN TO EXECUTIVE SESSION:
- IX. RECONVENE AND REAFFIRM
- X. ADJOURN

BOARD OF DIRECTORS REGULAR MEETING

August 18, 2020

Sponsor's List

RESOLUTIONS:

Elder Outreach Worker Program –Directors Morrow, Chase, Causley, Hoffman, Gravelle, McKerchie

Tribal Buildings – Nazarene Church- Andrew Land

Natural Resources – Nunn's Creek – Brad Silet

H.C. – Soo Dental – Leo Chugunov

H.C. – Soo Medical Nursing-Leo Chugunov

Gov't – Economic Director – Joel Schultz

FY 2020 Gov't Cap Ex – Budgets /Various Programs

Continuing Funding Authority – Budgets /Various Programs

Am Vacation Policy – Director Hoffman,Gravelle

Program for Allocation of Cares Act – Jeremy Patterson

NEW BUSINESS:

Fishing Request - Fisher

Board Concerns-Director Causley

RESOLUTION NO: _____

**ELDERLY DIVISION – ELDER OUTREACH WORKER PROGRAM
ESTABLISHMENT OF FY 2021 BUDGET**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the establishment of a FY 2021 for Elder Outreach Worker Program with Tribal Support monies of \$268,913.24.

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

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom _____ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the _____ day of _____ 2020; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of _____ members for, _____ members against, _____ members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

RESOLUTION NO: _____

**TRIBAL BUILDINGS – NAZARENE CHURCH
ESTABLISHMENT OF FY 2020, FY 2021, AND FY 2022 BUDGETS**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the establishment of a FY 2020 budget for Tribal Buildings – Nazarene Church with transfer funds from Tribal Operations monies \$15,748.28. This may have an effect on Tribal Support.

BE IT FURTHER RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the establishment of a FY 2021 budget for Tribal Buildings – Nazarene Church with transfer funds from Tribal Operations monies \$16,348.28. This may have an effect on Tribal Support.

BE IT FINALLY RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the establishment of a FY 2022 budget for Tribal Buildings – Nazarene Church with transfer funds from Tribal Operations monies \$16,763.28. This may have an effect on Tribal Support.

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

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom _____ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the _____ day of _____ 2020; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of _____ members for, _____ members against, _____ members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

RESOLUTION NO: _____

**NATURAL RESOURCES – NUNN’S CREEK FISHERIES
FY 2020 BUDGET MODIFICATION**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the FY 2020 budget modification to Nunn’s Creek Fisheries for an increase in Federal BIA Revenue monies of \$55,000.00 and Other Revenue – Proceeds from Sales monies of \$126,536.59. No effect on Tribal Support.

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

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Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

RESOLUTION NO: _____

**HEALTH CENTER – SOO DENTAL
FY 2020 BUDGET MODIFICATION**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the FY 2020 budget modification to the Health Center – Soo Dental to change the personnel sheet and reallocate expenses. No effect on Tribal Support.

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

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom _____ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the _____ day of _____ 2020; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of _____ members for, _____ members against, _____ members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

RESOLUTION NO: _____

**HEALTH CENTER – SOO MEDICAL NURSING
FY 2020 BUDGET MODIFICATION**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the FY 2020 budget modification to the Health Center – Soo Medical Nursing to change the personnel sheet and reallocate expenses. No effect on Tribal Support.

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

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom _____ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the _____ day of _____ 2020; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of _____ members for, _____ members against, _____ members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

RESOLUTION NO: _____

**GOVERNMENTAL – ECONOMIC DIRECTOR
FY 2020 BUDGET MODIFICATION**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the FY 2020 budget modification to Economic Director to reduce the personnel page and reallocate expenses. No effect on Tribal Support.

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

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom _____ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the _____ day of _____ 2020; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of _____ members for, _____ members against, _____ members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

RESOLUTION NO: _____

**FY 2020 GOVERNMENTAL
CAPITAL PURCHASES BUDGET**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby appropriates a total of \$1,704,000 for the FY 2020 Governmental Capital Purchases Budget, of which \$1,578,000 will come from Other Revenue/Fund Balance and \$126,000 from Tribal Support.

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

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom _____ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the _____ day of _____ 2020; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of _____ members for, _____ members against, _____ members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

RESOLUTION NO: _____

**CONTINUING FUNDING AUTHORITY
FOR FISCAL YEAR 2021 SEPTEMBER TO AUGUST**

WHEREAS, the Sault Ste. Marie Tribe of Chippewa Indians (“Tribe”) is a federally recognized Indian Tribe organized under the Indian Reorganization Act of 1934, 25 U.S.C. 467 et seq; and

WHEREAS, the Board of Directors and tribal staff have not completed the process of reviewing budgets for their respective budget year 2021; and

WHEREAS, the below cost center list, with fiscal year of September to August, for budget year 2021 is still under review and will not be completed until after the fiscal year start date of September; and

WHEREAS, the Board of Directors wants to ensure that services are not left unfunded for a period between expiration of the fiscal year 2020 budgets and approval of the fiscal year 2021 budgets.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors approves continuing funding for the following cost centers for fiscal year 2021, at their 2020 spending levels, for a period not to exceed 45 days:

CC#2230 – Early Head Start
CC#3070 – Head Start HHS
CC#2257 – COPS TRGP

CC#2233 – Early Head Start BIA
CC#3071 – Head Start BIA
CC#12091 – Sault Tribe Thrive

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

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Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

RESOLUTION NO: _____

**AMENDING TEAM MEMBER MANUAL
VACATION POLICY**

WHEREAS, the Board of Directors has determined that due to COVID-19 team members have been unable to use vacation time.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians does hereby amend the vacation policy for 2020, as part of each of the Governmental, Enterprise and Casino team member manuals.

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

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom _____ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the _____ day of _____ 2020; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of _____ members for, _____ members against, _____ members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians

VACATION POLICY

I. Purpose: Vacation benefits are provided so that team members may enjoy rest and relaxation away from work. Sault Tribe strongly encourages team members to take all the time they are entitled to for each benefit year. This policy defines the guidelines for utilizing the vacation benefits.

II. Scope: This policy applies to all regular team members as defined in the Policy Benefits/Eligibility Sheet. This policy does **not** apply to Sault Tribe Construction and Housing field workers (See the Leave Pay For Field Workers Policy).

III. Policy:

A. Vacation Accrual Rates: Vacation time accrual may vary from home company to home company and is based on the position held, please refer to the Policy Benefits/Eligibility Sheet to determine what vacation benefits are available. Vacation accrual rates are based on a team member working a 2080 hour work year. A regular part time team member is eligible to accrue a portion of vacation time based on the number of hours the part time team member works.

B. Vacation Eligibility: Team members must be classified as a regular full-time or regular part time team member and complete the required introductory period to be eligible to take vacation time.

C. Vacation Approval:

1. A team member's supervisor has the authority to approve or disapprove vacation time based on job performance and anticipated workloads, etc. The fact that a team member has accumulated vacation time does not mean that the vacation time is to be taken at team member's discretion.

2. Team member's vacation time must be requested and approved in advance by their immediate supervisor. Any vacation days taken without approval will result in loss of pay and disciplinary action.

3. Supervisors must return a copy of the approved or disapproved Leave Request Form to the team member within 2 working days to allow the team member to make appropriate plans.

D. Vacation Pay-out at Separation: Up to 20 days (160 hours) of unused accrued vacation time will be paid to all team members upon separation regardless of the reason for separation (See Separation Policy). The vacation pay out will be computed based on the pay rate earned at the time of separation.

E. Accrued Vacation Hours Transfer (Same Home Company): When a team member takes a position within the same home company, their vacation hours transfer with them.

F. Accrued Vacation Hours Transfer (New Home Company): When a team member takes a position in a different home company, they may request to have their vacation hours transferred to the new home company utilizing the Vacation and Sick Liability Transfer Form. If the team member does not request the hours to be transferred or the receiving home company supervisor declines the request, the accrued vacation hours shall be paid out up to 20 days (160 hours) of unused accrued vacation.

G. Vacation Carry Over to New Year: Team members will be allowed to carry forward a maximum of 30 days (240 hours) of accrued vacation hours into the next calendar year. Any hours remaining over the 30-day maximum allowed to be carried over into the next calendar year will be forfeited at the end of the calendar year. Please note that a team member can request to convert excess vacation time to sick time in order to donate to the sick leave bank as identified in the sick leave policy. **For the calendar year 2020, due to emergency COVID-19 related issues, Team Members shall be allowed to carry over into 2021 an additional 20 days (160 hours).**

H. Committee's: For exempt and non- exempt team members, vacation time must be used when serving on a board or committee where an honorarium or stipend is paid or their position is grant funded and a team member is attending during working hours. If there is no payment for service or the position is not grant funded, then team members can attend at their supervisor's discretion.

I. Vacation Accrual Date: When team members are hired into a new home company or transfer within the same home company, with no break in service they shall retain their vacation accrual date for the purposes of number of hours of vacation earned in a year. The actual vacation accrual will be based on the rate of the new home company and the years of service. (See the Policy Benefits/Eligibility Sheet)

J. If a team members position is reclassified from exempt to non-exempt status due to a change in applicable law or policy, that team member shall retain the same leave accrual rate that they were entitled to prior to that reclassification.

Legislative History: Resolution No. 2016-277, November 2016, Resolution No. 2010-252, November 2010, 2010-190, September 2010

VACATION PROCEDURES:

I. Procedures:

A. Team member's requests for vacation must be in writing and must be put on a Leave Request Form. Team members must submit the Leave Request Form to their supervisor for approval. Team members may keep a copy of the form for their own records. Failure to put the request in writing will result in time off without pay for the hours missed.

B. Supervisors may complete the Leave Request Form for the team member if the request is made in advance via telephone.

C. One vacation day requires that you give your supervisor at least 24 hours' notice of your intent to take vacation time; two days requires a minimum of a one week notice; longer requires a minimum of a two-week notice. This notice requirement is up to the discretion of the supervisor.

D. You may request time off without pay at the time that you are requesting vacation days if you do not have enough vacation time to cover your absence. Check with your immediate supervisor for consideration and approval.

III. Procedures Update History: Original November 2016

RESOLUTION NO: _____

**APPROVING PROGRAM FOR ALLOCATION OF CARES ACT
TRIBAL GOVERNMENT RELIEF FUNDS**

WHEREAS, the Sault Ste. Marie Tribe of Chippewa Indians (the “Tribe”) organized pursuant to the Constitution of the Sault Ste. Marie Tribe of Chippewa Indians; and

WHEREAS, the spread of COVID-19 has been declared a global pandemic by the World Health Organization, a public health emergency by the United States Secretary of Health and Human Services, a national emergency by the President of the United States, and a Tribally declared emergency by the Sault Tribe Board of Directors; and

WHEREAS, the Board of Directors has determined that the COVID-19 global pandemic and corresponding impacts to the national and local economy has and will continue to strain the resources of the Tribe’s enterprises; and

WHEREAS, the Board of Directors has determined that in order to provide CARES Act Government Relief Funds to such entities in compliance with the CARES Act and Treasury guidance documents, it is in the best interest of the Tribe to approve policies which address the requirements of pass-through entities contained in the Uniform Guidance, 2 C.F.R. § Part 200, such as subrecipient screening and monitoring provisions.

NOW, THEREFORE, BE IT RESOLVED, that the Tribe should and does hereby approve the attached Program for Allocation of CARES Act Tribal Government Relief Funds.

BE IT FURTHER RESOLVED, that the Program shall be administered in cooperation by the COVID-19 Taskforce Grants Subcommittee and Fiscal and Human Resources Subcommittee as set forth in the attached policies.

BE IF FINALLY RESOLVED, that the Board of Directors reserves the right to amend the Program on an ongoing and as needed basis as additional guidance, funds, and needs arise.

CERTIFICATION

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom _____ members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the _____ day of _____ 2020; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of _____ members for, _____ members against, _____ members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
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