



Mille Lacs Band of Ojibwe Indians

*Executive Branch of Tribal Government
Office of the Chief Executive*

Via E-mail

September 25, 2024

Shena Matrious, Interim Executive Director
Jamie Edwards, Special Advisor of Intergovernmental Affairs

Re: Expectations of the Office of Government Affairs

Dear Interim Executive Director Matrious and Special Advisor of Intergovernmental Affairs Edwards:

I am reaching out to further establish my expectations of you and the Office of Government Affairs. First and foremost, as an office within the Executive Branch, Government Affairs staff are responsible to carry out the duties as prescribed by the Chief Executive.¹ You are also responsible to adhere to the ethical requirements of Title 6, as well as the Band's Personnel Policy and Procedures Manual to the extent it does not conflict with other Band statutes. In working toward a brighter future, it is important that we remember what our baseline responsibilities are.

In addition to our weekly Staff Meetings, I expect you to keep me regularly informed about any noteworthy items occurring within the week. To be consistent with my expectations with Executive Officers, by 9:00 AM every Friday, I would appreciate you sending me a summary of what your work week looked like and a summary of what the following work week will look like. Also, within one month, please schedule a time to meet with me for a one-on-one meeting. **Please contact Deputy Assistant Darla Roache to schedule the meeting.**

In preparation for our one-on-one meeting, the Interim Executive Director will prepare a memorandum answering the following questions. Prior to the meeting, please send the memorandum to Deputy Assistant Darla Roache.

1. What do your weekly and monthly schedules look like?
2. How many days are you present in the office?
3. What are the expectations for your staff to be in the office or working remotely?
4. How do you ensure your staff is working effectively during their remote days?

¹ See 4 MLBS §§ 3(a), 6.

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5. How do you communicate with your staff?
6. How do you ensure you are up-to-date with your office?
7. How many employment vacancies does your office currently have? (Please break down by grant-funded and net-revenue-funded positions)
8. What is the rate of employment vacancies in your office?
9. How many positions within your office are grant-funded?
10. How many positions are net-revenue-funded?
11. How many Band members work in your office?
12. Do you have any recurring meetings that you or your staff attend? If so, does the Office of the Chief Executive's staff need to be aware and attend as well?
13. What are your ideas to improve government operations for better customer service to Band members?
14. What are some areas within your budget that could be improved upon?
15. What are your ideas to improve the Band's website overall?
16. What is the process to ensure webpages are updated?
17. What is the process to ensure the contact page remains updated?
18. What is the process to ensure login credentials to the Band's website remains updated?
19. How do you decide if an event or a conference should be attended by you or other Government Affairs staff?
20. How do you ensure the attendance of an event or a conference is beneficial to the Band?
21. How do you plan to report back to the Chief Executive after attending an event or a conference?
22. What is your process in communicating with our federal lobbyists or partners during legislative session and outside of session? How do you ensure that information is being communicated to the Chief Executive?

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In preparation for our one-on-one meeting, the Special Advisor of Intergovernmental Affairs will prepare a memorandum answering the following questions. Prior to the meeting, please send the memorandum to Deputy Assistant Darla Roache.

1. How do you coordinate with the Interim Executive Director to decide if an event should be attended by you or other Government Affairs staff?
2. How do you ensure the attendance of an event or a conference is beneficial to the Band?
3. How do you plan to report back to the Chief Executive after attending an event or a conference?
4. What do your weekly and monthly schedules look like?
5. How many days are you present in the office?
6. How do you communicate with the Interim Executive Director what your schedule will look like on any given week?
7. What does your work week look like during the Minnesota legislative session?
8. How often are you at the Capitol presenting or listening during a hearing?
9. How often are you at the Capitol lobbying during a legislative session?
10. How often are you lobbying outside of a legislative session and what does that look like?
11. What is the process for the Band to endorse and donate to a political candidate? If there isn't an official process, is there a plan to create an objective, fair process for all candidates?
12. What is the process to help or encourage Band members or allies to campaign for political positions?

Regarding interactions with Band Assembly members, I encourage you to answer whatever questions you can without violating any ethical requirements. I would also like to see you log all of your interactions with Band Assembly members, making certain to note any requests. Please include notes from this log as part of your weekly summary to me. Prior to anything reaching the Band Assembly agenda, I should be made aware. All of that being said, I also expect you to be respectful to these elected officials—both in and out of Band Assembly—as they have been voted into office by our people.

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On a final note, please always carry yourself with professional respect and courtesy as an employee of the Band. This includes when on travel away from our territorial jurisdiction. Although I encourage you to travel as necessary to represent the Band's interests, I ask that you do so in a manner that shines positive light on the Band. In that same vein, you are free to travel (and send your employees upon travel) to events, conferences, meetings, and summits pertaining to Government Affairs, provided that the travel has been budgeted for and approved.

Attached is a Travel Request Form, an Event Debrief Form, and a Conference Debrief PowerPoint that I expect you to complete before and after you travel. An Event Debrief Form is to be filled out during recurring events, such as TEC, MIAC, MIGA, NAFOA, State Consultations, legislative priority meetings, etc. A Conference Debrief PowerPoint is to be filled out after attending a one-off conference.

All forms should be submitted to Deputy Assistant Darla Roache. Travel Request Forms should be sent as soon as possible prior to traveling for approval and planning purposes. The Event Debrief Form and Conference Debrief PowerPoint should be sent within one week of attending the event or conference.

Please feel free to contact me directly about any questions you may have.

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Virgil Wind
Chief Executive