



## *Mille Lacs Band of Ojibwe Indians*

*Executive Branch of Tribal Government*

*Office of the Chief Executive*

*Via E-mail*

July 11, 2025

To: Mille Lacs Band Executive Branch Employees

Re: Continued Operations in Absence of Administration Policy Board Quorum

Dear Executive Branch Employees:

Aaniin. Please consider this letter as additional guidance to the letter previously issued on June 30, 2025. As you know, the Administration Policy Board (“APB”) is currently without quorum. Furthermore, the Commissioner of Administration, Assistant Commissioner of Administration, and Health & Human Services Commissioner positions are all vacant. Until a Commissioner of Administration or Assistant Commissioner of Administration is both nominated by the Chief Executive and ratified by the Band Assembly, please adhere to the following guidance:

1. Operations for the Community Development Department, Department of Education, and Department of Natural Resources should remain relatively unchanged. One exception is that Commissioners are unable to place any item before APB for consideration. In the event that an appropriation is needed, please complete the enclosed Interoffice Memorandum and forward to Deputy Assistant Darla Roache (**darla.roache2@millelacsband.com**). Such appropriation request will be transmitted from the Chief Executive to the Band Assembly.
2. Administration documents requiring the signature of an Executive Officer—including letters requesting appropriation from the Band Assembly—shall be forwarded to the Chief Executive for signature. Please complete the enclosed Interoffice Memorandum and forward to Strategic Policy & Communications Coordinator Darcie Big Bear (**darcie.bigbear2@millelacsband.com**). This Interoffice Memorandum must be used even if a Docusign signature is being requested.
3. Health & Human Services documents requiring the signature of an Executive Officer—including letters requesting appropriation from the Band Assembly—shall be forwarded to the Chief Executive for signature. Please complete the enclosed Interoffice Memorandum and forward to HHS Temporary Executive Assistant Nicole Anderson (**nicole.anderson@hhs.millelacsband-nsn.com**). This memorandum must be used even if a Docusign signature is being requested.
4. Administration and Health & Human Services documents related to appraisals, hiring, payrolls, requests for leave, travel requests, comp requests, etc. shall be forwarded to

**Letter from Chief Executive Virgil Wind to Executive Branch Employees**  
**Re: Continued Operations in Absence of Administration Policy Board Quorum**  
**July 11, 2025**  
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Executive Administrative Assistant Anna Davis ([anna.davis@millelacsband.com](mailto:anna.davis@millelacsband.com)); but an Interoffice Memorandum is not required.

5. HHS Business Process Improvement Manager Lisa Johnson ([lisa.johnson@hhs.millelacsband-nsn.com](mailto:lisa.johnson@hhs.millelacsband-nsn.com)) is available to assist in carrying out the guidance set forth herein with respect to Laserfische. Any such questions should be directed to her.
6. Although Darcie Big Bear and Nicole Anderson are former Commissioners, they are not acting (and cannot act) in Commissioner capacities. Instead, they are consolidating documents in need of signature and routing them to the Chief Executive for review so that Band business can carry on.
7. Budget worksheets and pay rates are due to the Office of Management & Budget by Friday, July 11. When budget managers send their worksheets and pay rates to Assistant to Commissioner of Finance Chris Waite ([chris.waite@millelacsband.com](mailto:chris.waite@millelacsband.com)), please also copy Strategic Policy & Communications Coordinator Darcie Big Bear and Senior Federal Government Advisor Adam Candler ([adam.candler@millelacsband.com](mailto:adam.candler@millelacsband.com)).

If you have any questions regarding this memorandum, please contact Deputy Assistant Darla Roache.

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Virgil Wind  
Chief Executive

**Enclosure:**

Interoffice Memorandum Requesting Chief Executive Signature (Updated Template)