



MILLE LACS BAND OF OJIBWE

Executive Branch of Tribal Government

DEPARTMENT OF ADMINISTRATION COMMISSIONER'S ORDER 2022-03

A Commissioner's Order Implementing Matters Raised on March 24, 2022 to the Administration Policy Board

Section 1. Purpose

The purpose of this Commissioner's Order is to implement matters related to personnel, contracts, and grants due to the Administration Policy Board's lack of quorum.

Section 2. Source of Authority

This Commissioner's Order is issued pursuant to 4 MLBS §§ 7(h) and 9(a).

Section 3. Matters Implemented

(a) The following matters contained in Attachment 1, dated March 24, 2022, are hereby implemented by this Commissioner's Order:

- (1) Executive Branch personnel matters related to new hires, job changes, and transfers within the Department of Health & Human Services and Department of Education;
- (2) Executive Branch personnel matters related to the Leave of Absence, noted for record, within the Department of Health & Human Services;
- (3) Executive Branch personnel matters related to the Separation of Employment within the Department of Health & Human Services and Department of Community Development;
- (4) Approval of contracts for the Department of Community Development, Department of Administration, and Department of Justice:
 - (i) SCR, Inc. contract with the Department of Community Development – Installing new security camera system at Mino Bimaadiziwin;
 - (ii) Jensen Backhoe contract with the Department of Community Development – Replacing onsite septic system at private home located in District 1, using IHS funds;
 - (iii) Momentum ECM, LLC contract with the Department of Administration – Providing continued support through September 30, 2022 of all online forms for Aanjibimaadizing previously through Minokaw (purchased by Momentum) including all application systems and Rosetta Stone; and
 - (iv) Lockridge Grindal Nauen P.L.L.P. contract with the Band (at the direction of the Office of Solicitor General) to provide legal services relating to Talon Metal Corp.'s proposed mining operation near Tamarack, Minnesota.

DISTRICT I

43408 Oodena Drive Onamia, MN 56359
(320) 532-4181 Fax (320) 532-4209

DISTRICT II

36666 State Highway 65 McGregor, MN 55760
(218) 768-3311 Fax (218) 768-3903

DISTRICT IIA

2605 Chiminising Drive Isle, MN 56342
(320) 676-1102 Fax (320) 676-3432

DISTRICT III

45749 Grace Lake Road Sandstone, MN 55072
(320) 384-6240 Fax (320) 384-6190

URBAN OFFICE

1404 East Franklin Avenue Minneapolis, MN 55404
(612) 872-1424 Fax (612) 872-1257

- (5) Approval of Other: Department of Administration, Mille Lacs Band of Ojibwe 477 Master Plan for Fiscal Years 2022-2025 to the Department of Interior, Bureau of Indian Affairs pursuant to the Public Law 102-477, the “Indian Employment, Training and Related Services Demonstration Act of 1992”.
- (b) The following matters contained in this Commissioner’s Order, Attachment 1, dated March 24, 2022, are hereby implemented and forwarded to the Band Assembly for further action:
- (1) Approval of Request for Appropriations for the Department of Natural Resources for Fiscal Year ending September 30, 2022;
- (2) Approval of contracts listed above in Section 3 (a)(4)(i) – (iv).

Section 4. Effective and Expiration Dates

- (a) This Commissioner’s Order will become effective when signed.
- (b) This Commissioner’s Order will expire on the earlier of December 31, 2022 or the next date that the Administration Policy Board convenes to conduct business and has quorum.

Issued on April 13, 2022:



Maria Costello
Assistant Commissioner of Administration

Seal of the Band





MILLE LACS BAND OF OJIBWE

Executive Branch of Tribal Government

For Commissioner's Order 2022-03
Attachment 1 of 1
April 13, 2022
Administration Policy Board Matters

DISTRICT I

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**ADMINISTRATION POLICY BOARD
REGULAR MEETING
MARCH 24, 2022
DISTRICT 1 GOVERNMENT CENTER UPSTAIRS MEDIA ROOM**

The Assistant Commissioner of Administration called the meeting to order at 11:00 a.m.

MEMBERS PRESENT

Maria Costello, Assistant Commissioner of Administration
Nicole Anderson, Commissioner of Health & Human Services
Kelly Applegate, Commissioner of Natural Resources

MEMBERS ABSENT

Peter Nayquonabe, Commissioner of Administration
Commissioner of Community Development, vacant
Commissioner of Education, vacant

NO QUORUM PRESENT

OTHERS PRESENT

Byron Ninham, Interim Executive Director of Education
Ryan Simafranca, Deputy Commissioner of Community Development
Angel Oehrlein, Senior Executive Assistant of Administration

The Assistant Commissioner of Administration stated due to lack of a quorum, per law no business can be conducted through a regular meeting. All business will be completed through Commissioner's Orders until a quorum is available at the next Administration Policy Board Meeting.

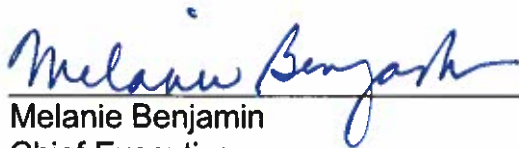
The meeting adjourned at 11:01 a.m. due to lack of quorum.



Maria Costello
Assistant Commissioner of Administration



Date



Melanie Benjamin
Chief Executive



Date



DRAFT AGENDA

Administration Policy Board Agenda District 1 Government Center Upstairs Media Room March 24, 2022

1. **CALL MEETING TO ORDER**
2. **ROLL CALL – Commissioner of Administration, Assistant Commissioner of Administration, Commissioner of Community Development, Commissioner of Education, Commissioner of Health & Human Services, Commissioner of Natural Resources**
3. **AGENDA APPROVAL**
4. **NOTE OF APPROVED MINUTES**
March 10, 2022 – Regular APB
5. **UNFINISHED BUSINESS**
6. **PERSONNEL**
New Hires, Job Changes, Transfers
Health & Human Services
Bernadine Przybilla – Transfer from FT Client Access Specialist to FT Interim Behavioral Health Administrative Assistant, effective 3/14/22

Education
Leann Benjamin – Transfer from FT Child Advocacy Center Administrator to FT Interim Curriculum Specialist, effective 3/21/22
7. **Annual Appraisals/Wage Corrections/Changes**
8. **Leave of Absence – Furlough Actions**
9. **Leave of Absence – noted for record**
Health & Human Services
Barbely Laws – FT CHR D1, return from leave of absence, effective 3/8/22
10. **Separation of Employment - reason will be included on draft but DO NOT state in minutes**

Health & Human Services
Lori Van Kempen – FT Accounts Receivable Specialist, **resignation**, effective 3/17/22
Matthew Stiehm – FT Lead Investigator, **resignation**, effective 3/16/22
Joanne Boyd – FT WIC Clerk, **resignation – failure to return from LOA**, effective 3/9/22

Community Development
Dawn Day – FT Maintenance Tech 1, **job abandonment**, effective 3/8/22
Toni Doust – FT Maintenance Tech 2, **resignation**, effective 12/21/21
Raymond Doust – FT Maintenance Tech 1, **resignation**, effective 3/9/22

DRAFT AGENDA

11. **JOB DESCRIPTIONS**

12. **CONTRACTS/GRANTS**

Community Development

SCR, Inc - \$24,950.00 – to provide materials and labor for the installation of a new security camera system for the Mino Bimaadziwin Transitional Housing building, replacing the obsolete system with a new IP based HD video surveillance system as submitted

Jensen Backhoe - \$20,395.00 – to provide materials and labor for replacing an onsite septic system at private home located at 38221 US Hwy 169, Onamia with IHS funds, as submitted

Administration

Momentum ECM, LLC - \$24,975.00 – to provide continued support of all online forms for Aanjibimaadizing previously through Minokaw (purchased by Momentum), including the applications systems for HAF, CERA, CERA-HUD, and Rosetta Stone. Contract will allow to maintain current applications, collect data for reports and continue to create all online applications through this fiscal year through September 30, 2022, as submitted

13. **FINANCE**
Budget Revisions

14. **OTHER**
Administration

Aanjibimaadizing – Public Law 102-477 Plan approval FY 2023 – FY 2025 as submitted

**ADMINISTRATION POLICY BOARD
REGULAR MEETING
MARCH 10, 2022
DISTRICT 1 GOVERNMENT CENTER UPSTAIRS MEDIA ROOM**

The Assistant Commissioner of Administration called the meeting to order at 11:57 a.m.

MEMBERS PRESENT

Maria Costello, Assistant Commissioner of Administration
Nicole Anderson, Commissioner of Health & Human Services
Kelly Applegate, Commissioner of Natural Resources

MEMBERS ABSENT

Peter Nayquonabe, Commissioner of Administration
Commissioner of Community Development, vacant
Commissioner of Education, vacant

NO QUORUM PRESENT

OTHERS PRESENT

Baabiitaw Boyd, Deputy Commissioner
Byron Ninham, Interim Executive Director of Education
Kristian Theisz, Director of Community Support
Stacey Sanchez, Human Resources Director
Angel Oehrlein, Senior Executive Assistant of Administration

The Assistant Commissioner of Administration stated due to lack of a quorum, per law no business can be conducted through a regular meeting. All business will be completed through Commissioner's Orders until a quorum is available at the next Administration Policy Board Meeting.

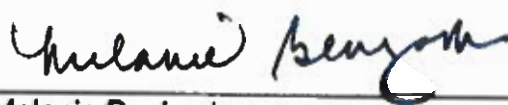
The meeting adjourned at 11:58 a.m. due to lack of quorum.



Maria Costello
Assistant Commissioner of Administration

3/10/22

Date



Melanie Benjamin
Chief Executive

3/14/2022

Date



DRAFT AGENDA

Administration Policy Board Agenda Band Assembly District 1 Government Center Upstairs Media Room March 24, 2022

1. **CALL MEETING TO ORDER**
2. **ROLL CALL – Commissioner of Administration, Assistant Commissioner of Administration, Commissioner of Community Development, Commissioner of Education, Commissioner of Health & Human Services, Commissioner of Natural Resources**
3. **AGENDA APPROVAL**
4. **UNFINISHED BUSINESS – TABLED ITEMS**
5. **CONTRACTS**
Department of Justice – Office of Solicitor General
Lockridge Grindal Nauen - \$95,000.00 – to provide legal services regarding a proposed min by Talon Metals known as Tamarack Mine as submitted

Community Development
Ron's Roll-Offs - \$30,000.00 – to provide dumpsters for the 2022 District 3 Community Clean up scheduled for April 30 – May 6 as submitted
Aufderworld Corporation - \$43,610.32 – to provide and install audio sound system equipment at both East Lake and Chiminising Community Centers as submitted
HUOT Construction & Services, Inc - \$61,027.10 – to provide materials and labor for an Elder home renovation project in Sandstone funded through by Elder renovation line item as submitted
Heritage Exteriors and Restoration, Inc. - \$72,517.56 – to provide material and labor for an Elder home renovation in District 1 to address poor roof condition requiring replacement, as submitted
6. **FINANCE**
7. **Request for Appropriation**
Natural Resources
FY 2022 – DNR General (251-5300-4) - \$9,761.50 – request appropriation of Net Revenue funding to complete the MnDOT contract #1046796 for the West Lake Signage which is fully reimbursable and billed monthly for the Band's direct labor costs as submitted
FY 2022 – MnDOT Recovery Project (251-5467-2) - \$108,902.51 – request appropriation of Net Revenue funding to complete the MnDOT contract #1044825 for West Lake Signage which is fully reimbursable and billed monthly for the Band's team of employees, consulting contracting, local mileage, miscellaneous expenditures, office supplies, program supplies, program activities, small equipment and equipment as submitted
8. **OTHER**