



MILLE LACS BAND OF OJIBWE

Executive Branch of Tribal Government

NON-REMOVABLE MILLE LACS BANDS OF CHIPPEWA INDIANS DEPARTMENT OF NATURAL RESOURCES

COMMISSIONER'S ORDER 21-01

A Commissioner's Order Implementing Matters of 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 MLBSA §§ 7(h) and 9(a).

Section 3. Matters Implemented

The following matters contained in Attachment 1 to this Commissioner's Order are implemented:

- (a) Executive Branch personnel related to hires, job changes, and transfers within the Departments of Administration, Education, Health and Human Services, and Natural Resources;
- (b) Executive Branch personnel matters related to annual appraisals, wage corrections, and changes;
- (c) Creation of a new job description for the Department of Health and Human Services;
- (d) Approval of contracts for the Department of Administration; and
- (e) Approval of budget revisions and appropriation requests for the Department of Health and Human Services.

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



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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 next date that the Administration Policy Board convenes to conduct business with a quorum.

Issued on July 20, 2021:

Commissioner of Administration Peter J. Nayquonabe

Seal of the Band



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For Commissioner's Order 21-01 Attachment 1 of 1

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**ADMINISTRATION POLICY BOARD
REGULAR MEETING
JULY 8, 2021
VIA ZOOM**

The Commissioner of Administration called the meeting to order at 10:58 a.m.

MEMBERS PRESENT

Peter Nayquonabe, Commissioner of Administration
Maria Costello, Assistant Commissioner of Administration
Nicole Anderson, Commissioner of Health & Human Services

MEMBERS ABSENT

Commissioner of Community Development, vacant
Commissioner of Education, vacant
Commissioner of Natural Resources, vacant


NO QUORUM PRESENT

OTHERS PRESENT

Stacey Sanchez, Human Resources Director
Angel Oehrlein, Senior Executive Assistant of Administration

The 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.

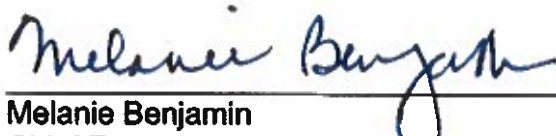
The meeting adjourned at 10:59 a.m. due to lack of quorum.



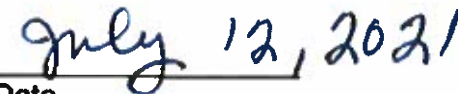
Peter Nayquonabe
Commissioner of Administration



Date



Melanie Benjamin
Chief Executive



Date



DRAFT AGENDA - Revised

Administration Policy Board Agenda Via Zoom Meeting July 8, 2021

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**
June 24, 2021 – Regular APB
June 24, 2021 – Regular APB – BA
5. **UNFINISHED BUSINESS**
OTHER – Administration – tabled by motion for further review, June 10, APB meeting
Aquatic & Fitness Center Staff Policies
Aquatic & Fitness Center Member Information
Aquatic & Fitness Site Operating Procedures
6. **PERSONNEL**
New Hires, Job Changes, Transfers
Administration
Crystal Sam – FT Data Specialist, effective 6/28/21

Education
Carolyn Simpson, FT Lead Teacher (DII), effective 6/28/21
Bryon Ninham – Transfer from FT NASS Assistant Principal to FT Interim Executive Director of Education, effective 7/1/21

Health & Human Services
Jenna Kuduk – transfer from FT Manager Care Coordination and Clinic Integration to FT Health Service Director, effective 6/28/21
Eric Pedersen – FT Data Specialist, effective 6/28/21
Dianne Hamilton – transfer from FT Client Access Specialist to FT Lab Assistant, effective 6/28/21
Robyn Straw – FT Shelter Advocate, effective 6/28/21
Kathleen Nelson – transfer from FT Reimbursement Specialist to FT Reimbursement Specialist Lead, effective 6/28/21
Ashley Hanson – FT Shelter Advocate, effective 6/28/21
Yvonne Rolsing, FT Claims Processor, effective 6/28/21
Michael Kettner – FT CD Counselor (D3), effective 7/6/21
Lisa Stangl – transfer from FT Staff LPN HHS to FT Laboratory Manager, effective 7/6/21

Natural Resources
Lindsay Mitchell – FT Cultural Resource Specialist, effective 6/28/21

DRAFT AGENDA - Revised

7. **Annual Appraisals/Wage Corrections/Changes**
Health & Human Services
Angelle Caza – FT Clinical Applications Coordinator, annual appraisal as submitted, effective 10/1/19
Angelle Caza – FT Clinical Applications Coordinator, annual appraisal as submitted, effective 10/1/20
Briana Rosvold – FT Staff Registered Nurse, annual appraisal as submitted, effective 10/1/20
Barbely Laws – FT D1 CHR, annual appraisal as submitted, effective 10/1/20
Nicole Narveson – FT Home Care Coordinator, annual appraisal as submitted, effective 10/1/20
Connie Smith – FT Expanded Functions Dental Assistant, annual appraisal as submitted, effective 10/1/20
Sharon Welle – FT Certified Medical Assistant (CMA), annual appraisal effective 10/1/19
Sharon Welle – FT Certified Medical Assistant (CMA), annual appraisal effective 10/1/20
Barbara Martin – FT Referral Coordinator, annual appraisal as submitted, effective 1/29/20
Barbara Martin – FT Referral Coordinator, annual appraisal with no increase due at current maximum of job compendium as submitted, effective 10/1/20
Lisa Stangl – FT Laboratory Lead, annual appraisal as submitted effective 6/10/20
Lisa Stangl – FT Laboratory Lead, annual appraisal as submitted, effective 10/1/20
Kaitlyn Blowers, FTR ALU Nurse Manager, annual appraisal as submitted effective 06/03/20
Kaitlyn Blowers – FT Staff RN, annual appraisal as submitted, effective 10/1/20
Lance Roeschlein – FT Radiology Lead/Manager, annual appraisal as submitted, effective 4/13/21
8. **Leave of Absence – Furlough Actions**
9. **Leave of Absence – noted for record**
Health & Human Services
Michael Davis – FT Elder Abuse Advocate, return from leave of absence, effective 6/21/21
10. **Separation of Employment - reason will be included on draft but DO NOT state in minutes**
Health & Human Services
Archie Cash – FT Health Screener, **resignation**, effective 6/29/21
Michael Wade Jr. – FT Health Screener, **dismissal/discharge**, effective 6/25/21
Administration
Harvey Goodsky – FT Community Service Leader, **resignation**, effective 7/9/21
11. **JOB DESCRIPTIONS**
Health & Human Services
Dental Assistant (**unlicensed**), Market - create new Self-Governance/third party revenue funded position. The Dental Assistant assists in providing dental care by performing a variety of patient care, office, laboratory, and maintenance duties – post

DRAFT AGENDA - Revised

12. **CONTRACTS/GRANTS**

Administration

Joseph Nayquonabe - \$6,400.00 – to provide First language teacher to support language resource development for books, videos, and lesson plans for teens and young adults as submitted

James Mitchell - \$6,400.00 – to provide First language teacher to support language resource development for books, videos, and lesson plans for teens and young adults as submitted

Elfreda Sam - \$6,400.00 – to provide First language teacher to support language resource development for books, videos, and lesson plans for teens and young adults as submitted

Joshua Jay Kanassatega - \$10,000.00 – contract addendum to continue to provide professional education, consulting and other related services for the MLB Delegates with date extension through September 30, 2021, and total contract amount of \$44,000.00 as submitted

13. **FINANCE**

Budget Revisions

14. **OTHER**



DRAFT AGENDA

#2

Administration Policy Board Agenda Band Assembly Via Zoom Meeting July 8, 2021

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**
6. **FINANCE**
Budget Revisions/Transfers
Health & Human Services
FY 2021 – Tribal Opiate Response (TOR) 222-4095-1 - \$39,677.00 – move monies within budget into various line items with decreases in salary, benefit and mileage to support increase in program supplies as submitted
7. **Request for Appropriation**
Health & Human Services
FY 2021 – Elder Nutrition 223-4060-1 - \$21,530.00 – request appropriation of Older Americans NAC5 ACT Title VI grant funds into program supplies and kitchen supplies as submitted
FY 2021 - Money Follows the Person Tribal Initiative (MFTPI) 221-4265-2 - \$406,192.00 – request appropriation of additional grant funds into various line items to support an array of health services including salary for a position to provide for healthcare outreach for the elderly as well as technology to allow for greater access to resources and transport as submitted
8. **OTHER**