



**Health & Human Resource Department
Meeting 03-03-RP
September 10, 2003**

01. CALL TO ORDER:

Committee Chairman Randy Phelan called the meeting to order at 12:00 p.m.

02. ROLL CALL:

Committee Members Present: Councilman Phelan, Councilman Wolf,
Councilman Wolf, quorum present and Councilman Wells, Jr.

03. APPROVAL OF AGENDA:

Add on Susan Hall/Human Resources Director
Paula Danks/Personnel,
Sue Romero/Federal Program on Other Business

Councilman Packineau moved to approve the agenda as amended and seconded
by Councilman Wolf.

VOTE: 4 Ayes, 0 Nays, 0 Abstentions, 0 Not Voting. Motion carried.

04. Casino Human Resources: (Susan Hall)

05. WIC PROGRAM UPDATE: (*Delphine Baker*)

- A financial report on the WIC program for the year to date. Did have evening clinics for the working mothers but will have to close the evening clinics due to funding.
- Is working on a Grant with CEDS for \$200,000 a year to fund an outreach worker.
- Is requesting for approval on a Nutrient salary base and reclassified her job description. Chairman Phelan suggested moving this to Personnel Concern on to the full council.
- Delphine, Deb and Stacey were asking about the status of their job ranking and inquiring about their Salary Increases. Chairman Phelan stated that they as committee are working on a resolution that will be presented to TBC tomorrow.
- Reported that the Audits Reports in Finance are not communicating with the Program Directors on their findings. The Auditors do not know about our tribal programs workflow. Delphine asked about Management or Financial Audits has two sections. A Management Evaluation is based on management within the program due to the regulations of the federal programs. Councilman Wells requested a copy of these WIC findings on the management evaluation. Delphine gave a copy to Pat Wilkinson and WIC does have an evaluation every four years.

06. EDUCATION DEPARTMENT: (*Bernadine Young Bird*)

Reporting on update on Education Program Department has limited resources, has not ear marked any funds for the administrative costs. Chairman Phelan suggested Education Department to get a grant writer to pursue a building. Councilman Wells asked on what she can get by with on funding to go with at least with \$163,000 and encourage to go after the money for next year. Councilman Wells made a motion to authorize Bernadine to apply for the next year appropriation for school officers on DOJ. Motion seconded by Councilman Wolf.

VOTE: 4-Ayes, 0 Nays, 0 Abstention, 0 Not Voting. Motion carried.

B. Martha Hunter-Defer

07. HEADSTART DEPARTMENT: *(Sara Young Bird)*

- Head start needs to re-advertise three (3) Bus Driver Positions and one (1) cook position as soon as possible.
- In 2004 all teacher aides have to have their two-year degree.
Four Bears Head Start the contractor forgot to put in a heating system should start on the 23rd. Head start does need a building now to have classes. Councilman Wells stated that the Contract is not ready; their deadline was August 14th, still not completed. The head start needs to complete the attendance of 100 days a year.
- Pay scale on changes on pay raise providing that funds are available a comparative sheet on salary bases on the education.
- Mandaree Head start starting date is September 23rd.
- Sara submitted recommended list of names.

Councilman Wells move for approval of all the names listed for recommendations seconded by Councilman Packineau.

VOTE: 4-Ayes, 0 Nays, 0 Abstentions, 0 Not Voting. Motion carried.

09. OTHER BUSINESS:

- a. **Personnel – Paula Danks** requested to be on the TBC Agenda on for tomorrow meeting. Chairman Phelan directed to write up Resolution on hiring authority and to put on Health & Human Item 6.
- b. **Sue Romero/Federal Programs Assistant (Charles Fredericks)**
- c. **Rural Water-** McKenzie County was funded first and funded the tribe after. McKenzie wants to send money for increase of waterline. As a council we voted to included Sanish and Northern Lights and nothing has happened. In Four Bears the water plant is poorly quality and have to replace that water plant. Councilman Wells stated that they have two phases on the water lines. The water line stopped at the county line and put on hold, it not the money they wanted to gear it up for McKenzie County. Councilman Wolf why don't we set up our own water plant, we have to pay for our water, if this is the case we should put in our own water system. Councilman Wells stated that the Rural Water be placed on the next Natural Committee meeting.

10. Adjournment:

Councilman Wells moved to adjourn and second by Councilman Wolf.

VOTE: 3 Ayes, 0 Nays, 0 Abstention, 0 Not Voting. Motion carried.

Adjourned at 3:25. p.m.

CERTIFICATION OF MINUTES

The undersigned, as Committee Chairman of the Health & Human Resources and Education Committee of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Health & Human Resources/Education Committee is composed of three (3) members, of whom three (3) constitute a quorum 3 members were present at a Health & Human Resources/Education Committee meeting thereof duly called, noticed, convened and held on the 6 day of January 2004 whereupon the Three Affiliated Tribes Committee Secretary presented the foregoing minutes for approval.

Said minutes of Sept 10, 2003 were duly approved by the affirmative vote of 3 members, 0 members opposed, 0 members abstaining, 0 members not voting.

Minutes Submitted by: Connie Fox
Connie Fox/Committee Secretary

11/6/03
Date

Concurred By: Randy Phelan
Randy Phelan/Chairman of the
Health & Human Resources/Education Committee

5-25-04
Date

ATTEST:

Randy Phelan
Randy Phelan, Executive Secretary
Tribal Business Council of the
Three Affiliated Tribes

5-25-04
Date