

RESOLUTION OF THE GOVERNING BODY OF
THE THREE AFFILIATED TRIBES OF THE
FORT BERTHOLD RESERVATION

- WHEREAS, This nation having accepted the Indian Reorganization Act of June 18, 1934, and authority under said Act; and
- WHEREAS, The Constitution and By-laws of the Three Affiliated Tribes authorized and empowers the Tribal Business Council to engage in activities for the welfare and benefit of the Tribe and Tribal members; and
- WHEREAS, The Three Affiliated Tribes have contracted for the past few years from the Bureau of Indian Affairs for the Tribal Work Experience Program; and
- WHEREAS, The Three Affiliated Tribes desires to again contract the Tribal Work Experience Program under the authority of P.L. 93-638.
- NOW, THEREFORE BE IT RESOLVED, that the Three Affiliated Tribes contract with the Bureau of Indian Affairs for a one year period beginning October 1, 1980.
- BE IT FURTHER RESOLVED, that any executive committee member shall be allowed to negotiate and sign on behalf of the Three Affiliated Tribes' Tribal Council.

C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of 11 members of whom 7 constitutes a quorum, were present at a ^{special} meeting, thereof duly called, noticed, convened and held on the 14th day of July, 1980; that the foregoing resolution was duly adopted at such meeting by the affirmative vote of 7 members, and 0 members opposed, 0 members abstained, 4 members passed and that the said resolution has not been rescinded or amended in any way.

Chairman: (voting) (Not voting)

Dated this 14th day of August 1980.

Noting Marie A. Mills
Secretary, Tribal Business Council

ATTEST:

August H. Diercke
Chairman, Tribal Business Council

THREE AFFILIATED TRIBES

Tribal Work Experience Program

FY 81

Submitted by:

THREE AFFILIATED TRIBES

TRIBAL BUSINESS COUNCIL

New Town, North Dakota

INTRODUCTION:

The Tribal Work Experience Program went into operation December 1, 1967. The Tribal Work Experience Program currently serves an average of 15 households or 57 persons per month based on a twelve month average.

The Tribal Work Experience Program was created to provide eligible, able-bodied head of households work experience and training while receiving general assistance.

The Tribal Work Experience Program consists of one (1) employee for the operation and administration duties of the program.

RESERVATION BACKGROUND INFORMATION

The Fort Berthold Reservation was established for the Arikara, Mandan, and Hidatsa Tribes by the Fort Laramie Treaty of 1851. Located in central North Dakota, the Reservation occupies sections of six (6) counties - Mountrail, McLean, Dunn, McKenzie, Mercer and Ward. (see maps I. & II.).

The total acres within the boundaries of the Reservation is approximately one million acres of which about one-half is trust land.

The topography of the west and south segments is rough grassland and "badlands" - this land being used primarily for livestock production; and flat to rolling grasslands in the north and east segments - both of which contain desirable cropland.

Sakakawea, formed by the Garrison Dam, traverses the Reservation and splits it into five parts which are tenuously tied together by the road system. Lake Sakakawea has approximately 600 miles of shoreline lying within Reservation boundaries.

The original major Indian communities on Fort Berthold were inundated with the construction of the Garrison Dam on the Missouri River in the 1950's. And while there are Indian families living throughout the Reservation, the majority live in the local communities of Mandaree, White Shield, Twin Buttes, and the incorporated towns of Parshall, and New Town, the last containing tribal and agency headquarters.

Commerical facilities are found in all the Reservation communities; however, Fort Berthold residents are from 60 to 100 miles away from such larger population centers such as Minot, Bismarck, Dickinson and Williston.

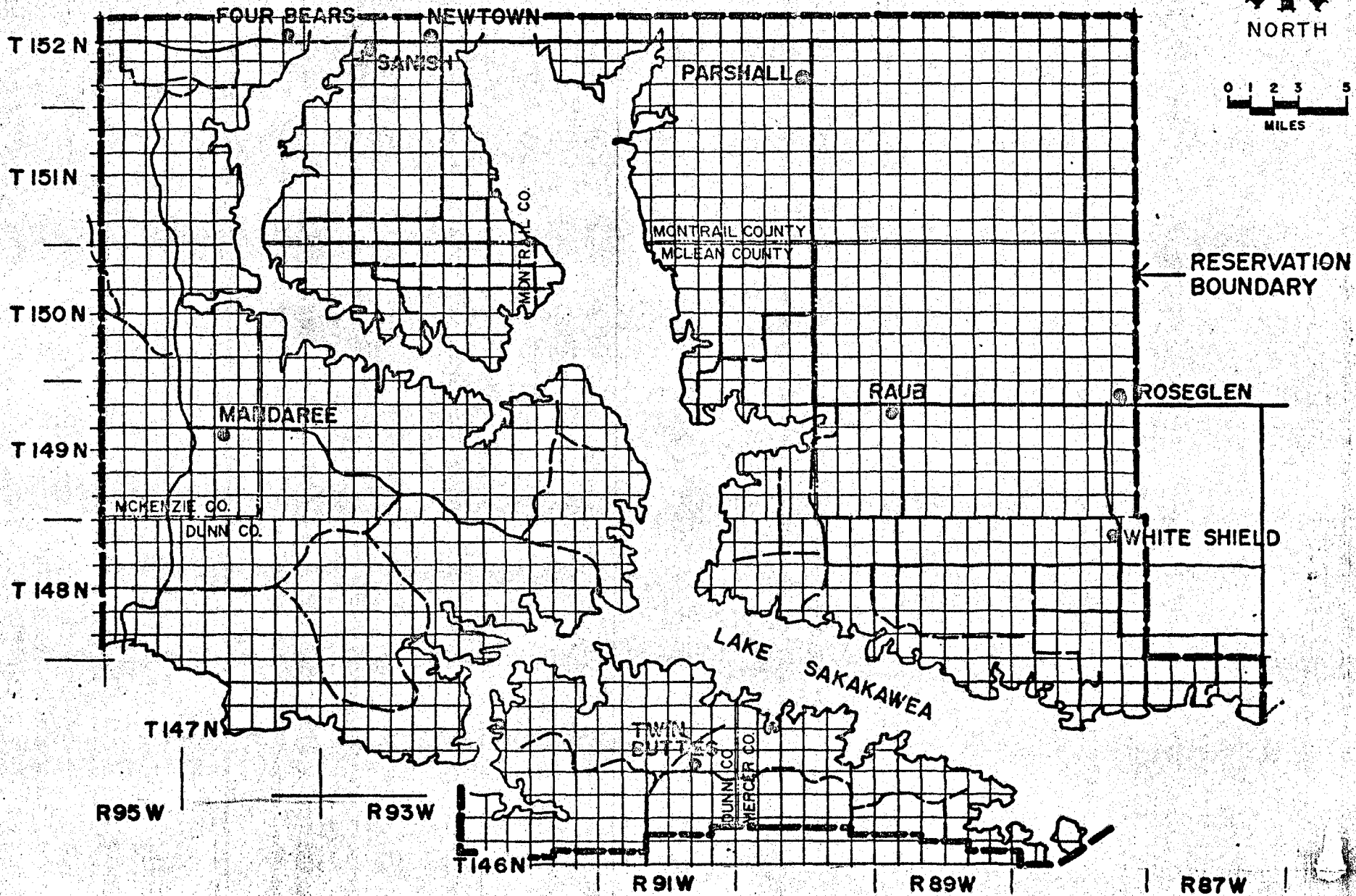
MAP I.

MILEAGE - ONE WAY

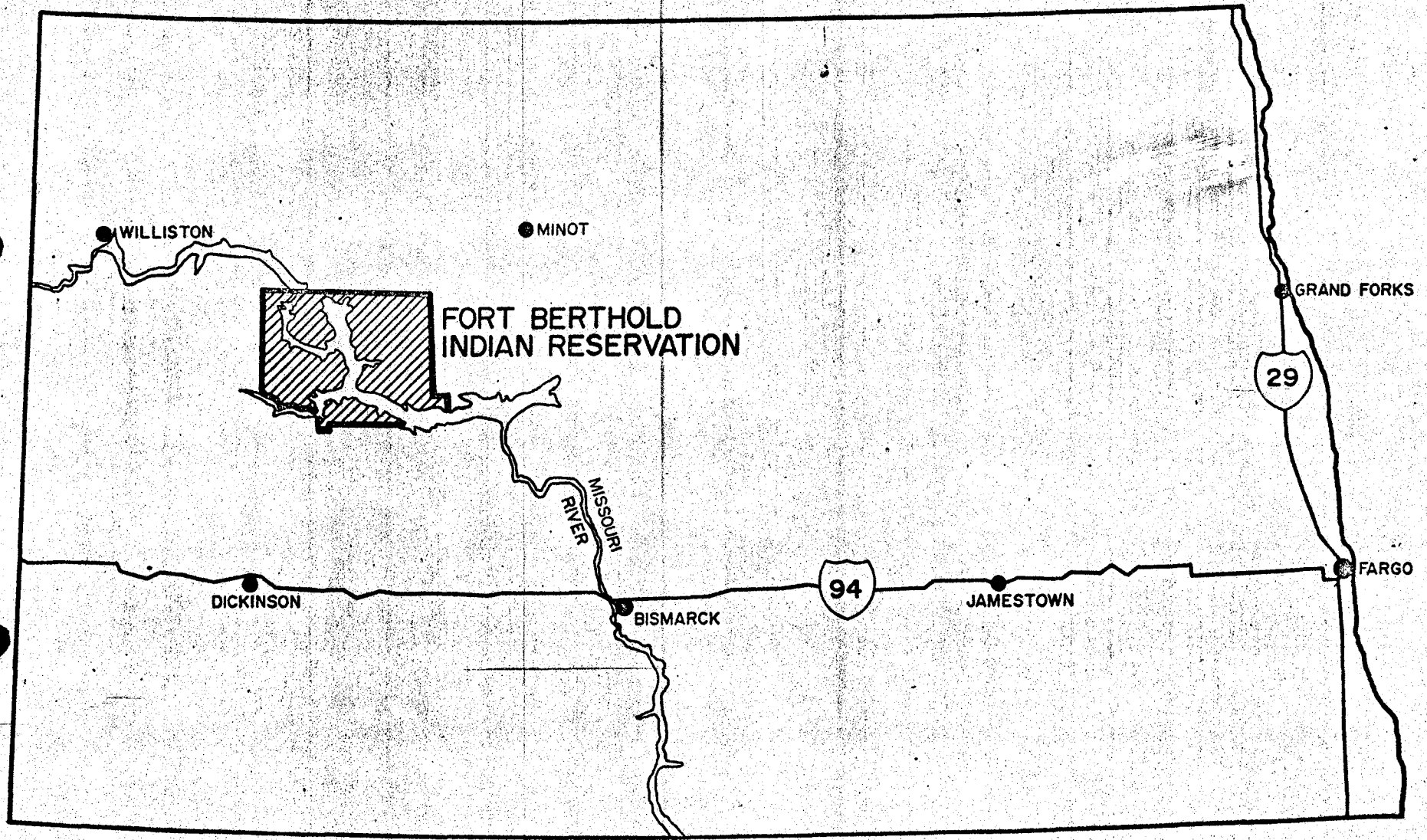
New Town to Twin Buttes --- 111 miles
New Town to White Shield --- 58 miles

MILEAGE - ROUND TRIP

New Town to Parshall --- 34 miles
New Town to Mandaree --- 62 miles



FORT BERTHOLD RESERVATION



NORTH DAKOTA REGION MAP

SCALE: 0 5 10 20 50 MILES

PROGRAM PLAN:

The goal for the Tribal Work Experience Program is to provide eligible participants work experience and training opportunities which may lead to gainful employment.

PROGRAM NEED:

This program provides work and training experience for able-bodied individuals, who have little work experience or none at all at the same time providing assistance to the family to help meet current income needs. This program also helps individuals in developing good work habits which are necessary in competing for employment in the future.

- This program is valuable to able-bodied family heads.

SPECIAL NEED:

To allow Director necessary training in the field of social work related to the Tribal Work Experience Program.

From experience and observations made from this program, this need would be considered a valuable asset to the program.

Objective No. 1 : To provide work experience for general assistance clients and assist them in securing full time employment.

| <u>Activities:</u> | <u>Product:</u> | <u>Responsibility for Completion:</u> | <u>Time Table:</u> |
|---|-------------------------------|---------------------------------------|--------------------|
| No. <u>1</u> To accept applications from all five reservation communities | Completed applicants | Director | Continuous |
| <u>2</u> Verify applicants income from BIA Finance, Trust & Natural Resources and other respective agencies | Completed Income Verification | Director | Continuous |
| <u>3</u> Set up individual applicants work experience budgets | Completed Budgets | Director | Continous |

Objective No. 2 : To develop methods and procedures to measure the accomplishment of program activities

| <u>Activities:</u> | <u>Product:</u> | <u>Responsibility for Completion:</u> | <u>Time Table:</u> |
|---|-------------------------------------|---------------------------------------|----------------------------|
| <p>No. <u>1</u> To provide a narrative and statistical report showing number of persons served and amount of funding allocated to each household served</p> | <p>Completed statistical report</p> | <p>Director</p> | <p>Monthly & Final</p> |
| <p><u>2</u> To provide a financial report showing administration and general assistance expenditures</p> | <p>Completed 1034</p> | <p>Director</p> | <p>Monthly</p> |
| <p><u>3</u> Evaluation of programs with reference to stated objectives and contract provisions</p> | <p>Evaluation Report</p> | <p>Tribal Programs Manager</p> | <p>Semi-annually</p> |

Objective No. 3 : To strengthen the administrative and management capability of program staff.

| <u>Activities:</u> | <u>Product:</u> | <u>Responsibility for Completion:</u> | <u>Time Table:</u> |
|---|-------------------|---------------------------------------|--------------------|
| 1. To attend at least two workshops on counseling and career development techniques | Counseling skills | Director | semi-annually |
| 2. To attend at least two workshops in management | Management skills | Director | semi-annually |

BUDGET
Tribal Work Experience Program
FY 81

| | | |
|---------|--------------------------|------------------|
| Item I. | Salary of Director | \$ 14,310.00 |
| | Employee Benefits | 1,600.00 |
| | Travel & Office Expenses | 2,000.00 |
| | Sub-total | <u>17,910.00</u> |

| | | |
|----------|---|---------------------|
| Item II. | General Assistance & Incentive Costs | 100,000.00 |
| | Workmen's Compensation | 3,500.00 |
| | Total | <u>\$121,410.00</u> |

APPENDIX

JOB DESCRIPTIONS

THREE AFFILIATED TRIBES

JOB ANNOUNCEMENT

POSITION: Director

OPENING DATE:

PROGRAM: Tribal Work Experience Program

CLOSING DATE:

LOCATION: New Town, North Dakota

SALARY:

DUTIES & RESPONSIBILITIES:

1. Maintains all necessary records such as: monthly, quarterly, Annual and personnel
2. Responsible for placing eligible participants in available worksites on all segments of the reservation.
3. Responsible for preparing payroll for participants bi-monthly
4. Responsible for preparing monthly statistical and financial reports.
5. Responsible for the submission of commercial vouchers and other necessary reports.
6. Responsible for all clerical duties for the operation of the program.

QUALIFICATIONS:

High School Graduate

One year business college, or two years of work experience in clerical field may be substituted.

OTHER INFORMATION:

Under the supervision of the Programs Manager

Veteran and Indian Preference

SUBMIT APPLICATIONS TO:

Alan Smith, Personnel Director
Three Affiliated Tribes
Box 579
New Town North Dakota 58763

Telephone #: (701) 627-3611

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION
TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) PROPOSAL

Narrative

The Three Affiliated Tribes have long recognized the need for improved Indian employment rights protection. With an Indian unemployment rate that has averaged approximately 30% of the available labor force over the past ten years, the Tribes have attempted remedy through the creation of new jobs utilizing employment/training programs, the exercise of Indian Preference within the Tribes, and indirectly by providing financial initiative in support of Indian higher education.

The Tribes have lacked two very primary tools in easing the unemployment situation existing on Fort Berthold--a Tribal ordinance dictating regulations for the exercise of Indian Preference outside the Tribal employment structure and a Tribal office devised especially to act as a monitoring and enforcement agency. The origination of the TERO concept addressed both of these needs.

The Tribes are currently in the process of taking the necessary steps to implement a TERO on Fort Berthold. In the interim, however, due to the tremendous increase of oil and gas exploration activities, the Three Affiliated Tribes Office of Natural Resources and Energy Development (ONRED) formulated a "Declaration of Policy Regarding Indian Preference" which outlines to incoming oil companies and their contracted service companies the Tribes position regarding Indian Preference. See Exhibit E.

The Administration of Native Americans (ANA) Social and Economic Development Strategies (SEDS) program provided the Tribes with the opportunity to achieve TERO funding and the preliminary steps for TERO organization were outlined with in that proposal. See Exhibit D.

The Tribes have accomplished a number of those organizational activities, (Activities 1.1. - 1.4.) but although the Tribes SEDS plan has been approved, funding is behind schedule and has yet to be received. Positions advertisement, hiring of personnel and enforcement hinge on receipt of funding.

The requested funding will complement the existing TERO budget by providing funding of a Compliance Officer, his travel, and additional consultant fees and training costs. See Budgets A - C.

List of Budgets and Exhibits

- Budget A - Equal Employment Opportunity Commission (EEOC).
- Budget B - Administration of Native Americans (ANA) Social and Economic Development Strategies (SEDS) Tribal Employment Rights Office (TERO).
- Budget C - Consolidated Equal Employment Opportunity Commission (EEOC) and Administration of Native Americans (ANA) Social and Economic Development Strategies (SEDS) Tribal Employment Rights Office (TERO).
- Exhibit A - Three Affiliated Tribes Tribal Business Council Resolution No. _____ officially adopting the Tribal Employment Rights Opportunity (TERO) ordinances and establishing the Three Affiliated Tribes Tribal Employment rights Office (TERO).
- B - Three Affiliated Tribes Tribal Business Council Resolution No. 80-19 supporting the establishment of a Tribal Employment Rights Office (TERO) under the Administration of Native Americans (ANA) Social and Economic Development Strategies (SEDS) program.
- C - Three Affiliated Tribes Tribal Business Council Resolution No. 80-32 designating the Three Affiliated Tribes Office of Natural Resources and Energy Development (ONRED) supervision of the Tribal Equal Employment Rights Office (TERO) development and implementation.
- D - Portion of Administration of Native Americans (ANA) Social and Economic Development Strategies (SEDS) proposal outlining the overall Social and Economic Development Strategies (SEDS) proposal mission, Goal II of which the Tribal Employment Rights Office (TERO) is a part, and Tribal Employment Rights Office (TERO) organization and implementation activities.
- E - Three Affiliated Tribes Declaration of Policy Regarding Indian Preference.
- F - Tribal Employment Rights Office (TERO) Director Job Description.
- G - Tribal Employment Rights Office (TERO) Compliance Officer Job Description.
- H - Evaluation Criteria

Summary

Budget A

Equal Employment Opportunity Commission (EEOC) Proposal Budget

PERSONNEL

| | | |
|----------------------------|-----------------|-------------|
| Compliance Officer | | |
| \$6.75 / hour X 2080 hours | \$14,040.00 | |
| Fringe Benefits @ 13% | <u>1,825.20</u> | |
| Total Personnel Costs | | \$15,865.20 |

TRAVEL

| | | |
|------------------------------|-----------------|----------|
| Local Travel | | |
| \$200.00 / month X 12 months | <u>2,400.00</u> | |
| Total Travel Costs | | 2,400.00 |

ADMINISTRATIVE COSTS

| | | |
|----------------------------|-----------------|-----------------|
| Consultant Fees | 700.00 | |
| Training | <u>1,000.00</u> | |
| Total Administrative Costs | | <u>1,700.00</u> |

| | | |
|-----------------------|--|---------------------------|
| TOTAL Proposal Budget | | <u><u>\$19,965.20</u></u> |
|-----------------------|--|---------------------------|

Budget B

Administration of Native Americans (ANA)
Social and Economic Development Strategies (SEDS)
Tribal Employment Rights Office (TERO)

PERSONNEL

| | |
|------------------------|--------------------|
| Director | \$17,000.00 |
| Secretary/Receptionist | 9,984.00 |
| Fringe Benefits | <u>3,507.92</u> |
| Total Personnel Costs | <u>\$30,491.92</u> |

TRAVEL

| | |
|-------------------------------|--------------------|
| Air | \$ 1,500.00 |
| Per Diem | |
| 10 days @ \$ 35 / day | 350.00 |
| Local Travel | <u>2,400.00</u> |
| \$ 200.00 / month X 12 months | <u>\$ 4,250.00</u> |
| Total Travel Costs | |

ADMINISTRATIVE COSTS

| | |
|---|--------------------|
| Consultant Fees | \$ 2,000.00 |
| Training | 1,500.00 |
| Equipment Rental | |
| Desk \$ 45 / month X 12 months X 2 persons | 1,080.00 |
| Chair \$ 30 / month X 12 months X 2 persons | \$ 720.00 |
| File \$ 25 / month X 12 months | 300.00 |
| Typerwriter and Stand Rental | |
| \$ 75 / month X 12 months | 900.00 |
| Building Maintenance Costs | |
| Two Office Spaces and Reception Area | 1,800.00 |
| 449 Sq. Feet X \$.334 per Sq. Foot per month X 12 Months | |
| Supplies (Consumables) | 1,800.00 |
| Telephone/Postage | |
| \$ 75.00 / month X 12 months | <u>900.00</u> |
| Total Administrative Costs | <u>\$11,000.00</u> |

TOTAL TRIBAL EMPLOYMENT RIGHTS OFFICE (TERO) COSTS

\$45,741.92

Budget C

Consolidated Equal Employment Opportunity Commission (EEOC) and
 Administration of Native Americans (ANA)
 Social and Economic Development Strategies (SEDS)
 Tribal Employment Rights Office (TERO)
 Budgets

| Line Item | EEOC | SEDS | Line Item Total |
|-------------------------|-------------|-------------|--------------------|
| PERSONNEL | \$ | \$ | \$ |
| -Director | | 19,210.00 | 19,210.00 |
| -Compliance Officer | 15,865.20 | | 15,865.20 |
| -Secretary/Receptionist | | 11,281.92 | 11,281.92 |
| TRAVEL | | | |
| -Air | | 1,500.00 | 1,500.00 |
| -Per Diem | | 350.00 | 350.00 |
| -Local Travel | 2,400.00 | 2,400.00 | 4,800.00 |
| ADMINISTRATIVE COSTS | | | |
| -Consultant Fees | 700.00 | 2,000.00 | 2,700.00 |
| -Training | 1,000.00 | 1,500.00 | 2,500.00 |
| -Equipment Rental | | 3,000.00 | 3,000.00 |
| -Building Maintenance | | 1,800.00 | 1,800.00 |
| -Supplies (Consumables) | | 1,800.00 | 1,800.00 |
| -Telephone/Postage | | 900.00 | 900.00 |
| TOTALS | \$19,965.20 | \$45,741.92 | \$65,707.12 |

Passed TERO
Ordinance

RESOLUTION OF THE GOVERNING BODY OF
THE THREE AFFILIATED TRIBES OF THE
FORT BERTHOLD RESERVATION

- WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and the authority under said Act; and
- WHEREAS, The Constitution and Bylaws of the Three Affiliated Tribes authorizes and empowers the Tribal Business Council to engage in activities for the welfare and benefit of the tribes and tribal members, and
- WHEREAS, The Tribal Business Council recognizes that improved planning and management capabilities are essential to the achievement of a greater degree of self-sufficiency for the Fort Berthold Indian Reservation, and
- WHEREAS, The Commissioner of the the Administration for the Native Americans (ANA) is authorized to make grants for assistance in implementing Social and Economic Development Strategies (SEDS), and
- WHEREAS, The Three Affiliated Tribes, as a member of the Council of Energy Resource Tribes (CERT), has been invited to submit for SEDS assistance, and
- WHEREAS, The Three Affiliated Tribes wholeheartedly supports the SEDS concept, and

NOW THEREFORE BE IT RESOLVED, That the Three Affiliated Tribes hereby submits a proposal for financial assistance under the SEDS Program to include: (a.) developing and implementing a comprehensive planning management program, (b.) the establishment of a Tribal Employment Rights Office, (c.) provide executive assistance to the Tribal Business Council, and (d.) to continue telecommunications planning.

C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of 11 members of whom 7 constituting a quorum were present at a Regular meeting, thereof duly called, noticed, convened, and held on the 14 day of February, 1980; that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 10 members, 0 opposed 0 members abstained, 0 members passed, and that the said Resolution has not been rescinded or amended in any way.

Chairman (voting) (~~not voting~~).

Dated this 14 day of February, 1980.

Elli Walker
Secretary, Tribal Business Council

ATTEST

Austin H. Dilute
Chairman, Tribal Business Council

RESOLUTION OF THE GOVERNING BODY OF
THE THREE AFFILIATED TRIBES OF THE
FORT BERTHOLD RESERVATION

WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934, and authority under said Act, and

WHEREAS, The constitution and Bylaws of the Three Affiliated Tribes authorizes and empowers the Tribal Business Council to engage in activities for the welfare and benefit of the tribes and tribal members, and

WHEREAS, The Three Affiliated Tribes has recognized the need for a Tribal Employment Rights Office (TERO) to protect Indian employment rights and to insure enforcement of Indian Preference, and

WHEREAS, The Three Affiliated Tribes has declared support of a TERO by the approval of the Three Affiliated Tribes Social and Economic Development Strategies (SEDS) Proposal of which TERO is a component (Attached Resolution No. 80-19), and

WHEREAS, The Office of Natural Resources and Energy Development (ONRED), along with the Director of Tribal Planning, is presently coordinating the efforts toward this goal and can provide necessary personnel and in-house capabilities,

NOW THEREFORE BE IT RESOLVED, The ONRED is officially designated to supervise the initiation of the necessary procedural activities required for development and implementation of the TERO, to procure necessary technical assistance as needed, and to involve the Personnel Office in all stages of planning and development.

C E R T I F I C A T I O N

I, the undersigned, as Secretary of the Tribal Business Council of the Three Affiliated Tribes of the Fort Berthold Reservation, hereby certify that the Tribal Business Council is composed of 11 members of whom 7 constituting a quorum, 10 were present at a Regular meeting, thereof duly called, noticed, convened, and held on the 13 day of March, 19 80; that the foregoing resolution was duly adopted at such meeting by the affirmative vote of 9 members, 0 members opposed, 0 members abstained, 0 members passed, and that said resolution has not been rescinded or amended in any way.

Chairman (voting) (~~not voting~~).

Dated this 13 day of March, 19 80.

Lille Halks
Secretary, Tribal Business Council

Austin H. Billette
Chairman, Tribal Business Council

PROPOSAL MISSION

"TO ASSIST THE THREE AFFILIATED TRIBES IN DEVELOPING
ITS CAPABILITIES TO REACH A GREATER DEGREE OF ECONOMIC
SELF-SUFFICIENCY."

PROPOSAL GOAL II

"IMPROVE TRIBAL NATURAL RESOURCE MANAGMENT CAPABILITY."

OBJECTIVE 1.0: Organization of Three Affiliated Tribes TERO to Protect Indian Employment Rights (Feb. 1980 to July 30, 1980)

| <u>ACTIVITIES</u> | <u>PRODUCT(S)</u> | <u>RESPONSIBILITIES</u> | <u>DATE OF COMPLETION</u> |
|---|---|--|---------------------------|
| 1.1 Tribal Business Council Adoption of TERO Concept | Tribal Business Council Resolution Supporting and Authority to Proceed | - ONRED - Tribal Planning Dept. - Tribal Business Council Input | 2/22/80 |
| 1.2 Obtain Technical Assistance | Agreement Between Council of Energy Resource Tribes and/or TERO's Tribe | - ONRED | 2/29/80 |
| 1.3 Draft Development | Working Document (Draft) | - ONRED - Tribal Council - Tribal Planning - Tribal Personnel | 6/15/80 |
| 1.4 Final Draft Adoption | Final Draft | - Tribal Council | 6/30/80 |
| 1.5 Position Advertisement | Job Description, etc. | - ONRED - Tribal Personnel | 7/15/80 |

OBJECTIVE 2.0: Implementation of TERO

| <u>ACTIVITIES</u> | <u>PRODUCT(S)</u> | <u>RESPONSIBILITIES</u> | <u>DATE OF COMPLETION</u> |
|---|--|--|---------------------------|
| 2.1 Hire for Position(s) | TERO Department of Personnel Hired | - Tribal Business Council - Tribal Personnel | 8/01/80 |
| 2.2 Policy Development | Employment Policies: Rules and Regulations | - TERO Director - ONRED - Tribal Planning - Tribal Business Council Input | 9/30/80 |
| 2.3 Policy Implementation | Adoption of Policy by Tribal Business Council Resolution | - TERO Director for the Present Policy - Tribal Business Council for Approval | 10/01/80 |
| 2.4 Policy (Rules and Regula- tions) Enforcement | Indian Employment Protection | - TERO - Tribal Business Council - ONRED | 10/01/80 |

THREE AFFILIATED TRIBES
of the
FORT BERTHOLD INDIAN RESERVATION
DECLARATION OF POLICY REGARDING INDIAN PREFERENCE

The Three Affiliated Tribes of the Fort Berthold Indian Reservation herewith informs all oil companies and their contracted service companies that Section 8(c) of the United States Department of the Interior Bureau of Indian Affairs Oil and Gas Mining Lease -- Allotted Lands, Form 5-154 h, stating "Lessees shall employ Indian labor in all positions for which they are qualified, including oil field service contracts, . . ." will be strictly adhered to and jointly enforced by the Three Affiliated Tribes and the Bureau of Indian Affairs.

The Three Affiliated Tribes in cooperation with the Bureau of Indian Affairs is currently in the process of organizing an employment structure, within it administrative offices which will be wholly responsible for overseeing all Indian employment practices. A specific ordinance is being drafted to include all applicable Indian employment definitions, regulations, procedures, reporting criteria, remedies, etc.

During the interim, Indian employment practices will be monitored by the Tribal Office of Natural Resources and Energy Development (ONRED). All employment activities will be directed through this office.

The Three Affiliated Tribes must be made aware of all planned company activities anticipated on Fort Berthold and therefore requests your company's planned program for Fort Berthold. This is to include proposed exploration, intensity, time frame, etc. In order to allow the ONRED necessary time to contact qualified Indian contractors and potential employees, the document should

also include projected service and employment needs. Please submit your
company's program to the ONRED by March 15, 1980.

Austin H. Gillette

3-4-80

Austin H. Gillette, Chairman
Three Affiliated Tribes
Fort Berthold Reservation

Date

Harrison O. Fields

3-4-80

Harrison Fields, Superintendent
Bureau of Indian Affairs
Fort Berthold Agency

Date

THREE AFFILIATED TRIBES
Director
Tribal Employment Rights Office

DESCRIPTION OF WORK:

General Statement of Duties: Performs professional and administrative work in directing the Tribe's Employment Rights Office on and off the reservation.

Supervision Received: Works under supervision of the Chairman of the Tribal Business Council.

Supervision Excercised: Excercises supervision over administrative and clerical support personnel.

EXAMPLES OF DUTIES: Implement tribal policies on Tribal employment preference programs.

Establish clear relationship and understanding with non-Indian employers.

Conducts on job-site reviews to determine employer compliance.

Maintain up-to-date understanding of labor laws, union practices, etc.

Conduct hearing and filing procedures on behalf of aggrieved Indian employers and job seekers.

Inform Tribal Manpower Personnel on potential job openings.

Maintain register of skilled workers residing on reservation.

Works with Manpower Personnel to implement relevant skills development programs.

Develops ties with Tribal Personnel Office, ONRED Office, Tribal Planning Dept., local Job Service Office, DINAP, BIA and IHS Contract Offices, Tribal Housing Authority and other agencies which deal with prospective reservation employers.

Obtain on-going information on prospective job-creating projects to be initiated on the reservation - - construction, industry, stores, etc.

Arrange to meet with prospective employers to explain to them their Indian Preference obligations before they begin work.

QUALIFICATTONS:

Knowledges, Skills and Abilities: Considerable knowledge in employment rights, manpower training, labor laws, be able to negotiate with unions and employers as an effective Indian advocate and have the experience and knowledge in the construction trades.

Education and Experience: Incumbent should have at least two years of college with major course work in public administration plus three years work experience in an administrative capacity.

THREE AFFILIATED TRIBES
Compliance Officer
Tribal Employment Rights Office

DESCRIPTION OF WORK:

General Statement of Duties: Performs all assigned duties for the Tribe's Employment Rights Office on and off the reservation.

Supervision Received: Works under the immediate supervision of the TERO executive director.

Supervision Exercised: May exercise supervision over assigned clerical support personnel.

EXAMPLES OF DUTIES:

Monitor all construction activities and private segments of enterprise on or near the reservation to insure Indian preference and fair employment practice by prospective employers.

Assist employers to locate qualified and reliable Indian workers-skilled or partially skilled.

Provide the work force with a liaison between him and the employer to further insure fair employment opportunities.

Periodically visit all job sites to chart and register activities concerning Indian workers, insuring that all employers are in compliance with the Tribes' established TERO resolutions and guidelines.

Works with executive director to develop ties with Tribal Personnel Office, ONRED Office, Tribal Planning Dept., local Job Service Office, DINAP, BIA and IHS Contract Offices, Tribal Housing Authority and other agencies which deal with prospective reservation employers.

QUALIFICATIONS:

Knowledge, Skills and Abilities: Considerable knowledge in employment rights, manpower training, labor laws, be able to negotiate with unions and employers as an effective Indian advocate and have the experience and knowledge in the construction trades.

Education and Experience: High school graduate plus two years work experience in an administrative capacity.

Evaluation Criteria

TERO established under an ordinance passed by tribal council.

See Exhibit A.

Number of unemployed or underemployed people on the reservation.

| | | |
|------------------------------|-------|-----------------------|
| 1980 - Potential Labor Force | 1,180 | |
| Employed Earning Less than | | 35% Unemployment Rate |
| \$5,000.00 per year | 224 | 34% Employed Earning |
| Not Employed | 521 | Less than \$5,000.00 |
| Actively Seeking Work | 408 | per year |

Financial capability of tribe to administer government contracts.

See Attached Financial Statement.

Extent of in-kind support pledged by the tribe to the TERO.

In-Kind support by Tribes provided by utilization of Administration of Native American (ANA) Social and Economic Development Strategies (SEDS) monies for Tribal Employment Rights Office (TERO) organization and implementation.

Extent of employment opportunity on reservation

1. Number of jobs forecast The oil and gas exploration activities on Fort Berthold are expected to generate from 125 to 150 new jobs within the next year alone and indirectly 15% or approximately 15 to 20 more in supportive services.
2. Number of present positions on the reservation (vacancy rate, etc.)

The Tribes are currently advertising 8 Tribal positions and will soon be advertising 30 Comprehensive Employment Training Act (CETA) positions. The local North Dakota Job Services has three positions available.

THREE AFFILIATED TRIBES
TRIBAL FINANCE
FORT BERTHOLD RESERVATION

P.O. Box 579

New Town, North Dakota 58763

Phone (701) 627-4785

MEMORANDUM

TO : Lawrin H. Baker
Director of ONRED

FROM : Joe Monteau
Tribal Comptroller *Monteau*

DATE : July 31, 1980

SUBJ : Capacity to undertake Proposed Programs

The accounting system of the Three Affiliated Tribes as presently constituted, and as discribed below conforms in all material aspects to the standards pre-scribed in the 25 CFR 276.7 for financial management systems.

The accounting system of the Three Affiliated Tribes as maintained by Tribal Finance Office consists of hand recorded journals as books of original entry for recording cash receipts and disbursements. A separate payroll journal is maintained as is a combined general ledger.

The forms used in the accounting process include, but are not limited to, the cash receipt, requisition form, purchase order, time and attendance report, travel expense voucher, and journal voucher for recording general journal entries. The system provides for monthly expenditures reports on a line item basis for each program (Contract or Grant) as well as a combined report on all receipts and disburesments. In addition, the system provides for a budget comparison on a monthly basis.

The accounting system of Three Affiliated Tribes is documented in a manual which contains (a) introductory material, (b) a system of coding expenditures, (c) a chart of accounts and their description, (d) procedures, (e) pro-forma entries and illustrations, and (f) exhibits of reports and accounting forms.

We have installed a computer system and this should be in full operation by the end of September, 1980.

The following clause should be included in all proposals until further notice:

PROVISIONAL INDIRECT COST RATE

This clause is self-canceling upon completion of negotiations for an indirect cost rate for the current year between the Three Affiliated Tribes and the DOI Office of the Inspector General. This Provisional Indirect Cost Rate is based on the proposed rate tentatively established in the Indirect Cost Proposal and Cost Allocation Plan submitted by the Three Affiliated Tribes to the DOI Office of the Inspector General. This Provisional Indirect Cost Rate tentatively

established in the Three Affiliated Tribes' Indirect Cost Proposal and Cost Allocation is 22.5% and will be adjusted according to and proportionately to the rate established in the Indirect Cost Negotiation Agreement between the Three Affiliated Tribes and the DOI Office of the Inspector General by formal grant amendment.

SUMMARY

This proposal outlines the basic Three Affiliated Tribes Tribal Employment Right Office (TERO) organization implementation procedure and budgeting.

The available Equal Employment Opportunity Commission (EEOC) monies would greatly enhance the existing budget by providing monies for a key position within the Tribal Employment Rights Office (TERO) and in the provision of additional fees for consultants and to the ever important training aspect.

The unemployment and under employment averages of 35% and 34% respectively are indicative of a situation that has long existed on Fort Berthold. With 408 persons actively seeking employment, the two major employment entities (North Dakota Job Services and Tribal Personnel) have 11 positions to offer.

With the advent of oil and gas exploration on Fort Berthold, the number of available jobs will increase to well over 100. Tribal Employment Rights Office (TERO) monitoring and enforcement of employment practices will insure that qualified Fort Berthold Indians will receive their fair share of available jobs.