

Resolution No. 90-89-7h

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

- WHEREAS, This Nation having accepted the Indian Reorganization Act of June 18, 1934 and the authority under said Act; and
- WHEREAS, The Constitution of the Three Affiliated Tribes generally authorizes and empowers the Tribal Business Council to engage in activities on behalf of and in the interest of the welfare and benefit of the Tribes and of the enrolled members thereof; and
- WHEREAS, The Tribal Business Council believes that Rich Schilf has carried out duties as the Natural Resources Department Administrator in a manner which has benefited the Tribes; and
- WHEREAS, The Tribes desire to retain Rich Schilf in his capacity as Natural Resources Department Administrator.
- NOW THEREFORE BE IT RESOLVED, That the Tribal Business Council hereby approves the attached employment contract with Richard H. Schilf and authorizes the Tribal Chairman to enter into the contract on behalf of the Three Affiliated Tribes.

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 Indian Reservation, hereby certify that the Tribal Business Council is composed of 7 members of whom 5 constitutes a quorum, 5 were present at a Regular Meeting, thereof duly called, noticed, convened, and held on the 17th day of April, 1990; that the foregoing Resolution was duly adopted at such meeting by the affirmative vote of 5 members, 0 members opposed, 0 members abstained, 0 members not voting, and that said Resolution has not been rescinded or amended in any way.

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

Dated this 17th day of April, 1990.

Contract for Employment

This Agreement by and between the Three Affiliated Tribes of the Fort Berthold Indian Reservation and Richard H. Schilf, residing at New Town, North Dakota, is entered into this 17th day of April, 1990.

WITNESSETH: That, in consideration of the mutual covenants and agreements contained herein, the parties hereto do hereby agree as follows:

Position. The Three Affiliated Tribes, hereinafter referred to as the Tribe, hereby contract with and employ Richard H. Schilf, hereafter referred to as Schilf, as Natural Resources Department Administrator. Schilf shall be responsible for fulfilling the duties and responsibilities as described in the Position Description for the Natural Resources Department Administrator on file with the Personnel Office as of the date of this agreement. A true and correct copy of said position description is attached to and made a part of this contract. Modifications to said Position Description can be made upon the mutual agreement of both parties.

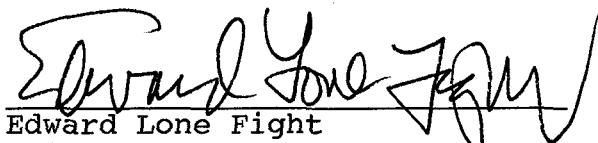
Compensation. The Tribes agree to pay Schilf as compensation for all services rendered by him hereunder the sum of thirty five thousand dollars (\$35,000.00) per year. Said payment shall be made in a series of installments which coincide with the payroll schedule of the Tribes.

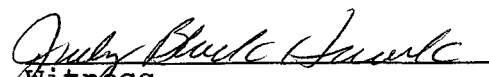
Term. The effective date of this contract shall be the date of its approval by the Tribal Business Council. This contract shall expire on April 1, 1993.

Termination. This contract can be terminated by the Tribes for cause upon written notice to Schilf thirty (30) days after a hearing has been held at which Schilf is provided the opportunity to respond to the allegation of cause for termination. Schilf may terminate this contract upon thirty (30) days written notice to Tribes.

Personnel Policy and Procedures. Schilf shall be afforded the rights setforth in the Personnel Policy and Procedures Manual of the Three Affiliated Tribes. Where a conflict exists between this agreement and the Personnel Policies and Procedures Manual the conditions of this contract shall supersede those of the Personnel Policy and Procedures.

Agreed and accepted this 17th day of April, 1990.


Edward Lone Fight
Tribal Chairman


Witness


Richard H. Schilf


Witness

JOB DESCRIPTION

POSITION: Natural Resources Department Administrator

LOCATION: Natural Resources Department
Tribal Administration Building
New Town, ND 58763

SALARY: Negotiable

DUTIES & RESPONSIBILITIES:

Assist in the development of departmental mission, goals, objectives and activities for the tribal long range comprehensive plan and the yearly management plan.

Implements, monitors and evaluates procedures and provides reports as necessary to the Natural Resources Committee.

Is responsible for monitoring all contract activities, evaluating completion of contract goals and objectives, and providing required reports to each funding agency.

Assists Administrative Planning/Management Team in the development of administrative procedures for departments.

Evaluates training needs and implements training programs for department personnel.

Assists in development of yearly refunding proposals and seeks sources of more stable funding so as to promote departmental self-sufficiency.

Evaluate office operations and functions to improve office efficiency.

Works closely with Tribal Planning Department in the revision and updating of the Tribal Comprehensive Plan.

Responsible for the supervision of the Natural Resources Department personnel programmatic direction.

SUPERVISION EXERCISED: Supervision of the Natural Resources Department Staff

SUPERVISION RECEIVED: Natural Resources Committee

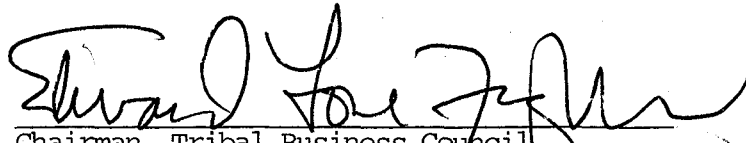
QUALIFICATIONS:

Education and experience - BA or MA in Natural Resources Management and/or equivalent experience. Should have (3) three or (4) four years of administrative work experience with progressively increasing responsibilities in the field of Natural Resources.

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Secretary, Tribal Business Council

ATTEST:


Chairman, Tribal Business Council