

**Human Resources  
Staff Directory & Services**

All HR Staff: [humanresources@mhanation.com](mailto:humanresources@mhanation.com)  
 Employee Benefits Staff: [employee\\_benefits@mhanation.com](mailto:employee_benefits@mhanation.com)  
 Backgrounds Staff: [HRbackgrounds@mhanation.com](mailto:HRbackgrounds@mhanation.com)  
 Recruitment Staff: [Recruitment@mhanation.com](mailto:Recruitment@mhanation.com)  
 Fax number: 701-627-3962 (Backgrounds and Benefits)

2/15/2024 Fax Number: 701-627-2960 (HR Administration)

Name:	Title:	Location:	Primary Responsibilities:	Ext.	Email:
Terrisa Houle	Receptionist	HR Office - Tribal Building	Greets visitors. Routes questions and/or phone calls to the correct HR staff. Assists with general questions. Can assist with employment verification and resetting passwords for WFG. Point of Contact for pre-employment UA's	8144	<a href="mailto:Terrisa.houle@mhanation.com">Terrisa.houle@mhanation.com</a>
Kamie Heart	Recruiter/Training Coordinator	HR Office - Tribal Building	Ensures the advertisements are sent to the outside sources. Coordinates Employee Orientation and other trainings as needed. Can assist with resetting password into WFG.	8113	<a href="mailto:kheart@mhanation.com">kheart@mhanation.com</a>
VACANT	Recruiter Technician/Employment Pool Coordinator	HR Office - Tribal Building	Handles incoming applications, sends out to the respective departments. Handles all advertisements. Can assist with resetting password into WFG.		
Deborah Wells	Benefits Specialist	HR Office - Tribal Building	Handles the Benefits applications, modifications, and questions regarding health/dental/vision insurance (BCBS), 401(k), and life insurance. Works with employees on FMLA. Point of contact for unemployment questions. Point of contact for Workers Compensation.	6409	<a href="mailto:debwells@mhanation.com">debwells@mhanation.com</a>
Lisa Hale	Benefits Specialist	HR Office - Tribal Building	Handles the Benefits applications, modifications, and questions regarding health/dental/vision insurance (BCBS), 401(k), and life insurance. Works with employees on FMLA. Point of contact for unemployment questions. Point of contact for Workers Compensation.	6427	<a href="mailto:lisahale@mhanation.com">lisahale@mhanation.com</a>
Gabriel Ground	Benefits Specialist	HR Office - Tribal Building	Handles the Benefits applications, modifications, and questions regarding health/dental/vision insurance (BCBS), 401(k), and life insurance. Works with employees on FMLA. Point of contact for unemployment questions. Point of contact for Workers Compensation.	8224	<a href="mailto:gground@mhanation.com">gground@mhanation.com</a>
Brooke Filesteel	Background Adjudicator/Investigator	HR Office - Tribal Building	Main point of contact for employee background investigation. Communicates with Directors, employees and the background investigation companies.	6406	<a href="mailto:brookefilesteel@mhanation.com">brookefilesteel@mhanation.com</a>
Niya Sitting Bear	Background Adjudicator/Investigator	HR Office - Tribal Building	Assists with background checks and communicates with the background companies and the departments. Communicates with Directors, employees and the background investigation companies.	6407	<a href="mailto:nsittingbear@mhanation.com">nsittingbear@mhanation.com</a>
Feather Arquette	Background Verification Specialist	HR Office - Tribal Building	Assists with background checks and communicates with the background companies and the departments.	6438	<a href="mailto:farquette@mhanation.com">farquette@mhanation.com</a>
Lynette Arguello	Background Verification Specialist	HR Office - Tribal Building	Assists with background checks and communicates with the background companies and the departments.	6437	<a href="mailto:larguello@mhanation.com">larguello@mhanation.com</a>
VACANT	Administrative Assistant	Tribal Building (old Four Bears Segment Office)	Greets visitors. Routes questions and/or phone calls to the correct HR staff. Assists with general questions. Can assist with employment verification and resetting passwords for WFG. Point of Contact for pre-employment UA's		
Lilly Charbonneau	Office Manager	Tribal Building (former Four Bears Segment Office)	Point of Contact for the HR Director and Assistant HR Director schedules. Point of Contact for scheduling mass UA's. Assists with the TBC book information from Departments. Assists with all HR functions.	8149	<a href="mailto:lcharbonneau@mhanation.com">lcharbonneau@mhanation.com</a>
Danielle Young Bird	Assistant HR Director	Tribal Building (former Four Bears Segment Office)	Assists with all HR functions, acting while Director is absent, meets with Directors and employees. Can assist with resetting password into WFG. Handles all TBC documents.	8184	<a href="mailto:danielle.youngbird@mhanation.com">danielle.youngbird@mhanation.com</a>
Coulter Dixon	Director	Tribal Building (former Four Bears Segment Office)	Oversees all HR functions. Communicates with Directors and Administration. Meets with employees as needed.	8226	<a href="mailto:cdixon@mhanation.com">cdixon@mhanation.com</a>
Arianna Little Owl	HR Technician	Tribal Building (former MIS Office)	Enters SARs and closeouts into the WFG system. Assists with the TBC book information from Departments. Can assist with resetting password into WFG. Employment Verifications.	8212	<a href="mailto:alittleowl@mhanation.com">alittleowl@mhanation.com</a>
Caleb Miller	HR Technician	Tribal Building (former MIS Office)	Enters SARs and closeouts into the WFG system. Assists with the TBC book information from Departments. Can assist with resetting password into WFG. Employment Verifications.	6439	<a href="mailto:caleb.miller@mhanation.com">caleb.miller@mhanation.com</a>
Zaysha Grinnell	HR Technician/File Clerk	Tribal Building (former MIS Office)	Enters SARs and closeouts into the WFG system. Assists with the TBC book information from Departments. Can assist with resetting password into WFG. Employment Verifications. Create or update personnel and confidential files as needed.	6431	<a href="mailto:zayshagrinnell@mhanation.com">zayshagrinnell@mhanation.com</a>
Maisey Gillies	HR Generalist	Bismarck	Works closely with the HR Director, Assistant Director, & Office Manager, ensuring all duties are fulfilled. Assists the HR Department where needed in a variety of duties.		<a href="mailto:m.gillies@mhanation.com">m.gillies@mhanation.com</a>
James Dixon	HR Technician	Bismarck	Enters SARs and closeouts into the WFG system. Assists with the TBC book information from Departments. Can assist with resetting password into WFG. Employment Verifications.	897-0066	<a href="mailto:jamesdixon@mhanation.com">jamesdixon@mhanation.com</a>