

ROLL CALL MATRIX

Meeting Date: 8-21-2018

P	A	Res. Number 2018	192	193	194	195	196	197						
		Unanimous	U	U	U	U	U							
X		Michael McKerchie						Y						
X		Kim Gravelle		2				2Y						
X		Denny McKelvie						N						
X		DJ Hoffman	1					N						
X		Jennifer McLeod	2		1			Y						
	X	Lana Causley	---	---	---	---	---	---						
	X	Cath Hollowell	---	---	---	---	---	---						
X		Bridgett Sorenson						1Y						
X		Keith Massaway		1	2	1	1	Y						
X		Denise Chase						Y						
X		Darcy Morrow				2	2	Y						
	X	Charles Matson	---	---	---	---	---	---						
X		Aaron Payment												

- 1 = Made Motion
- Y = Voted Yes
- A = Abstained
- 2 = Second/Support Motion
- N = Voted No
- U = Unanimous



RESOLUTION NO: 2018-192

**CULTURE CAMP AND
MARY MURRAY CULTURE CAMP BUILDING
2018 BUDGET MODIFICATIONS**

Min Waban Dan

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**Government
Services**

**Membership
Services**

**Economic
Development
Commission**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the FY 2018 budget modifications to Culture Camp and Mary Murray Culture Camp Building for changes in the personnel sheets, reallocate of expenses and increase in Other Revenue monies of \$7,000. No effect on Tribal Support.

CERTIFICATION

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom 10 members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the 21 day of August 2018; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of 9 members for, 0 members against, 0 members abstaining, and that said resolution has not been rescinded or amended in any way.



Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians



Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians



RESOLUTION NO: 2018-193

**HEALTH CENTER MEDICAL NURSING
2018 BUDGET MODIFICATION**

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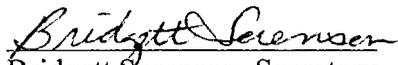
BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the FY 2018 budget modification to Health Center Medical Nursing for changes in the personnel sheet and reallocate expenses. No effect on Tribal Support.

CERTIFICATION

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom 10 members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the 21 day of August 2018; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of 9 members for, 0 members against, 0 members abstaining, and that said resolution has not been rescinded or amended in any way.



Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians



Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
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RESOLUTION NO: 2018 - 194

**EMERGENCY PREPAREDNESS AND HEALTH CENTER
ADMINISTRATION
2018 BUDGET MODIFICATIONS**

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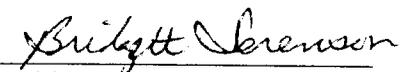
**Economic
Development
Commission**

BE IT RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby approves the FY 2018 budget modifications to Emergency Preparedness and Health Center Administration for changes in the personnel sheets, reallocate expenses and increase State of Michigan monies \$10,786.00. No effect on Tribal Support.

CERTIFICATION

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom 10 members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the 21 day of August 2018; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of 9 members for, 0 members against, 0 members abstaining, and that said resolution has not been rescinded or amended in any way.


Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians


Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians



RESOLUTION NO: 2018-195

**LEASE CANCELLATION TO
DWIGHT N. ERICKSON
BIA LEASE NO: 469-23-00009-13
DD-0075(12)**

Min Waban Dan

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WHEREAS, the Sault Ste. Marie Tribe of Chippewa Indians (Tribe) is a federally recognized Indian Tribe organized under the Indians Reorganization Act of 1934m 25 USC 467, et. seq; and

WHEREAS, Dwight N. Erickson, has requested BIA Lease No.469-23-0009-13 DD-0075(12) be cancelled.

RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby authorized its Tribal Chairman, and Treasurer to execute this lease cancellation, and land being described as:

Township of Kinross, County of Chippewa, State of Michigan
PART OF Sec. 29 & The S. ½ Sec 20, T 45 N, R 1 W (.022 acres),
Lot 638, Cedar Grove Estates III

**Government
Services**

BE IT FURTHER RESOLVED, that the Tribal staff is directed to prepare the appropriate lease cancellation documents.

**Membership
Services**

BE IT FURTHER RESOLVED, the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby requests the Bureau of Indian Affairs to cancel Lease No. 469-23-00009-13 DD-0075(12) pursuant to applicable law and regulations.

**Economic
Development
Commission**

CERTIFICATION

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom 10 members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the 24 day of August 2018; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of 9 members for, 0 members against, 0 members abstaining, and that said resolution has not been rescinded or amended in any way.

Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians

Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians



RESOLUTION NO: 2018-196

**TRUST LAND LEASE –LOT 638
GARDNER
KINROSS, MICHIGAN**

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RESOLVED, that the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians hereby authorized its Tribal Chairman and Treasurer to execute a lease to the land located at Kinross, Michigan to, Suzette M. Gardner, a single woman land being described as follows:

Township of Kinross, County of Chippewa, State of Michigan
PART OF Sec. 29 & The S. ½ Sec 20, T 45 N, R 1 W (.022 acres),
Lot 638, Cedar Grove Estates III

BE IT FURTHER RESOLVED, the lease is in furtherance of the DeMawating Development program operated in the promotion of the public purposes and the negotiated rental amount has been determined to be in the best interest of the Tribe and its people, and valuation in accordance with 25 CFR 162.320 is hereby waived.

CERTIFICATION

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom 10 members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the 21 day of August 2018; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of 9 members for, 0 members against, 0 members abstaining, and that said resolution has not been rescinded or amended in any way.


Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians


Bridgett Sorenson, Secretary
Sault Ste. Marie Tribe of
Chippewa Indians



RESOLUTION NO: 2018 - 197

POSITION DESCRIPTION BEST PRACTICES

WHEREAS, the Board of Directors of the Sault Ste. Marie Tribe of Chippewa Indians has retained REDW, LLC, to conduct an extensive review of the Tribe's Human Resources Department and its HR practices and has further engaged that firm to provide interim guidance and direction in the ongoing restructuring of those tribal HR services; and

WHEREAS, the REDW team has prepared the attached document entitled "Sault Ste. Marie Tribe of Chippewa Indians Position Description Best Practices" which attempts to set forth sound recommendations and consistent standards to guide managers and supervisors in the drafting of position descriptions so as to insure consistency, fairness, and excellence; and

WHEREAS, the Board of Directors wishes to express its concurrence in and support of the Position Description Best Practices identified by REDW and to direct its Human Resources personnel as well as the Tribe's managers and supervisors to immediately adopt and follow those standards when creating or revising future position descriptions.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors hereby adopts the Position Description Best Practices identified by REDW in the attached document and directs that, effective immediately, the Human Resources staff and all governmental, casino, and enterprise managers and supervisors shall adhere to and shall be guided by those standards when creating or revising any position descriptions within their area of responsibility.

CERTIFICATION

We, the undersigned, as Chairperson and Secretary of the Sault Ste. Marie Tribe of Chippewa Indians, hereby certify that the Board of Directors is composed of 13 members, of whom 10 members constituting a quorum were present at a meeting thereof duly called, noticed, convened, and held on the 21 day of August 2018; that the foregoing resolution was duly adopted at said meeting by an affirmative vote of 7 members for, 2 members against, 0 members abstaining, and that said resolution has not been rescinded or amended in any way.


Aaron A. Payment, Chairperson
Sault Ste. Marie Tribe of
Chippewa Indians


Bridgett Sorenson, Secretary
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Government Services

Membership Services

Economic Development Commission

After review of several of the Sault Ste. Marie's position descriptions, we offer the below best practices and recommendations, as ways of standardizing job requirements and expectations throughout the organization.

Position Description Key Attributes	Approach & Process
Position Titles	All position titles should reflect consistent titling within departments and the organization. As an example, all Administrative Assistant job positions would use the same title, and department specific requirements are recommended to be attached to these job positions, as desk procedures.
Position Purpose and Performance Expectations	The position purpose provides the broad oversight responsibilities of the job position, and key role within the organization. Key expectations of all employees are included in performance expectations.
Duties, Functions, & Responsibilities	This section includes key roles, responsibilities, and job requirements. Note that this section should not reflect specific tasks, but the broadest view of specific job requirements. It is good to have department heads update this on a yearly basis, as job responsibilities may change.
Experience	<p>Job experience supports the specific job requirements, and typically reflects the following.</p> <ul style="list-style-type: none"> • Entry-Level Positions (typically administrative or coordinator roles): One – Three years related experience • Mid-Level Positions (Supervisor/Mid-Level Manager Positions): Three – Five years related experience • Professional Positions (require advanced technical training, certification, or licensing): Five years related experience • Management and Leadership Positions (High-Level Manager/Director Positions): Five – Eight years related experience (five years supervisory experience) • Executive Positions (reflect the highest level of leadership in the organization): Eight – Ten years related experience (seven years supervisory experience)
Education	<p>Formal education requirements for job positions must clearly define the area of specialty, and any ability to substitute experience for education. Best practices typically allow substitution of experience for education, for Mid-Level positions, Professional positions not requiring specific educational attainment or licensing in order to perform the job, and occasionally Management and Leadership positions (on a case by case basis, and typically primarily to support Tribal or Indian preference).</p> <ul style="list-style-type: none"> • Entry-Level Positions (typically administrative or coordinator roles): High School Diploma or GED • Mid-Level Positions (Supervisor/Mid-Level Manager Positions): Associate's Degree in related field; preferred Bachelor's Degree. Demonstrated ability in relevant work



Sault Ste. Marie Tribe of Chippewa Indians

Position Description Best Practices

Position Description Key Attributes	Approach & Process
	<p>experience may be substituted for education as follows: 3 years experience for an Associate's Degree, 5 years experience for a Bachelor's Degree.</p> <ul style="list-style-type: none"> • Professional Positions (require advanced technical training, education, certification, or licensing): Bachelor's Degree in related field (with ability to substitute experience for education for positions not requiring specific educational attainment or licensing in order to perform the job) • Management and Leadership Positions (High-Level Manager/Director Positions): Bachelor's Degree in related field • Executive Positions (reflect the highest level of leadership in the organization): Bachelor's Degree in related field; preferred Master's Degree
Knowledge, Skills, and Abilities	Includes all specific skills, core competencies, and base levels of knowledge required for the job, to include technical, communication, organizational, and technology capabilities.
Preferred Qualifications	Preferred qualifications need to be specific, and reflect the optimal experience, education, or certifications desired for the position.
Tribal or Indian Preference	Reflects the Tribe's Tribal or Indian Preference policies relating to primary, or secondary preference in employment decisions