

**Summit Lake Paiute Tribe
Special Council Meeting
Tuesday, July 30, 2019
Primary Administrative Office, Sparks, Nevada**

CALL TO ORDER: Chairwoman Randi DeSoto called the Special Council Meeting of Tuesday, July 30, 2019 to order at 5:09 pm.

ROLL CALL: Secretary/Treasurer Eugene Mace, Sr. called the roll: Chairwoman Randi DeSoto, present; Vice-Chairwoman Nedra Crane, present; Secretary/Treasurer Eugene Mace Sr., present; Council Member Philip Frank, present; and Council Member Steven Crane, present.

STAFF: Financial Director Linda Quinn, Housing Manager Austin New Moon, Tribal Coordinator Donna Komar and Natural Resources Director Rachael Youmans via phone.

The main purpose of the meeting is to review revisions to the 2019 Employee Handbook

Reports:

Council Reports

Chairwoman Randi DeSoto said she was following up on emails which backed up while she was at training in Phoenix, Arizona, one of which was William Cowan's email discussed at the Regular Council meeting

She also asked Ms. Crane to attend a brief session with Amodei's office on how to strengthen Tribal Consultations and working with the BIA. This just popped up.

She has a poll vote to take care of for ITCN. ITCN has made a lot of changes. They are focused on the situation in Yerington/Walker River regarding Anaconda Mining. ITCN and the other tribes are not in support of what is happening.

She came in to sign checks. A brief verbal word on the budget from the BIA, but Ms. DeSoto wants it in writing. Ms. DeSoto was been waiting for a response from Mr. Eben. She wants a meeting with both Mr. Eben and Ms. Bitisillie.

Ms. DeSoto will be out of town August 1 through 4, 2019. She will have her phone.

Vice-Chairwoman Nedra Crane has been available to sign checks. She will attend the meeting with Amodei on August 12, 2019. ITCN will hold their next meeting on Friday, August 23, 2019 and Ms. Crane expects to attend.

Secretary/Treasurer Eugene Mace stated he signed checks.

Council Member Phillip Frank had nothing to report.

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Council Member Steven Crane has traveled to Seattle, Washington and visited three different Tribes there.

Staff Reports:

Housing Manager Austin New Moon

The Application Assistance Workshop will be Saturday, August 3, 2019. Ms. DeSoto stated that she had planned on attending but her plans changed. Ms. Quinn said that Ms. Paige Linton said she would attend. It was also stated that Ms. DeLaLuz will also attend. Ms. DeSoto said that hopefully the programs will grow and SLPT can do more in the future.

Ms. New Moon said that she had received two housing applications. The Workshop session will be more one-on-one. She has sent out the survey and received three in return. There has been no interest in Skype.

Ms. Crane asked if there was any word on the Secretarial Election. The response was that there is no update.

Natural Resources Director Rachael Youmans

Ms. Youmans notified the Council that she cancelled the heavy equipment building with prior permission from the Chairwoman. She tried to confirm the delivery again. After a lot of phone calls and time it was not even on its way. After several promised and missed delivery deadlines, Ms. Youmans felt that she had no faith in the company to fulfill its promises. She was given too many broken promises. Ms. Youmans is writing a draft letter requesting the return of the down payment and the cost of the rental of the forklift that they required. After the receipt of the invoice the letter will be signed by the Chairwoman.

Ms. Youmans will start to look at the past bidders and look for new companies for a building and for delivery. She hopes to have a plan by the August Council meeting. The first step is to send the letter and see how they respond.

Tribal Coordinator Donna Komar

Ms. Komar gave an update on the Enrollment Coordinator position. There are six native preference applications. On August 5, 2019 the position opens up to the public. She feels there are several good candidates.

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Ms. Komar presented the Recruiting and Hiring Policy. She has updated and separated it from the new Handbook to become its own policy. She encouraged the Council and directors to review and edit it by changing the wording or to word things better. She asked them to make notes and email them to her.

Ms. DeSoto commented that they could do interviews for Enrollment Coordinator on a weekend. There was a discussion. It was decided try to do the interviews on August 10, 2019.

Ms. Komar passed out the policies with the changes in red. The Hiring section of the Handbook was taken out since the Handbook is for people who are already hired. Ms. Komar read through it and explained the changes made. Additional changes were made as the draft was reviewed and discussed. Ms. Komar will make all the changes discussed and retype the policy. Please send any further comments or changes to her. She will present the resolution at the August Regular Council meeting.

The Travel Policy was the next item to be presented by Ms. Komar. It was sent out previously and. Ms. Komar read the changes made and they were discussed. Ms. Quinn had revisions. Revisions are based on Federal guidelines and a Travel Webinar both attended. Ms. Komar asked that any further revisions or comments be sent to her and she will type of the revised policy and present a resolution at the next meeting.

A short break was called.

Ms. New Moon left the meeting.

The meeting resumed at 7:51

As discussed at the last meeting, Ms. Youmans was requested to modify the EPA GAP grant 137 so that a lawyer and proof reader can go through the Employee Handbook when it is finished. The grant starts in October. Ms. Youmans will work on the modification.

The name of the Personnel Manual was changed to Employee Handbook so there will be no confusion in the future. It will supersede all the different versions of the Personnel Manual that are out there still in use. If this new document is approved, proofread and reviewed by a lawyer it will be the one version of Employee Handbook to be used at that time and going forward.

Ms. Komar went through the Employee Handbook with revisions focusing on the sections where she still had questions.

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About the Summit Lake Paiute Reservation: Ms. Komar asked if this section needed an update. It was the consensus of the Council to leave it as is.

Equal Opportunity Statement: In regards to the Native Preference statement, Ms. Komar asked if it should be revised. Ms. DeSoto said to state "qualified enrolled members of federally recognized Tribes".

The next section Ms. Komar has questions about Immediate Family. She read the definition of immediate family. She asked if it should be expanded. There was a discussion. This can affect several other policies. Since bereavement is not a paid leave, the definition will have the work "immediate" removed and just use "family" "Immediate Family" will be removed from the definitions. This will be reviewed further.

Ms. Komar moved on to other focus points.

Termination of Employment: Ms. Quinn found a Separation Report. Ms. Komar would like to add this to the handbook.

Leave Policies: Ms. Komar discussed the section on carry over of Annual leave time and the amount of time which can be carried over. It was discussed that there needs to be a cap. The Sick Leave was also discussed. It was changed to say all earned sick leave shall be carried over from one fiscal year to the next.

Jury Duty: Ms. Komar asked if it should be left simple or very detailed. There was discussion and the decision was to leave it as is.

Ms. Komar wants to remove Chapters 16, 17, 20, 21 as they are not needed in the Employee Handbook.

Ms. Komar read from Chapter 26 on the Summit Lake email system. It was agreed to say personal use is limited to occasional use.

Chapter 28: Time Sheets: Ms. Komar asked Ms. Quinn to assist in clarifying Ms. Youmans questions. Ms. Quinn wants to employee to put down the times of hours worked. The hours worked need to be logged.

Ms. Komar will have everything typed-up and ready for the Regular Council meeting August, 17, 2019.

MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. The Meeting was adjourned at 7:50 pm.

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CERTIFICATION

I, Eugene Mace, Sr., Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the July 30, 2019 Special Council Meeting were approved by the Council during a duly held meeting August 17, 2019 at which there was a quorum present, and the Council voted:

4 - FOR 0 - AGAINST 0 -ABSTAINING, Chairwoman Randi DeSoto did not vote because there was not a tie vote.

8/22/2019
Date

Eugene Mace
Eugene Mace, Sr.
Secretary/Treasurer
Summit Lake Tribal Council