

**Summit Lake Paiute Tribe
Special Council Meeting
Tuesday, June 8, 2021
Primary Administrative Office, Sparks, Nevada**

CALL TO ORDER: Chairwoman Randi Lone Eagle called the Special Council Meeting of Tuesday, June 8, 2021, to order at 5:43 pm.

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

STAFF: Natural Resources Director, Rachael Youmans

This meeting concerns the draft Personnel Manual.

The Council was given a draft copy at the May 27, 2021, Special Council meeting to review. Council confirmed that they had read through the draft manual.

Ms. Youmans reminded the Council that they approved Innovative Hydrology as the vender for climatological and hydrological things. This will help with a project that is ongoing if it is approved. She presented their contract for approval. It is within the budget. She is trying to use up Fund1210. It may also use some funds from 1352-EPA Clean Water Act grant. There is also the Data Sharing Agreement.

MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-35-2021 Approval of Contract with Innovative Hydrology Services to Maintain and Expend the Work with Hydrological Monitoring Equipment and Associated Telemetry Systems at the Summit Lake Paiute Reservation with a waiving of the reading. Council Member Philip Frank seconded the motion. Chairwoman Randi Lone Eagle called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-35-2021 enacted at 5:50 pm.

Ms. Youmans thanked the Council for reviewing the Personnel Manual. There are some questions to answer in order to finalize the manual. She discussed what and why changes were made. She plans to fill in the questioned spaces, create a revised document and have it approved at the June 19, 2021, Regular Council meeting.

The suggested edits already made have been based on legal modern policies and procedures. It will be good to have the Personnel Manual updated and up-to-speed.

Questions:

In several places it references the "HR Department", SLPT does not have an HR Department. In most places this can be replaced by "Supervisor. In other places this does not make sense. Right now, Ms. Quinn is the de facto HR but there is a confidentiality issue. The suggestion was to purchase software to help with payroll to

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help reduce paperwork which will reduce man hours. It will streamline the process and have more confidentiality. Ms. Youmans will do research on the costs and options of this type of software.

HR Department Rules and Responsibilities: Replace HR with Supervisor and send it to Finance at this time. Supervisor refers to the Department Supervisors.

Introductory Period: Change it from 180 days to 90 days.

Regular Part-time employee eligibility for health insurance bonus after the Introductory Period: The comment should stand.

Comp Time: Comp time is compensated hour for hour. Over-time is compensated at 1 1/2 hours per hour worked. Holiday Pay at 2 times (double time) per hour worked will be changed to time and a half.

How much is reasonable for bereavement time? Change from ten days to five days.

Sick leave/Paid time off (PTO): Ms. Youmans explained the current and suggested parameters of sick leave and annual (PTO). Currently it accrued at four hours per pay period of Sick leave and the same for PTO with unused time carrying over up to 80 hours. There were many ideas of what changes should be made. Ms. Youmans said to make the changes take effect in 2022 for the leave policies.

Sick Leave: The federal minimum is 40 hours per year. They discussed a scale where sick leave accrued 40 hours a year from Zero through two years, 80 hours for years three through five and 104 beginning with year six. Sick leave can carryover a maximum of 80 hours to the next year.

Annual Leave or PTO: This was discussed to also be on a scale as an incentive. There were many opinions. The Council decided on the following scale:

Years zero through two at three hours per pay period

Years three through five at four hours per pay period

Years six through ten at five hours per pay period

Years 11 through 14 at six hours per pay period

Years 15+ at eight hours per pay period

With a maximum carryover of 80 hours to the next year.

Sick leave accrues from day one and annual leave starts after the introductory (probationary) period.

Holidays will be kept separate.

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After Ms. Youmans makes the changes in the document, she will bring copies to the Council for approval and a resolution to the June 19, 2021, Regular Council meeting.

Future steps:

1. The first step is adopting the document. Then all documents referenced in the new handbook will need to be updated. Ms. Youmans gave them a list of the documents.
2. Additional documents and procedures will need to be created for additional processes and policies that are needed, especially for Complaints and Grievances which should not be in the Personnel manual. Some of these policies and processes should not be in a handbook accessible to everybody, but an internal handbook for managers/supervisors on how to follow these processes.
3. Other policies and processes are needed to support the handbook.
4. Ms. Youmans recommends asking Caitlin to work on these things to keep the process moving forward.
5. This is funded by the GAP grant.

Ms. Youmans said that having a pay scale in the Handbook is difficult because Natural Resources Department operates very different from the people in the Administrative Office. The pay scale should be established for each department. Pay scales should be connected to the job description. Also, she does not like a salaried position in NRD as it just does not work properly.

It was recommended to not give advance payments to an employee.
Ms. Youmans said it is a living document and can always be updated.

The first step is approving the Handbook and then starting on all the rest.

The Confidentiality Statement must be worked on.

The issue of COVID procedures after vaccinations. The current policy says that an exposed person needs to be tested and wait to return to work for ten days. The Council does feel that this policy should be updated for people with vaccinations to one week before returning to work.

Next meeting: Regular Council Meeting June 19, 2021, at Administrative Office in Sparks, Nevada at 8:00.

MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Council Member Steven Crane seconded the motion. Chairwoman Randi Lone Eagle called the vote: 4 FOR. 0 AGAINST, 0 ABSTAINED. Meeting adjourned 7:38 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 June 8, 2021, Special Council Meeting were approved by the Council during a duly held Council meeting on June 19, 2021, at which there was a quorum present, and the Council voted: **4 - FOR, 0 - AGAINST, 0 -ABSTAINING**, Chairwoman Randi Lone Eagle did not vote because there was not a tie vote.

7-6-2021

Date

Eugene Mace

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