

**Quartz Valley Indian Reservation
Business Council
August 28, 2022**

Present:

Tribal Chairman	Harold Bennett	Present
Tribal Vice Chairman	Kevin Case	Present
Tribal Treasurer	Frieda Bennett	Present
Tribal Secretary		GC to offer guidance on Sept. 2022 monthly meeting
Board Member #1	Isaiah Williams	Present
Board Member #2	Timothy Bennett	Present
MAL #1	Evette Lewis	Present
MAL#2	Veronica Bennett	Present
MAL #3	Lisa Carle	Not Present

Call Meeting to Order

Harold Bennett, Tribal Chairman called meeting to order at 2:13 pm; minutes taken by Frieda Bennett, Tribal Treasurer

Approval of Agenda

Motion Timothy Bennett moves to approve the agenda, Kevin Case seconds the motion.
Vote: 4 For 0 Against 1 Abstention

Reading and Approval of Minutes for: April 4, 2022; May 25, 2022; June 22, 2022; and July 31, 2022

Motion Timothy Bennett moves to approve the April 4, 2022, minutes with corrections, seconded by Kevin Case.
Vote: 4 For 0 Against 1 Abstention

Motion Kevin Case moves to approve the May 25, 2022, minutes with corrections, seconded by Tim Bennett.
Vote: 4 For 0 Against 2 Abstentions

Motion Evette Lewis moves to approve the June 22, 2022 minutes with corrections, seconded by Kevin Case.
Vote: 5 For 0 Against 1 Abstentions

Motion Evette Lewis moves to approve the July 31, 2022 minutes with corrections, seconded by Tim Bennett.
Vote: 5 For 0 Against 1 Abstentions

Enrollment

Youth to Adult Membership

Discussion General Council discussed the procedure for Youth Members transitioning into adult members. GC doesn't understand why all the same documents must be turned in twice. GC would prefer not having to resubmit if their file is complete. This will take an ordinance change so we need to go through the process. Gather more information at the next GC meeting and bring the current Ordinance to the meeting to look over.

Resolution(s)

Land purchases

Discussion Land Purchase Resolution needs to be developed and a phone vote needs to be initiated.

Reports Tribal Chairman & KOSO/Tribal Vice Chairman/Tribal Treasurer & Comptroller

Tribal Chairman

Sam Kenny Property

Discussion

Last Day for tenants to be on land August 31, 2022

Land Clean up needs to be performed asking for possible 25% to be deducted from the asking \$150K because of necessary cleaning.

Tribal Chair is actively working with administrative assistant on this and will do follow-up.

Water System

Discussion

IHS is in the Bid process and selected a Geotech

IHS will send over the paperwork to transfer to letterhead and get signatory

TNGF

Discussion

Received funding for project \$450K

Moving forward within Procurement for equipment

Need to start developing Job Descriptions and RFQ template for this project

Directive

KOSO Consulting and Comptroller to develop RFQ template

Master Property

Discussion

Email was sent out to BC members with Attorney opinion and recommendation of allowing property owner cut land back to work around the new fence.

The property owner may be willing to sell land to Tribe

Directive

MAL 1 and MAL 2 contact DV. Board will not be moving forward with additional fencing.

Clinic

Discussion

Hired new Office Manager – A lot of experience, willing to train and work with Tribal membership and knowledgeable with RPMS and coding.

Negotiating with a Tribal member Registered Nurse

Transportation

Discussion

Bus – Insure and get registered

Fingerprinting – Title 38 – Reach out to CRIHB to access Federal/DOJ Background checks for all drivers transporting.

Need to establish possible fees for rides (monthly fees etc.)

Gymnasium

Discussion

Maintenance to the Roof needs to be performed – Leaks on to floor

General Consensus

Gym Roof Issue will be an ARPA expense.

Directive

Gym Coordinator to research procurement policy and put together documentation for expense and finalize P.O. Note: The Comptroller is available to support training if needed.

BINGO

Discussion

What would it take to get BINGO up and going at QVIR. Location the Gym. What types of Games. Etc.

Tribal Vice Chair

Fire Programs
Discussion

Worked on Contracts with CalFire – Partnership entered.
Assist as needed

Tribal Treasurer

Attachment

BC-Treas.-Aug. 28, 2022-001 **Written Report** – went over the report

Discussion

Requesting a new position for Finance Department to encompass Grants Compliance Officer with accounting background.

Directive

Tribal Treasurer and Comptroller work on Job Description and have at the next meeting. Include source of funding, amount, scope of work and title.

Executive Session

Entered 4:12 pm
Exited 4:25 pm

Directive

Incentive Performance Bonus approved by the Business Council and to be finalized by the Tribal Chairman.

Comptroller

Attachment

BC-COMP-Aug. 28, 2022-002 Written Report – went over the report

General Consensus

Write off bad debt for private pay for clinic amount of \$8,885.00 – calculations are within Comptroller report

Chairman and Vice Chairman exited the meeting – Tribal Treasurer started chairing meeting at 4:35 pm

Billing for Clinic
Discussion

Billing Page withing Comptroller's report – Comptroller will be gathering quotes from collection agencies to help seek payments due to clinic.

Domestic Violence Grant

Directive

DV program to include # of serviced clients (non-native/native calculations), events, and deliverables in monthly BC report.

SDPI Funding
Discussion

Spending funding on deliverables needs to happen ASAP
Reprogramming for next year

IDC
Discussion

Rate is changing – much higher next Fiscal Year

Job Vacancies
Discussion

Recommendation – Utilize CRIHB site

Directive

Human Resource to advertise open positions on multiple sites – sites need to be reported on BC monthly reports. Make sure to utilize the CRIHB site for advertising. Work with KOSO on advertisement.

Audit

Discussion

Findings will be similar to 2020 because they were done so close to one another
PRC – lack on documentation – have a plan of approach
YFT – Purchasing and procurement (example travel) have a plan of approach
Need two signatures for Journal Entry approvals

Clinic Officer Manager

General Consensus

BC approves Officer Managers Job Description and understands the emergent need to hire.

RAMAH fund

Discussion

Request to have RAMAH breakdown at the next BC meeting.

Continuation mtg. scheduled for September 12, 2022, at 12:00 pm

Old Business

New Business

Executive Session

Announcement(s)

Adjournment

Motion

Veronica Bennett moves to adjourn at 5:17 pm; seconded by Evette Lewis.
Vote: 5 For 0 Against 1 Abstention