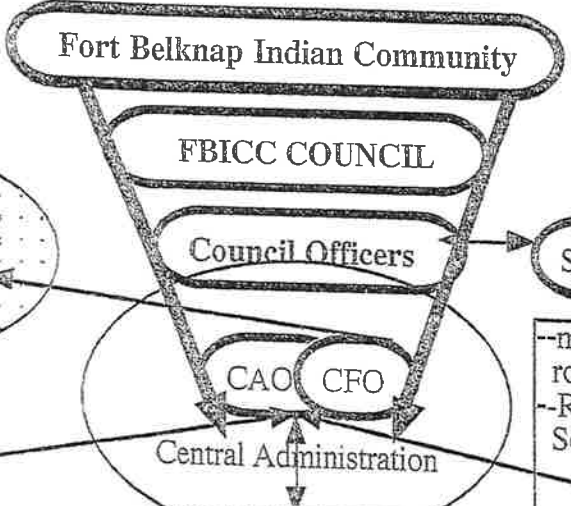


ATTACHMENTS

- "A" Administrative Structure Flowchart
- "B" Personnel Policies & Procedure Manual
- "C" FBICC Finance Manual (In process of Amendment-4/1/11) *n/a*
- "D" FBICC Procure Manual (In process of Amendment-4/1/11) *n/a*
- "E" FBICC Rules of Order (In process of Amendment-4/1/11) *n/a*
- "F" Council Constituent Concern Docket Form
- "G" Community Member Concern/Question Form
- "H" Council Action/Priority Docket
- "I" Council Monthly Department Accountability Report Form
- "J" FBICC Program Report Process Flowchart
- "K" FBICC Program Action Request Process Flowchart

**FBICC
Administrative
Structure
As of 3/2011**



- Council Focused Activities:**
- Community Relations
 - Lobbying
 - Intergovernmental
 - Housing Policy
 - Health Policy
 - Energy Development/Policy
 - Code Development/Update
 - Economic/Enterprise Develop
 - Oversight -Debt Policy
 - Water Policy -Enrollment
 - Problem Solving -Hiring
 - Constitutional Review

Division Mgr. (Pt. Time)

Terry Healy, Div. Mgr.
Randy Perez, Asst. to Div. Mgr.

- Police (40)
- Natural Resources/Land (5)
- Water Resources (1)
- EPA (7)
- Fire Mgmt (8) Volunt Fire (3)
- Fish & Game (6)
- Transportation (3)
- Road Maintenance (36 +/-)
- Insurance (3)

112 Employees

Division Mgr. (Pt. Time)

Marsha Hammett, Div. Mgr
Julie King Kulbeck, Asst. to Div. Mgr.

- Senior Centers (6)
- Commodities (5)
- Health(25 +/-)
- Housing (20 +/-)
- 477 (10)
- Vocational Rehab (5)
- Social Services (7)
- Extension (3)

79 Employees

Division Mgr. (Pt. Time)

Diane Perez, Div. Mgr.
Ina Nez Perce, Asst. to Div. Mgr.

- Personnel (3)
- Credit (5)
- Finance (10)
- Courts (10)
- Procurement (3)
- Planning (4)
- Central/District Admin (9)
- TERO (2)
- Education (20 +/-)

66 Employees

- CENTRAL ADMINISTRATION TASKS:**
- Greet Public/route inquiries to Departments
 - Calendaring for Council & Staff
 - Information Management
 - Manage Email/Archiving/Security of Info
 - Travel Reconciliation
 - Backup/Archiving of Council Documents
 - Filing/Scanning within defined Protocols
 - Other

- Upward Bound**
- Maintenance**
- Talent Search**
- Head Start**
- Child Support (?)**

--CAO assists Council with Activities
--Assistant CAOs drawn from Department Directors

230.3. All interviews and selections for employees up to the position of Department Director shall be made by a team consisting of the interested Department Director, the supervising Division Manager and the Personnel Director, or their alternates, should conflicts of interest arise. The hiring of Department Directors positions and above shall be completed by the Personnel Committee of the FBCC. The constitution of the Personnel Committee shall be set by resolution of the FBCC.

230.6 Upon completion of applicant screening, the Personnel Office representative handling the recruitment will rank acceptable applicants in order of suitability. The ranking of applicants will consider factors such as salary requirements, experience and education, as appropriate. Applications will be delivered to the applicable hiring team or committee for action, along with their ranking sequence as information. However, each team or committee reserves the right to interview all candidates which have been determined by the Personnel Office and the program's director to meet qualifications. The ranking of applicants by the Personnel Office is an advisory function only. Each team or committee has final authority over the selection of applicants.

230.8 The number of personnel to be interviewed will be determined by the hiring team or committee, in cooperation with the Personnel Office, based upon considerations of need, availability, cost and so on.....

231.2 While the decision regarding which candidate is to be hired remains with the designated hiring team or committee, the Personnel Office will conduct a final review prior to hiring the selected applicant. This is to ensure that, among other considerations, there is agreement concerning salary and position grades consistent with the procedures established by the FBCC for all employees. If the Personnel Office discovers a discrepancy between the hiring team or committee's selection and established procedure, the matter must be referred back to the Personnel Committee for resolution.

520.7 Among the type of penalties supervisors may elect are:

- | | |
|-----------------------|------------------------------|
| A. demotion | D. termination of employment |
| B. reprimand | F. transfer or reassignment |
| C. loss of privileges | F. suspension without pay |

Recommendations for demotion or termination of employees below the level of Department Director require approval of the Department Director, the Personnel Officer, and the Division Manager of the Department. Recommendations for demotion or termination of employees at the level of Department Director and above require approval of a Division Manager, Chief Administrative Officer and Personnel Officer. A judge of

the Tribal Court, the Chief Administrative Officer, the Secretary-Treasurer, the Executive Assistant to the Council and the Chief Finance Officer may only be terminated through action of the Council.

COUNCIL CONSTITUENT CONCERN DOCKET-2011

DOCKET NO.:	DESCRIPTION OF CONCERN/REQUESTOR	DATE REC'D:	ASSIGNED TO:	DEADLINE:	REVIEW COMPLETE w/ supervisory Initials:
2011-1					
2011-2					
2011-3					
2011-4					
2011-5					
2011-6					
2011-7					
2011-8					
2011-9					
2011-10					
2011-11					

COUNCIL ACTION/PRIORITY DOCKET-2010

DOCKET NO.:	DESCRIPTION OF ACTION/PRIORITY	DATE OF ACTION:	ASSIGNED TO:	DEADLINE:	REVIEW COMPLETE w/ supervisory Initials:
2011-1				1	
				2	
				3	
				4	
				5	
				6	
				7	
2011-2				1	
				2	
				3	
				4	
				5	
				6	
				7	
2011-3				1	
				2	
				3	
				4	
				5	
				6	
				7	
2011-4				1	
				2	
				3	
				4	
				5	
				6	
				7	

COUNCIL MONTHLY DEPARTMENT ACCOUNTABILITY REPORT

(To be submitted monthly by each Department Head)

Month: _____, 20__

Department/Program: _____

1. Goals/Objective Progress:

A.

B.

C.

D.

2. Expenditure Report: (Attach Summary of expenses & income compared to budget)

--Reconciled: Yes/No

--Within budget: Yes/No

3. Number of Employees

--Full-Time Employees: _____

--Part-time Employees: _____

--Vacant Positions: _____

--Temps Hired: _____ How Long Ea.: _____

- 4. Required Program Reports:
 - Monthly Completed: Yes/No
 - Quarterly Completed: Yes/No
 - Yearly Completed: Yes/No

5. New Proposals Due:

- A. _____ Due Date: _____
- B. _____ Due Date: _____
- C. _____ Due Date: _____

6. List of things requested previous month by Council & progress on each:

7. Self-Assessment: Areas that Need improvement/expansion:

8. If audit findings, update on corrective actions:

Submitted this ___ day of _____, 20__.

Department Director

Division Head Received: _____ Date: _____

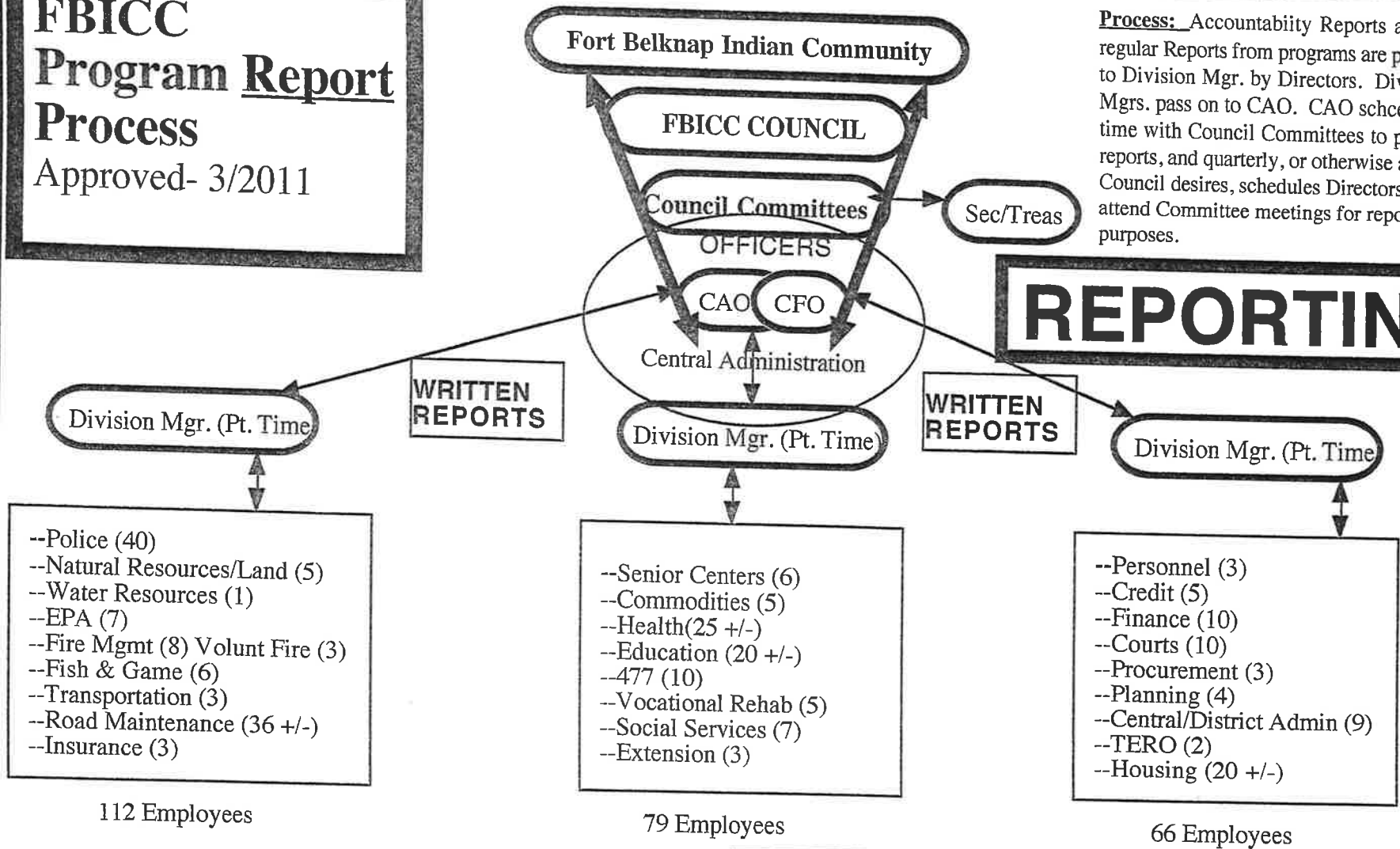
CAO Received: _____ Date: _____

FBICC Program Report Process

Approved- 3/2011

Process: Accountability Reports and regular Reports from programs are presented to Division Mgr. by Directors. Division Mgrs. pass on to CAO. CAO schedules time with Council Committees to present reports, and quarterly, or otherwise as Council desires, schedules Directors/staff to attend Committee meetings for reporting purposes.

REPORTING



- Police (40)
- Natural Resources/Land (5)
- Water Resources (1)
- EPA (7)
- Fire Mgmt (8) Volunt Fire (3)
- Fish & Game (6)
- Transportation (3)
- Road Maintenance (36 +/-)
- Insurance (3)

112 Employees

- Senior Centers (6)
- Commodities (5)
- Health(25 +/-)
- Education (20 +/-)
- 477 (10)
- Vocational Rehab (5)
- Social Services (7)
- Extension (3)

79 Employees

- Personnel (3)
- Credit (5)
- Finance (10)
- Courts (10)
- Procurement (3)
- Planning (4)
- Central/District Admin (9)
- TERO (2)
- Housing (20 +/-)

66 Employees

CHIEF ADMINISTRATIVE OFFICER.
 --CAO assists Council with Activities
 --CAO OVERSEES AGENDA/
 COMMITTEE SCHEDULES; DELIVERY
 OF REPORTS FROM PROGRAMS TO
 Council COMMITTEES

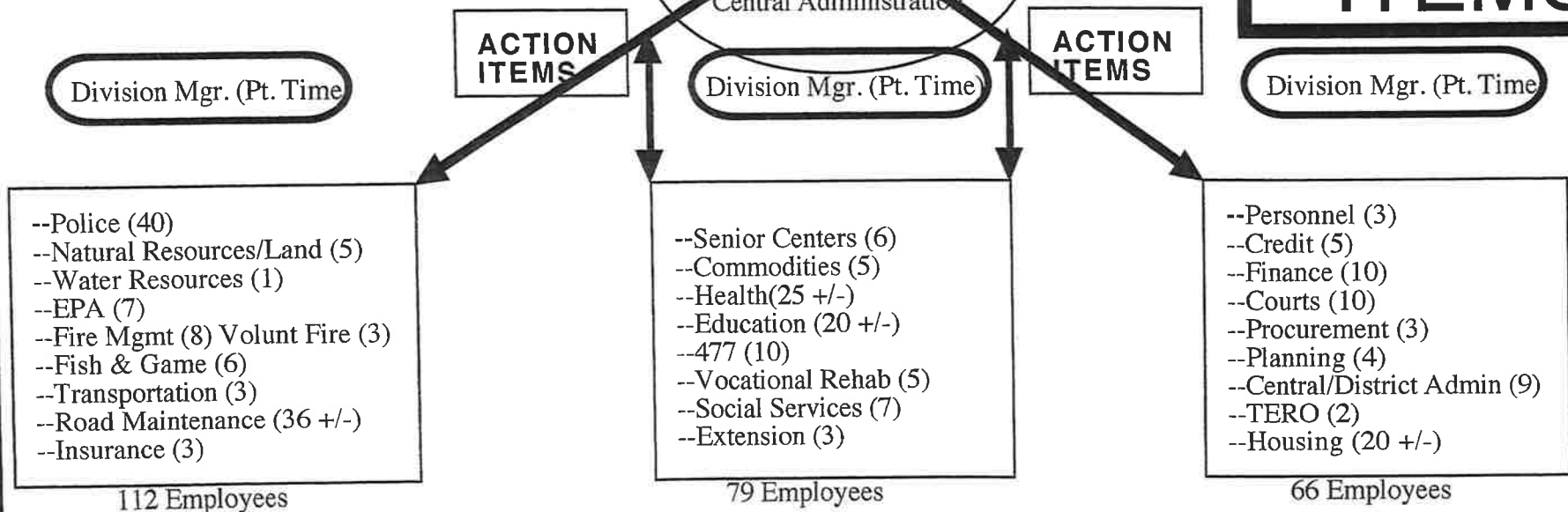
CENTRAL ADMINISTRATION TASKS:
 --ASSIST CAO IN RECEIVING AND
 TRANSMITTING TO COUNCIL,
 WRITTEN REPORTS
 --ASSIST in coordinating Council Committee
 Meetings and providing information to
 Council persons on reports

(see also
 Action
 Process
 flowchart)

**FBICC
Program Action
Process**
Approved: 3/2011

Process: Action items are presented directly from Directors to CAO for scheduling with Council Committees; As necessary, Division Heads can assist, but are not in chain of command for this process. Sec/Treasur. is responsible for keeping track of action and recording actions for transmittal to Full Council.

**ACTION
ITEMS**



CHIEF ADMINISTRATIVE OFFICER.
 --CAO assists Council with Activities
 --CAO OVERSEES AGENDA/
 COMMITTEE SCHEDULES; DELIVERY
 OF REPORTS FROM PROGRAMS TO
 COMMITTEES

CENTRAL ADMINISTRATION TASKS:
 --ASSIST CAO IN RECEIVING AND
 CALENDARING ACTION ITEMS.
 --ASSIST in coordinating Council Committee
 Meetings and providing information to
 Council persons on Action Items.