ATTACHMENTS

“A” .......... Administrative Structure Flowchart


“C” .......... FBICC Finance Manual (In process of Amendment-4/1/11)

“D” .......... FBICC Procure Manual [In process of Amendment-4/1/11]

“E” .......... FBICC Rules of Order (In process of Amendment-4/1/11)

“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
Support (2)
-Community Relations
-Lobbying
-Intergovernmental
-Housing Policy
-Health Policy
-Energy Development/Policy
-Code Development/Update
-Economic/Enterprise Development
-Oversight -Debt Policy
-Water Policy -Enrollment
-Problem Solving -Hiring
-Constitutional Review

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

attachment "A."
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
B. reprimand
C. loss of privileges
D. termination of employment
E. transfer or reassignment
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

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Attachment "F"
FORT BELKNAP INDIAN COMMUNITY COUNCIL

COMMUNITY MEMBER CONCERN/QUESTION

1. Many community members have concerns/questions that sometimes get lost in the bureaucracy. Your concerns/questions are important to the Council. As a means to better respond to concerns/questions, this form has been developed to assist the process in routinely answering you. Here's how it works:

   A. Fill out the following, or attach the information, if you've already written it out. (fill out as much as you feel comfortable)
   B. This form will be docketed and assigned a deadline and a person to respond.
   C. A written response will be provided—hopefully by the deadline assigned and a file will be created to keep track of the response.
   D. If you want to check on your concern/question, check with administrative staff to check the docket/file.

2. Your Name: ____________________________ Date: ____________________________
   (Please Print)

3. Your Address, Phone No. &/or email:

4. Your concern/question:

   ______________________________________
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Your Signature: ____________________________
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Attachment "H"
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:________
Process: Accountability Reports and regular reports from programs are presented to Division Mgr. by Directors. Division Mgr.s 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.

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

112 Employees
79 Employees
66 Employees

136 Employees (see also Action Process flowchart)
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/Treasurer is responsible for keeping track of action and recording actions for transmittal to Full Council.

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.