

TRENTON INDIAN SERVICE AREA

P.O. Box 210
Trenton, North Dakota 58853-0210
Telephone: (701) 572-8316
Fax: (701) 572-0124

TRENTON INDIAN SERVICE AREA BOARD OF DIRECTORS September 13th, 2021

Meeting called to order by TISA Chairman, Duane Rabbe at 6:01 PM.

ROLL-CALL: TISA CHAIRMAN, DUANE RABBE, JR.; DISTRICT ONE – TODD FALCON, PRESENT; DISTRICT TWO – ELAINE LEE, PRESENT; DISTRICT TWO – JASON SLATER, PRESENT; DISTRICT THREE - CLAUDETTE CARLSON, PRESENT; DISTRICT THREE – CLAY MORAN – PRESENT.

ABSENCE(S): DISTRICT ONE – ALBERT ZASTE

OTHERS PRESENT: HUMAN RESOURCES DIRECTOR, LACEY HIPPE; CHR CO-DIRECTOR, ASHLEE TORGERSON

APPROVAL OF MINUTES FROM AUGUST 12TH, 2021: Motion made by Clay to approve the minutes, seconded by Todd. Vote: Elaine – Yes; Todd – Yes; Claudette – Yes; Jason – Yes; Clay – Yes. Motion passed.

ADDITIONS TO AGENDA: Clinic Director vacancy update, TISA Days comments, employee handbook, optical expenses, organizational chart/department lists

APPROVAL OF THE AGENDA: Motion made by Todd to approve the agenda with additions, seconded by Clay. Vote: Elaine – Yes; Todd – Yes; Claudette – Yes; Jason – Yes; Clay – Yes. Motion passed.

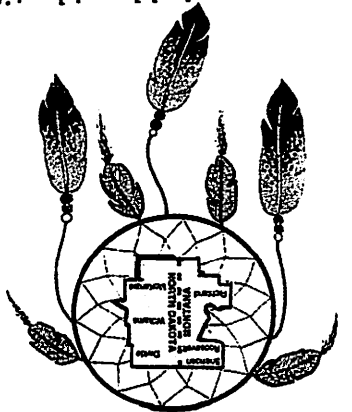
Trenton has been selected by the ND Petroleum Council to hold a community event anticipated for July 17th, 2022.

Restoration of water depot site to original state discussion. Chairman Rabbe proposed interest was received from an individual willing to move the building and tanks at no cost to TISA, if able to keep the building structure. Discussion held on final walk-through of grounds, review of any materials that could be sold, and discussion with A-rrow Sanitation to determine if they could utilize, etc. Advertise locally for removal/restoration project, with sealed bids due by October 1, 2021. Anticipate possible board bid review at next board meeting.

Discussion held on radiology contractor to employee. Motion made by Clay to hire Radiology Tech, Cassandra Browning, seconded by Todd. Elaine – Yes; Todd – Yes; Claudette – Yes; Jason – Yes; Clay – Yes.

TRENTON INDIAN SERVICE AREA

P.O. Box 210
Trenton, North Dakota 58853-0210
Telephone: (701) 572-8316
Fax: (701) 572-0124



Discussion held on identified external, on-the-job training/job shadowing for Health Systems Specialist role in Rapid City, SD. Internal employee, dates are TBD, will likely attend to determine final interest in consideration for this role.

The Great Plains Food Bank will be providing vegetables to anyone interested on October 6th, 2021 from 10:30 AM to 6:00 PM at the Food Distribution Office.

Discussion was re-held on an employee's personal vehicle use request for business travel. Letter was received and approved.

Discussion held on the Johnson O'Malley audit, further discussion to be held in executive session.

HR Update: Since the last board meeting held on August 12th, 2021, the following was approved by the BOD's via email communication: on 8/20/2021, the board approved Noelle Hove transitioning to PRN status; and on 9/2/2021 the board approved hiring Jennifer Gibeau as Medical Receptionist Assistant. Upcoming holiday recognition, and TISA offices will be closed:

- Columbus Day or Indigenous Peoples Day – Monday, October 11th, 2021
- Veteran's Day – Thursday, November 11th, 2021
- Thanksgiving – Thursday, November 25th, 2021
- National Indian Holiday – Friday, November 26th, 2021

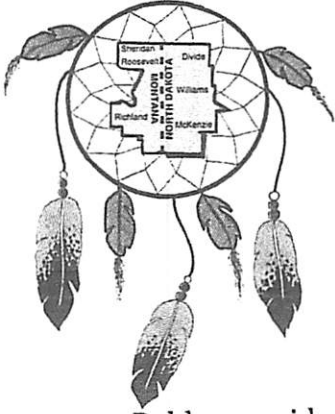
Discussion held on headcount. New hires: Elizabeth Fahrnkopf started as a Certified Medical Assistant on 8/16/21; Brandy Parker started as a Medical Receptionist Assistant on 8/17/21; and Jennifer Gibeau started as a Medical Receptionist Assistant on 9/7/21. Employee separations and/or resignations: Violet Azure separated 8/20/21, Brandy Parker separated 9/1/2021 and Alisha Malaterre, Contract Summer Ticket Taker, separated 9/7/21.

Discussion held on current open positions.

Discussion and review of organizational chart draft.

Discussion was held on the August COVID hazardous payment received by TISA employees.

Acknowledged that some community members have inquired upon such payments being provided to enrolled service area community members. The use of such funding is not permissible in that way, and the use of such funding is limited to specific use.



TRENTON INDIAN SERVICE AREA

P.O. Box 210
Trenton, North Dakota 58853-0210
Telephone: (701) 572-8316
Fax: (701) 572-0124

Chairman Rabbe provided summary of in-between board meeting approvals which included a banked sick leave request was approved for an employee by the board on 8/31/21, all unanimous. As informational, a new badge system was approved for purchase as discussed at the last board meeting.

Discussion held on COVID testing parking lot drive-thru where testing is available to all.

Discussion held on fall open enrollment period anticipated for November 1, 2021 to November 30, 2021. Open enrollment periods are periods during which one may freely enroll in or change one's selections of benefit options that is ordinarily subject to restrictions. Fall open enrollment includes: Aflac, Colonial Life, UNUM, Simple IRA/Retirement, and LegalShield options.

Discussion with Ashlee Torgerson who shared a "Thank you" to the board on behalf of the CHR program regarding the recent employee COVID hazard payment. Clarity sought on transportation services of the CHR program and if home visits have resumed, etc.

Elaine makes a motion to go into executive session at 7:23 PM.

Lacey exits the meeting at 7:30 PM during executive session.

Elaine makes a motion to come out of executive session at 8:50 PM.

Motion to adjourn at 8:51 PM.

DUANE RABBE, CHAIRMAN

TISA BOARD MEMBER

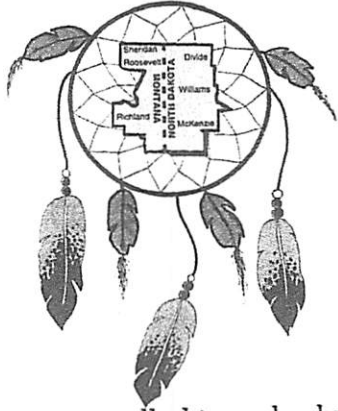
Minutes drafted by: Lacey Hippe, HR Director

10-11-21

DATE

10-11-21

DATE



TRENTON INDIAN SERVICE AREA

P.O. Box 210

Trenton, North Dakota 58853-0210

Telephone: (701) 572-8316

Fax: (701) 572-0124

TRENTON INDIAN SERVICE AREA
BOARD OF DIRECTORS SPECIAL MEETING
September 22, 2021

Meeting called to order by TISA Chairman, Duane Rabbe at 6:52 PM.

ROLL-CALL: TISA CHAIRMAN, DUANE RABBE, JR.; DISTRICT ONE – TODD FALCON, PRESENT; DISTRICT ONE – ALBERT ZASTE, PRESENT; DISTRICT TWO – ELAINE LEE, PRESENT; DISTRICT TWO – JASON SLATER, PRESENT; DISTRICT THREE - CLAUDETTE CARLSON, PRESENT.

ABSENCE(S): DISTRICT THREE – CLAY MORAN

OTHERS PRESENT: HUMAN RESOURCES DIRECTOR, LACEY HIPPE

ADDITIONS TO AGENDA: October monthly board meeting date and time; TM Public Utilities Company/Tribal Jurisdiction

APPROVAL OF THE AGENDA: Motion made by Elaine to approve the agenda with additions, seconded by Jason. Vote: Elaine – Yes; Todd – Yes; Claudette – Yes; Jason – Yes; Albert – Yes. Motion passed.

The board meeting scheduled for October 11th is an observed holiday, TISA offices will be closed. The meeting will remain on that day, with an earlier start time of 4:00 PM (tentatively).

Discussion was held on Turtle Mountain Public Utilities Company/Tribal Jurisdiction recent communications. To further discuss these communications, the board would like to have Alfred Slater attend the October board meeting for discussion and planning efforts.

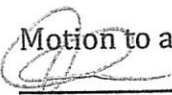
A-rrow Sanitation Services received a resignation notice from Driver Jeremy Longie. Resignation was accepted, anticipated last day will be 9/23/21. Anticipate possibly backfilling this role, Business Manager to evaluate needs and discuss with HR within the next week or so.

COVID testing drive-thru event scheduled for 8:30 AM – 12:00 PM 9/24/21.

Todd makes a motion to go into executive session at 7:12 PM, seconded by Albert.

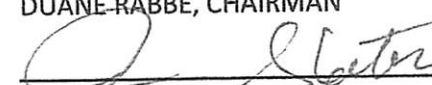
Elaine makes a motion to come out of executive session at 8:25 PM, seconded by Albert.

Motion to adjourn at 8:29 PM.



DUANE RABBE, CHAIRMAN

10-11-21
DATE



TISA BOARD MEMBER

10-11-21
DATE

Minutes drafted by: Lacey Hippe, HR Director