


Internal Memorandum

To: Don White, Governmental Services Division Director
Scott Denny, Housing Director
Pat Pelky, Environmental Health director
Debbie Danforth, Health Operations Director
Dr. Vir, Health Director
Michelle Doxtator, Retail Manager
Butch Rentmeester, Development Director
Nathan King, Legislative Affairs Director
Joanie Buckley, Internal Services Director
Geraldine Danforth, Human Resources Director

From: Greg Matson, Vice-Chairman 

Date: July 17, 2013

Re: Iteration of Removal from Day to Day Decision-Making

The purpose of this memorandum is to affirm the Business Committee's (BC) responsibility to refrain from directing or interfering in the "day to day" decisions of our director report areas or the area(s) underneath our direct reports.

It has been brought to several BC members' attention that many of you have experienced one or more individual BC members involving themselves in day to day activity of your area(s). Verbal and written confirmation from several of your areas strongly indicate activity which at best, disregards the Tribe's code of ethics, section 3.3-3 (b)(2)¹ & (3)².

Examples of such activity includes directives or requests to hire specific individual(s), reverse program decisions which are clearly within the area's authority and departmental policy/process to make, or to violate program policy/process to accommodate individual(s).

Please be assured the requested actions you have experienced are not the sentiment of the entire BC, nor has the entire BC been made aware of the activity in these instances, or have become aware of such requests well after the fact. With this in mind, it is recognized the BC has the responsibility to ensure you are unencumbered from undue political influence that your positions require. This was made clear when the BC adopted the definition of oversight through resolution BC 1-14-09-D (attached) and through resolution 10-04-11-B (attached).

¹ (2) "using the prestige of office to advance private interests of others."

² (3) "conveying special influence or being specially influenced."

In light of this concerning behavior, I am exercising my authority as the Vice-Chairman and as your dual supervisor, and I am taking the following actions:

1. All BC members have been notified this correspondence is being sent to each of you,
2. A standing supervisory directive is now in place for you to notify the *entire* BC of any requests you may receive from individual BC members which would require you or your staff to violate rules or policies under your oversight or direction,
3. No action which exceeds your area's rules or policy may be taken unless approved by a majority of the BC through formal BC action, this means such requests will need to be placed on a BC agenda for approval,
4. Inappropriate requests made of you will be recorded by my office and shared in a report to the General Tribal Council, which indicated who the requestor is, the nature of the request and whether or not each of you fulfilled the request without proper BC approval, and
5. Requests brought to you that are acted upon without the entire BC for approval will subject you as the BC's direct report, to disciplinary action, starting with a written warning, including notations being made in each of your personnel files.

The remainder of the BC is now aware of some of the inappropriate requests you may have been subjected to; however, it is also your responsibility to bring information forward to the entire BC when these activities occur so corrective action can be taken. It is expected from this point forward; all such requests will be brought to the BC in writing so they may be addressed appropriately.

If you have any questions regarding this memorandum, please contact me at ext. 4403.

cc: Business Committee
Human Resource File