



2021 Program Reports



Administration Department

2021 Administration Year End Report – Rachelle Perkes, General Manager

General Manager, Rachelle Perkes, started with the Tribe on September 1, 2020. She has been employed by the Tribe for four and half months. Rachelle has 20 years of business and economic development experience. Previously, she worked as an Operations Manager for another Native Corporation creating Industry standards for oil and gas consumables providing resources for the communities she served. While implementing new business structures and applying new roles to serve the consumers at every level for general merchandise, and oil and gas retail.

Prior to working as an Operations Manager, she worked for the Northwest Company in the Procurement and Marketing department serving the Alaska Native communities in the niche markets in remote Alaska. And as a Retail Manager helping engineer and streamline the business processes for the Pure Retail Initiative. Additionally, she worked with staff at ACS to implement procurement and marketing protocols for the different product lines available in Alaska.

Also, during the time she spent with the communities she served; she created protocols complying with the United States Coast Guard. The staff reached a level of success with their training and were called on by the Village Communities in need of a spill response teams to help with spill cleanups. She has endeavored to help each person achieve academic and professional success. In addition, to devoting her time as a business professional she also teaches business for Ilisagvik College, the only Tribal College in Alaska as a Professor. Rachelle completed her Master of Business Administration degree at NCU in 2018. Within these roles she has helped students and staff achieve academic success towards their education and their professional careers in their communities.

Changes in Organizational Structure:

Social Services: The Youth Coordinator and the Youth Assistant have been moved to Culture and Heritage. Additionally, the SPF Coordinator under Prevention has been removed to a lack of funding and the Physical Activity coordinator has moved to Health. Lastly, Alcohol and Drug now resides with Social Services.

Finance Department: New Hires in 2020: Clay Guetling & Nalani Harvey. Wipfli assessed the Financial systems and controls in 2020. The Finance Department had an assessment done in January 2020 by Wipfli, CPA and Consultants from Billings, MT. The company evaluated the Spring Brook accounting software. Found the challenges and opportunities for improvement; efficiencies around process and audit controls.

Currently, Wifli has provided a proposal to increase efficiencies for the Finance Department. Evaluated internal control processes and have discussed best practices to streamline the major accounting functions. Have evaluated the staffing needs. And lastly, a report with the list of

challenges and processes for improvement are being completed. Evaluating funding to see if the Enterprise Resource Planning software can be initiated.

Law Enforcement: Law Enforcement is going through a 638 Retrocession, closing the 638 contracts with the Bureau of Indian Affairs Law Enforcement (BIA LE). Currently, the BIA LE has control over Law Enforcement responsibilities and are now called the Burns Paiute Agency. The courts administrator is now reporting to the General Manager.

Health: The Warehouse Manager has been moved under Health Services. The commodity food program was moved under health May 2019.

Housing: Currently, the Housing Director has hired a Maintenance person and, in the future, will be adding a compliance officer and Force Account Crew.

Administrative Projects:

Burns Paiute Armory Building:

Install two heaters for the main armory gym area. These heaters are not designed for 24/7 use but to turn on before an event and turn off after an event. It was also put in incase the Armory was needed for emergency use. Installed two 400k BTU propane units with thermostat control. Room heats up to usable levels in about thirty minutes.

Upgrade the power to the Armory IT Room by bringing in two 30-amp dedicated lines and two 20-amp dedicated lines. This is to ensure that the only equipment on these lines is critical network infrastructure units.

Beach Creek Property:

The home on the Beech Creek Property was rented this year. Prior to renting the home and sheds were cleaned and repairs were completed. A property manager was hired to manage the tenants and home rental business. Additional maintenance activities have continued as needed such as; installation of blinds, refinishing and sealing the deck, lighting, oven, and toilet repair, and widening door frame and installing vent for laundry room. Income from renting is expected to be about \$8,820 this year. Cost of improvements and maintenance came to about \$6,500. We anticipate the cost of repairs to be lower in 2021 as many of the expenses are not reoccurring and were related to preparing the home to be rented.

The Natural Resources Department conducted multiple restoration and ecological monitoring activities on the property. These projects were in partnership with Natural Resources Conservation Service (NRCS), Soil and Water Conservation District (SWCD), and the Freshwater Trust. Enrollment in NRCS and SWCD programs has been applied for again this year. Enrollment and incentive payments in 2020 from these projects are anticipated to be about

\$65,000. Expenses for the restoration projects are kept as low as possible using various methods, including the tribal staff propagation of native plants for out-planting on the Property, which lead to significant savings. Cost of restoration and management came to about \$5,600. All project revenue will be used to pay the mortgage.

Several Tribal Members and families used the property for hunting this fall. They used one shed or camped on the property.

RV Park:

August of 2019 the 'Old Camp Casino RV Park' was renovated and re-opened for business. The original RV Park was established when the Old Camp Casino was in operation. Currently the 'Old Camp Casino' offers 15 RV spaces along with women/men bathrooms, showers and WIFI. As of December 2020, the Economic Development Department has assumed management of the park, the site will be managed, by the Economic Development Coordinator, Logan Hunt.

Logan intends to increase the space occupation rate by creating an 'Old Camp RV Park' website, additional signage and added RV software for an easier check-in process. Additionally, the park has received renovations funds to add more storage space, renovate the bathrooms to install automated paper towel and soap dispensers and to construct an outside pavilion for guests. Lastly, a formal business plan will be created for the 'Old Camp RV Park' to better understand the business as a whole and develop a long-term strategy for success.

Website Update:

Burns Paiute Tribe

www.burnspaiute-nsn.gov

We contracted and consulted with QW Consulting for the initial design and construction of the web page. A complete and total redesign was necessary, including switching to new software for the continuing management of the website.

The project began in September of 2020, with IT staff and the General Manager Rachelle Perkes providing input as to the design and content. By the end of October, the majority of the website was constructed and went live, with changes and training on-going through the first part of November.

Extensive man-hours by IT staff were required to do research and gather information about programs and departments, and the content contained within. IT staff underwent 2 training sessions with QW Consulting and Andi D. Harmon had additional small training sessions in the beginning of the turnover of the project to IT staff to maintain.

There are still some spots to fill in for the web page but for all intents and purposes, the project is complete and functional.



Information Technology

Department: Administration

Program Name: Information Technology

Staff Names / Contact Information: Jonathan Mocan

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Jonathan Mocan – IT Director

Andi Harmon – IT Support



Burns Paiute Tribe

100 Pasigo St.
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Summary

Good day, I hope everyone is healthy and well. Attached is a summary of major projects either implemented by the IT Department or managed by the IT Department. My thanks go out to everyone that helped support IT in getting these projects off the ground and going. We could not have done it without the support of other departments and staff.

Some of these projects are still ongoing but in the final stages of their status. This list does not include IT's daily operations as well as smaller projects that were done throughout the year. Again, a big thanks to all departments and staff for assisting with IT to make this all happen. The IT Department looks forward to working with everyone 2021. Be safe and be well.

Accomplishments

Generator backup: We implemented two generators, one at the pump house and the second one at the Armory. The pump house was to ensure that the Tribe would have running water on a prolonged water outage and then the Armory was to ensure that communications and a place for emergency response was available during disasters. These generators are propane to avoid jelling of fuel during the winter and have an auto start, auto test, and auto stop function when detecting a power outage.

Project status: Almost finished, waiting on a good time to turn the power off to locations to finalize the last bit of wiring.

Pump Panel: Ordered a new pump panel to fix the issue of the dual pumps not kicking on during high times of water usage. The old panel has several faults and there are no parts that can easily fix it. Ordered a new panel from the same company that provides Burns with equipment and it will be updated to be able to check on its status via Cell phone.

Project status: Equipment is in and the company will be installing at the end of December.

Armory Heater for main room: Install two heaters for the main armory gym area. These heaters are not designed for 24/7 use but to turn on before an event and turn off after an event. It was also put in incase the Armory was needed for emergency use. Installed two 400k BTU propane units with thermostat control. Room heats up to usable levels in about thirty minutes.

Project Status: Finished

Burns Paiute Tribe Website: Update and fix current website, updated the site to use WordPress as well as get more input on the overall look and flow of the website. Andi Harmon led the update and implementation of the new site. The site has new calendar, photos, and department sections. It also put in a COVID area as well as other information and file storage options.

Project Status: Finished

Secondary Back Haul: Designed and Implemented a secondary back haul for the Burns Paiute Tribe network. This back haul will provide fail over support if Burns Butte were to go down. It also provides possible economic opportunities in renting out tower space as well as renting out bandwidth. This was needed to ensure that the Tribe retained all communication ability during an outage on Burns Butte.

The project involved putting in two towers and retrofitting the water tower to hold back haul equipment. It put in six new microwave units, a fifty-foot tower, a thirty-foot tower, and the needed connection equipment. This involved talking with the city and county to get the permit approved as well as working with Day wireless to plan and schedule foundations, shipping, and many other needs to get this project going.

Project Status: Foundations are in, towers are scheduled to be erected 12/18/2020 with the microwave units being installed before the end of December. This will close out the project unless there are some shipping delays with the microwave units.

Unifi Network upgrade: Upgrade all switching to Unifi switches and network equipment. This will allow for much easier access and maintenance of all switching networks as well as it reports any outages via email to admins giving us a faster response to issues across the network. This means implementing 17 new switches, programing them to handle voice over IP and applying policies to all units so they can report and work correctly in our network.

Project Status: Units are in and programmed, IT has been implementing them to departments as time becomes available. Locations installed TC building and Youth Building.

Unifi Access Point upgrade: Upgrading to Unifi has allowed for easier Access point implementation and management. Due to the network now reporting centrally all UNIFI devices this allows for AP's to be installed and managed from one point. The new units allow for much easier staff access as well as lays out the groundwork for a guest network implementation for locations like Youth and the Gathering Center. It also helps provide notifications of disruptive activities and outages allowing us to address them faster. This project involves installing twenty AP units across all department locations.

Project Status: Units are in and programmed. Locations installed is TC building and TC – Youth Bridge installed.

Unifi Security Cameras: With the new Unifi network installed it allows security cameras as well. Currently IT got five cameras which will be used at remote locations to keep an eye on towers and hard to reach IT infrastructure. This system can be expanded out to easily place cameras to look over parking lots and other sensitive areas. All cameras are self programming and self-reporting allowing for one location access. You can get cameras that go up to 4k viewing and all cameras have night vision enabled along with motion detection. At any time, an admin can also live view any of the needed cameras.

Project status: Finished

Power upgrade for IT Armory Room: Upgrade the power to the Armory IT Room by bringing in two 30-amp dedicated lines and two 20-amp dedicated lines. This is to ensure that the only equipment on these lines is critical network infrastructure units.

Project status: Finished

Covid Ordering: IT Department has been ordering a lot of laptops and other electronic equipment for wide range of departments. Not a major project so to say but it has required a lot of time and effort in ordering, paperwork, and tracking. Andi Harmon has been the lead on ensuring laptops and user equipment has been ordered and received as well as taking inventory which has been a large job responsibility.

Project status: Ongoing

Old Cap RV wireless setup: Installed and brought online UNIFI network for the RV Park at Old Camp. This will provide wireless access to renters. The system was installed and tested good when Wilderness Wireless came in and installed all the needed hardware and configured the uplink. Being Unifi, it will be easy to integrate the system once infrastructure is able to reach the RV park.

Project Status: Finished

Funding Source(s):

General:

- Cares Act Funding
- Equity Grant
- Administration



Economic Development

Department: Administration

Program Name: Economic Development

Staff Names / Contact Information: Tracy Kennedy

tracy.kennedy@burnspaiute-nsn.gov

Tracy Kennedy - Economic Development Director
Logan Hunt – Economic Development Coordinator



Burns Paiute Tribe

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Summary

The BPT has both a ‘Community & Economic Development Strategic Plan: 2015-2025’ and a ‘Community Comprehensive Strategic Plan: 2015.’ Both plans, are community driven and identify a number of priority projects to improve the economic vibrancy and overall quality of life. The department has dedicated their time to ensure some of the projects have been completed and remain successful.

Accomplishments

Heritage and Cultural Development: The goal is to develop a heritage center in the Tribally owned building in downtown Burns where artisans can create and display wares, small cultural events can be held, space for Tribal member businesses and where Tribal history can be shared with visitors.

Department staff worked with BPT Foundation to move ‘Tukwahone Culture & Heritage & Heritage Center’ toward a fully renovated building. This work included: feasibility study, conceptual drawings, engineer plans, removal of asbestos, patching holes in roof, interior demolition, window decals, construction of the exterior and start of construction for interior. The Economic Development has received a total of \$522,000 in grant funding for this project. The project is currently halted as Tribal Council and BPT Foundation reach working agreement.

Business Development: The goal is to increase the number of small businesses owned and operated by Tribal members and the Tribally owned businesses. The department started the ‘Bridge to Success Cohort.’ The cohort started in September and the group meets bi-weekly where ONABEN staff educate and support the growth of small Tribal owned entrepreneurs. To-date we have provided the over 200 technical assistance hours to individuals.

The department is currently managing ‘Old Camp RV Park.’ The park will have some upgrades to include a new sign, plumbing upgrades, outside pavilion, new storage, a website and additional advertisement for the park to increase tenants.

Started an ‘Economic Development Committee.’ The committee meets bi-weekly, currently has two Tribal members (looking for a third) and will eventually have two non-Tribal members for a total of five members. The goal of the committee is to educate, collaborate, advocate and assist in creating policy for the department. In 2021 the committee will be highly involved in creating a BPT ‘Community Economic Development Strategy (CEDS Plan).’

Community Development: The goal is to increase additional housing units. This is a priority project is from BPT Comprehensive Strategic Plan as a potential capital project.

Department staff has worked with the ‘Yapa Subdivision Committee’ to complete the Yapa Project. The project is development of eight residential lots to support new home construction – the project will extend existing water and wastewater infrastructure. Tribal Council allocated some CARES Act funding to purchase four new manufactured homes to be placed at this site – initially to be used for quarantine units. The Economic Development department has received a total of \$270,000 in grant funding for this project.

Funding Source(s):

General:

- Department of Commerce – Economic Development Administration – \$50,000
- Department of Commerce – Economic Development CARES Act – \$75,000
- Spirit Mountain Community Fund – \$84,000
- Oregon Community Foundation – \$50,000
- Siletz Charitable Trust – \$10,000
- Meyer Memorial Trust – \$200,000
- Meyer Memorial Trust – 150,000
- Meyer Memorial Trust – \$78,438
- Meyer Memorial Trust – \$9,000
- Business Oregon Grant – \$20,000
- Collins Grant – \$80,000
- High Desert Partnership Grant/Business Oregon – \$60,000
- MRG Foundation – \$20,000
- Cares Act Funding



Social Services

Department: Administration

Program Name: Social Services

Staff Names / Contact Information: Jody Richards

jody.richards@burnspaiute-nsn.gov

Joellen Billington – A&D Program Coordinator
Lanette Humphrey – Suicide / Tobacco Program
Jody Richards – Prevention Coordinator
Desiree Sam – CCDF/GA
Teresa Cowing - DV/SA Coordinator
Soucie, Kristeny - DV/SA Coordinator



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Summary

Starting in February I was tasked to the responsibilities of supervising the Social Services staff. Jim St. Martin was brought on by contract to assist with the Child Welfare and ICWA cases. The Tribe approved an agreement with the State of Oregon for DHS to assist with cases and calls. Day to day activities consisted of responding to schools, appointments family assistance, and responding to any ICWA inquiries from other agencies.

Assisting Department of Human Services with requests they have to responding to calls or contact with family members. And Oversee and assist the Child Care Program, General Assistance Program, Domestic Violence Program, Alcohol and Drug Program and Behavioral Health. Lastly, hired a Mental Health Coordinator and Social Services Director, to start in February.

Accomplishments

Cares Act Funding: Oversee the Quarantine Home (Norris Property): Hired two maintenance workers to clean and maintain the home. The home is now furnished and all repairs

done. Worked endlessly to see that our funding that was allocated was spent on each program. Took applications for Covid-19 assistance through the Social Service Program; over 80 applications. Additionally, took applications for the COVID-19 Response Grant, through Oregon Community Foundation; 18 applications. And lastly, coordinated food delivery boxes with volunteers and other staff.

Child Care Program (CCDF) / General Assistance: This last year we had a total of ten people apply for the general assistance program. In May / June there was a discussion with the BIA that the Tribe would be given our funding for our program. In September / October, we were finally able to make contact with the area direct of the program. Rita Sage, Jody Richards and Desiree Sam met and went over policies and procedures for the GA Program. We were informed that we were to follow State guidelines for the payout formula. This is great news for the Tribe, we now process and approve our own applications. This will also mean that our funding will not go back to the BIA, it can be rolled over into the next year and we will not lose any funding that is not spent. The Federal Fiscal Year Report will be turned in by the end of January.

In the Burns Paiute childcare program, we are helping five different families and have three applying. I have been in a webinar going over revisions for the ACF-700 form, with the help of Catherine Jackson. At the present time we have three providers. The money received during Covid-19, we provided childcare providers with all PPE necessities and gift cards to Big R for any needs for the children.

Alcohol and Drug Department: The Alcohol and Drug Program has been focused this year on educating clients on how to use Zoom for telehealth and meetings. The Zoom meeting was helpful for the clients to see each other and to be able to talk to each other as needed since Covid prevented any gatherings. The telehealth program has been a work in progress for over two years and it is almost completed.

I have focused on getting the Naloxone program going by training first responders, followed by staff and clients. This program has been successful so far. Since Covid started there have been five overdoses and the Naloxone was used on each one to bring them out of the overdose stage. This is a program that we will continue to train staff and the community members to use when needed. Even with Covid we were able to figure out how to start WellBriety meetings within the community, these started in August.

Last year I accomplished my CADIC II with Dual Diagnosis and my QMHA. This year my goal is to further my education and get my CADIC III and work towards getting my AMHP licenses. I participate in every Friday with the 9 Tribes OHA calls and once a month Tribal OHA call. This year I obtained QPR (Question Persuade Refer Suicide Prevention) certificate to be a Gatekeeper Trainer.

Following is a list of things that were performed. Provided comprehensive services the program has moved from 20 clients up to 30 clients Ages range from 13-50+. Facilitated the placement of three individuals in residential treatment. Provided corrective thinking-based treatment using the "True Thought" Corrective Thinking curriculum with motivation interviewing skill, CBT

cognitive behavioral therapy and talk therapy. And represented the Tribe as a part of the Harney Partners for Children and Families coalition.

Next, I assisted in the facilitation of the Prevention Coalition for Alcohol and Drug Abuse to identify and address specific needs of the tribal community. Provided coordination of services between the Alcohol and Drug Department and other appropriate programs (i.e., GA, Education, DV, Children and Family Services). Additionally, I provided transportation to clients relative to completion of academic goals or transitional plans.

Purchased new materials oriented towards providing services being with the spectrum of best practices. Continued personal education relative to academics and state requirements increasing the quality and level of services within the tribal community. Provide outreach treatment to tribal members incarcerated at the local jail and our local OYA. And assisted appropriate and needy clients (transitional, low-income, recent trauma, etc.) with advocacy, coordination of services, referrals, and financial assistance.

Represented the Tribe as part of the Oregon Health Board. Wrote grants and started the process for telepsychiatry and is almost completed. Participated in the 9 Tribes quarterly meetings, OHA weekly meeting and monthly meetings and participated in Substance Use Disorders ECHO clinic that is sponsored by HIS. And facilitated the Equity Grant.

Domestic Violence / Sexual Assault Department: The Domestic Violence / Sexual Assault Program has had a strange year due to the Pandemic but continued to serve clients. The program relocated in September 2020 to an office located in Burns. Confidentiality and an increase in funding was the deciding factors to move. There are two staff in the program.

The program has continued to provide Domestic Violence / Sexual Assault services to tribal members and the community. The program staff have provided several referrals to community partners to obtain resources and services to assist them. The program purchased PPE's for the safety of the clients we serve and staff. These are available to all tribal members. Items available are face masks, hand sanitizer and disinfecting wipes. The program staff attended Reservation day with a table and had PPE's available.

The year was a challenge and does continue to be a challenge. The program staff are working remotely and in the office. The new location gives the staff and clients room to social distance for safety reasons.

Prevention, JCP: The Prevention Program attended the New Year's Celebration, Physical activities with Sarah Ghost Dog, Movie Day with Tuwakii Nobi, Beading night, Prevention hour on Fridays with Tuwakii Nobi, Helped with sponsoring Women's 3 on 3 Basketball tournament, Youth Council meeting. Next, did training for Native American Substance Abuse Prevention Training. And Attended the following meetings; CAT Meetings, Harney Partners, Pow Wow mtgs., 9 Tribes Meeting Representative. Lastly worked with NWPAlHB for a new Tobacco Quit Line that includes a tribal member as a representative.

Due to the pandemic, we closed in mid-March. We had a full schedule of spring break activities with the help of several youth. We helped with YOP Program, back to school back packs, Red Ribbon, Reservation Day and Christmas gifts for the kids. We provided to student's masks and face shields. Online trainings were offered to the youth along with rewards of gift cards if they participated. We had many activities scheduled through the year that we had to cancel.

Through the Cares funding the Prevention department is equipped with new training material and chrome books for some online training for the youth. We will share with the community some cultural activities we had planned, via zoom. Through this funding we were able to remodel the Kitchen and get some heat in the armory. Earlier this year we were also able to get some funding from the BIA to remodel both bathrooms. We have several staff that were hired to clean and check people in at the Armory so we could open for the months of November and December.

Suicide Prevention Program: Lanette took on the suicide prevention program in September 2008 and is continuing to be trained in zero suicide, QPR, and intervention Skills. Work was done on suicide interventions with clients doing transports and making safety plans. Also, provided education as outlined in plans and collaborated with lead agencies in regard to the programs and QPR trainings. And worked with the 9 Tribes, going and sharing in meetings. Due to the Pandemic in March, she has been working from home. Promoting the suicide Hotline thru the Newsletter, health fairs, tobacco walks, brochures, Facebook and the Reader Board.

Tobacco Prevention Education Program: Lanette worked on getting a policy changed for tobacco free Armory and all Tribal owned buildings, and all outdoor venues. Provided education as outlined in plans and collaborate with lead agencies in regard to the programs. We have completed our resolution for the Armory to be Tobacco free area indoors and out. We will submit the resolution to tribal council for approval.

We have been working with our Eastern partners in regards to spit chew tobacco, and E cigarettes working on a tool kit for prevention teams to hand out. Due the COVID-19 pandemic that began in March I have been working from home doing outreach through social media, reader board and newsletter.

Promotes the quit line thru newsletter, health fairs, tobacco walk, brochures, Facebook page and The Reader Board. Lanette will also be working on getting the resolution passed for the Armory and all other new buildings the Tribe has purchased.

Funding Source(s):

Child Care Program (CCDF) / General Assistance:

- BIA
- CCDF

Alcohol and Drug Department:

- HIS Yearly Funding

- State funding for Certified Alcohol and Drug Program; yearly funding based upon license approval
- OHA Opioid SOR / STR Grant
- HIS Opioid SOR / STR Grant

Domestic Violence / Sexual Assault Department:

- VAW / ODSCS / VOCA
- OVW
- DVPI / HIS

Prevention, JCP:

- Cares Act Funding
- State Funding – OHA ends 2021
- JCP Prevention Funding

Suicide Prevention Program:

- Garret Lee Smith Funding through NARA, ended 9/2020
- OHA, 1 year ends 6/2021

Tobacco Prevention Education Program:

- Tobacco Grant, State funded, yearly



Health

Department: Administration

Program Name: Health

Staff Names / Contact Information: Twila Teeman

twila.teeman@burnspaiute-nsn.gov

Twila Teeman – Health Director
Vickie Clemens – Certified Coder
Deborah DeLaRosa – CHR
Randall Lewis – Warehouse
Pam Lindgren – Nurse
Shelly Richards – Billing Clerk
Rachel Samor – Health Clerk



Burns Paiute Tribe
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Summary

2020 was a difficult year. We lost 6 elders in a short period of time and COVID-19 happened. BPT Tribal Council made the decision to close all offices the middle of March due to COVID-19. Because of needed health care Wadatika stayed open but the doors were locked, and appointments only were taken. Those employees that could work from home did so.

Patients needing medical care were seen by appointment only using telehealth, phone calls or in person if needed. Proper COVID-19 protective equipment was used for patients and healthcare staff. Staff continue to help tribal members sign up for the Oregon Health Plan. Some of the regular yearly activities were cancelled due to COVID-19 restrictions put in place.

Accomplishments

Wadatika Health Center (WHC): Despite the COVID-19 affecting our usual activities WHC accomplished the following:

Barbara Rothgeb, NP, started work on January 29th at WHC. We have had approximately 27 clinics with an average of 5 to 6 patients being seen. 20 WIC clinics were held. Dental services continue to be our top expense. More children being seen for exams. 668 purchase orders were issued for referred care. Approximately 300 patients were assisted with gas cards to attend their medical appointments in Bend and Portland, OR for specialty care. We had more referrals to special care than usual this year.

Blood borne pathogen training was done on-line this year. In March – Started distributing COVID-19 supplies to diabetic patients, elders, and tribal community on an ongoing basis. May and July - Conducted 2 drive thru COVID-19 testing to tribal community and employees. Handed out PPE to community during this time along with education/prevention on COVID. Two WHC staff were trained in contact tracing. Hired our Tribal health nurse who coordinates the COVID-19 response and who has been doing weekly COVID updates to the community and employees. Via Zoom held a youth COVID-19 information meeting.

Worked closely with the Harney County Health Dept to host a vaccination clinic for the tribal community to receive the COVID-19 vaccine. Working to get EHR with Athena. To encourage people to exercise the Rainbow Park walking path paving was completed. 6 people completed our community exercise challenge.

20 tribal community members received the flu vaccine along with prevention/education materials covering a range of health topics. Breast CA Awareness was held in October with 20 women receiving gift bags per request. FDPIR program handed out emergency food boxes along with the regular monthly distribution.

Hosted and sponsored a variety of physical activities for the tribal community for all ages to participate. Staff has attended various trainings/meetings on Zoom since March. And Wadatika Health Center Staff: Deborah DeLaRosa, CHR, Vickie Clemens, National Certified Coder, Rachel Hofman, Registration Clerk, Shelley Richards, Medical Billing Clerk, Randall Lewis, Warehouse Manager, Maria Teton, Medical Transporter, and Pamela Lindgren, Tribal Nurse.

Funding Source(s):

General:

- Indian Health Service



Lease Compliance & Water Rights

Department: Administration

Program Name: Lease Compliance & Water Rights

Staff Names / Contact Information: Charisse Soucie

charisse.soucie@burnspaiute-nsn.gov

Todd Richards – Maintenance

Eric Juhola - Maintenance



Burns Paiute Tribe

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Summary

Position was funded under the administration and combined with Maintenance, as it did not receive funding from the BIA. Continued processing homesite and lot leases, assisting individuals wishing to gift deed their allotment interests to family members. Provided direction to individuals requesting assistance and or documents to file probate at the BPT Court level. Continuing work with individuals with interest in allotment lands, and or homes on the reservation to develop a will. Updating leases in the lower and upper housing areas, in-field visits to BPD Allotted lands and monitored for compliance. Assisted new Lessee's with information and or clarification on their newly assigned (5) year allotment leases.

Accomplishments

Lease Compliance and Water Rights and Maintenance: Continued processing homesite and lot leases, assisting individuals wishing to gift deed their allotment interests to family members. Provided direction to individuals requesting assistance and or documents to file probate at the BPT Court level. Continuing work with individuals with interest in allotment lands, and or homes on the reservation to develop a will. Made periodic visits to the allotment to dissuade violations such as trespass, extended unauthorized use, and overstocking on allotments.

Documented allotment conditions, and livestock usage using a drone. Determined all allotments need an updated legal land survey, as GPS readings are identifying incorrect boundary lines between private and allotment boundaries. (Will be requesting funding or contracting that to be done by the BIA) postponed due to COVID-19 and the absence of BIA personnel.

Continued virtual training to maintain necessary water certification to maintain tribal water system. Met with IHS Personnel to identify water pressure issues, working on a plan to identify funding to address. Purchased pallets of water for distribution to meet the community's needs should the water system fail.

Hired (1) new Maintenance personnel to assist with upkeep of tribal properties and facilities. Maintenance personnel assisted departments with loading and unloading and delivery of equipment, PPE, Air filtrations systems, food boxes. Purchased a new side by side and Maintenance Truck.

Funding Source(s):

General:

- Cares Act Funding



Culture & Heritage

Department: Administration

Program Name: Culture & Heritage

Cultural Resource Consultation Review & Compliance/Tribal Historic Preservation Office
Wadatika Neme Yaduan Nobi Language Program (WNYN)
Higher and Adult Education Programs/Youth Opportunity Program
Tuwakii Nobi Youth Program

Staff Names / Contact Information: Diane Teeman

diane.teeman@burnspaiute-nsn.gov

Lindsey Dick - WNYN; Language Coordinator
Elise Adams - Tuwakii Nobi; Youth Program Coordinator
Vanessa Bahe - WNYN; Education/Employment Assistance Coordinator (PT/Perm)
Emily Rubinstein Review & Compliance; Archaeologist (FT/Perm)
Lonnie Teeman - Review & Compliance; Lead Arch Tech/R&C Asst. (On-call)
Aurelia Johnson - Review & Compliance; Arch Tech (On-call)
Nalani Harvey - Review & Compliance; Arch Tech (On-call)
Diane Browning - Review & Compliance; Arch Tech (On-call)
Myra Peck - Review & Compliance; Arch Tech (On-call)
Jessique Jim - Review & Compliance; Arch Tech (On-call)
Lane Hawley - Review & Compliance; Arch Tech (On-call)
Beulah Morgan - WNYN; Language Tech (On-call)
Robin Holtby - Tuwakii Nobi; Youth Program Asst. (On-call)



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Burns, OR 97720

Summary

We provided protective measures for four Ancestral burials that were reported and are working to have other Ancestors and their funerary objects reinterred. A Tribal Historic Preservation Office (THPO) received 2020 THPO Program funding for approved on-reservation archaeological review & compliance evaluations, archival work, and other cultural outreach activities.

Accomplishments

Culture and Heritage Development: We completed tribal cultural survey of over 7000 acres of our aboriginal lands. We completed survey and monitoring contracts and agreements for undertakings in Malheur, Harney, and Lake Counties, and are securing more including work in our tribal traditional cultural properties. We have responded to and monitored numerous emergency hazardous material clean-up in areas deemed high probability for cultural resources in Malheur, Lake, Harney, and Grant counties.

We are continuing multi-year negotiations of undertaking mitigation activities at: Tucker Hill, B2H, Glass Butte, Tukwahone, and Grassy Mountain. We are also engaging in the Hells Canyon Complex relicensing discussions as it relates to tribal culture. Each are expected to result in further heritage protection activities.

We received Oregon Cultural Trust, Community Inspirations, and Potlatch Grant funds to develop 12 additional youth language lessons. We sponsored tribal community participation numerous activities to foster increased relationships between our families and our lands and ecosystem. We held monthly language activity night (2nd Tuesday/month), and Elder Language Expert Semi-weekly luncheons until State of Emergency and then continued activities via Zoom to year's end.

We planted chokecherry starts with tribal elders and USFS personnel on USFS lands and made chokecherry plants available to tribal community members. We collected huckleberries for seedling propagation and anticipate planting and distribution in 2021. We participated in the Oregon State Governor's Executive Order 17-12 Cultural Items Task Force meetings and activities.

We participated in the Senate Bill 13 Essential Understandings meetings to develop the Natives of Oregon, Oregon State Schools curricula including a training for Oregon Public kindergarten to grade 12 teachers and administrators held via Zoom December 2020. We co-sponsored the Tribal Community Gardens Activities including helping Elders with rototilling, providing a community rototiller for check-out, and administering a Facebook Page for the community to share their gardening tips and progress.

We have applied for funding to open a pre-kindergarten language and cultural immersion school and await response. We developed a Wadatika Neme Yadian App for all standard platforms and will be debuting in for secured access in January 2021. We provide annual support for qualified higher education and adult education students and we also developed and made available covid-19 relief supplemental support to students of all ages that requested support.

We co-sponsored the installation and management of a free book library at Rainbow Park. We have completed initial research and proposal development for a tribal cultural item repository and interpretive center. We started a collaborative project with a graduate student to provide an on-line virtual reality opportunity for people around the world to visit our lands and learn about

our people, culture, and history. This projects progress will be presented spring 2021. We continued co-sponsorship of the “Our Ancestors’ Walk of Sorrow Project” research.

Funding Source(s):

General:

- Federal and Private Contracts
- Intergovernmental Agreements (IGAs), and Memoranda of Agreements (MOAs)
- Federal and Private Grants
- Bureau of Indian Affairs Funding
- Federal covid-19 relief funding allocation from Tribal Council
- Restitution Payments from cultural crimes convictions
- Philanthropic Organization and Individual Private Donations.



Courts

Department: Administration

Program Name: Court Administrator

Staff Names / Contact Information: Linda Beaver

linda.beaver@burnspaiute-nsn.gov

Patricia Davis, Chief Judge
Assoc. Judge – unfilled at this time
Ken Bardizian, Prosecutor
Linda Beaver, Court Admin.



Burns Paiute Tribe
100 Pasigo St.
Burns, OR 97720

Summary

We held 24 court sessions with 21 criminal cases, 3 civil cases, 2 JV Delinquency cases, 1 JV dependency case. There was a total of 111 matters before the Court.

Accomplishments

Tribal Court:

OUT OF THE 24 COURT SESSIONS – TYPES OF CASES HEARD:

HEARINGS	21
ARRAIGNMENTS	22
JUDGE TRIAL	1
STATUS CONFERENCE	54
CUSTODY/GUARDIANSHIP	3
PROBATE	2
EXCLUSION	1
JV DELINQUENCY HEARINGS	6

DIVORCE

1

111

RESULTS OF COMPLAINTS FILED WERE:

HARNEY COUNTY JAIL COSTS	\$3,780	DAYS SERVED	172
GRANT COUNTY JAIL COSTS	8,600	FINES ORDERED	125
A&D REFERRALS	6	FINES COLLECTED-TRIBAL	204
ANGER MANAGEMENT	1	FEES	378
MENTAL HLTH EVAL.	2	RESTITUTION	111
COMMUNITY SERVICE HOURS	120	APOLOGY LETTER	1
PROBATION	4	JUSTICE COURT FINES (RECEIVED)	\$3,528.50
STATUS CONFERENCE	54		
DIVERSIONS ENTERED	3		
JAIL DAYS SENTENCED	757		
JAIL DAYS SUSPENDED	476		

Funding Source(s):

General:

- Funding Source: BIA \$72,400



Housing

Department: Administration

Program Name: Housing

Staff Names / Contact Information: Andreas Tziolas

tziolasac@burnspaiute-nsn.gov

Andreas Tziolas, Housing Director (contracted)
James Crawford, Housing Maintenance



Burns Paiute Tribe
100 Pasigo St.
Burns, OR 97720

Summary

On October 2nd, 2020 the Burns Paiute Tribe contracted TRIBN LLC, a 100% Alaska Native owned, professional services and tribal co-management company to provide comprehensive housing support services. TRIBN, LLC., has prioritized HUD reporting responsibilities and worked diligently with the finance department to come to a working budget for the department. We attended a number of meetings with other directors from Finance, Maintenance and Economic Development aimed at sharing resources, personnel and know-how to address current needs such as auditing the current waiting list and putting maintenance staff in place. We also held a number of scoping meetings aimed at developing new housing solutions on and off the reservation through grants and tax credits.

Accomplishments

TRIBN Contracted: On October 2nd, 2020 to provide General Housing Administration and Grants management services. TRIBN is a 100% Alaska Native owned company which provides embedded management staffing to build tribal capacity with vast experience and expertise which supports Mr. Tziolas in scaling capacity on all aspects work.

Reporting: First task was to assure HUD reporting and compliance were in place. Mr. Tziolas got the department caught up with reporting for

- a. FY19, FY20 HUD IHP (Indian Housing Plan) APR (Annual Performance Reports),
- b. FY17 and FY18 ICDBG ASERs (Annual Status and Evaluation Reports) and
- c. HUD NAHASDA compliance findings

Housing Files: Progress has been slow but steady in finding, scanning and analyzing housing files for clients. Most files are incomplete and out of compliance. Former housing director files and emails did not contain comprehensive electronic backups.

Waiting List: HUD housing eligibility certification applications and Waiting Lists found within are also mostly out of compliance.

Department Financials: Financial reporting, history of expenditures, etc. were also fragmented but Finance staff have been making great strides in recreating the housing budgets. Housing department finances are becoming clearer, sufficient for the department to begin operating.

Housing Department Modernization and Policy & Procedures Rewrite: In consultation with the General Manager, these findings point to a fundamental loss of institutional knowledge which has been further amplified by the pandemic and motivate us to rebuild the housing files, update policies and generally overhaul and modernize the housing department.

Maintenance Staff Hired: Mr. James Crawford has been hired as Housing Maintenance. Mr. Crawford has 45 years of construction and renovation experience and will be an integral part of securing and renovating homes for new occupancy.

Compliance Officer Hire pending: A Compliance officer will be hired, who will assist the director and clients with eligibility, home ownership classes and workshops and to assist with daily tasks.

Work Order System: An online Work Order system was established.

Customer Satisfaction Survey: An online Customer Satisfaction Reporting system was established.

Call Log System: A call log system was established, to track interactions, concerns, reports and actions in response to community needs.

Meth Testing Policy: Meth testing and remediation contractual services to each of the 22 units currently managed by the BPHD has been procured and will be conducted over the first 2 months of 2021. This establishes reference data and dates. Meth testing will occur at every unit turn over.

LIHTC for new Construction: New construction project at Yapa Street subdivision is being explored for 6 to 8 new units in close collaboration with the Economic Development department. We are working on a program which will use Low Income Housing Tax Credits (LIHTC). Alternatively, we will pursue the project using HUD ICDBG or IHBG funding later in 2021.

Housing Committee: The formation of a Housing Committee is underway, which will be a conduit for community involvement in developing housing opportunities and safe communities.

Housing Unit Technical Specifications: Mapping and As-Built of our Housing Inventory is work in progress. Completing this project will help understand what modernization activities we should commit to and will help with future planning.

Housing Strategic Plan is in very early development, pending completion of our filing and satisfaction of certain critical concerns. We hope to include the entire community in this process through electronic surveys to further facilitate social distancing, until the plan can be updated during a broad community activity.

Funding Source(s):

General:

- FY21 IHP funds anticipated: \$144,76
- CARES Funds for Debt Relief: The Council approved allocation of CARES act funds for debt relief of all units (rent and home ownership). We found that there are \$31,505 in eligible rental/home ownership relief costs which will be applied for payments due since March 16th, 2020. Beneficiaries will need to submit a letter explaining how they were affected by the COVID-19 justifying the need for debt relief.
- IHBG CARES Act Grant for \$37,051 has been awarded, for projects which assist in relieving overcrowding, improving healthy living conditions and meal delivery.
- FY18 ICDBG: BPHD has an existing \$225,000 (+ \$50,000 match) grant for rehabilitation of 26 homes. This project has not begun yet pending submission of an Environmental Review for which we have scheduled HUD technical training

January 20-22. We are considering re-scoping this project after performing a new needs assessment across our housing inventory.



Planning, Transportation & Emergency Management

Department: Administration

Program Name: Planning, Transportation & Emergency Management

Staff Names / Contact Information: Kenton Dick

kenton.dick@burnspaiute-nsn.gov

Kenton Dick – Planning, Transportation and Emergency Management Director

Victor Johnson – Transit Driver



Burns Paiute Tribe

100 Pasigo St.
Burns, OR 97720

Summary

Followed the 2020 Work Plan for the Planning Department which contained everything the Department was planning to do in 2020. Provided Administrative support to the Finance Department to ensure the Tribes business functions were flowing. This included signing weekly vendor and payroll checks to complete AP functions. Implemented measures to protect the Burns Paiute Community during the Pandemic for Emergency Services.

Accomplishments

Planning: Participated in the Armory Maintenance upgrade. Assisted in the inspection of the Norris Property purchase. Additionally, I am a member of the Tribal Housing Development for the YAPA Street Subdivision and helped at the Grand Opening. And I am a member of the Beach Creek Committee. Due to the Pandemic, I have been participating in zoom meetings for Program Manager sessions and other meetings.

I have been involved in the processing of HUD ELoccs system for Tribal staff to operate and invoice the HUD Tribal Housing Program. Worked with the Financial staff and signed payment checks for enrolled members for the Cares Act Funding. And reviewed the Tribal website pages and made suggested upgrades. Provided monthly updates to the Oregon Business Bureau on status of the Tribe with stability and business opportunities. Attended Tribal Council Meetings and General Council meeting.

Transportation: Performed contract administration on two BIA Road functions and two State Transit contracts. Developed operating budgets and conducted quarterly reviews and performed contract adjustments. And Submitted state reporting through State OPTIS.

Participated in Southeast Area Commission on Transportation. Had calls with the BIA about State Contracts, calls with the Regional Transit Manager. And worked on State and BIA Contract reporting and submission. Participated in ODOT Webinar on STIF contract and Reviewed and updated PORT Annual Report for BIA roads.

Emergency Management: Attended the February Tribal Emergency Management Coalition Mini-Conference in Portland; only person to person meeting attended. Tribal State of Emergency Declaration made by Tribal Council on March 16, 2020 to address the Coronavirus-19 Pandemic. Planner attended Tribal Council work sessions on Covid-19. Planner performed contract monitoring and budget review.

Participated in Tribal Emergency Management Coalition conference calls. As well as assisted in the Natural Resources mitigation; drafting tribal data, editing the drafting and submission of the mitigation plan to FEMA for completeness. Participated in FEMA Webinars on grants.

Assisted in development of Trigger Points. Placement of PPE orders, maintain inventory and distribution of PPE supplies. Listened to local schools and their Covid preparedness and attended 911 dispatch meeting. Worked on Covid Justification Statements for equipment needed by Tribal Fire and Emergency Management to address the virus.

Attended training on Contact Tracing of victims by NPAIHB. Maintained Tribal Program communication between programs. Prepared paperwork for FEMA session with the 9 Tribes of Oregon Emergency Management near Medford, OR. Participated in FEMA Coordination conference calls. Quarantined of staff for possible contact with coronavirus patient; Tribal office closed with deep cleaning with Notices posted. Reviewed new section in Personnel Manual – Covid 19 policy. Monitored active cases of Covid cases for Harney County.

Cares Act funds were approved by Tribal Council, erected a Tribal Fire Station. Planning of the building and development of the construction contract. Construction Started December 4, 2020 construction site inspection with photos and completed the project by December 30, 2020. Monitored cultural activities during Station construction. Advised that Burns Fire Department will approach the Tribe for Covid supplies for firefighter protection.

Funding Source(s):

General:

- Department of Transportation
- BIA
- Cares Act Funding



Natural Resources

Department: Administration

Program Name: Natural Resources

Staff Names / Contact Information: Calla Hagle

calla.hagle@burnspaiute-nsn.gov

Calla Hagle, Natural Resources Director
Rhonda Holtby, Office Administration
Jason Fenton, Environmental Program Manager
Andrew Beers, Environmental Specialist
Brandon Haslick, Fisheries Program Manager
Rebecca Fritz, Fish Biologist
Bethany Rounds, Fisheries Technician
Carter Crouch, Wildlife Program Manager
Brandon Palmer, Wildlife Biologist
Lucas Samor, Jonesboro Property Manager
Eric Hawley, Logan Valley Lead Technician
Brittany Baumhover, Wildlife Technician



Burns Paiute Tribe

100 Pasigo St.
Burns, OR 97720

Summary

Followed the 2020 Annual Work Plan which contains everything the Department is planning to do in 2020 and how each action meets the Tribe's 2015 Strategic Plan. Updated the 2021 Annual Work Plan for presentation to Tribal Council. Planned and implemented measures to protect Department staff and community during the Covid-19 pandemic while finding solutions to complete most planned program activities and Annual Work Plan.

Accomplishments

Director & Administrative Assistant Accomplishments in 2020: Worked with ODF&W to ensure formal adoption of Malheur River tribal fishery and additional ceremonial hunting tags (9 elk) and hunting season date extensions (end of regular season) into

permanent rule through the Commission. Developed and implemented mechanisms to increase Department resilience such as budgeting at the Department level, and conducting bi-weekly internal meetings.

Beech Creek Steering Committee, work included co-leadership in repair and rental of home on property, planning and guiding quarterly meetings, and completion of NR-related projects. Provided assistance to the Tribal Council in various policy initiatives such as ceremonial hunting tags and fishery, Hells Canyon MOU and environmental compliance. Developed written comments and talking points as needed to provide input and representation in external forums and policy/technical issues.

Coordinated with state and federal agencies throughout the year to obtain updated information and advance tribal initiatives. Staff tele-conferenced to represent the Tribe in the forums outlined in the Council-approved document: "2020 NR External Technical Representation (January 1-December 31)". Additional details of select forums are listed by Program below. Provided document management in the directors' changes to the Tribe's employee policies and input in the newly adopted legal counsel policy.

Developed and submitted comments on the Columbia Basin Fish and Wildlife Program Amendments by Northwest Power & Conservation Council. Updated, catalogued and organizing files into user-friendly system to enable a more effective method for data management; this will continue into 2021. Oversaw new greenhouse construction and repairs to old greenhouse and NR building. Established and maintained community garden. Adopted creative outreach tools using Facebook to share garden updates, recipes and ideas for preserving foods.

Environmental Program of the Natural Resources Department,
Accomplishments in 2020: Participated in various meetings that pertain to Tribal Health. Solid waste on the reservation lands is one of the major issues the Environmental Department has been dealing with. Our department is a member of an organization (TSWAN) that will help out with solid waste issues. Secured funding for FY 2021. Acquired an air quality grant, CAA103 for \$15,641.

Maintained the two dumpsters on the Kassler Property. Averaging one garbage dumpster every three weeks and two pickup loads of recycle a week. Recycled several truckloads of office paper and cardboard from the Tribal offices (Average of one truckload every week). Continued training for the water system so additional staff has knowledge of the drinking water.

Attended the Natural Resource Working Group meetings. By working with other Tribes and the State of Oregon, we gain information on issues that may pertain to the Burns Paiute Tribe and can try to fix the problem before it starts. Reviewed several small grants for the Oregon Watershed Enhancement Board (OWEB).

These grants help improve the watershed in our area. Jason is on the board that determines if the grants should be funded. Collected 5 months of data from the Silvies River at three different sites. At each site Dissolved Oxygen, Turbidity, and pH were collected. This is the tenth year that the data has been collected. We are now getting trend data which is important. This data is

needed to have something to back up the claim that the Silvies River is in need of water quality help.

The data will be collected for at least two more years. And tested various houses and other occupied buildings for Radon Gas. Assisted other departments as needed for various tasks. Through several trainings and conferences throughout the year we have gained knowledge that will assist the Environmental Department for the coming years.

Fisheries Program of the Natural Resources Department,

Accomplishments in 2020: Negotiated and supervised the release of approximately 200 adult Chinook salmon into the Malheur River for the 5th consecutive year. Performed and provided oversight for all tasks associated with the fishery including weir set-up and maintenance, COVID-19 dispersed fishing, catch tally, and monitoring and reporting surveys. Submitted a report and presented at the Northwest Power and Conservation Council's Independent Scientific Review Panel.

This forum evaluates Bonneville Power Administration-funded projects to assure sound scientific principles are applied and recommends ways in which projects can be improved. The Burns Paiute Tribe's Fisheries Program was the only program out of 44 not requiring a follow-up response to the evaluation. Continued to work with BPA in the NEPA-planning process for the Upper Malheur Watershed Bull Trout Conservation Strategy. This project received a substantial funding commitment from BPA in 2020 to accelerate the project through the approval stages to implementation.

Monitored stream temperatures at 25 independent sites in the Upper Malheur and North Fork Malheur to add to a long-term dataset. Continued to investigate and monitor the presence of illegally introduced brook trout in the North Fork Malheur River. Removed brook trout (1,472) from Lake Creek and High Lake.

Collaborated with the U.S. Forest Service on a comprehensive stream channel restoration project for Summit Creek, gathering pre-treatment data on aquatic macroinvertebrates, amphibian populations, and fish demographics. Continued to collaborate with the Wildlife Program on amphibian population surveys at Jonesboro and Logan Valley.

Assisted the Wildlife Program to plant native and tribally significant riparian species at the Beech Creek property. Collaborated with the Oregon Dept. of Fish and Wildlife on bull trout spawning surveys in the North Fork Malheur. Coordinated and provided leadership to the Technical Advisory Committee (TAC), a multi-agency group committed to ensuring bull trout recovery in the Malheur River.

Continued working with staff from the TAC and inter-agency bull trout working group. This forum serves as a way to perform outreach about program products to peers as well as provide input to fisheries conservation planning and management. Provided technical representation to the Integrated Place-Based Water Resources Planning in Harney County including serving on the

coordinating committee, ecological work group, and Harney County Watershed Council. Tracked progress and provided technical representation to the John Day Basin Partnership. Help Native Fish outreach conducted at Harney County Fair.

Wildlife Program of the Natural Resources Department,

Accomplishments in 2020: Coordinated ceremonial hunting tag agreement with Oregon Department of Fish & Wildlife. Held the LOP sign up and draw and submitted LOP paperwork to ODFW

Educational activities: Assisted with USRT Climate Change Classes; Led fly fishing lessons at the armory for Tu-Wa-Kii Nobi and the Domestic Violence Program; Banded kestrels with a few citizens, Portland Audubon staff, Friends of Malheur NWR; one high school teacher, one high school student, and one OSU student; helped develop an educational kestrel banding video since we weren't able to host large banding days with Tribal Youth.

Completed infrastructural projects at Jonesboro: Repaired roads; Installed diversion dam for irrigation and removed at end of season; Installed signage on the west side of the property; Maintained ditches by mowing, handwork and fire; Irrigated fields throughout the growing season; repaired or replaced culverts where necessary; Maintained fence in upland areas
Completed ecological projects at Jonesboro: Bird surveys; stream photo points; vegetation surveys; amphibian surveys; wetland brood surveys; bumblebee surveys; Golden Eagle nest surveys; Identified and controlled weeds by spraying, mowing and burning; Irrigated and maintained hay fields, and cut and produced hay; Grazed state and BLM allotments and northern meadow; Monitored bird boxes throughout property, leg banded kestrel nestlings; Collected riparian plant seeds to propagate in the greenhouse in 2021.

Completed infrastructure projects at Logan Valley: Irrigated fields throughout the growing season; Repaired and maintained fence lines. Completed ecological projects at Logan Valley: Stream photo points; rangeland grazing monitoring; amphibian surveys; and Oregon semaphore monitoring; Installed soil moisture loggers to collect additional data on Oregon semaphore plots; Monitored bird boxes throughout property; leg banded kestrel and bluebird nestlings; Grew Oregon Semaphore from tillers and seed collected and planted 28 new Oregon semaphore plots with volunteers from Portland Audubon; Collected Oregon Semaphore to propagate in the greenhouse for 2021; Grazed meadows.

Completed infrastructure projects at Beech Creek: None this year. Completed ecological projects at Beech Creek: Conducted rangeland grazing monitoring; Monitored kestrel boxes; Leg banded kestrel nestlings; planted 550 shrubs and trees in the CREP; coordinated with Grant SWCD Weed Control to treat broad leaf weeds with herbicide.

Funding Source(s):

General:

- Upper Snake River Tribes Foundation (Columbia River Basin Coordination) - Funded yearly. (approx. \$41,000 each FY)

- Bureau of Indian Affairs (Department Operations & Legal Counsel) - Grant. (used approx. \$25,000 in FY20)
- CARES Act - Funding to offset increased program costs and support tribal projects associated with COVID-19 (\$159,213.83)

Environmental Program:

- Indian General Assistance Grant (IGAP) - Funded yearly. (\$120,000)
- Clean Water Act Section 106 Water Quality Grant -Funded yearly. (\$60,000)

Fisheries Program:

- Bonneville Power Administration (Resident Fish) – Funded yearly. (\$282,932)
- In-Kind: Bureau of Reclamation (TAC participation and project partner, approx. \$600); U.S. Fish & Wildlife Service (TAC participation and project partner, approx. \$700); U.S. Forest Service (TAC participation, project partner, Summit Creek restoration collaborator, stream temperature monitoring collaborator, approx. \$7,700); Oregon Department of Fish and Wildlife (TAC participation, project partner, spawning survey collaborator, Chinook salmon release partner, approx. \$16,050).

Wildlife Program:

- Bonneville Power Administration (Jonesboro) - Funded yearly. (\$385,178 + \$38,553 carried over from 2019 + \$38,616 for a vehicle purchase)
- Bonneville Power Administration (Logan Valley) - Funded yearly. (\$161,435 + \$13,760 carried over from 2019)
- Project-generated revenue: Natural Resources Conservation Service CSP (Jonesboro, Logan Valley, Beech Creek) - Funded based on contracted work. (\$25,732/\$16,465/\$15,496); Natural Resources Conservation Service CREP (Jonesboro, Logan Valley, Beech Creek) - Funded based on contracted work (\$19,812/\$25,592/\$25,516)
- Oregon Watershed Enhancement Board restoration grant (Jonesboro Wetlands) - Grant. (\$5,686)
- USDA Forest Service (2018-2019 Malheur Basin weed control) – Grant. (\$0 used this year of the \$16,388.97)
- NRCS Conservation Innovation Grant – Three-year funded project. (\$18,000 used this year of the \$36,294)
- BIA Resilience Grant (Hwy 20 wildlife crossing feasibility study)— Grant (\$58,000)

Natural Resources Department Funding 2021 (anticipated/secured funding in FY 2020):

General:

- Upper Snake River Tribes Foundation (Columbia River Basin Coordination) - Funded yearly. (approx. \$41,000 each FY)
- Meyer Memorial Trust Grant (Department Operations & Legal Counsel) – (\$186,661.39)

Environmental Program:

- Indian General Assistance Grant (IGAP) - Funded yearly. (\$120,000)
- Clean Water Act Section 106 Water Quality Grant -Funded yearly. (\$60,000)
- EPA air quality grant CAA103 (\$15,641) Wildlife Program:
- Bonneville Power Administration (Jonesboro) - Funded yearly. (\$385,178)
- Bonneville Power Administration (Logan Valley) - Funded yearly. (\$161,435)
- Project-generated revenue: Natural Resources Conservation Service CSP (Jonesboro, Logan Valley, Beech Creek) - Funded based on contracted work. (\$25,732/\$16,465/\$15,496); Natural Resources Conservation Service CREP (Jonesboro, Logan Valley, Beech creek) (\$15,971/\$30,713/\$27,884); Natural Resources Conservation Service EQIP (Jonesboro, Beech creek) (\$5,447) - Funded based on contracted work
- USDA Forest Service (Malheur Basin weed control) – Grant (\$16,389)
- BIA Resilience Grant (Hwy 20 wildlife crossing feasibility study)—Grant (\$15,875)
- Pew Charitable Trust (Hwy 20 wildlife crossing feasibility study)—Grant (\$15,800)
- NRCS Conservation Innovation (Medusa head treatment) – Grant (\$18,294)
- USFWS Tribal Wildlife Grant (Oregon semaphore grass)—Grant (\$199,532)

Fisheries Program:

- Bonneville Power Administration (Resident Fish) – Funded yearly. (\$266,016)
- Bonneville Power Administration (Resident Fish) – One-time funding to conduct NEPA documentation and project implementation of the Upper Malheur Watershed Bull Trout Conservation Strategy (\$500,000)
- NOAA CARES Act - Funding to offset increased program costs and benefit tribal fisheries, associated with COVID-19 (\$82,919)



Human Resources

Department: Administration

Program Name: Human Resources

Staff Names / Contact Information: Tammi Holliday

tammi.holliday@burnspaiute-nsn.gov



Burns Paiute Tribe

100 Pasigo St.
Burns, OR 97720

Summary

The Human Resource Department have been completed or are part of an ongoing process that are taken care of by the HR Department. Started full time as the Human Resource Director on 11/12/2020. In that time, I have filled 13 open positions. Some of those positions were emergency hire COVID positions. As I have been going through personnel files and records, I have been putting items in order and making sure all information needed per policy and legally are in the file.

Accomplishments

Director Accomplishments in 2020: Working with the GM in following and going over policy for items that come up on a daily basis for the betterment of the Tribe and Tribal Community. Worked with the Education/Employment Assistance Coordinator in the YOP hiring of youth. Taught a Zoom presentation on how to fill out applications, W2's, I9's, etc.

Going over Employee Manual and policy with the Director's and General Manager. Noting changes and making the language more concise. This will be brought to Tribal Council for approval sometime in February.

Funding Source(s):

General:

- Administration



Finance

Department: Administration

Program Name: Finance

Staff Names / Contact Information: Clay Guetling

clay.guetling@burnspaiute-nsn.gov

Clay Guetling – Finance Director

Lynda Fine – Accounts Payable & Grants Manager

Nalani Harvey – Finance Administrative Assistant



Burns Paiute Tribe

100 Pasigo St.

Burns, OR 97720

Summary

The 2019 Audit Finished with no findings. New Hires in 2020: Clay Guetling & Nalani Harvey. Wipfli assessed the Financial systems and controls in 2020. Finance is using this assessment to evaluate new accounting software and to streamline efficiencies within the department

Accomplishments

Finance Accomplishments in 2020: The Finance Department had an assessment done in January 2020 by Wipfli, CPA and Consultants from Billings, MT. The company evaluated the Spring Brook accounting software. Found the challenges and opportunities for improvement; efficiencies around process and audit controls.

Currently, Wifli has provided a proposal to increase efficiencies for the Finance Department. Evaluated internal control processes and have discussed best practices to streamline the major accounting functions. Have evaluated the staffing needs. And lastly, a report with the list of challenges and processes for improvement are being completed. Evaluating funding to see if the Enterprise Resource Planning software can be initiated.

2021 Goals: Work on implementing a new accounting software to replace Springbrook. Close 2020 books in a timely manner. Complete 2020 audit with no findings. Finish the indirect cost rate agreement process. Establish a new budgeting system. Beginning in September/October to plan for 2022. Integrate new AP system to better assist vendors and tribal departments. This will be tied to the new accounting software as well as improvements in Springbrook. This will also include an improvement to the Voyager, GSA Travel, and GSA Purchase cards.

Funding Source(s):

General:

- Administration
- COVID-19 CARES Act Funding, \$107,000
- Indirect Cost Agreement Funding, \$1,180,000

