

Tyonek Activity Report

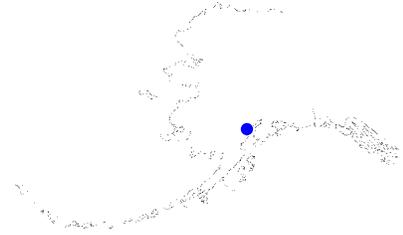
Community Overview

Lead RUBA Staff: Roxanne Auge, Anchorage Office

2001 Population: 193

Region: Kenai Peninsula Borough

Local Governments: Unincorporated



A piped water and sewer system serves the entire community — approximately 90 homes and facilities. Water is derived from Second Lake, is treated and stored in a 175,000-gal. tank. Back-up water supplies are available from a lake near the airport. The community wants to develop a groundwater source. A small coin-operated washeteria, with one washer and dryer, is available.

Electricity is provided by Chugach Electric Association.

There is one school located in the community, attended by 44 students.



General Information

Roxanne Auge, RUBA staff, traveled to Tyonek in December to meet with the tribal administrator and department heads for: Health, Head Start, and the Public Works Departments to work on organizational and personnel management.

We went over what their programs and services are and what they do to administer the programs and provide the services. We also discussed the ‘ultimate responsible party’ concept, organization chart, chain of command; job descriptions; evaluations; work plans; and reviewed their new personnel policy and how various elements relate to the work I was doing with them.

Following are items for Tyonek to follow up on:

- ☞ Write procedure for using evaluation forms.
- ☞ Do evaluations ASAP (any evaluation not meeting minimum standards will have a workplan drafted and be re-evaluated in 3 mos).
- ☞ Get meeting packets to council early, inform them what action is required of them, i.e. approve grant app, etc.
- ☞ Complete revised organization chart and present to the council for approval.

- ☞ Address chain of command issues and staff communication w/ council.
- ☞ Department Heads need to review new policy manual and update the program descriptions and job descriptions for their departments by January 1.
- ☞ Schedule a staff meeting to let staff know about: new staff meeting policy 2nd Thursday of every month, upcoming evaluations, highlights of the new personnel policy (leave accrual/policy, time cards, pay policy, training, use of equipment, etc); and to get staff input on job descriptions.
- ☞ Hold a meeting with department heads 2nd Thursday of every month.
- ☞ Create budget for fire dept.
- ☞ Develop schedule of fire extinguishers/alarm check.
- ☞ Set up fuel inventory list.
- ☞ Set up grant writer priority list.
- ☞ Adopt Utility Ordinance

Observations and Recommendations

Finances — Roxanne had previously discussed with the staff and the Tribal Council President options for monthly financial reports and showed them the Model Financial Record Keeping System (MFRKS) monthly financial report format, which they liked and wanted to begin using. During this trip Roxanne worked with the bookkeeper on setting up a monthly financial report form on their computer based on their FY 02 budget. The bookkeeper was to fax the report form to Roxanne when she completed it. The form has not yet been received.

Roxanne also had previously shown them the NEBS cash receipt system for tracking their revenues, which they were planning to order; however, this had not yet happened.

They are still having trouble getting information to and from their accountants (Newhouse and Vogler) in time to get a monthly financial reports for the council meetings and the reports that they do get do not provide very detailed information in an easily understood format. They are considering switching to Alaska Accounting Solutions.

Accounting Systems — They are planning to hire an accounting clerk to work on utility billing and collections (they're owed about \$35,000 in back utility bills).

Tax Problems — There are no reported tax problems.

Personnel System — We made good progress on educating staff and the mayor on personnel issues and management this trip. We covered the 'ultimate responsible party' concept, organization chart, chain of command; job descriptions; evaluations; work plans; and reviewed their new personnel policy and how various elements relate to the work I was doing with them. The Tribe has been working with a consultant to develop a personnel policy; however, after this trip they felt they were able to draft their own job descriptions

rather than paying the consultant to do that part. Roxanne will return in March to help them with this.

Organizational Management — Based on what I observed during our work sessions, the organization problems stem from not being clear about how and what to do, rather than a lack of desire to work together. In addition to the work we did on clarifying programs/services and who does what, the identified methods for improving communication. This includes regular monthly meetings between department heads and administrator, regular monthly staff meetings, and working with their accountant to set up a chart of accounts that reflects their programs as they are stated in the budget.

In August work on utility rules and regulations and applicable documents had been started. They held a public hearing on them, but they haven't formally adopted them yet.

Operation of Utility — I have not met with the water plant operator in quite some time and do not have any current information on the status of utility operations.

Category	Inadequate	Meets Minimum Requirements	Exceeds Minimum Requirements
Finances		X	
Accounting Systems	X		
Payroll Taxes		X	
Personnel System	X		
Organizational Management	X		
Operation of Utility	X		

Anticipated Activity

Roxanne had planned to return January 4, 2002 to work with them on finalizing job, organization chart, etc, but this trip has been rescheduled for March 6-7, 2002.