


Hoop Valley Tribal Council
INSURANCE/RISK MANAGEMENT

71 Willow St. ~ PO Box 218 ~ Hoopa, CA 95546
Phone (530) 625-9200 ~ Fax (530) 625-4269



Date: August 29, 2023

To: Chairman Davis
Hoop Valley Tribal Councilmembers
Hoop Valley Tribal Managers
Hoop Valley Tribal Employee's

From: Jesse James, Interim Director 
Insurance/Risk Management

Re: Office Closure

As a temporary solution, starting August 29, 2023, through September 29, 2023, the office of Insurance/Risk Management will be closed on Tuesday's and Thursday's. Mary and myself can be reached at our email addresses (mary@hoopainsurance.com and jjames@hoopainsurance.com). If you have an emergency please reach out to us for an appointment as soon as possible. We can be reached by telephone at (530)-625-9200 ext.12 or ext. 18

All contracts and agenda request's needing signatures must have the proper documentation and can be emailed to me. Each will be reviewed in order which they are received on Monday Wednesday or Friday.

Claims can be emailed to myself once they arise. Please remember to turn in all accident photo's, any estimates for repair, and all post accident Fit for Duty documentation.

All 401(k) Loans and Loan Payoffs please email all requests to myself or have an appointment set up in advance. Please have patience with our two person department, once again this is only a temporary solution.