



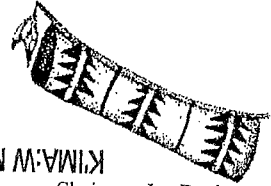
HOOPA VALLEY TRIBAL COUNCIL

Hoopa Valley Tribe

Post Office Box 1348 Hoopa, California 95546

PH (530) 625-4211 • FX (530) 625-4594

www.hoopa-nsn.gov



Chairman Joe Davis

NOV 14 2023

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November 7, 2023

Dear Tribal Departments,

I would like to remind all departments that there is still a significant risk of government shutdown. We all need to be prepared in case this does happen. If it does, we may need to institute reduced work schedules, furloughs and layoffs as resources could get scarce. November 17th is the federal continuing resolution deadline and there is a possibility that the government will shut down. Please refer to the attached letter sent out on September 26, 2023 for the possible actions and changes that the tribe may implement.

All programs funded by BIA, IHS, Tribal dollars, TERO, Indirect and the State will be evaluated to determine the amount of funding that will be needed to carry the program for a period of time. Please reach out to your budget analyst in the Fiscal Department to assist in creating a cost analysis.

Please be assured that the Tribal Council and the Fiscal Department are working hard to help make sure we make it through this difficult time the best way we can. As mentioned, we are hoping for the best but planning for the worst. We will be monitoring the situation closely as circumstances change and will continue to communicate with you all.

Respectfully,

Joe Davis
Chairman
Hoopa Valley Tribe



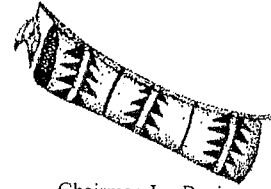
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Chairman Joe Davis

September 26, 2023

Dear Tribal Departments,

Due to a potential shutdown of the Federal Government, the Hoopa Valley Tribal Council is hoping for the best and planning for the worst. That said, the following measures will be put into place in case there is not an approved federal budget or continuing resolution by midnight on October 1, 2023.

The following Departments will be put on furlough: Recreation, Americorps, Museum, Archives, Self Governance/Commerce, and TERO.

Kimaw Medical Center, Tribal Police, Fire, PUD, KIDE, Housing, THPO, the Library and all for profit enterprises including Hoopa Development Fund will all remain fully operational except that Casino and Gaming will keep minimal operations depending on what they can afford.

All other identified Tribal Departments will go to a 32 hour maximum work week unless otherwise noted with Friday being a mandatory day off. Some departments and/or employees will be required to work even less than 32 hours. However, all furloughed employees are welcomed to volunteer hours.

Hoopa Fire will reduce to the minimal level required to keep 24/7 fire coverage for the Reservation. OES will be on Furlough.

The Education Director will stay on along with the minimum required IT staff to keep College of the Redwoods open. Child Development, After School Program, Child Care Food Program, JOM Indian Center, Voc. Rehab, Early Head Start and Head Start will all be put on furlough.

TANF will keep on the bare minimum level of two staff members to keep services/operations going.

Food Distribution will stay open with a minimal staff of 2 to keep operations going during the 32 hour work week.

Tribal Court will stay open to keep operations going at a minimal level during the 32 hour work week.

During the shut down period, Fisheries can stay open to the extent they are working on BOR funded projects. Operational expenses must be held to a minimum.

Forestry can stay fully functional to the extent they can shift costs to existing compact carryover

funds.

Tsemeta will keep one of two employees on while the other will be furloughed.

TEPA/Land Management will cut to a minimum staff level of 3 employees.

OTA will stay open with a 4 day work week. The Paralegal will be moved to half time.

Child and Family Services will cut down to one staff person at 32 hours and on call for emergencies. All other employees will be furloughed.

The Election Office will be open half time from 1PM to 5 PM Monday through Thursday.

Enrollment/Records will go to minimal staff with one person on duty Monday through Thursday 8 AM to 5 PM and the remaining staff put on furlough.

Fiscal will operate at a minimum level of 4 governmental employees and 2 entity employees.

IT will keep 1 of 2 employees on. The other will be put on furlough.

Administration: The COO will go to 2 days per week, Chairman's Executive Assistant will move to half time, the Tribal Council will receive half of their normal honorarium and the Tribal Chairman will receive half his normal salary. The Sargent at Arms will be put on furlough.

HR/INS- Cut down to 32 hours per week.

Plant Management will be reduced to two people at 32 hours per week with the remaining staff going on furlough.

The Planning Director will work half time Monday through Thursday with the remaining Planning Staff going on furlough.

All existing Tribal Employees are subject to re-assignment to other duties as needed.

All temporary employees are not eligible for furlough and will be laid off.

Use of sick and annual leave are frozen. All closed buildings should submit their utility payments for the upcoming month immediately.

All departments are encouraged to immediately work with Angela Jarnaghan in Fiscal to draw down any funds you can, so that funds are available when government draw downs are not.

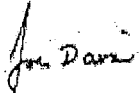
*****All outstanding invoices need to be paid immediately. *****

All Tribally funded Boards and Committees are permitted to meet but board members will not be paid for those meetings.

Please bear with us as we work to make it through this difficult time. As mentioned, we as a Council are hoping for the best but planning for the worst. This is a 30 day plan but we will be monitoring the situation closely as circumstances change. Hopefully, there will be no shutdown.

Feel free to write your representatives in Congress and urge them to pass a budget as soon as possible or call (202) 224-3121.

Respectfully,

A handwritten signature in black ink, appearing to read "Joe Davis". The signature is written in a cursive, slightly slanted style.

Joe Davis
Chairman
Hoopa Valley Tribe