

Administration

Operating Administration (Governmental Administration)

Provides assistance in the areas of governmental affairs and supportive services. Advocating for sovereignty and self-determination.

- Executive Director, who is the chief administrator for the MCT. is responsible for the daily:
 - ...performance of staff
 - ...achieve of goals by programs administered by the MCT
 - ...assists tribal leadership by identifying and developing policy objectives and then by implementing the policies.
 - ...delegated broad administrative powers and is accountable to the tribal executive committee for the daily operations of all tribal programs and services.
 - ...reports to the president of the Minnesota Chippewa Tribe.

Audit

Tribal Operations Program

Responsible for carrying out duties associated with Tribal Enrollment, Tribal Operations, and General Administration.

... Nothing contained in this article shall be construed to deprive any descendent of a Minnesota Chippewa Indian of the right to participate in any benefits derived from claims against the U.S. Government when awards are made for and on behalf and for the benefit of descendants of members of said tribe.”

- **Enrollment**

- ...technical assistance related to Tribal membership.
- ...processing enrollment applications
- ...producing statistical data on enrollment figures
- ... conducting research for enrollment appeals
- ... maintaining the Tribal database
- ... process
 - address changes
 - Name changes
 - birth and death records
 - ID Cards
 - Certificates of Indian Blood
 - Indian Preference Forms.

- **Enrollment Appeals**

If an applicant is denied membership into the Minnesota Chippewa Tribe by official action of the Tribal Executive Committee then that individual may appeal to the Minnesota Chippewa Tribe Enrollment Review Committee, as established per the Enrollment Ordinance. If the Enrollment Review Committee sustains the denial of membership then the applicant may make final appeal to the Bureau of Indian Affairs as described in the Constitution and Enrollment Ordinance.

Individual Indian Monies (IIM) Accounts

Per Capita Roll Preparation

Tribal Elections

General Administration only related to distribution of Funds

- General assistance on issues of Tribal Government is provided to membership, the Executive Director, **the Tribal Attorney**, and the Tribal Executive Committee.

Accounting and Computer Service Department

...Payroll processing

...Payment of travel reimbursements

...Monitoring for compliance with tribal travel and purchasing policies.

...Internal billing of insurance and other services, i.e. phone, copies, fax, etc.

...Tracking of income and expenditures by contract, grant or other funding source; financial reporting of funding agencies and the appropriate tribal subcommittee;

...Annual preparation for audit by independent firm.

...Assist staff with budget preparation, evaluation and monitoring of expenses.

...Coordination and administration of computer network systems including the purchase, installation and maintenance of hardware and software.

...Administration of employee funded loan programs and activity accounts.

...Administer tribal liquor license.

Tribal Records Manager

...maintaining both Tribal and Federal computerized databases.

...of total membership for the Minnesota Chippewa Tribe by maintaining both Tribal and Federal computerized databases on an on-going basis. Enrollment actions are coordinated for each quarterly Tribal Executive Committee Meeting and upon official action appropriate data entries are made.

Environmental Program

- Maintains an EPA Indian General Assistance Program (GAP) grant to facilitate environmental program capacity.
- MCT Environmental Program You Tube Channel
- Tribal Waste Management
- A Science-Based Approach to Understanding and Managing Environmental Risk from PFAS
- Regional Tribal CWD Surveillance Program
- Chemicals of emerging concern in waters, sediments, and subsistence fish used by the Grand Portage Band of Chippewa
- Moose Health Research to serve Minnesota Tribal Communities
- Tribal Cumulative Impact Assessment (Anishinaabeg Cumulative Impact Assessment)
- MCT Trust Lands and Resources Map
- MCT Land Ordinance #3
- MCT Land Ordinance #8

Education

[Scholarship Information-Each enrolled member of the Minnesota Chippewa Tribe should contact the band where they are enrolled for application and information.]

Scholarship administration under the Johnson O'Malley Program. The projects primarily serve Indian students in urban areas who do not have access to reservation-based Johnson O'Malley Programs.

Finance (Corporation)

Home Loans

Renovation Loans

Construction Loans

Modification Loans

Personnel

- Finance Director
- Executive Assistant
- Finance Administrator
- Construction Specialist
- Construction Specialist II
- Loan Officer/Home buyer Ed.
- Homeowner Advocate
- Finance Servicing Coordinator
- Accountant

- Maintenance Worker (was originally MN housing/funding)

Human Services

Human Services to elders, families, and children within the tribal community by promoting self-sufficiency through health, wellness, employment, education, cultural identity, advocacy, and training.

...policy development, labor law compliance, and employee relations, as well as the administration of the tribal hiring, benefits, evaluation, safety, and compensation programs....
 ...Duties entail work associated with the division of administration, education, human resources, and finance.

Elder Services

...services to elders 60 years of age and older, caregivers of elders 60+, and grandparents/relatives raising relative children.

Minnesota Indian Area Agency on Aging

The Minnesota Indian Area Agency on Aging is designated by the Minnesota Board on Aging, providing Title III services to elders 60 years of age and older, caregivers of elders 60+, and grandparents/relatives raising relative children. Services are provided to those within the Minnesota Chippewa Tribe communities of Bois Forte, Grand Portage, Leech Lake and White Earth reservations.

- Training and technical assistance provided to tribal nutrition providers and health services
- Information, Access to resources, Counseling, Advocacy, Education and Training for elders in betterment of their quality of life.
- Caregiver Support; advocacy, training, coaching and resource linking to help ease the burden of caring for a loved one.
- GrandKin Support; advocacy, training, coaching and resource linking for grandparents and relatives 55 years and older who are caring for relative children 18 years and under.
- Falls Prevention Program; information, resources and Matter of Balance Classes to increase knowledge of falls prevention.
- Memory Care Program; information, resources and care planning for those concerned with memory loss.
- Congregate dining and home delivered meal contracts with Bois Forte, Grand Portage, Leech Lake and White Earth.
- Legal services and legal education contract with Anishinabe Legal Services
- Senior Community Service Employment Program (SCSEP)
 The SCSEP program is funded by the MN Dept. of Employment and Economic development. The SCSEP program provides training, job search, self-development and community services training to elders 55 years and older who are economically disadvantaged and seeking employment.

- 55 years and older, Unemployed, Meet 125% of Poverty Guidelines and follow the rules and regulations set-forth by the Minnesota Chippewa Tribe and The Department of Labor.
- MN Board on Aging: www.mnaging.org

Tribal Employment Services

... operates from both Federal and State funding

....two funding sources are:

- Native Employment Works (NEW)

NEW is funded by the U.S. Department of Health and Human Services, Administration for Children and Families. The NEW program provides culturally appropriate services to all Minnesota Chippewa Tribal members who receive MFIP and are not served by the bands. NEW provides the following services:

- Employment and training to tribal MFIP recipients to increase financial independence and work towards self-sufficiency.
- Assessments, counseling, employment plans, job search, short term training and soft skills.
- Referrals, transportation, advocacy, job placement and job retention.

- Minnesota Family Investment Program (MFIP)

- MFIP is funded by the MN Department of Economic Security and the MN Department of Human Services. Our trained staff can assist you with:
 - Assessment and 6 week job search.
 - Career and job counseling.
 - Supportive work opportunities.
 - Employment networks and referrals.
 - Accessing educational funds.
 - Resume writing and interview preparation.
 - Accessing the Internet.

The Tribal Employment Services program serves MCT members in nineteen counties in northern and central Minnesota. Those counties include: Aitken, Becker, Beltrami, Benton, Carlton, Cass, Clearwater, Cook, Crow Wing, Hubbard, Itasca, Koochiching, Mahnommen, Mille Lacs, Morrison, Norman, Pine, Polk, and St. Louis.

Eligibility for Tribal Employment Services

After your county Financial Worker deems you eligible for MFIP, Diversionary Work Program (DWP), or Family Stabilization Services (FSS), you may be referred to our Tribal Employment Services program. The services provided by Minnesota Chippewa Tribe MFIP are similar to those provided by MN Rural CEP. If you want to make sure you are referred to our Tribal program you will want to access the MN Department of Human Services website, MN DHS edocs. You will use the 'edocs'

form: DHS-3048-ENG to verify your tribal enrollment when you apply with the county financial worker. The county also has these tribal enrollment forms.

Educational services.

...child welfare

...elder services

...tribal employment

...nutrition education

...chemical dependency prevention/ intervention programs.