



SHINGLE SPRINGS BAND OF MIWOK INDIANS

Shingle Springs Rancheria, (Verona) Tract, California
5281 Honpie Road, Placerville CA 95667
P.O. Box 1340, Shingle Springs CA 95682
(530) 676-8010 office; (530) 676-8033 fax

RESOLUTION 2015-83

SUBJECT: APPROVAL OF AMENDMENTS TO THE SHINGLE SPRINGS TANF BOARD BYLAWS.

WHEREAS, the Shingle Springs Band of Miwok Indians (the “Tribe”) is a federally recognized Indian tribe eligible for the special programs and services provided by the United States to Indians because of their status as Indians and is recognized as possessing powers of self-government; and

WHEREAS, the Shingle Springs Tribal Council is the duly-elected governing body of the Tribe and is authorized to act on behalf of the Tribe; and

WHEREAS, under the 1996 Personal Responsibility and Work Opportunity Reconciliation Act (“PRWORA”), Section 412, Indian Tribes are authorized to operate Tribal Family Assistance Programs; and

WHEREAS, the Tribe submitted a Tribal TANF Program Plan, pursuant to and in accordance with 45 CFR 286.75, to the Federal Administration of Children and Families which was approved on May 21, 2010 giving the Tribe the responsibility for the overall administration and operation of the Shingle Springs Tribal TANF Program (“SSTT Program”); and

WHEREAS, on June 1, 2010 the Tribe commenced operation of the SSTT Program to provide TANF assistance and related support services to eligible Indian families residing within the approved service areas of El Dorado, Placer and Sacramento Counties in California; and

WHEREAS, the Shingle Springs Tribal TANF Board Bylaws seek to describe the current practices related to management of the SSTT Program in a manner consistent with applicable law; and

WHEREAS, the Tribal Council now desires to amend the Tribal TANF Board Bylaws in order to require yearly background checks for all Board Members and eliminate Board alternates; and

WHEREAS, the Tribal Council has reviewed the attached amended Shingle Springs Tribal TANF Board Bylaws and has determined that it is consistent with the Tribe’s goals in the operation of the SSTT Program.

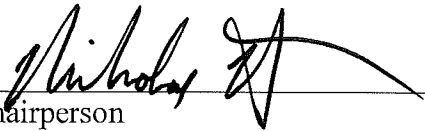
NOW THEREFORE, BE IT RESOLVED that the Tribal Council hereby approves the attached “Shingle Springs Tribal TANF Board Bylaws” as the bylaws of the Shingle Springs Tribal TANF Board, and delegates the Chairman the authority to execute any and all documents

and agreements necessary as may be required to give effect to the transactions, herein contemplated, and to take such other actions as may hereby be necessary and appropriate to carry out the obligations there under relating to the SSTT Program.

BE IT FURTHER RESOLVED, that this resolution shall take effect immediately.

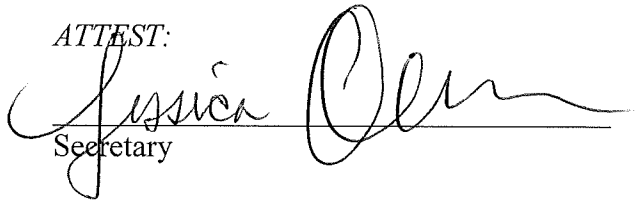
CERTIFICATION

As a duly-elected official of the Shingle Springs Band of Miwok Indians, I do hereby certify that, at a meeting duly called, noticed, and convened on the 17th day of December, 2015 at which time a quorum of 7 was present, this resolution was duly adopted by a vote of 5 FOR, 0 AGAINST 2 ABSTAINED, and said resolution has not been rescinded or amended in any form.



Chairperson

December 17, 2015
Date

ATTEST:


Secretary

December 17, 2015
Date



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SHINGLE SPRINGS TRIBAL TANF BOARD BYLAWS

BY ADOPTION OF RESOLUTION 2011-20 THE SHINGLE SPRINGS BAND OF MIWOK INDIANS TRIBAL COUNCIL AFFIRMS THE SHINGLE SPRINGS TRIBAL TANF BOARD AS THE GOVERNING BODY OF THE SHINGLE SPRINGS TRIBAL TANF PROGRAM, AND ADOPTS THESE BYLAWS TO GOVERN THE TRIBAL TANF BOARD.

ARTICLE I. PURPOSE OF THE SHINGLE SPRINGS TRIBAL TANF BOARD.

SECTION 1: The Shingle Springs Band of Miwok Indians (“Tribe”) has established the Shingle Spring Tribal TANF Board (“Board”) for the purpose of providing, through delegation as required in Article II, for the planning, organization, administration, management, and operation of the Shingle Spring Tribal TANF Program (“SSTT Program”) in order to ensure the highest quality of assistance, supportive and prevention services are provided to its participants.

ARTICLE II. AUTHORITY, DUTIES AND RESPONSIBILITIES OF THE TRIBAL TANF BOARD.

The Board shall have full authority and responsibility for the SSTT Program, except as reserved to the Shingle Springs Tribal Council in Section 2 of this Article. The Board shall, without limitation, have the following duties and responsibilities:

- (A) To review and approve the policies and procedures of the SSTT Program annually in cooperation with staff. The policies of the SSTT Program may be amended by a majority vote of the Board at any regular meeting, provided that the consideration of the proposed amendments(s) for approval has been duly noted on the agenda, and a copy of the proposed amendment(s) has been provided to all Board Members at least seven (7) days before the meeting. Once SSTT Program policies have been approved by the Board, the Chairperson will present such Policies for approval to the Shingle Springs Tribal Council.
- (B) To cooperate with the Shingle Springs Tribal Council, the Federal Administration of Children and Families (“ACF”), the California Department of Social Services (“CDSS”), and other public and private agencies on the local, state and national levels, to identify and understand community needs and barriers to self-sufficiency, and to determine and

implement the most effective and efficient means to meet those needs and remove those barriers through a broad range of assistance, supportive and prevention services.

- (C) Establish short and long term goals for the SSTT Program.
- (D) Participate in the review of the credentials and competency of, and establish policies and standards for the hiring and retention of, SSTT Program staff.
- (E) Review and approve SSTT Program Job Descriptions.
- (F) Review and participate in reviews and audits of the SSTT Program by state, federal or other agencies.
- (G) Review the performance of the SSTT Program and report annually in writing and orally to the Shingle Springs Tribal Council and to the Tribe on the services and progress of the SSTT Program.
- (H) Approve the SSTT Programs annual operations budget, monitor the implementation of that budget, and modify the budget as may be required by circumstances.
- (I) Review SSTT Program employee background checks, as needed, including the Executive Director, and make recommendations to the Shingle Springs Tribal Council regarding further actions to be taken.
- (J) Monitor and periodically report to the Shingle Springs Tribal Council on all funding received by the SSTT Program and all SSTT Program expenditures.
- (K) Serve as the SSTT Program Participant Grievance Committee.

ARTICLE III. AUTHORITY, DUTIES AND RESPONSIBILITIES RESERVED TO THE SHINGLE SPRINGS TRIBAL COUNCIL.

Notwithstanding the Shingle Springs Tribal Council's broad general delegation in Section 1 of Authority, duties and responsibilities of the Board, the following are reserved exclusively to the Shingle Springs Tribal Council:

- (A) Negotiation and execution of contracts with the United States, the State of California, and other governmental entities.
- (B) Appointment, termination, and replacement of members of the Board.

ARTICLE IV. APPOINTMENT OF TANF BOARD MEMBERS AND TERM OF OFFICE, TERMINATION UPON EMPLOYMENT BY OR CLIENT PARTICIPATION WITH THE SSTT PROGRAM.

SECTION 1. The SSTT Program shall be comprised of seven (7) Board Members, five (5) of which will be appointed from the Tribal Membership of the Shingle Springs Band of Miwok by the Shingle Springs Band of Miwok Indians Tribal Council and two (2) of which will be appointed from the Tribal Membership of the Cortina Band of Wintun Indians by its Tribal Council, if available, to serve staggered five (5) year terms which shall begin which shall begin on the third Saturday in February.

- (A) Following approval of these Bylaws by the Tribal Council, all current Board Members' terms will be for the length of time outlined in Tribal Council Resolution 2015-85.
- (B) Individuals who are employed by or supervise the SSTT Program are not eligible to be Board Members or Secretary of the Board. If at any time a Board Member, or the Secretary of the Board becomes employed with or supervise the SSTT Program, he or she will be honorably removed from the Board at the next Board meeting.
- (C) Individuals who are former or current participants of the SSTT Program are not eligible to be Board Members or Secretary of the Board. If at any time a Board Member or the Secretary of the Board becomes a participant of the SSTT Program, he or she will be honorably removed from the Board at the next Board meeting.
- (D) All Board members, excluding individuals 17 years old and younger, must submit to a background test upon appointment to the Board and in January of every year and may not serve on the Board if they have been convicted of any felonies or crimes of fraud against the Tribe within the last five years.

SECTION 2. At the Tribe's annual meeting, or as needed anytime for vacancies occurring under Article V, the appropriate Tribal Council shall fill any vacancies of the Board.

SECTION 3. In January of each calendar year at the Board meeting following the Tribe's Annual meeting, the Board shall elect its officers including a Chairperson, Vice Chairperson and Secretary from the Members of the Board, to direct the affairs of the Board.

- (A) The TANF Board Chairperson shall preside at all regular Board meetings. He or she shall carry out all of the policies, rules, regulations and orders of the Board.
- (B) The Vice Chairperson shall assist the Chairperson when called upon, and in the absence of the Chairperson shall preside, and when presiding shall have all privileges, duties and responsibilities of the Chairperson.

(C) The Secretary shall create Board meeting agendas, keep minutes of each meeting of the Board, shall record all votes, and is responsible for assuring that official copies of the minutes of each meeting are submitted to the Tribal Council. Each page of minutes shall be signed and dated by the Secretary.

SECTION 4. Any officer may be removed from their seat of office, with just cause as defined in Article VI, Section, by the Board, at any Board meeting. Removal of an officer requires a majority vote of the Board Members.

ARTICLE V. BOARD MEETINGS.

SECTION 1. The Board shall meet at least quarterly, but shall meet more frequently as necessary to process STTT Program participant appeals and grievances.

SECTION 2. Special meetings may be called by the Chairperson or by a majority vote of the Board. The notice of the meeting shall include the purpose and agenda items of the meeting.

SECTION 3. Each Board Member shall have one (1) vote on all matters.

SECTION 4. To constitute a quorum, the majority of all Board Member, including at least the Chairperson or Vice Chairperson, shall be present at roll call. If a quorum is not present within one (1) quarter of an hour after the announced time, it shall be declared that there is no quorum and the meeting shall be cancelled and rescheduled. If a quorum is present when the meeting is called to order, but Board Members leave during the meeting, resulting in their remaining fewer Board Members than is required for a quorum, the remaining Board Members may continue to conduct business, so long as any vote taken is approved by at least four (4) Members.

SECTION 5. The Board shall use Robert's Rules of Order as a non-binding guide to determine procedural questions.

ARTICLE VI. REMOVAL OF BOARD MEMBERS, APPEAL, RESIGNATION, AND VACANCIES.

SECTION 1. Any Board Member may be dismissed by majority vote of the Tribal Council with or without cause. Dismissals for cause shall be based upon a finding of just cause by the Tribal Council rendered after the subject Board Member has been afforded due process. Just cause for dismissal includes serious misconduct, missing any two (2) consecutive meetings, or a total of four (4) meetings in any one (1) year period without being excused for a good cause, or repeatedly arriving late and/or leaving early without a good reason.

SECTION 2. Any Board Member removed from the Board may appeal the decision to the appropriate Tribal Council. Appeals shall include, in writing, facts supporting the removed Board Member's claim that he or she was unjustly removed.

SECTION 3 Any Board Member who wishes to resign from the Board shall give at least thirty (30) days' notice to the appropriate Tribal Council and the Board.

SECTION 4. Each Tribal Council retains the power to fill its Board vacancies caused by death, removal, and resignation or otherwise.

ARTICLE VII. AMENDMENTS.

SECTION 1. The Board may, by majority vote, recommend to the Shingle Springs Tribal Council amendments to these TANF Board Bylaws with the appropriate information supporting the amendment.

SECTION 2. No amendments to these TANF Board Bylaws shall be effective without approval by resolution of the Shingle Springs Tribal Council.

ARTICLE VIII. FISCAL YEAR.

SECTION 1. The Fiscal Year for the SSTT Program shall be from January 1 to December 31, inclusive.

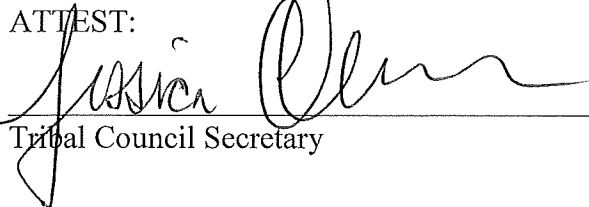
ARTICLE IX. CERTIFICATION.

As a duly-elected official of the Shingle Springs Band of Miwok Indians, I do hereby certify that, at a meeting duly called, noticed, and convened on this 17th day of December 2015, at which time a quorum of 7 was present, this resolution was duly adopted by a vote of 5 FOR, 0 AGAINST, 2 ABSTAINED, and said resolution has not been rescinded or amended in any form.



Tribal Council Chairperson

December 17, 2015
Date

ATTEST:


Tribal Council Secretary

December 17, 2015
Date