



## Education/ Admin. Assistant Monthly Report July 2020

**June Gourd-Yankton  
Tribal Administrator  
Spirit Lake Tribe**

**Mrs. Yankton:**

For the month of July 2020, I continued to get emails and calls regarding the lack of funding no incentives were processed for the fifth through twelfth graders, college students or any other academic achievements. I continued to do my daily duties such as answer phone calls, emails and file.

I had an informal meeting with the new Chairman Douglas Yankton regarding the education department's financial need to get incentives processed for the college students, k through 12<sup>th</sup> grade honor roll and graduation incentives. I estimated around \$118,075.00 to pay the students. I was then informed that Chairman Yankton and the Tribal Council were going to find out if the Tribe could cover this cost. Ultimately, the final decision came down to only paying out the students in grades K through 12<sup>th</sup>.

### **Administrative Assistant's Report for the Tribal Secretary Treasurer**

As the administrative assistant to the Secretary Treasurer I continued to help with daily duties such as timesheets, typing up memos, and updating agendas for meetings and preparing for those meetings by making sure the Tribal Council minutes were typed up and in order along with the resolutions. I paid the Tribe's bills and any invoices that qualified to be paid from the Treasury account. I emailed out 32 resolutions to tribal programs and entities; I completed 28 resolutions for the month of July 2020.

I continued to pay the district bills, the four districts wellness centers bills, and the Tribe's General Fund bills. I continued to complete daily duties such as answer phone calls, file, correspond to emails from students, parents and/or coworkers who had questions. I completed any additional duties that the Secretary Treasurer had asked me to complete.

On July 16, 2020 the Tribal Council passed resolution A05-20-224 for the Spirit Lake Tribe's COVID-19 Relief Grant Payment. Upon this action the Tribal Council designated me, Cora, enrollment and a few other members to expedite this payment for the eligible enrolled members. Within the start date of collecting applications in this month and the deadline was October 30, 2020. For the month of July 2020, I submitted 253 applications which were screened, approved, signed and mailed out. Upon reviewing applications I also answered phone calls, printed out applications and checked into individuals' checks for them.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Charmayne Bohanon".

Charmayne Bohanon