



Education/ Admin. Assistant Monthly Report April 2020

June Gourd-Yankton
Tribal Administrator
Spirit Lake Tribe

Mrs. Yankton:

For the month of April 2020, I continued to respond to emails and phone calls regarding the education department's restructured incentive program. Enrolled members were upset about the program not being able to provide financial incentives. I continued to explain to the public that the revenue was affected by COVID-19 at the Casino and without the generated revenue it would affect the EDF programs.

Due to 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.

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, creating an action item log for the Council from the General Assembly meetings. I paid the Tribe's bills and any invoices that qualified to be paid from the Treasury account.

I was informed by the Tribal Council that I would be kept on as full-time because I would also take on the duties of being their administrative assistant. During the Pandemic all district assistances were stopped due to lack of EDF funds. This basically left me with the task of paying bills, drafting memos and PSA's for the Districts. During the month of April I was informed that the Wellness Centers would be shut down as well. After receiving notice of the District Wellness Centers status I was informed by the Tribal Council that I would also be taking care of those duties which were paying the monthly bills.

I emailed out 29 resolutions to various tribal programs and entities. I completed four resolutions.

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 updated my spreadsheets to track the college students in the incentive program I completed any additional duties that the Secretary Treasurer had asked me to complete.

Respectfully Submitted,

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

Charmayne Bohanon