

# TRIBAL COUNCIL TIMESHEETS

## JoAnn Miller – 7/2/04-7/23/04

TC	Ind	Gmg	Tvl		
3	3	3		7/2-7	Read packets
.5	.5		2	7/8	Enrollment wkshp.
		3	2	7/9	Gaming Board
3	3	1		7/13-15	Sign checks and docs, reading
5	5	2		7/16-17	Regular TC
1	1			7/19	Reading
1.75	1.75			7/21	CPT, Safety Comm., sign
1	1	1		7/22	Reading
2	2			7/23	Enrollment hearing, sign

## Delores Pigsley – 6/24/04-7/22/04

TC	Ind	Gmg	Tvl		
1.5	1.5	.5		6/24	Calls, agenda items, mail
1	1		6	6/25-27	Pi-Ume-Sha – Warm Springs; return
4.75	4.75	4.25		6/28-30	Mail, calls, reports
2	2	.25	4	7/1	Meet w/Siletz City Council, mail
2.5	2.5	1.75	5	7/2-3	Casino/hotel event/opening, mail, calls
1	1	3		7/6	Mail, lottery mtg.
3	3		1.5	7/7	Mtg. w/Grand Ronde, mail, agenda items
3	3		2.5	7/8	Enrollment wkshp.
3.5	3.5	3	2.5	7/12-13	Mail, calls, gaming admin, reports
4	4		2.5	7/14	STBC – L. City, mail, prep for TC
3	3	.25	4	7/15	Budget Comm., enrollment, mail
6.75	6.75	1.5	4	7/16-17	Regular TC – Siletz
10	10	2		7/18-22	Mail, calls, agenda items, reports

## First Quarter 2004 Incentive Awards

### Employee of the Quarter

**DeAnn Brown** – DeAnn is an incredible asset to CTSI. She is responsible for the administration and operation of two very busy programs. The child care center has improved by leaps and bounds since she has taken over as manager. In addition, she regularly steps in as teacher, cook, or even janitor when there is a need.

### Superior Accomplishments

**Jay Christensen** – Jay has the responsibility of determining the volume and value of timber for a timber sale. On the recent Sam Creek #2 sale, Jay came within one log truck load of being exactly on the mark. This compares to guessing the number of pennies in a five-gallon jar and being one penny off.

**Rich Clarke** – Rich was responsible for bringing in and maintaining the new phone system, and for implementing our new badge system. He also is there whenever anyone needs assistance and is quick to respond.

**Angela Ramirez** – Angela has created a new database system for ESP and ICW. She also took it upon herself to totally clean the entire kitchen at the tribal center and is now arranging and overseeing funeral potlucks.

**Lisa Taylor** – Lisa Taylor saved Denise Jordan's son's life. She called Doernbecher's every day after he was life-flighted there to check up on him, and called the family to see if there was anything they needed. She is a very caring and special person.

**Lynn Whitlow** – Lynn has recruited new volunteers for the TLC, trained them, and successfully kept the TLC coverage in spite of very limited resources. She has mobilized the community to support the TLC and frequently uses her own resources to support the TLC and its residents.

### Outstanding Service

**Jennifer Flores** – Jennifer always arrives early, stays late, and goes out of her way to help applicants and co-workers. She always has a smile and is willing to do whatever it takes personally to meet applicant and employee needs.

**Jessica Garcia** – Jessica has worked in the pharmacy for three years. She has proven to be reliable, dependable, and knowledgeable. She is very helpful to the doctors, new and fill-in pharmacists, and health staff, as well as patients. She really goes the extra mile.

**Margo Hudson** – She is always upbeat, smiling, and always willing to put in the extra effort to get you what you need at a better deal.

**Sunshine Keck** – Sunshine worked endless hours to ensure the new phone system worked at the clinic and intercepted many of the problems before they got out of hand to ensure that patient and clinic needs were met.

**Arlen Kentta** – Arlen is always busy keeping the administration building grounds clean and beautiful. He also used his personal vehicle so that the Elders Program could use his GSA truck to deliver wood to elders in Portland, Salem, and Eugene.

**Debbie Williams** – Debbie went the extra step in helping Erin Hume with her procedures for maternity leave, short-term disability, and getting her taking care of.

## Second Quarter 2004 Incentive Awards

### Employee of the Quarter

**Michele Rowan** – The forms she has developed speed up the process of evaluations, counseling memorandums, and job descriptions, among other things. She also helps save departments money by getting the best deals for their travel arrangements.

### Superior Accomplishments

**Kari Burns** – She is always willing to do whatever she can for her co-workers. The response from the community to one of our health services was greatly increased by her efforts and planning. She has also taken over the Patient Assistance Program, which helps patients get free prescriptions they can't afford.

**Willie Metcalf** – Willie is always willing to do research into purchase orders and bills to help out his co-workers and save them time. He always has a wonderful attitude. We call Willie for everything.

**Wilona Poitra** – She has been covering the clinic as a medical assistant, optometry assistant, in sterilization, in medical records, front desk, and the lab when needed. Wilona is a hard worker who always does what is asked without complaining. She has a positive attitude toward staff and patients.

### Outstanding Service

**Trish Daniel** – She has been a great help in providing assistance with corrections and updates. She gets back to you in a timely manner, and doesn't act like it's a bother to do so. Her professionalism is appreciated.

**Conrad Douma** – He has a deep sense of caring for his clients and puts a great deal of effort and heart into dealing with staff. He has willingly taken over the duties for providing services out of the Portland area office since the A&D counselor position was cut.

**Tom Downey** – Over the past couple of years, his duties have increased greatly as the tribe is recognized as a player in Western Oregon environmental issues. He has become our environmental road warrior!

**Lori Kraus** – She has been assigned extra work in the Salem, Portland, and Siletz offices, as well as her normal duties as a counselor in the Eugene office.

**Dan Schroeder** – He has been added the task of full charge bookkeeping services to other enterprises such as the child care center. His services also generate revenue for the tribe.

**Siletz Tribal Law Enforcement** – This department makes time for the Housing staff and residents' concerns. They have increased communication and respond in a timely manner, as well as communicating with local drug enforcement agencies, to reduce crime. They make the community safer because they care.

### Incentive Award Committee

Christine Frederic, Wendi Schamp, Shelly Macrae, Angela Ramirez, and JoAnn Miller