



TRIBAL BUSINESS HIGHLIGHTS

Yakama Nation Government Operations first quarterly newsletter update. Tribal Administration and Finance offices are combining efforts to keep our tribal membership informed on the administrative work of our tribal government.

INTRODUCTION TO OPERATIONS LEADERSHIP

ADMINISTRATION



Crystal Bass, Tribal Administrative Director

Educational background includes a Bachelor of Arts degree in Business Administration with a focus in Management from Heritage University. Her graduate education includes a Master of Arts degree in Organizational Leadership from Gonzaga University, and all but dissertation for a Doctorate Degree in Educational Leadership from Seattle University. Tribal Council hire approval under resolution T-150-23.

Mrs. Bass, a Yakama tribal member, has 25+ years working for the Yakama Nation with most years in management. Also, years of service in senior management in the higher education sector.



Lydia Bitsoi, Assistant Tribal Administrative Director

Educational background includes degrees from Excelsior College including an associate and bachelor's degree. Graduate education from Excelsior College includes a Master of Science in Management and Master of Public Administration.

Mrs. Bitsoi, a Yakama tribal member, 12 years of service with YN and most recent work history includes working for the YN as the Department of Revenue Manager since 2018, a nearly combined two years for the Finance and Central Accounting offices, as well as employment with other YN enterprises in various capacities.

FINANCE

Stacy McKay, Chief Financial Officer



Educational background includes a Bachelor of Science in Accounting from Heritage University and a Master of Business Administration (MBA) from University of Phoenix. She is also working towards taking the CPA exam.

Mrs. McKay an Umatilla Indian Reservation tribal member and Yakama descendent has 20 years working for the Yakama Nation.

Tribal Administration Office Functions

Our Tribal Government Operations is committed to setting clear expectations and a roadmap to success. A segment of this objective is to monitor the existing government structure and provide consistent assessment, as necessary to track growth, understand strengths, and areas for improvement; to promote continuous learning and development. This also helps to facilitate goal setting, prioritization, and achievement.

The Tribal Administrative Director oversees Department Deputy Directors for the Tribal Government Operations, including Natural Resources, Human Services, Education, Finance, Administration, Public Safety, and Health. Tribal Administration oversees nine tribal programs, which include Human Resources, Archives, Enrollment, TERO, Economic Development, Multi-Media, Facility Management, Zoning, and Funeral Services.

Finance Office Functions

The department of finance works closely with all tribal programs to ensure items are addressed and improvements are made to complete past due audits and alleviate any future audit delays. Works with audits, financial statements, current financial and payroll systems, indirect cost proposal, IT infrastructure, banking, and investments.

The Chief Financial Officer oversees seven programs, which include Central Accounting, Information Technology, Grants and Contracts, Revenue Allocation Plan (RAP), Property & Acquisition, Payroll, and Department of Revenue (DOR).

FINANCIAL SPOTLIGHT

FINANCE

Inadequate implementation, data migration, and configuration of the tribe's new accounting system back in 2021 caused major errors impacting financial statements and account closeouts. Additional time and resources were required to perform the FY 2020 audit. As a result, audits are past due and the decision to perform the FY 2020 audit in the new accounting system impacted further setbacks.

Audits for FY 2021 and FY 2022 are in process, with the FY21 audit to be completed in November 2023 with FY 2022 to follow.

In collaboration with the Human Resources office, financial focused training is being developed to gain more financial knowledge for YN management and staff.

Once audits are current, self-sufficiency shall be adopted, and audit preparation will be done internally.

CENTRAL ACCOUNTING & GRANTS AND CONTRACTS

Central Accounting & Grants and Contracts are working collaboratively to ensure programs and departments work on addressing their accounts for audit compliance.

TRIBAL OPERATIONS SPOTLIGHT

REVENUE ALLOCATION PLAN

All per capita distribution lists are maintained by the RAP office and under the authority of T-119-23. Under the agreement between KeyBank and the Yakama Nation all per capita payments are processed and distributed by KeyBank in accordance with Tribal Council Resolution T-103-17.

Please contact the RAP office for more information at 509-865-5121 ext. 4419, 4420, 4421, 4424, or 4443.

DEPARTMENT OF REVENUE

The Department of Revenue (DOR) is the office for permitting and licensing with the Yakama Nation. Each permitting and licensing process has a list of policies, laws, and regulations to follow both for staff and clients.

For more information you can contact DOR at (509) 865-5121.

FUNERAL SERVICES PROGRAM

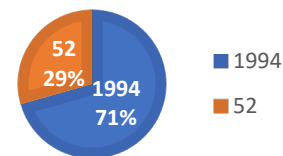
A Yakama Nation owned-and-operated funeral services building is expected to open in Spring 2024, renovated from the existing sprung structure located on Robbins and Fort Road. This structure is intended to be redesigned to create a fully functioning and independent funeral services program for the Yakama Nation. The funeral services program provides space for funeral service ceremonies.

FUNDING SPOTLIGHT

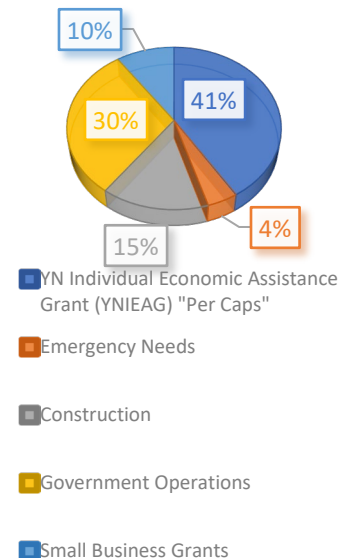
ARPA

ARPA fund 52 revenue replacement includes Tribal Council Chambers expansion, purchase of Inaba Farms, construction of Multi-Purpose Justice Services building, HVAC for agency and hotel (newly designated YN Behavioral Health building), upgrade of Toppenish Community Center and WS pavilion septic system, Group Health employee benefit payment, and Toppenish Community Center audio and visual system to support General Council meetings.

ARPA fund 1994 includes tribal member per capita distribution, tribal member water & sewer assistance, Georgeville community water system completion, economic development land purchase, student hotspot payment, supplemental burial services, and funeral services program.



CARES ACTUAL EXPENSES



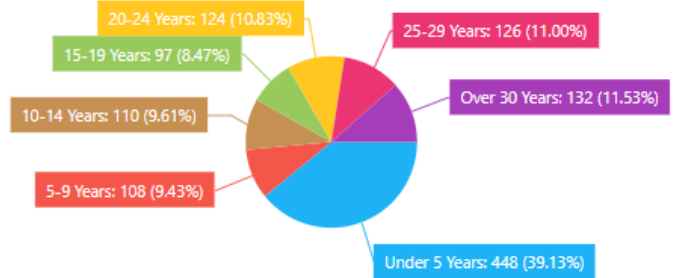
Yakama Nation Employee Data for FY 2023

All YN Government Operation Employees as of 10/2/2023	#	%	Total
Gaming Commission-Yakama	41	85%	
Gaming Commission Non-Yakama	7	15%	48
Cultural-Yakama	12	67%	
Cultural Non-Yakama	6	33%	18
DNR-Yakama	274	60%	
DNR Non-Yakama	184	40%	458
Human Services/Education-Yakama	98	61%	
Human Services/Education Non-Yakama	62	39%	160
Finance-Yakama	48	75%	
Finance Non-Yakama	16	25%	64
Administration-Yakama	86	75%	
Administration Non-Yakama	28	25%	114
Justice Services-Yakama	24	57%	
Justice Services Non-Yakama	18	43%	42
Public Safety-Yakama	50	67%	
Public Safety Non-Yakama	25	33%	75
Health-Yakama	63	50%	
Health Non-Yakama	62	50%	125
OLC-Yakama	4	31%	
OLC Non-Yakama	9	69%	13
Tribal Council/General Council/Elected Officials-Yakama	40	100%	40
All Yakama Nation Government Operation Employees			1,157

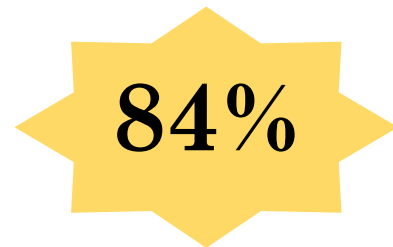
*Employment data provided by the YN Human Resources Office

Types: verbal, written, suspension, probation, demotion, termination

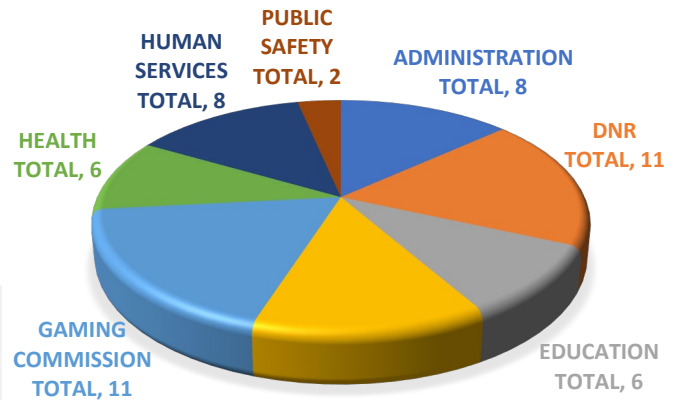
EMPLOYEE RETENTION



EMPLOYEE RETENTION RATE



FY23 YAKAMA NATION EMPLOYEE DISCIPLINARY ACTIONS



FINANCE TOTAL, 8

*All disciplinary action was in accordance with the approved YN Personnel Policy Manual.

Administration Review Board total hearings 6

FY 2023 Employee Overtime	Q1	Q2	Q3	Q4	Total
TC/GC Staff	62	48	86	62	258
Tribal Administration	553	742	391	111.5	1,798
Finance	763	217	267	1204.5	2,451.5
Human Services	21	182	6	21	230
Education	287	249	140	286	962
Health	1263	826	786	1264	4,139
Justice Services	0	0	0	0	-
Natural Resources	6191	6944	15437	6191	34,763
Public Safety	2087	4104	5334	2088	13,613
Cultural	8	0	0.5	8	16.5
Gaming Commission	353	645	456	354	1,808
TOTAL HOURS					60,039

*Overtime calculations provided by the YN Payroll Office

**TO STAY UPDATED WITH YAKAMA NATION GOVERNMENT OPERATIONS,
USE THE FOLLOWING**



Facebook

<https://www.facebook.com/YakamaNationOfficial/>



Instagram

<https://www.instagram.com/yakamanationofficial/>



Website

<https://www.yakama.com/>

Star Diavolikis, Public Information Officer

Phone Contact: 509-865-5121 ext.

Email: star_diavolikis@yakama.com

**Confederated Tribes and Bands of the Yakama Nation
PO Box 151
Toppenish, WA 98948**

[Addressee]