

## **Nelson Island Consortium (NIC) Policies \*\*\*\*DRAFT\*\*\*\***

*These policies have been identified by NIC Representatives, NIC elders, Tribal administrators, and tribal members.*

### **TRAVEL using NIC Grant fund**

#### **Alcohol tolerance policy**

**This has been suggested to be “zero tolerance” by many people**

NIC “**zero tolerance**” - **No drugs or alcohol use during any paid business travel.** If an incident should occur, warnings will be followed by Project Officer and NI Lead Coordinator:

1. First warning - a written letter with time and date of incidents
2. Second warning - automatically report to his/her tribal administrator
3. Third warning - may terminate position

#### **“No Show”**

NIC representatives must attend and be on time to an event, conference, or training. Health and family emergency are excused.

1. 1st no-show - reimburse the per diem paid from NIC grant fund to the consortia for that missed day
2. 2nd no-show - reimburse all the per diems paid from NIC grant fund (airfare, hotel, and per-diem) for days missed. May terminate position.

#### **Limited funds for conferences, trainings, meeting, etc.**

If extra travel funding available, NIC members may attend conferences.

Note: More members can share information during weekly teleconferences.

Coordinators may attend conference with NIC member(s). Must have extra funding or travel scholarship(s).

#### **Making arrangement for travel**

NIC Bookkeeper at Chefornak will make travel arrangement for NIC members (airfare, hotels and per diem.)

Keep all receipts for travel, airfare, and hotel to get reimbursed.

If you have any questions, please call the bookkeeper at: NIC Bookkeeper, (907) 867-8316, Chefornak, Alaska

#### **Notifying in advance**

Must notify 21 days advance for NIC travel. Last minute reservations must be approved by project officer.

#### **Policy for per diem**

NIC will follow the federal rates. All NIC members are issued with different seasonal rates. Villages, Bethel, and Anchorage may differ from NIC policies.

#### **Weekly Consortium conference calls**

*How is the rotation of weekly calls decided? Rotating the facilitator from each Village for each call?*

NIC Coordinator is responsible for issuing an agenda every week and arranging weekly teleconferences. If NIC Coordinator is unavailable, Project officers and NIC Reps can also make agenda and arrange NIC teleconference.

## **Conference Call-In Number**

Please contact Project Officer through phone or e-mail. NIC agenda should be emailed or faxed to Project Officer.

## **Taking Minutes**

*Should Elders from each village be present on every call? How many?*

Elder(s) may attend the teleconference, if necessary, and one translator should be appointed in that teleconference call.

*Who keeps the calls on-track and following the agenda?*

The facilitator must keep the calls on-track and follow the agenda.

*Should the conference calls be transcribed (pay a fee through the Free Conf website, or have someone take notes on the call?)*

*If there is a transcription or notes from the conf calls, should those notes be faxed/emailed around and by who?*

At each teleconference, an NIC Representative should be appointed to take notes, a different NIC Rep will take notes each week. The NIC Rep, appointed to take notes is responsible for emailing the notes to each attendees for that meeting, even to those who were not present at the teleconference.

*Have a policy for having phones muted when someone isn't talking so background noises don't interfere?*

The phones should be muted when not speaking. This will reduce the disturbance while a person is talking.

## **Nelson Island Village Reps**

*Who should the NIC Reps report to (their Village program or the Cheforak NI lead Coordinator)?*

Each NIC Rep is responsible to report to the NI Lead Coordinator. If NI Lead Coordinator is not present, the NIC Rep can report to fellow NIC Rep then can relay the message across to appointed facilitator for that teleconference.

*What NIC Reps should do if they will be out of town and not working for a period of x weeks)?*

NIC Rep will write a 'Request for Leave of Absence Form' or email NI Lead Coordinator and Cc: the Tribal Coordinator, Project Officer for that region.

*How and how often NIC Reps should invoice their hours to Cheforak?*

The NIC Reps should invoice their hours to the NI Lead Coordinator. Please fax hours to NI Lead Coordinator.

*How NIC Reps should invoice any reimbursements?*

NIC Reps should keep any invoices to get reimbursed.

## **Decision-making**

*What is the procedure when a decision needs to be made by the Consortium?*

*And if there isn't consensus between Villages*

## **Media**

*If an article is written for a newspaper, or a letter to the editor, and if it will be signed as the NIC or an NI Rep, should the NIC review the article/letter before it is submitted? What should the review process be?*

Each village NIC Rep should submit a progress article to the NI Lead Coordinator. Articles can be faxed or emailed. All articles should be on agenda for discussion.

## **Community Outreach**

*How should this be done and how often? Regular newsletters, flyers, etc.*

Monthly newsletters should be submitted reflecting NIC progresses.

## **In-Village NIC Meetings**

*Policy for per diem*

*Must follow Cheforak Traditional Council per diem policy (federal rates).*

*For the NIC members traveling funds must follow Cheforak Traditional Council per diem for hotel, food, and taxi.*

*Travel policy for youth?*

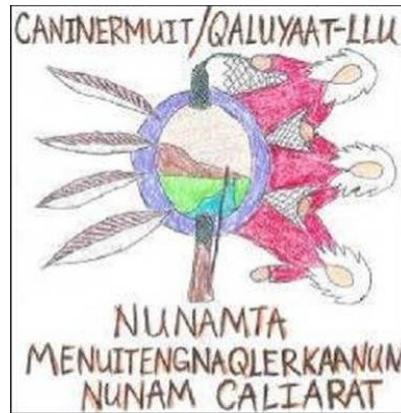
Each NIC Reps, as a team, should volunteer and help supervise youth.

*Should notes be taken at each meeting of what people say? Who should be responsible to take notes?*

All NIC members must take notes every meeting related work and submit to NI Lead Coordinator and Cc: to Tribal Coordinator/Project Officer for that region.

*Should the \$1000 for the host Village reimbursement be given to the host Village as one check up front? Or should the Village invoice Chefnak just for the items purchased for the meeting? If the Village doesn't use all of the \$1000 for the meeting, what should be done with the leftover money?*

The host village may have a credit of \$1,000 for funding an NIC meeting. Chefnak may reimburse to host village with extra funding.



### Travel Policy

Under the Nelson Island Special IGAP Consortia, it is understood that many employees travel with the IGAP funds to attend all important conferences and trainings. Anyone traveling under the Consortium's funds should have no excuse to miss any important sessions and trainings under any circumstances unless health and family emergency purpose.

If an employee fails to attend conferences and trainings for which the travel expenses were insured, the employee is obligated to reimburse the Consortium for funds paid by the Special IGAP which includes: airfare, advances, reimbursements, etc. the Consortium may recover these amounts in any way it deems reasonable, including deductions from the other amounts due to the employee. Specifically, anyone who misses any days of trainings or meetings will have to reimburse the Consortia for the total amounts of the days that were missed without any solid excuse unless for emergency or medical purpose.

It is the policy of the Consortium to maintain a workplace that is free from the effects of alcohol abuse. Employees are prohibited from consuming alcoholic beverages while attending conferences and trainings. An employee who is on working hours and is reeking with alcohol while attending the conference or training will not accumulate working hours and will be required to reimburse per diem for the day.

Any organization that is under the Nelson Island Special IGAP Consortia which includes the villages of Nightmute, Cheforak, Newtok, Toksook Bay, Tununak, and Umkumiut are selected to supervise or monitor the travelers with the Nelson Island Special IGAP Consortia.

By signing this policy, you have read and understood that you will abide with this policy.

I, \_\_\_\_\_, agree to this policy and understand that I am capable of reimbursing any funds that were used while traveling.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date