

ADMINISTRATIVE SUPPORT COMMITTEE

2023 YEAR END REPORT

January 16, 2024

COMMITTEE MEMBERS

- Tiesha Coleman (Secretary)
 - Robert Hayward (Elder Rep)
 - Matthew Pearson (Chair)
 - Michael Thomas (Vice-Chair, Elder Rep)
 - Michelle Thomas-Kilgore
-
- There are currently no vacancies on the committee.

MISSION STATEMENT

- The Administrative Support Committee shall propose enhancements to existing MPTN administrative policy, procedures, processes, and standards to help meet the highest needs of the Tribal Community by improving MPTN administrative efficiency and effectiveness.
- Approved by TCR081122-02 of 07

MEETINGS

- January 6, 2023
- January 20, 2023
- February 17, 2023
- March 17, 2023
- May 19, 2023
- July 7, 2023
- August 18, 2023
- December 11, 2023

RESOLUTIONS

- TCR011223-04 of 07 “Recommends Changing the MPTN Inclement Weather Policy”
 - The ASC firmly believed that the needs of MPTN and MPGE are drastically different and that as the Tribe’s primary economic engine the primary focus of an already overworked Public Works Department during inclement weather should be MPGE. The ASC recommended the Tribal Council revert the MPTN Inclement Weather Policy back to the prior version to separate the two.
- TCR042723-05 of 05 “Updates the Email Retention Policy (Amends TCR082807-01 of 01)”
 - Among other updates, this increased the retention period from 6 years to 10 years, expanded the definition of “records” to retain more critical historical documents, and added requirement for regular reviews by the Committee.

TRIBAL COUNCIL ACTION ITEMS

- November 9, 2023 “Create a type of information graphic for those Tribal Members who have started a new business understanding who and where to go for various matters”
 - Status: In Progress
 - Assigned at the end of the calendar year; looking to complete in early 2024 while working with Economic Development Committee.

RECAP OF 2023 GOALS & INITIATIVES

Review Existing Policies:

- Email Retention Policy – **COMPLETED**
- Flag Policy – **NOT STARTED** (Estimated completion in February 2024)

Draft New Policies:

- Fraud, Waste & Abuse Policy – **ONGOING** (Estimated completion during Fall 2024)
 - Office of Inspector General
- Information Access Policy – **COMPLETED** (Pending Tribal Council Ratification)

Projects/Initiatives:

- Develop Essential Tribal Leadership Training – **ONGOING** (Estimated completion in March 2024)
- Develop Standing Committee-Specific Core Training – **ONGOING** (Estimated completion Winter 2024)
- Assist Community Planning Committee with their Pequot Personal Goals & Skills Initiative – **ON HOLD**

2024 GOALS & INITIATIVES

Review Existing Policies:

- Flag Policy

Draft New Policies:

- Fraud, Waste & Abuse Policy
 - Recommending an Office of Inspector General be brought back in order to administer and enforce the policy
- Determine how we can support the Tribe's Cultural, Social, and Economic foundations through policy and transparency of information.

Projects/Initiatives:

- Develop Essential Tribal Leadership Training & Standing Committee-Specific Core Training
- Assist Community Planning Committee with their Pequot Personal Goals & Skills Initiative

STATUS OF MPTN STRATEGIC PLAN CONTRIBUTIONS

- Provide support with the development of a comprehensive communication plan for the membership and internal departments with specific focus on deliverable dashboard and measurable metrics – **Reassigned**
- Provide support for the Good Medicine Project as it recommends trauma informed policy revision – **Reassigned**
- Develop a stronger Information Access Policy for the Tribe – **Complete; pending Tribal Council Ratification**
- Reduce fraud, waste, and abuse – **Ongoing; Estimated completion in Fall 2024**

CONTACT INFORMATION

- For 2024, the Administrative Support Committee will hold our meetings on the last Tuesday of each month at Noon.
- To contact the Administrative Support Committee please send an email to mpearson@mptn-nsn.gov