

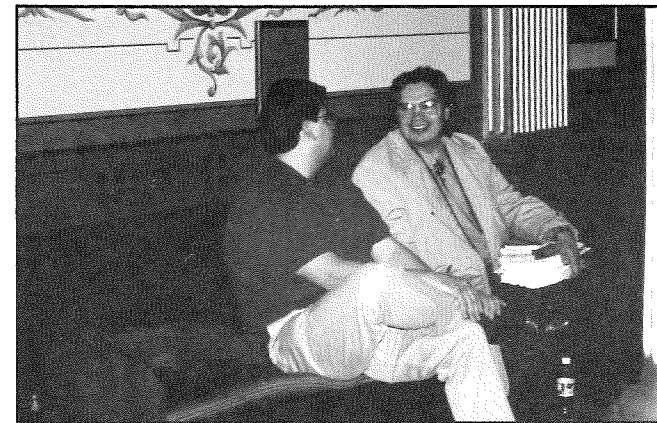
# POKÉGNEK YAJDANAWA

*"The Pokagons Tell It"*

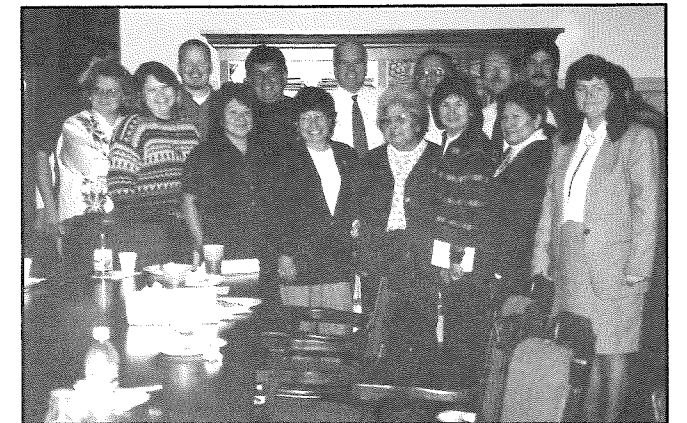


Vol. IV, No. I

January, 1999



The tribes pose with Representative Pat Gagliardi and Speaker Curtis Hertel following the narrow win in the House.



Acting Chairman John Miller relaxes with Kevin Daugherty after the Senate vote ratified the tribal compacts.

## A COMPACT FOR CHRISTMAS

After more than three years of promises made and broken, near misses and Detroit stalling, four federally recognized tribes received approval from the Michigan Legislature on the compacts negotiated with Governor John Engler in 1995. The Senate granted final approval on the resolution on Friday, December 11, 1998 at about 1:45 a.m. The House had passed it earlier that evening by one vote. The vote followed an intense two weeks of lobbying by the Governor, the leaders of the House and Senate, the Mayor of Detroit and the tribes.

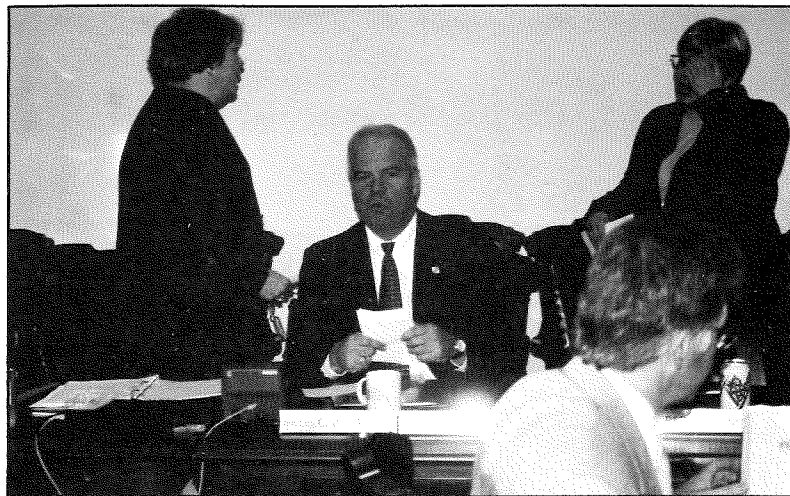
Leaders of the Pokagon Band of Potawatomi Indians, Little Traverse Bay Bands of Odawa Indians, Little River Band of Ottawa Indians and Huron Potawatomi Tribe agreed, in these compacts, to pay 8 percent to the state and have one casino site. An agreement is required by federal law to operate casinos on Indian land.

The payments, of eight percent of gaming revenue generated by slot machines, are made to the Renaissance Fund, formerly known as the Michigan Strategic Fund. The seven tribes currently operating casinos will stop paying their eight percent when the licenses are issued for the Detroit casinos.

The new compacts must still be approved by the U.S. Department of the Interior.

Prior to development, sites must be named and taken into trust. Development and management agreements, if applicable, must be approved by the National Indian Gaming Commission.

"While there is still a lot of work to do," said John Miller, Acting Tribal Chairman, "The approval of the compacts gives us an opportunity to become self-sufficient and take care of our membership."



Representative Gagliardi prepares to start the House Committee hearing where Resolution 115 to approve the compacts is being heard.



VaLaura and Miles Becvar of New Buffalo sit in the committee hearing to show their support for the Pokagon Band project slated for their area.



Pat Wattles, Judy Augusta, JoEllen Leith, Paula Geer and John Miller are happy about the House vote. Now if we can just get through the Senate.....



Santa did not leave all the boys and girls smiling during his visit.

## CHRISTMAS IS IN THE AIR!

On Sunday, December 13, a visitor many Pokagon children have been waiting to see paid a visit. Santa appeared and handed out lots of gifts to the children, while posing for pictures with the excited group.

As kids waited in line, many others participated in animal bingo and got the chance to win more prizes. Also, the Head Start program was set up and they kept children busy with other activities.

Children got a gift and also a stocking filled with plenty of goodies. They got candy and small toys and also crayons and pencils.

For the second year in a row the party took place at the Cass County Intermediate School District building. It provides more room so kids can play games and parents have somewhere to sit and watch.

## NOTRE DAME CHRISTMAS BASKETS GO QUICKLY

The basket pick-up began at 2:00 p.m., and the last basket went out the door of the Food Commodity building at 5:40 p.m. Workers distributed more than 600 baskets to many Pokagon families. The baskets consisted of flour, sugar, ham and potatoes, along with a few other items. A special thanks to those who waited patiently for the basket disbursement and to the staff who helped that afternoon.

## TRIBAL CHAIRMAN STEPS DOWN

Robert Moody, Jr. (Osceola, IN) resigned as the Pokagon Band Tribal Chairman at Tribal Council Meeting on Tuesday, November 24, 1998. Moody cited job and family obligations as the reason he was unable to complete his term.

Moody, Jr. was elected as Tribal Chair in 1996. He graduated from John Adams High School in 1970 and attended IUSB. Moody has worked for the Westinghouse Electric Corp. for 14 years. He has been involved with many aspects of tribal business for several years. He had served on the Tribal Council, before becoming chairman, for more than 10 years. He was up for re-election in July, 1999.

John Miller is currently acting chairman of the Band.

## CHRISTMAS OPEN HOUSE

More than 40 people came through the Administration Offices on Thursday, December 17, 1998. It was the second year for the Open House. It offers a chance for members of the community, who normally don't get a chance to come in, to visit our offices.

The atmosphere was a little more festive with the approval of the gaming compacts. A representative from Senator Harry Gast's office attended. Gast's office was instrumental in gaining the approval through the Senate.

Some members visited the offices and left with some cute little door prizes. We also had visitors from the Huron Band of Potawatomi. The group came following a lunch with the Pokagon elders.

Guests were given a tour of the Administration offices, Education Department and the Social Services Department.



## COUNCIL CORNER

The Band is going through a period of turmoil right now. A lot of it can be related to growing pains, but a lot of it goes right back to a lack of Tribal Council reaching out to membership.

Maureen Shagonaby suggested Council members begin putting a note in the Newsletter as a small step in improving communication, and this month it is my turn. Normally I'm not shy about speaking my mind, but I find myself short of ideas for this letter.

The passage of the gaming compact with the state of Michigan is a huge leap for the Band. It clears the major roadblock to the Band's economic development, and with the size of the market in our area, we should have the resources to take care of a long wish list of items for now and the future. My hat's off to all who assisted in the final push of lobbying, whether it was knocking on doors, lending moral support, or covering the business at home so others could lobby. I think all who were in Lansing for the final votes saw just how big an effort it was, from the citizen level to the state Democratic leadership and the Governor.

But the comment that several people made, from all of the new tribes, after the final Senate vote was "Now the real work begins." I think it is this fact that makes it hard for me to write this letter.

Little River Band broke ground on their temporary casino last week, and expect to have it operating by July 4th. Their chairman, Bob Guenthardt, made some interesting comments to the Manistee newspaper. He said that what this economic development would do for Little River was to allow them to set up permanent trust funds to guarantee the education and health care of their Band for the future.

This struck me that the chairman of their tribe is looking that far into the future. There are many immediate needs that we should be attending to, such as expanding health, housing, and elder care, and extending benefits beyond our ten county service area. But Pokagon Band needs to also look to the future and look to guarantee the well-being of the tribe for generations to come.

There is a term out west called a 'checkerboard reservation', where the reservation was whittled away in individual allotments, and the tribes are now going back and trying to fill back in the gaps.

I hope some day our gaming facility is successful enough for per capita payments. But we need to remember what the big prize is: to guarantee the success and future of the whole Band.

Money works just like a magnet: the bigger the magnet the more it draws the little magnets into it. The bigger the lump of money, the more it attracts other money into it.

The longer I serve on Council the more I appreciate the patience of our ancestors to persevere and to give us our own identity that still lives today. I hope that we can carry on that patience, and use this windfall to keep this identity and community alive for generations to come.

Wawane,  
Kevin Daugherty



## TRIBAL COUNCIL MEETING

**SATURDAY,  
JANUARY 9, 1999  
10 A.M.  
ELDERS HALL**

This is a potluck, and the tribe will provide the meat and the beverages. Please bring a dish to pass. The Saturday meeting includes program and committee reports. The business meeting for Tribal Council will not take place because of the Thanksgiving holiday.

## POKAGON HEALTH NEWS

### BASIC CONTRACT HEALTH SERVICES INFORMATION

For Contract Health Services to make payments on your behalf for your health care services you must:

1. Be a Pokagon Band member.
  2. Live within the Contract Health Service Delivery Area.
  3. **Register for Contract Health Service benefits:** This includes providing our office with proof of your insurance(s), or if you have no insurance, you must provide to this office a copy of the denial letter from your local Family Independence Agency. **You will be asked to update your file once every 12 months and on an ongoing basis as you make requests.**
  4. **Seek prior authorization at least three working days before** scheduled health care appointments. You must request CHS coverage **before** you go to your appointments. Seek separate authorizations for all follow-up appointments, treatment plan follow-up dates, plus any and all labs. **CHS cannot pay for health care services without prior authorization.**
  5. Seek authorization **within 72 hours** of the start of **emergency or urgent care.** Elders or disabled clients have 30 days to notify our office in case of emergency care.
  6. Get copies of provider bills to our office. Without the bills, payment cannot be processed.
  7. IF you have health care insurance(s), you must provide copies of your insurance Explanations of Benefits (EOBS) to our CHS staff. The EOB is the paper from the insurance company which explains what they have paid and the unpaid balance. Without an EOB, payment will not be processed.
- CHS payment is limited by medical priorities. Some treatments and procedures are not eligible for payment. We have Contract Health Services staff people available to assist you. Please call with your questions.

Phone- (616)782-4141  
Toll Free Phone Number 1 (888) 440-1234  
Fax: 782-8797

### DIABETIC SUPPORT GROUP STARTING SOON

After the Holidays are gone and the New Year comes around, I know we will all be focusing on how we can improve our health. We are starting our first Diabetic Support Group. **We are planning one meeting in January on Wednesday, January 13, 1999.** We still want make it compatible with your schedules. I would like to hear from our membership, for your suggestions on Dates and Times in the future. This Disease has been a constant threat and fear in our lives. Getting together, learning, sharing and supporting each other may help us as a community in understanding and taking care of ourselves to prevent or maintain better control over this disease. We are anxious to hear from you either in a letter written to Pokagon Health Services, 210 S. Front St., Dowagiac, MI 49047, or give us a call at (616) 782-4141 or 1-888-440-1234. This group will be open to all membership who are concerned and want to help fight back and decrease the problems and complications that arise from this disease.

Dates and times will be announced.

Submitted by,  
Becky Price

### MATERNAL CHILD HEALTH NURSE LISA A. WOLFE, MSN, CNM

Lisa Wolfe is a Masters prepared nurse who has specialized in women's health, prenatal care and labor and delivery. She has worked in Alaska on an Elders traditional birthing project and in the southwest with Hispanic and Navajo women in an obstetrical and gynecological clinic.

She has been brought on board to help meet the health needs of women and families of childbearing age. One of her duties will be to offer prenatal education and case management for pregnant moms.

Much of the funding for her position is through our Healthy Start grant. The purpose of the Healthy Start grant is to benefit newborn and infant health.

Lisa's first day was December 14, 1998. For the next month she will be learning about our Healthy Start project and our community so she can present her services to our clients beginning in January, 1999. She can be reached at our offices in Dowagiac.

Welcome, Lisa!



## POKAGON SOCIAL SERVICES

### What is Building Strong Families?

Building Strong Families (BSF), a Michigan State University program, helps parents and caregivers help children reach their potential in a positive way. It helps parents gain new knowledge and improve their skills so they can be more effective parents.

Using multi-cultural, cartoon style flipcharts and videos, parents develop realistic expectations about normal child development, learn about disciplining effectively, and focus on positive interactions with their children. They also learn how to set realistic personal goals.

The BSF program, which is offered widely throughout Michigan, has been adopted by agencies and organizations in 39 states. It has opened new doors for collaboration within communities and with human service organizations to meet the needs of families.

Building Strong Families has collaborative arrangements with many probate courts, community foundations, and public and private institutions and agencies.

### Is Building Strong Families Effective?

A formal evaluation of the Building Strong Families program was conducted in 1995. Fifty mothers from three counties in Michigan were involved in the study. The counties were Wayne, Ingham and Jackson. The evaluation assessed changes in parent and child interaction through pre and post tests. In addition, parents were asked at the completion of the program about their satisfaction with the program and use of additional community resources. Instructors assessed changes in the safety of the home environment and provided feedback on the use of the Building Strong Families curriculum and materials.

The evaluation found significant changes in parenting behaviors. Parents, after the program, indicated that they were more likely to interact positively with their child in several different areas including the areas of discipline, social, emotional, cognitive and physical wellbeing.

For more information, please contact Rechelle Herman or Shannon Hiler at 800-517-0777.

## LIHEAP NOTICE

It's that time of year when the cold is setting in and the heating bills are adding up. It is never too early to get your applications. The eligibility is based on income. People who live in subsidized housing or are on ADC are not eligible for LIHEAP. We are taking applications.

## CAR SEATS ARE HERE

The car seats are here! If you are interested in getting one, please call Becky Price at the Health Office.



(616) 782-4141  
888-440-1234

## REPAIRS AND RENOVATION

For those who qualify for any of the funding for repair and renovation there are some restrictions. There is a cap of \$35,000 per home. You may not get all of the funding at once. The funding is spent according to the availability, and the number of members on the waiting list. It may take a year or two to get your priority list done. Please call Keith White if you have questions or concerns.

(616) 782-8998 or  
1-800-517-0777

## NEED WEATHERIZATION?

The Housing Department has started a Weatherization Program for all members who live in the 10-county service area. There are no income guidelines and you do not have to own your home. All you have to do is fill out the simple application, and we will send a crew to install plastic on the windows and weather stripping around the doors.

The purpose of the program is to conserve energy and reduce the impact of rising energy costs to members. The elderly, handicapped and households with young children will receive preference first. We will make an effort to serve all who apply for this program. For an application to get on the list, call 800-517-0777 and ask for Keith White or Jesse Howell. Or come on into the office.

## COMMUNITY DEVELOPMENT

### Strategic Action Plan Update

The Community Development Department continues to work on a five year Strategic Action Plan being funded by ANA. On December 10<sup>th</sup>, David Alexis and I met with Colin Krodel and Floyd Gallegos to discuss the ANA grant reporting requirements. Colin was working with us as an ANA contractor when the grant was written. Floyd will be acting as the evaluator on this grant. We also discussed the best use of this grant in regards to helping the Band most effectively.

On December 12<sup>th</sup>, the Tribal Council passed a resolution forming a 1998-1999 Strategic Action Plan Committee consisting of the following persons: Christopher Ballew, Stephanie Ballew, Frank Barker, Ernie Daisy, Christine Daugherty, Loretta Edwards, Loraine Gideon, Alicia Jackson, Pat Klemm, Rebecca Morris, Dan Rapp, Jeffery Riley, Maureen Shagonaby, John P. Warren, Judy Winchester, Marchell Wesaw, and Mariam Weyant.

David Alexis is out of town until after the holidays. When he returns, a meeting date will be scheduled and the committee members will be notified.

Any suggestions or comments on the SAP process should be forwarded to David Alexis or Thomas Morris at the Community Development office on 104 Riverside Drive, Dowagiac or call us at (888) 782-1001 from 8 a.m.-5 p.m. or e-mail us at: pokagon@pokagon.com.

*Submitted by  
Tom Morris*

### Community Development's Web Page

The Community Development Department has established a website on the Internet at [www.pokagon.com](http://www.pokagon.com). At this site visitors may view the latest Strategic Action Plan update, Pokagon Band news briefs, eleven treaties the Band are signatories to, federal documents pertaining to the Band, Simon Pokagon articles, and Native quotations and opinions. Addition material will continue to be added.

Any suggestions or comments on the web page should be forwarded to David Alexis or Thomas Morris at the Community Development office on Riverside Drive, Dowagiac or call us at (888) 782-1001 from 8 a.m.-5 p.m. or e-mail us at [pokagon@pokagon.com](mailto:pokagon@pokagon.com).

### ADMINISTRATION REPAIR & RENOVATION SOCIAL SERVICE/JTPA

P.O. Box 180  
901 Spruce St.  
Dowagiac, MI 49047  
(616) 782-8998  
1-800-517-0777  
FAX (616) 782-6882  
FAX: (616) 782-6027 (Soc. Services)

### INDIAN HEALTH SERVICES

210 Front St.  
Dowagiac, MI 49047  
(616) 782-4141  
1-888-440-1234  
FAX (616) 782-8797

### EDUCATION

P.O. Box 180  
Dowagiac, MI 49047  
(616) 782-0887  
1-888-330-1234  
FAX (616) 782-0985

### ENROLLMENT

104 N. Riverside  
Dowagiac, MI 49047  
(616) 782-1763  
1-888-782-1001  
FAX (616) 782-1964

### SUBSTANCE ABUSE

P.O. Box 180  
714 N. Front St.  
Dowagiac, MI 49047  
(616) 782-1142  
FAX (616) 782-1653

### FOOD COMMODITY

52366 M-51 North  
Dowagiac, MI 49047  
(616) 782-3372  
1-888-281-1111  
FAX (616) 782-7814

### ELDERS HALL

P.O. Box 180  
Dowagiac, MI 49047  
(616) 782-6323  
FAX (616) 782-9625





Pokagon Potawatomi  
Health Services



## GEROBICS/CHAIROBICS

Beginning January 12, 1999, we would again like to invite all interested persons to join in this Health Wise Activity. You can improve your health and have fun while enjoying the company of others. Exercise can help you take charge of your health and maintain the level of fitness for an active, independent lifestyle. Exercise is the key to the "good life" and



One of the major benefits of regular physical activity is protection against coronary heart disease. Other benefits include protection against other chronic disease such as adult onset diabetes, arthritis, hypertension, certain cancers, osteoporosis and depression. Also, research has proven that exercise can ease tension and reduce the amount of stress you feel.

To put it simply – Exercise is one of the best things you can do for your health.

Gerobics and Chairobics are designed for persons of all ages and we would like to extend this invitation to all. Again, our next session is scheduled to begin January 12, 1999. Gerobics 10:00 - 11:00am and Chairobics 6:00 - 7:00pm at Elders Hall. Classes are on Tuesdays and Thursdays.

**Contact:**  
**Yvonne "Petey" Boehm**  
**782-4141**  
**Or**  
**1-888-440-1234**

**Gerobics/Chairobics: Low impact aerobics done in and around chairs with hand weights and elastic bands.**

**Inter-Tribal Council of Michigan, Inc.**  
**MMIN-NUH-GAH-DAH HEALTHY HEART PROGRAM**  
**Native Health Coalition of Grand Rapids, Metro Area**

**POSITION:** MMIN-NUH-GAH-DAH Healthy Heart Program Coordinator  
**LOCATION:** Grand Rapids, MI  
**SUPERVISORY:** Inter-Tribal Council of Michigan, Inc. ITC) Field Health Director of his/her  
**CONTROL:** designee

**MINIMUM QUALIFICATIONS:** Preference will be given to an individual of Native American descent. Masters in Public Health (MPH) Health Education from an accredited School of Public Health. At least two years of experience working in Health Education field. Experience working with communities of color. Good verbal and written communication skills, as well as the ability to work well with people and community organizations are needed. Strong computer skills including word processing, basic graphics creation, data collection and retrieval are required. A valid Michigan Drivers License is required.

**Description:** This Program Coordinator position will:

- ♦ Work directly with the Native American population in the Grand Rapids, Michigan metropolitan area (including the counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa) to increase the level of effective intervention for cardiovascular disease and diabetes by early screening and entry into treatment.
- ♦ The Program Coordinator will assist the ITC Field Health Director to maintain the "Mmin-nuh-gah-dah" (Healthy Heart) Native Health Coalition through written, electronic, and telecommunications and personal contact with the Native Health Coalition members.
- ♦ Assure the delivery of heart disease and diabetes screening to 80% of the Native American population in the above mentioned area by the end of year-three of this project than community outreach and education.
- ♦ Assure that appropriate inter-agency contracts, agreements, as well as screening protocols are established and renewed or amended as needed.
- ♦ Collect data for each individual screening using a computerized health risk appraisal questionnaire.
- ♦ Train the Project Health Educator to assist the screening process.
- ♦ Coordinate, organize and compile key results from health screenings, demographic and health status reports and studies, and submit such reports to the ITC of Michigan Field Health Director, ITC Epi Center Coordinator and participating Tribes.
- ♦ As part of the service administration component of this project, the Program Coordinator will ensure that all health care delivery personnel receive Native American specific cultural competency training including sensitivity and culturally appropriate intervention training.
- ♦ Network with local chapters of national organizations (Red Cross, American Heart Association, American Diabetes Association, etc.) to learn about and coordinate access to new programs, materials, and initiatives related to heart disease and diabetes.
- ♦ Travel in and around the Grand Rapids, Michigan area (including the counties listed above) and, on occasion, to specific Tribal Sites and the Inter-Tribal Council office is Sault Ste. Marie, MI, is required. Perform other duties as assigned.

**SALARY RANGE:** Negotiable,

**INFORMATION:** For more information, please call either Charlotte Hewitt, ITC Field Health Director or Rick Haverkate, ITC Epi Center at (906) 635-4208.

**RESUME:** Send or Fax cover letter and resume to:

Ms. Charlotte M. Hewitt, Director ITC Field Health Office 3601 Mackinaw Trail  
Sault Ste. Marie, MI 49793-9286

Tel: (906) 635-4208

Fax: (906) 635-4212

**OPEN UNTIL FILLED**



**Inter-Tribal Council of Michigan, Inc.  
MMIN-NUH-GAH-DAH Healthy Heart  
Native Health Coalition of Grand Rapids Metro Area**

**POSITION:** HEALTH EDUCATOR

**LOCATION:** GRAND RAPIDS, MICHIGAN

**SUPERVISORY:** Inter-Tribal Council of Michigan, Inc. (ITC) - Mmin-nuh-gah-da

**CONTROL:** Healthy Heart Program Coordinator

**MINIMUM QUALIFICATIONS:** Preference will be given to an individual of Native American descent, Bachelor's degree in Health Education. Experience working with communities of color. Good organization skills, verbal and written communication skills, as well as the ability to work well alone, with people and with community organizations, are needed. Strong computer skills including word processing, basic graphics creation, data collection and retrieval are required. Strong skills in planning, delivering, and evaluating health education programs. A valid Michigan Drivers License is required.

**DESCRIPTION:** The Health Educator will:

- ♦ Work directly with the Native American population in the Grand Rapids, Michigan metropolitan area (including the counties of Allegan, Barry, Ionia, Kent, Montcalm, Muskegon and Ottawa) to increase the level of effective intervention for cardiovascular disease and diabetes by early screening and entry into, treatment.
- ♦ Provide program coordination assistance to the Mmin-nuh-gah-dah Program Coordinator, as necessary.
- ♦ Through communication with the Healthy Heart Program Coordinator, Tribal staff, Native Health Coalition members, and the target population, the incumbent will assist in the development, coordination and provision of health education curricula related to heart disease and diabetes.
- ♦ Assist in the coordination and scheduling of heart disease and diabetes specific health screening to Native Americans and their family members in the Grand Rapids Metro area.
- ♦ The Health Educator will facilitate community discussions, organize, deliver and evaluate group health education sessions at health cam facilities, at tribal sites, and throughout the community including the set up of education displays at health fairs or other community events.
- ♦ Utilize media (e.g. Tribal newspapers, radio, T.V., bulletin boards) to provide education for cardiovascular and diabetes risk reduction and to publicize and promote community health screening events.
- ♦ Perform other duties as assigned.

**SALARY RANGE:** Negotiable

**INFORMATION:** For more information, please call either Charlotte Hewitt, ITC Field Health Director, or Rick Haverkate, ITC Epi Center Director, at (906-635-4208.)

**RESUMES:** Send or Fax cover letter and resume to:

Ms. Charlotte M. Hewitt, Director ITC Field Health Office 3601 Mackinaw Trail  
Sault Ste. Marie, MI 49783-9286

Tel: (906) 635-4208

Fax: (906) 635-4212

**OPEN UNTIL FILLED**

## NOTICE

### **THE POKAGON BAND HAS THE FOLLOWING POSITIONS AVAILABLE:**

Admin Assistant I (Administration office)  
Admin Assistant II (Housing/Social Services)  
Tenant Service Specialist I  
Land Use Planner  
Social Service Manager  
Community Development Director  
Information Specialist I  
Education Director (re-posted)

**TO APPLY:** Send a cover letter denoting position of interest, resume, credentials (as appropriate) and the names/addresses of three (3) employment references to:

The Pokagon Band of Potawatomi Indians  
ATTN: HRD  
P.O. Box 180  
Dowagiac, MI 49047

**CLOSING DATE:** APPLICATIONS MUST BE RECEIVED BY 5:00 P.M.,  
MONDAY, JANUARY 25, 1999

**PLEASE NOTE:** The Pokagon Band is a drug and alcohol free workplace. Testing is a condition of employment.

IF YOU'D LIKE TO SEE THE JOB DESCRIPTION OR NEED ADDITIONAL INFORMATION ABOUT THE FOLLOWING POSITIONS, PLEASE CONTACT PAULA AT 1-800-517-0777.

### **\*ADMIN ASSISTANT I:**

**General Summary:** The Admin Assistant I is responsible for clerical support functions for the program directors housed in the admin office, (Finance, Personnel, Public Relations, Executive Director), and shall act as office manager. Performs duties such as typing, filing, photo copying, correspondence, maintains inventory, develops forms, may assist with policy development, responsible for admin GSA fleet.

### **QUALIFICATIONS:**

- Two years college credit in one of the following curriculums is preferred: Office Admin, Business Admin or Management, Secretarial Science or Computer Info Systems.
- Three years of work experience in an executive secretary or office manager position is required.
- A strong background in the use of all office machines, office procedures, and computer skills (including graphics and spreadsheet capabilities), is required.
- Must be a highly motivated and organized self-starter, capable of seeing what needs to be done next without being told. Must be able to work independently without constant supervision.
- Must possess excellent verbal, written and editing skills.
- Strong dictation or short hand skills are required.
- Due to the nature of this position, he/she will be privy to highly confidential information, therefore he/she must possess great integrity and treat everything with utmost confidentiality.

**SALARY RANGE:** \$21,840 TO \$30,000 ANNUAL.



**\*ADMIN ASSISTANT II:**

**GENERAL SUMMARY:** The Admin Assistant II is responsible for clerical and program support for the Social Service and Housing departments. Performs duties such as typing, filing, photo copying and other related office functions. Responsible for departmental meeting minutes, control files, correspondence, development of forms, departmental policy/procedure, intake duties, may act as receptionist.

**QUALIFICATIONS:**

- Two years of college credit is preferred.
- Three years of related work experience is required.
- A strong background in the use of all office machines, office procedures, and computer skills including graphics and spreadsheets is required.
- Must be a highly motivated and organized self-starter, capable of seeing what needs to be done next without being told.
- Must be able to work independently without constant supervision.
- Must possess excellent verbal, written and editing skills.
- Must be a "people" person, empathetic to the needs of our people.
- Due to the nature of this position, he/she may work with sensitive confidential materials and information that requires the utmost integrity.

**SALARY RANGE:** \$23,400 to \$25,000

**\*TENANT SERVICE SPECIALIST I:**

**GENERAL SUMMARY:** The Tenant Services Specialist I shall inform and counsel residents in all areas of the terms and conditions of housing agreements with the Pokagon Band. Perform intake and preliminary eligibility evaluation of housing program applications, conduct third party verification of information pertaining to program requirements, maintain filing system, waiting lists, conduct home buyer and resident counseling, monthly reports, etc.

**QUALIFICATIONS:**

- High school diploma is required.
- Two years of college in the human service field is preferred.
- Prior work experience in a related position is required.
- Computer literate.
- Must have strong written and verbal skills and be able to work effectively in an independent environment.
- Must be willing to travel throughout the Pokagon Band's ten county service delivery area in addition to out of state and over night travel.
- Must be able to relate well with the Native American Community and carry out the goals and philosophies of the Pokagon Band.

**HOURLY RATE:** \$10.00 TO \$11.00

**\*LAND USE PLANNER:**

**GENERAL SUMMARY:** The Land Use Planner is responsible to develop the comprehensive strategic plan for the acquisition and development of tribal lands. Coordinates the planning and designing of land for projects for reservation lands, confers with various entities i.e. E.P.A., engineering personnel, architectural personnel, etc. on projects. Compiles and analyzes data on economic, social and physical facts affecting land use; prepares, updates and maintains files, records and reports. Coordinates land acquisition, works in conjunction with land committee, etc.

**QUALIFICATIONS:**

- Bachelor's degree in Community Resource Development or related administrative field is required.
- Prior work experience in a related position is preferred.
- Must have strong written and verbal skills and be able to work effectively in an independent environment.
- Computer literate.
- Must be willing to travel throughout the Pokagon Band's ten county service delivery area in addition to out of state and over night travel.
- Must be able to relate well with the Native American Community and carry out the goals and philosophies of the Pokagon Band.

**SALARY:** \$30,000 TO \$35,000

**\*SOCIAL SERVICE MANAGER:**

**GENERAL SUMMARY:** The Social Service Manager serves as supervisor and coordinator of all staff and programs implemented within the social service department. Acts on behalf of the director as instructed. Provides input to the director into planning and implementation of programs, conducts departmental meetings, acts as an advocate for membership, networks with agencies and other tribes, appraises director on staff, program and membership issues, etc.

**QUALIFICATIONS:**

- MSW preferred; bachelor's degree in human services or an administrative related field is required.
- Prior supervisory experience including staff development is required.
- Prior work experience in the social service related field is required.
- Must be willing to travel throughout the Pokagon Band's ten county service delivery area in addition to out of state and over night travel.
- Must be able to relate well with the Native American Community and carry out the goals and philosophies of the Pokagon Band.
- Must be a positive role model for the Pokagon Band members, staff, other tribes, and the community.

**SALARY:** COMMENSURATE TO EDUCATION AND EXPERIENCE.

**\*COMMUNITY DEVELOPMENT DIRECTOR:**

**GENERAL SUMMARY:** The Community Development Director is responsible to identify and prioritize needs, goals and objectives, and to compile data to create a comprehensive strategic plan for the Pokagon Band, in conjunction with the Pokagon Band Tribal Council. Conducts needs assessments, meets with groups, community representatives, etc. to formulate problem solving strategies to be used in reservation and/or program development efforts; conduct town meetings; coordinate tribal community development efforts with other departments; over action planning; works with executive Director in the development of governmental structures; maintains data relating to population, employment, housing, land, etc.; supervises departmental staff; etc.

**QUALIFICATIONS:**

- Bachelor's Degree is required with an emphasis in planning or related business field required.
- Prior experience in community development is preferred.
- Prior experience in business or program development is required including experience with strategic planning processes, preparing business plans, market analysis and writing.
- Must be able to effectively communicate with a wide range of people, including tribal government representatives, tribal membership, and staff in group settings, community and/or individual meetings.
- Must possess computer skills including word processing, spreadsheet and data base development.



--Must have strong written and verbal skills and be able to work effectively in an independent environment.

**SALARY:** COMMENSURATE TO EDUCATION AND EXPERIENCE

#### **\*INFORMATION SYSTEMS SPECIALIST I:**

**GENERAL SUMMARY:** Designs information systems to store and provide data for all Pokagon Band departments. Responsible for the installation, maintenance, troubleshooting and correction of information system problems. Designs information systems, develops methods and procedures for collecting, organizing, interpreting and classifying information for input into computer and retrieval of information; install software and peripheral equipment; provides technical assistance to system users; writes procedures; etc.

#### **QUALIFICATIONS:**

--Due to the nature of this position, we believe that computer and system knowledge and skills are developed not only through education but also via one's work experience on the job.

--An associate degree in computer information systems including class work in programming, systems analysis, PC maintenance and management, networking, and varied software applications is preferred.

--In absence of formal classroom training, three years of related responsibilities and duties on the job is required.

--Working knowledge of computerized accounting programs is a plus.

--Must be able to install, troubleshoot, maintain and repair computer systems and peripheral equipment.

--Must be a highly motivated self-starter able to prioritize and work without daily supervision.

--Must be willing to work flexible hours to meet varied departmental needs.

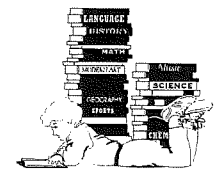
--Due to the nature of this position, he/she may work with sensitive confidential materials and information that requires the utmost integrity.

**SALARY:** COMMENSURATE TO EXPERIENCE AND EDUCATION.

**\*EDUCATION DIRECTOR: SUMMARY AND QUALIFICATIONS POSTED IN LAST NEWS LETTER. CALL FOR INFORMATION.**

January, 1999

## **Pokagon Band Youth Programs**



### **Important Info for College Bound Seniors (Reasonable info for sophomores & juniors too!)**

If you are a senior, starting your last semester of high school and are up to your knees in college applications, you might feel that you don't want to read or hear anything more about college deadlines.

First of all, stop and realize that graduating from high school is a great accomplishment of which the Pokagon Community is proud that you are accomplishing. Second of all, realize that the Education Department is available to help in college preparation.

The Education Department can provide you with financial aid info that is available on the Internet. Students can also find out more about colleges by using the computer lab to visit college web pages. Campus visits to local colleges are also being planned.

Have any questions about financial aid deadlines? Contact us.

\*\*\*\*\*

If you are a high school student who is not graduating this year, there are still steps you can be taking now to get ready for your own college preparation. This includes taking strong academic courses that you will need as a foundation for college. Also, get familiar with tests that you will need for college such as the ACTs and the SATs. The computer lab at the Education Department has software that can help prepare you for these tests.

Start scoping out potential colleges and careers too. Contact the Education Office about campus visits, summer academic programs at various colleges, and college fairs. Keep this event in mind: Career Expo '99 will happen in early spring. This is open to high schoolers. Call for more details.

### **Attention All Parents with children in the Youth Programs:**

Title IX Public Hearing  
January 26, 7:15  
Elders' Hall  
53237 Townhall Road  
Dowagiac, MI

All are invited to review the Education Department's Grant Application Proposal for Title IX Funding



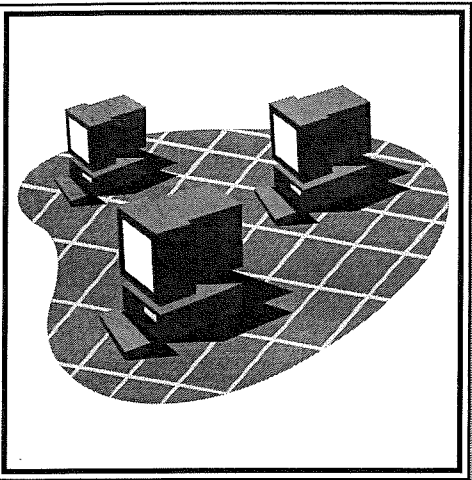
### **New Meeting Days for**

### **Youth Council**

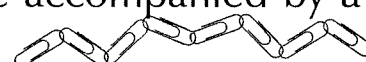
During the month of January, Youth Council meeting days will be on Saturday, January 9 & Saturday January 23. For the exact times and locations, please call Marie Willis at 1-888-330-1234. Remember- Youth Council is open to students in grades 7-12

Any Questions? Please contact Marie Willis at 1-888-330-1234

# Computer Class Schedule



New computer classes will be starting in February. Please call to sign-up for any of the classes we are offering. We also offer open-lab times for those who wish to use our computers and cannot attend classes at the scheduled times. Children are not permitted to attend evening classes or open-labs, unless they are accompanied by a parent/guardian.

 - Pokagon Band Education Staff

## COMPUTER KEYBOARDING

**Monday thru Thursday, 6:00 - 7:30 p.m.**

- Starts February 1st and ends February 4th  
This class will teach proper keyboarding using PC computers. Students will learn to use Windows 95 operating system and use the computer for basic word-processing.

## INTERNET & WEB PAGE DESIGN

**Monday thru Thursday, 6:00 - 7:30 p.m.**

- Starts February 8th and ends February 11th  
This class introduces students to the Internet and basic web page design. Students will use Internet Explorer and Netscape Navigator to surf the Internet and World Wide Web. Students will also design a web page. Students are required to have some basic knowledge of computers and the Windows operating system.

## ADULT EDUCATION NIGHT, OPEN-LAB

**Every Friday Night, 5:00 - 6:30 p.m.**

This open-lab period is for members who wish to use our G.E.D. software. The G.E.D. software helps learners in reading, math, writing, life and employability skills. You can work at your own pace and feel comfortable knowing that the only students in the lab are individuals just like yourself. We look forward to seeing you soon!

## DAYTIME OPEN-LABS

**Monday....., 3:00 - 5:00 p.m.**

**Tuesday....., 1:00 - 2:30 p.m., 3:00 - 5:00 p.m.**

**Wednesday..., 1:00 - 2:30 p.m., 3:00 - 5:00 p.m.**

**Thursday....., 1:00 - 2:30 p.m., 3:00 - 5:00 p.m.**

**Friday....., 3:00 - 5:00 p.m.**

This open-lab is for any member who wishes to use our computers. Children must be accompanied by a parent/guardian. We have Windows 95, Office 97, Internet access, and software for kids.

**The Education Department computer lab provides G.E.D. preparation services for the Pokagon Band membership. We have a software program that can find your trouble spots and teach you the math and reading that you need to pass the G.E.D. exam. The software is also good if you need to brush-up on math or reading before going to college. Call now to get more information about this service.**

**(616) 782-0887**

**1-888-330-1234**



# POKAGON ELDERS REPORT

## POKAGON BAND OF POTAWATOMI INDIANS ELDERS COUNCIL BUSINESS MEETING

NOVEMBER 5, 1998 - 11:00 A.M.

Meeting called to order by Gerald Wesaw at 11:20 A.M.  
Invocation given by Clarence White

### Roll Call

Present: Gerald Wesaw, Marge Moody, Clarence White, Mary Church

Absent: Mary Jo Morris - Housing workshop  
Rachel Daugherty - Michigan Indian Legal Services

Attendance: 20 Elders

Additions to agenda: Diane Klapchuk, Use of Elders Hall Communications: MIEA Association

Mary Church moved to approve the agenda of November 5, 1998.

Clarence White seconded the motion. All in favor "aye", opposed 0. MOTION CARRIED

Marge Moody moved to accept the minutes of October 1, 1998.

Clarence White seconded the motion. All in favor "aye", opposed 0. MOTION CARRIED

Resolution for MIEA election. Resolution #98-026, dated October 26, 1998. Made by Rachel Daugherty, seconded by Mary Church.

NOW, THEREFORE BE IT RESOLVED: The Elders Council shall hold an election for two (2) MIEA Delegates and one (1) MIEA Alternate December 3, 1998. This election to be conducted by the Pokagon Band Election Committee.

All in favor: 6 Opposed: 0 RESOLUTION ADOPTED

Marge Moody moved to reopen the nomination for Ann Zimmerman October 1, 1998 for the MIEA election. Ann was nominated by a non Elder member. Fred Klemm re-nominated Ann Zimmerman.

Gerald stated we will ask Diane Klapchuk, the new Finance Controller to attend our next Elders Council Meeting on December 3, 1998.

Gerald announced that the Head Start Program was going to be held at the Sacred Heart Church Hall; rather than Elders Hall.

Gerald stated that we need to write a resolution for our use of Elders Hall and present it to Tribal Council.

The silversmith workshop scheduled for November 15th through the 19th was cancelled.

Arrangements couldn't be made for R. Carlos Nakai, flute player for November 15th in Lansing. He will be in Grand Rapids sometime in December.

There was a sign up sheet for the Elders Housing trip to Mt. Pleasant, November 12, 1998.

There was also a sign up sheet for the Thanksgiving luncheon with staff on November 19, 1998.

Fred Klemm will give an Elders' logo report at our next Elders meeting December 3, 1998.

Gerald stated that the MIEA Chair, Clinton Pelcher, recently elected, is only 53 years old. Therefore, Beatrice Kelly is still Chair.

Marchell Wesaw was here to give Membership an explanation of REPRESENTATION AT OUTSIDE ORGANIZATIONS, Article VII in the Elders Council By-Laws. She also went over the new amendments to the Elders Council ordinance, added to Section 3 (D) and (E)

She also stated that the Appeals Board still needs Members.

She will present this to Tribal Council again.

### Announcements:

Thanksgiving luncheon with staff is November 19, 1998 12:00 P.M. E.H. Next Elders Council Business Meeting is December 3, 1998 at 11:00 A.M. at E.H.

Meeting adjourned at 12:25 P.M.

*Submitted by,  
Mary Jo Morris  
Elders Council Secretary*



## ANNOUNCEMENTS

### HAPPY BIRTHDAY

Rick Lewis-January 3  
From your loving wife, Lori  
**HAPPY 9th BIRTHDAY**

Derek Duschaine-January 30  
Love, Mom

### HAPPY BIRTHDAY

Bart Alsup-January 13  
Love, Mom

### HAPPY BIRTHDAY

Wae geez go kwe  
Love, your family

### HAPPY 81st BIRTHDAY

Bob Mix  
Love, your family and friends  
**HAPPY BIRTHDAY**

Brian Boem  
Love, Mom

### CONGRATULATIONS

Ashley Duschaine  
On your 1998 Watervliet Middle School League  
Championship Trophy in basketball. We are proud  
of you!

Love, your family  
**CONGRATULATIONS**

Michele Curran  
Express Press Team Member of the Year.

Love, Mom and Dad  
**CONGRATULATIONS**

**Ginny Wesaw and Scott Rice**  
**On The Birth of Sarah Quinn**  
**December 17, 1998**  
**7 lbs., 7 oz.**

### TRIBAL MEMBERSHIP CARDS

PLEASE BE ADVISED TRIBAL COUNCIL  
PASSED A RESOLUTION STATING THERE  
WILL NOT BE A FEE CHARGED FOR LEGAL  
NAME CHANGES, OR STOLEN, WITH PROOF  
OF POLICE REPORT. ALL OTHER INSTANCES  
A CHARGE OF \$5.00 WILL BE LEVIED, EFFEC-  
TIVE AUGUST 8, 1998.

### HAPPY BELATED BIRTHDAY

Michael Newcomer-December 26  
Love, Mom, Dad, Brother, Grandma and Grandpa  
**HAPPY BELATED BIRTHDAY**  
Sue Andrews-December 9  
Love, your family

## CLEANING BIDS



The Pokagon Band  
of Potawatomi  
Indians is accepting  
bids for the contrac-  
tual cleaning con-  
tract of its offices  
and Elders Hall.  
Sealed bids shall be  
accepted until

**January 15, 1999.**

For detailed information, contact Kelly Curran  
**(616) 782-8998**

or

**1-800-517-0777.**

### JANUARY 20, 1999 DEADLINE FOR NEWSLETTER ITEMS

Please submit the newsletter articles to  
Maureen Shagonaby  
P.O. Box 180  
Dowagiac, MI 49047  
FAX (616) 782-6882

Please submit bithdays to appear on the  
birthday calendar by the 20th.

# JANUARY 1999

Sun	Mon	Tue	Wed	Thu	Fri	Sat
3 Rick Lewis	4	5 Randy Linn	6 Paula Genereaux	7 John Warren	1 Brandi Barnhouse	2 John Fox
10	11	12 Daniel Hedgington	13 Bart Alsup Brian Boehm	14	15 Bryce Rummage	16
17 Sherri Ryan	18	19	20	21 Amaya Murphy	22 Bob Mix	23
24	25	26	27 Mary Maddux	28	29 Scott Sigfrids	30 Derek Duschaine
31						

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				