




## M E M O R A N D U M

**TO:** All Employees and Tribal Membership

**FROM:** Michele Stacona, Secretary-Treasurer/CEO 

**DATE:** March 25, 2020

**RE:** Essential Services available

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The following services will be in effect during the Tribal government closure March 30, 2020 to April 10, 2020. These are subject to change.

**Secretary-Treasurer/CEO:**

8 am – 4 pm M-F. Access to public is closed.

Available by email: [michele.stacona@wstribes.org](mailto:michele.stacona@wstribes.org)

**Human Resources:** Available by email. Please contact [cheryl.tom@wstribes.org](mailto:cheryl.tom@wstribes.org) or [carol.funk@wstribes.org](mailto:carol.funk@wstribes.org)

**Finance:** Staggered hours. Access to public is closed. Available by email. Please contact [alfred.estimo@wstribes.org](mailto:alfred.estimo@wstribes.org) or [dennis.johnson@wstribes.org](mailto:dennis.johnson@wstribes.org)

**Managed Care Program:** Available by email, concentrating on IHS referrals only. Please contact [michael.collins@wstribes.org](mailto:michael.collins@wstribes.org)

**Procurement:** Available by email. Emergency requests only. Please contact [libby.chase@wstribes.org](mailto:libby.chase@wstribes.org), [dawn.smith@wstribes.org](mailto:dawn.smith@wstribes.org), or [raymond.shike@wstribes.org](mailto:raymond.shike@wstribes.org)

**Administration Services:**

- Vital stats available for funeral grants by calling dispatch 541-553-1171. Minor Trust letters will be accepted by appointment or can be emailed to [michele.stacona@wstribes.org](mailto:michele.stacona@wstribes.org). Please call 541-553-3232 for an appointment.
- Appeals Court, Probate, Records Center closed.



- Mail & Reception available Monday & Thursday 9 am – 1 pm. Access to public closed.
- Legal Aid available for Bail/Bond hearings only (a.m.) Office will take calls only 8 am to 3pm (541) 553-2212.

### **Tribal Court:**

Available only for daily court hearings for new arrests, Restraining Orders, and Emergency Child Neglect Cases.

Please contact [eliah.sorrelhorse@wstribes.org](mailto:eliah.sorrelhorse@wstribes.org),

### **Public Safety:**

Normal operations for WSPD and Fire & Safety.

Prosecution available only for new arrests, bail bonds and preliminary hearings.

All other offices closed.

Acting GM Public Safety contact [nancy.seyler@wstribes.org](mailto:nancy.seyler@wstribes.org), Phone (541) 553-3300

### **Public Utilities:**

- Water & Wastewater
  - Water Crew hours 7:00 am – 3:30 pm M-F
  - Wastewater Crew 8:00 am – 4:30 pm M-F
  - Water Treatment Plant Sunday 10 am – 7 pm, Monday-Wednesday 8 am – 4 pm, Thurs.-Friday 8 am – 7 pm, Saturday 10 am – 7 pm. Contact Chico Holliday 541-460-2707 or On-call personnel at 541-777-1335
- Building Maintenance
  - Sunday - Wed., 6am – 5pm; Lead person, Alvis (541) 325-6745
  - Wed. - Saturday, 6am – 5pm; Lead person Tammi (541) 588-0619
- Janitorial
  - Mon. – Friday, 8 am – 5 pm; contact Solomon (541) 460-0267
  - Mon. – Friday, 3 pm – 11 pm; contact Solomon (541) 460-0267
- Environmental Health & Sanitation – Normal hours. Includes trash pick-up.
- Health & Wellness Center Facilities Management (IHS Clinic) – Normal hours.
- Administration. Available by phone or email. (541) 553-3246 or [sandra.greene@wstribes.org](mailto:sandra.greene@wstribes.org). Access to public is closed.
- GM Public Utilities Travis Wells, telework, Phone (541) 460-1262, [travis.wells@wstribes.org](mailto:travis.wells@wstribes.org)





### **Natural Resources:**

- Timber Harvest Monitoring and Accounting – available by email contact Vernon Wolf; [Vernon.wolf@ctwsbrnr.org](mailto:Vernon.wolf@ctwsbrnr.org) Phone 541-553-8227
- Wildland Fire – Office closed. On-call.
- Tree Planting - available by email contact Vernon Wolf; [Vernon.wolf@ctwsbrnr.org](mailto:Vernon.wolf@ctwsbrnr.org) Phone 541-553-8227
- Hatchery Operations – available by email. Contact Brad Houslet; [brad.houslet@ctwsbrnr.org](mailto:brad.houslet@ctwsbrnr.org) Phone 541-553-2014
- Enforcement – available by phone or email. Contact Doug Calvin. [Doug.calvin@ctwsbrnr.org](mailto:Doug.calvin@ctwsbrnr.org) Phone 541-553-2043; Oswald Tias, [Oswald.tias@ctwsbrnr.org](mailto:Oswald.tias@ctwsbrnr.org) Phone 541-553-2033
- Farm Operations – available by phone or email. Contact Zane Wilson, [zane.wilson@ctwsbrnr.org](mailto:zane.wilson@ctwsbrnr.org) Phone 541-553-2047
- Ceremonial Fishing Monitoring – available by phone or email. Contact Mark Manion, [mark.manion@ctwsbrnr.org](mailto:mark.manion@ctwsbrnr.org) Phone 541-553-2042
- Cultural Resources, Fisheries, GIS, Natural Resource Planning, Range & Ag, Water & Soils offices closed.
- GM Natural Resources contact [robert.brunoe@ctwsbrnr.org](mailto:robert.brunoe@ctwsbrnr.org), Phone 541-553-2015, M-F 8 am – 5 pm, Access to public is closed.

### **Health & Human Services:**

- Senior Program – Food Delivery Monday, Wednesday & Friday 11 a.m. to 1 p.m.
- Warming Shelter – Open 7 a.m. to 7 p.m. daily. Open till April 10, 2020
- Community Health Program – Normal operations @ IHS.
- CPS – Emergency placement only.
- Community Health Resource Center – On call only. (503) 510-8270, (541) 553-1705
- Behavioral Health Services (Community Counseling Center) – On call for crisis. Call Dispatch 553-1171.
- KWSO/Spilyay – Limited services. Continue to broadcast important updates/information.
- Community Wellness Center – On call only. (503) 510-8270, (541) 553-1705
- Tribal Social Services open 8 am to noon. Contact 541-553-3415. Commodities by appointment only by calling 541-553-3579.
- Prevention – On call only. (503) 510-8270, (541) 553-1705



- GM Health & Human Services contact [caroline.cruz@wstribes.org](mailto:caroline.cruz@wstribes.org) (503) 510-8270, (541) 553-1705, Teleworking M-F.

**Education:**

- Early Childhood Center – Limited daycare services will be provided during this time for essential employees of Public Safety, Public Utilities, Indian Health Services and some tribal Enterprises/Government. No visitors are allowed. Access to parents only. All people entering building must sanitize or wash their hands.
- All other Education offices closed.
- GM Education contact [valerie.switzler@wstribes.org](mailto:valerie.switzler@wstribes.org); Phone (541) 553-1543, M-F 8 am – 5 pm. Access to public is closed.

**High Lookee Lodge:**

Normal operations. No visitors allowed. Contact Jolene Greene;  
[jolene.greene@wstribes.org](mailto:jolene.greene@wstribes.org), Phone 541-553-1182

**OIS:**

Working remotely. Will respond to calls and work orders. Director of OIS, Todd Stum contact [todd.stum@wstribes.org](mailto:todd.stum@wstribes.org), Phone 541-553-3275

**TERO Program:**

Available by email or phone. TERO clients can complete a “skills survey” online at [www.WSTERO.com](http://www.WSTERO.com). Completed skills surveys can be emailed to [wendell.jim@wstribes.org](mailto:wendell.jim@wstribes.org) or [mary.emhoolah@wstribes.org](mailto:mary.emhoolah@wstribes.org)  
TERO clients may call the cell phones provided to check-in and request to be referred/dispatched to ODOT Construction projects. Mary Emhoolah 541-675-5394 or Wendell Jim 541-675-5477.

**Three Warriors Market:**

Monday-Friday 7:00 a.m. to 5:00 p.m.  
Saturday/Sunday 8:00 a.m. to 5:00 p.m.



**Gaming Regulatory:**

Gaming Commission office closed.

Surveillance operating on staggered shifts. Contact Josephine Johnson;

[Josephine.johnson@wstribes.org](mailto:Josephine.johnson@wstribes.org)

**Tribal Council Support Office:**

Office closed.

**Bureau of Indian Affairs:**

Available by phone only. Access to public is closed.

Floy (Lori) Anderson, Superintendent (541) 553-2437

Denys Schjoll, Secretary (541) 553-2411

Regen (Tobi) Smith-Morales, Realty Specialist (541) 553-2420

Angela Tohet, Social Services Rep (541) 553-2441



