



M E M O R A N D U M

TO: All Employees and Tribal Membership

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

DATE: May 11, 2020

RE: Essential Services available

"Stay Home. Stay Safe. Save Lives".

The Tribal Government will continue its closure for an additional three weeks. Please continue wearing your face coverings and practicing social distancing.

The following services will be available during the Tribal government closure. The Tribal closure will continue through June 01, 2020. These services are subject to change.

Secretary-Treasurer/CEO:

8 am – 3 pm M-F. Access to public is closed.

Available by email: michele.stacona@wstribes.org

Human Resources: Available 4 days a week, Monday thru Thursday from 8 am to 5 pm. By appointment only 541-553-3262. Office closed on Friday. Cheryl Tom, HR Director will be available via email or cell phone every day at 541-460-0110 or cheryl.tom@wstribes.org. All staff have access to check and respond to emails daily.

Anyone trying to access their 401(k) accounts for withdrawals can do so by logging into their account at www.milliman.com

Finance: Staggered hours. Access to public is closed. Available by email. Please contact alfred.estimo@wstribes.org or dennis.johnson@wstribes.org

Accounts Payable: email invoices/PA's to invoices@wstribes.org

Payroll: email timesheets and questions to payroll@wstribes.org

Budgets, Contracts & Grants: email requisitions to budgets@wstribes.org

Cash Management: available by appointment only. Call 541-553-3479 or 541-553-2595.



Managed Care Program: Available by email, concentrating on IHS referrals only. Please contact managedcare@wstribes.org

Procurement: Available by email. Emergency requests only. Please contact libby.chase@wstribes.org, dawn.smith@wstribes.org, or 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. Please call 541-553-3232 for an appointment. **Minor Trust letters must be notarized.**
- 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.

Governmental Affairs:

- Available by email. Contact louie.pitt@wstribes.org

Tribal Court:

Available only for daily court hearings for Criminal Bail/Bonds, Juvenile Prelims, and Restraining Orders/Elder Protection Orders from 9 a.m. to 1 p.m. Criminal Bail/Bonds and Juvenile Prelims will be heard at 11:30 a.m. each day.

Please contact eliah.sorrelhorse@wstribes.org, 541-553-3278.

Public Safety:

Normal operations for WSPD and Fire & Safety.

Prosecution available only for new arrests, bail bonds and preliminary hearings. Contact nancy.seyler@wstribes.org

All other offices closed.

Please contact GM Public Safety, Carmen Smith, carmen.smith@wstribes.org



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. Access to public is closed.
- GM Public Utilities Travis Wells, telework, Phone (541) 460-1262, travis.wells@wstribes.org

Natural Resources:

- Timber Harvest Monitoring and Accounting – available by email contact Vernon Wolf; Vernon.wolf@ctwsbnnr.org Phone 541-553-8227
- Wildland Fire – Office closed. On-call.
- Tree Planting - available by email contact Vernon Wolf; Vernon.wolf@ctwsbnnr.org Phone 541-553-8227
- Hatchery Operations – available by email. Contact Brad Houslet; brad.houslet@ctwsbnnr.org Phone 541-553-2014
- Enforcement – available by phone or email. Contact Doug Calvin. Doug.calvin@ctwsbnnr.org Phone 541-553-2043; Oswald Tias, Oswald.tias@ctwsbnnr.org Phone 541-553-2033
- Farm Operations – available by phone or email. Contact Zane Wilson, zane.wilson@ctwsbnnr.org Phone 541-553-2047
- Ceremonial Fishing Monitoring – available by phone or email. Contact Mark Manion, mark.manion@ctwsbnnr.org Phone 541-553-2042



- Cultural Resources, Fisheries, GIS, Natural Resource Planning, Range & Ag, Water & Soils offices closed.
- GM Natural Resources contact robert.brunoe@ctwsbnr.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 – Closed as of April 24, 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. Skeleton staff and Telehealth by appointment.
- 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 calling 541-553-3415 or 541-553-3422.
- Prevention – On call only. (503) 510-8270, (541) 553-1705
- GM Health & Human Services contact caroline.cruz@wstribes.org (503) 510-8270, (541) 553-1705, Teleworking M-W-F, Tuesday and Thursday in office located at the Youth Center by appointment.
- DHS Satellite Office located at Youth Center, open Tues and Thurs 1 pm to 4 pm.

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; 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, Phone 541-553-1182

OIS:

Working remotely until May 26, 2020. Will respond to calls and work orders. Director of OIS, Todd Stum contact todd.stum@wstribes.org, Phone 541-553-3275
Starting May 26, 2020 hours of operation will be 8 a.m. to 5 p.m.

TERO Program:

Available by email or phone. TERO clients can complete a "skills survey" online at www.WSTERO.com. Completed skills surveys can be emailed to wendell.jim@wstribes.org or 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 Sando-Emhoolah 541-675-5439 or Wendell Jim 541-675-5477.

Three Warriors Market:

Monday-Saturday 9:00 a.m. to 1:00 p.m.
Closed Sunday.

Gaming Regulatory:

Gaming Commission office closed.
Surveillance operating on staggered shifts. Contact Josephine Johnson;
Josephine.johnson@wstribes.org

Tribal Council Support Office:

Office closed.

Bureau of Indian Affairs:

Available by phone only. Access to public is closed.

BIA please call 541-553-2411

Social Services/General Assistance please call 541-553-2406

Road maintenance is open M-TH.

Facilities management is currently closed.



