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Pete Kazena
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Christopher Traversie Sr.
Jody Zephier

MEMORANDUM

To: All YST Employees
From: Robert Flying Hawk Chairman-YST
THRU: Lisa Arrow, YST Administrative Officer

rfh

Date: September 3, 2020

ATTENTION: DUE TO COVID 19 SHUT DOWN-POSITIVE CASES & BUILDING PREPAREDNESS/ ADMIN LEAVE IS EXTENDED TO NOVEMBER 2, 2020.

The Yankton Sioux Tribe still continues our fight against the COVID 19 (coronavirus disease) pandemic and with the increased number of positive cases and quarantines, we are working hard to keep our tribal members safe, as well as implementing Preparedness, Response and Recovery for programs, families and communities

Through this effort we will continue to carry out the "Stay at Home" Order and Shut down of the tribal facility.

We have made arrangements for those staff who are able to work from home; there are a few 'ESSENTIAL PROGRAMS' that are required to check in to make sure that the paper work is getting completed, applications processed and the Scope of work within that program is addressed to the best of its ability with this shut down in place.

THOSE PROGRAMS ARE: YST ROADS, EPP/EMERGENCY MANAGEMENT, YST TRANSIT, YST FINANCE, (all staff), YST PROCUREMENT, ICWA, (taking applications online), YST Child Welfare, SORNA (keeping in contact with clients), TITLE VI (meal deliveries), EDA/CDFI (teleconferencing-Telework), YST LAW ENFORCEMENT, YST TRIBAL COURTS, YST UTILITIES/GARBAGE DESPOSAL, IT OFFICE (must put hours in at the office), YST FOOD DISTRIBUTION (food deliveries), YST TRANSPORTATION PLANNING(teleconferencing-telework), CHILD CARE SERVICES (1st & 15th of the month to submit time for providers) ALL-YST JANITORS, (DAILY), CHR, CTTC, YST PERSONNEL, YST TOR GRANT (OPIOID, teleconferencing-telework & when needed) TAX OFFICE(when needed), THPO (when needed), LIHEAP/CSBG, TERO (when needed, telework, teleconferencing), YST FISH & WILDLIFE/BUFFALO PROGRAM, TRIBAL EXECUTIVE SECRETARY, TRIBAL SECRETARY ASSISTANCE, HED, AVT,GED (assistance to clients in office), ENROLLMENT.(when needed)