LUMBEE TRIBE OF NORTH CAROLINA

CLLO-2013-0418-01 DATE: April 18, 2013

"FISCAL YEAR 2012-2013 CHANGING LIFESTYLES LIVING LONGER BUDGET ORDINANCE"

WHEREAS, The Lumbee Tribe of North Carolina, a recognized Indian Tribe of the State of North Carolina subject to the Constitution of the Lumbee Tribe of North Carolina and its inherent powers of self-government; and

WHEREAS, Article VII, Section 1 of the Constitution of the Lumbee Tribe of North Carolina delegates all legislative authority to the Tribal Council; and

VETO

WHEREAS, The Council has the authority to approve, adopt, and amend the annual fiscal year budget and budget process; and

WHEREAS, The Council is responsible for overseeing, reviewing, and approving actual expenditures and budget variances throughout the fiscal year, and

WHEREAS, The Council has the authority and fiduciary responsibility to ensure compliance with all program funding and allocations; and

THEREFORE, Be it enacted in accordance with the powers delegated to it, the Tribal Council of the Lumbee Tribe of North Carolina hereby adopts the attached " **Fiscal Year 2012–2013 Changing Lifestyles Living Longer Budget Ordinance"**.

THEREFORE BE IT FURTHER ENACTED that all proposals for tribal funding shall be timely submitted to the tribal council and, if approved, adopted by tribal council resolution.

THEREFORE BE IT EVEN FURTHER ENACTED, that Section 1 of this budget ordinance shall be implemented and in compliance by the Executive Branch administration and department management and be subject to the following provisions:

SECTION 1: LIMITATIONS AND AMENDMENT PROCESS

1. All changes/amendments shall be timely submitted by the Executive Branch for review and approval by the tribal council.
2. All salaries shall remain incompliance with the Federal Regulations, Goals, and Objectives of the Tribal Program Grants in the Fiscal Year 2012-2013 Changing Lifestyles Living Longer Budget Ordinance.
3. On a Quarterly basis, the Grant Managers shall present a report to the Tribal Council of the Lumbee Tribe of North Carolina at the Finance Committee Meeting, and this report shall include:
    a) Update on Program Activities and Goals

SECTION 2: SEVERABILITY

If any section, subsection, paragraph, sentence, phrase, or portion of this ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate and independent provision and such shall not affect the validity of the remaining portion thereof.

LINE ITEM BUDGET

This begins the line item budget for year 1

Budget Detail - Year 1			
Category	**Item**	**Narrative**	**Amount**
			$0.00
Salary\Wages		Project Manager (TBD): Will be accountable for planning, organizing, and directing the implementation and operations of this project. Specific responsibilities include directing staff, orientation, training, counseling, evaluation, and discipline in accordance with department standards. Directs the implementation and operations, distributes work, directs and personally handles public relations, estimates costs of programs, develops the budget, oversees and negotiates contracts with subcontractors, monitors and assess project performance and performs other related duties. This position provides education and prevention services. Duties also include planning, arranging, and conducting community education services at community sites. Eligiblity Specialist (TBD): Will work on a part-time basis throughout community sites, within Robeson and Scotland Counties, to enroll and educate eligible applicants for medicaid services.	$46,900.00
Fringe Benefits		The fringe benefits are calculated for the first project year (10.5 months). Based on FICA @7.65%; retirement @ 5%; Health insurance @ $764.96 per month ($8,032); unemployment insurance @ 2.28%; and worker's comp @ 5%. The Eligibility Specialist is part-time and will only be eligible for worker's comp. insurance.	$14,338.00
Other			$0.00

Budget Detail - Year 1

Category	Item	Narrative	Amount
Repair and Maintenance			$0.00
Staff Development		Fees to cover 4 staff to attend the Indian Unity Conference for staff development and program updates. Based on $250 registration fee for 4 staff = $1000.	$1,000.00
Dues and Subscriptions			$0.00
Subcontracts and Grants			$58,314.00
Match			$0.00
Cost Per Service			$0.00
Supplies and Materials	Furniture	Desk chairs 1 @ $350 = $350 Book Shelves 1 @ $325 = $325 Desks with returns 1 @ $800 = $800 Office chairs 2 @$300 = $600 Filing cabinet 1 @ $500 (store client information)	$2,575.00
Supplies and Materials	Other	General office supplies (paper, toner, staples, paper clips and binders Estimiated at $1,575 per project period = $150 per month x 10.5 months. Postage to support mailings, freight and delivery charges, other	$17,178.00

Budget Detail - Year 1

Category	Item	Narrative	Amount
		postage. Estimated at $1,050 per project period = $99.19 x 10.5 months = $1041.45 Printing, binding and duplication for project materials, correspondence, documents, flyers, reference materials. Estimated at $100 per month x 10.5 months = $1,050. Printing 1200 cancer screening bookmarkers for participants based on $.322 each = $386. Training materials: (2 Tribal Health Advisor Chronic Desease Self Managment Program Workshops: 200 Handbooks @ $30 each=$6000 and (2 Nursing Student Workshops on Cancer and Community Resources: 50 handbooks X $20 =$1,000), (2 Robeson Health Care Corporation's Training Workshop on the Health Information Portability and Protection Act- HIPPA, and Primary Medical Home Workshops :160 Workbooks, 2 different types of books on HIPPA & Medical Home Content @ $15 each=$2,400) Brochures estimated at 3005 brochures/pamphlets x $ .20 per brochure =$601, Posters estimated at 50 posters x $5 per poster = $250, Educational Videos/DVDs on Chronic Disease Management, Types of Cancer, Nutrition, American Indian cultural sensitivitiy in the health care industry, Screening for Cancer, and Clinical Trials:, 7 titles x $25 per video= $175, Educational kits for project marketing and outreach - 2 kits x $400=$800, 400 notebooks for participants to record workshop notes to "Record My Personal Medical History" x $3.50 Medical History" = $1400 , Chronic Disease Management Program purchase of one copywrite license to conduct classes and use curriculum = $500	
Equipment	Office	Desktop Computer plus software 1 @ $1,027 Digital Camera @ $332 Printer 1 @$700 = $700	$3,309.00

Budget Detail - Year 1

Category	Item	Narrative	Amount
		Laptop 1 @ $1,000 = $1,000 to be used by Project Manager within community centers. Office phone 1 @$250 = $250	
Travel	Contractor Staff	Project staff will use private vehicles for project related travel (i.e. education, outreach, training, and other project activities). The Project Director's mileage is estimated at 160 miles/month at $.51/mile x 10.5 months = $856.80. The Eligibility Specialist's mileage is estimated at 200 miles/month at $0.51/mile x 10.5 months= $1,071.00. 5 UNCP Nursing Program home visits, in the counties of Robeson and Scotland @ 40 miles/$0.51 per mile=$102.00. OMHHD meetings/trainings in Raleigh for Project Staff, volunteers, council members, partner members: Lodging = 4 rooms x $63.90 per room x 2 nights x 4 trips = $2044.80. Meal cost for project staff while attending conferences, meetings and other events to receive continuing education and to develop networking opportunities. Estimated at 8 days (2 nights x 4 trips) x $36.35/day x 4 people = $1163.20. Tribal Council members - 2 Trips to Raleigh to participate in OMHHD training 2 people x 2 rooms x 1 day x $63.90 = $511.20 Meals for these trips = 2 trips x 2 people x 1 days at $36.35 per day = $145.40 Mileage is 130 roundtrip to Raleigh from Pembroke for 2 people x .51 x 130 mi = $265.20	$6,160.00
Utilities	Electricity	Utilities services will be provided by local utility service providers for project location office, estimated at $1,410 per project period. Estimated at $134.29 per month x 10.5 mo.	$1,410.00
Utilities	Telephone	Telephone Services will be provided by local telephone services provider to conduct business, estimated at $1,575.00 per project period. Estimated at $150 per month x 10.5 mo.	$3,364.00

Budget Detail - Year 1

Category	Item	Narrative	Amount
		Cell phones for project related communications, estimated at $70.35 x 10.5 mo.= $738.68. Internet services will be provided by local internet service provider to conduct business and do research, $100 per month x 10.5 mo. = $1,050	
Utilities	Other		$0.00
Public Affairs	Advertising	Advertising for job announcements, estimated at $400 x 2 newspapers x two staff positions=$1,600.00. Newspaper Ads regarding program services, estimated at $400 per Ad x 2 newspapers x 4 (quarterly)=$3,200.00.	$4,800.00
Public Affairs	Audiovisual presentations/multimedia/tv /radio presentations	Public Awareness radio ads estimated at $400 x 6 (bi-monthly; every other month) =$2,400.00.	$2,400.00
Public Affairs	Promotional Items	Items (pedometers, water bottles, church fans) to promote project estimated at $10 per item x 50 per month x 10.5 mo.= $5,250. Each item will include a healthy message and promote project activities.	$5,250.00
Rent	Office Space	Office space rental = 10.5 months x $5.00 per square ft. x 80 square ft. =$4,200.00 ($400 per month). Office will be located in Tribal Administration Building.	$4,200.00
Rent	Other	Meeting room space rental for project education and training activities throughout the service area. Meeting space will have to be rented on an event-by- event basis to assure that adequate space is available for meetings. $250 per day (Tribal Community Center) x 12 Lumbee Elders/Veterans Medicare and Medicaid sign up sessions = $3,000 and 6 Living Healthy workshops x $325 rental fee (UNC-Pembroke space) = $1950	$4,950.00

Budget Detail - Year 1

Category	Item	Narrative	Amount
Operational Other	Incentives and Participants	Food will be provided by local food services and grocers and will be provided due to the fact that the workshop hours will be during meal times, and will be used as an incentive for participation of educational sessions and workshops and completion of evaluation activities. Nutritious supplements per participant at $8.75 each x 450 participants along with staff, speakers, council members = $3937.50. Program incentives (gas voucher/cards) to reduce participation barriers and ensure that program participants, community, families, and staff will attend the workshops (ie. Healthly Living, Cancer and its Risk Factors, the Chronic Disease Self Management Program, Health Information Protection and Portability Act Information, Learning about Primary Care Medical Homes, Signing up for Medicare and Mediciaid and Tribal Human Services $9.00 X 391 gas vouchers/cards = $3,591	$7,457.00
Operational Other	Not Otherwise Classified	The Community Health Educator (CHE) will assist with the coordination of program activities, partnership development, and monitoring and state reporting. The CHE will also assist in data collection and analysis. Estimated at $45 per hr x 111 hours as needed per project period = $4995. Health Information and Portability Protection Act (HIPPA) Instructor to conduct 2 HIPPA education sessions at the rate of $500 per session = $1000. Administrative Support funds will be available for the use of temporary staff to assist the Project Director in carrying out project activities (as needed). Estimated at $10 per hour x 100 hours over the course of the project period = $1000. Professional speakers at periodic training, continuing education and other project related activities, estimated at $50/hr x 20 speaker hours per project period = $1000.	$7,995.00

Budget Detail - Year 1			
Category	**Item**	**Narrative**	**Amount**
		Sub Total	$191,600.00
Indirect Cost			$0.00
		Total Budget	$191,600.00

Subcontracting and Grants Budget Detail - Year 1			
Category	**Item**	**Narrative**	**Amount**
Salary\Wages		Robeson Health Care Corporation, Inc. 1.0 FTEs Licensed Practical Nurse-To Establish and maintain a baseline and program database of chronic disease patients, track new patients and specialty care referrals. Conduct a program data analysis with project outcome reports. Total cost is $37,965.	$37,965.00
Fringe Benefits		Robeson Health Care Corporation, Inc. Fringe benefit components reflect normal incremental increases for the various statutory and voluntary benefits provided. Health insurance benefits represent the employer's portion of cost. Based on 7.65% FICA ($2904.32); Unemployment tax 3.24% up to $20,400 ($660.96); Health insurance ($5775.00); and Retirement at 3% ($1138.95). Total fringe cost is $10,479.	$10,479.00
Other			$0.00
Repair and Maintenance			$0.00

Subcontracting and Grants Budget Detail - Year 1

Category	Item	Narrative	Amount
Staff Development			$0.00
Dues and Subscriptions			$0.00
			$0.00
Subcontracts and Grants			$0.00
Cost Per Service			$0.00
Utilities	Telephone	Telephone service at $140 per month x 10.5 mo. = $1,470	$1,470.00
Rent	Office Space	Office space rental for 10.5 months, $5 per square ft. x 160 square ft. = $8400 ($800 per month)	$8,400.00
		Sub Total	$58,314.00

Salaries - Year 1

Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount	Fringe Percent	Fringe Amount Total	Fringe Percent Total	Total
0		$0.00	0.0000	0	0%	$0.00	0%	$0.00	$0.00	$0.00

Salaries - Year 1										
Persons	Position or Title	Annual Salary	Hourly Rate	Months	Work %	Fringe Amount	Fringe Percent	Fringe Amount Total	Fringe Percent Total	Total
1	Eligibility Specialist	$13,650.00	15.0000		100.0000 %	$0.00	5.0000%	$0.00	$683.00	$14,333.00
1	Project Manager	$38,000.00	0.0000	12	87.5000%	$8,032.00	19.9300%	$7,028.00	$6,627.00	$46,905.00

ROLL CALL VOTE RESULTS TO ADOPT

CLLO-2013-0418-01
"FISCAL YEAR 2012-2013 CHANGING LIFESTYLES LIVING LONGER BUDGET ORDINANCE"

_18_ YES, _0_ NO, _0_ ABSTENSION(S)

District 1:	Evan Davenport	YES
District 2:	Terry Hunt	YES
	Larmari Louise Mitchell	EXCUSED
District 3:	Pearlean Revels	YES
	Lesaundri Hunt	YES
District 4:	Jonathan Locklear	YES
District 5:	Bobby Oxendine	YES
	Charles Bullard	YES
District 6:	Larry Anthony Chavis	YES
	McDuffie Cummings	YES
District 7:	Robert Chavis	YES
	Larry Campbell	ABSENT FOR VOTE
	Terry Campbell	YES
District 8:	Steve Sampson	EXCUSED
District 9:	Anita Hammonds Blanks	YES
District 10:	Terry Collins	YES
District 11:	Linda Revels	YES
District 12:	Danita Locklear	YES
	Walter Lowery	YES
District 13:	William Maiden	YES
District 14:	Homer Fields	YES

CERTIFICATION

THIS CLLO-2013-0418-01 **"FISCAL YEAR 2012-2013 CHANGING LIFESTYLES LIVING LONGER BUDGET ORDINANCE"**, ADOPTED AT A MEETING OF THE 21-MEMBER TRIBAL COUNCIL OF THE LUMBEE TRIBE OF NORTH CAROLINA WHERE _18_ MEMBERS WERE PRESENT, CONSTITUTING A QUORUM, THIS THE 18TH DAY OF APRIL, 2013 BY A VOTE OF _18_ FOR, _0_ AGAINST, _0_ ABSTENTION(S)

Pearlean Revels May 9, 2013

ATTEST: PEARLEAN REVELS Date

Speaker, Tribal Council of the Lumbee Tribe of North Carolina

Larmari Louise Mitchell 5-9-13

ATTEST: LARMARI LOUISE MITCHELL Date

Secretary, Tribal Council of the Lumbee Tribe of North Carolina

PAUL BROOKS Date

Chairman, Lumbee Tribe of North Carolina

POSTING

This CLLO-2013-0418-01 **"FISCAL YEAR 2012-2013 CHANGING LIFESTYLES LIVING LONGER BUDGET ORDINANCE"**, duly posted on this the ____ day of May, 2013.

Cynthia L. Hunt May 09, 2013.

ATTEST TO THE SIGNATURE OF THE TRIBAL COUNCIL SPEAKER AND TRIBAL COUNCIL SECRETARY

Cynthia L. Hunt, Tribal Clerk, Lumbee Tribe of North Carolina Date