



## BISHOP TRIBAL EMPLOYMENT RIGHTS COMMISSION

50 TU SU LANE BISHOP, CA 93514 PHONE 760-873-7893 FAX 760-873-3982

**Gary A. Bacock, TERO Manager**  
**Wasuyaa (Susie) West, TERO Office Coordinator**

### **TERO DEPARTMENT/TERO COMMISSION FOUNDATION DOCUMENTS Approved 3/9/16**

**Mission Statement; TERO Commission; Employees; Organization Chart; and Strategic Plan/Action Plan (1 year/3 year).**

#### ***TERO MISSION STATEMENT***

*The mission of TERO is to assist in and require fair employment practices and set forth Indian Preference requirements of Reservation employers on or near the Bishop Indian Reservation. In addition, TERO is committed to promoting training opportunities and providing job referral services for Tribal members to achieve their highest potential in order to become competent and successful individuals.*

#### **TERO COMMISSION**

Vice-Chair – Heidi Hart (Acting Chair)

Commissioners – Peggy Vega, Thomas Mitchell, & Pat Howard

One Vacancy

#### **List of Employees, Job Titles, and Job Summaries/Job Description**

Gary Bacock, TERO Manager - To manage the TERO operations, working with Tribal Employers and Contractors regarding compliance with the TERO Ordinance, and to respond to the needs of the TERO Commission and the Tribal Administrator. Acts as Compliance Officer to insure that the Contractors and Tribal Employers are following the requirements of the TERO Ordinance, including visiting job sites and reviewing & investigating TERO complaints.

Wasuyaa (Susie) West, TERO Office Coordinator - To coordinate the daily activities inside the TERO office, including overseeing Office activities, such as maintaining

all of the records of the office, as well as coordinating & facilitating training programs.

Kayla Stone, TERO Office Assistant – Assisting staff with basic clerical and office work, including receptionist assistance, filing, contacting clients, preparing TERO referrals, and assisting in our training efforts.

### TERO Organizational Chart



### TERO Strategic Plan One Year/Three year Plan

#### Goals and Objectives for 2016

#### On-Going TERO Goals/Activities

1. Goal: Compliance Review/Processing/Modifications
  - a. Objective: As TERO complaints are brought to the TERO Office, staff will methodically review and process the complaints in a timely manner.
  - b. Objective: If processing a complaint brings out deficiencies in the process or at that employer, staff will recommend changes to the TERO Commission/Tribal Council for improvements.
  - c. Objective: Staff will initially make changes to processes and documents and submit to the Commission/Council for approval and implementation.
2. Goal: Tribal Employer Reporting Improvements.

- a. Objective: Work with Tribal Employers to submit timely monthly reports on employment issues (recruitment, hiring, transfers, & promotions).
  - b. Objective: Improve the current reporting system and format to assist employers with completing the documents.
3. Goal: Compliance Review/Processing/Modifications
- a. Objective: As TERO complaints are brought to the TERO Office, staff will methodically review and process the complaints in a timely manner.
  - b. Objective: If processing a complaint brings out deficiencies in the process or at that employer, staff will recommend changes to the TERO Commission/Tribal Council for improvements.
  - c. Objective: Staff will initially make changes to processes and documents
4. Goal: Develop, conduct, and facilitate training programs for clients.
- a. Objective: Sponsorship of Training – Flagging, First Aid CPR, basic carpentry, roofing, concrete and other trainings to assist our client base.
  - b. Objective: Facilitate Specialized training such as Business Development Workshops to assist people with entrepreneur aspirations.
  - c. Objective: Facilitate safety training, such as those conducted by FEMA (Federal Emergency Management Agency) and OSHA (Occupational Safety & Health Agency).
  - d. Objective: Collaborate with GRID and Environment Management Office to train and install solar energy equipment on Tribal homes.
  - e. Objective: Develop plans to work with Tribal Employers to collaborate on training programs to develop future tribal employees, such as sponsoring people to take P.O.S.T. and other law enforcement programs to assist in hiring Police Officers.
  - f. Objective: As new training topics are desired, establish added training as requested.
5. Goal: Review and update the TERO data bank.
- a. Objective: Continue to work with clients to update their job skills on their applications.

- b. Objective: Fully install, update, convert files, and operate the new People Data System software for more efficient control of client information.
- c. Objective: Modify the Application to including special Safety and Emergency Preparedness training and Certifications to be able to call out TERO bank clients in major emergencies.

### **Additional Goals and Objectives – 2016**

1. Goal: Develop and complete a One Year/Three Year TERO Strategic Plan.
  - a. Objective: Staff will develop a working draft based on current known goals and objectives.
  - b. Objective: Meet with the TERO Commission to refine the plan goals and objectives. This will include list this year's goals and objectives.
  - c. Objective: Meet with the TERO Commission to refine the plan goals and objectives for year two.
  - d. Objective: Meet with the TERO Commission to refine the plan goals and objectives for year three. Once completed, the full package will be submitted to Administration and Tribal Council for final approval.
2. Goal: Compliance Plan Agreement (CPA) Processing and Revisions
  - a. Objective: Process CPA's submitted by Contractors and Subcontractors in an efficient and effective manner.
  - b. Objective: Modify the current form from 2014 to be updated and consolidated to be easy to complete by the contractors and subcontractors.
  - c. Objective: Work with contractors and subcontractors to identify and provide for as many Qualified Indian Applicants as possible for their work on Tribal Trust Land.
3. Goal: Coordinate regular meetings with Tribal Human Resource Departments to provide a forum for TERO Compliance discussions and other employment processing improvements.
  - a. Objective: TERO staff will coordinate the regular meetings with HR's, including scheduling meetings, preparing agendas, and soliciting input for common concerns.

- b. Objective: Provide regular information to Tribal Employers regarding daily compliance concerns and jointly work on ways to improve processes and compliance.
  - c. Objective: In a regular forum, work on common subjects to improve employee relations.
  - d. Objective: Provide training to HR representatives and hiring Managers to gain awareness of TERO requirements.
  - e. Objective: Provide Tribal Employers with TERO information & resources to be part of their employee orientations or periodic employee meetings.
4. Goal: Plan and develop a structure to serve as a full scale TERO training facility.
- a. Objective: Determine and plan for funding of the facility.
  - b. Objective: Develop conceptual plans for meeting the current and future needs of the Tribe, including any sample floorplan and potential uses.
  - c. Objective: Develop partners for cost sharing of the facilities.
5. Goal: Review and revision of TERO By-Laws.
- a. Objective: Work with Legal consultant to make appropriate adjustments to the old TERO By-Laws.
  - b. Objective: Work with the TERO Commission to refine the various sections of the document and make a document for final review.
  - c. Objective: Once a final recommended document is available, jointly with the TERO Commission present to the Tribal Council for approval.
6. Goal: Review and revision of 2012 TERO Ordinance.
- a. Objective: Work with Legal consultant to make appropriate adjustments to the current TERO Ordinance.
  - b. Objective: Work with the TERO Commission to refine the various sections of the document and make a document for final review.
  - c. Objective: Once a final recommended document is available, jointly with the TERO Commission present to the Tribal Council for approval.
  - d. Objective: Staff will initially make changes to processes and documents and submit.

7. Goal: Develop an Indian Preference Plan Compliance Plan for all Tribal Employers.
  - a. Objective: This will be similar to the Compliance Plan Agreement, to set minimum standards for Indian Preference in Hiring/Promotions/Transfers.
  - b. Objective: As the document is completed, gain approval from the TERO Commission and Tribal Council.
  - c. Objective: As the document is official, work with all Tribal Employers to review and submit their plan.
  - d. Objective: Use this jointly agreed document to evaluate employer compliance and to recommend corrections or adjustments.
8. Goal: Participate in the 2016 Education Summit.
  - a. Objective: Participate in the Education Summit Committee process to assist as a member of the collaborative team.
  - b. Objective: Prepare and make a presentation at the Summit about various aspects of employment, including job readiness, obtaining jobs, staying on the job, and moving on from a job.
  - c. Objective: Provide positive information about employment issues and assist in the summit to provide take home materials and accessories.
  - d. Objective: Take this information and use it on the TERO website and air it on a regular basis on the Tribe's new Radio Station during the TERO Time Radio Program.
9. Goal: Update the Tribe's Prevailing Wage Ordinance.
  - a. Objective: Collaborate with the Community Development Department to review and recommend an updated Tribal Prevailing Wage document.
  - b. Objective: Research and develop recommendations for implementation.
10. Goal: Develop Standard Operating Procedures for the TERO Department.
  - a. Objective: Work on various processes to document in writing the way items are handled in the department. This will be set-up and developed over two calendar years (see 2017 Goals).
  - b. Objective: As the parts are assembled into a document, have it available for future staff orientation and training.

11. Goal: Develop a comprehensive TERO Awareness Program.

- a. Objective: Website – Continually review and update the website to be a useful tool for assisting clients and providing information to others. This will include training opportunities and various employment tips and suggestions (resume/job application information, interviewing skills, etc.,...)
- b. Objective: Tribal Radio Station – Develop a TERO Time Radio Program to continue to spread awareness of TERO resources, and to play music to make the program interesting. This will include training opportunities and various employment tips and suggestions (resume/job application information, interviewing skills, etc.,...)
- c. Objective: Facebook – Develop a TERO Facebook account to provide for an interactive process to spread TERO awareness. This will include training opportunities and various employment tips and suggestions (resume/job application information, interviewing skills, etc.,...)
- d. Objective: TERO Annual Meeting – Develop topics and conduct the annual TERO outreach meeting.

12. Goal: Develop, conduct, and facilitate training programs for clients.

- a. Objective: Facilitate safety training, such as those conducted by FEMA (Federal Emergency Management Agency) and OSHA (Occupational Safety & Health Agency).
- b. Objective: Develop plans to work with Tribal Employers to collaborate on training programs to develop future tribal employees, such as sponsoring people to take P.O.S.T. and other law enforcement programs to assist in hiring Police Officers.

**Goals and Objectives for 2017**

1. Goal: Develop and implement a Workforce Protection Act (WPA)

- a. Objective: Working with the Center for Tribal Employment Rights, gather samples of other Tribes to develop an ordinance for the Tribe. This will be developed in 2017 and 2018.
- b. Objective: Work with the TERO Commission/Tribal Council for refinements and final approvals.

2. Goal: Continue to coordinate regular meetings with Tribal Human Resource Departments to provide a forum for TERO Compliance discussions and other employment processing improvements.
  - a. Objective: TERO staff will coordinate the regular meetings with HR's, including scheduling meetings, preparing agendas, and soliciting input for common concerns.
  - b. Objective: Provide regular information to Tribal Employers regarding daily compliance concerns and jointly work on ways to improve compliance.
  - c. Objective: In a regular forum, work on common subjects to improve employee relations.
3. Goal: Develop Standard Operating Procedures for the TERO Department (Yr. 2).
  - a. Objective: Work on various processes to document in writing the way items are handled in the department. This will be set-up and developed over two calendar years.
  - b. Objective: As the parts are assembled into a document, have it available for future staff orientation and training.
4. Goal: Develop, conduct, and facilitate training programs for clients.
  - a. Objective: Sponsorship of Training – Search out new partners to provide training dollars to assist our client base.
  - b. Objective: Facilitate specialized training such as assisting a Tribal Employer with specific on the job training or unique training certificates.
  - c. Objective: Facilitate safety training, such as those conducted by FEMA (Federal Emergency Management Agency) and OSHA (Occupational Safety & Health Agency).
  - d. Objective: Collaborate with other Tribal Departments or Tribal Employers to address identified needs.
  - e. Objective: As new training topics are desired, establish added training as requested.

### **Goals and Objectives for 2018**

1. Goal: Complete the comprehensive TERO Training Center



- a. Objective: As TERO funding is authorized, finalize the build to conduct various forms of training.
  - b. Objective: Operate the Center to open the Center up for uses by others, including a establishing a reasonable rental/use agreement to offset the cost of operating the building.
2. Goal: Develop and implement a Tribal Occupational, Safety, and Health Act (TOSHA).
- a. Objective: Working with the Center for Tribal Employment Rights, gather samples of other Tribes to develop an ordinance for the Tribe.
  - b. Objective: Work with the TERO Commission/Tribal Council for refinements.
  - c. Objective:
3. Goal: Develop and implement a Workforce Protection Act (WPA) (Yr.2)
- a. Objective: Working with the Center for Tribal Employment Rights, gather samples of other Tribes to develop an ordinance for the Tribe. This will be developed in 2017 and 2018.
  - b. Objective: Work with the TERO Commission/Tribal Council for refinements and approval.