



Tribal Employment Rights Office

**June 2018
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TERO NEWS

TRIBAL ELDERS SURVEY- TERO TRAININGS

TERO will be mailing out a Survey to all our Tribal Elders that reside on the Bishop Paiute Reservation.

The reason for this survey is for TERO to see what Tribal Elder homes are in need of minor repairs such as flooring, roof repairs, painting, concrete, etc. The reason for this is because TERO would like to provide our construction trainings on homes instead of utilizing mockups. This way we can help our TERO clients gain skills needed for employment in the construction field and our Tribal Elders will receive improvements on their home free of cost.

How this works: TERO will have a certified Contractor that will train 5-7 TERO workers at your home, depending on the training it may take 1-4 days of training. TERO will cover the cost for these trainings; however, Elders will be limited on home improvements as it will depend on the cost and materials that will be needed.

If you are a Tribal Elder and you are interested, then please submit a survey to the Tribal Office located at 52 Tu Su Lane. If you would like for a TERO staff member to come by and pick up the survey then please call the TERO Office at (760) 873-7893 and we will be more than happy to pick up the survey for you. If you did not receive a survey in the mail then please contact the TERO Office and we can bring one to you or you may pick up a survey at the Tribal Office.

The deadline for the surveys to be turned in has been extended to July 16, 2018. Surveys will be reviewed by July 20, 2018.

Inside this issue

- TERO Commission 2
- TERO Staff 3
- TERO Office 4
- Referrals (statistics) 5
- Training Pictures 6-7
- Upcoming Trainings 8-9
- 2018 Projects 10
- TERO Success Stories 11

Special points of interest

- **TERO Trainings**
- **Tribal Elder Survey**
- **Upcoming Projects**

TERO Staff

TERO Manager
WaSuYaa "Susie" West

TERO Office Coordinator
Kayla Stone

TERO Compliance Officer
William Falck

Website:
BishopTERO.com

TERO Office #:
760-873-7893





TERO COMMISSION

The TERO Commission is composed of five Bishop Tribal Members , as appointed by the Tribal Council.

Thomas Gustie, TERO Chairman

“My Name is Thomas Gustie III, I am the Chairperson for the TERO Commission, I was appointed to the TERO Commission board at the beginning of 2018. I am also an employee of the Tribes Environmental Management Office, for 14 years. I have prior experience with the TERO Commission from 2009 to 2015 so I have seen what this department can do for our community and just like the Environmental side of things I have grown a passion for equal opportunities for our Tribal members and their families. I chose to be on this commission to help our community understand their rights as an employee, build collaborations with outside entities and to give our people the information and training so they can get jobs and achieve careers.

Emma Williams, TERO Vice Chairperson

Manahuu! My name is Emma Williams and I am the daughter of Earleen Hess-Williams and the late Jack Williams, Sr. The beginning of this year I had the honor of being selected by the Bishop Paiute Tribal Council to serve on the TERO Commission. As a tribal member I deeply believe in the TERO Ordinance and the principals and federal law that it's based upon. Often times there are people who may not understand how empowering TERO is for a tribe. To be able to give preference to your Native people is a standard that no other business, state or federal government can duplicate and Tribe's alone have this privilege. TERO exemplifies Tribal sovereignty and strengthens a Tribe when they support and enforce tribal laws like TERO. In 1992 the late Alan Spoonhunter was instrumental in bringing TERO to the Bishop Paiute Tribe and now the Bishop Paiute Tribe's TERO Office is a model for most TERO organizations and tribes throughout the country. I had the privilege of speaking with Alan when I was TERO Secretary in the early 2000's and will never forget his vision or guidance for the TERO Office. I am truly honored and humbled to be your TERO Commissioner and I hope to serve the Tribal Community in this capacity to the best of my ability.

Clarissa Mashburn, TERO Secretary/Treasurer

Hello my name is Clarissa Mashburn. I am the daughter of the late Ruth Dewey-Cypher and granddaughter of the late Emily and Clifford Dewey. I am proud to be on the TERO commission, this year my term is up. I want to help my people and I feel this is a way to help them. Thank you for allowing me to serve on this commission for you.

Alan Williams, TERO Commissioner

I applied for a TERO commission position simply because I want to make a difference for Tribal members who have had or are having negative employment experiences here on the reservation. So as a TERO Commission, we are making sure that our Tribal Employers have a good understanding of TERO policy and procedures which will help prevent issues in the future for our Tribal Members.

There is a vacant position for a TERO Commission member. If interested, please complete a letter of intent at the Tribal Office, located at 52 Tu Su Lane.



TERO Staff

TERO Manager

My name is WaSuYaa West and I am the daughter of Ernestine and Frank West. I am a proud Bishop Paiute Tribal Member and I have been employed with the Bishop Paiute Tribe in the TERO department for almost 12 years. I was hired as a temporary Office Assistant for TERO in August of 2006, I then was promoted to the TERO Office Coordinator for several years and now I am the TERO Manager as of March 2017. Over the years I have coordinated several trainings for our Tribal Members/TERO Clients to help them gain skills needed for employment and now that I am the TERO Manager I continue to coordinate trainings as well as managing the TERO operations and I also ensure that Tribal Employers and Contractors are following the requirements of the TERO Ordinance. I really enjoy my job because it allows me to help our Tribal Members and the Native Community not only with employment but many other services that we provide as well.

TERO Office Coordinator

Manahuu all, my name is Kayla Stone, I'm twenty- six years old, Bishop Paiute Tribal Member and proud momma of two wonderful/silly kids. I'm the TERO Office Coordinator for the Bishop Paiute Tribe. I was hired in February 2015 as a temporary Office Assistant and moved up to interim Office Coordinator on and off 2016-2017 and this year promoted to permanent full time Office Coordinator. I love my job, it brings me such joy and pride to help my fellow tribal members and other Native Americans; well everyone actually. My main duties here in the TERO Office consist of assisting with trainings for clients/community, maintaining the Job Skills Bank as well as referring clients, and the overall flow and organization of the office. I have gained so much knowledge of TERO and the community over the past few years. So, come on into the office and let me help you.

Respectfully,
Kayla R. Stone

TERO Compliance Officer

Manahuu Bishop Tribal Community, my name is William Falck. I am the TERO Compliance Officer for the Bishop Paiute Tribes TERO department. I have been working in this position since April of 2017. Working for the community with businesses and contractors, to insure TERO ordinances are being followed. Also to help provide jobs for Tribal Members. In the last year, I have enjoyed working with our community to make sure there will be ample jobs in the future.

TERO Office

The TERO Office is now located at 52 Tu Su Lane (former Toiyabe building). TERO office hours are 8:00 am to 5:00 pm.

If you are seeking employment opportunities then please stop by the TERO office to complete a TERO application and you will be added into the TERO Job Skills Bank.

When submitting a TERO Application we will now be requiring all applicants to attend a intake meeting with Kayla Stone, TERO Office Coordinator. This intake meeting will better assist the TERO staff on what skills you maintain and/or what skills are needed for employment, and to discuss what barriers you may have that prevent you from employment , if any.

You can also find a bulletin board with all the current jobs posted on it in our office. This bulletin board is constantly updated as new jobs are advertised. You are welcome to come in during office hours to look at the jobs or you can call us to find out what jobs are available.

TERO ASSISTANCE

TERO provides assistance for Bishop Tribal members with work boots, tools, gas vouchers or work clothes for new employment. For more information, please contact the TERO Office.



Application Assistance:

On Tuesday and Thursday from 9:00am to 11:00am TERO staff will assist clients with cover letters, resumes and applications. If you need help then please stop in at these times. If you cannot make it at the time above then please set up an appointment and TERO staff will assist you.

TERO Computer Workstation:

If you need to use a computer to search for jobs, apply for jobs and to develop a resume/cover letter, then come use the TERO Computers that are available during our office hours.



What are TERO Job Referrals?

Job Referrals are when TERO refers clients from the Job Skills bank to temporary positions on and off the reservation.

So far this year the TERO Office had approximately twenty-eight “Temp Requests” from employers that were seeking to utilize TERO workers, the jobs varies from Laborer to Clerical and anything in-between. (Please refer to chart below)

We are proud to say that the Bishop Paiute Tribe makes a significant impact with utilizing TERO workers.

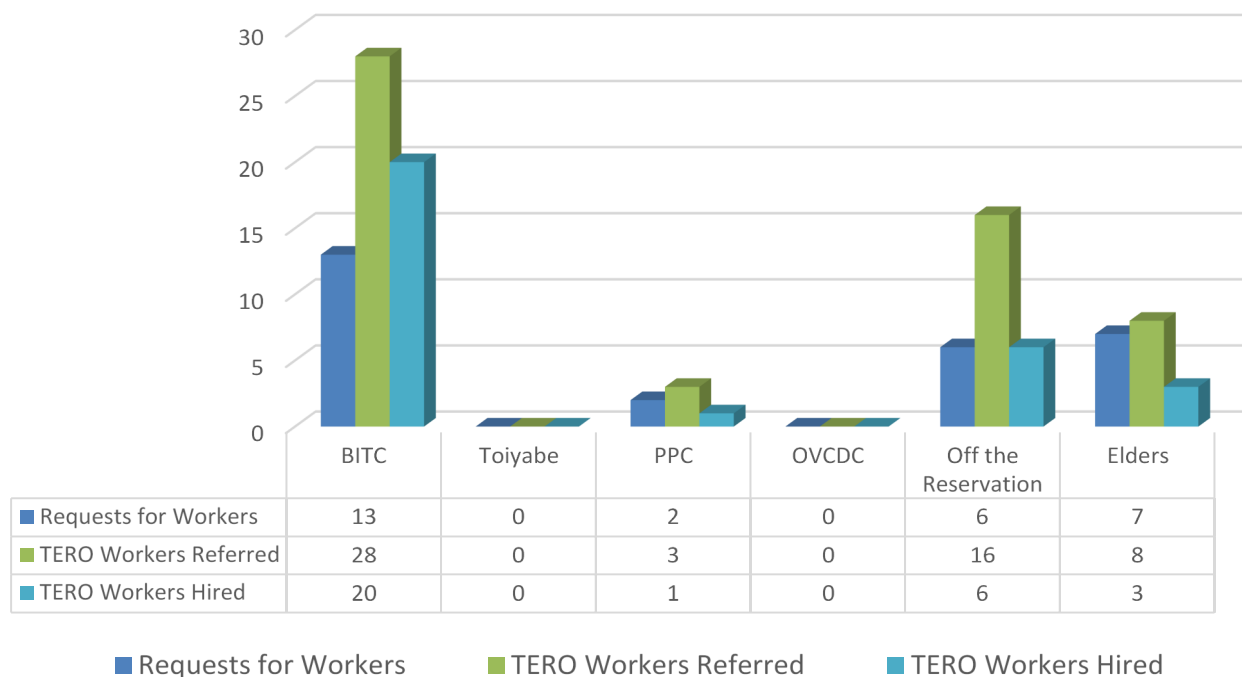
TERO staff will also contact clients if there is a permanent position advertised in the Community and the client has those qualifications or skills. However, it is the responsibility of the client to go and apply for these permanent positions when notified. If assistance is needed to help complete the application then TERO staff will assist the client.

TERO Referral Process:

- ⇒ An employer will request to hire a temporary TERO Worker/s and on the “Request to Hire” form they will list the skills needed for this temp job.
- ⇒ A TERO Representative then contacts those active TERO workers from the Job Skills Bank with the skill set needed, we may have 1 or 5 clients with this skill; please keep in mind we refer out by the Tribal Tier.
- ⇒ Once TERO has received confirmation on TERO workers availability then a list is composed and emailed to the employer along with their TERO Application.
- ⇒ Hiring is left to the employer as TERO only refers and does not hire; TERO will be notified of whom is selected for hire and if a background etc. needs to be submitted for further hiring procedures.

TERO maintains a record of whom is referred out and the outcomes of those referrals.

January - April 2018 TERO Referrals



TERO TRAININGS



Flagging training



Flagging training



Robert Rules of Order Workshop



Defensive Driving Workshop

TERO Trainings



Caregiving Training



QuickBooks Workshop



HEAVY EQUIPMENT TRAINING

I would like to start with a big huge thanks to Susie West and Kayla Stone for all your hard work in putting together the equipment operator training. It was very well organized and very thorough instructions on what was to be expected from the students. The equipment operator training has given me some must needed instruction on operating equipment. The training has given me some back-ground that I can us to try and further my career in my present job. It also gives me the background that I can use on my interview to try and become an equip-ment operator. The equipment operator training gave me some experience oper-ating some thumb attachment on the backhoe. The very next day at work I got to use a thumb attachment on a excavator to tear down a house. The TERO training was such a big help to me. Thank you TERO for all your hard work. I look forward to some other trainings here in the near future.

Thank You
Kelly Stone

TRIBAL EMPLOYMENT RIGHTS OFFICE



FLAGGING TRAINING



July 13, 2018

at the

Paiute Shoshone Cultural Center

2300 West Line Street, Bishop

8:00 a.m. to 5:00 p.m.

(Lunch on your own 12pm to 1pm)

Cost: \$85.00 per person

TERO recommends this Flagging training for those that are interested in flagging for the upcoming projects. A Flaggers card will be required for all flagging work.

This workshop is free for Bishop Paiute Tribal Members, please register with TERO and complete a scholarship form to attend this workshop.

If interested then you **MUST** complete a registration form with the TERO Office located at 52 Tu Su Lane.

Register by July 9, 2018

Manager/Supervisor Training

Manager Training

August 8, 2018

8:00 am to 5:00 pm

Supervisor Training

August 9, 2018

8:00 am to 5:00 pm

These workshops will be located in the
Bishop Paiute Tribal Chambers at 50 Tu Su Lane

Whether you are an existing or new manager/supervisor, if you want to become more effective and achieve more, and you want to quickly improve your management/supervisory capabilities, then this is a workshop for you.

You must register with TERO to participate in these trainings.

If you have any questions, please contact Kayla Stone or Susie West at the TERO Office (760)873-7893.

Professional Secretary & Administrative Assistant Boot Camp

July 25, 2018

(Deadline July 13, 2018)

8am– 5pm

(Lunch on your own from noon–1pm)

Tribal Chambers

(50 Tu Su Lane, Bishop CA)

\$30 per person

You MUST complete a registration form with the TERO office to attend this workshop.



The purpose of this one day training is to enhance the participants strength in motivational skills for professional development. Participants will learn hands- on skills to use in communication, good telephone etiquette, how to deal with difficult customers/clients and having a good attitude in service in the native community. Please contact TERO for outline topics.

If interested, contact Kayla Stone or Susie West at the TERO Office (760)873-7893.

This workshop is free for Bishop Paiute Tribal Members, please register with TERO and complete a scholarship form to attend this workshop.

Bishop Paiute Tribal Employment Rights Office

The Bishop Paiute TERO Office is seeking **local trainers** to provide training for our local Tribal community.

We prefer someone who has successfully completed an official apprenticeship program in the following trades:

- Carpentry
- Drywall
- Concrete
- Framing
- Painting
- Stucco
- Roofing
- Electrical
- Plumbing

For more information please contact Susie West, TERO Manager at (760)873-7893 or email susie.west@bishoppaiute.org.

2018 Construction Projects

This year an MOU was approved by Tribal Council for Caltrans to conduct work on our Bishop Paiute Reservation for the following projects:

CALTRANS PROJECTS

Ed Powers Thin Blanket

Description: On US 395 from Barlow Lane to Sawmill Road. Project will add a 0.10 inch layer of dense graded hot mix asphalt over existing travel lanes and shoulders to extend pavement life. All work will be done in previously disturbed areas.

Estimated Construction Date: August/September 2018

Contractor: Qualcon

South See Vee Signal

Description: A signal light will be installed at SR 168 (Line Street) at the southern intersections with See Vee Lane. Construct signalized intersection.

Estimated Construction Date: September 2018

Contractor: Pending

If you have interest in being referred out for the above projects then please come into the TERO Office to complete a TERO Job Skills Application.

Potential positions to be filled are:

Flaggers

Laborers

Pavers



The Contractors for these projects will require flaggers to maintain a certified flaggers card if selected for the position. TERO is having a flaggers training on July 13th, must register with TERO by the deadline, refer to page 8.

Success Stories

TERO helped me attain a job when I moved back to the Owen's Valley in the Fiscal Office. For me, the fiscal office has been a good fit for the last 3 years. I have been able to advance my accounting skills, job position and use my business degree. I would advise job seekers to take advantage of the services TERO offers.

-Ana Howard

Hi, my name is Alita Stone and I am Fiscal Receptionist for the Bishop Paiute Tribe. I started this job as a temp and am now permanent, thanks to TERO.

I was always going down the wrong path then realized that I did not want to live that life anymore, so I turned my life around. TERO was there to refer me to the Bishop Paiute Tribe as a Temp for Admin Receptionist. That ended, so I updated my app and kept checking in for upcoming jobs.

TERO then referred me to the Bishop Paiute Tribe again for another Temp job, but in the Fiscal department. From there I worked and now I am Permanent Fiscal Receptionist for the Bishop Paiute Tribe.

Me being a single mother of four is not easy, TERO and all they have done for me has made it a lot easier. In the past they have paid for me to get my license, and buying my clothing for my previous jobs. I am very grateful for TERO and all they assist with and the help they give.

Thank You

Alita Stone

Manahuu All,

My name is Erica Williams, I am currently the Administrative Assistant at the Bishop Indian Education Center. I was originally assigned this position as a Temp. through the Bishop Paiute TERO office. They helped me to purchase the items needed for the position such as dress attire, also with resume and various Microsoft workshops. As of now I will be going on two years come October, I am a full-time working single mother with three amazing boys. I am finally self-sufficient and able to provide a better future for my little ones, and attending school online. If it wasn't for the great opportunities TERO provides in trainings/workshops/job placement to help people gain experience, I wouldn't be where I am today and I am so thankful.

Sincerely,

Erica Williams



Tribal Employment Rights Office

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PLEASE
PLACE
STAMP
HERE

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