

Missty Slater Time Audit: 12/20

Date	Time
11/30/25	1:45-2:00
	75 minutes total
12/1/25	7:20-8:45
	8:45-9:05
	9:05-9:50
	9:50-10:00
	10:00-11:00
	11:00-11:45
	11:45-11:55
	11:55-1:55
	1:55-2:30
	2:30-3:00
	3:00-4:35
	5:15-5:35
	5:35-5:45
	5:45-6:00
	6:00-6:35
	6:35-6:45
12/2/25	8:40-9:00
	9:00-11:00
	11:00-12:10
	12:35-1:00
	1:00-1:25
	1:25-1:45
	1:45-2:00
	2:00-4:52
	4:52-4:57
	5:32-6:55

Date	Time
12/3/25	8:10-9:00
	9:00-12:23
	12:23-12:45
	12:45-12:53
	12:53-1:30
	1:30-1:55
	1:55-2:50
	2:50-2:55
	2:55-3:25
	3:25-4:00
	4:00-4:05
	4:05-4:21
	4:21-4:30
	4:30-4:40
	4:40-4:45
	4:45-4:55
	5:30-5:40
	7:35-7:40
12/4/25	8:15-9:00
	9:00-10:15
	10:15-11:00
	11:00-11:25
	11:25-12:10
	12:10-12:25
	12:25-1:25
	1:25-1:36
	1:36-1:44
	1:44-153
	1:53-3:10
	3:10-5:20

Date	Time
	5:20-5:40
	5:47-6:14
	7:27-8:44
12/5/25	8:15-9:02
	9:02-9:24
	9:24-9:51
	9:51-10:00
	10:00-12:03
	12:03-12:45
	12:45-1:00
	1:00-1:30
	1:30-2:00
	2:00-3:00
	3:00-4:30
	4:35-4:45
12/7/25	55 minutes total
12/8/25	8:05-9:31
	9:31-10:00
	10:00-11:47
	11:47-12:30
	12:30-12:55
	12:55-1:35
	1:35-2:10
	2:10-3:20
	3:20-4:30
	4:55-5:20

Date	Time
12/9/25	7:00-7:47
	7:47-7:50
	8:10-8:30
	8:30-9:30
	9:30-10:00
	10:00-10:30
	10:30-12:00
	12:00-12:47
	12:47-1:00
	1:00-2:00
	2:00-2:30
	2:30-3:30
	3:30-4:40
	20 minutes total
12/10/25	8:05-8:30
	8:30-9:00
	9:00-10:17
	10:17-10:45
	10:45-12:15
	12:15-1:00
	1:00-2:15
	2:15-4:30
	4:30-5:50
	6:00-7:30
	7:30-7:45

Date	Time
11-Dec	8:00-10:00
	10:00-10:30
	10:30-10:59
	11-11:15
	11:20-12:05:
	12:05-12:17
	12:17-12:59
	12:59
	1:14-1:24
	1:24-1:45
	1:45-2:20
	2:20-2:40
	2:45-3:00
	3:00-3:20
	3:20-4:20
	4:20-4:40
	4:40-6:00
	6:45-7:20
12/12/25	8:15-9:50
	9:50-10:15
	10:15-10:40
	10:40-11:15
	11:15-12:00
	12:00-1:00
	1:00-1:55
	1:55-2:08

Date	Time
	2:08-2:20
	2:20-3:35
	3:35-4:00
	4:30-4:45

Activity

Responded to requests for information on funeral leave and funeral assistance

Continually monitored National Weather Service and FEMA announcements on weather disruptions and text EC members and other staff about weather closures

Checked and responded to emails and created a time audit template

drafted annual leave rollover resolution

checked emails including editing contact documents, cybersecurity reviews, agenda items for the EC meeting, and approving and sending meeting invitations

prep and review of materials for Nuweh credit application process meeting

meeting with Nuweh on credit application processes

reviewed to do list, shared EC meeting supporting documents and started updates and feedback on HR policies

reviewed old GC meeting agendas to share in creation of Jan GC meeting

redlined the HR policies and procedure manual

Phone call with Tony to review EC agenda items, supporting documents, minutes, and GC agenda next steps

redlined the HR policies and procedure manual

Phone call with tribal citizen to discuss GC priorities and answer questions on financials

redlined the HR policies and procedure manual

HR and hiring follow up for 3 job positions

redlined the HR policies and procedure manual

Reviewed survey form and responded to emails with grant plans and timelines.

Cleaned up and shared time audit template with EC via email

Checked in with 3 staff people

Replied to emails, worked on updating an inaccurate contract before signature,

Meeting with staff person about confidential personal issues

Conversation about future of GS3

Discussion with Jolene about wage letter, and purchase requests

Conversation with a visitor about handling of native american remains

quickly cleaned the EC chambers

Annual budget preparation meeting with EC

Followup with EC members about outstanding issues

Phone calls to discuss bonding of GSPS, GC meeting schedule and prepping of materials for GC

Activity

Reviewed and prepared materials and information for the EC meeting.

EC meeting

discussion on staffing tribal businesses and Board authorities

GC meeting prep with Election Board

Discussing wage letters with Jolene and job postings

HR followup on postings, wages, and HR processes

Checking and sending emails, discussion with Robert on budget planning processes for department clean ups, review payables, review Casino customer counts by hour, signing official EC minutes and resolutions

EC meeting

met with EC members to discuss next steps on multiple government projects and sending follow up emails to staff

staff discussion on illness, discussion with employees supervisor, discussion of Fire Department budget with staff

Tribal ID questions with Corinna

Review and approve a data plan for a CPRGI grant

Discuss PRs with Joni and late PR's with Robert

Call with Heidi to discuss contract status of vendors

KOBD and NTIA grant followup for Mike and Reggie

Time audit update

Scheduling a meeting with a tribal citizen and discussing her priority

sent budget template to James

Quick catch ups with a few staff before meeting with Jolene on personnel issues

meeting with Tobin and Jolene and livestream and recording of EC meetings

Discussion with staff and EC on staff issues

Meeting with James and Doug on invoices

Meeting with James on Farm next steps and vision for the farm

Shared plan and guidance on revision of invoices for farm sales

Meeting with Doug on vision for sales

Sanitation and water budget discussion with James

responding to emails

discussion with Michelle about solar planning and meeting with EC

Meeting with community member to discuss long term vision for the Tribe and their experiences

WCHC Board meeting

Activity

Discussion on wage scales, fixing an error, and addressing FLSA ambiguity and applicability

Call to discuss cyber security needs

Review of other tribal codes to prepare for banishment

Spoke with Jimmy about bee farm expenses and business negotiation advice

Discussion on christmas community events

Discuss sensitive personnel issue with James

Checking emails and responding

Food System actionplanning and codes

Discussion with staff person on invoices and chickens

Discussion with Jolene on her tasks and followup needed

Discussion with staff person about personnel questions

Fire Department budget presentation

Manifest Creative contract proposal discussion and next steps

Reviewed emails, sent emails to lawyers on water issue, FOI form to tony, budget review with James, HR policy updates with Adele

Time audit update

Worked on a headshot and photo edits to send to the Housing Authoirty for artwork printing. (This was due to no photos being taken by the Tribe at the swearing in ceremony so photos had to be taken by myself on a weekend to make up for the lack of photos.)

Reviewed and cleaned inbox, repounded to emails

Updated Banishment code for ITKN

Met with foundation to discuss funding opportunities with the Tribe and then discussed bonding and FTZ issues with David

Call with Jolene to discuss personnel issues

Draft emails and texts for businesses, and PBPN LLC announcement

start of lunch hour

Banishment policy drafting, and started review of BGC Non profit documents

emails on profit allocation plan updatas for posting, quickly moved on to banishment policy edits, and multitasked to also prepare interview plans for Law enforcement, EPA, Comms, and HR.

Flex time needed for family (additional hours will be worked later)

Reviewed emails, emailed lawyers over water rights, determined status of vendor payment

Activity

reviewed about 30 emails, completed grant review for State emailed Jancita with questions, and attempted credit application with City Electric, and followed up on vendor contract for Gilbraco

Time audit update

pulled together materials and space to start Farm team meeting

Farm team meeting

Discussion on housing solar project, private land ownership, and ICDBG grant application

Cintas contract review

ICDBG grant application review, operations and management plan

Discussion with Jolene on staffing, communication, and next steps for hiring and personnel decisions

Lunch

General fund budget review

Weekly call with Keith on solar project planning

Call with potential FTZ operations partner

Finalized budget and reviewed next steps

responded to texts and messages from citizens and the lobbyist throughout the night

Responded to emails

Pulled up documents and reviewed documents prior to EC meeting

EC meeting

signatures of resolutions, purchase requisitions, and documents

spoke with bee farm about e-commerce sales tax, budget next steps, needs for THPO transition

lunch

Discussion with farm team on 1,3, and 5 year planning and financial planning potential processes

Phone calls with 4 citizens about land management, financial management, non-profit strategy, land back, and business planning

Converstaion with Crystal on minutes, conversation with Jolene on steaffing issue, prepping an email to Nuweh and Grey Snow as a reaction to PBPN contracting issue

Grey Snow Community Information Session attendance

Call with David about meeting follow up required for Grey Snow

Activity

review of federal funding (MAHA regenerative ag, and farmer bridge payments), discussion of personnel issues with two staff, discussion of interview processes for next week
call with Melinda with KU about sending an invoice and invoice content
sendign emails in followup to morning phone calls.
accounting call with Baker tilly and moss adams
Call with Brad about outstanding citizen issues and next steps
Call with Vireo about outstanding prject deadlines
Call about job posting and process improvement
emails on catering RFP
Discussionw ith Scotty on BIA law enforcement site visit
Edits to meeting minutes
Reviewed and edited long term care announcement
finsihed emails on grant announcements to staff that will be responsible for them
Discussion with doug on inventory and sales
Discussion with Northstar on Grandview credit card processing
Met with Jolene on contract reviews and PR processes, then sent some emails
Discussion with Executive Assistant about what she needs for success
Discussion with Troy about time off, what he needs for successs with hydroponics, and his plans for incorporation of culture into the greenhouse
sent email on leave rollover, jolene request for time audit, agenda sharing processes, and time audit prep
Checked emails, called the Court about a court issue, spoke with bee farm about PR and tax issues, spoke with Christina about break time, spoke with Lorrie at PBPN about her technology, emailed legal
Coordinated on scheduling of interviews for open positions, looked into candidates and provided instructions on interview expectations
Disucssion with Scotty on inventory issues and tribal court follow up
reviewed budgets to prepare for budget hearings
completed Gilbraco paperwork, learned about credit card privacy requirements for e-commerce, and completed north paperwork all for Grandview
lunch
call with Heidi to disucss CERNA contracts
Call with James on

Activity

Signed PRs with Lindsey

Traveled to meet with Lori Melchior at PBPN

Met with Lorrie Melchior with PBPN and gave her technology back

time audit, emails for BIA, scheduled meeting with CERNA vendor, and final wrap up of tasks