



*Tribal Secretary
Monthly Report*

March 2014

Submitted by: Ida M. Riggins



**Pit River Tribal Secretary
Monthly Report February 2014
Task/Projects**

Action Items:

1. 2014 Enrollment Applications
2. Dates: DCI America Training Oct 9&10, Thur/Fri or Oct 20&21, Mon/Tues 2014
3. Budget Review March 2014
4. Approve Job Descriptions for the Department: (will hand out at meeting)
5. List of Bad Address in Progeny System FYI (will hand out to each band)
6. Graph Report on Membership Count 2014 FYI
7. Land Report mail out will hand out at meeting.

Tribal Secretary's Meetings for the month of March 2014:

Enrollment Committee Meetings:

March 19, 2014 Attendance: Laura Seal
June Avelar
Lillian Lego
Ida Riggins

Note to Tribal Council regarding time it takes to work on one file with scanning, data entry and review information is correct is about 10 minutes a file.

Progeny Accessed:

Tribal Secretary Accessed:	135 Files	(Average time on files are 3-5 minutes)
PR Tribal Social Services Accessed:	37 Files	
Enrollment Clerk	15 Files	