



# ADMINISTRATION DEPARTMENT

Office: (435) 725-4025 • Fax (435) 722-5072

**CURRENTLY OPEN**

## OVERVIEW

### OUR MISSION

To serve and provide the utmost quality customer service to our Tribal Organization and our Tribal Membership, by practicing and upholding the established policies and procedures of The Ute Indian Tribe.

### OUR GOALS

#### MEMBERSHIP/CUSTOMER COMMITMENT

To provide prompt customer service in the most courteous, consistent, and impartial way to our Tribal Membership.

#### TRIBAL ORGANIZATION

To provide a positive work environment for all Tribal Departments that is built upon accountability, productivity, communication, and teamwork.

### COMMUNITY

To build and preserve our Ute Heritage and Culture by providing our Tribal Departments and Programs with the guidance and resources needed to serve our community and our people.

### OUR STAFF

Kirby Arrive

Ute Indian Tribe Executive Director

Emmett Duncan

Assistant Executive Director

Judith Redfoot

Travel Clerk / Crisis Executive Assistant

Alanna Jim

Administration Secretary

Hillarie Suitt

Administration Admin. Assistant

Kyra Cuthair

Crisis & Medical Membership Assistance

## TRIBAL WORKFORCE UPDATES

- Per a motion passed by Tribal Business Committee on Monday, March 23rd 2020, Administrative Leave has been extended for the Tribal Workforce until further notice (Resolution #20-102). In the same motion, all Tribal Buildings/Complexes are to be closed and a limit of no more than 10 people is to be exercised (Resolution #20-103).
- Per a Memorandum issued by Kirby Arrive on Tuesday, March 24th 2020, Tribal workforce has changed from "essential" to "critical" personnel. PLEASE CONTACT YOUR SUPERVISOR FOR ADDITIONAL INFORMATION AND REGARDING PAYROLL.

## COVID-19

Ute Indian Tribe Emergency Management is monitoring the situation closely, for updates please visit their facebook page at [facebook.com/utetribeemergencymanagement](https://www.facebook.com/utetribeemergencymanagement) or by contacting their office at (435) 725-4901.

Local updates can be found at  
<https://tricityhealth.com/local-covid-19-situational-update/>

State updates can be found at  
<https://coronavirus.utah.gov/>

National updates can be found at  
<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

**\*\*WE ASK YOU TO PLEASE TAKE THE PRECAUTIONARY MEASURES TO PREVENT THE SPREAD OF THIS DISEASE BY PRACTICING ALL ADVISORY'S ISSUED BY TRIBAL, LOCAL, STATE, & NATIONAL HEALTH AGENCIES\*\***