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# INTEROFFICE MEMORANDUM

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**TO:** ALL MILLE LACS BAND EMPLOYEES  
**FROM:** BAABIITAW BOYD, COMMISSIONER OF ADMINISTRATION  
**DATE:** NOVEMBER 2<sup>ND</sup> 2020  
**SUBJECT:** HUMAN RESOURCES OFFICE MOVES TO REMOTE WORK  
**CC:** PETER NAUQUONABE, ASST. COMMISSIONER OF ADMINISTRATION



The Human Resources department has been impacted by Covid-19. In order to take precautions, Human Resources will be working remotely until Friday, November 13<sup>th</sup>, 2020. Human Resources will continue to operate to the best of its ability and we thank you for your patience if you experience any delays.

Incoming mail will be collected from the post office and can be picked up at the Community Development window located at the Government Center on, November 4<sup>th</sup>, 6<sup>th</sup>, 10<sup>th</sup> and 12<sup>th</sup>. Please note, individual departments will have to process and transport all outgoing mail.

**Please see the contact information for Human Resources staff below:**

<b>Nicole Sawyer, Safety Risk Manager</b>	<b>218-838-0087</b>
<b>Erin Stresow, Training and Development Specialist</b>	<b>720-404-1621</b>
<b>Justine Peterson, Employment Coordinator</b>	<b>218-316-9229</b>
<b>Mary Kegg, Benefits Specialist</b>	<b>320-492-1102</b>
<b>Dawn Chosa, Labor Relations Specialist</b>	<b>320-630-1743</b>
<b>Brandi Smith, Human Resource Generalist</b>	<b>218-232-3315</b>

The Facilities department has installed a Bipolar Ionization Filtration System in our HVAC system in the Government Center. They have also added more stringent cleaning procedures throughout government buildings. Again, miigwech to everyone for your patience and flexibility.