

Rachel L. Lyons

7899 W. 6 Mile Road, Brimley, Michigan, 49715 | 906/248-8132 | rlyons@baymills.org

SUMMARY OF QUALIFICATIONS

Very strong written and verbal communication skills, excellent (legal) research capabilities, exceptional ability to create collaborative teams, facilitative leader, problem solver, strong work ethic, pleasant & outgoing personality, analytical, adaptable, dependable. Advanced computer skills, MS Word, Outlook, and Excel.

EDUCATION

EDUCATION SPECIALIST | NORTHERN MICHIGAN UNIVERSITY

- In Progress

MASTER OF PUBLIC ADMINISTRATION | NORTHERN MICHIGAN UNIVERSITY

- Graduated Spring 2019

BACHELOR OF SCIENCE IN LIBERAL STUDIES | LAKE SUPERIOR STATE UNIVERSITY

- Graduated Spring 2015
 - *Minors: Public Administration and Legal Studies*

ASSOCIATE OF SCIENCE IN LEGAL STUDIES | LAKE SUPERIOR STATE UNIVERSITY

- Graduated Spring 2013

EXPERIENCE

TRIBAL MANAGER | BAY MILLS INDIAN COMMUNITY | OCTOBER 2020 – CURRENT SUPERVISOR(S): BRYAN NEWLAND/WHITNEY GRAVELLE, 906/248-8100

- Oversight of numerous departments to manage the governmental functions/services for Bay Mills Indian Community. Some specific departments include Biology, Conservation, Fire Management, Transportation, Land Office, Law Enforcement, Tribal Court, and Health and Human Services.
- Coordination/collaboration amongst various internal departments in addition to external organizations/stakeholders to achieve both short- and long-term objectives.
- Implementation of communication processes to ensure ongoing, positive up-and-down communications throughout the organization and constructive external communication.
- Establish and maintain a professional, trained, and motivated staff of nearly 300. Direct management (supervision, evaluation, goal-setting, etc.) of 28 individuals throughout the governmental sector of the Tribe.
- Strategic planning for the tribal community to include job creation, economic development, access to childcare, housing, utility resources, broadband, alternative energy, etc. Required to identify and acquire funding to assist in achieving these goals.
- Advise tribal leadership and management staff of new approaches, policies, and procedures to effect continual improvements in efficiency and department services performed.
- Principal advisor for the management of numerous departmental budgets including development, compliance assessment, and forecasting for many unique funding sources (federal, state, local, tribal, and non-profit agencies). Direct management of numerous budgets, including grants, contracts, and internal

funds to assure successful completion/compliance of various project goals and objectives. Many of these budgets were in excess of \$1 million annually. Several specific budgets managed include P.L. 93-638 contracts (Housing Improvement Funds, Consolidated Tribal Government Programs, Rights Protection Implementation), BIA-CARES/FRF funds, and various Internal Services programs.

- Administration of complex projects from origination to successful closeout. Lead in composing and/or awarding Request for Proposals/Quotes on both small- and large-scale (\$2.5 million+) projects. Upon award, ongoing management of projects to include construction, infrastructure improvement, recreational development, tribal assessments (planning, feasibility), etc.
- Thorough knowledge of internal policies and procedures, tribal codes, and ordinances, in addition to a firm understanding of various federal and state agency policies.
- Administrator for all procurement within tribal operations; procurement policy adheres to 2 CFR 200.318. Primary purchasing agent for tribal administration; this includes supplies, equipment, travel, and capital expenditures.
- Composition of complex budgets, memorandums, investigations, evaluations, and/or correspondence on a daily basis. Presentation of such to various audiences including executive leadership and community members.

TRIBAL GRANTS COORDINATOR | BAY MILLS INDIAN COMMUNITY | JUNE 2018 – OCTOBER 2020
SUPERVISOR: DUANE BEDELL, 906/248-8100

- Identification and creation of various grant proposals to benefit the Bay Mills Indian Community.
- Coordination and collaboration between various managers, tribal departments, and agencies (local, state, and federal) to identify and address the needs of tribal organization and community.
- Pursue new funding sources and maintain existing grants and contracts.
- Provide guidance to senior management of a tribal organization to determine various strategies and policies.
- Comprehensive research, data gathering, budget preparation (including estimates and justification), and technical writing.
- Ongoing analysis of P.L. 93-638 contracts and departmental budgets to assure compliance.
- Adherence to strict calendaring in order to maintain grant proposal due dates, report deliverables, and submissions.
- Informal supervision of the Victim Services department, which included management of VAWA, FVPSA, and VOCA funds.
- Successfully obtained over \$10 million dollars in new funding for Bay Mills Indian Community.

LEGAL SECRETARY II | CHIPPEWA COUNTY PROSECUTOR'S OFFICE | MARCH 2016 – JUNE 2018
SUPERVISOR(S): DENNIS MCSHANE/JEFFREY MILLER, 906/635-6342

- Maintain all evidence, paperwork, correspondence, notices, orders, etc. using computerized databases.
- Interpretation of state statutes, court procedures, and court of appeals processes.
- Format, edit, retrieve, copy, transmit data, and coordinate case preparation.
- Read, research, review, verify, route, file, and/or draft correspondence/reports/legal documents.
- Maintain attorney calendars.
- Document and input all prisoner and Department of Health and Human Services billable time, prepare invoices and track payment.
- Adherence to strict confidentiality.
- Serve as point person and liaison to the court system, staff, and various agencies for prosecutors.
- Processing of all FOIA requests made to the office.

ICWA/FOSTER CARE WORKER | BAY MILLS INDIAN COMMUNITY | SEPTEMBER 2013 – MARCH 2016
SUPERVISOR: AMY PERRON, 906/248-8303

- Thorough understanding of the Indian Child Welfare Act and assured it was being observed by state agencies.

- Compose and submit numerous documents to the Tribal Court and frequently testified in Tribal Court hearings.
- Work directly with Tribal Prosecutors in preparation for court hearings, as well as case consultation/updates.
- Home studies and background/reference checks for foster home licensing.
- Provision of in-home supportive services and community resource referrals for families.
- Assist in the development of appropriate Social Services protocol when necessary.
- Assist in compiling and submitting quarterly grant statistics and information, as well as projecting budgetary needs of the department.
- Investigation into abuse and neglect referrals for both children and elders.
- Supervision of contractual employees.

COMMITTEES/BOARDS

Chairman, Bay Mills Indian Community Child Welfare Committee, July 2018- November 2019

Chairman, Bay Mills Health Board, November 2019 – October 2020

Councilperson, Bay Mills Executive Council, elected leadership position, November 2019 – November 2021

Member, Bay Mills Community College Board of Regents, November 2019 – November 2021

Member, Bay Mills Housing Board, November 2019 – November 2021

Member, BMIC Green Infrastructure Committee, October 2020 – Current

Member, BMIC Solid Waste Committee, October 2020 – Current

Member, Spirit Stone Trail Committee, October 2020 - Current

Member, BMIC Parks and Recreation Committee, February 2021 – Current

Member, BMIC Comprehensive Planning Committee, April 2022 – Current

Board Member, Brimley Area Schools, elected position, January 2023 – Current

Professional and/or Personal References Available Upon Request