

**TITLE 2 – GOVERNMENT ADMINISTRATION
PART II – DEPARTMENTS; DIVISIONS
CHAPTER 2-24 DEPARTMENT OF SENIOR SERVICES**

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TITLE 2 – GOVERNMENT ADMINISTRATION

PART II – DEPARTMENTS; DIVISIONS

CHAPTER 2-24- DEPARTMENT OF SENIOR SERVICES (also known as the Liogue Senior Center)

Legislative History: The “Department of Senior Services” (also known as the Liogue Senior Center) Ordinance No. 64-22 was enacted by Resolution No. C08-280-22.

SUBCHAPTER A GENERAL PROVISIONS

Section 10 Purpose (2 PYTC §2-24-10)

- (A) The purpose of this chapter is to establish the Department of Senior Services (also known as the Liogue Senior Center) of the Pascua Yaqui Tribe and to provide authorization and guidance for its operation.
- (B) The organizational division to be known as the Department of Senior Services (also known as the Liogue Senior Center) is hereby created as a division of the Executive Branch of the Pascua Yaqui Tribe Government.

Section 20 Short Title; Codification (2 PYTC §2-24-20)

This ordinance shall be known as the “Pascua Yaqui Department of Senior Services Ordinance of 2022.”

Section 30 Establishment (2 PYTC §2-24-30)

- (A) The organizational division to be known as Pascua Yaqui Department of Senior Services (also known as the Liogue Senior Center) is hereby created as a department in the Executive Branch of the Pascua Yaqui Government.
- (B) If any section or part of this Chapter is later determined to be void or unenforceable, the remainder of this Chapter shall nevertheless remain in full force and effect, unless this Chapter, without said void or unenforceable section or part, fails in its purpose.

Section 40 Purpose of Division (2 PYTC §2-24-40)

- (A) The purpose of the Department of Senior Services is to:
 - (1) Provide services to elders 55 years and older the goal of the Department of Senior Services is to improve the quality of life through fostering an environment that is stress free, where elders are treated with dignity and respect.
 - (2) The Liogue Senior Center provides a safe and quality environment that offers specialized nutritional meals, appropriate physical activities, cultural functions, travel excursions and health check-ups that prevent premature

institutionalization, malnutrition, and social isolation. Additionally, the Ligue Senior Center's staff assist clients with establishing needed services and transportation. The wide array of available services improves and maintains the quality of life of all seniors involved in the Ligue Senior Center and Guadalupe senior services.

- (3) Provide or make referrals to appropriate services to assist seniors enrolled in Case Management services.
- (4) Provide services that improve the well-being of the seniors through developing their well-being through nutrition, exercise and socialization, economic support, advocacy, case management, Medicare Awareness, Caregiver Support, Grandparents Raising Grandchildren Support.
- (5) Promote Tribal elder's quality of life through services provided at the Ligue Senior Center and the Guadalupe senior services program

Section 50 Mission (2 PYTC §2-24-50)

- (A) The mission of the Department of Senior Services Ligue Senior Center program is to facilitate the social, emotional, and physical wellbeing of seniors and to support their Yoeme culture and independence.
- (B) The goal of the Department of Senior Services Ligue Senior Center is to improve the quality of life through fostering an environment that reduces stress, where elders are treated with dignity and respect. The Senior Center operates as a community focal point for the coordination of multi-purpose services and programs for Tribal seniors, who are living independently or with families in the community. The Ligue Senior Center provides services to individuals aged fifty-five years old and over to promote independence, language, and cultural enrichment and to enhance their quality of life.

SUBCHAPTER B DIRECTOR

Section 60 Creation and Appointment (2 PYTC §2-24-60)

- (A) The position of Director of the Department of Senior Services is hereby created.
- (B) The Director shall not be deemed to be a "tribal officer" as defined in Article VII of the Constitution of the Pascua Yaqui Tribe; and
- (C) The Director shall be nominated by the Chairperson and must be approved by the Tribal Council by majority vote of the entire Council. Approval by the Tribal Council will constitute appointment to the position of Director.
- (D) The Director will be a full-time employee of the Tribe and will be paid compensation commensurate with his or her skills, education, experience, and responsibilities within the standards of compensation, if any, established by the Tribe.

- (E) The Director must report to, and will be directly supervised by, the Chairperson.
- (F) The Director serves at the pleasure of the Tribal Council and may be removed from that position only by a majority vote of the entire Tribal Council.

Section 70 General Duties of Director (2 PYTC §2-24-70)

- (A) The Director will administer, supervise, and direct the activities of the senior services programs in Tucson and Guadalupe.
- (B) The Director will advise the Chairperson regarding;
 - (1) The policies and procedures of the department;
 - (2) The programs administered by the department;
 - (3) Grant opportunities that best support the mission and vision of the Tribe.

Section 80 Supervisory Duties and Authorities of Director (2 PYTC §2-24-80)

- (A) The Director has authority to select, appoint, and hire employees necessary to carry out the laws, regulations, policies, and programs adopted by the Tribal Council including, but not limited to;
 - (1) Hiring authority, subject to the policies and procedures of the Tribe's Employee Handbook and personnel policies;
 - (2) Termination authority, subject to the policies and procedures of the Tribe's Employee Handbook and personnel policies;
 - (3) Personnel discipline;
 - (4) Personnel performance review;
 - (5) Personnel job assignments;
- (B) The Director has authority to delegate any function, powers, and authorities to other employees of the Department, except as may be prohibited by Tribal law.
- (C) The Director has budgetary authority for the Department.
- (D) The Director has authority to develop and implement internal policies for the efficient and effective administration of the Department.
- (E) The Director has signature authority for the Department, except as may be permissibly delegated.

- (F) The Director will ensure a needs assessment of the elders is conducted every three years.

SUBCHAPTER C ORGANIZATION

Section 90 Organization (2 PYTC §2-24-90)

- (A) The Department consists of a Director and such departments and offices necessary for the execution of its mission, performance of its mandated functions, and to achieve its long- and short-term goals and objectives.
- (B) The Department may employ staff professionals, support personnel, and/or contract with professional service firms as the Director determines, consistent with the laws of the Tribe and approved budgetary authority.
- (C) The Department must maintain a current organizational chart. The organizational chart must accompany its annual budget submission and any budget modification requests during the fiscal year, in accordance with the Tribe's Fiscal Management Ordinance.

SUBCHAPTER D AUTHORIZED PROGRAMS

Section 100 Authorized Programs (2 PYTC §2-24-100)

- (A) The Department will have Administrative Responsibility for the following authorized programs, and such other programs as the Tribal Council or the Chairperson may establish and assign.
 - (1) Nutrition Program, which shall include:
 - (a) In congregate dining
 - (b) Homebound delivered meals
 - (c) Nutrition Services menu will be approved by a licensed dietician.
 - (d) Nutritional Services menu will accommodate special diets due to allergies, etc.
 - (e) Nutritional Services will provide educational in-services.
 - (2) Transportation, which shall include:
 - (a) Meal Delivery to our Seniors throughout the Pascua Yaqui Reservation, South Tucson, Old Pascua, and Marana.
 - (b) Visual welfare checks are done daily by the meal delivery staff to promote health and safety.

- (c) Transportation to our Seniors, as needed; for shopping, paying bills, picking-up medication and to outside agencies such as Social Security, DES appointments, etc. (transportation requests to medical appointments will be referred to the Health Department, Transportation).
 - (d) Transportation is provided to the seniors to and from the Liogue Senior Center to participate in meals and activities.
- (3) Community Health Wellness/Education, which shall include:
- (a) The Liogue Senior Center partners with the Health Department to provide basic health & wellness checks/services
 - (b) Diabetic Clinic
 - (c) Podiatry Clinic
 - (d) Medical Escorts
 - (e) Medication Pick-up and Delivery
 - (f) Exercise Classes
- (4) Social Services/Senior Advocacy, which shall include:
- (a) Intakes
 - (b) Case Management
 - (c) Daily/Weekly Telephone Calls
 - (d) Information & Referrals
 - (e) Advocacy
 - (f) APS referrals will be made to the Social Service Department
 - (g) Home Visits/Check-Ins
 - (h) Limited Transports and Escorts
 - (i) Community Food Boxes
 - (j) Hygiene and Sanitizing items, masks, etc.
- (5) Ombudsman, which shall include:

- (a) Tribal State Certified Ombudsman will be housed at the Liogue Senior Center
- (b) Provide visits to clients and vulnerable adults
- (c) in nursing homes and assisted living facilities.
- (6) Caregiver Program, which shall include:
 - (a) Support Groups
 - (b) Training
 - (c) Informative Pamphlets
 - (d) Recruitment/Outreach
 - (e) Assistance for Grandparents Raising Grandchildren
- (7) Senior Companion Program in collaboration with Pima Council on Aging
 - (a) Recruitment/Outreach
 - (b) Supervision and Oversight of the Companions
 - (c) Service Hours Documentation
 - (d) The Department will have the authority to administer authorized programs using federal funds, which may include Nutrition Services, Supportive Services, Caregiver Services under Title VI of the Administration for Community Living Administration on Aging and Social Services Block Grants under Title XX.
- (8) Council of Elders Board (COE)
 - (a) The Pascua Yaqui Tribe, Department of Senior Services Liogue Senior Center, Council of Elders board shall serve as an advisory council; it is not a governing body and has no policy making power. They will offer advice play an active advisory role in addressing senior issues and concerns affecting the wellbeing of the tribal members of each community.
 - (b) Functions - The primary function of the Council of Elders is to represent each community and serve as an advisor or liaison
 - (c) Elected members will serve all Yaqui communities
 - (d) Elected members will serve as an Advocate

- (e) Elected members will provide a verbal report once a month at the COE meeting
- (f) Address concerns and conflicts with the Council of Elders or the Program Manager for resolution
- (g) Organization - The Council of Elders shall consist of 11 board members
 - (1) (One) Chairperson
 - (2) (One) Vice Chairperson
 - (3) (One) Secretary
 - (4) (One) Treasurer
 - (5) (Seven) Members
- (h) Meetings - Council of Elders (COE) Meeting with congregate is scheduled monthly
- (i) During a COE meeting guest speakers are encouraged to share information, tribal agencies are welcomed to make presentations to COE regarding upcoming events, and share senior issues
- (j) The Council of Elders will invite the Pascua Yaqui Tribal Council members to present updates
- (9) Cultural Enrichment Services
 - (a) The Liogue Senior Center partners with the Language & Culture Department to provide cultural related presentations
 - (b) History
 - (c) Language
 - (d) Stories
 - (e) Ceremonies
 - (f) Cultural Awareness
 - (g) Annual Cultural Exchange Trip
- (B) The Department will coordinate services and programs where appropriate.

- (C) The Department shall not be obligated to offer any requests or recommendations in any actions that it is not a party to, including guardianship matters between two private parties.
- (D) If a program is authorized by the Tribal Council, it may terminate such program at any time, and such termination shall act as a revision to this Chapter.
- (E) If a program is authorized by the Chairperson, it may be terminated, in whole or in part, by either the Chairperson or the Tribal Council.

SUBCHAPTER E PROGRAM EVALUATION MONITORING

Section 110 Program Evaluation and Monitoring (2 PYTC §2-24-110)

- (A) The Director must conduct ongoing evaluation of all programs under his or her control.
- (B) The Director must monitor all programs under his or her control on a regular basis.
 - (1) In the event the Director discovers any irregularity in a program under his or her control, he or she must report that irregularity immediately to the Chairperson.

Section 120 Reporting (2 PYTC §2-24-120)

- (A) The Director will provide reports and meet with the Chairperson and the Tribal Council on the Department's operations and significant activities on a regular basis.
- (B) The Director must report to the Council on programs under his or her control on a schedule determined by the Tribal Council.
- (C) The Director will provide reports as required by grants or other authorized federal programs to the appropriate agency."
- (D) The Director will provide quarterly and annual data reports on senior service program.