

# GRIC Department, District, and Program Hours of Operation

## Communications & Public Affairs Office

Monday – Friday, 8:00 am to 5:00 pm; Reception Area – Is closed.

- All deliveries and visitors must check-in at Security counter, main office number is called or Director cell phone number is called.
- All inquiries are directed to our main number (520) 562-9715, and the proper staff member is contacted to address situation.
- All staff are teleworking, or on a remote office schedules; inquiries can be directed via email. General CPAO EMAIL: [CPAO@gric.nsn.us](mailto:CPAO@gric.nsn.us).
- To post information on Intranet, Social Media, Mygilariver.com or Gilariver.org,
- EMAIL: [GRICpostings@gric.nsn.us](mailto:GRICpostings@gric.nsn.us)

## Community Council Secretary's Office

We are open Monday to Friday 8:00 a.m. to 5:00 p.m.

Resolutions are only processed Monday-Wednesday (no change in process) and all submittals (except for CAP & P&Z) are through agenda manager. No hard copies are required.

## Community Services Department

Monday - Friday, 8:00 am to 5:00 pm

### District One

Office Hours: Monday – 8:00 am to 5:00 pm – Lobby Open (Limited Staff).

Telephone is answered during this time.

- **District 1 Maintenance Shop:** Monday – Friday 8:00 am to 5:00 pm. Emergency Work Orders Only.
- **District 1 Elderly Center (Closed to the Public):** Monday – Friday 6:00 to 4:00 pm. Meal Preparation & Delivery Only

### District Two

Monday - Friday 8:00 am to 12:00 pm; Telephone are answered during this time.

Lobby is closed to General Public Telephone calls are routed to assigned:

**Construction Forman:** (520) 610-0668

**District Coordinator:** (520) 610-9605

Elder Coordinator performs the following Services from 8am-12pm:

- Priorities: Essential Tasks are performed over the phone for the following services: Emergency Work Orders Burial Assistance Intake/HEAP Applications Verification of Residency Letters Elder coordinator performs the following Services from 8:00 am-12:00 pm;
- Delivers Homebound Meals to Elders & Disabled members.
- Commodity Pick-up and delivery in a drop off location to limit personal contact with recipient;

## **GRIC Department, District, and Program Hours of Operation**

### **Elder Coordinator:**

- Bertha Thomas: Available by phone for inquiries at (520) 562-3450 ext. 2529.
- Intake Staff- Jae Earl (Onsite Tuesday & Wednesday);
- Nina White (on site Monday, Wednesday – Friday. Available by phone for inquiries at (520) 562-3450

### **District Three**

8:00 am to 5:00 pm, Monday – Friday; Lobby is closed to the public. Taking emergency work orders and serving Elder meals

### **District Four**

Office number: (520) 418-3661; Monday – Friday, 8:00 am to 5:00 pm. Metal Shop Hours: 7:00 am – 5:00 pm / 24hr On-Call

### **District Five**

Monday – Friday, 8am to 5pm.

### **District Six**

Office Hours: Monday – 8:00 am to 5:00 pm (Limited Staff). Telephones are answered by assigned Intake Staff. Lobby is closed to General Public

### **District Seven**

Office number: 520-430-4780; Fax number: 520-430-0118;

- Administration: Intake hours: 8:00 am - 5:00 pm, Monday – Friday;
- Accounting Dept.: Teleworking 8:00 am-5:00 pm, Monday – Friday;
- Coordinator/Assist. Coordinator: 8:00 am-5:00 pm, Sunday-Saturday

### **Elderly Nutrition Program**

The Elderly Nutrition Program is currently operating with normal business hours of 8:00am – 5:00pm Monday through Friday

### **Elderly Services Program**

Office Hours: Monday – 8:00 am to 3:00 pm

- Lobby Open (Limited Staff Available). Telephone are answered during this time. Tuesday – Friday – 8:00 am – 5:00 pm
- Lobby is closed to General Public (Limited Staff Available – call 520-610-4486).
- Telephone calls are routed to assigned Intake Personnel (Assigned Elderly Liaison).

### **Ira Hayes Memorial Library**

Closed until workforce returns – August 3, 2020

## **GRIC Department, District, and Program Hours of Operation**

### **Nutrition Assistance & WIC Program**

Monday - Friday. 8:00 am to 5:00 pm.

- We are providing services remotely via phone.
- Please call us for a phone appointment. 520-562-9698;
- If you are pregnant, have a baby or a child less than 5 years old, You may be eligible for WIC.

### **Commodity Foods Distribution Warehouse**

Monday – Thursday, 9:00 am to 4:00 pm. Call (520) 562-9233 for information or if you have questions.

### **Tribal Recreation & Wellness**

No on-site operations available - All staff are currently teleworking

- For assistance call: Administration and Fitness - (520) 610-4968
- Sports Activities – (520) 610-5597

All services are available virtually via Facebook or Zoom. For more information, email us at [wellness.center@gric.nsn.us](mailto:wellness.center@gric.nsn.us), or [Gila.river.athletics@gric.nsn.us](mailto:Gila.river.athletics@gric.nsn.us)

For Building and Grounds Reservations and Information – (510) 709-2611

### **Cultural Resources Management Program**

Administration hours 8:00 am-5:00 pm. Field personnel hours 6:00 am-2:30 pm Monday – Friday

### **Defense Services Office**

Monday – Friday, 8:00 am – 5:00 pm.

Office Phone Number: (520) 562-5700. Director Cell Phone Number: (520) 610-1377

Primarily through phone call or by appointments. Walk-in visitors will be asked to set up an appointment for a later date.

Communication to the public and other departments will be done via intranet, signage, email and phone calls directly, POA assistance (if needed).

### **Department of Community Housing**

DCH Main Office & Westend Sub Office - Administration and Housing Services Office Hours of 8:00 A.M. – 5:00 P.M., Monday – Friday. By appointment only for office visits with tenants.

Security - Crime Prevention - At this time due to staff shortage, DCH is without Security coverage during the day shift of 8:00 A.M. – 6:00 P.M. Nightshift hours are 8:00 P.M. – 6:00 A.M., every day of the week.

DCH Maintenance Office - Hours of Operation 7:00 A.M. – 3:30 P.M., Monday – Friday. On-Call after hours.

## **GRIC Department, District, and Program Hours of Operation**

### **Department of Environmental Quality**

Monday – Friday, 8:00 am to 5:00 pm (closed from 12-1pm /Lunch hour)

### **Department of Housing Development**

Office number: (520) 562-1862; Monday – Friday, 8am to 1pm

**In office/staff and Project Managers:** Monday – Friday, 1pm to 5pm – Staff and Project Managers Teleworking.

**RHIP Crew staff:** Monday – Friday, 6 am to 2:30 / summer hours. Office is not open to the public at this time until further notice.

### **Department of Public Works**

**DPW Administration:** Monday – Friday, 8:00 am to 5:00 pm (several DPW Administration staff are teleworking).

**DPW Engineering:** Monday – Friday, 8:00 am to 5:00 pm (several DPW Engineering staff are teleworking and rotating).

**DPW Solid Waste Operations:** Monday – Friday, 6:00 am to 12:00 Noon (staff are going home after daily work is completed).

**DPW Fleet Management:** Monday – Friday, 6:00 am to 3:00 pm (DPW Fleet Mechanics are rotating one week on and one week off. They also have a 24/7 on-call contact number, #520-610-2512).

**DPW Water/Wastewater Field Crews:** Monday – Friday, 6:00 am to 2:30 pm (Water/Wastewater Field Crews are rotating one week on and one week off. They also have a 24/7 on-call contact number, #520-610-0579).

**DPW Water/Wastewater Facility Operations Staff (Plants, Wells, Lift Stations):** Monday – Friday, 6:00am to 10:00pm (Facility Operations Staff are going home after daily work is completed. They also have a 24/7 on-call contact number for the lift stations, 520-610-4555).

### **Department of Rehabilitation & Supervision**

Adult and Juvenile Facility: 24/7 operations Lobbies are closed - All communications and court services are conducted via telephone or video conference.

## **GRIC Department, District, and Program Hours of Operation**

### **Department of Transportation**

**Road Maintenance and Construction Division** hours of operation are currently 6:00 am to 2:30 pm (summer schedule), Monday thru Friday. During periods where the temperature is 110 and above, staff start at 5:00 am and end at 1:30 pm. After hour emergency call outs are made through GRPD Dispatch.

**Engineering Division** hours of operation are 8:00 am to 5:00 pm, Monday – Friday.

**Administrative Office** hours of operation are 8:00 am to 5:00 pm, Monday – Friday.

**Transit Operation** are currently in shutdown due to COVID. When operation resume, they operate from 8:00 am to 5:00 pm, Monday - Friday.

### **Employment & Training and TERO**

Office Hours will be 9:00 am to 4:00 pm (Closed for Lunch - Noon to 1:00).

Office Hours will be used for dropping off, signing paper work, picking up documents, and viewing the TERO Job Board only.

- No one can gain entry without wearing a mask.
- WIOA Orientations and Interviews will be held over the phone or conducted virtually using WEB EX.
- Call the Office number below to schedule an appointment.
- Eligibility Appointments can be scheduled by calling the Office number below.
- Testing will be limited.
- TERO Staff can be reached by calling the Office number below.

To schedule an appointment or if you have any questions or concerns, please call us at 520-562-3387/88. We are sorry for any inconvenience this has caused.

### **Enrollment/Census Office**

Monday - Friday 8:00 am to 5:00 pm

### **Facilities Maintenance Department**

The Administrative office - 7:00 am – 4:00 pm, the office number is (520) 562-3585.

All after hour calls can be directed to (520) 610-1139.

## GRIC Department, District, and Program Hours of Operation

### Finance Department

Section	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Finance</b>					
<b>Lobby/Receptionist</b>	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00
<b>Cashier Windows</b>	8:00-5:00		8:00-5:00		8:00-5:00
<b>Payroll</b>	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00
<b>Accounts Payable</b>	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00
<b>Special Revenue</b>	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00
<b>Planning</b>	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00
<b>Fixed Assets</b>	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00	8:00-5:00

### Fire Department

Fire Administration Office 8:00 am to 5:00 pm, Monday - Friday

Fire Operations - 911 (online crews) Hours: 24 hours/7 days

### Gila River Indian Irrigation & Drainage District

The Administrative Office - 8:00 am to 5:00 pm Monday - Friday.

Due to limited staff onsite, please leave a voice message at (520) 562-6720.

Operation and Maintenance Division, and Agriculture Development Program: Currently 5:00 am to 1:30 pm (Summer schedule), Monday thru Friday.

If you need to meet with GRIIDD staff, please contact GRIIDD Office from 8:00 am to 5:00 pm

Tuesday and Thursday at (520) 562-6708, to make an appointment. We apologize for any inconvenience this may cause.

### Huhugam Heritage Center

Monday - Friday, 9:00 am to 4:00 pm.

All inquiries can be directed to our main number (520) 796-3500. Majority of staff are teleworking and inquiries can be directed via email.

### Human Resources Department

Operating hours of 8:00 am to 5:00 pm, Monday - Friday

### Judicial Courts

The Courts are currently open Monday, Wednesday, and Friday from 8:00 AM – 1:00 PM, and on Tuesday's from 1:00 PM – 4:00 PM

## **GRIC Department, District, and Program Hours of Operation**

### **Land Use Planning & Zoning**

The doors to the Executive Ki are locked; the front office team is answering phone calls and routing them to the appropriate sections from 8:00 am to 5:00 pm, Monday - Friday.

The majority of the team members are working on rotating shifts and/or on-call. There may be a delay in response time and we apologize in advance

### **Management Information Systems**

Monday - Friday 8:00 am to 5:00 pm.

MIS Department Holidays and after hour contacts:

After hour phone number (520) 562-9587

The voicemail instructs the caller to select one of the following and then leave their name, phone # and details on the IT issue experiencing after the tone.

1. If the caller is from any Public Safety Department.
2. If the caller is from a GRIC Department/Program

### **Office of Emergency Management**

Monday – Friday, 8:00 am to 5:00 pm

After hours please call the Duty Phone @ 520-610-8120

### **Office of General Counsel**

8:00 am to 5:00 pm, Monday - Friday

### **Office of Special Funding**

The office is physically closed.

Staff working remotely and available via phone and email 8:00 am to 5:00 pm, Monday – Friday 520-562-9698, ext. 258. [Cheryl.pablo@gric.nsn.us](mailto:Cheryl.pablo@gric.nsn.us) and [Terri.enos@gric.nsn.us](mailto:Terri.enos@gric.nsn.us)

### **Office of the Community Manager**

Main Office Phone Number: 520-562-9700

Office Hours: Monday through Friday, 8:00 am – 5:00 pm

For assistance, please contact Community Manager Frank Pablo, Sr. in office: 520-562-9705, cell: 520-610-5623, or by email at: [Frank.Pablo.Sr@gric.nsn.us](mailto:Frank.Pablo.Sr@gric.nsn.us) or Kathleen Curley, Asst. Community Manager, Interim in office: 520-562-9703, cell: 520-610-0607, or by email at [Kathleen.Curley@gric.nsn.us](mailto:Kathleen.Curley@gric.nsn.us).

For inquiries on mobile devices, please contact Ginger Antone, Mobile Support Technician at [Ginger.Antone@gric.nsn.us](mailto:Ginger.Antone@gric.nsn.us), Office Phone: 520-562-9703 or Cell: 520-610-0454.

## **GRIC Department, District, and Program Hours of Operation**

### **Office of the Prosecutor**

Monday - Friday, 8:00 am to 5:00 pm

### **Office of the Treasurer**

Monday - Friday, 8:00 am to 5:00 pm

### **Police Department**

24 hours facility, 7 days a week

### **Property & Supply**

*Administration Office* Monday – Friday (8:00 am to 12:00 pm).

*Central Warehouse*. Monday – Friday (8:00 am to 5:00 pm).

*Mail Room (Governance Center)*. Monday – Friday (8:00 am to 5:00 pm)

### **Revenue & Internal Audit**

Monday – Friday, 8:00 am to 5:00 pm; staff in office to provide service. (Includes Revenue Internal Audit Office, Gaming Internal Audit Office, and Business License & Taxation).

### **Pima-Maricopa Irrigation Project**

P-MIP's hours of operation are varied.

Construction staff are working 5:30 am to 2:00 pm Monday – Friday

The limited office staff work 7:30 am to 5:00 pm Monday - Friday.

P-MIP continues to communicate to the public and local homeowners via its Public Involvement Specialist Kristina Morago.

All other communications with outside P-MIP departments and agencies is primarily through the Director or the design engineers (who communicate with the engineering design firms).

### **Tribal Education Department**

Tribal Education Department Main Phone Number: (520) 562-3662. Office is closed to the public.

Will start Telework status. Staff will answer all phone calls and emails from Community Members and other stakeholders. Staff do come in occasionally to do essential functions.

## **GRIC Department, District, and Program Hours of Operation**

### **Child Development & Education Support Services (EDESS)**

Monday - Friday 8:00 am to 5:00 pm by phone and appointment only

- Phone: (520) 562-3882
- Phone: (520) 610-2231
- Fax (referrals): (520) 562-3205

Email (referrals): [Deborah.Gonzales.ECSS@gric.nsn.us](mailto:Deborah.Gonzales.ECSS@gric.nsn.us)

### **Early Education & Child Care**

Early Education Child Care Main Phone Number: (520) 562-3640. Office is closed to the public.

All staff are on Telework status. Staff will answer all phone calls and emails from Community Members and other stakeholders. Staff do come in occasionally to do essential functions.

### **Head Start Program/Administration**

The Head Start Administration offices are open for limited program business.

I can be reached at [Carolina.Kelley.hdst@gric.nsn.us](mailto:Carolina.Kelley.hdst@gric.nsn.us) and (520) 610-3312.

If you wish for a return call please leave a message and we will get back with you. Sacaton, Bapchule, Santan and Komatke will be closed until August 2, 2020.

The center phones are forwarded to the following individuals:

#### **District 3 Head Start**

Center Supervisor-Philana Thinn; (520) 610-3402; [Philana.Thinn@gric.nsn.us](mailto:Philana.Thinn@gric.nsn.us)

#### **District 4 Head Start**

Center Supervisor-Nancy Manues; (520) 610-9010; [Nancy.Manues@gric.nsn.us](mailto:Nancy.Manues@gric.nsn.us)

#### **District 5 Head Start**

Interim Center Supervisor: Alma Valencia; (520) 610-3255; [Alma.Valencia@gric.nsn.us](mailto:Alma.Valencia@gric.nsn.us)

#### **District 6 Head Start**

Center Supervisor-Minerva Salcido; (520) 610-3010; [Minerva.Salcido@gric.nsn.us](mailto:Minerva.Salcido@gric.nsn.us)

## **GRIC Department, District, and Program Hours of Operation**

### **Student Services Program**

In Office Monday and Wednesday from 8:00 am to 5:00 pm. Teleworking on Tuesday, Thursday, and Friday. The building is currently closed to the public.

- Contact information on Facebook and at the front entrance of the TED building.
- For students who need to drop off documents they may email them to their advisors or drop them off at our drop box located at the northwest entrance.
- Anyone interested in the scholarship program may email an advisor or email the department at [student.services@gric.nsn.us](mailto:student.services@gric.nsn.us).

### **Tribal Elections Program**

Monday – Friday, 8:00 am to 5:00 pm – accessible. All communication will be handled by telephone, e-mail and if they need to see my; by appointment.

Contact: [nadine.shelde@gric.nsn.us](mailto:nadine.shelde@gric.nsn.us) or call (520)562-9735

### **Tribal Gaming Office & Gaming Commission**

Main office operating at full staff; 8:00 am to 5:00 pm, Monday – Friday.

Field inspections office operating at full staff; a 24/7 operating hours.

Gaming Compliance Inspectors, operating at full staff; 7:00 am to 4:00 pm; Monday - Friday

### **Tribal Health Department**

We are answering calls Mon-Fri 8am to 5pm and completing emergency requests.

Our doors are not open. We are taking calls only.

### **Tribal Historic Preservation Office**

8:00 am to 5:00 pm daily, Monday - Friday. Communications with the public and other departments conducted by telephone, cell phone or electronic mail.

### **Tribal Projects Development**

Main Office: Monday – Friday, 8:00 am – 5:00 pm.

Project Managers: Monday – Friday, 7:00 am – 4:00 pm

### **TPD - Building Safety**

Monday - Friday, 8:00 am – 5:00 pm

## **GRIC Department, District, and Program Hours of Operation**

### **Tribal Social Services**

Staff is working rotating work schedules from 8:00 AM to 5:00 PM. Building is closed to the public.

CPS and case managers are continuing to work using safe distancing and masks at all times while working from the office and in the community.

### **Crime Victim Services**

Building closed to the public, staff is rotating and working remotely.

Staff is going out to see victims and using physical and safe distancing and wearing masks at all times.

We just requested a cell phone for the Secretary III for this department to answer phones and emails while at home, however she is rotating her days also.

### **Domestic Violence Shelter**

24 hours facility, closed to the public, AA is working and answering phones, staff is rotating days over 3 shifts.

### **Residential Program for Youth**

24 hours facility, closed to the public, staff is working rotating shifts, practicing safe distancing and using masks at all times while in the building.

### **Youth Council**

Monday – Friday 8:00 am – 5:00 pm

### **Veteran & Family Services Office**

291 W. Casa Blanca Road, Bldg#1 – Sacaton, Arizona; Office: 520-562-3389

**Coordinator** – Palmer Miller / Cell: 520-610-8068.

**Hours of Operation: Main Office** - Monday thru Friday: 8:00 am to 5:00 pm;

\*\* VFSO Outreach Offices at District Service Centers opened on a need basis during COVID 19 period. (Centers include D1, D4, D5, D6) Note: D1 and D5 are normally opened Monday thru Friday.

Information Contact Cards are made available to community/veterans/outreach offices Service Officer

- Eric White - Contact Cell Phone: 520 - 610 - 8793
- Peer Support Specialist – Darrell Whitman – Contact Cell Phone: 520-610-2037
- Peer Support Specialist – Wesley Rhodes – Contact Cell Phone: 520-610-4384
- Administrative Assistant – Samantha Jackson – Contact Cell Phone: 520-610-5135.

**Note: All VFSO staff members will respond to calls made to their cell phones weekdays and weekends.**