

MINUTES  
REGULAR MEETING  
OCTOBER 9, 2018  
CHEROKEE NATION ELECTION COMMISSION

**Call to order/Roll call of Commissioners:**

The meeting of the Cherokee Nation Election Commission was called to order by Chairperson Shawna Calico at 4:09 p.m.

Chairperson Shawna Calico stated we needed to assign a commissioner to take notes for the minutes in the absence of a secretary. A motion was made by Pam Sellers and seconded by Randy Campbell to approve Commissioner Carolyn Allen to take the minutes for this meeting. This motion was approved by all commissioners.

Commissioner Carolyn Allen called roll and a quorum was established with the following commissioners present:

Shawna Calico, Chairperson  
Carolyn Allen, Vice-Chairperson  
Pam Sellers- Commissioner  
Randy Campbell- Commissioner

Office staff present were Marcus Fears and Connie Parnell.

Attorney Harvey Chaffin was present.

Chairperson Shawna Calico asked for discussion and/or approval of the minutes of the September 25<sup>th</sup> Special Meeting. There being no discussion, Randy Campbell made a motion and Pam Sellers seconded the motion for approval of the minutes. The minutes were approved by all commissioners.

Shawna Calico----Yes  
Carolyn Allen----- Yes  
Pam Sellers-----Yes  
Randy Campbell---Yes

The **Administrator's report** was presented by Marcus Fears. The report included updates on events for the month of September, current voter registration statics and financial highlights. **The report is included as Attachment A.** Chairperson Shawna Calico asked for discussion and/or approval of this report. Questions were answered regarding budget items pertaining to closing out the fiscal year for 2018 and beginning with the budget for 2019. A motion was made by Carolyn Allen and seconded by Randy Campbell to approve the Administrator's report. The report was approved by all commissioners.

Shawna Calico ----Yes  
Carolyn Allen-----Yes  
Pam Sellers-----Yes  
Randy Campbell---Yes

The **Election Director's report** was presented by Connie Parnell. The report included highlights for September, preparation for the 2019 election and updates on street segments. **The report is included**

**as Attachment B.** Chairperson Shawna Calico asked for discussion and/or approval of the report. A motion was made by Carolyn Allen and seconded by Randy Campbell to approve the report. The report was approved by all commissioners.

Shawna Calico----Yes

Carolyn Allen-----Yes

Pam Sellers-----Yes

Randy Campbell---Yes

Chairperson Shawna Calico asked for the **Attorney's report** to which there was no report needed at the present time.

Chairperson Shawna Calico asked for any items on **old business** to which there was none.

**Current Items of Business** were presented for discussion.

- a.) Consideration and possible action regarding attendance of Community Meetings:

Discussion was held and it was noted in the past the commission has voted to cease going to community meeting as we begin to enter the election timeframe at the beginning of December. Chairperson Shawna Calico suggested we consider doing the same. A motion was made by Carolyn Allen and seconded by Pam Sellers that the commission and staff would cease attending Community Meetings effective December 1, 2018 throughout the remainder of the election timeframe until the new council members and Chief and Deputy Chief are sworn in. The motion was approved by all commissioners.

Shawna Calico---Yes

Carolyn Allen-----Yes

Pam Sellers----- Yes

Randy Campbell--Yes

- b.) Consideration and possible action on the renewal of contract of CNEC Attorney, Harvey Chaffin for FY19:

Discussion was held. Chairperson Shawna Calico suggested we renew the contract. A motion was made by Carolyn Allen and seconded by Pam Sellers to approve the renewal of the contract in the amount of \$24,000. The motion was approved by all commissioners.

Shawna Calico----Yes

Carolyn Allen-----Yes

Pam Sellers-----Yes

Randy Campbell---Yes

- c.) Consideration and possible action on the Candidate Filing Packet for the 2019 election cycle:

Discussion was held and it was noted we have not received approval as of today's date on the Election Act to be able to act on this item today as there are dates and sections from the Election Act that are reflected in the documents in the Candidate packet. A motion was made

by Carolyn Allen and seconded by Randy Campbell to table this item. The motion was approved by all commissioners.

Shawna Calico----Yes  
Carolyn Allen-----Yes  
Pam Sellers-----Yes  
Randy Campbell—Yes

d.) Consideration and possible action on the forms used in the election process:

Discussion was held. It was again noted we do not have approval on the Election Act to proceed with approving these forms which reflect the dates and sections of the Election Act. A motion was made by Carolyn Allen and seconded by Randy Campbell to table this item. The motion was approved by all commissioners.

Shawna Calico----Yes  
Carolyn Allen-----Yes  
Pam Sellers-----Yes  
Randy Campbell---Yes

e.) Consideration and possible action regarding the 2019 Election Calendar:

Discussion was held. It was again noted we do not have approval on the Election Act to proceed with approving this calendar which reflects dates and sections of the Election Act. A motion was made by Carolyn Allen and seconded by Randy Campbell to table this item. The motion was approved by all commissioners.

Shawna Calico----Yes  
Carolyn Allen-----Yes  
Pam Sellers-----Yes  
Randy Campbell---Yes

f.) Consideration and possible action regarding the Financial Disclosure Report:

Discussion was held. It was again noted we do not have approval on the Election Act to proceed with approving the Financial Disclosure Report which reflects dates and sections of the Election Act. A motion was made by Carolyn Allen and seconded by Randy Campbell to table this item. The motion was approved by all commissioners.

Shawna Calico----Yes  
Carolyn Allen-----Yes  
Pam Sellers-----Yes  
Randy Campbell---Yes

Chairperson Shawna Calico asked if anyone had a need for **Executive Session** based on the items listed. There was no need for Executive Session. There were no announcements.

A motion was made by Pam Sellers to **adjourn** at 4:37 p.m. The meeting was adjourned at 4:37 p.m.

Minutes were submitted by Carolyn Allen, Commissioner.

Carolyn Allen

Carolyn Allen, Vice-Chair  
Cherokee Nation Election Commission



## CHEROKEE NATION ELECTION COMMISSION

Ph: 918-458-5899 | TF: 800.353.2895 | F: 918.458.6101

Minutes — Attachment A

October 9th 2018 Administrators Report

Marcus Fears Administrator

fears-marcus@cherokee.org

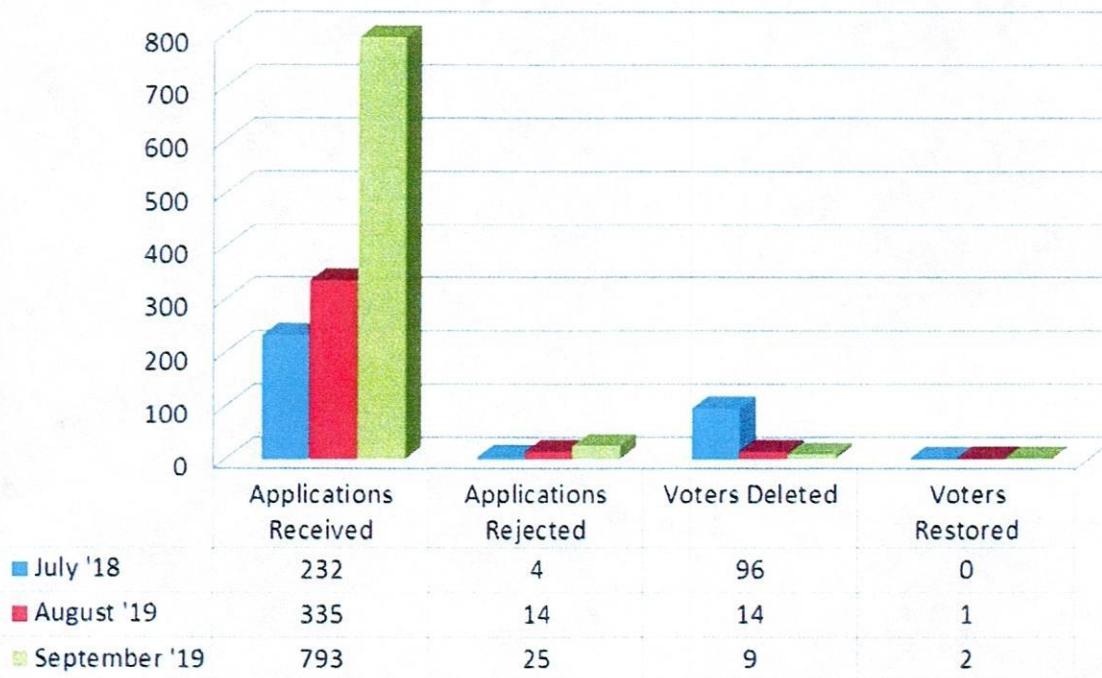
### I. OFFICE:

September was a full month to say the least. We kicked off the month with attendance of the CN Holiday. We had both a table at the square and at the complex on Saturday the 1<sup>st</sup>. We were able to talk to many of our citizens and received 55 registrations at this event. Our awning was started and completed this month so hopefully that puts an end to our water issues. Lastly, as you can see below, there were 7 different events that the office attended doing voter education and registration for September. This, along with a large voter registration drop from Gov't Relations, led to the office receiving and processing 793 applications for September. The office did a wonderful job pulling together to verify, process and file all of the applications in a timely manner.

### II. VOTER PROCESSING: As of 10/01/2018

**793 Applications; 70,636 Total Registered Voters; 40,245 In District; 30,391 At-Large**

## Voter Registration Statistics



#### a.) Statistical Report:

Detailed Data by District and Precinct is Attached



## **CHEROKEE NATION ELECTION COMMISSION**

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## **October 9th 2018 Administrators Report**

Marcus Fears Administrator  
fears-marcus@cherokee.org

### **III. VOTER OUTREACH:**

- September Outreach
  - CN Holiday – 55 total registrations
  - Sallisaw, Redbird Health Clinic – 13 registrations
  - Stilwell, Wilma Mankiller Health Center – 17 registrations
  - Tri-Community – Briggs – 10 registrations
  - District 12 Ochelata – 3 registrations
  - CN Elder's Summit Tahlequah – 10 registrations
  - CN Elder's Summit Claremore – 20 registrations
- October Outreach
  - District 8 Stilwell – 9 registrations
  - District 12 Nowata – 10-13-2018
  - District 1, 2 & 3 Tahlequah – 10-18-2018
  - District 14 Oologah – 10-23-2018
  - District 14 Chelsea – 10-25-2018
  - District 4 Muskogee 3 Rivers – 10-29-2018
  - District 4 & 5 Warner – 10-30-2018

### **IV. FINANCIAL HIGHLIGHTS:**

FY18 is still continuing to close. I included an FY18 GL298 in my report. There are a few things that will come out later such as Salaries & Wages and a few of the Direct Billed items.

FY19 shows where CSA has come out and the \$100 on <\$5K is Pike Pass.

**Date Range:** 09/01/2018 - 09/30/2018

**Applications Received**

Voter Registration Applications	793
Absentee Applications	0
<b>Total</b>	<b>793</b>

**Registration Applications Rejected**

Insufficient Address	1
No Roll Number	19
Not Signed	5
Under Age	0
<b>Total</b>	<b>25</b>

**Deleted Registrations**

Duplicate	0
Voter Deceased	8
Voter Relinquished	1
<b>Total</b>	<b>9</b>

**Registration Status Changes**

Deleted Restored	2
<b>Total</b>	<b>2</b>

<b>District</b>	<b>Precinct</b>	<b>Voters</b>
District No. 1	Hulbert	1,152
	Okay	299
	Tahlequah (1)	1,513
<b>Total for District</b>		<b>2,964</b>
District No. 2	Briggs	211
	Lowrey	229
	Tahlequah (2)	2,354
<b>Total for District</b>		<b>2,794</b>
District No. 3	Keys	775
	Tahlequah (3)	1,718
<b>Total for District</b>		<b>2,493</b>
District No. 4	Ft. Gibson	1,091
	Muskogee	509
	Warner	728
<b>Total for District</b>		<b>2,328</b>
District No. 5	Gore	305
	Sallisaw (5)	559
	Vian	1,130
<b>Total for District</b>		<b>1,994</b>
District No. 6	Belfonte	117
	Marble City	172
	Muldrow	1,569
	Sallisaw (6)	1,393
<b>Total for District</b>		<b>3,251</b>
District No. 7	Cave Springs	280
	Chewey	83
	Stilwell (7)	2,575
	Westville (7)	746
<b>Total for District</b>		<b>3,684</b>
District No. 8	Bell	215
	Stilwell (8)	970
	Westville (8)	420
<b>Total for District</b>		<b>1,605</b>
District No. 9	Jay (9)	680
	Kansas	1,258

<b>District</b>	<b>Precinct</b>	<b>Voters</b>
District No. 9	Kenwood	129
	Salina (9)	533
<b>Total for District</b>		<b>2,600</b>
District No. 10	Afton	590
	Grove	713
	Jay (10)	770
	Pryor (10)	528
	Salina (10)	196
	Spavinaw	148
<b>Total for District</b>		<b>2,945</b>
District No. 11	S. Coffeyville	441
	Vinita	1,714
	Welch	134
<b>Total for District</b>		<b>2,289</b>
District No. 12	Bartlesville	1,560
	Nowata	690
	Skiatook	111
<b>Total for District</b>		<b>2,361</b>
District No. 13	Catoosa	337
	Collinsville	965
	Tulsa	1,823
<b>Total for District</b>		<b>3,125</b>
District No. 14	Chelsea	532
	Claremore (14)	2,356
	Oologah	385
<b>Total for District</b>		<b>3,273</b>
District No. 15	Claremore (15)	804
	Locust Grove	851
	Pryor (15)	835
	Salina (15)	49
<b>Total for District</b>		<b>2,539</b>
At Large	At Large	30,391
<b>Total for District</b>		<b>30,391</b>
<b>Grand Total</b>		<b>70,636</b>

All Accounts

ACCOUNT	Account Description	ACTUAL-DTL	ENCUMB-DTL	COMMIT-DTL	TOTAL-DTL	BUDGET-DTL	REMAIN-DTL
499000 Other Income		\$ (177.75)	\$ -	\$ -	\$ (177.75)	\$ (5,000.00)	\$ (4,822.25)
600000 Salaries & wages		\$ 133,983.66	\$ -	\$ -	\$ 133,983.66	\$ 205,803.00	\$ 71,819.34
610000 Fringe benefits		\$ 74,697.06	\$ -	\$ -	\$ 74,697.06	\$ 69,149.00	\$ (5,548.06)
610160 Annual leave used (contra)		\$ (5,880.03)	\$ -	\$ -	\$ (5,880.03)	\$ -	\$ 5,880.03
610180 Full time vacation taken		\$ 5,880.03	\$ -	\$ -	\$ 5,880.03	\$ -	\$ (5,880.03)
610200 Sick leave		\$ 7,360.00	\$ -	\$ -	\$ 7,360.00	\$ -	\$ (7,360.00)
610210 Sick leave used (contra)		\$ (7,360.00)	\$ -	\$ -	\$ (7,360.00)	\$ -	\$ 7,360.00
610260 Holiday leave used (contra)		\$ (6,833.98)	\$ -	\$ -	\$ (6,833.98)	\$ -	\$ 6,833.98
610270 Holiday observance: full-time		\$ 6,833.98	\$ -	\$ -	\$ 6,833.98	\$ -	\$ (6,833.98)
620000 Staff development & training		\$ 652.05	\$ 0.80	\$ -	\$ 652.85	\$ 1,200.00	\$ 547.15
620510 Background checks		\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
620530 Motor vehicle reports		\$ 57.87	\$ -	\$ -	\$ 57.87	\$ 500.00	\$ 442.13
630000 Travel-staff		\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
630020 Mileage-travel exp stmt		\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
630050 Per diem		\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
640000 Contract services < \$5K		\$ 9,508.73	\$ 21.57	\$ -	\$ 9,530.30	\$ 20,000.00	\$ 10,469.70
650000 Contract services >=\$5K		\$ 248,221.25	\$ 42,574.75	\$ -	\$ 290,796.00	\$ 325,000.00	\$ 34,204.00
680000 Supplies		\$ 5,319.66	\$ 1,206.91	\$ -	\$ 6,526.57	\$ 20,000.00	\$ 13,473.43
680010 Office supplies		\$ 153.18	\$ -	\$ -	\$ 153.18	\$ -	\$ (153.18)
680070 Equipment < \$5K		\$ 4,377.18	\$ -	\$ -	\$ 4,377.18	\$ 8,000.00	\$ 3,622.82
690000 Communication & reproduction		\$ -	\$ -	\$ -	\$ -	\$ 4,000.00	\$ 4,000.00
690060 Mailing cost		\$ 2,527.27	\$ -	\$ -	\$ 2,527.27	\$ 5,000.00	\$ 2,472.73
690080 Direct billed: telephone expense		\$ 1,228.82	\$ -	\$ -	\$ 1,228.82	\$ 3,000.00	\$ 1,771.18
690090 Direct billed: cell/Mifi/pad		\$ 7,781.10	\$ -	\$ -	\$ 7,781.10	\$ 7,000.00	\$ (781.10)
690120 Direct billed: mailing cost		\$ 37.74	\$ -	\$ -	\$ 37.74	\$ 3,000.00	\$ 2,962.26
690130 Direct billed: printing/copying		\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
690500 Lease/rent: furniture & equip		\$ 252.72	\$ 970.58	\$ -	\$ 1,223.30	\$ 1,000.00	\$ (223.30)
700000 Building rent/lease		\$ 600.00	\$ -	\$ -	\$ 600.00	\$ -	\$ (600.00)
700080 Direct billed: space cost		\$ 49,005.48	\$ -	\$ -	\$ 49,005.48	\$ 57,968.00	\$ 8,962.52
710090 Direct billed: property insurance		\$ 865.34	\$ -	\$ -	\$ 865.34	\$ 1,000.00	\$ 134.66
710100 Direct billed: auto insurance		\$ 493.14	\$ -	\$ -	\$ 493.14	\$ 1,000.00	\$ 506.86
720040 Employee mileage reimbursement		\$ 46.16	\$ -	\$ -	\$ 46.16	\$ 500.00	\$ 453.84
720050 Direct billed: GSA vehicle		\$ 4,590.59	\$ -	\$ -	\$ 4,590.59	\$ 5,500.00	\$ 909.41
740000 Advertising		\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
760010 Other operational		\$ 384.00	\$ -	\$ -	\$ 384.00	\$ 5,000.00	\$ 4,616.00
770000 Capital acquisitions >= \$5K		\$ 9,577.07	\$ -	\$ -	\$ 9,577.07	\$ -	\$ (9,577.07)
970000 Indirect cost(IDC): allocation		\$ 40,227.88	\$ -	\$ -	\$ 40,227.88	\$ 55,717.00	\$ 15,489.12
		<b>\$ 594,410.20</b>	<b>\$ 44,774.61</b>	<b>\$ -</b>	<b>\$ 639,184.81</b>	<b>\$ 801,037.00</b>	<b>\$ 161,852.19</b>

Acct Unit	1010360	Tribal Election Fund	Budget	1 FY 2019 Approved Budget	Budget	USD
Account		Expenditures	Encumbrances	Commitments	Total	Budget Balance
499000 0000	8.00-	0.00	0.00	8.00-	51,820.00-	51,812.00-
Other Income						
600000 0000	0.00	0.00	0.00	0.00	0.00	218,329.00
Salaries & wages						
610000 0000	0.00	0.00	0.00	0.00	0.00	73,795.00
Fringe benefits						
620000 0000	0.00	0.00	0.00	0.00	0.00	1,200.00
Staff development & training						
620510 0000	0.00	0.00	0.00	0.00	0.00	2,700.00
Background checks						
620520 0000	0.00	0.00	0.00	0.00	0.00	200.00
Drug & alcohol testing						
620530 0000	0.00	0.00	0.00	0.00	0.00	200.00
Motor vehicle reports						
630000 0000	0.00	0.00	0.00	0.00	0.00	4,000.00
Travel-staff						
630050 0000	0.00	0.00	0.00	0.00	0.00	1,000.00
per diem						
640000 0000	0.00	0.00	100.00	100.00	146,110.00	146,010.00
Contract services < \$5K						
650000 0000	43,410.00	68,099.00	46,800.00	158,309.00	489,515.00	331,206.00
Contract services >=\$5K						
680000 0000	0.00	0.00	0.00	0.00	64,379.00	64,379.00
Supplies						
680070 0000	0.00	0.00	0.00	0.00	10,000.00	10,000.00
Equipment < \$5K						
690060 0000	0.00	0.00	0.00	0.00	20,000.00	20,000.00
Mailing cost						
690080 0000	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Direct billed: telephone expense						
690090 0000	0.00	0.00	0.00	0.00	7,800.00	7,800.00
Direct billed: cell/Mifi/Ipad						
690120 0000	0.00	0.00	0.00	0.00	3,000.00	3,000.00
Direct billed: mailing cost						
690130 0000	0.00	0.00	0.00	0.00	5,000.00	5,000.00
Direct billed: printing/copying						
690500 0000	0.00	0.00	0.00	0.00	2,000.00	2,000.00
Lease/rent: furniture & equip						

Acct Unit	1010360	Tribal Election Fund	Budget	1 FY 2019 Approved Budget	Budget	Budget Balance
Account		Expenditures	Encumbrances	Commitments	Total	
700000 0000		0.00	0.00	0.00	0.00	600.00
Building rent/lease						600.00
700080 0000		0.00	0.00	0.00	0.00	49,006.00
Direct billed: space cost						49,006.00
710090 0000		0.00	0.00	0.00	0.00	1,000.00
Direct billed: property insurance						1,000.00
710100 0000		0.00	0.00	0.00	0.00	1,000.00
Direct billed: auto insurance						1,000.00
720040 0000		0.00	0.00	0.00	0.00	500.00
Employee mileage reimbursement						500.00
720050 0000		0.00	0.00	0.00	0.00	5,500.00
Direct billed: GSA vehicle						5,500.00
740000 0000		0.00	0.00	0.00	0.00	2,000.00
Advertising						2,000.00
760010 0000		0.00	0.00	0.00	0.00	5,000.00
Other operational						5,000.00
770000 0000		0.00	0.00	0.00	0.00	30,000.00
Capital acquisitions >= \$5K						30,000.00
970000 0000		0.00	0.00	0.00	0.00	88,138.00
Indirect cost (IDC): allocation						88,138.00



## Cherokee Nation Election Commission

P.O. Box 1188, Tahlequah, OK 74465-1188  
Email: [election-commission@cherokee.org](mailto:election-commission@cherokee.org)  
Website: [www.cherokee.org/elections.aspx](http://www.cherokee.org/elections.aspx)

Phone: 918-458-5899  
Toll Free: 1-800-353-2895  
Fax: 918-458-6101

2018 September Election Directors report:

September:

The forms and documents have been prepared for the consideration of approval by the Commissioners. The Commissioners will receive the forms in the regular meeting on October 9<sup>th</sup> for the 2019 Election Cycle.

Supplies received for the upcoming election cycle have been assembled and are ready for the election.

The next list of streets that need to be added to our street segments in our street guide are being recorded and will send to CSA after we start FY19.

All of the FY19 greater than 5 thousand contracts have been completed.

Received the new build of Chronicle from Maxim, which contains new election sections for the upcoming election cycle for us to practice and get ready for our next elections. This will allow us to practice and get comfortable with the upcoming tasks for the 2019 elections.