

**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 25th 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:

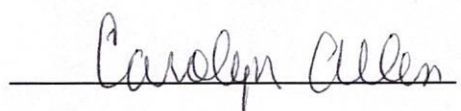
Discussion was held. It was again noted we do not have approval on the Election Act to proceed with approving the Financial Disclosure Report which reflects dates and sections of the Election Act. A motion was made by Carolyn Allen and seconded by Randy Campbell to table this item. The motion was approved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

A handwritten signature in cursive script that reads "Carolyn Allen". The signature is written in dark ink and is positioned above a horizontal line.

Carolyn Allen, Vice-Chair
Cherokee Nation Election Commission



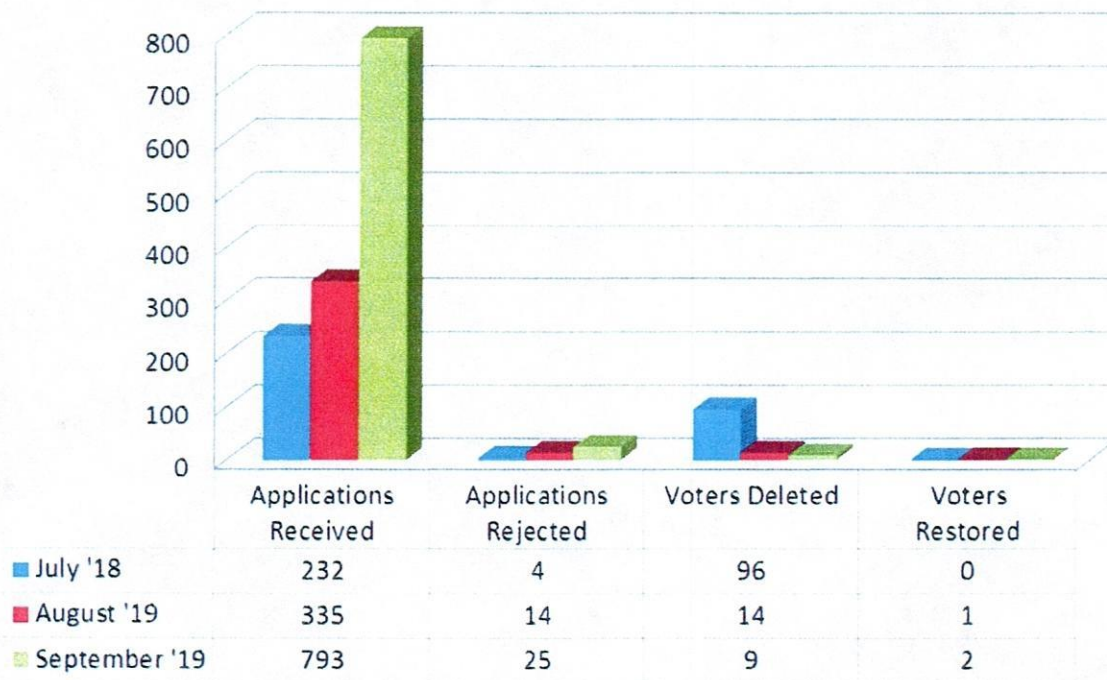
I. OFFICE:

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 1st. 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



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
Total	793

Registration Applications Rejected

Insufficient Address	1
No Roll Number	19
Not Signed	5
Under Age	0
Total	25

Deleted Registrations

Duplicate	0
Voter Deceased	8
Voter Relinquished	1
Total	9

Registration Status Changes

Deleted Restored	2
Total	2

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

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

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 strt	\$ -	\$ -	\$ -	\$ -	\$ 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/Ipad	\$ 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
		\$ 594,410.20	\$ 44,774.61	\$ -	\$ 639,184.81	\$ 801,037.00	\$ 161,852.19

GL298 Date 10/09/18
Time 10:27Company 1 Cherokee Nation
GL Commitment Analysis Report - Commitment Analysis
Periods 1 - 12
Year 2019

Acct Unit	1010360	Tribal Election Fund	Budget 1 FY 2019	Approved Budget	Budget	Budget Balance
Account	Expenditures	Encumbrances	Commitments	Total		
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	218,329.00	218,329.00
Salaries & wages						
610000 0000	0.00	0.00	0.00	0.00	73,795.00	73,795.00
Fringe benefits						
620000 0000	0.00	0.00	0.00	0.00	1,200.00	1,200.00
Staff development & training						
620510 0000	0.00	0.00	0.00	0.00	2,700.00	2,700.00
Background checks						
620520 0000	0.00	0.00	0.00	0.00	200.00	200.00
Drug & alcohol testing						
620530 0000	0.00	0.00	0.00	0.00	200.00	200.00
Motor vehicle reports						
630000 0000	0.00	0.00	0.00	0.00	4,000.00	4,000.00
Travel-staff						
630050 0000	0.00	0.00	0.00	0.00	1,000.00	1,000.00
Per diem						
640000 0000	0.00	0.00	100.00	100.00	146,010.00	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	600.00
Building rent/lease							
700080 0000		0.00	0.00	0.00	0.00	49,006.00	49,006.00
Direct billed: space cost							
710090 0000		0.00	0.00	0.00	0.00	1,000.00	1,000.00
Direct billed: property insurance							
710100 0000		0.00	0.00	0.00	0.00	1,000.00	1,000.00
Direct billed: auto insurance							
720040 0000		0.00	0.00	0.00	0.00	500.00	500.00
Employee mileage reimbursement							
720050 0000		0.00	0.00	0.00	0.00	5,500.00	5,500.00
Direct billed: GSA vehicle							
740000 0000		0.00	0.00	0.00	0.00	2,000.00	2,000.00
Advertising							
760010 0000		0.00	0.00	0.00	0.00	5,000.00	5,000.00
Other operational							
770000 0000		0.00	0.00	0.00	0.00	30,000.00	30,000.00
Capital acquisitions >= \$5K							
970000 0000		0.00	0.00	0.00	0.00	88,138.00	88,138.00
Indirect cost(IDC) : allocation							



Cherokee Nation Election Commission

P.O. Box 1188, Tahlequah, OK 74465-1188

Email: election-commission@cherokee.org

Website: 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 9th 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.