

**MINUTES**  
**SPECIAL MEETING**  
**October 08, 2019**  
**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 4:08 p.m.

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

Shawna Calico- Chairperson  
Pamela Sellers- Vice-Chairman  
Carolyn Allen- Secretary/Treasurer  
Rick Doherty- Commissioner  
Randy Campbell- Commissioner

Office staff present were Marcus Fears and Connie Parnell.

Attorney Harvey Chaffin was present.

Guest present: Paiten Qualls

**Approval of Minutes:**

Chairperson Shawna Calico asked for approval and/or discussion of the minutes of the September 24, 2019 special meeting. Rick Doherty made a motion which was seconded by Randy Campbell to approve the minutes. The motion was approved by all commissioners.

**Administrator's Report:**

Marcus Fears gave the Administrator's Report which included updates on voter registration statistics, voter outreaches attended, items to consider for surplus and financial highlights. Rick Doherty made a motion which was seconded by Randy Campbell to approve the **Administrator's Report**. The motion was approved by all commissioners.

(**Attachment #1**)

**Election Director's Report:**

Connie Parnell gave the Election Director's Report which included progress on the updates to Chronicle, the voter database as well as items to consider for shredding per Election Law timeframes. Rick Doherty made a motion which was seconded by Randy Campbell to approve the **Election Director's Report**. The motion was approved by all commissioners. (**Attachment #2**)

**Old Business:**

There were no items under old business.

**Current Items:**

a.) Consideration and possible action regarding Candidate Financials:

Marcus Fears and Carolyn Allen gave updates on which candidates were lacking updates and/or fines due to financial status. Upon discussion, it was concluded Marcus Fears would make a contact each month with those lacking in their financial updates and to send once again a certified letter to each of the four candidates who were not up to date in their financials. A motion to this effect was made by Carolyn Allen and seconded by Randy Campbell with approval of all commissioners.

b.) Consideration and possible action regarding Green Country Shredding:

Marcus Fears and Connie Parnell presented items for consideration that met the Election Code timeframes for disposal of election documents. It was discussed that the Election Code specifies what documents may be disposed of after a certain period of time. The commission requested that a more specific list be presented to the commission for consideration of disposal. It was concluded the Policy Committee would meet to review all documents to consider for disposal and present a more specific list to the commission for consideration. A motion to this effect was made by Rick Doherty and seconded by Pamela Sellers with approval of all commissioners.

c.) Consideration and possible action regarding update on Legislative Act 12-16:

Discussion was held. The Election Commission met previously and approved recommendations for revision to the Election Act after receiving a request from the Tribal Council attorney to participate in a phone conference within ten days with Council Attorney, representatives from the Attorney General's office and representatives from the Election Commission. The Election Commission approved revision recommendations to be able to submit and meet within that ten day timeframe as requested and asked that a face to face conference take place as opposed to a phone conference. The Election Commission submitted their proposed revision recommendations and received any response from Council Attorney on this requested meeting to take place within ten days.

No action was taken today on this item.

**Executive Session:**

There was no executive session held.

**Announcements:**

Attorney Harvey Chaffin informed the commission he has a new person working in the law office and will be submitting a request pertaining to the Attorney's contract.

**Adjourn:**

Rick Doherty made a motion to adjourn at 5:01 p.m.

Minutes submitted by Carolyn Allen, Secretary  
November 5, 2019



## CHEROKEE NATION ELECTION COMMISSION

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

Attachment 1  
October 08, 2019 Administrators Report

Marcus Fears Administrator  
fears-marcus@cherokee.org

### I. OFFICE:

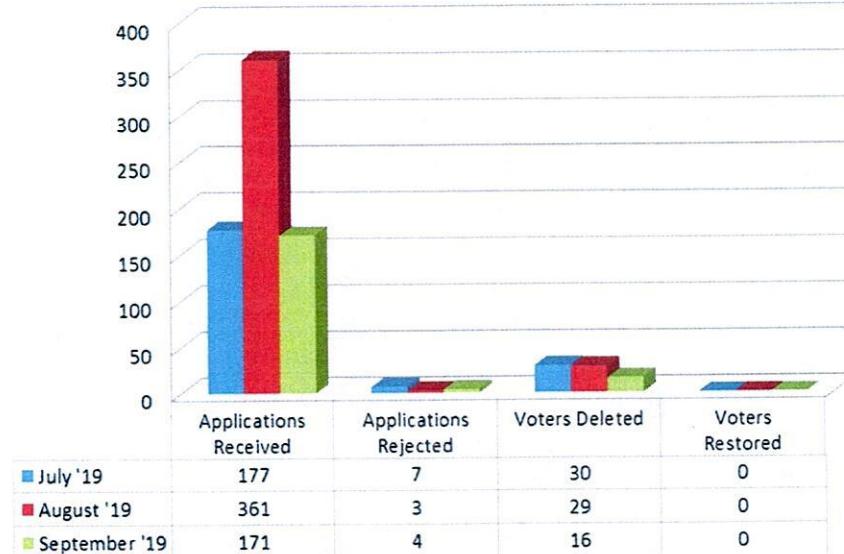
September, being the close of the fiscal year, kept us on our toes. We saw arrival of couple new pieces of equipment, the opener & the folder, to help make our next election night run more efficiently. As you can see below, Outreach season is in full effect and it is great getting back out into the communities.

After filing such a large amount of voter registrations after the election cycle was complete, we noticed our drawers were getting very full. Kendal and I took the time to utilize available cabinets and empty drawers to shift the files around not only leaving room for growth in each drawer but leaving room for future growth at the end. Lastly, Charlene has begun the process of checking each folder and cross referencing Chronicle to ensure all docs are scanned and easily accessed from the computer.

### II. VOTER PROCESSING: As of 10/01/2019

**171 Applications; 74,644 Total Registered Voters; 42,672 In District; 31,972 At-Large**

#### Voter Registration Statistics



#### A. Statistical Report:

\*Detailed Data by District and Precinct is attached

### III. VOTER OUTREACH:

- September Outreach:

- September 5 – Claremore – 5 registrations
- September 19 – South Coffeyville – 4 registrations
- September 19 – Jay – 1 registration
- September 24 – Tahlequah Elder's Summit – 7 registrations
- September 25 – Claremore Elder's Summit – 15 registrations



## **CHEROKEE NATION ELECTION COMMISSION**

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## **October 08, 2019 Administrators Report**

Marcus Fears Administrator  
fears-marcus@cherokee.org

- October Outreach:
  - October 7 – District 4, Muskogee – 11 registrations
  - October 22 – College & Career Night, TQH Casino 5:30-8:00
  - October 29 – District 13, Tulsa
- November Outreach:
  - November 7 – Districts 5 & 6, Sallisaw
  - November 19 – District 3, Dry Creek
- December Outreach:
  - December 3 – District 1, Hulbert
  - December – District 6, Belfonte

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

FY19 closed on target

<b>District</b>	<b>Precinct</b>	<b>Voters</b>
District No. 1	Hulbert	1,265
	Okay	307
	Tahlequah (1)	1,588
<b>Total for District</b>		<b>3,160</b>
District No. 2	At Large	1
	Briggs	236
	Lowrey	246
	Tahlequah (2)	2,463
<b>Total for District</b>		<b>2,946</b>
District No. 3	Keys	969
	Tahlequah (3)	1,840
<b>Total for District</b>		<b>2,809</b>
District No. 4	Ft. Gibson	1,098
	Muskogee	540
	Warner	735
<b>Total for District</b>		<b>2,373</b>
District No. 5	Gore	327
	Sallisaw (5)	611
	Vian	1,153
<b>Total for District</b>		<b>2,091</b>
District No. 6	Belfonte	122
	Marble City	177
	Muldrow	1,662
	Sallisaw (6)	1,660
<b>Total for District</b>		<b>3,621</b>
District No. 7	Cave Springs	292
	Chewey	85
	Stilwell (7)	2,624
	Westville (7)	741
<b>Total for District</b>		<b>3,742</b>
District No. 8	Bell	275
	Stilwell (8)	1,108
	Westville (8)	489
<b>Total for District</b>		<b>1,872</b>
District No. 9	Jay (9)	698

<b>District</b>	<b>Precinct</b>	<b>Voters</b>
District No. 9	Kansas	1,326
	Kenwood	136
	Salina (9)	547
<b>Total for District</b>		<b>2,707</b>
District No. 10	Afton	615
	Grove	735
	Jay (10)	821
	Pryor (10)	554
	Salina (10)	201
	Spavinaw	169
<b>Total for District</b>		<b>3,095</b>
District No. 11	S. Coffeyville	464
	Vinita	1,801
	Welch	135
<b>Total for District</b>		<b>2,400</b>
District No. 12	Bartlesville	1,683
	Nowata	734
	Skiatook	128
<b>Total for District</b>		<b>2,545</b>
District No. 13	Catoosa	336
	Collinsville	947
	Tulsa	1,825
<b>Total for District</b>		<b>3,108</b>
District No. 14	Chelsea	563
	Claremore (14)	2,538
	Oologah	437
<b>Total for District</b>		<b>3,538</b>
District No. 15	Claremore (15)	847
	Locust Grove	887
	Pryor (15)	877
	Salina (15)	54
<b>Total for District</b>		<b>2,665</b>
At Large	At Large	31,972
<b>Total for District</b>		<b>31,972</b>
<b>Grand Total</b>		<b>74,644</b>



# 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

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## 2019 September Director Report

Had a very full month of closing out FY 19 receiving election absentee supplies for the 2021 election cycle, and replacement of documents for election procedures. One big task was submitting streets that needed to be added to the street guide for voter registration. This has been done in three phases, voter registration from the close period, and streets from the unassigned voters list. I have been working on the unassigned voters list for most of the month. This report contained over 500 pages but not all were able to be assigned. But several were and streets were able to be identified and were sent to CSA for verification and coded to be added to our street guide. I finished the report and sent the last list of streets to CSA on September 30.

Maxim installed the new oracle upgrade with great success. So we are waiting on the FY 20 Budget to kick in for the rest of the additions on our list and the new build to be installed.

After the new build is installed we will put all the new street segments in and evaluate the addresses to attach the unassigned voters to the street segments. This process will allow CSA to move the street segments during redistricting and the voters that are assigned will move with their segment.

One step at a time the next step is to look for addresses for the people who are rural routes and just PO boxes. This will take looking for property owners in the County Treasurers and Assessors records and any other certified sources throughout the 15 districts.

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Documents to be considered for recycle:

2 Boxes of Charlene front desk copies

1 box from Connie's desk

Master lists from 2019 Jan 1 and June 1, (one copy of each is retained as permanent record)

2 bags of shred from 2017

Old forms from elections supplies that will be changed with the new act information

Watcher forms with the reference of the new act and change recommendations from the Commission and the Council Number of watchers and their instructions of the duties during absentee verification and early voting

Challenged ballot information sheet with the new act reference

2017 election ballots both used and unused AB ballots and all envelopes

Challenged ballots counted and not counted.

2019 election ballots unused (30 day retention)

## Election Equipment to be relocated to the Warehouse

- 2-HP Color LaserJet Pro M452dn printers (prints lines)
- 1-Brother MFC-8220 Fax, Scan Copy
- 1-Martin Yale folder – old, has been replaced
- 1-Visioneer Road Warrior scanner
- 1-Sony Handycam with:
  - 1-Sony foot control unit
  - 1-Sony battery charger
  - 1-Sony power adaptor
  - 1-Radio Shack tripod
- 5-HP Scanjet Pro 3000 s2 scanners (old ones that were replaced)
- 1-HP LaserJet P2055d (replacing)
- 1-HP LaserJet 500 Color MFP m575 printer (prints wide black line)
- 1-HP Color LaserJet Pro CP1518ni printer (old, has been replaced)

## Marcus List of Shred

- 1 tub of recycle-items that would normally have been shredded during a non-election year.
- 1 tub-extra copies of Walkingstick and Fishinghawk hearing materials