

**MINUTES
SPECIAL MEETING
August 20, 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 4:37 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 was Marcus Fears.

Attorney Harvey Chaffin was present.

Guests present: Chad Hunter

Approval of Minutes:

Chairperson Shawna Calico asked for approval and/or discussion of the minutes of August 13, 2019 Regular Meeting. A motion was made Rick Doherty and seconded by Randy Campbell to approve the minutes. The motion was approved by all commissioners.

OLD BUSINESS:

- a.) Consideration and possible action regarding recommendations to Legislative Act 12-16:

Rick Doherty made a motion which was seconded by Randy Campbell to table this item as no action was taken today as it is still in progress. The motion was approved by all commissioners.

- b.) Consideration and possible action regarding revision recommendations to the Rules and Regulations of the Election Commission:

Randy Campbell made a motion which was seconded by Rick Doherty to table this item as no action taken as it will be approved after the Legislative Act 12-16 has been approved. The motion was approved by all commissioners.

Current Items:

- a.) Consideration and possible action regarding Chronicle upgrades from Maxim:

After discussion, Rick Doherty made a motion which was seconded by Randy Campbell to approve the list of upgrades as presented by Connie Parnell. These will be completed by October 1, 2019. The motion was approved by all commissioners.
(Attachment #1)

- b.) Consideration and possible action regarding purchase of items from Hart Intercivic:

After discussion, Rick Doherty made a motion which was seconded by Randy Campbell to approve a total of \$7,975 for the following items from Hart Intercivic to be purchased in the FY 2019 budget:

\$7,590 for MBB's
\$ 335 for Handles

The motion was approved by all commissioners.
(Attachments #2 and #3)

- c.) Consideration and action regarding generator:

After discussion, Rick Doherty made a motion which was seconded by Randy Campbell to approve the purchase of a generator per the contract submitted by Moore Electric contingent upon the approval from Cherokee Nation facilities to approve the work needed for the gas line. The amount to approve contingent upon the gas line work will be \$10,290 per the contract with Moore Electric. The motion was approved by all commissioners. This will be completed per contract in the FY 2019.
(Attachment #4)

- d.) Consideration and possible action regarding purchases for FY 2019 budget for the Election Commission office:

After discussion, a motion was made by Rick Doherty and seconded by Randy Campbell to approve amounts presented for specific items for the Election Office in the FY 2019 budget to include office supplies, opener, folder, giveaway items for community meetings and educational outreaches, conference table, chairs and items from Midwest Printing Company. The motion was approved by all commissioners.

Executive Session:

A motion was made by Rick Doherty and seconded by Randy Campbell to enter executive session at 5:38 p.m. The motion was approved by all commissioners.

Exit Executive Session:

A motion was made by Rick Doherty and seconded by Randy Campbell to exit executive session at 6:04 p.m. The motion was approved by all.

Pending litigation was discussed but no action was taken from executive session.

Announcements:

Marcus Fears announced the Election Office would be providing a basket to submit to the Veteran's Center to be given away to Veterans on the Cherokee Nation Holiday event at the Veteran's Center. Each department had been invited to submit a basket. The commission and staff will provide a basket to be given away at the event.

Marcus Fears also announced the Election Commission and staff would be present to do outreaches at the Cherokee Nation Complex and at the Court House Square on Saturday of the Cherokee National Holiday.

Adjourn:

Randy Campbell made a motion to adjourn at 6:05 p.m.

Minutes submitted by Carolyn Allen, Secretary
September 10 , 2019

15 Upgrade to Oracle 18c.	Open	1	Low priority, system is behind VPN
30 Possibly accept street guide verification import with extended range number changes.	Open	1	
31 When adding absentee applications, flag duplicates when roll number entered.	Open	1	
32 Fix an error in VR applications. If new application for previously unregistered voter is saved incomplete, then returned to and fixed an error occurs when adding the image (null voter ID w_scan cb_savedoc).	Open	1	
34 Migrate mail merge to docx	Open	1	



Quote Number

00005447

Account Name

Cherokee Nation, OK

Grand Total

\$7,640.00

Attachment #2

Item	Description	Unit Price	Quantity	Total Price
Mobile Ballot Box (MBB)	Flash memory card/audio card for use with Hart voting equipment	\$66.00	115	\$7,590.00

Subtotal \$7,590.00

Shipping and Handling (Estimated) \$50.00

Grand Total \$7,640.00

Bill To P.O. Box 1188
Tahlequah, OK 74465Ship To 17763 S Muskogee Ave.
Tahlequah, OK 74464

Customer Contact

Contact Name Connie Parnell

Email connie-parnell@cherokee.org

Phone (918) 458-5899

General Information

Expiration Date 9/30/2019

Payment Terms Net 30

Instructions Please fax with signature to (512) 252-6923 or
scan and email to tcervantes@hartic.com to
order.

Terms and Conditions

Pricing subject to inventory availability at time of quote execution and acceptance.

Taxes will be calculated in conjunction with the Customer based on the final approved price list.

Hart Approval

Prepared By Tony Cervantes

Title Inside Sales Representative

Signature

Customer Approval

Name: Shawna CalicoTitle: CNEC ChairpersonCustomer Approval: Shawna CalicoDate: 8-20-19



Quote Number

00005444

Account Name

Cherokee Nation, OK

Grand Total

\$335.00

Attachment #3

Item	Unit Price	Quantity	Total Price
JBC/eScan Shipping Box Handle	\$4.50	70	\$315.00

Subtotal \$315.00

Shipping and Handling (Estimated) \$20.00

Grand Total \$335.00

Bill To P.O. Box 1188
Tahlequah, OK 74465

Ship To 17763 S Muskogee Ave.
Tahlequah, OK 74464

Customer Contact

Contact Name Connie Parnell

Email connie-parnell@cherokee.org

Phone (918) 458-5899

General Information

Expiration Date 9/30/2019

Payment Terms Net 30

Instructions Please fax with signature to (512) 252-6923 or
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Hart Approval

Prepared By Tony Cervantes

Title Inside Sales Representative

Signature

Customer Approval

Name: Shawna CalicoTitle: CNEC ChairpersonCustomer Approval: Shawna CalicoDate: 8-20-19

Moore Electric & Logistics, Inc.

Commercial-Industrial-Communications

Ok License # 38459

DBE Certification # 865

8/8/19

RE: CN Election Building – Back-Up Natural Gas Generator

Moore Electric & Logistics Inc. is pleased to offer our proposal for electrical installation. This proposal includes all electrical work associated with the drawings, applicable addendums and specifications as listed in inclusions.

Inclusions Electrical:

- Provide and install one new 20KW back-up generator with battery, cement pad and the service rated automatic transfer switch. This includes conduit, wire, control cables and terminations from the meter can and generator to the transfer switch and back to the 200-amp panel.

NOTE: Will need to coordinate for power off to building to make the new connections.

Inclusions Mechanical:

- The existing gas line is 1" gas line with approximately 30' of pipe. According to code that would be 224k BTU's. Currently the load is at 220k BTU's, so that is within code. The new generator demands 328k BTU's. That will require the installation of a 1-1/2" pipe from the meter to cover the added load requirement of the generator. The 1-1/2" gas line will give the availability for 719k BTU's.
- Test the water column to ensure that there is at least 7".

NOTE: In the event there is not 7" of water column the owner will need to call the gas company utility and have the gas authorities up the pressure.

Exclusions:

- Any additional requirements other than those stated in the Inclusions shall be considered a change from this proposal.

Additional Considerations:

- All work shall be done in a workmanship like manner.
- Work to be performed Monday – Friday on the day shift.
- Moore Electric & Logistics is a Minority Owned Company and is TERO certified with the Cherokee Nation.
- Moore Electric & Logistics is a DBE certified company.

PROPOSAL COST: \$10,290

This proposal is good for 30 days.

Sincerely,

Dennis Moore

moore_electric@sbcglobal.net

3310 Jeannie Lane
Muskogee, OK. 74403

Ph.918-686-5509
Fax 918-686-0621

