



CHEROKEE NATION ELECTION COMMISSION

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

AGENDA REGULAR MEETING

March 8th, 2022

4:00 P.M.

- I. Call to order
- II. Roll call
- III. Approval of Minutes from the February 14th Special Meeting
- IV. Administrator's Report
- V. Election Director's Report
- VI. Attorney's Report
- VII. Old Business-None
- VIII. Current Items
 - a. Consideration and possible action on selecting officers of the Election Commission
 - b. Consideration and possible action on choosing committees of the Election Commission
- IX. Executive Session
 - a. Confidential discussion with attorney on pending litigation, claims, investigations or protests
 - b. Personnel
 - 1. Consideration and possible action on compensation for staff and Commissioners
 - c. Exit Executive Session
- X. Action from Executive Session
- XI. Announcements
- XII. Adjourn

POSTED
3:40pm 2-18-22

February 18, 2022 by 4:00 PM
Cherokee Nation Election Office
17763 S. Muskogee Ave
Tahlequah, OK 74464

Chairperson: Shawna Calico

Posted by: _____



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CHEROKEE NATION ELECTION COMMISSION

Regular Meeting Minutes

March 8th, 2022

I. Call to order

- The Regular Meeting of the Cherokee Nation Election Commission for March 8th, 2022 was called to order by Chairperson Shawna Calico at 4:05pm

II. Roll call

- Election Commission Secretary Rick Doherty called roll and a quorum was established with the following Commissioners present:

Shawna Calico – Chairperson

Pamela Sellers – Vice Chairperson

Rick Doherty – Secretary/Treasurer

Randy Campbell – Commissioner

Elizabeth Ballew – Commissioner

- Office staff present was: Connie Parnell and Marcus Fears
- Election Commission Attorney Harvey Chaffin was present

III. Approval of Minutes

- Chairperson Shawna Calico asked for approval and/or discussion regarding the minutes of the February 14th Special Meeting. Elizabeth Ballew made a motion seconded by Randy Campbell to approve the February 14th Special Meeting minutes. The motion was approved by all Commissioners.

IV. Administrator's Report

- Marcus Fears reported on inclement weather in February, beginning preparations on 2023 Election folders & filing documents and presented a report that detailed updated voter registration statistics Randy Campbell made a motion seconded by Pam Sellers to approve the Administrator's Report. The motion was approved by all Commissioners. **(Attachment 1)**

V. Election Director's Report

- Connie Parnell gave a report on new Chronicle update, Act revision policy work session, storage of data on the server and being out due to weather. Pam Sellers made a motion seconded by Elizabeth Ballew to approve the Election Director's Report. The motion was approved by all Commissioners.

(Attachment 2)

VI. Attorney's Report



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- Election Commission Attorney Harvey Chaffin had no new litigation to report. Mr. Chaffin presented Section 21 C 4 to Mr. Young who was in attendance, calling attention to what the current law says versus how SC-15-11 ruled on the matter for the Councils consideration going forward.

VII. Old Business

- None

VIII. Current Items

- Consideration and possible action on selecting officers of the Election Commission.
 - i. Rick Doherty made a motion seconded by Randy Campbell to table due to Elizabeth not being sworn in at February Rule's due to inclement weather. The motion was approved by all Commissioners.
- Consideration and possible action on choosing committees of the Election Commission.
 - i. Rick Doherty made a motion seconded by Randy Campbell to table for the same reason. The motion was approved by all Commissioners.

IX. Executive Session

- Pam Sellers made a motion seconded by Randy Campbell to enter Executive Session at 5:04pm
- Elizabeth Ballew left the meeting due to an emergency around 6:20pm
- Rick Doherty made a motion seconded by Pam Sellers to Exit Executive Session at 6:27pm

X. Action from Executive Session

- Pam Sellers made a motion seconded by Randy Campbell to increase Clerk II and Clerk III hourly rate by \$1.50/hr, to increase Administrator salary by \$3,300 per year and increase the Election Director salary by \$2,200 per year. The motion was approved by the remaining four Commissioners.
- Rick Doherty made a motion seconded by Randy Campbell to increase the Election Commission monthly stipend to \$1,000. The motion was approved by the remaining four Commissioners.

XI. Announcements

XII. Adjourn

- Pam Sellers made a motion to adjourn at 6:41pm. The meeting was adjourned.

Minutes submitted by Rick Doherty, Secretary/Treasurer



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March 8, 2022 Administrators Report

Marcus Fears Administrator
fears-marcus@cherokee.org

Attachment #1

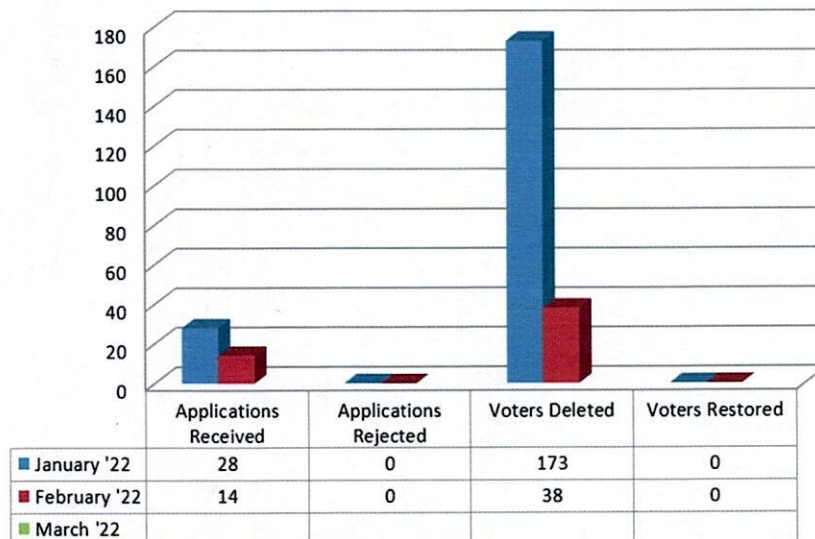
I. OFFICE:

The Cherokee Nation complex and satellite offices were closed due to inclement weather Feb 3, 4 and 23-25. The Rule's Committee meeting scheduled for Feb 24th where Elizabeth was set to be on the agenda was moved to March 14th at 9am. I emailed the EC's Act recommendations to council attorney John Young after they were approved in our Special Meeting on February 14th. I have not heard any feedback only that they also wanted a Word document so they could use it for editing purposes. I have been creating all the folders necessary for the 2023 election as well as putting the packet material together. Once ready we'll be able to have a Policy meeting on any updates to those packet materials.

II. VOTER PROCESSING: As of 03/7/2022

75,140 Total Registered Voters; 43,144 In-District; 31,996 At-Large

Voter Registration Statistics



A. Statistical Report:

*Detailed Data by District and Precinct is attached

III. FINANCIAL HIGHLIGHTS:

FY22 is on target. You should all have a printout of the office financial report.

Chronicle- Voter Registration by District and Precinct

3/7/2022 8:30 AM

<u>District</u>	<u>Precinct</u>	<u>Voters</u>
Dist No. 1 Hulbert	Hulbert	1,228
	Okay	296
	Tahlequah (1)	1,527
Total for District		3,051
Dist No. 2 Tahlequah	Briggs	291
	Lowrey	265
	Tahlequah (2)	2,472
Total for District		3,028
Dist No. 3 Tenkiller	Keys	948
	Tahlequah (3)	1,784
Total for District		2,732
Dist No. 4 Three Rivers	Ft. Gibson	1,076
	Muskogee	582
	Warner	770
Total for District		2,428
Dist No. 5 Redbird	Gore	403
	Sallisaw (5)	626
	Vian	1,190
Total for District		2,219
Dist No. 6 Sequoyah	Belfonte	116
	Marble City	172
	Muldrow	1,628
	Sallisaw (6)	1,641
Total for District		3,557
Dist No. 7 Flint	Cave Springs	298
	Chewey	103
	Stilwell (7)	2,634
	Westville (7)	703
Total for District		3,738
Dist No. 8 Goingsnake	Bell	267
	Stilwell (8)	1,057
	Westville (8)	471
Total for District		1,795
Dist No. 9 Saline	Jay (9)	727
	Kansas	1,437

Chronicle- Voter Registration by District and Precinct

3/7/2022 8:30 AM

District	Precinct	Voters
Dist No. 9 Saline	Kenwood	183
	Salina (9)	540
Total for District		2,887
Dist No. 10 Delaware	Afton	625
	Grove	758
	Jay (10)	894
	Pryor (10)	544
	Salina (10)	200
	Spavinaw	179
Total for District		3,200
Dist No. 11 Cooweescoowee - North	S. Coffeyville	493
	Vinita	1,937
	Welch	140
Total for District		2,570
Dist No. 12 Cooweescoowee - West	Bartlesville	1,661
	Nowata	713
	Skiatook	133
Total for District		2,507
Dist No. 13 Gadusi	Catoosa	352
	Collinsville	960
	Tulsa	1,823
Total for District		3,135
Dist No. 14 Cooweescoowee - Central	Chelsea	560
	Claremore (14)	2,531
	Collinsville	8
	Oologah	427
Total for District		3,526
Dist No. 15 Cooweescoowee - South	Claremore (15)	854
	Locust Grove	926
	Pryor (15)	940
	Salina (15)	51
Total for District		2,771
At Large	At Large	31,996
Total for District		31,996
Grand Total		75,140

All Accounts

ACCOUNT	Account Description	ACTUAL-DTL	ENCUMB-DTL	COMMIT-DTL	TOTAL-DTL	BUDGET-DTL	REMAIN-DTL
499000	Other Income	\$ (3,100.00)	\$ -	\$ -	\$ (3,100.00)	\$ (1,500.00)	\$ 1,600.00
600000	Salaries & wages	\$ 55,831.19	\$ -	\$ -	\$ 55,831.19	\$ 189,814.00	\$ 133,982.81
610000	Fringe benefits	\$ 33,425.09	\$ -	\$ -	\$ 33,425.09	\$ 61,500.00	\$ 28,074.91
610160	Annual leave used (contra)	\$ (6,967.42)	\$ -	\$ -	\$ (6,967.42)	\$ -	\$ 6,967.42
610180	Full time vacation taken	\$ 6,967.42	\$ -	\$ -	\$ 6,967.42	\$ -	\$ (6,967.42)
610200	Sick leave	\$ 3,311.43	\$ -	\$ -	\$ 3,311.43	\$ -	\$ (3,311.43)
610210	Sick leave used (contra)	\$ (3,311.43)	\$ -	\$ -	\$ (3,311.43)	\$ -	\$ 3,311.43
610260	Holiday leave used (contra)	\$ (5,649.76)	\$ -	\$ -	\$ (5,649.76)	\$ -	\$ 5,649.76
610270	Holiday observance: full-time	\$ 5,649.76	\$ -	\$ -	\$ 5,649.76	\$ -	\$ (5,649.76)
620000	Staff development & training	\$ -	\$ -	\$ -	\$ -	\$ 1,200.00	\$ 1,200.00
620510	Background checks	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
620520	Drug & alcohol testing	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
620530	Motor vehicle reports	\$ -	\$ -	\$ -	\$ -	\$ 200.00	\$ 200.00
630050	Per diem	\$ -	\$ -	\$ -	\$ -	\$ 1,000.00	\$ 1,000.00
640000	Contract services < \$5K	\$ 1,530.00	\$ 251.65	\$ 30.00	\$ 1,811.65	\$ 42,150.00	\$ 40,338.35
650000	Contract services >=\$5K	\$ 94,864.00	\$ 113,626.92	\$ -	\$ 208,490.92	\$ 360,000.00	\$ 151,509.08
680000	Supplies	\$ 1,248.41	\$ 387.02	\$ -	\$ 1,635.43	\$ 40,000.00	\$ 38,364.57
680070	Equipment < \$5K	\$ -	\$ -	\$ -	\$ -	\$ 10,000.00	\$ 10,000.00
690060	Mailing cost	\$ 388.00	\$ -	\$ -	\$ 388.00	\$ 18,000.00	\$ 17,612.00
690080	Direct billed: telephone expense	\$ 1,374.64	\$ -	\$ -	\$ 1,374.64	\$ 3,000.00	\$ 1,625.36
690090	Direct billed: cell/Mifi/Ipad	\$ 1,701.81	\$ -	\$ -	\$ 1,701.81	\$ 10,000.00	\$ 8,298.19
690110	Direct billed: internet	\$ 45.44	\$ -	\$ -	\$ 45.44	\$ -	\$ (45.44)
690120	Direct billed: mailing cost	\$ -	\$ -	\$ -	\$ -	\$ 1,500.00	\$ 1,500.00
690500	Lease/rent: furniture & equip	\$ 4,914.00	\$ -	\$ -	\$ 4,914.00	\$ 6,000.00	\$ 1,086.00
700000	Building rent/lease	\$ 250.00	\$ -	\$ -	\$ 250.00	\$ 600.00	\$ 350.00
700080	Direct billed: space cost	\$ 19,053.80	\$ -	\$ -	\$ 19,053.80	\$ 49,000.00	\$ 29,946.20
710090	Direct billed: property insurance	\$ 794.62	\$ -	\$ -	\$ 794.62	\$ 2,000.00	\$ 1,205.38
710100	Direct billed: auto insurance	\$ 171.75	\$ -	\$ -	\$ 171.75	\$ 1,000.00	\$ 828.25
720040	Employee mileage reimbursement	\$ -	\$ -	\$ -	\$ -	\$ 500.00	\$ 500.00
720050	Direct billed: GSA vehicle	\$ 1,599.17	\$ -	\$ -	\$ 1,599.17	\$ 5,500.00	\$ 3,900.83
740000	Advertising	\$ -	\$ -	\$ -	\$ -	\$ 2,000.00	\$ 2,000.00
760010	Other operational	\$ 155.00	\$ 400.00	\$ -	\$ 555.00	\$ 5,000.00	\$ 4,445.00
970000	Indirect cost (IDC)	\$ 9,854.33	\$ -	\$ -	\$ 9,854.33	\$ 51,882.00	\$ 42,027.67
		\$ 224,101.25	\$ 114,665.59	\$ 30.00	\$ 338,796.84	\$ 860,746.00	\$ 521,949.16

Attachment #2

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

February 2022 Directors Report

Short month but first and foremost our election system is paid in full.

We had some snow and ice days not the best weather but we made it through.

Policies had meeting to discuss the Election Act revisions and made a few requests for changes to the Commissioners.

We received our new build on Chronical and the others changes will be done in the next month. We are working on the storage of the copies of the documents that have been scanned to the server, and discussing our options on where we can store them to keep them preserved. The plan is to move the documents to one of the external hard drives in the server and free up some space. In preparation of the 2023 election VR and AB apps.

CHEROKEE NATION ELECTION COMMISSION

☒ REGULAR MEETING

☐ SPECIAL MEETING

COMMISSION PRESIDED BY: Shawna Calico

MEETING DATE: 3-8 at 4:05 AM/PM at the CNEC Office

Commission Member: Present/Absent

Shawna Calico

Present/Absent

Pamela Sellers

Present/Absent

Randy Campbell

Present/Absent

Rick Doherty

Present/Absent

Elizabeth Ballew

Present/Absent

Quorum Established:

YES/NO

CNEC Attorney: Harvey Chaffin ☒

Staff Present: ☒ Marcus Fears ☒ Connie Parnell ☒ Kendal Bishop ☒ Charlene Keys

Visitors:

John Youz
