



CHEROKEE NATION ELECTION COMMISSION

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

AGENDA

REGULAR MEETING

Tuesday, October 11th, 2022

4:00 P.M.

- I. Call to order
- II. Roll call
- III. Approval of Minutes from the September 13th Regular Meeting
- IV. Administrator's Report
- V. Election Director's Report
- VI. Attorney's Report
- VII. Old Business
- VIII. Current Items
 - a. Consideration and possible action on 2023 Election Polling Locations
 - b. Consideration and possible action on FY2023 Signature Authorization
 - c. Consideration and possible action on Maxim Contract
 - d. Consideration and possible action on CSA Contract
 - e. Consideration and possible action on Hart Contract
 - f. Consideration and possible action on renewing Election Commission Attorney's Contract for FY2023
 - g. Consideration and possible action on renewing Election Commission Investigator's Contract for FY 2023
 - h. Consideration and possible action regarding Clerk position
 - i. Consideration and possible action regarding FY2023 merit increase
- IX. Executive Session
 - a. Confidential discussion with attorney on pending litigation, claims, investigations or protests
 - b. Personnel
 - 1. Consideration and possible action on Election Director Evaluation
 - 2. Consideration and possible action on Administrator Evaluation
 - 3. Consideration and possible action regarding Clerk II & Clerk III Evaluation's by the Administrator
 - c. Exit Executive Session
- X. Action from Executive Session
- XI. Announcements
- XII. Adjourn

POSTED
9-30-22

September 30, 2022 by 4:00 PM
Cherokee Nation Election Office
17763 S. Muskogee Ave
Tahlequah, OK 74464

Chairperson: Rick Doherty

Posted by: _____



CHEROKEE NATION ELECTION COMMISSION

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CHEROKEE NATION ELECTION COMMISSION

Regular Meeting Minutes

Tuesday, October 11th, 2022

I. Call to order

- The Regular Meeting of the Cherokee Nation Election Commission for October 11, 2022 was called to order by Chairman Rick Doherty at 4:00 P.M.

II. Roll call

- Election Commission Secretary Shawna Calico called roll and a quorum was established with the following Commissioners present:
Rick Doherty – Chairman
Pamela Sellers – Vice Chairperson, by phone
Shawna Calico – Secretary/Treasurer
Randy Campbell – Commissioner
Elizabeth Ballew – Commissioner
- Office staff present was: Marcus Fears & Connie Parnell
- Election Commission Attorney Harvey Chaffin was present.
- Election Commission Investigator Nick Goodwin was present.
- Visitors present: Chad Hunter

III. Approval of Minutes

- Chairman Rick Doherty asked for approval and/or discussion regarding the minutes of the September 13th Regular Meeting. Pam Sellers made a motion seconded by Elizabeth Ballew to approve the September 13th Regular Meeting minutes. The motion was approved by all Commissioners.

IV. Administrators Report

- Marcus Fears reported that our Reproduction Fees were now updated for the first time since 2018. Marcus discussed a Financial FAQ he would like to present to the Commission in November along with other financial related concerns to be discussed during that meeting. Pam Sellers made a motion seconded by Elizabeth Ballew to approve the Administrator's Report. The motion was approved by all Commissioners. (Attachment 1)

V. Election Directors Report

- Marcus Fears read the Election Directors report. Pam Sellers made a motion, second by Elizabeth Ballew to approve the Election Directors Report. The motion was approved by all Commissioners. (Attachment 2)



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VI. Attorney's report

- Election Commission Attorney Harvey Chaffin had no new litigation to report. Pam Sellers made a motion, second by Elizabeth Ballew to approve the Election Directors Report. The motion was approved by all Commissioners.

VII. Old Business

- None

VIII. Current Items

- Consideration and possible action on 2023 Election Polling Locations.
 - i. Discussion was had on polling locations that can and can not be used for the upcoming 2023 Election.
- Consideration and possible action on FY2023 Signature Authorization.
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to leave it as is, with Marcus having 25,000 authorization. The motion was approved by all Commissioners.
- Consideration and possible action on Maxim Contract.
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to approve the Maxim Contract in the amount of \$50,387.20. The motion was approved by all Commissioners.
- Consideration and possible action on CSA Contract.
 - i. Pam Sellers made a motion, second by Elizabeth Ballew to approve CSA Contract in the amount of \$59,773 and with the changing of the Chairman's name to Rick Doherty . The motion was approved by all Commissioners.
- Consideration and possible action on Hart Contract.
 - i. Pam Sellers made a motion, seconded by Elizabeth Ballew to approve the Hart Contracts in the amounts of \$33,962 and \$9,900. The motion was approved by all Commissioners.
- Consideration and possible action on renewing Election Commission Attorney's Contract for FY2023.
 - i. Pam Sellers made a motion, second by Elizabeth Ballew to renew the Election Commission Attorney's Contract for FY2023. The motion was approved by all Commissioners.
- Consideration and possible action on renewing Election Commission Investigator's Contract for FY2023.
 - i. Randy Campbell made a motion, second by Elizabeth Ballew to renew the Election Commission Investigator's Contract for FY2023. The motion was approved by all Commissioners.
- Consideration and possible action regarding Clerk position.



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- i. Pam Sellers made a motion, second by Elizabeth Ballew to advertise the Clerk I position on the website, Facebook page and Cherokee Phoenix. The motion was approved by all Commissioners.
- Consideration and possible action regarding FY2023 merit increase.
 - i. Email was read announcing merit increase.

IX. Executive Session

- Pam Sellers made a motion, second by Elizabeth Ballew to enter Executive Session at 4:46.
 - i. Consideration and possible action on Election Director Evaluation.
 - ii. Consideration and possible action on Administrator Evaluation.
 - iii. Consideration and possible action regarding Clerk II and Clerk III Evaluation's by the Administrator.
- Pam Sellers made a motion, second by Elizabeth Ballew to exit Executive Session at 5:31. The motion was approved by all Commissioners.

X. Action from Executive Session

- Pam Sellers made a motion, second by Elizabeth Ballew to accept all evaluations. The motion was approved by all Commissioners.

XI. Announcements

XII. Adjourn

- Pam Sellers made a motion, second by Elizabeth Ballew to adjourn at 5:37 P.M. The meeting was adjourned.

Minutes submitted by Shawna Calico, Secretary/Treasurer

Shawna Calico



CHEROKEE NATION ELECTION COMMISSION

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Attachment #1

October 11, 2022 Administrators Report

Marcus Fears Administrator
fears-marcus@cherokee.org

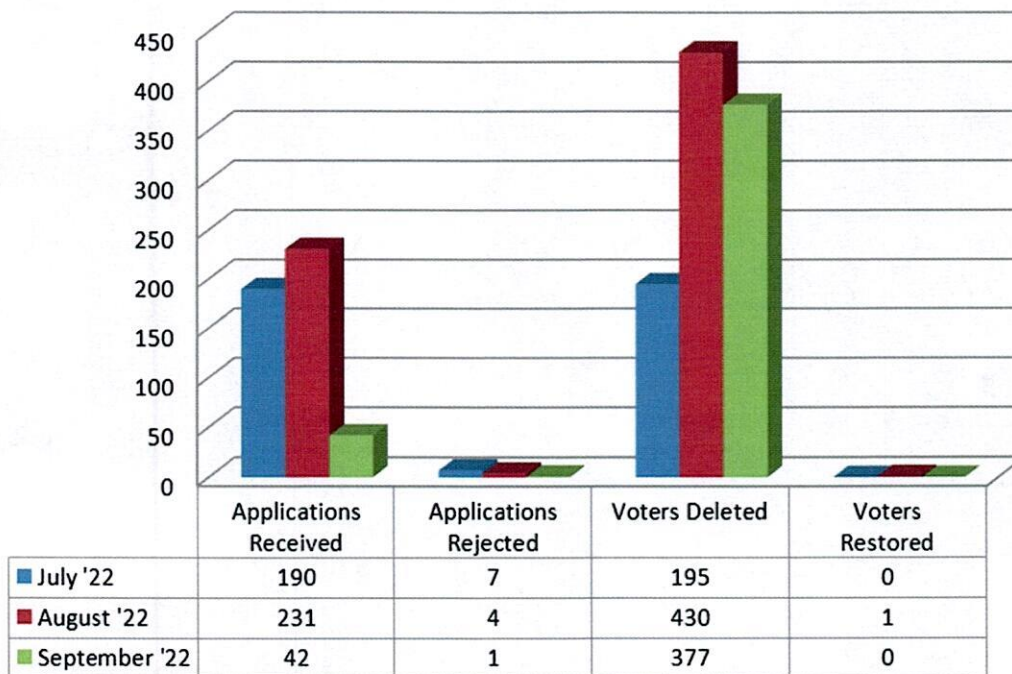
I. OFFICE:

In September we were able to update our Reproduction Fees which hasn't been brought up to date since 2018. So far, responses from the requests we've had to charge for have been understanding and positive. I've been working on a Financial FAQ that I would like to bring to our November meeting because I'd like it to go into the packet as well as on the website. I believe other financial related concerns we need to discuss in that meeting are signing off on the Candidate Financials, understanding Independent Expenditures and in that same vein how to best utilize our investigator.

II. VOTER PROCESSING: As of 10/03/2022

74,320 Total Registered Voters; **42,603** In-District; **31,717** At-Large

Voter Registration Statistics



A. Statistical Report:

*Detailed Data by District and Precinct is attached

III. FINANCIAL HIGHLIGHTS:

FY23 is just beginning.

District	Precinct	Voters
Dist No. 1 Hulbert	Hulbert	1,215
	Okay	288
	Tahlequah (1)	1,521
	Total for District	3,024
Dist No. 2 Tahlequah	Briggs	284
	Lowrey	260
	Tahlequah (2)	2,471
	Total for District	3,015
Dist No. 3 Tenkiller	Keys	938
	Tahlequah (3)	1,772
	Total for District	2,710
Dist No. 4 Three Rivers	Ft. Gibson	1,056
	Muskogee	570
	Warner	746
	Total for District	2,372
Dist No. 5 Redbird	Gore	402
	Sallisaw (5)	619
	Vian	1,176
	Total for District	2,197
Dist No. 6 Sequoyah	Belfonte	119
	Marble City	165
	Muldrow	1,606
	Sallisaw (6)	1,598
	Total for District	3,488
Dist No. 7 Flint	Cave Springs	289
	Chewey	103
	Stilwell (7)	2,559
	Westville (7)	685
	Total for District	3,636
Dist No. 8 Goingsnake	Bell	260
	Stilwell (8)	1,042
	Westville (8)	468
	Total for District	1,770
Dist No. 9 Saline	Jay (9)	711
	Kansas	1,422

District	Precinct	Voters
Dist No. 9 Saline	Kenwood	180
	Salina (9)	534
	Total for District	2,847
Dist No. 10 Delaware	Afton	614
	Grove	746
	Jay (10)	872
	Pryor (10)	538
	Salina (10)	203
	Spavinaw	181
	Total for District	3,154
Dist No. 11 Cooweescoowee - North	S. Coffeyville	495
	Vinita	1,911
	Welch	139
	Total for District	2,545
Dist No. 12 Cooweescoowee - West	Bartlesville	1,642
	Nowata	685
	Skiatook	134
	Total for District	2,461
Dist No. 13 Gadusi	Catoosa	352
	Collinsville	965
	Tulsa	1,819
	Total for District	3,136
Dist No. 14 Cooweescoowee - Central	Chelsea	551
	Claremore (14)	2,513
	Oologah	433
	Total for District	3,497
Dist No. 15 Cooweescoowee - South	Claremore (15)	846
	Locust Grove	918
	Pryor (15)	936
	Salina (15)	51
	Total for District	2,751
At Large	At Large	31,717
Total for District		31,717
Grand Total		74,320

2022 September Directors Report

December was packed full of election tasks

Election training on September 13th and the 14th with Simon from Hart Intercivic.

Working with John Rose and Nick Hammons on the changeover of the backups from tape drive to external hard drive. We have had very successful back-up with the Acronis security backups but our 30 day trial is almost up and we are working with contracts to get the agreement worked out for a business agreement.

Working on the Challenged Ballots packets for this election cycle we will need 4000 packets for the precinct and 75 packets for the training of the Challenged Ballot Precinct official training.

Chronical has had a new build installed with this the change to remove the VR copies of the forms scanned into the database that have reached their time retention past 48 months. Only deleted voters that have been deleted over 48 months are going to be identified.

The other section is the ABRF's of voters older than 48 months their scans will be deleted from the scans and will be removed from the files and placed in a secure place till it is time to get rid of them.

The election is fast approaching and the trainings for precinct officials have to be created. These are my next projects beginning in October. Along with the packets of the Challenged ballots. 2000 have been completed.

The ongoing search for the polling places to use for the health facilities that we are unable to use due to the Covid issues still in the reservation. This is as long as the other locations still agree to let us use their facilities.

Rick, Marcus and I have talked and have come up with suggestions to present to the Commission for review.

We have received suggestions from Council members Joe Deere, and Darrel Legg.

The locations that D. Legg suggested will not be available for this election.

According to David Moore over these facilities.

Pam Sellers: Muskogee, Lowrey Rick: Vinita Randy: Tulsa Shawna and Elizabeth: Jay 2 precincts.

Marcus and I have packets to give to the commissioners to use in establishing contracts with the polling locations and the precinct officials.



24-ELECTION COMMISSION

APPROVED FORM: CN-AP-16-100
Effective Date: _____



Maxim Consulting, Inc.
5909 NW Expressway, Ste 263
Oklahoma City, OK 73132
(405) 242-4040
Fax (405) 730-6493

April 29, 2022

Ms. Connie Parnell
Cherokee Nation Election Commission
17763 S. Muskogee Ave
Tahlequah, OK 74464

Dear Connie,

This letter is Maxim Consulting's proposal to provide support and requested enhancements to the Chronicle Voter Registration application licensed to the Cherokee Nation Election Commission for the 2023 fiscal year. All activities performed under this offer will be billed on an hourly basis according to the rate scale that follows. All rates will be guaranteed for a minimum of one year from the date of award.

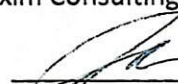
We propose billing all work under this agreement per the following scale:

Title	Hourly Rate
Project Manager	\$160
System Architect	\$140
Database Administrator	\$125
Senior Programmer Analyst	\$120
Programmer Analyst	\$100

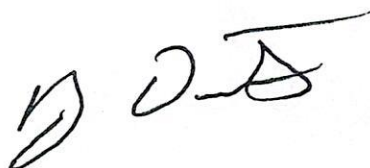
We look forward to continuing our relationship with the CNEC. If you have any questions concerning this letter or the work to be performed, please contact me at 405-242-4040 (office) or 405-923-2400 (cell) at your convenience.

Very truly yours,

Maxim Consulting, Inc.

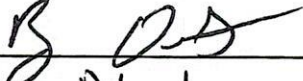
By: 

John Rose

Handwritten initials or signature, possibly "DOS", in dark ink.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed in duplicate by their duly authorized representatives on the dates set forth below.

**CHEROKEE NATION ELECTION
COMMISSION**

BY: 
TITLE: Chairperson Rick Doherty

DATE: 10-11-22

READ AND UNDERSTOOD:

BY: 
Principal Investigator Dr. Todd Fagin

**THE BOARD OF REGENTS OF THE
UNIVERSITY OF OKLAHOMA**

BY:  Digitally signed by
Michael Purcell
Date: 2022.09.09
10:36:26 -05'00'

TITLE: Executive Director Office of Research
Services and Associate VP for Research
and Partnerships

DATE: 09/09/2022

DATE: 9/9/2022



Quote Number 00010591
Account Name Cherokee Nation, OK
Grand Total \$9,900.00

Expiration Date 10/29/2022
Payment Terms Net 30

Please fax with signature to or scan and email to ssaenz@hartic.com to order.

Item	Description	Unit Price	Quantity	Total Price
Secure Ballot Transport Bag	Bag for easy and secure removal and transport of ballots from ballot box	\$60.00	140	\$8,400.00

Subtotal \$8,400.00
Shipping and Handling (Estimated) \$1,500.00
Grand Total \$9,900.00

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

Ship To 17763 S Muskogee Ave.
Tahlequah, OK 74464

Customer Contact

Contact Name Connie Parnell

Terms and Conditions

Please note: Shipping & Handling charges listed are estimates only. Due to global supply chain and delivery issues, actual shipping & handling charges may be significantly higher. 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 Simon Saenz

Title Sales Account Manager

Signature

Customer Approval

Name: Rick Doherty

Title: Chairman

Customer Approval: Rick Doherty

Date: 10-11-22