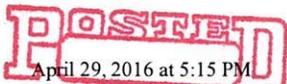


Cherokee Nation Election Commission
Regular Meeting Agenda
May 10, 2016
4:00 PM

- I. Call to order
- II. Roll call
- III. Approval of Minutes from the 04/12/2016 Regular Meeting.
- IV. Administrator's Report
- V. Election Services Director's Report
- VI. Attorney's Report
- VII. Current Items
 - a. Review and possible action on FY17 Budget
- VIII. Old Business
 - a. Review and discussion of election law changes
- IX. Executive Session
 - a. Confidential discussion with attorney on pending litigation, claims, investigations, or protests
 - b. Exit Executive Session
- X. Action from Executive Session
- XI. Announcements
- XII. Adjourn



Cherokee Nation Election Office
22116 S Bald Hill Road
Tahlequah, Ok 74464

Vice Chairperson: Teresa Hart

Posted by:

CHEROKEE NATION ELECTION COMMISSION
REGULAR MEETING
ELECTION SERVICES MEETING ROOM
MAY 10, 2016 – MINUTES

CALL TO ORDER/ROLL CALL.

THE MEETING OF THE ELECTION COMMISSION WAS CALLED TO ORDER AT 4:05 PM. ROLL CALL WAS TAKEN AND A QUORUM WAS ESTABLISHED.

COMMISSION: TERESA HART, VICE CHAIRMAN
MARTHA CALICO, SECRETARY/TREASURER
SHAWNA CALICO, COMMISSIONER
CAROLYN ALLEN, COMMISSIONER

OFFICE STAFF: BROOKE TILLISON, CONNIE PARNELL, BETH CATRON

ATTORNEY: HARVEY CHAFFIN

TERESA HART ASKED MARTHA CALICO TO CHAIR THE MEETING, MARTHA AGREED.

DISCUSSION WAS HELD CONCERNING THE MINUTES OF THE MEETING HELD 4-12-16. A MOTION WAS MADE BY CAROLYN ALLEN AND SECONDED BY TERESA HART TO APPROVE THE MINUTES AS AMENDED.

PAGE 2: "A DISCUSSION WAS HELD CONCERNING THE COMMISSIONER'S CONTRACTS. A MOTION WAS MADE BY TERESA HART AND SECONDED BY CAROLYN ALLEN TO APPROVE ADDING ADDITIONAL FUNDS OF \$15,600.00 TO EACH COMMISSIONERS CONTRACT. MOTION CARRIED.

CAROLYN ALLEN ___ YES
SHAWNA CALICO ___
MARTHA CALICO ___ YES
TERESA HART ___ YES"

BROOKE TILLISON PRESENTED THE ADMINISTRATORS REPORT: MS TILLISON STATED 841 VOTER REGISTRATION APPLICATIONS WERE RECEIVED DURING THE MONTH OF APRIL, 2016. MS. TILLISON ALSO PRESENTED A COPY OF THE 2016 EXPENDITURES AND STATED THIS BUDGET WAS ON TARGET. A MOTION WAS MADE BY CAROLYN ALLEN AND SECONDED BY TERESA HART TO APPROVE THE REPORT. MOTION CARRIED.

CAROLYN ALLEN ___ YES
SHAWNA CALICO ___ YES
MARTHA CALICO ___
TERESA HART ___ YES

CONNIE PARNELL PRESENTED THE DIRECTORS REPORT STATING SHE IS CURRENTLY WORKING ON THE BAD ADDRESS LIST, REJECTION LETTERS AND STREET GUIDES. TERESA HART ASKED MS. PARNELL TO PRESENT A MONTHLY PAPER REPORT. MS. PARNELL AGREED TO DO THIS. A MOTION WAS MADE BY CAROLYN ALLEN AND SECONDED BY TERESA HART TO APPROVE THIS REPORT. MOTION CARRIED.

CAROLYN ALLEN YES
SHAWNA CALICO YES
MARTHA CALICO
TERESA HART YES

ATTORNEY, HARVEY CHAFFIN STATED MS. DIANE BARKER IS CURRENTLY WORKING WITH THE COUNCIL ON THE NEW ELECTION LAWS. A MOTION WAS MADE BY CAROLYN ALLEN AND SECONDED BY TERESA HART TO APPROVE THIS REPORT. MOTION CARRIED.

CAROLYN ALLEN YES
SHAWNA CALICO YES
MARTHA CALICO
TERESA HART YES

MS. TILLISON PRESENTED A COPY OF THE 2017 BUDGET FOR THE ELECTION COMMISSION. ATTACHMENT #1 (3 PAGES)
A MOTION WAS MADE BY CAROLYN ALLEN AND SECONDED BY TERESA HART TO APPROVE THIS 2017 BUDGET. MOTION CARRIED.

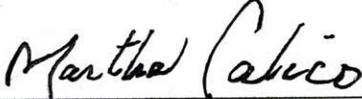
CAROLYN ALLEN YES
SHAWNA CALICO YES
MARTHA CALICO
TERESA HART YES

A MOTION WAS MADE BY SHAWNA CALICO AND SECONDED BY CAROLYN ALLEN TO TABLE THE REVIEW AND DISCUSSION OF ELECTION LAW CHANGES. MOTION CARRIED.

CAROLYN ALLEN YES
SHAWNA CALICO YES
MARTHA CALICO
TERESA HART YES

NO EXECUTIVE SESSION WAS HELD.

THERE BEING KNOW FURTHER BUSINESS CONDUCTED A MOTION WAS MADE BY CAROLYN ALLEN TO ADJOURN AT 4:41 PM



MARTHA CALICO, SECRETARY-TREASURER

CHEROKEE NATION - FY2017 BUDGET REQUEST FORM

For Internal Purposes Only - Not For Distribution

attached #1 5.10.16

PART-1		Budget Period: 10/01/2016 - 09/30/2017		Budget Preparer		Phone: 918-458-5899	
Contract Period:				Name: Brooke Tillison			
Contract Number:				Accounting Unit Director/Manager		Phone: 918-458-5899	
Accounting Fund: 1-General Fund				Name: Brooke Tillison			
Funding Source: 01-Cherokee Nation				Executive Director		Phone:	
AU Description: Tribal Election Fund				Name: Chuck Hoskin Jr.			
Accounting Unit: 1010360				1st Person Responsible		Employee # 103112	
Place IDC Rate in Part 4 Below							
Date/Time Printed: 09-May-16 04:04 PM							
Notes:							

PART-2				
Staffing Summary:		FY 2017 ORIG REQUEST	FY 2016 BUDGET	Incr \ (Decr)
# of Regular Full-Time Employee Equivalents:		5.00	5.00	-
# of Regular Part-Time Employee Equivalents:				-
# of Temp. Full-Time Employee Equivalents:				-
# of Temp. Part-Time Employee Equivalents:				-
# of Other Employee Equivalents:				-
TOTAL NUMBER OF EMPLOYEE-EQUIVALENTS		5.00	5.00	-

PART-3				
Revenues:	<i>(Show as positive #)</i>	Account #		Incr \ (Decr)
Other Income		499000	\$30,000	\$5,000 \$ 25,000
Please enter a valid account number - >>>				
Please enter a valid account number - >>>				
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DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!				
Total Revenues			\$ 30,000	\$ 5,000 \$ 25,000

PART-4						
Expenditures:	Account #	Subject to IDC ?	Subject to IDC ?			Incr \ (Decr)
		YES	NO	YES	NO	
DO NOT COPY TO, COPY ABOVE, OR REMOVE THIS LINE!						
Salaries & wages	600000	\$215,483		\$202,396		\$ 13,087
Fringe benefits	610000	\$72,402		\$66,791		\$ 5,611
Staff development & training	620000	\$1,200		\$1,200		\$ -
Contract services < \$5K	640000	\$85,000		\$16,000		\$ 69,000
Contract services >=\$5K	650000		\$430,000		\$264,180	\$ 165,820
Supplies	680000	\$50,000		\$20,000		\$ 30,000
Communication & reproduction	690000	\$4,000		\$4,000		\$ -
Direct billed: telephone expense	690080	\$3,000		\$3,000		\$ -
Direct billed: cell/mobile phone	690090	\$7,000		\$4,500		\$ 2,500
Direct billed: mailing cost	690120	\$3,000		\$3,000		\$ -
Direct billed: printing/copying	690130	\$2,000		\$4,500		\$ (2,500)
Direct billed: space cost	700080	\$76,000		\$76,000		\$ -
Direct billed: property insurance	710090	\$1,000		\$1,000		\$ -
Direct billed: auto insurance	710100	\$1,000		\$1,000		\$ -
Employee mileage reimbursement	720040	\$500		\$0		\$ 500
Direct billed: GSA vehicle	720050	\$5,500		\$5,500		\$ -
Advertising	740000	\$1,000		\$4,000		\$ (3,000)
Other operational	760010	\$17,000		\$0		\$ 17,000
Equipment < \$5K	680070	\$8,000		\$10,000		\$ (2,000)
Mailing cost	690060	\$45,000		\$3,500		\$ 41,500
Lease/rent: furniture & equip	690500					\$ -
Capital acquisitions >=\$5K	770000		\$0		\$0	\$ -
Per diem	630050	\$1,000		\$0		\$ 1,000
Please enter a valid account number - >>>						
Please enter a valid account number - >>>						
Please enter a valid account number - >>>						
Please enter a valid account number - >>>						
Please enter a valid account number - >>>						
Please enter a valid account number - >>>						
Please enter a valid account number - >>>						
DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!						
Expenditures NOT Subject to IDC			\$ 430,000		\$ 264,180	\$ 165,820
Expenditures SUBJECT to IDC		\$ 599,085		\$ 426,387		\$ 172,698
Indirect Cost Rate (If blank or zero, must explain in Notes above)		11.85%		13.86%		
Indirect Cost Allocation		\$ 70,992		\$ 59,097		\$ 11,895
Total Expenditures			\$ 1,100,077		\$ 749,664	\$ 350,413

Revenues OVER \ (UNDER) Expenditures		\$ (1,070,077)		\$ (744,664)	\$ (325,413)
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Transfers In/Out - (Show ALL as Positive Numbers)						
Operating Transfers IN						
Other financing sources	900000					\$ -
Cash in: tribally required	900010					\$ -
Cash in: grant required	900020					\$ -
Cash in: motor fuel tax	900040					\$ -
Cash in: vehicle tax	900050					\$ -
Cash in: interprogram contract	900060					\$ -
Cash in: debt service	900070					\$ -
Operating Transfers OUT						
Other financing uses	900001					\$ -
Cash out: tribally required	900011					\$ -
Cash out: grant required	900021					\$ -
Cash out: motor fuel tax	900041					\$ -
Cash out: vehicle tax	900051					\$ -
Cash out: interprogram contract	900061					\$ -
Cash out: debt service	900071					\$ -
Transfers In/Out - Net			\$ -		\$ -	\$ -
Take to Narrative ==>			\$ 1,100,077		\$ 749,664	\$ (350,413)
Excess\ (Deficit) of Revenues, Expenditures and Net Transfers			\$ (1,070,077)		\$ (744,664)	\$ (325,413)

Cherokee Nation FY 2017 Comprehensive Budget Narrative

For Internal Purposes Only - Not For Distribution

Attachment #1-5-10-16

Department/Program		Executive Director		ED Phone #
24 - Election Commission		Chuck Hoskin Jr.		0
Accounting Unit		Accounting Unit Name		
1010360		Tribal Election Fund		
Program Director/Manager		Pgm Dir/Mgr Phone #	Period Budget Covers	
Brooke Tillison		918-458-5899	10/01/2016 - 09/30/2017	
FY2016 Budget Approved	FY2017 Budget Request	\$ Increase/(Decrease) Requested - Approved	% Increase/(Decrease) (Request - Approved) / Approved	
\$ 749,664	\$ 1,100,077	\$ 350,413	46.74%	
Staffing Plan (FTE)		FY2017	FY2016	Net Change in Staffing
Regular Full-Time		5.00	5.00	-
Regular Part-Time		-	-	-
Temporary Full-Time		-	-	-
Temporary Part-Time		-	-	-
IPA/MOA/Other		-	-	-
Total		5.00	5.00	-

PROGRAM NARRATIVE:

The Cherokee Nation Election Commission was created pursuant to Article IX, Section 1 of the Cherokee Nation Constitution. The Election Commission is a permanent entity established to govern the conduct of all elections of the Cherokee Nation. The intended outcomes are to promote voter education to Cherokee citizens, voter outreach in Cherokee communities, increase voter registration, and participation in the Cherokee Nation elections and to conduct successful elections for the Cherokee Nation.

The evaluation of the effectiveness of the Election Commission Office has shown an attendance increase of two community services meetings per month, with an average of seven meetings a month. Along with the seven meetings per month, the Election Commission Office has averaged 373 completed voter registration applications. The 2015 election proved to be successful with increasing voter turnout of 26% from the 2011 general election to the 2015 general election.

The number of Cherokee citizens served in FY14 was 60,460 registered voters, FY15 was 62,734 registered voters, and FY16 as of March 31, 2016 was 65,891 registered voters. The number of Cherokee citizens being registered to vote is still increasing during the 2016 fiscal year, with voters being registered on a daily basis.

Cost saving measures for the Election Commission Office include: limiting travel outside the 14 county jurisdictions and training staff to assist in the conduct of elections. Other cost saving measures are utilizing the warehouse for office furniture and supplies available, as well as getting price comparisons on items purchased. The Election Commission Office also utilized the recycling department to access approximately 50,000 recycled folders to use for our current filing system, which saved a total of approximately \$4000.00. We also receive other supplies from the recycle department which cut our costs of daily operating expenses. The Election Commission Office will continue to employ five employees to effectively conduct future elections and maintain daily office duties.

The Election Commission Office has collaborated with Financial Resources, Community Service Departments, Project 320K, Tribal Registration, Cherokee Nation Warehouse, Recycling Department, Environmental Resources, area schools and hospitals, vo-techs, Cherokee Nation Information Technology, Maxim, Inc., Center of Spatial Analysis, and Hart Intercivic.

Revenue income the Election Commission Office expects to receive in FY17 will be from candidate filings, reproduction of various reports and copies requested with information that can be released for a fee. We have researched the costs of the reproduction of the reports and labels which are requested from Cherokee citizens and have based our fees according to current costs.

The Election Commission is a five member board which meets once a month for regular meetings, but may meet more if a special election is needed or policy changes or amendments with special meetings as needed. The commissioner's base stipend in \$500.00 a month, plus \$100.00 per meeting (regular or special), and \$30.00 per hour for services rendered in administrating and operating the business of the Election Commission.

The FY17 request is a substantial increase because of an election year. The FY13 budgeted amount was \$1,319,696.00, as this was an election year. The expenditures for the FY13 election year totaled \$1,090,535.15. The FY17 request is comparable to the FY13 expended budget in comparison for these election years.

CHEROKEE NATION ELECTION COMMISSION
PO BOX 1188
TAHLEQUAH, OK 74464

MEETING ATTENDANCE RECORD

FOR THE MONTH OF: April 2016

REGULAR OR SPECIAL	DATE:	REGULAR OR SPECIAL	DATE:
COMMISSIONER <i>Julia Fort</i>	<i>April 12, 2016</i>	COMMISSIONER	
COMMISSIONER <i>Shawna Calico</i>		COMMISSIONER	
COMMISSIONER <i>Scott Calico</i>		COMMISSIONER	
COMMISSIONER <i>Amelia Allen</i>		COMMISSIONER	

REGULAR OR SPECIAL	DATE:	REGULAR OR SPECIAL	DATE:
COMMISSIONER		COMMISSIONER	
COMMISSIONER		COMMISSIONER	