



CHEROKEE NATION ELECTION COMMISSION

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

AGENDA REGULAR MEETING

Tuesday, August 8th, 2023

4:00 P.M.

- I. Call to order
- II. Roll call
- III. Approval of Minutes from the July 17th Special 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 MIDCON services pursuant to Title 26 CNCA, Elections and CNEC Rules & Regulations regarding record retention
 - b. Consideration and possible action on amending Maxim agreement
- IX. Executive Session
 - a. Confidential discussion with attorney on pending litigation, claims, investigations or protests
 - b. Personnel
 - 1. Consideration and possible action on the Performance Evaluation of the Election Director
 - 2. Consideration and possible action on the Performance Evaluation of the Administrator
 - 3. Consideration and possible action on the Performance Evaluation of the Staff; Clerk I, Clerk II & Clerk III
 - c. Exit Executive Session
- X. Action from Executive Session
- XI. Announcements
- XII. Adjourn

POSTED
7/28/23 12pm

July 28, 2023 by 4:00 PM
Cherokee Nation Election Office
17763 S. Muskogee Ave
Tahlequah, OK 74464

Chairperson: Rick Doherty

Posted by: _____



CHEROKEE NATION ELECTION COMMISSION

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

CHEROKEE NATION ELECTION COMMISSION

Regular Meeting Minutes

Tuesday, August 8th, 2023

I. Call to order

- The Regular Meeting of the Cherokee Nation Election Commission was called to order by Chairperson Rick Doherty at 4:00 P.M.
- Pam Sellers made a motion which was seconded by Randy Campbell to approve Elizabeth Ballew to attend by phone. The motion was approved by all Commissioners.

II. Roll call

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

Rick Doherty – Chairperson
Pamela Sellers – Vice Chairperson
Shawna Calico – Secretary/Treasurer
Randy Campbell – Commissioner
Elizabeth Ballew – By Phone

- Office staff present was: Marcus Fears and Connie Parnell.

III. Approval of Minutes

- Chairperson Rick Doherty asked for approval and/or discussion regarding the minutes of the July 17th, 2023 Special Meeting. Pam Sellers made a motion, which was seconded by Randy Campbell to approve the minutes of the July 17th, 2023 Special Meeting. The motion was approved by all Commissioners.

IV. Administrator's Report

- Pam Sellers made a motion, which was seconded by Randy Campbell to approve the Administrator's Report. The motion was approved by all Commissioners.

(Attachment 1)

V. Election Director's Report

- Pam Sellers 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)



CHEROKEE NATION ELECTION COMMISSION

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

VI. Attorney's Report

- None

VII. Old Business

- None

VIII. Current Items

- Consideration and possible action on MIDCON services pursuant to Title 26 CNCA, Elections and CNCA Rules and Regulations regarding record retention. Pam Sellers made a motion, which was seconded by Randy Campbell to approve MIDCON services pursuant to Title 26 CNCA, Elections and CNCA Rules and Regulations regarding record retention. The motion was approved by all Commissioners.
- Consideration and possible action on amending Maxim agreement. Pam Sellers made a motion, which was seconded by Randy Campbell to amend the Maxim agreement in the amount of \$10,000 to finish out the year. The motion was approved by all Commissioners.

IX. Executive Session

- Pam Sellers made a motion, which was seconded by Randy Campbell to enter Executive Session at 4:29. The motion was approved by all Commissioners.
- Pam Sellers made a motion, which was seconded by Randy Campbell to exit Executive Session at 6:02. The motion was approved by all Commissioners.

X. Action from Executive Session

- Pam Sellers made a motion, which was seconded by Randy Campbell to approve the Performance Evaluation of the Election Director. The motion was approved by all Commissioners.
- Pam Sellers made a motion, which was seconded by Randy Campbell to approve the Performance Evaluation of the Administrator. The motion was approved by all Commissioners.
- Pam Sellers made a motion, which was seconded by Randy Campbell to approve the Performance Evaluation of the Staff; Clerk I, Clerk II and Clerk III. The motion was approved by all Commissioners.

XI. Announcements

- Marcus Fears informed the commission of a couple of days that he would need to take a few hours off, to get his kids settled back in school.
- Connie Parnell reported on the IT Summit she attended.



CHEROKEE NATION ELECTION COMMISSION

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

XII. Adjourn

- Pam Sellers made a motion, which was seconded by Randy Campbell to adjourn at 6:06. The motion was approved by all Commissioners.

Minutes submitted by Shawna Calico, Secretary/Treasurer

Shawna Calico



CHEROKEE NATION ELECTION COMMISSION

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

August 4, 2023 Administrators Report

Marcus Fears Administrator
fears-marcus@cherokee.org

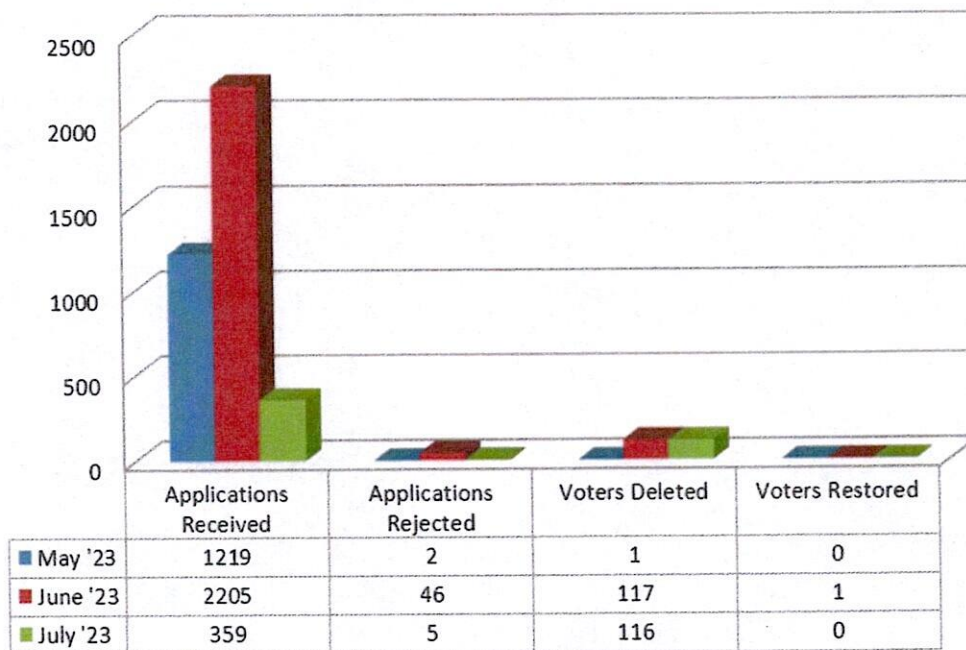
I. OFFICE:

In July we had the Run-Off Election. Once the appeal period concluded, we were able to move supplies to our conditioned storage space. This allowed us to free up our storage vault and back office. Security Alarms was also able to install a camera in the back office. Once we were able to get our supplies to the storage unit and free up some space, normal filing was able to resume.

II. VOTER PROCESSING: As of 08/1/2023

79,247 Total Registered Voters; **44,770** In-District; **34,477** At-Large

Voter Registration Statistics



A. Statistical Report:

*Detailed Data by District and Precinct is attached

III. FINANCIAL HIGHLIGHTS:

FY23 is on track.

| District | Precinct | Voters |
|---------------------------|-----------------|---------------|
| Dist No. 1 Hulbert | Hulbert | 1,397 |
| | Okay | 365 |
| | Tahlequah (1) | 1,712 |
| Total for District | | 3,474 |
| Dist No. 2 Tahlequah | Briggs | 302 |
| | Lowrey | 275 |
| | Tahlequah (2) | 2,479 |
| Total for District | | 3,056 |
| Dist No. 3 Tenkiller | Keys | 1,033 |
| | Tahlequah (3) | 1,867 |
| Total for District | | 2,900 |
| Dist No. 4 Three Rivers | Ft. Gibson | 1,073 |
| | Muskogee | 596 |
| | Warner | 765 |
| Total for District | | 2,434 |
| Dist No. 5 Redbird | Gore | 434 |
| | Sallisaw (5) | 668 |
| | Vian | 1,184 |
| Total for District | | 2,286 |
| Dist No. 6 Sequoyah | Belfonte | 133 |
| | Marble City | 170 |
| | Muldrow | 1,668 |
| | Sallisaw (6) | 1,704 |
| Total for District | | 3,675 |
| Dist No. 7 Flint | Cave Springs | 300 |
| | Chewey | 107 |
| | Stilwell (7) | 2,501 |
| | Westville (7) | 665 |
| Total for District | | 3,573 |
| Dist No. 8 Goingsnake | Bell | 310 |
| | Stilwell (8) | 1,172 |
| | Westville (8) | 529 |
| Total for District | | 2,011 |
| Dist No. 9 Saline | Jay (9) | 724 |
| | Kansas | 1,428 |

| District | Precinct | Voters |
|-------------------------------------|---------------------------|---------------|
| Dist No. 9 Saline | Kenwood | 185 |
| | Salina (9) | 533 |
| | Total for District | 2,870 |
| Dist No. 10 Delaware | Afton | 620 |
| | Grove | 761 |
| | Jay (10) | 894 |
| | Pryor (10) | 558 |
| | Salina (10) | 203 |
| | Spavinaw | 198 |
| | Total for District | 3,234 |
| Dist No. 11 Cooweescoowee - North | S. Coffeyville | 516 |
| | Vinita | 1,969 |
| | Welch | 158 |
| | Total for District | 2,643 |
| Dist No. 12 Cooweescoowee - West | Bartlesville | 1,913 |
| | Nowata | 719 |
| | Total for District | 2,632 |
| Dist No. 13 Gadusi | Catoosa | 358 |
| | Collinsville | 654 |
| | Owasso | 402 |
| | Tulsa | 1,970 |
| | Total for District | 3,384 |
| Dist No. 14 Cooweescoowee - Central | Chelsea | 599 |
| | Claremore (14) | 2,683 |
| | Oologah | 467 |
| | Total for District | 3,749 |
| Dist No. 15 Cooweescoowee - South | Claremore (15) | 917 |
| | Locust Grove | 908 |
| | Pryor (15) | 971 |
| | Salina (15) | 53 |
| | Total for District | 2,849 |
| At Large | At Large | 34,477 |
| Total for District | | 34,477 |
| Grand Total | | 79,247 |

2023 July Election Director Report

Cleaned up and organized the vault for the storage of the election documents for the three year retention.

Helped to clean out the back office to use for whatever is need for this office space. All the items that could be moved to the storage rooms has been moved.

All the documents have been identified that can be removed from the vault when the time is up for their retention. The election equipment has been prepared for the storage between the election cycles.

Started working on the unassigned voters list to prepare for the transition of the redistricting when it happens.

Working with Maxim on new reports for Chronical to help with the record keeping of the numbers of rejected absentee requests and the statistics of the return of the AB's and why they were rejected.

Information retention of the data entry of the AB requests. Our system need to retain more data for future election cycles.

Policies and procedures can meet and go over the proposed reports and retention information that we are working on I have 3 samples of reports that are for office use only. No names just numbers and reasons.

Connie Parnell

List of recycle items for MIDCON

- Connie
 - Vault-2021 Unused blank ballots, regular and absentee (13 boxes)
 - Vault-2023 Unused blank ballots, regular and absentee (33 boxes transfer cases and boxes)
 - 3 copy paper box size boxes of shred under desk
 - 2023 Master Lists – 9 copy paper boxes (one Master List will be kept in the vault for permanent record of the people who were registered at the time of the election cycle)
- Office
 - 4 tubs of shred from staff

CHEROKEE NATION ELECTION COMMISSION

☒ REGULAR MEETING

☐ SPECIAL MEETING

ELECTION COMMISSION PRESIDED BY: Rick Doherty

MEETING DATE: 8-8-23 at 4:00 AM/PM at the CNEC Office

Commission Member: Present/Absent

Rick Doherty ☒ Present ☐ Absent

Pamela Sellers ☒ Present ☐ Absent

Shawna Calico ☒ Present ☐ Absent

Randy Campbell ☒ Present ☐ Absent

Elizabeth Ballew ☒ Present ☐ Absent

Quorum Established: ☒ YES ☐ NO

CNEC Attorney: Harvey Chaffin ☐

CNEC Investigator: Nick Goodwin ☐

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

Visitors:
