



CHEROKEE NATION ELECTION COMMISSION

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

AGENDA SPECIAL MEETING

Tuesday, September 12th, 2023

4:00 P.M.

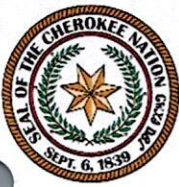
- I. Call to order
- II. Roll call
- III. Approval of Minutes from the August 8th Regular Meeting
- IV. Administrator's Report
- V. Election Director's Report
- VI. Attorney's Report
- VII. Old Business
- VIII. Current Items
 - a. Consideration and possible action on approving Hart contract
 - b. Consideration and possible action on approving Maxim contract
 - c. Consideration and possible action on approving CSA contract
 - d. Consideration and possible action on Signature Authorization
 - e. Consideration and possible action on First State Bank safety deposit box policy
- IX. Executive Session
 - a. Confidential discussion with attorney on pending litigation, claims, investigations or protests
 - b. Personnel
 - 1. Consideration and possible action on Performance Incentive Awards
 - c. Exit Executive Session
- X. Action from Executive Session
- XI. Announcements
- XII. Adjourn

POSTED
9/8/23 3:39 PM

September 8, 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

Special Meeting Minutes

Tuesday, September 12th, 2023

I. Call to order

- The Special Meeting of the Cherokee Nation Election Commission was called to order by Chairperson 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 – Chairperson
Pamela Sellers – Vice Chairperson
Shawna Calico – Secretary/Treasurer
Randy Campbell – Absent
Elizabeth Ballew – Commissioner

- 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 August 8th, 2023 Regular Meeting. Pam Sellers made a motion, which was seconded by Elizabeth Ballew to approve the minutes of the August 8th, 2023 Regular Meeting. The motion was approved by all Commissioners.

IV. Administrator's Report

- Pam Sellers made a motion, which was seconded by Elizabeth Ballew 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 Elizabeth Ballew to approve the Election Director's Report. The motion was approved by all Commissioners.

(Attachment 2)

VI. Attorney's Report

- None

VII. Old Business

- None



CHEROKEE NATION ELECTION COMMISSION

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

VIII. Current Items

- Consideration and possible action on approving Hart contract. Pam Sellers made a motion, which was seconded by Elizabeth Ballew to approve Hart contract for the licensing, in the amount of \$35,320.00. The motion was approved by all Commissioners.
- Consideration and possible action on approving Maxim contract. Pam Sellers made a motion, which was seconded by Elizabeth Ballew to approve the Maxim contract in the amount of \$52,928.00. The motion was approved by all Commissioners.
- Consideration and possible action on approving CSA contract. Pam Sellers made a motion, which was seconded by Elizabeth Ballew to approve the CSA contract in the amount of \$59,833.00. The motion was approved by all Commissioners.
- Consideration and possible action on Signature Authorization. Pam Sellers made a motion, which was seconded by Elizabeth Ballew to approve Marcus Fears and Connie Parnell for Signature Authorizations in the amounts of \$25,000.00. The motion was approved by all Commissioners.
- Consideration and possible action on First State Bank safety deposit Box. Pam Sellers made a motion, which was seconded by Elizabeth Ballew to approve two people, one Commissioner and one Staff, going to the bank once a month to deliver the external hard drives to the box. For our system to be backed up on external hard drives, one set to be stored at the bank and one set in a fire safe box in the vault and to add Allison George to the signature authorization at the bank. The motion was approved by all Commissioners. **(Attachment 3)**

IX. Executive Session

- Pam Sellers made a motion, which was seconded by Elizabeth Ballew to enter Executive Session at 5:05. The motion was approved by all Commissioners.
- Pam Sellers made a motion, which was seconded by Elizabeth Ballew to exit Executive Session at 5:45. The motion was approved by all Commissioners.

X. Action from Executive Session

- Pam Sellers made a motion, which was seconded by Elizabeth Ballew to approve Performance Incentive Awards. In the amounts of: Election Director – \$2,000.00, Administrator \$1,000.00, Clerk III and Clerk II \$500.00. The motion was approved by all Commissioners.



CHEROKEE NATION ELECTION COMMISSION

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

XI. Announcements

- Marcus Fears discussed the end of the physical year.

XII. Adjourn

- Pam Sellers made a motion, which was seconded by Elizabeth Ballew to adjourn at 5:49. 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

September 12, 2023 Administrators Report

Marcus Fears Administrator
fears-marcus@cherokee.org

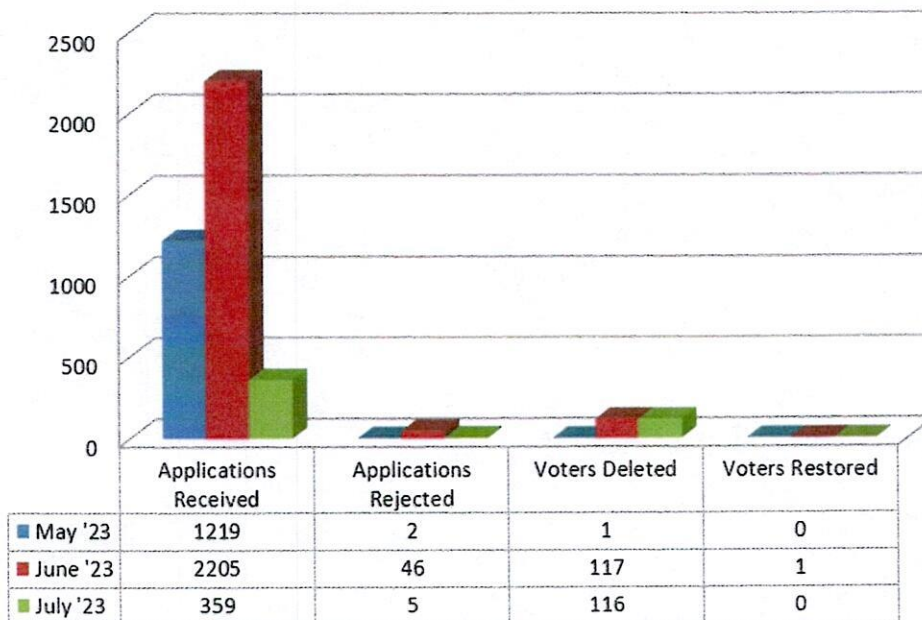
I. OFFICE:

This past month we were able to have MIDCON come in for our document disposal pursuant to the Election Code. Post-election, we had preventative maintenance done on our postage meter as well as our folder and opener. This is something that we have done each election cycle. Before the election we discussed getting protective glass for the front counter. This will help with security, but also with germs. We never received any feedback during the election, but once it was complete I reached out to Northeastern Glass and we are scheduled to have this done before the end of the month.

II. VOTER PROCESSING: As of 09/5/2023

79,272 Total Registered Voters; **44,607** In-District; **34,665** At-Large

Voter Registration Statistics



A. Statistical Report:

*Detailed Data by District and Precinct is attached

III. FINANCIAL HIGHLIGHTS:

FY23 is on track.

Chronicle- Voter Registration by District and Precinct

9/5/2023 9:23 AM

District	Precinct	Voters
Dist No. 1 Hulbert	Hulbert	1,395
	Okay	363
	Tahlequah (1)	1,712
	Total for District	3,470
Dist No. 2 Tahlequah	Briggs	271
	Lowrey	295
	Tahlequah (2)	2,486
	Total for District	3,052
Dist No. 3 Tenkiller	Keys	1,015
	Tahlequah (3)	1,878
	Total for District	2,893
Dist No. 4 Three Rivers	Ft. Gibson	1,049
	Muskogee	598
	Warner	759
	Total for District	2,406
Dist No. 5 Redbird	Gore	431
	Sallisaw (5)	663
	Vian	1,167
	Total for District	2,261
Dist No. 6 Sequoyah	Belfonte	130
	Marble City	165
	Muldrow	1,644
	Sallisaw (6)	1,695
	Total for District	3,634
Dist No. 7 Flint	Cave Springs	296
	Chewey	105
	Stilwell (7)	2,495
	Westville (7)	667
	Total for District	3,563
Dist No. 8 Goingsnake	Bell	310
	Stilwell (8)	1,173
	Westville (8)	528
	Total for District	2,011
Dist No. 9 Saline	Jay (9)	720
	Kansas	1,428

Chronicle- Voter Registration by District and Precinct

9/5/2023 9:23 AM

District	Precinct	Voters
Dist No. 9 Saline	Kenwood	184
	Salina (9)	529
	Total for District	2,861
Dist No. 10 Delaware	Afton	615
	Grove	760
	Jay (10)	897
	Pryor (10)	554
	Salina (10)	203
	Spavinaw	195
	Total for District	3,224
Dist No. 11 Cooweescoowee - North	S. Coffeyville	516
	Vinita	1,964
	Welch	158
	Total for District	2,638
Dist No. 12 Cooweescoowee - West	Bartlesville	1,917
	Nowata	719
	Total for District	2,636
Dist No. 13 Gadusi	Catoosa	355
	Collinsville	656
	Owasso	400
	Tulsa	1,968
	Total for District	3,379
Dist No. 14 Cooweescoowee - Central	Chelsea	598
	Claremore (14)	2,668
	Oologah	466
	Total for District	3,732
Dist No. 15 Cooweescoowee - South	Claremore (15)	919
	Locust Grove	906
	Pryor (15)	968
	Salina (15)	54
	Total for District	2,847
At Large	At Large	34,665
Total for District		34,665
Grand Total		79,272

2023 August Election Director Report

Cleaned out the vault of previous election documents that were past the retention period.

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

Working with Maxim and Nick Hammons of CN IT on Chronical upgrades.

Working with CSA on street additions and extensions of some of the streets and roads.

I added a lot of new roads in Cherokee county. CSA is working on Adair county now and will have updates for others counties as we progress through them.

Printed reports of the unassigned voters of the database making corrections of the county codes. And attaching them to the street segments that were not done during data entry. This is in preparation of the future redistricting done by Council whenever that may be. This is an ongoing job and hope to be finished with them by the end of September. As I go through them I have identified more streets for CSA to add to our street guide.

Policies and procedures planned to meet in September to talk about policies that need to be reviewed for possible changes. Will follow up on that with more information later.

Connie Parnell

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

Certificate of Resolution

The undersigned being all The Commission of the Cherokee Nation Election Commission hereby certify the following is a resolution of the Cherokee Nation Election Commission adopted at a duly called meeting of the Cherokee Nation Election Commission held on this 12th day of September, 2023.

Resolved that Allison George, an Election Commission Employee, be added to the list of current employees allowed to access the Cherokee Nation Election Commission safety deposit box, located at First State Bank, Tahlequah, OK.

Dated the 12th September, 2023.

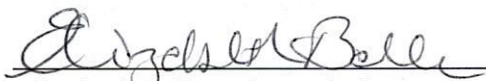
Cherokee Nation Election Commissioners


Rick Doherty-Chairperson


Pamela Sellers-Vice Chair


Shawna Calico-Secretary/Treasurer

Randy Campbell-Commissioner


Elizabeth Ballew-Commissioner

CHEROKEE NATION ELECTION COMMISSION

☒ REGULAR MEETING

☒ SPECIAL MEETING

ELECTION COMMISSION PRESIDED BY:

Rick Doherty

MEETING DATE: 9-12-23 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:
