



CHEROKEE NATION ELECTION COMMISSION

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

AGENDA SPECIAL MEETING

Tuesday, August 6th, 2024

2:00 P.M.

- I. Call to order
- II. Roll call
- III. Approval of Minutes from the July 19th Special Meeting
- IV. Old Business
- V. Current Items
 - a. Consideration and possible action on amending Maxim Agreement.
 - b. Consideration and possible action on amending Election Commission Attorney Agreement.
 - c. Consideration and possible action on amending Commissioner Agreements.
 - d. Consideration and possible action on approving Security Camera Access and Viewing Policy.
 - e. Consideration and possible action on amending Vault, Storage Room & Server Room Policy.
 - f. Consideration and possible action on revision recommendations to CNCA Title 26 Elections.
 - g. Consideration and possible action regarding Marshal Service Site Survey.
- VI. Executive Session
 - a. Confidential discussion with attorney on pending litigation, claims, investigations or protests
 - b. Personnel
 - c. Exit Executive Session
- VII. Action from Executive Session
- VIII. Announcements
- IX. Adjourn

POSTED
8/2/24 2:59 PM

August 5, 2024 by 2:00 PM
Cherokee Nation Election Office
17763 S. Muskogee Ave
Tahlequah, OK 74464

Chairperson: Rick Doherty

Posted by: _____



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CHEROKEE NATION ELECTION COMMISSION

Special Meeting Minutes

Tuesday, August 6th, 2024

I. Call to order

- The Special Meeting of the Cherokee Nation Election Commission was called to order by Chairperson Rick Doherty at 2:02 P.M.
- Pamela Sellers made a motion seconded by Elizabeth Ballew to allow Shawna Calico to attend the meeting by phone. The motion was approved by all Commissioners.

II. Roll call

- Election Commission Vice Chairperson Pamela Sellers called roll and a quorum was established with the following Commissioners present:

Rick Doherty – Chairperson

Pamela Sellers – Vice Chairperson

Shawna Calico – Secretary/Treasurer – by phone

Elizabeth Ballew – Commissioner

Cheryl Cooper - Commissioner

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

III. Approval of Minutes

- Chairperson Rick Doherty asked for approval and/or discussion regarding the minutes of the July 19th, 2024 Special Meeting. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to approve the minutes of the July 19th, 2024 Special Meeting. The motion was approved by all Commissioners.

IV. Old Business

- None

V. Current Items

- Consideration and possible action on amending Maxim Agreement. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to amend Maxim's Agreement by adding \$15,000.00. The motion was approved by all Commissioners.



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- Consideration and possible action on amending Election Commission Attorney Agreement. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to amending the Election Commission Attorney Agreement by adding \$15,000.00. The motion was approved by all Commissioners.
- Consideration and possible action on amending Commissioner Agreements. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to add \$5,000.00 to Rick Doherty's agreement and adding \$2,500.00 to Cheryl Cooper's agreement. The motion was approved by all Commissioners.
- Consideration and possible action on approving Security Camera Access and Viewing Policy. The Administrator presented the new Security Camera Access and Viewing Policy to the Commission on behalf of the Policies Committee. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to accept the Security Camera Access and Viewing Policy. The motion was approved by all Commissioners
- Consideration and possible action on amending Vault, Storage Room & Server Room Policy. After some discussion, Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to table the Vault, Storage Room & Server Room Policy until the next meeting.
- Consideration and possible action on revision recommendations to CNCA Title 26 Elections. The Administrator presented all revision recommendations worked on by the Policies Committee. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to formally send the Election Commission's four main recommendations to Tribal Council and hold on to the remaining 20 recommendations for a later date. The motion was approved by all Commissioners.
- Consideration and possible action regarding Marshal Service Site Survey. The Administrator spoke about the Policies Committee meeting with Marshal Laney about the security of our building and our staff in case of a threat. After discussion, Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to allow for a \$20,000.00 budget to enhance building and staff security.

VI. **Executive Session**

- None

VII. **Action from Executive Session**

- None



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VIII. Announcements

- The Election Director discussed the progress that CSA is making on redistricting upgrades and that a contract amendment would be necessary on the next meeting.

IX. Adjourn

- Elizabeth Ballew made a motion, which was seconded by Cheryl Cooper to adjourn at 3:07 P.M. The motion was approved by all Commissioners.

Minutes submitted by Shawna Calico, Secretary/Treasurer

CHEROKEE NATION ELECTION COMMISSION

 REGULAR MEETING SPECIAL MEETING

ELECTION COMMISSION PRESIDED BY: Rick Doherty

MEETING DATE: 8/6/2024 at 2:00 AM/PM at the CNEC Office

Commission Member: Present/Absent

Rick Doherty Present/Absent

Pamela Sellers Present/Absent

Shawna Calico Present/Absent By phone

Elizabeth Ballew Present/Absent

Cheryl Cooper 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:

_____	_____
_____	_____
_____	_____
_____	_____

Connie Parnell

From: John Rose <johnrose@maximconsulting.net>
Sent: Friday, July 26, 2024 1:44 PM
To: Connie Parnell
Cc: Shawn Teeters
Subject: <EXTERNAL> RE: Pre-07/Under 25 At Large Requirement Summary

Connie,

We estimate that based on the work outlined below and in light of our current contract balance that an increase of \$15,000 would be required to ensure that there is enough budget to meet your needs.

Please let me know if you have any additional questions or concerns.

Thank you as always!

John Rose
CEO
Maxim Consulting, Inc.
johnrose@maximconsulting.net
(405) 242-4040 (main)
(405) 923-2400 (cell)
(405) 506-9195 (direct)



From: John Rose
Sent: Friday, July 26, 2024 11:16 AM
To: Connie Parnell <connie-parnell@cherokee.org>
Cc: Aaron Kirsten <aaronk@maximconsulting.net>; Riley Rose <rileyr@maximconsulting.net>
Subject: Pre-07/Under 25 At Large Requirement Summary

Connie,

Here is my summary of what we discussed:

- Add a new field called 'At-Large Special' which can be blank, 'Pre-07' or 'Under 25'. It will be added to VR application window, VR Detail (view only), and VR Corrections.
- When the At-Large Special value is set, changes or is removed, it will create voter activity.
- When entering a new VR application it will notify the user if the voter is currently a 'Pre-07' or 'Under 25' or has been in the past, based on activity.
- VR Information Requests will now have an option to include 'At-Large Special' (for Internal Use Only).
- VR Information Requests will allow requests only for 'Pre-07' and/or 'Under 25' to help create labels for notices.

We will also create a query of voters to help ID existing 07/25s. It will include voters with:

- Segment ID of 0 (unassigned)
- Not in At-Large district

- Not assigned to an 'in-reservation' county.

Does all of that appear to be correct?

John Rose

CEO

Maxim Consulting, Inc.

johnrose@maximconsulting.net

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15,000

RESOLUTION NO. 2024-01

CHEROKEE NATION ELECTION COMMISSION

A RESOLUTION ESTABLISHING POLICY FOR SECURITY CAMERA ACCESS AND VIEWING

WHEREAS, the Cherokee Nation since time immemorial has exercised the sovereign rights of self-government in behalf of the Cherokee people;

WHEREAS, the Cherokee Nation is a federally recognized Indian Nation with a historic and continual government to government relationship with the United States of America;

WHEREAS, the Cherokee Nation Election Commission is a constitutional autonomous and permanent entity charged with the administration of all Cherokee Nation elections as set forth in the Cherokee Nation Constitution.

WHEREAS, Section 11 of Title 26 (Elections) of the Cherokee Nation Code Annotated, as amended provides that the Election Commission shall develop policies and procedures concerning the storage and safekeeping of all election ballots and related documents.

WHEREAS, pursuant to the above referenced Section of the Cherokee Nation Election Law, the Election Commission hereby establishes the attached Security Camera Access and Viewing Policy.

SECURITY CAMERA ACCESS AND VIEWING

I. Non-Election Cycle Camera Access

- a. Access to the security cameras, its data and viewing during a non-election cycle shall be in the presence of at least two people, Election Commission Staff and/or Commissioners, one of which must be authorized to access the data. Camera access requires a log of the access with the initials of who is viewing, date, time and purpose for viewing.
- b. The security camera access code shall be available to the Administrator, Election Director and Commissioners.
- c. Camera access viewing shall take place in the Election Commission Conference Room.

II. Election Cycle Camera Access

- a. Access to the security cameras, its data and viewing during an election cycle shall be in the presence of at least three people, Election Commission Staff and/or Commissioners, one of which must be authorized to access the data and at least one Commissioner must be present. Camera access requires a log of the access with the initials of who is viewing, date, time and purpose for viewing.

Cherokee Nation Election Commission
Policy on Security Camera Access and Viewing

- b. The security camera access code shall be available to the Administrator, Election Director and Commissioners.
- c. Camera access viewing shall take place in the Election Commission Conference Room.

III. Essential Third Party Access

- a. Access to view, service or inspect equipment shall be granted, in accordance with the above procedures, to essential third parties including Commission Office Election Workers, IT, Facilities, Security System Personnel, Risk Management and Investigations.
- b. Essential Third Party access will be granted at the discretion of the CNEC staff. All access granted to essential third party individuals will be closely monitored by the CNEC staff. Camera access requires a log of the access with the initials of who is viewing, date, time and purpose for viewing.
- c. Camera access viewing shall take place in the Election Commission Conference Room.

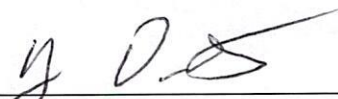
No person or persons other than staff, Election Commissioners or Essential Third Parties shall have access to view the security camera system without a majority vote in a meeting of the Election Commission approving the access.

Should a third party, other than those stated above, wish to gain access to view the security camera system, a written request must be submitted to the Election Commission. Access to view the security camera system will only be granted by a majority vote in a meeting of the Election Commission. Upon majority vote of the Commission, while in the meeting, a date and time will be established for two (2) Commissioners and two (2) Staff to accompany the third party in viewing the security camera system.

Cherokee Nation Election Commission
Policy on Security Camera Access and Viewing


CERTIFICATION

The forgoing resolution was adopted by the Cherokee Nation Election Commission at a duly called meeting on the 16 day of August, having 5 members present, constituting a quorum, by the vote of 5 yea, 0 nay; 0 abstaining.



Rick Doherty, Chairperson of the
Cherokee Nation Election Commission

ATTEST:



Shawna Calico, Secretary of the
Cherokee Nation Election Commission

YEAS AND NAYS RECORDED:

Rick Doherty y Pamela Sellers y Shawna Calico y
Elizabeth Ballew y Cheryl Cooper y



GWYJDBP
CHEROKEE NATION®



MARSHAL SERVICE
P.O. BOX 948, TAHLEQUAH, OK 74465-0948
PHONE: (918) 207-3800 FAX: (918) 458-6250

Cherokee Nation Election Commission

Sight Survey Safety Recommendations

1. Front Entry Glass Doors

- a. The front doors are the main entry to the facility and are the main area of egress for employees and public looking to enter. This area needs to be a "controlled area" in order to keep a potential threat from entering the building. The second set of glass doors in the entry should be locked at all times (with key fob) due to the low amount of traffic that enter and exit the facility. Keeping these doors locked allow for a higher level of security and for the receptionist to control who is allowed into the facility. A speaker should be placed at the door to allow communication to the receptionist for the public to make contact and express their intent for being at the facility. This doorway is the first place to identify a potential threat, and if left unlocked/unattended give a much shorter reaction time to a threat.
- b. This glass entry-way, being the most vulnerable area, needs a protective one-way tint that allows visibility only from the inside, so that the public cant see inside but the employees can see out. A break resistant film can also be added to the glass to keep someone from breaking through the glass. This tint would be a deterrent from someone seeing employees inside and/or directing threats towards an employee that they are unable to see.

2. Exterior Building Protection

- a. To keep someone from driving into the building or hitting the front entry way, more barriers should be placed along the front of the entrance to keep vehicles from being used as a weapon. There are existing poles in the front for this, but more should be added. This can also be done with large decorative planters, large decorative rock, or a retaining wall running the length of the front of the building. Some people will use their vehicle as a weapon, when they don't have access to actual weapon, in order to cause damage, chaos, or potentially harm someone.

3. Interior Doors

- a. All the interior doors, particularly individual office doors, need to be lockable. If employees aren't able to quickly or safely move to a "safe room", their office may be their only option in the event of an active threat. This can be manual lock doors or

maglock style doors. Whatever the options for locking into a room/office, they need to be quick and user friendly so that an employee can do so efficiently. Red and green safety signs can also be used, slid under doors, to alert first responders of a "safe area" or "something is wrong" inside the room.

4. Panic Button

- a. The front receptionist is usually the first person to encounter a threat entering the lobby area. The receptionist needs a quick way to alert the staff, security, and the Marshal Service about a threat. A panic button could alert in different ways including silently, visually, audibly and to alert any responding personnel. A designated person, usually the front receptionist, would be the contact for law enforcement. This person would have seen the threat and able to give a clear description of the threat to responding law enforcement.

5. Public Announcement System

- a. The building needs a way to announce throughout the facility of an active threat situation. Communications need to be quick, clear, and able to be communicated throughout the entire building. For example, "Code Black" could be an armed threat and announced throughout the facility for employees to begin moving to a safe area.

6. Safe Area

- a. The facility has adequate "safe space" for all the employees of the building. The brick room on the southeast corner is large, has a metal door (pending a good locking mechanism), and is protected on all sides with brick. The safe space needs to be behind locked doors (reception area doors) to allow time for a safe and quick movement to the safe location. A plan needs to be in place for moving employees quickly and efficiently during an event to this location. A monitor in this room, with all the camera angles, would also be beneficial to the employees in the safe room to monitor where the threat is in the building, and if possible relay information to first responders.

7. Reception Area

- a. The reception area window needs to have a break resistant glass film for an added layer of security. The window inside the reception area also needs to have smaller access openings. These little changes can add extra security and allow time for employees to leave the area, reducing contact with threats in the reception area.

These changes can add different levels of security, adding up to efficiently give the employees the best chance to get away from a threat, whether at the front door or inside the reception area.

Sight Survey conducted by Capt. Matt Laney
Director of Special Operations
Cherokee Nation Marshal Service,
07/30/2024