



CHEROKEE NATION ELECTION COMMISSION

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

AGENDA

REGULAR MEETING

Thursday, October 2nd, 2025

9:30 AM

- I. Call to order
- II. Roll call/ Approval of absent members to attend by phone if necessary
- III. Approval of Minutes from the September 11th 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 Maxim Agreement
 - b. Consideration and possible action on CSA Agreement
 - c. Consideration and possible action on Hart Agreement
 - d. Consideration and possible action on renewing Election Commission Attorney's agreement.
 - e. Consideration and possible action on FY 2026 Signature Authorization
- IX. Executive Session
 - a. Confidential discussion with attorney on pending litigation, claims, investigations, or protests
 - b. Personnel
 - c. Exit Executive Session
- X. Action from Executive Session
- XI. Announcements
- XII. Adjourn

POSTED
9/19/25 9:30am

By September 19, 2025, 5:00 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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REGULAR MEETING MINUTES

Thursday, October 2nd, 2025, 9:30am

I. Call to order

- a. The Regular Meeting of the Cherokee Nation Election Commission was called to order by Chairperson Rick Doherty at 9:30am

II. Roll call/Approval of absent members to attend by phone if necessary

- a. The following Commissioners present:

Rick Doherty – Chairman

Cheryl Cooper – Vice Chairperson

Pamela Sellers – Secretary/Treasurer

Elizabeth Ballew – Commissioner

Sherry Reynolds – Commissioner

Office Staff – Connie Parnell & Marcus Fears

Election Commission Attorney Harvey Chaffin

III. Approval of Minutes

- a. Chairperson Rick Doherty asked for approval and/or discussion regarding the minutes of the September 11th Special Meeting. Elizabeth Ballew made a motion, which was seconded by Sherry Reynolds to approve the September 11th Special Meeting Minutes. The motion was approved by all Commissioners.

IV. Administrator's Report

- a. Marcus reported on incoming voter registrations, completion of the storage building and the Policies Committee meeting. Elizabeth Ballew made a motion, which was seconded by Sherry Reynolds to approve the Administrator's Report. The motion was seconded by all Commissioners.

(Attachment 1)

V. Election Director's Report

- a. Connie reported on the completion of the storage building, and software upgrades for FY2026. Elizabeth Ballew made a motion, which was seconded by Cheryl Cooper to approve the Election Directors Report. The motion was seconded by all Commissioners. **(Attachment 2)**



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VI. Attorney's Report

- a. N/A

VII. Old Business

VIII. Current Items

- a. Consideration and possible action on Maxim Agreement.
 - i. Elizabeth Ballew made a motion, which was seconded by Cheryl Cooper to approve the Maxim Agreement in the amount of \$105,000.00. The motion was seconded by all Commissioners.
- b. Consideration and possible action on CSA Agreement.
 - i. Elizabeth Ballew made a motion, which was seconded by Sherry Reynolds to approve the CSA Agreement in the amount of \$61,858.00. The motion was seconded by all Commissioners.
- c. Consideration and possible action on Hart Agreement.
 - i. Elizabeth Ballew made a motion, which was seconded by Cheryl Cooper to approve the Hart Agreement in the total amount of \$43,580. \$38,580.00 for licensing and \$5,000.00 for repairs. The motion was seconded by all Commissioners.
- d. Consideration and possible action renewing Election Commission Attorney's Agreement.
 - i. Elizabeth Ballew made a motion, which was seconded by Cheryl Cooper to approve Harvey Chaffin at the Election Commission Attorney for FY2026. The motion was seconded by all Commissioners.
- e. Consideration and possible action on FY 2026 Signature Authorization.
 - i. Elizabeth Ballew made a motion, which was seconded by Cheryl Cooper to approve Connie Parnell and Marcus Fears for signature authorization up to \$25,000.00. The motion was seconded by all Commissioners.

IX. Executive Session

X. Action from Executive Session

XI. Announcements

- a. None



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XII. Adjourn

- a. Elizabeth Ballew made a motion, which was seconded by Sherry Reynolds to adjourn at 9:44am. The motion was seconded by all Commissioners.

Minutes submitted by Pamela Sellers, Secretary/Treasurer

Pamela Sellers



CHEROKEE NATION ELECTION COMMISSION

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October 02, 2025 Administrators Report

Marcus Fears Administrator
fears-marcus@cherokee.org

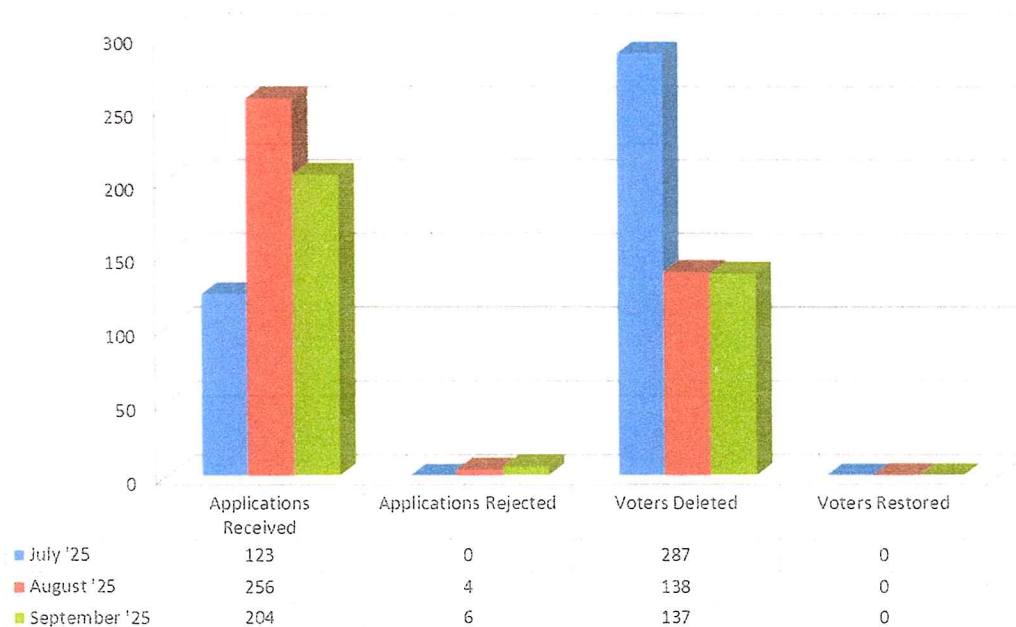
I. OFFICE:

In September we processed just over 200 voter registrations. Most from Maggie, but some via mail, email and in-person drop-off. The majority of September was staying on top of our storage build. We are excited to have it just outside and will not miss the back and forth with the election supplies. Tracy with 4B Builders did a wonderful job on the project both on the work itself and communicating what would happen next & when. Springwater was also very flexible and accommodating with the needs of our fence. Overall, we are extremely pleased with all involved. Policies met over revision recommendations to the election law which we will discuss in our next meeting. We have other items that Policies will meet over in the coming months to prepare for the next election.

II. VOTER PROCESSING: As of 10/01/2025

80,315 Total Registered Voters; **43,381** In-District; **36,934** At-Large

Voter Registration Statistics



A. Statistical Report:

*Detailed Data by District and Precinct is attached

III. FINANCIAL HIGHLIGHTS:

- 4 total Requisitions for September
- FY2025 is on target

District	Precinct	Voters
Dist No. 1	Hulbert D-1	1,698
	Okay D-1	353
	Tahlequah B D-1	1,421
	Total for District	3,472
Dist No. 2	Tahlequah A D-2	1,654
	Tahlequah B D-2	1,135
	Total for District	2,789
Dist No. 3	Keys D-3	1,075
	Marble City D-3	1,389
	Tahlequah B D-3	863
	Total for District	3,327
Dist No. 4	Ft. Gibson D-4	1,429
	Vian D-4	841
	Warner D-4	940
	Total for District	3,210
Dist No. 5	Owasso D-5	592
	Tulsa D-5	1,091
	Total for District	1,683
Dist No. 6	Muldrow D-6	1,042
	Roland D-6	376
	Sallisaw D-6	1,487
	Total for District	2,905
Dist No. 7	Belfonte D-7	315
	Dahlongegah D-7	642
	Stilwell D-7	3,187
	Total for District	4,144
Dist No. 8	Briggs D-8	1,454
	Kansas D-8	693
	Westville D-8	1,105
	Total for District	3,252
Dist No. 9	Adair D-9	1,081
	Jay D-9	659
	Kenwood D-9	1,619
	Total for District	3,359

District	Precinct	Voters
Dist No. 10	Afton D-10	596
	Grove D-10	722
	Jay D-10	965
	West Siloam Springs D-10	268
Total for District		2,551
Dist No. 11	Nowata D-11	967
	S. Coffeyville D-11	635
	Vinita D-11	1,455
	Welch D-11	177
Total for District		3,234
Dist No. 12	Bartlesville D-12	1,648
	Collinsville D12	366
Total for District		2,014
Dist No. 13	Catoosa D-13	466
	Claremore D-13	128
	Owasso D-13	2,086
Total for District		2,680
Dist No. 14	Chelsea D-14	564
	Claremore D-14	1,737
Total for District		2,301
Dist No. 15	Justus Tiawah D-15	472
	Locust Grove D-15	804
	Pryor D-15	1,184
Total for District		2,460
At Large	At Large	36,934
Total for District		36,934
Grand Total		80,315



Cherokee Nation Election Commission

P.O. Box 1188, Tahlequah, OK 74465-1188

Phone: 918-458-5899 Fax: 918-458-6101

September- 2025 Directors Report

The focus is the new storage building, which is now completed on September 30, 2025. Marcus and I worked hard on getting this done in a time manner. We still have a few things to order to use in the storage building. We will move the contents of the two storage units once we have our additional items ordered and on site.

Closed out the budget of 2025 and will start on the 2026 budget year with upgrades to our street guide for district and polling place assignments.

This will go along with Maxim and entering this into our database to assist data entry completion of the voter registrations.

Just looking forward to the improvements of the election process.



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

August 20, 2025

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 2026 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 Management	\$160
Enterprise Architecture – Level 3	\$160
Enterprise Architecture – Level 2	\$135
Enterprise Architecture – Level 1	\$100
Database Administrator	\$125
Application Developer/Programmer – Level 3	\$140
Application Developer/Programmer – Level 2	\$120
Application Developer/Programmer – Level 1	\$100
Software Test Analyst – Level 2	\$100
Software Test Analyst – Level 1	\$85

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

Estimate	Total
Standard Annual Support	\$ 20,000.00
Street Guide	\$ 15,000.00
Voter Registration enhancements	\$ 25,000.00
Absentee enhancements	\$ 20,000.00
Miscellaneous Enhancements	\$ 25,000.00
Total	\$ 105,000.00

Marcus Fears

From: Connie Parnell
Sent: Tuesday, August 26, 2025 12:38 PM
To: Marcus Fears
Subject: Fw: Licenses for our scanners for FY budget 2026 PO

Here is the amount for Hart they can approve this in the meeting. In September.
Connie.

Get [Outlook for iOS](#)

From: Hart Billing <hartbilling@hartic.com>
Sent: Tuesday, August 26, 2025 8:09:40 AM
To: Connie Parnell <connie-parnell@cherokee.org>
Cc: Accounts Receivable <accountsreceivable@hartic.com>
Subject: [EXTERNAL] Licenses for our scanners for FY budget 2026 PO

Good morning Connie,

I received your email request regarding the license amount for the term dates 01/01/2026 - 12/31/2026. You can expect to receive an invoice in the amount of \$38,580 in October 2025. If you have any additional questions, please let me know.

Best regards,



Alexis Lind

Sr. Project Accountant
737.336.6201 (direct) | 512.252.6508 (fax) | 800.223.HART
www.hartintercivic.com

This message (including any attachments) is intended only for the use of the individual or entity to which it is addressed and may contain information that is non-public, proprietary, privileged, confidential, and exempt from disclosure under applicable law or may constitute as attorney work product. If you are not the intended recipient, you are hereby notified that any use, dissemination, distribution, or copying of this communication is strictly prohibited. If you have received this communication in error, notify us immediately by telephone and (i) destroy this message if a facsimile or (ii) delete this message immediately if this is an electronic communication. Thank you.

[Warehouse](#). CSA will host both Cherokee Nation-wide district maps, as well as individual maps for each of the districts. These data will be discoverable and downloadable by the general public.

Additionally, the Cherokee Nation is requesting four new wall maps and the inclusion of new polling places for the 2027 election year. CSA currently maintains a GIS dataset of Cherokee Nation polling places and will update this file according to the requested changes.

Project Period

The project period will run from October 1, 2025 through September 30, 2026. Total project cost is \$61,858. A breakdown of costs is included in the Cost Proposal section below.

Cost Proposal

	<u>Streets</u>	<u>STR</u>	<u>Maps</u>	<u>Total</u>
Direct Costs:				
Labor (including benefits)	\$29,542	\$7,256	\$6,586	\$43,384
Supplies (e.g., plotter paper, ink, laminate)	200	50	200	450
Computing (network, hardware, software)	602	202	96	900
Travel	400	0	0	400
Office Expenses (phones, xerox, postage, etc.)	100	50	100	250
Indirect Costs (lease, electricity, univ. overhead)	11,196	2,744	2,534	16,474
TOTALS	\$42,040	\$10,302	\$9,516	\$61,858

CHEROKEE NATION ELECTION COMMISSION

☒ **REGULAR MEETING**

☐ **SPECIAL MEETING**

ELECTION COMMISSION PRESIDED BY: Rick Doherty

MEETING DATE: 10/2/25 at 9:30 AM/PM at the CNEC Office

Commission Member: Present/Absent

Rick Doherty Present/Absent

Pamela Sellers Present/Absent

Elizabeth Ballew Present/Absent

Cheryl Cooper Present/Absent

Sherry Reynolds Present/Absent

Quorum Established: YES NO

CNEC Attorney: Harvey Chaffin ☒

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

Visitors:

None
