



Cherokee Nation Tax Commission

P.O. Box 948 Tahlequah, OK 74465

Jim Hummingbird,
Tax Commissioner

Steve Wilson,
Tax Commissioner

Chris Carter,
Tax Commissioner

**CHEROKEE NATION TAX COMMISSION
SPECIAL MEETING
(Munson House)
July 9, 2014
4:30 pm**

Commission Present – Chairman Hummingbird, Commissioners Carter and Wilson

Staff Present – Sharon Swepston, Karen Walls, Tammy Latta, and Fonda Gritts

Visitors – Roger Graham - Public Affairs

Meeting was called to order at 4:30 p.m. Quorum established with Chairman Hummingbird, and Commissioners Carter and Wilson present.

The Commission began with agenda item #1 – Amend Title 68.....Sharon Swepston
Penalty for Late Registration and License Plates – In section 207 (B) of Legislative Act #01-01. On paragraph 2, we are deleting “in cases where such Vehicle is proven to have been inoperable during the registration period. Proof of inoperability may be by, but is not limited to, submission of parts or repair receipts or such other evidence deemed appropriate by the Administrator.”

In section 206. License Plates-Standard License Plates, we have added “*manufactured Home, commercial Trailer, farm Trailer, and nation Vehicle.*” Pictures of the tags were also provided.

Chairman Hummingbird made a motion to approve the Amended Title 68. Commissioner Carter seconded the motion. Motion carried.

Agenda item #2 – Amend SOP’s.....Sharon Swepston
1-F – Tax Commission Milestones- updated milestone for Cherokee Nation Tax Commission from September 2012 to present.

- *CNTC Procedures, Policies, and guidelines manual officially revised*
- *FY 2012 3.5 million in car tag revenues donated to area schools*
- *November 2013, In-Jurisdiction Motor Vehicle Licensing Act went into effect*
- *FY2013, 3.7 million in car tag revenues donated to area schools*
- *June 2014, At Large Motor Vehicle Licensing Act went into effect*

1-H- Maintenance Revision and Distribution of Manuel. Changed from paper manual to electronic version for staff to review on \\cnmain\file shares\Tax Commission\Operating Standards.

5-J-Employee Policies & Conduct Guidelines - Dress Code –added some additional language.

- *Tattoos/Brands/Body Markings-Must be in good taste and not be obscene; at manager's discretion.*
- *Good Grooming is required-Hair should be clean, well groomed, if applied dyes, tints, bleaches, and frosts, should result in natural human hair colors.*
- *Body Piercing/Ornamentation-Piercings should be worn tastefully, with the exception of moderate earrings (moderate, being within reasonable limits, not excessive or extreme) Employees should not attach, affix, and/or display objects, articles, jewelry, or ornamentation to and through the ears, nose, eyebrows, lips, or any exposed body parts.*

5-C-Employee Conduct Guidelines – added language to policy

- *“Exercise Prudent Judgment in Processing Transactions; Employees are not allowed to process any transactions for their self or a family member (parent, spouse, common law spouse, domestic partner, child, sibling, and in-laws)”.*

6-C-Motor Vehicle Registration Process - made some changes to our receipts. The receipt is printed to a designated printer. Prior to the changes it was a four part form that was preprinted. Now it is printed on paper and the form is automatically in the system.

Chairman Hummingbird made a motion to approve the Amended Standard Operational Procedures. Commissioner Wilson seconded the motion. Motion approved.

Agenda item #3-Inspections for At-Large and Compact Jurisdictional

Area.....Sharon Swepston

- ***VIN***
- ***HIN/Serial***
There was a discussion on the liability. The Commission had some questions on the liability of the VIN inspections.

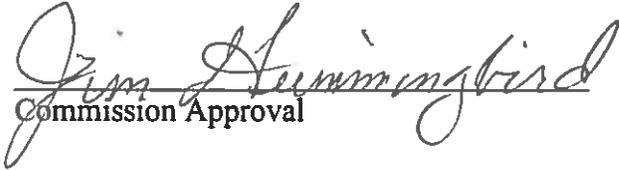
Chairman Hummingbird made a motion to table agenda item #3 and request for Sharon to meet with the Attorney General office and look at some other avenues. And call a special meeting on this agenda item at a later date. Commissioner Carter seconded the motion. Motion carried.

Agenda item #4-Consideration, discussion, and possible approval regarding any matter not known about or which could not have reasonably been foreseen prior to the time of posting.

Sharon told the commission that a crew has started working on the roof for the new Tahlequah tag office.

And there will be an additional tag office open in Catoosa in the visitor center building.

Chairman Hummingbird made a motion to adjourn. Commissioner Carter seconded the motion. Motion carried.


Commission Approval