



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 MEETING

Munson House Conference Room

June 18, 2014

4:30 pm

Commission Present - Chairman Hummingbird, Commissioners Carter and Wilson

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

Visitors – Sara Hill- Attorney General's Office, Stacie Guthrie – 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 – Approval of Minutes – March 12, 2014-

Commissioner Carter made a motion to approve the minutes for March 12, 2014.

Commissioner Wilson seconded the motion. Motion carried.

Agenda item #2 – Amending Rules and Regulations

- *Physically Handicapped* – the old rules wording stated the citizen had to have a permanent modification to their vehicle. We have changed the wording to where the plaque gives them the ability to tag that vehicle. We now have the plates available that has the handicapped plaque on them. We changed the language and incorporated it into that section.
- *Documents Required for Registration* – the rule previously stated “Three (3) pieces of current mail.” We added “dated within the last 30 days”.
- *Waiver of Penalty* – The rule conflicted with the law. We corrected the rule to where it reflects how the law reads. Penalties will no longer be waived. And a vehicle will need to be registered yearly, whether the vehicle has been in use or not.

Commissioner Wilson made a motion to approve the Physically Handicapped corrected rules and regulations and Waiver of Penalty. Commissioner Carter seconded the motion. Motion carried.

Agenda item #3 – Amend Title 68

- ***Boat and Motor*** – changing the wording from “their jurisdiction”, “Reservation Boundaries of the Cherokee Nation” and “14 county tribal jurisdictional boundary, to “The Cherokee Nation Compact Jurisdiction”. With the addition “E. The Cherokee Nation Tax Commission shall adopt rules, and regulations to set forth the procedures and requirements for the ownership transfer of Boats and Outboard Motors.”
- ***Penalty for Late Registration*** – *(Tabled and bring back to Commission at later date)*
- ***License Plates*** – *(Tabled and bring back to Commission to later date)*

Commissioner Carter made a motion to approve the boat and motor and license plates. Commissioner Wilson seconded the motion. Motion carried.

Agenda item #4-Amend SOP's (Standard Operational Procedures) –

- ***Cash Exchange and Check Request*** – Added the process for “The procedure for the refund claim rejection”, and a form for the refund rejection.
- ***Organizational Chart*** – inserted the new organizational chart. This will supersede the previous organizational chart which the effective date was January 01, 2013.
- ***Dress Code*** – Included tee shirts and sweat shirts in the dress code. They can be wore on Fridays only, which will consist of CNTC shirts or those issued and sponsored by the Cherokee Nation or employees child, family, or etc...school spirit tee-shirts. Leggings were added to the list as unacceptable attire.
- ***Job Descriptions*** – updated some duties that were not in the job descriptions for the Tax Commission Agents I, II, and III.

We also added a Tax Commission Agent IV position and the job description of that position.

Commissioner Carter made a motion to approve the amended SOP's. Commissioner Wilson seconded the motion. Motion carried.

Agenda Item #5 - VIN Inspection for At-Large and Compact Jurisdictional Area – Sharon stated VIN inspections for At-Large within the state of Oklahoma for our citizens. We have a new form for our citizens on their application we have added a place for the VIN number and that will be notarized and mail into our office.

Sara Hill suggested modifying the notary to include the penalties of perjury wording” from “Cherokee Nation” to “State of Oklahoma or Cherokee Nation, County of _____”.

There was a brief discussion on agenda item #5, and it was tabled for a special meeting.

Commissioner Carter made a motion to table agenda item #5 for a special meeting. Commissioner Wilson seconded the motion. Motion carried.

Agenda Item #6 – Monthly Reports-

- Month to Month and a Year to Date – Tobacco and Retail Sales – cigarette and tobacco tax are both down compared to last year. Cigarette tax 15.08% and tobacco tax 36.78 %. Retail sales are up 8.91%, alcohol tax 5.15%. Overall we are down 6.23%.
- Year to Date on Motor Vehicle / Boat up are 16.32% compared to last year.

Commissioner Carter made a motion to accept the monthly reports as presented. Commissioner Wilson seconded the motion. Motion carried.

Agenda item #7 – Consideration, discussion, and possible approval regarding any matter not known about or which could not have reasonable been foreseen prior to the time of posting-

The special meeting was set for July 9, 2014 at 4:30 p.m.

No new business or public comments

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

Adjourn 5:10 p.m.


Commissioner Approval