

CHEROKEE NATION ELECTION COMMISSION  
SPECIAL MEETING  
ELECTION SERVICES MEETING ROOM  
JULY 9, 2015 – MINUTES

CALL TO ORDER/ROLL CALL.

THE MEETING OF THE ELECTION COMMISSION WAS CALLED TO ORDER AT 10:15 AM. ROLL CALL WAS TAKEN AND A QUORUM WAS ESTABLISHED.

COMMISSION: BILL HORTON, CHAIRMAN  
TERESA HART, VICE CHAIRPERSON  
MARTHA CALICO, SECRETARY/TREASURER  
SHAWNA CALICO, COMMISSIONER  
CAROLYN ALLEN, COMMISSIONER

OFFICE STAFF: KEELI DUNCAN

ATTORNEY: HARVEY CHAFFIN

SECRETARY, MARTHA CALICO REPORTED THAT MINUTES WERE NOT AVAILABLE AT THIS TIME. A MOTION WAS MADE BY CAROLYN ALLEN AND SECONDED BY TERESA HART TO TABLE THE MINUTES. MOTION CARRIED.

BILL HORTON \_\_\_\_\_  
TERESA HART \_\_\_\_\_ YES  
MARTHA CALICO \_\_\_\_\_ YES  
SHAWNA CALICO \_\_\_\_\_ YES  
CAROLYN ALLEN \_\_\_\_\_ YES

DISCUSSION WAS HELD CONCERNING THE NEED TO INCREASE ATTORNEY HARVEY CHAFFIN'S CONTRACT. A MOTION WAS MADE BY SHAWNA CALICO AND SECONDED BY TERESA HART TO APPROVE THIS CONTRACT BACK TO THE ORIGINAL AMOUNT OF \$24,000.00. MOTION CARRIED.

BILL HORTON \_\_\_\_\_  
TERESA HART \_\_\_\_\_ YES  
MARTHA CALICO \_\_\_\_\_ YES  
SHAWNA CALICO \_\_\_\_\_ YES  
CAROLYN ALLEN \_\_\_\_\_ YES

DISCUSSION WAS HELD REGARDING THE 2016 ELECTION SERVICES BUDGET. THE BUDGET COMMITTEE HAS MET SEVERAL TIMES AND DISCUSSED THE NEEDS WITH OTHER COMMISSIONERS. CAROLYN ALLEN POINTED OUT THAT THIS BUDGET WAS A "BARE BONES BUDGET" NEEDED FOR AN OFF ELECTION YEAR. A MOTION WAS MADE BY SHAWNA CALICO

AND SECONDED BY CAROLYN ALLEN TO APPROVE THE BUDGET. MOTION CARRIED. ATTACHMETN #1

BILL W. HORTON \_\_\_\_\_  
TERESA HART \_\_\_\_\_ YES  
MARTHA CALICO \_\_\_\_\_ YES  
SHAWNA CALICO \_\_\_\_\_ YES  
CAROLYN ALLEN \_\_\_\_\_ YES

A MOTION WAS MADE BY CAROLYN ALLEN AND SECONDED BY MARTHA CALICO TO GO INTO EXECUTIVE SESSION AT 10:28 AM. MOTION CARRIED.

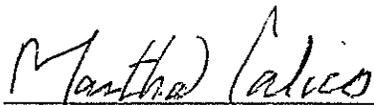
BILL HORTON \_\_\_\_\_  
TERESA HART \_\_\_\_\_ YES  
MARTHA CALICO \_\_\_\_\_ YES  
SHAWNA CALICO \_\_\_\_\_ YES  
CAROLYN ALLEN \_\_\_\_\_ YES

A MOTION WAS MADE BY SHAWNA CALICO AND SECONDED BY CAROLYN ALLEN TO RECONVENE THE MEETING AT 11:09 AM. MOTION CARRIED

BILL HORTON \_\_\_\_\_  
TERESA HART \_\_\_\_\_ YES  
MARTHA CALICO \_\_\_\_\_ YES  
SHAWNA CALICO \_\_\_\_\_ YES  
CAROLYN ALLEN \_\_\_\_\_ YES

CHAIRMAN HORTON STATED THAT NO ACTION WAS NEEDED FROM THE EXECUTIVE SESSION.

THERE BEING NO FURTHER BUSINESS CONDUCTED A MOTION WAS MADE BY SHAWNA CALICO TO ADJOURN THE MEETING AT 11:09 AM.

  
\_\_\_\_\_  
MARTHA CALICO, SECRETARY-TREASURER

CHEROKEE NATION - FY2016 BUDGET REQUEST FORM

For Internal Purposes Only - Not For Distribution

Attachment #1 - 7-9-2015

<b>PART-1</b>		<b>Budget Preparer</b>		<b>Phone: 918-458-5899</b>	
Budget Period:	10/01/2015 - 09/30/2016	Name:	Keeli Duncan		
Contract Period:		Accounting Unit Director/Manager	Keeli Duncan		
Contract Number:		Name:	Keeli Duncan		
Accounting Fund:	1-General Fund	Executive Director	Chuck Hoskin Jr.		
Funding Source:	01-Cherokee Nation	Name:	Chuck Hoskin Jr.		
AU Description:	Tribal Election Fund	1st Person Responsible	Chuck Hoskin Jr.		
Accounting Unit:	1010360	Employee #	103053		
Place IDC Rate in Part 4 Below					
Date/Time Printed:	09-Jul-15	10:03 AM			

Notes:

<b>PART-2</b>		<b>FY 2016 ORIG REQUEST</b>		<b>FY 2015 BUDGET</b>		<b>Incr \ (Decr)</b>	
<b>Staffing Summary:</b>							
# of Regular Full-Time Employee Equivalents:		5.00		5.00		-	
# of Regular Part-Time Employee Equivalents:		0.00		0.00		-	
# of Temp. Full-Time Employee Equivalents:		0.00		0.00		-	
# of Temp. Part-Time Employee Equivalents:		0.00		0.00		-	
# of Other Employee Equivalents:						-	
<b>TOTAL NUMBER OF EMPLOYEE-EQUIVALENTS</b>		<b>5.00</b>		<b>5.00</b>		<b>-</b>	

<b>PART-3</b>		<b>Account #</b>		<b>Incr \ (Decr)</b>	
<b>Revenues: (Show as positive #)</b>					
Other Income	499000	\$5,000	\$30,000	\$	(25,000)
Please enter a valid account number - >>>				\$	-
Please enter a valid account number - >>>				\$	-
Please enter a valid account number - >>>				\$	-
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DO NOT COPY TO, COPY BELOW, OR REMOVE THIS LINE!					
<b>Total Revenues</b>		<b>\$ 5,000</b>	<b>\$ 30,000</b>	<b>\$</b>	<b>(25,000)</b>

<b>PART-4</b>		<b>Subject to IDC ?</b>		<b>Subject to IDC ?</b>		<b>Incr \ (Decr)</b>	
<b>Expenditures:</b>							
		<b>Account #</b>		<b>YES</b>		<b>NO</b>	
<b>DO NOT COPY TO, COPY ABOVE, OR REMOVE THIS LINE!</b>							
Salaries & wages	600000	\$202,396		\$201,063		\$	1,333
Fringe benefits	610000	\$66,791		\$66,551		\$	240
Staff development & training	620000	\$1,200		\$3,000		\$	(1,800)
Contract services < \$5K	640000	\$20,000		\$110,000		\$	(90,000)
Contract services >=\$5K	650000		\$365,000		\$446,000	\$	(81,000)
Supplies	680000	\$20,000		\$60,000		\$	(40,000)
Communication & reproduction	690000	\$4,000		\$8,500		\$	(4,500)
Direct billed: telephone expense	690080	\$3,000		\$6,000		\$	(3,000)
Direct billed: cell/mobile phone	690090	\$4,500		\$6,000		\$	(1,500)
Direct billed: mailing cost	690120	\$3,000		\$30,000		\$	(27,000)
Direct billed: printing/copying	690130	\$4,500		\$31,000		\$	(26,500)
Direct billed: space cost	700080	\$76,000		\$55,000		\$	21,000
Direct billed: property insurance	710090	\$1,000		\$900		\$	100
Direct billed: auto insurance	710100	\$1,000		\$800		\$	200
Employee mileage reimbursement	720040	\$0		\$1,000		\$	(1,000)
Direct billed: GSA vehicle	720050	\$5,500		\$9,000		\$	(3,500)
Advertising	740000	\$4,000		\$20,000		\$	(16,000)
Other operational	760010	\$0		\$30,000		\$	(30,000)
Equipment < \$5K	680070	\$10,000		\$12,000		\$	(2,000)
Mailing cost	690060	\$3,500		\$50,000		\$	(46,500)
Lease/rent: furniture & equip	690500	\$0		\$10,000		\$	(10,000)
Capital acquisitions >=\$5K	770000		\$0		\$32,000	\$	(32,000)
Please enter a valid account number - >>>						\$	-
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Expenditures NOT Subject to IDC			\$ 365,000		\$ 478,000	\$	(113,000)
Expenditures SUBJECT to IDC		\$ 430,387		\$ 710,814		\$	(280,427)
Indirect Cost Rate (If blank or zero, must explain in Notes above)		13.86%		15.13%			
Indirect Cost Allocation	970000	\$ 59,652		\$ 107,546		\$	(47,894)
<b>Total Expenditures</b>		<b>\$ 855,039</b>		<b>\$ 1,296,360</b>		<b>\$</b>	<b>(441,321)</b>

Revenues OVER \ (UNDER) Expenditures \$ (850,039) \$ (1,266,360) \$ 416,321

<b>Transfers In/Out - (Show ALL as Positive Numbers)</b>							
<b>Operating Transfers IN</b>							
Other financing sources	900000					\$	-
Cash in: tribally required	900010					\$	-
Cash in: grant required	900020					\$	-
Cash in: motor fuel tax	900040					\$	-
Cash in: vehicle tax	900050					\$	-
Cash in: interprogram contract	900060					\$	-
Cash in: debt service	900070					\$	-
<b>Operating Transfers OUT</b>							
Other financing uses	900001					\$	-
Cash out: tribally required	900011					\$	-
Cash out: grant required	900021					\$	-
Cash out: motor fuel tax	900041					\$	-
Cash out: vehicle tax	900051					\$	-
Cash out: interprogram contract	900061					\$	-
Cash out: debt service	900071					\$	-
<b>Transfers In/Out - Net</b>			\$ -		\$ -	\$	-
Take to Narrative ==>		\$ 855,039		\$ 1,296,360			
<b>Excess/(Deficit) of Revenues, Expenditures and Net Transfers</b>		<b>\$ (850,039)</b>		<b>\$ (1,266,360)</b>		<b>\$</b>	<b>416,321</b>

**PAYROLL WORKSHEET**

Accounting Unit Description: Election Commission  
 Accounting Unit Name: 1019360  
 For Internal Purposes Only - Not For Distribution  
 For Budget Period: 10/1/2015 - 09/30/2016  
 Prepared By: Keel Duncan  
 Printed Date: 09-Jul-15  
 Printed Time: 10:04 AM

Job Title	Position Vacant- New=N Existing=E	Salary Class: Hourly = H MOAJPA = N	Grade	Emp. #	Employee Name	Pay Rate	Expected Hours To Pay on this AU		Expected Wages (Gross)	Series/Status	Fringe Rate%	% Charged to this AU	On Multiple AUs	Totals For This Accounting Unit	
							Regular	Overtime						Expected Wages (Gross)	Expected Fringe Benefits
1 CLERK I	E	H	A03	103756	ALEXI POTIET	\$11.00	2,080	50	\$23,705	Full Time	33.00%	100%	1	\$23,705	\$7,823
2 CLERK II	E	H	A03	103755	ELIZABETH CATRON	\$12.00	2,080	50	\$25,880	Full Time	33.00%	100%	2	\$25,880	\$8,524
3 CLERK III	E	H	A04	103112	BROCKE TILSON	\$13.00	2,080	50	\$28,015	Full Time	33.00%	100%	3	\$28,015	\$9,245
4 ADMIN ELECTION COMMISSION	E	S	M04	103855	KEEL DUNCAN	\$23.10	2,980		\$48,048	Full Time	33.00%	100%	4	\$48,048	\$16,856
5 DIR ELECTION SERVICES	E	S	M08	102859	CONNIE PARKWELL	\$31.74	2,980		\$86,019	Full Time	33.00%	100%	5	\$86,019	\$27,766
6													6	\$0	\$0
7													7	\$0	\$0
8													8	\$0	\$0
9													9	\$0	\$0
10													10	\$0	\$0
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48													48	\$0	\$0
49													49	\$0	\$0
50													50	\$0	\$0
51 Anticipated Turnover														\$0	\$0
52 AU 3% Merit Increase														\$5,749	\$1,897
53 Christmas Bonus - Regular Full Time														\$5,000	\$1,650
54 Christmas Bonus - Regular Part Time														\$0	\$0
Totals													\$202,396	\$66,791	

Please input these totals on the Budget Request Form!