



CHEROKEE NATION ELECTION COMMISSION

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

AGENDA

SPECIAL MEETING

Thursday, August 15th, 2024

4:00 P.M.

- I. Call to order
- II. Roll call/Approval of absent members to attend by phone if necessary
- III. Approval of Minutes from the August 13th Regular Meeting
- IV. Old Business
 - a. Consideration and possible action on amending Vault, Storage Room & Server Room Policy.
- V. Current Items
 - a. Consideration and possible action on amending CSA Agreement.
 - b. Consideration and possible action regarding additional equipment quote.
- 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
8/14/24 3:05 PM

August 14, 2024 by 4:00 PM
Cherokee Nation Election Office
17763 S. Muskogee Ave
Tahlequah, OK 74464

Chairperson: Rick Doherty

Posted by: _____

CHEROKEE NATION ELECTION COMMISSION

 REGULAR MEETING

 X SPECIAL MEETING

ELECTION COMMISSION PRESIDED BY: Rick Doherty

MEETING DATE: 8-15-24 at 4:00 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:



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CHEROKEE NATION ELECTION COMMISSION

Special Meeting Minutes

Thursday, August 15th, 2024

I. Call to order

- The Special Meeting of the Cherokee Nation Election Commission was called to order by Chairperson Rick Doherty at 4:00 P.M.
- Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to allow Commissioner Calico to attend 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 August 13th, 2024 Regular Meeting. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to table the minutes of the August 13th, 2024 Special Meeting. The motion was approved by all Commissioners.

IV. Old Business

- Consideration and possible action on amending the Vault, Storage Room & Server Room Policy. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to approve amendments to the Vault, Storage Room & Server Room Policy and the sign in and out form. The motion was approved by all Commissioners.



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V. Current Items

- Consideration and possible action on amending CSA Agreement. Elizabeth Ballew made a motion which was seconded by Cheryl Cooper to approve the amendment to the CSA Agreement in the amount of \$13,190.00. The motion was approved by all Commissioners.
- Consideration and possible action regarding additional equipment quote. Elizabeth Ballew made a motion, which was seconded by Cheryl Cooper to approve the purchase of two new scanners, 2 ballot boxes, the license and support from Hart Intercivic in the amount of \$14,972.00 including shipping and handling. The motion was approved by all Commissioners.

VI. Executive Session

- None

VII. Action from Executive Session

- None

VIII. Announcements

- Marcus Fears gave an update on the new safety measures being implemented, starting September 4th, 2024. He will also follow up with quotes for all the precautionary safety measures suggested.

IX. Adjourn

- Elizabeth Ballew made a motion, which was seconded by Cheryl Cooper to adjourn at 4:15 P.M. The motion was approved by all Commissioners.

Minutes submitted by Shawna Calico, Secretary/Treasurer

Cherokee Nation Election Commission



VAULT, STORAGE ROOM & SERVER ROOM ACCESS

Adopted
August 15, 2024

RESOLUTION NO. 2024-03

CHEROKEE NATION ELECTION COMMISSION

A RESOLUTION ESTABLISHING POLICY FOR VAULT, STORAGE ROOM AND SERVER ROOM ACCESS

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 Vault, Storage Room & Server Room Access Policy

VAULT, STORAGE ROOM & SERVER ROOM ACCESS

I. Staff/Commissioner Access

- a. Access to the Vault during a non-election cycle requires a CNEC staff member to swipe their badge, unlock the Vault room lock with their key and log their entry with the date, time open, time closed and purpose for entry. They must initial the log sheet and obtain the initials of one (1) other CNEC member; either one (1) other staff or one (1) Commissioner.
- b. From the point there are voted ballots from a current election stored in the Vault, access to the Vault requires a CNEC staff member to swipe their badge, unlock the Vault room lock with their key and log their entry with the date, time open, time closed and purpose for entry. They must initial the log sheet and obtain the initials of two (2) other CNEC members; one (1) other staff and one (1) Commissioner or two (2) Commissioners. Entry into the Vault shall continue in this manner until the meeting certifying the outcome of the election upon which the office shall resume non-election cycle Vault entry.
- c. Access to the Storage Room requires a CNEC staff member to swipe their badge and log their entry with the date, time and purpose for entry. They must initial the log sheet and obtain the initials of one (1) other CNEC member; either one (1) other staff or one (1) Commissioner.

Cherokee Nation Election Commission
Policy on Access to the Vault, Storage Room and Server Room

- d. Access to the Server Room requires a CNEC staff member to swipe their badge and log their entry with the date, time and purpose for entry. They must initial the log sheet and obtain the initials of one (1) other CNEC member; either one (1) other staff or one (1) Commissioner.

II. Essential Third Party Access

- a. Access shall be granted, in accordance with the above procedures, to essential third parties including Commission Office Election Workers, IT, Facilities, Security System Personnel and Risk Management.
- 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.

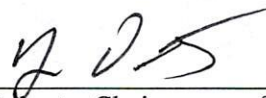
No person or persons other than staff, Election Commissioners or Essential Third Parties shall have access to the Vault or Server Room without a majority vote in a meeting of the Election Commission approving the access.

Should a third party, other than those stated above, wish to gain access to the Vault or Server Room, a written request must be submitted to the Election Commission. Access to the Vault or Server Room 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 into the Vault and/or Server Room.

Cherokee Nation Election Commission
Policy on Access to the Vault, Storage Room and Server Room

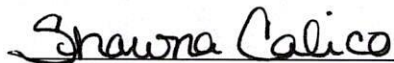
CERTIFICATION

The forgoing resolution was adopted by the Cherokee Nation Election Commission at a duly called meeting on the 15 day of August, 2024, 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

**PROPOSAL FOR AN INTER-AGENCY
FIXED-PRICE AGREEMENT BETWEEN
THE UNIVERSITY OF OKLAHOMA
AND
THE CHEROKEE NATION ELECTION COMMISSION**

**FY 2024 Georeferencing Maintenance for the
Cherokee Nation Voter Registration System**

**SUBMITTED TO:
Mr. Rick Doherty, Chairperson
Ms. Connie Parnell, Election Commission Director
Cherokee Nation Election Commission
Post Office Box 1188
Tahlequah, OK 74465-0948**

**SUBMITTED BY:
Center for Spatial Analysis
The University of Oklahoma
Two Partners Place
3100 Monitor Avenue, Suite 180
Norman, OK 73019**

August 2024

Overview

This proposal is submitted by the Center for Spatial Analysis (CSA) at the University of Oklahoma to the Cherokee Nation Election Commission to address ongoing maintenance and updates to the georeferencing of the Cherokee Nation voter registration system. The goal of these maintenance and update activities are to ensure the following objectives are met:

- The Cherokee Nation Street Guide is appropriately updated to capture changes that resulted from the redistricting process;

Statement of Work

The primary objective of this project is to coordinate with the Cherokee Nation Election Commission to update its Street guide to reflect its upcoming redistricting efforts and other changes. This will enable the Cherokee Nation Election Commission to accurately identify each vote's physical residence location and assign each voter a district. To accomplish this, CSA will utilize existing geographic information system (GIS) layers and the Cherokee Nation's redistricting boundaries to identify areas that have changed in the redistricting process. This will enable CSA to quickly identify those street segments in areas that have changed and update the attributes of the street segments accordingly.

1. As counties are being reviewed, the following steps will be taken for the Street Guide records:
 - Review and incorporate new Election Commission records,
 - Update for any boundary or street corrections that have been identified.

Project Period

The project period will run from August 1, 2024 through September 30, 2024. Total project cost is \$13,190. A breakdown of costs is included in the Cost Proposal section below.

Cost Proposal

	<u>Streets</u>	<u>Total</u>
Direct Costs:		
Labor (including benefits)	\$ 9,677	\$ 9677
Indirect Costs (lease, electricity, univ. overhead)	3,513	3,513
TOTALS	\$13,190	\$13,190



Quote Number 00013946
 Account Name Cherokee Nation, OK
 Grand Total \$14,972.00

Expiration Date 9/8/2024
 Payment Terms Net 30

Please fax with signature to or scan and email to ssaenz@hartic.com to order.

Item	Description	Unit Price	Quantity	Total Price
Verity Scan	Digital ballot scanner	\$6,370.00	2	\$12,740.00
Verity Ballot Box	Ballot box w/ transport bag and privacy screens for use with Verity Scan		2	
License and Support	Annual license and support fee; will be prorated to align with contract	\$357.00	1	\$357.00
Subtotal				\$13,097.00
Shipping and Handling (Estimated)				\$1,875.00
Grand Total				\$14,972.00

Bill To P.O. Box 1188
 Tahlequah, OK 74465

Ship To 17763 S Muskogee Ave.
 Tahlequah, OK 74464

Customer Contact

Contact Name Connie Parnell

Terms and Conditions

Subsequent License and Support will be billed annually per contract terms.
 Please note: Shipping & Handling charges listed are estimates only. Due to global supply chain and delivery issues, actual shipping & handling charges may be significantly higher. Pricing subject to inventory availability at time of quote execution and acceptance.
 Taxes will be calculated in conjunction with the Customer based on the final approved price list.

Hart Approval

Prepared By Simon Saenz Title Sales Account Manager
 Signature 

Customer Approval

Name: _____ Title: _____
 Customer Approval: _____ Date: _____