



Iowa Tribe of Oklahoma

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**Regular Business Committee Meeting
Administrative Conference Room
October 15, 2014
10:00 A.M
Minutes**

Officers Present

Gary Pratt, Chairman
Thomas Cox, Vice Chairman
Lisa Switch, Treasurer
Chalis Cox, Secretary
Eagle McClellan, Councilperson

Staff/Guests Present

Stephanie Crowder, Tribal Administrator
David McCullough, Attorney
Melissa Crusoe, Accountant
Amy Scott, Executive Assistant

Chairman Pratt called the meeting to order @ 10:50 am.

Secretary Cox performed roll call and all officers were present.

Chairman Pratt declared a quorum present to conduct official business.

Councilperson McClellan gave the invocation.

Secretary's Report

Approval of Minutes

****Councilperson McClellan made a motion to move the Approval of Minutes to the end of the agenda. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention. ****

Treasurer's Report

August 2014 Financials – Presented by Finley & Cook

August 2014 financials were presented for review. Total assets for all Governmental funds was \$27.7 million, total liabilities for all governmental funds was \$4.1 million and total of all liabilities and fund balances was \$27.7 million. Total Revenues for all governmental funds was \$6.6 million, total expenditures for all governmental funds was \$16.5 million, gaming transfers in was \$5.3 million and fund balances at the end of the year was \$23.5 million.

Treasurer Switch presented additional status updates for areas under her roles and responsibilities. (Not included in the original meeting packet-however covered under Treasurer's Report on the agenda)

Tribal Audits-Treasurer Switch presented the Business Committee with the proposal received from Joseph Eve for the Mini Mart, Gallery and the Maintenance Department audits.

Government Tribal Audits-Treasurer Switch explained the Government Audit process to the newly elected Business Committee members.

2015 Budgets-Treasurer Switch explained budget planning, deadlines and approval process for upcoming 2015 General Fund and Indirect Cost Budgets.

Credit Cards- Treasurer Switch explained past processes for credit card issuance, usage, record keeping and justification.

Transparency: Checks and Balances-Treasurer Switch reviewed the process changes for checks and balances since the time that she was elected into office. The purpose was to show the transparency of the approving processes currently vs the beginning of Treasurer Switch's term

Education Investment Fund-Treasurer Switch provided a status update on the Education Investment Fund. In the report it listed the approved steps that have already taken place, and the next steps in the process.

Tribal Nations Summit-Treasurer Switch provided information on the availability of Michelle Holiday's services for the upcoming trip to Washington D.C. Advised that a conference call will be scheduled soon to discuss details.

December payment dates

Business agreed that the letter would be mailed by November 10, 2014, all changes are due back to Finley & Cook by November 19, 2014 and the payment date is December 1, 2014.

Budget Modifications

Treasurer Switch moved to approve in a blanket motion budget modifications for **Election Board General Fund (100-115)**, **Vehicle Registration General Fund (100-350)**, **Public Safety General Fund (100-700)**, **BIA Indian Reservation Roads (528-000)**, **Tribal PREP (838-000)**, **Tribal Court (867-000)**, **Children's Justice Act (846-000)**, **Health Programs (630-000)**, **Information Technology (375-300)** and **Human Resources (375-200)**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

New Budgets

Tribal PREP (880-000)

Treasurer Switch moved to approve **Resolution I-14-108** a resolution authorizing the approval of the Tribal PREP (880-000) budget. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention.

PSSF 14-15 (879-000)

Treasurer Switch moved to approve **Resolution I-14-109** a resolution authorizing the approval of the PSSF 14-15 (879-000) budget. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention.

Vocational Rehabilitation 2015 (894-000)

Treasurer Switch moved to approve **Resolution I-14-110** a resolution authorizing the approval of the Vocational Rehabilitation 2015 (894-000) budget. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention. (Corrections were requested on the budget worksheet for the grant matching line item)

Councilperson McClellan moved to recess for lunch at 1:22 p.m. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention.

Meeting called back to order at 3:06 p.m.

Enrollments

Councilperson McClellan moved to approve **Resolution I-14-111** a resolution to enroll Miles Edward Talmage to the Iowa Tribe of Oklahoma membership roll. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention.

Secretary Cox moved to approve **Resolution I-14-112** a resolution to enroll Channing Robert Redleaf to the Iowa Tribe of Oklahoma membership roll. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention.

New Business

Dental Agreement

Vice Chairman Cox moved to approve the dental agreement presented for Jessica Halley. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention.

Outside Employment-Section 1.7 of Employee Manual

Secretary Cox moved to amend the Employee Manual Section 1.7 to reflect the following *“In order to avoid actual or perceived conflicts of interest for the Iowa Tribe of Oklahoma and its enterprises employees, employees cannot simultaneously be an employee of the Tribe and its Enterprises”*.

Motion passed 4 yeas, 0 nays, 0 absent, and 1 abstention.

Intertribal fun day volunteers

Business Committee agreed that volunteers could remain on the clock as long as the departments were covered. Date of the fun day is October 24, 2014.

Gaming Commission Liaison

Secretary Cox moved to approve **Resolution I-14-113** a resolution appointing Councilperson McClellan as the Iowa Tribe of Oklahoma Gaming Commission Liaison. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

****Councilperson McClellan made a motion to recess at 3:42 p.m. until 10/16/2014 at 1:00 p.m. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.****

****Meeting reconvened at 1:37 p.m. on 10/16/2014****

Officers Present

Gary Pratt, Chairman
Thomas Cox, Vice Chairman
Lisa Switch, Treasurer
Chalis Cox, Secretary
Eagle McClellan, Councilperson

Staff/Guests Present

Amy Scott, Executive Assistant
David McCullough, Attorney

E. Dan Powers Contract

Discussion item only. No Action taken.

**** (During the January 23, 2015 Regular BC meeting, which was continued on January 27, 2015, Treasurer Switch requested the following be added to the minutes; E. Dan Powers contract was not processed properly due to not being sent to all Business Committee members for approval and due to it being executed by the Tribal Administrator vs. the Chairman.)****

****Secretary Cox requested the following be noted; the above mentioned verbiage was not requested during the October 15, 2014 Regular Business Committee meeting****

Purchase of land of Hwy 66

Treasurer Switch moved to approve **Resolution I-14-114** a resolution approving Land Purchase on Hwy 66 in the amount of \$266,000.00. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

PK Propane

Business Committee approves Vice Chairman Cox to seek information required for switch over from Lincoln Liquefied to PK Propane.

OIGA Delegates

Treasurer Switch moved to approve **Resolution I-14-115** a resolution appointing Chairman Gary Pratt to serve as the Oklahoma Indian Gaming Association (OIGA) delegate and Vice Chairman Thomas Cox, Treasurer Lisa Switch, Secretary Chalis Cox and Councilperson Eagle McClellan as the alternates. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Hardship outside parameters (emails dated 9/25/2014)

Business Committee agreed to code to grants in aid for 2014 coding purposes, and deduct from Tribal members 2015 Household Assistance.

Councilperson McClellan made a motion to postpone the following new and revised job descriptions. New- **Ranch Helper, Vocational Rehabilitation Transitional Counselor, Facilities Engineer Specialist, Front Office Coordinator and Public Information Officer**; and Revised- **Assistant Chief of Police, Agriculture Program Director, Equine Specialist, Dentist and Health and Wellness Manager**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Teaching Strategies Online Agreement

Vice Chairman Cox moved to approve execution of the Teaching Strategies Online Agreement. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Family Dollar Store

Discussion only item. Attorney David McCullough will see what the property accesses for. No action taken.

Best Buy Check Issues

Business Committee agrees that for Best Buy purchases Tribal Assistance should process a Purchase Order (PO) instead of a Check Request (CR).

Tribal Assistance Gift Card Memo

Business Committee approves the memo regarding the gift cards in Tribal Assistance however agrees that the Tribal Administrator should sign the memo.

Volunteers at the Eagle Aviary

Business Committee suggests that the volunteers initially pay for the background checks and can be refunded the cost after a certain amount of time, which will be left up to Victor Roubidoux, Aviary Director.

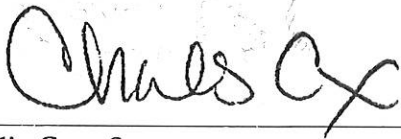
Approval of Minutes

Councilperson McClellan moved to approve in a blanket motion, the meeting minutes for **April 21, 2014, May 5, 2014, May 21, 2014, June 4, 2014, June 18, 2014, June 16, 2014, July 22, 2014, July 25, 2014, September 3, 2014 and September 17, 2014**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

With there being no further business the meeting adjourned at 4:54 p.m.

CERTIFICATION

I, Chalis Cox, Secretary of the Iowa Tribe of Oklahoma, do hereby certify that the above are minutes of a duly called regular meeting held on October 15, 2014 at the Tribal Administrative Conference Room and were approved at a regular called meeting held on January 27, 2015 by a vote of 3 yeas, 0 nays, 1 absent and 1 abstention.

A handwritten signature in black ink that reads "Chalis Cox". The signature is written in a cursive style and is positioned above a horizontal line.

Chalis Cox, Secretary
Iowa Tribe of Oklahoma