



Iowa Tribe of Oklahoma

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Special Business Committee Meeting Administrative Conference Room

September 3, 2014

10:00 A.M.

Minutes

Officers Present

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

Staff/Guest Present

David McCullough, Attorney
Stephanie Crowder, Tribal Administrator
Amy Scott, Executive Assistant
Scott Huebert, F&C Accountant
Melissa Crusoe, F&C Accountant
Dan Bledsoe, Auditor

Chairman Pratt called the meeting to order at 10:37 a.m.

Secretary Cox performed roll call and all officers were present except Treasurer Switch.

Chairman Pratt declared a quorum present to conduct official business.

Chairman Pratt gave the invocation.

Treasurer's Report

Audit Report 2013 Year End

Draft reports were submitted and reviewed for ITO and BKJ for Year End 2013. Final Reports are forthcoming.

*****Chairman Pratt called a break at 11:46 a.m. *****

*****Chairman Pratt called meeting back at 1:44 p.m. *****

July 2014 Financials

July 2014 Financials were submitted and reviewed.

Budgets

New Budgets

Aviary Donations (100-481)

Secretary Cox moved to approve **Resolution I-14-100** a resolution authorizing the approval of the **Aviary Donations Budget (100-481)**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

BIA Tribal Youth (545-000)

Councilperson McClellan moved to approve **Resolution I-14-101** a resolution authorizing the approval of the **BIA Tribal Youth (545-000)**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Budget Modifications

Secretary Cox moved to approve in a blanket motion the **Family Violence (839)**, **Title IV-B 2014 (872-000)**, **Diabetes Program (626-000)**, **Elder Nutrition General Fund (100-490)**, **IDC Maintenance (375-410)**, **Library General Fund (100-570)**, **IMLS Basic (812-000)**, **IMLS Enhancement (836-000)**, **Law Enforcement (543-000)**, **Vocational Rehabilitation General Fund (100-560)**, **Vocational Rehabilitation (817-000)**, **Tribal Herd Development (873-000)**, **Housing General Fund (100-825)**, **IDC Grant Compliance (375-500)**, **Recycling Program General Fund (100-120)**, **Tribal Administration General Fund (100-400)**, **BIA Education (539-561)**, **BIA Job Placement and Training (539-562)**, **Tribal Assistance General Fund (100-900)**, **Title VI A (891-000)** and **2014 CCDF (871-000)** budget modifications. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Enrollments

Vice Chairman Cox moved to approve **Resolution I-14-102** to enroll Olivia Grace Venegas to the Iowa Tribe of Oklahoma membership roll. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Other Business

Councilperson McClellan moved to ratify in a blanket motion **Resolution I-14-97** a resolution recognizing compliance with 24 CFR § 1003.604, **Resolution I-14-98** a resolution authorizing the submission of a grant proposal to the Department of Housing and Urban Development for the FY 2014 Indian Community Development Block Grant (ICDBG), and **Resolution I-14-99** a resolution committing to leverage tribal resources equivalent to \$1,100,000 for the FY2014 Indian Community Development Block (ICDBG) Grant Award. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Restructuring Eagle Feather Distribution

Discussion item only. No action taken.

Research on policy is needed & current permit guidelines reviewed.

United Indian Nations of Oklahoma, Kansas and Texas Membership.

No Action Taken.

Business Committee Vehicle Usage

Business Committee agreed that a memo will go out to all staff that the only Admin vehicle to be used by other department's is the green Chevy van.

Chain of Command Guidelines

Councilperson McClellan moved to approve the **Chain of Command Guidelines**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Employee Code of Conduct

Secretary Cox moved to approve the **Employee Code of Conduct**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Department Re-Structuring

Councilperson McClellan moved to approve the **Department Re-Structuring**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

*****Chairman Pratt called for recess at 5:13 p.m. until 1:00 p.m. on 9/4/2014* ****

*****Chairman Pratt called meeting back order on 9/12/14 at 10:57 a.m.* ****

Chairman Pratt called the meeting to order at 10:57 a.m. on September 12, 2014.

Secretary Cox performed roll call and all officers were present. Others in attendance included Stephanie Crowder, Tribal Administrator and Amy Scott, Executive Assistant.

Chairman Pratt declared a quorum present to conduct official business.

Councilperson McClellan gave the invocation.

Social Media Policy

Councilperson McClellan moved to approve the **Social Media Policy**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

In Service Training Dates for Childcare-Closings

Secretary Cox moved to approve **In Service Training Dates for Childcare-Closings**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Tribal Health Alliance Contract Renewal

The Business Committee agreed that the Tribal Health Alliance Contract will not be renewed. The optometrist will be terminated pending review of the employee contract, Optometry Program placed on hold.

Tribal Assistance Gift Card Issuance

Business Committee agreed to allow all tribal members who were on the ineligible list to receive gift cards and start over with the understanding that they subject to be on list again if receipts are not turned in. TAP will be sure that the pin #'s are being scratched off and recorded for all gift cards issued.

Tribal Assistance Policy & Procedures

Councilperson McClellan moved to postpone **Tribal Assistance Policy & Procedures**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Employment with multiple entities

Business Committee instructed Tribal Administrator to have Human Resources create a policy regarding this issue.

Charges owed to tribe-BW – Done out of order after item I. prior to recess

Secretary Cox moved to have Bobby Walkup reimburse the tribe for all the charges listed with the exception of the (2) two United airline tickets. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

OES Director Job Description

Councilperson McClellan moved to postpone the **OES Director Job Description**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Title VI Meal Delivery Policy & Procedure

Vice Chairman Cox moved to approve the **Title VI Meal Delivery Policy & Procedure** with TA review regarding the verbiage (Fraile). Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Update Title VI Forms

Secretary Cox moved to approve in a blanket motion the **Senior Intake Form**, the **Homebound Elder Form** and the **Elders Release of Information Form** pending review of policy and procedures mentioned above in item R. Title VI Meal Delivery Policy & Procedure. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

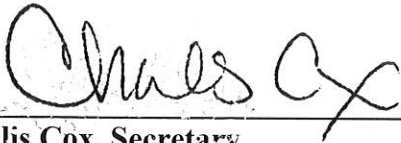
Curtis Washington

No action Taken. Curtis has already met with the Tribal Administrator.

With there being no further business the meeting adjourned at 1:45 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 special meeting held on September 3, 2014 at the Tribal Administrative Conference Room and were approved at a regular called meeting held on October 15, 2014 by a vote of 4 yeas, 0 nays, 0 absent and 1 abstention.



**Chalis Cox, Secretary
Iowa Tribe of Oklahoma**