



## Iowa Tribe of Oklahoma

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### Special Business Committee Meeting Administrative Conference Room November 5, 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/Guest Present**

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

Chairman Pratt called the meeting to order at 10:43 a.m.

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.

#### **Treasurer's Report**

##### **September 2014 Financials – Presented by Finley & Cook**

September 2014 financials were presented for review. Total assets for all Governmental funds was \$25.3 million, total liabilities for all governmental funds was \$3.4 million and total of all liabilities and fund balances was \$25.3 million. Total Revenues for all governmental funds was \$7.3 million, total expenditures for all governmental funds was \$18.9 million, gaming transfers in was \$5.9 million and fund balances at the end of the year was \$21.8 million.

##### **2014 Audit Proposals**

Treasurer Switch provided the 2 audit proposals for the Annual Tribal Government Audit that have been received to date. Business Committee agreed to wait on the third before a decision is made.

##### **December 2014 Payment**

Councilperson McClellan moved to approve **Resolution I-14-116** a resolution amending resolution I-14-33 to reflect an increase of \$200 to the payment amount for the December 2014 payment, for a total payment of \$700 for all tribal members enrolled with the Iowa Tribe of Oklahoma as of December 31, 2014. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention

## New Budgets

### Family Violence (893-000)

Vice Chairman Cox moved to approve **Resolution I-14-117** a resolution authorizing the approval of the Family Violence Budget (893-000). Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

### Budget Modifications

Treasurer Switch moved to approve in a blanket motion budget modifications for **IMLS Basic (812-000)**, **Health (630-000)**, **Housing General Fund (100-825)**, **EPA GAP (837-000)** and **Water Management General Fund (100-725)**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Treasurer Switch moved to postpone the budget modifications for **Fire Department General Fund (100-750)** and **Gaming Commission General Fund (100-800)**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

### Enrollments

Vice Chairman Cox moved to approve **Resolution I-14-118** a resolution to enroll Adrienne Leigh Jacobs to the Iowa Tribe of Oklahoma membership roll. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention.

Vice Chairman Cox moved to approve **Resolution I-14-119** a resolution to enroll Shanlyn Lena Murray-Howell to the Iowa Tribe of Oklahoma membership roll. Motion passed 4 yeas, 0 nays, 1 absent and 1 abstention.

## Old Business

### New Job Descriptions

Vice Chairman Cox moved to approve in a blanket motion the New Job Descriptions for **Vocational Rehabilitation Specialist**, **Facilities Engineer Specialist**, **Front Office Coordinator** and **Public Information Officer**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

### Revised Job Descriptions

Councilperson McClellan moved to approve in a blanket motion the Revised Job Descriptions for **Assistant Chief of Police**, **Agriculture Program Director w/corrections**, **Equine Specialist w/corrections** and Dentist. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

Councilperson McClellan moved to postpone the Revised Job Description for **Health and Wellness Manager**. Motion passed 4 yeas, 0 nays, 0 absent and 1 abstention.

*\*\*\*Meeting recessed at 3:54 p.m. until 11/6/2014 at 2:00 p.m.\*\*\**

*\*\*\*Meeting called back to order at 2:30 p.m. on 11/6/2014\*\*\**

**Officers Present**

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

**Staff/Guests Present**

Amy Scott, Executive Assistant  
Stephanie Crowder, Tribal Administrator

**CoreSource Returned Checks**

Discussion item only. No action taken.

**Purchase of Maintenance Vehicles**

Discussion item only. Tribal Administrator will get list of vehicles and condition as well as a list of needed equipment. No action taken.

**2015 Amount for Benny Card**

Discussion item only. No action taken.

**Fee to Trust Items needed**

Discussion item only. No action taken.

**Credit Card TA**

Business Committee agreed to permit a GSA (CITI Bank Card) for the Tribal Administrator.

**Washington D.C. Trip**

Discussion item only. No action taken.

Treasurer Switch moved to postpone items G-K on the agenda (**Clinic Strategic Plan, Standard Operating Procedures, Clinic Operations, Hiring, Firing, Transfers Discussion and Dental Updates**) until Special Business Committee for the Clinic. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

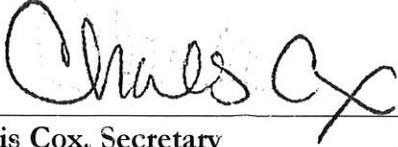
**Dr. Razook Jr. DDS Agreement**

Vice Chairman Cox moved to approve the Agreement with Dr. Razook Jr. DDS with corrections to the term. Motion passed 3 yeas, 0 nays, 1absent and 1 abstention.

**With there being no further business the meeting adjourned at 4:23 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 November 5, 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