



# Iowa Tribe of Oklahoma

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## Special Business Committee Meeting Administrative Conference Room February 18, 2015 10:00 A.M

### Minutes

#### Officers Present

Thomas Cox, Vice Chairman  
Lisa Switch, Treasurer  
Chalis Cox, Secretary

#### Staff/Guests Present

David McCullough, Attorney  
Renee Hagler, Acting Tribal Administrator  
Amy Scott, Executive Assistant

Vice Chairman Cox called the meeting to order @ 10:40 am.

Secretary Cox performed roll call and all officers were present except Chairman Pratt and Councilperson McClellan.

Vice Chairman Cox declared a quorum present to conduct official business.

Vice Chairman Cox gave the invocation.

#### Treasurer's Report

##### Budget Modifications

Treasurer Switch moved to approve budget modifications for Scholarship General Fund (100-561) with corrections to the justification, Tribal Government Programs (819-000), Early Head Start (876-000), Tribal Administration General Fund (100-400), and Indian Housing Block Grant (IHBG) (965-000). Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

##### January 2015 Credit Card Charges

Executive Assistant, Amy Scott submitted the statements and an email sent from the accountant verifying that all statements and receipts have been received and posted for January 2015.

##### Grant Submissions

Treasurer Switch moved to approve Resolution I-15-11 a resolution authorizing submission of a grant application to Dollar General Foundation for a grant for the Iowa Tribe GED Program "Starting Points" expenses. Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

Secretary Cox moved to approve **Resolution I-15-12** a resolution authorizing submission of a grant application to Institute of Museum and Library Services (IMLS) for an IMLS Basic Grant for the GED Program "Starting Points". Motion passed 2 yeas, 0 nays, 2 absent and 1 abstention.

### **Other Business**

#### **Outstanding travel balance (B. Clark)**

Business Committee agreed that Executive Assistant will reach out to department director to inform the amount owed to the tribe and draft a letter to the traveler.

#### **Zumba**

Business Committee agrees to move forward. The only day opened at the Chena Building is Friday. Business Committee suggested the Acting Tribal Administrator check with Tyrone Springer on the possibility of Wednesday's at the Chena Building and also the availability of the OES Building.

#### **Nurse Practitioner Savings**

Discussion only item. Acting Tribal Administrator, Renee Hagler reviewed the savings and expenses of current Nurse Practitioner leaving or staying at the Clinic. Business Committee would like further discussion with incoming Health Director.

#### **Pharmacist Relocation Request**

Business Committee agreed to the relocation cost however the offer made to Pharmacist, Patrick Oxford will be rescinded if he cannot be established by March 31, 2015.

#### **Chena Building Rental Fees**

Discussion only item. Business Committee requested additional information on hourly rates as well as Policy and Procedures for rentals.

#### **Maintenance Department Name Change and Org Chart**

Business Committee approved Department Name Change. Reorganization of the department was NOT approved.

#### **Recycling Program**

Business Committee requested that OES Director and Water Quality Specialist Job Descriptions be advertised. Directed the Acting Tribal Administrator to meet with Ken Knight and Candace Pershall regarding departments, and the future training on water issues for Candace. Business Committee also agreed to shut down the Recycling Program given there are no open contracts, and would like an inventory conducted upon shutdown.

With there being no further business the meeting adjourned at 1:08 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 February 18, 2015 at the Tribal Administrative Conference Room and were approved at a regular called meeting held on April 15, 2015 by a vote of 3 yeas, 0 nays, 1 absent and 1 abstention.



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Chalis Cox, Secretary  
Iowa Tribe of Oklahoma