



Special Business Committee Meeting  
Administrative Conference Room  
September 16, 2015  
10:00 A.M

*Minutes*

Officers Present

Bobby Walkup, Chairman  
Renee Lincoln, Vice Chairman  
Judith Shores, Treasurer  
Chalis Cox, Secretary

Staff/Guests Present

Amy Scott, Executive Assistant  
David McCullough, Attorney  
Melissa Crusoe, Accountant

Chairman Walkup called the meeting to order at 10:20 a.m.

Secretary Cox performed roll call and all officers were present except Councilperson McClellan who is excused.

Chairman Walkup declared a quorum present to conduct official business.

Attorney David McCullough gave the invocation.

New Budgets

Family Violence 2015 (614-000)

Vice Chairman Lincoln moved to approve Resolution I-15-72 a resolution authorizing the approval of the Family Violence 2015 Budget (614-000). Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Budget Modifications

Vice Chairman Lincoln moved to approve budget modifications for Childcare General Fund (100-550), CCDF Program Income (898-415), BIA Court (537-000), Fire Department General Fund (100-750), Elder Nutrition General Fund (100-490), Information Technology Indirect Cost (375-300), BIA Aid to Tribal Government (541-000) and BIA Tribal Transit Program (544-000) (2016 Proposed). Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

The budget modifications for Maintenance Indirect Cost (375-410) and Fire Department General Fund (100-750) were not approved.

### New Business

#### Tax Commission Discussion

Discussion only item. Meeting will be set up to discuss further.

#### Ratify Blue Ridge Mobile Home Park Purchase Agreement approved via email 9/9/2015

*\*\*\*Recessed for lunch at 1:13 p.m.\*\*\**

*\*\*\*Meeting started back at 1:47 p.m.\*\*\**

#### Lowes Charges (Past Due)

Business Committee agreed that charges should be paid to vendor immediately and addressed internally at a later date.

Vice Chairman Lincoln moved to approve adding the following statement to the Credit Card form "If employee does not return receipt(s) when returning the credit card which was checked out, the amount of the purchase will be deducted from the next pay check once amount has been determined from credit card statement." Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

Business Committee requested that the policy be changed to reflect the same as stated above.

#### Access Road from Hwy 33 to Perkins Family Clinic –Proposing name to be "Whitecloud"

No action taken.

#### Cimarron Casino Loan Agreement

Treasure Shores moved to approve Resolution I-15-73 a resolution the execution of a loan to Cimarron Casino Enterprise. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

#### Early Head Start Repayment to the grant

Attorney David McCullough will draft a letter demanding payment back to the tribe.

#### Early Head Start arrears

Requested enrollment forms to verify collection allowances. Attorney David McCullough will draft a letter requesting payment of past due balances.

**Service Road and Parking Lot Resolution**

Vice Chairman Lincoln moved to approve **Resolution I-15-74** a resolution authoring, approving and dedicating a roadway and parking lot for public use known as the tribal Industrial Service Road and the Tribal Food Distribution Center Parking Lot located on tribal land in Section 30 of T16N, R2E, of the Indian Meridian, BIA Route 8777, adjacent to US Highway 177 and County Road EW 760, Lincoln County, Oklahoma. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

**Proposed Tribal Transportation Road and Bridge Priority list resolution**

Business Committee tabled until maps have been sent.

**Cultural Preservation Specialist Job Description**

Tabled-Place on next BC Meeting agenda-Place in Blood Run packet for recruiting puposes during the Blood Run.

Proposed that Secretary Cox and Councilperson McClellan familiarize themselves with the Section 106 Act.

**Junior Network Administrator Job Description**

Treasurer Shores moved to approve the **Junior Network Administrator Job Description**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

**Tribal Assistance Program Policy and Procedures**

Vice Chairman Lincoln moved to approve the **Tribal Assistance Program Policy and Procedures**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

**Independent Consultant Service Agreement-Bennae Calac**

Vice Chairman Lincoln moved to postpone until Attorney David McCullough can review and provide opinion. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

**Wellness Center Hours of Operation**

Hours will remain as is for now.

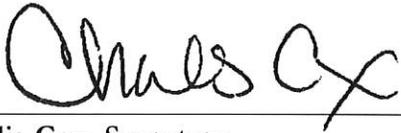
**Performance Appraisal Self-Assessment Form**

Vice Chairman Lincoln moved to approve the **Performance Appraisal Self-Assessment Form**. Motion passed 3 yeas, 0 nays, 1 absent and 1 abstention.

With there being no further business the meeting adjourned at 3:04 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 16, 2015 at the Tribal Administrative Conference Room and were approved at a regular called meeting held on October 21, 2015 by a vote of 3 yeas, 0 nays, 1 absent and 1 abstention.

A handwritten signature in cursive script, appearing to read "Chalis Cox", written over a horizontal line.

Chalis Cox, Secretary  
Iowa Tribe of Oklahoma