



# SUSANVILLE INDIAN RANCHERIA

**REGULARLY SCHEDULED MEETING  
OF THE  
SUSANVILLE INDIAN RANCHERIA  
TRIBAL BUSINESS COUNCIL  
MARCH 25, 2016  
10:00 AM**

- A. Call to Order.** Meeting called to order by Tribal Chairman, Brandon Guitierrez, at 10:00 a.m. A quorum was present.
- B. Roll Call.** Taken by: Tribal Secretary / Treasurer, Aaron Dixon, Sr. Present were: Brandon Guitierrez, Tribal Chairman; Arian Hart, Vice-Chairman; Aaron Dixon, Sr., Secretary / Treasurer; Tina Richards, District 1 Councilwoman; and Tina Sanchez, Member At-Large. Absent were Robert Joseph, District 2 Councilman and Marvena Harris, Member At-Large.

**RECORDER:** Ilma Willard.

**STAFF:** Anna Pasqua, Joleen Robles, Russ Burriel, Lynn Drummond, Dan Howard, Chandra Jabbs, Jim Mackay, Valerie McCormick, Deborah Olstad, Debra Sokol, and Katie White.

**GUESTS:** Wanda Brown, Christi Choo, Scott Dixon, Valerie Edwards, Amelia Luna, Freda Owens, Michael Preston, and Vance Olstad.

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- C. Review and Approval of the Agenda.** Chairman Guitierrez requested that all reports be considered For Your Information Only (FYI).

**MOTION to approve the agenda with the change.**

**Made by: Aaron Dixon, Sr.,**

**2<sup>nd</sup> by: Tina Richards.**

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, and Tina Sanchez), 0 No, 0 Abstaining.**

- \*\* 10:03 a.m. District 2 Councilman Robert Joseph arrived to the meeting.**

- D. Reading of the Minutes of March 01, 2016 for approval.** Chairman Guitierrez noted that he had declared a conflict of interest and abstained from the consensus for agenda item F.1, Potential Purchase of Vacant Property (Leo Guitierrez Estate).

**MOTION to approve the March 01, 2016 minutes with the change.**

**Made by: Tina Richards,**

**2<sup>nd</sup> by: Aaron Dixon, Sr.**

**Vote: 4 Yes (Brandon Guitierrez, Aaron Dixon, Sr., Tina Richards, and Tina Sanchez), 0 No, 2 Abstaining (Arian Hart and Robert Joseph).**

**Reading of the Minutes of March 09, 2016 for approval.**

**MOTION to approve the March 09, 2016 minutes as presented.**

**Made by: Tina Richards,**

**2<sup>nd</sup> by: Tina Sanchez.**

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 1 Abstaining (Aaron Dixon, Sr.).**

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**E. Reports.**

1. **ITCC Task Force.** This report was for informational purposes only.
2. **California Tribal TANF.** This report was for informational purposes only.
3. **Neighborhood Watch.** No report was submitted. However, Valerie Edwards was present at the meeting.
4. **Native Elders Circle.** This report was for informational purposes only.
5. **Gaming Commission.** This report was for informational purposes only.
6. **SIRHA.** This report was for informational purposes only.
7. **Human Resources.** This report was for informational purposes only.
8. **Natural Resources Department.** This report was for informational purposes only.
9. **Education Department.** This report was for informational purposes only.
10. **Fiscal.** This report was for informational purposes only.

**F. Unfinished Business.**

1. **None.**

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**G. Action Items.**

- 1. Tribal Member Sponsorship Request (Mariessa Robles).**  
On behalf of Mariessa Robles, Joleen Robles presented the request made by Mariessa Robles for assistance with travel costs to attend the Kappa Kappa Psi Western District convention in Tukwilla, WA scheduled for April 8-10, 2016. A discussion was held regarding the monetary limit and whether a sponsorship could be requested more than once per year.

**MOTION to approve the tribal member sponsorship request made by Mariessa Robles in the amount of \$350 to attend the Kappa Kappa Psi Western District convention in Tukwilla, WA scheduled for April 8-10, 2016.**

**Made by: Robert Joseph,**

**2nd by: Aaron Dixon, Sr.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

Joleen Robles relayed that the elders have requested that speakers use the microphone at the podium when addressing the attendees, and that the blinds be kept closed during the meeting.

- 2. Gaming Commission Credit Cards.** The Gaming Commission Administrator requested that an individual credit card be issued to each member of the SIR Gaming Commission and himself to be used for office and travel expenses.

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**MOTION to approve the Fiscal Department to obtain and establish a line of credit for the Gaming Commission and issue each SIR Gaming Commissioner and the SIR Gaming Administrator an individual credit card with a limit of \$2,000 to be used for Gaming Commission office expenses and Gaming Commission travel expenses (excluding per diem and mileage).**

**Made by: Robert Joseph,**

**2nd by: Tina Sanchez.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

- 3. SIRHA 2015 APR.** On behalf of the SIRHA Programs Manager, SIRHA board member Robert Joseph presented the SIRHA 2015 Annual Performance Report for approval.

**MOTION to approve the 2015 SIRHA Annual Performance Report as presented.**

**Made by: Aaron Dixon, Sr.,**

**2nd by: Arian Hart.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

**\*\* 10:21 a.m. District 2 Councilman Joseph left the meeting.**

- 4. Resolution SU-BC-048-2016 (FY16 IMLS Grant Application).** The Grants Writer presented Resolution SU-BC-048-2016 (INSTITUTE OF MUSEUM AND LIBRARY SERVICES NATIVE AMERICAN BASIC GRANT WITH EDUCATION /ASSESSMENT OPTION) for approval to purchase library materials and provide training to Education Department staff members. The required match was discussed and the Fiscal Controller verified that it was budgeted for 2017 since the program starts in October.

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**MOTION to approve Resolution SU-BC-048-2016 (INSTITUTE OF MUSEUM AND LIBRARY SERVICES NATIVE AMERICAN BASIC GRANT WITH EDUCATION /ASSESSMENT OPTION) with the correction in the date of certification.**

**Made by: Aaron Dixon, Sr.,**

**2nd by: Arian Hart.**

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, and Tina Sanchez), 0 No, 0 Abstaining.**

**\*\* 10:24 a.m. District 2 Councilman Joseph returned to the meeting.**

- 5. Resolution SU-BC-049-2016 (FY16 ANA Language Grant Application).** The Grants Writer presented Resolution SU-BC-049-2016 (RESOLUTION REQUESTING AUTHORIZATION OF APPLICATION FOR THE UNITED STATES DEPARTMENT OF HEALTH AND HUMAN SERVICES ADMINISTRATION FOR CHILDREN AND FAMILIES ADMINISTRATION FOR NATIVE AMERICANS [ANA] NATIVE AMERICAN LANGUAGE PRESERVATION AND MAINTENANCE GRANT) for approval to preserve and maintain the Northern Paiute language and discussed the identified sources for the required match.

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**MOTION to approve Resolution SU-BC-049-2016  
(RESOLUTION REQUESTING AUTHORIZATION OF  
APPLICATION FOR THE UNITED STATES DEPARTMENT  
OF HEALTH AND HUMAN SERVICES ADMINISTRATION  
FOR CHILDREN AND FAMILIES ADMINISTRATION FOR  
NATIVE AMERICANS [ANA] NATIVE AMERICAN  
LANGUAGE PRESERVATION AND MAINTENANCE  
GRANT) with the correction in the date of certification.**

**Made by: Aaron Dixon, Sr.,**

**2nd by: Tina Richards.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr.,  
Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0  
Abstaining.**

- 6. Resolution SU-BC-050-2016 (Summer Food Program).** The Grants Writer presented Resolution SU-BC-050-2016 (RESOLUTION REQUESTING AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE SUMMER FOOD SERVICE PROGRAM ADMINISTERED BY THE STATE OF CALIFORNIA DEPARTMENT OF EDUCATION NUTRITION SERVICES DIVISION) for approval to provide lunch and an afternoon snack to the Summer Education Program participants.

The Grants Writer and the Education Programs Director discussed the intensive administrative burden encountered during last year's USDA Summer Food Service Program and presented three options to address this issue. One option was to hire a part-time position to aid in food preparation and tracking. Two other options involved abandoning the application for the USDA Summer Food Service Program and either pay for the food in total or else not provide any food for the Summer Education Program.

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**MOTION to approve Resolution SU-BC-050-2016 (RESOLUTION REQUESTING AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE UNITED STATES DEPARTMENT OF AGRICULTURE SUMMER FOOD SERVICE PROGRAM ADMINISTERED BY THE STATE OF CALIFORNIA DEPARTMENT OF EDUCATION NUTRITION SERVICES DIVISION) with the correction in the date of certification.**

**Made by: Robert Joseph,**

**2nd by: Tina Richards.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

**MOTION to approve \$1,500 to fund the added position for the USDA Summer Food Service Program. Monies to come from the Tax Account.**

**Made by: Arian Hart,**

**2nd by: Robert Joseph.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

- 7. Purchase of Mini Excavator and Trailer.** The Public Works Director requested approval for the purchase of a mini excavator and construction equipment trailer to help reduce costs for excavation work and hauling. Pricing of used versus new equipment and the source of the funds were discussed.



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**MOTION to approve the purchase of a Mini Excavator and Construction Equipment Trailer for the amount of \$63,000. Monies in the amount of \$33,000 to come from the Capital Projects Trust Fund and \$30,000 from the Public Works Capital Equipment budget.**

**Made by: Robert Joseph,**

**2nd by: Aaron Dixon, Sr.**

**Vote: 5 Yes (Brandon Guitierrez, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 1 Abstaining (Arian Hart).**

- 8. SIR Fleet Vehicle Policy Age Requirements.** The Public Works Director presented a modification to the Tribal Fleet Vehicle Policy to lower the age limit for drivers to 21 years of age as long as the driver has been licensed for at least three years.

**MOTION to approve the updated Driver Requirements (page 5) of the SIR Tribal Fleet Vehicle Policy.**

**Made by: Robert Joseph,**

**2nd by: Arian Hart.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

- 9. Education Administrative Assistant Position Description.** The Human Resources Manager presented the Education Administrative Assistant Position Description for approval and discussed the change in the licensed driver age requirement. A change to the minimum qualified work experience was also discussed.

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**MOTION to approve the Education Administrative Assistant Position Description with the additional change to the work experience in the minimum qualifications being reduced from two years to six months.**

**Made by: Arian Hart,**

**2nd by: Robert Joseph.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

**10. Tutor / Driver Position Description.** The Human Resources Manager presented the Tutor / Driver position description for approval and discussed the change in the licensed driver age requirement.

**MOTION to approve the Tutor / Driver position description as presented.**

**Made by: Robert Joseph,**

**2nd by: Aaron Dixon, Sr.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

**11. Engine Boss Position Description.** The Human Resources Manager presented the Engine Boss position description for approval and discussed the proposed changes.

**MOTION to approve the Engine Boss position description as presented.**

**Made by: Robert Joseph,**

**2nd by: Arian Hart.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

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- 12. LVN / Immunization Coordinator Position Description.** The Human Resources Manager presented the LVN / Immunization Coordinator position description for approval and answered questions regarding the pay rate and the requirement to post new positions.

**MOTION to approve the LVN / Immunization Coordinator position description as presented.**

**Made by: Robert Joseph,**

**2nd by: Aaron Dixon, Sr.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

- 13. Language Focus Group Appointments.** Before proceeding with the appointments, Chairman Guitierrez requested that the method for selecting members for boards and committees be changed to using open ballots.

**CONSENSUS to vote for boards and committees using open ballots.**

The Human Resources Manager provided documents and information for the selection of members for the Language Focus Group and answered questions regarding the requirements for the position.

**By OPEN BALLOT, Michelle Lent, Teega Nez, Renee Nez, and Ginny Morales were appointed to serve on the Susanville Indian Rancheria Language Focus Group, with Paul Cason to serve as an alternate.**

- 14. Tribal Liaison Committee Appointments.** The Human Resources Manager provided information and ballots for the selection of members for the Tribal Liaison Committee and discussed the requirements for the position.

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**By OPEN BALLOT, Anna Pasqua and Mace DeLorme were selected to serve as the Pit River representatives on the Tribal Liaison Committee.**

- 15. “Respect and Honor” Cultural Workshop Services Agreement.** The Education Programs Director presented the services agreement between Susanville Indian Rancheria and Calvin Hedrick for the “Respect and Honor” Cultural Workshop Series for approval and discussed inviting local education representatives to the workshops.

**MOTION to approve the services agreement between Susanville Indian Rancheria and Calvin Hedrick for the “Respect and Honor” Cultural Workshop Series.**

**Made by: Robert Joseph,**

**2nd by: Tina Richards.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

The Education Programs Director stated that it took too long to change the age requirement for the education drivers and as a result, the education program is suffering. District 2 Councilman Joseph apologized and volunteered to drive on Wednesdays when possible.

- 16. Approval of Resolution SU-BC-045-2016 (DMMM Motor Vehicle Fuel and Fuel Sales Tax).** The Tribal Administrator reviewed the three tax resolutions and the Fiscal Controller answered questions regarding the youth program and loan payments.

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The Tribal Administrator then presented Resolution SU-BC-045-2016 (DISTRIBUTION OF MOTOR VEHICLE FUEL TAX AND FUEL SALES TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN MINI-MART) for approval.

**MOTION to approve Resolution SU-BC-045-2016 (DISTRIBUTION OF MOTOR VEHICLE FUEL TAX AND FUEL SALES TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN MINI-MART) with the correction in the date of certification.**

**Made by: Arian Hart,**

**2nd by: Tina Sanchez.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

- 17. Approval of Resolution SU-BC-046-2016 (Food Sales Use Tax, TOT Tax, and Tribal Liquor Use Tax).** The Tribal Administrator presented Resolution SU-BC-046-2016 (DISTRIBUTION OF FOOD SALES USE TAX PROCEEDS AND TRANSIENT OCCUPANCY TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN CASINO AND HOTEL, FOOD SALES USE TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN MINI-MART, AND TRIBAL LIQUOR USE TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN MINI-MART AND THE DIAMOND MOUNTAIN CASINO AND HOTEL) for approval.

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**MOTION to approve Resolution SU-BC-046-2016 (DISTRIBUTION OF FOOD SALES USE TAX PROCEEDS AND TRANSIENT OCCUPANCY TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN CASINO AND HOTEL, FOOD SALES USE TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN MINI-MART, AND TRIBAL LIQUOR USE TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN MINI-MART AND THE DIAMOND MOUNTAIN CASINO AND HOTEL) with the correction in the date of certification.**

**Made by: Robert Joseph,**

**2nd by: Aaron Dixon, Sr.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

**18. Approval of Resolution SU-BC-047-2016 (Smoke Shop Sales Use Tax). The Tribal Administrator presented Resolution SU-BC-047-2016 (DISTRIBUTION OF TRIBAL SALES USE TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN SMOKE SHOP) for approval.**

**MOTION to approve Resolution SU-BC-047-2016 (DISTRIBUTION OF TRIBAL SALES USE TAX PROCEEDS COLLECTED FROM THE DIAMOND MOUNTAIN SMOKE SHOP) with the correction in the date of certification.**

**Made by: Tina Sanchez,**

**2nd by: Tina Richards.**

**Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

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- 19. Selection of SIRCO Board of Directors.** After Chairman Guitierrez declared a conflict of interest and excused himself from the discussion, the Tribal Administrator provided information for one applicant to be considered for membership on the SIRCO Board of Directors.

**MOTION to approve the appointment of Laura Guitierrez-Urmson to the SIRCO Board of Directors with her term expiring November 2018.**

**Made by: Robert Joseph,**

**2nd by: Arian Hart.**

**Vote: 5 Yes (Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 1 Abstaining (Brandon Guitierrez).**

**H. Discussion Items.**

- 1. None.**

**\*\* 11:29 a.m. Regular session ends, closed session begins.**

**I. Closed Business Items.**

- 1. ICWA Report.** This item was discussed in closed session. No action was required.
- 2. TBC Executive Session.** This item was discussed in closed session. No action was taken.

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**\*\* 11:59 a.m. Closed session ends, regular session begins.**

**J. Adjourn Meeting.** Meeting adjourned by Tribal Chairman, Brandon Guitierrez, at 12:00 p.m.

**Submitted by:**



\_\_\_\_\_  
**Aaron Dixon, Sr., Secretary/Treasurer**

**ATTEST:**



\_\_\_\_\_  
**Brandon Guitierrez, Tribal Chairman**