



SUSANVILLE INDIAN RANCHERIA

REGULARLY SCHEDULED MEETING
OF THE
SUSANVILLE INDIAN RANCHERIA
TRIBAL BUSINESS COUNCIL
MAY 17, 2016
4:00 PM

- A. **Call to Order.** Meeting called to order by Tribal Chairman, Brandon Guitierrez, at 4:02 p.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; Marvena Harris, Member At-Large; and Tina Sanchez, Member At-Large. Absent was Robert Joseph, District 2 Councilman.

RECORDER: Ilma Willard.

STAFF: Anna Pasqua, Alan Dowdy, Meredith Gosejohan, Dan Howard, Chandra Jabbs, Valerie McCormick, Deborah Olstad, Vance Olstad, and Keven Ormiston.

GUESTS: Marvin Benner, Sr., Deana Bovee, Christi Choo, Scott Dixon, Stacy Dixon, Davon Joseph, Christine Law, Mervin Lent, Jr., Amelia Luna, Madeline McIntire, Ginny Morales, Angel Mullen, Ena Mullen, Freda Owens, Patti Webber, Marlowe Cassadore, Brenda Potete of Sierra Cascade Family Opportunities, and Jennifer Ross.

** 4:04 p.m. District 2 Councilman arrived to the meeting.

PAGE TWO
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016

- C. Review and Approval of the Agenda.** Chairman Guitierrez, Tribal Secretary / Treasurer Dixon, District 2 Councilman Joseph, and Member At-Large Harris each requested to discuss a miscellaneous item during agenda item I.3, TBC Executive Session. The Tribal Office Manager requested that the speaker for item E.3, Neighborhood Watch Report, be changed to Patti Webber.

MOTION to approve the agenda with the changes.

Made by: Arian Hart,

2nd by: Tina Sanchez.

Vote: 7 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 0 Abstaining.

- D. Reading of the Minutes of April 19, 2016 for approval.**

MOTION to approve the April 19, 2016 minutes as presented.

Made by: Tina Richards,

2nd by: Arian Hart.

Vote: 6 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, Marvena Harris, and Tina Sanchez), 0 No, 1 Abstaining (Aaron Dixon, Sr.).

- E. Reports.**

- 1. California Tribal TANF.** The Site Manager presented her report and noted that a new section was added to show the number of cases related to Susanville Indian Rancheria tribal members. She answered questions regarding using the Human Resources Training Center, grade incentives, and assistance for children who are not meeting their grade.

PAGE THREE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016

2. **California Indian Manpower Consortium (CIMC).** Tribal member Stacy Dixon presented a verbal report regarding CIMC activities and announced the schedule for the GSA meeting, the next CIMC Board of Directors meeting, and the annual CIMC convention. He also discussed several grants and asked if the tribe would provide two letters of support.
3. **Neighborhood Watch.** On behalf of the Chairperson, the Neighborhood Watch Secretary reviewed their report and discussed recent incidents that were not included in the report. She informed everyone that the function of the watch is to report suspicious activity and that members should report crimes in progress directly to the police by calling 911. She then talked about their community meeting and answered questions regarding police presence, foot traffic, and volunteer driver applications. Chairman Gutierrez noted that the volunteer driver applications were reported as pending processing at the previous Tribal Business Council meeting and requested they be processed as soon as possible.
4. **Native Elders Circle.** After discussion regarding the report provided by the Native Elders Circle Chairman, several council members offered to attend the next Native Elders Circle meeting scheduled for May 26, 2016. The native Elders Circle Chairman then read from the page titled Honorable Mentions Regarding Our SIR Pow Wow.
5. **Gaming Commission.** The Gaming Administrator reviewed his report, provided updates, and noted that copies of the 2016 Tribal / State Compact audit report and the 2016 NIGC Licensing Compliance audit report were attached to the Gaming Commission report. The Gaming Administrator and the Commission Chairman answered questions regarding the CTSC meetings and the status of the compact negotiations.

PAGE FOUR
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016

6. **SIRHA.** The SIRHA Programs Manager reviewed his report and requested that agenda item F.1, Low Income Housing Tax Credit Construction Project, be TABLED until the Tribal Business Council meeting scheduled for June 07, 2016.

CONSENSUS to TABLE the Low Income Housing Tax Credit Construction Project until the June 07, 2016 Tribal Business Council meeting.

Other matters were discussed, including the upcoming Spring Cleanup event and the open Administrative Assistance position.

7. **Education Department.** The Education Programs Director reviewed her report and made several announcements regarding open Tutor / Driver positions, the winners of the Education Survey drawing, the Graduate Pictures Project, registration packets for the summer program, the Summer Food Program, and child care vouchers.
8. **Natural Resources Department.** The Natural Resources Director reviewed her report and provided updates and made several announcements concerning hazardous materials collection at the Spring Cleanup event, the opening of the new recycling center in Susanville, two open positions, the need to fill a Washoe representative seat on the Cultural Committee, and the hiring of the new Environmental Coordinator. An incident regarding the illegal trespass and wood cutting on the Cradle Valley property was reported and remedies were discussed.
9. **Human Resources.** The Human Resources Manager reviewed her report and provided updates regarding the status of open positions.

**PAGE FIVE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

10. **Fiscal.** The Fiscal Controller used the overhead projector to review his report and discussed several developments, including the current status of the MVF / Sales Tax budgeted income as compared to actual income.

F. Unfinished Business.

1. **Low Income Housing Tax Credit Construction Project.**
This agenda item was previously TABLED.
2. **June 06, 2016 Enrollment Meeting.** Secretary / Treasurer Dixon requested that the Enrollment meeting be moved.

CONSENSUS to reset the Enrollment meeting to June 10, 2016 at 10 a.m.

G. Action Items.

1. **Presentation for Partnership with Sierra Cascade Family Opportunities (Head Start).** Chairman Guitierrez introduced a proposal to establish a Head Start program in the Education Center. He pointed out that it would be good for the community in the long term, that tribal children should have a seamless transfer between school programs, and that native children will have the opportunity to grow up with non-native children.

Chairman Guitierrez then introduced the Director of Sierra Cascade Family Opportunities, Inc. who used the overhead projector to present information regarding their programs, a proposed partnership with Susanville Indian Rancheria, and how families have the opportunity to work with the Policy Council to establish priority points for tribal member children.

**** 6:28 p.m. District 1 Councilwoman Richards left the meeting.**

PAGE SIX
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016

Questions were posed regarding the cost, tribal attorney review, when the program could start, and whether there would be a requirement to waive sovereign immunity. The Education Programs Director recommended option 2 and it was noted that there would be costs involved with housing the tribal administration which would have to be moved from the current location.

MOTION to partner with Sierra Cascade Family Opportunities (SCFO) to establish Head Start services at the tribal child care facility using Option 2 as presented.

Made by: Robert Joseph,

2nd by: Marvena Harris.

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

2. Tribal Member Sponsorship Request (Angel Mullen).

Tribal member Angel Mullen presented her sponsorship request for approval to attend the Diamond View 8th grade graduation trip to San Francisco, CA.

MOTION to approve the tribal member sponsorship request made by Angel Mullen in the amount of \$350 to attend the Diamond View 8th grade graduation trip to San Francisco, CA scheduled for June 1-2, 2016.

Made by: Marvena Harris,

2nd by: Arian Hart.

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

**PAGE SEVEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

- 3. Tribal Member Sponsorship Request (Ginny Morales).**
Tribal member Ginny Morales presented her sponsorship request for approval to provide food, supplies, and services for the Bear Dance at the Roxie Peconom campground.

MOTION to approve the tribal member sponsorship request made by Ginny Morales in the amount of \$350 to provide food, supplies, and services for the Bear Dance at the Roxie Peconom campground scheduled for June 10-12, 2016.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

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

Chairman Guitierrez announced that a tribal member had just passed away, requested a moment of silence, and recited a prayer.

- 4. Resolution SU-BC-060-2016 (Credit Application for Gaming Commission).** The Staff Accountant presented Resolution SU-BC-060-2016 (APPROVAL OF CREDIT APPLICATION FOR THE SIR GAMING COMMISSION WITH TEXAS INDEPENDENT BANK (TIB) VIA PLUMAS BANK) for approval.

MOTION to approve Resolution SU-BC-060-2016 (APPROVAL OF CREDIT APPLICATION FOR THE SIR GAMING COMMISSION WITH TEXAS INDEPENDENT BANK (TIB) VIA PLUMAS BANK).

Made by: Robert Joseph,

2nd by: Marvena Harris.

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

**PAGE EIGHT
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

- 5. Resolution SU-BC-065-2016 (NCIDC Grant Application).** The Grants Writer and the Education Programs Director presented Resolution SU-BC-065-2016 (AUTHORIZATION TO ENTER INTO A MEMORANDUM OF AGREEMENT [MOA] WITH THE NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC. [NCIDC] FOR RECEIPT OF PROGRAM YEAR 2016 [PY 16] COMMUNITY SERVICE BLOCK GRANT [CSBG] FUNDS) for approval in support of the PY 16 Community Services Block Grant program.

**** 7:05 p.m. Member At-Large Harris left the meeting.**

MOTION to approve Resolution SU-BC-065-2016 (AUTHORIZATION TO ENTER INTO A MEMORANDUM OF AGREEMENT [MOA] WITH THE NORTHERN CALIFORNIA INDIAN DEVELOPMENT COUNCIL, INC. [NCIDC] FOR RECEIPT OF PROGRAM YEAR 2016 [PY 16] COMMUNITY SERVICE BLOCK GRANT [CSBG] FUNDS).

Made by: Aaron Dixon, Sr.,

2nd by: Arian Hart.

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

- 6. Resolution SU-BC-066-2016 (Indian Education Demonstration Grants).** The Grants Writer and the Education Programs Director presented Resolution SU-BC-066-2016 (RESOLUTION REQUESTING AUTHORIZATION TO SUBMIT AN APPLICATION FOR THE U.S. DEPARTMENT OF EDUCATION INDIAN EDUCATION DEMONSTRATION GRANTS PROGRAM FY 2016) for approval to expand educational services to elementary level American Indian youth.

**** 7:07 p.m. Member At-Large Harris returned to the meeting.**

**PAGE NINE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

**MOTION to approve Resolution SU-BC-066-2016
(RESOLUTION REQUESTING AUTHORIZATION TO
SUBMIT AN APPLICATION FOR THE U.S. DEPARTMENT
OF EDUCATION INDIAN EDUCATION DEMONSTRATION
GRANTS PROGRAM FY 2016).**

Made by: Arian Hart,

2nd by: Robert Joseph.

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

- 7. Education MOA Partnership with Lassen County Office of Education.** The Grants Writer and the Education Programs Director presented the MOA between the Lassen County Office of Education and the Susanville Indian Rancheria for approval to formalize the existing partnership.

MOTION to approve the MOA between the Lassen County Office of Education and the Susanville Indian Rancheria as presented.

Made by: Robert Joseph,

2nd by: Aaron Dixon, Sr.

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

- 8. Reserve Account for Artifact Curation.** The Natural Resources Director requested that a reserve account be established to set aside outside sources of funds and contributions for the organization, protection, and display of cultural artifacts.

**PAGE TEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

MOTION to establish a reserve account to set aside restricted funds and contributions for artifact curation and conservation.

Made by: Tina Sanchez,

2nd by: Aaron Dixon, Sr.

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

- 9. Approval of the SIR Personnel Policies and Procedures Manual.** The Human Resources Manager presented the revised SIR Personnel Policies and Procedures for approval and explained the notable changes regarding promotion, evaluations, overtime, and the salary schedule. A discussion was held regarding the Overtime Policy and a proposal was made to return to the federal standard.

CONSENSUS to keep with the federal standard for the Overtime Policy as contained in Section 5 of the SIR Personnel Policies and Procedures manual. Additionally, employees are not to be directed to clock out after working forty hours in order to avoid paying overtime rates.

The Human Resources Manager presented the revised salary schedules, explained the proposed changes, and presented two options regarding whether the wage rates should be increased or remain the same.

**** 7:44 p.m. Secretary / Treasurer Dixon left the meeting.**

CONSENSUS to use the current wage rates for the salary schedules attached to the SIR Personnel Policies and Procedures manual.

**PAGE ELEVEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

Chairman Guitierrez mentioned that once approved, training would be made available for employees regarding the Personnel Policies and Procedures manual.

**** 7:48 p.m. Secretary / Treasurer Dixon returned to the meeting.**

MOTION to approve the Susanville Indian Rancheria Personnel Policies and Procedures manual with the changes.

Made by: Marvena Harris,

2nd by: Aaron Dixon, Sr.

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

10. Maintenance Worker I Position Description. On behalf of the Public Works Director, the Human Resources Manager presented the Maintenance Worker I position description for approval.

MOTION to approve the Maintenance Worker I position description as presented.

Made by: Marvena Harris,

2nd by: Robert Joseph.

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

11. Maintenance Worker II Position Description. On behalf of the Public Works Director, the Human Resources Manager presented the Maintenance Worker II position description for approval.

**PAGE TWELVE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

MOTION to approve the Maintenance Worker II position description as presented.

Made by: Arian Hart,

2nd by: Marvena Harris.

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

- 12. Forestry Technician Trainee I Position Description.** On behalf of the Natural Resources Director, the Human Resources Manager presented the Forestry Technician Trainee I position description for approval.

MOTION to approve the Forestry Technician Trainee I position description as presented.

Made by: Tina Sanchez,

2nd by: Arian Hart.

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

- 13. New Clinic Consultation.** Chairman Guitierrez presented the professional services agreement between the Susanville Indian Rancheria and Lona Marioneaux-Ibanitoru for approval. He noted that the agreement had been reviewed by the attorney and discussed the terms, who would oversee the agreement, and several matters regarding the new clinic project.

**PAGE THIRTEEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

MOTION to approve the professional services agreement between the Susanville Indian Rancheria and Lona Marioneaux-Ibanitoru as presented.

Made by: Arian Hart,

2nd by: Tina Sanchez.

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

H. Discussion Items.

- 1. None.**

**** 8:02 p.m. Regular session ends, closed session begins.**

I. Closed Business Items.

- 1. Tribal Member Request (Kenneth Joseph).** This item was not discussed because the tribal member was not present. No action was taken.
- 2. ICWA Report.** This item was discussed in closed session. No action was required.
- 3. TBC Executive Session.** This item was discussed in closed session.

**** 6:31 p.m. Closed session ends, regular session begins.**

**PAGE FOURTEEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016**

**MOTION to approve Resolution SU-BC-067-2016
(SUSANVILLE INDIAN RANCHERIA AND LASSEN INDIAN
HEALTH CENTER BANKING AND CHECK WRITING
AUTHORITY).**

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

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

**MOTION to approve Resolution SU-BC-068-2016
(SUSANVILLE INDIAN RANCHERIA AND LASSEN INDIAN
HEALTH CENTER BANKING FACSIMILE [SIGNATURE
STAMP] AUTHORITY).**

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

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

**CONSENSUS to send a notice to show cause to tribal member
William Hefner for him to attend the next Tribal Business
Council meeting scheduled for June 07, 2016 at 4 p.m.**

**CONSENSUS to TABLE the Spring Ridge Road Project Bids
until the bid submitted by X Factor is verified to be completed.**

**MOTION to pay the security system costs for tribal member
Sheila Edwards at the same rate that is paid for households who
subscribe to the Susanville Indian Rancheria Community Security
System as contracted with ADT.**

Made by: Marvena Harris,

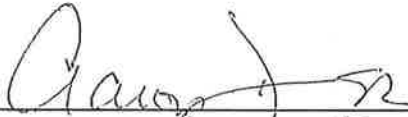
2nd by: Tina Sanchez.

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

PAGE FIFTEEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
MAY 17, 2016


- J. Adjourn Meeting.** Meeting adjourned by Tribal Chairman, Brandon Guitierez, at 9:04 p.m.

Submitted by:



Aaron Dixon, Sr., Secretary/Treasurer

ATTEST:



Brandon Guitierez, Tribal Chairman