



SUSANVILLE INDIAN RANCHERIA

**REGULARLY SCHEDULED MEETING
OF THE
SUSANVILLE INDIAN RANCHERIA
TRIBAL BUSINESS COUNCIL
JUNE 07, 2016
4:30 PM**

- A. Call to Order.** Meeting called to order by Tribal Chairman, Brandon Guitierrez, at 4:36 p.m. A quorum was present.
- B. Roll Call.** Taken by: Tribal Vice-Chairman, Arian Hart. Present were: Brandon Guitierrez, Tribal Chairman; Arian Hart, Vice-Chairman; Tina Richards, District 1 Councilwoman; Robert Joseph, District 2 Councilman; and Tina Sanchez, Member At-Large. Absent were: Aaron Dixon, Sr., Secretary / Treasurer and Marvena Harris, Member At-Large.

RECORDER: Ilma Willard.

STAFF: Anna Pasqua, Russ Burriel, Ken Capistrand, Dan Howard, Chandra Jabbs, Jim Mackay, Valerie McCormick, and Keven Ormiston.

GUESTS: Rietta Amador, Deana Bovée, Wanda Brown, Damon Buff, Jr., Lupe Carman, Mervin Lent, Jr., Amelia Luna, Madeline McIntire, Juan Reyes-Sanchez, Gretchen Cox, Gary Gladstone, Campbell Jamieson, and Jim Murphy.

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- C. Review and Approval of the Agenda.** Chairman Guitierrez noted that he will present item E.9, Tribal Secretary /Treasurer Report on behalf of Aaron Dixon, Sr.

MOTION to approve the agenda with the change.

Made by: Robert Joseph.

2nd by: Arian Hart.

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

- D. Reading of the Minutes of May 03, 2016 for approval.**

MOTION to approve the May 03, 2016 minutes as presented.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Robert Joseph, and Tina Sanchez), 0 No, 1 Abstaining (Tina Richards).

- E. Reports.**

- 1. ITCC Task Force.** The Task Force Advocate reviewed her report and explained the services they provide, requested that the Tribal Youth Program Advocate attend JAG meetings, and discussed current issues.

- 2. Pow Wow Committee.** The Pow Wow Committee Coordinator reviewed her report and answered questions about plans for next year's Pow Wow.

Chairman Guitierrez expressed gratitude to the Tribal Business Council for voting for the Vietnam Veteran Resolution of Recognition and commended the Pow Wow Committee for their work on producing this year's Pow Wow.

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3. **SIRCO.** The SIRCO CEO reviewed her report and stated that new positions will be posted Friday for Diamond Mountain Manufacturing and Diamond Mountain Distributing. Chairman Guitierrez reminded tribal members to keep a lookout for these new job opportunities and asked if the SIR website could link to SIRCO's newsletter. The SIRCO CEO stated that she saw no reason why not, but would let him know after checking with the SIRCO Board of Directors.
4. **Diamond Mountain Casino and Hotel.** The DMC&H General Manager reviewed his report and provided updates regarding the Brewery's production, the information center, slot systems, and other projects.
5. **Grants Writer.** This report was designated for informational purposes only.
6. **Public Works Department.** The Public Works Director reviewed his report and provided updates on various projects.

Chairman Guitierrez commended the Public Works Department for their work and expressed his appreciation.

7. **IT Department.** The IT Manager reviewed his report and provided updates regarding the website, Training Center, accounting software, security cameras, Helpdesk, the Facebook page, Progeny, and other projects. He thanked the Tribal Business Council for approving the purchase of the backup device and discussed the need for an anti-virus solution. He then introduced the new IT / Network Technician II and answered questions regarding the SIR website.

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Chairman Guitierrez talked about the tribal member-only portion of the website and stated that the tribe is sharing information with its members. He asked that members please sign up and pass the word. Chairman Guitierrez added that members could use their smart phones or the training center to access the website.

8. **Tribal Administrator.** The Tribal Administrator reviewed his report and provided updates regarding the Compact and other matters.
9. **Tribal Secretary / Treasurer.** On behalf of Tribal Secretary / Treasurer Dixon, Chairman Guitierrez read the Secretary / Treasurer's report and answered questions regarding education awards.
10. **Tribal Chairman.** Before providing a verbal report, Chairman Guitierrez requested a moment of silence and spoke a prayer for the loss of several tribal members.

The Chairman expressed appreciation to the Tribal Office staff while the Tribal Administrator was on leave / travel. He then discussed the current ballot measure, the importance of education, the proposed partnership with Sierra Cascade Family Opportunities, the need to invest in a tribal government building, and proposed that space be developed on the Rancheria to be used for dances, cultural events, and Pow Wows. Chairman Guitierrez provided updates regarding the gaming compact negotiations and the current status regarding SIRCO and their investments.

Lastly, Chairman Guitierrez introduced Damon Buff, Jr. and Juan Reyes-Sanchez from the Unity Youth Council, who were invited to observe how the tribe conducted business, stating that it was important to recognize their efforts.

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F. Unfinished Business.

- 1. None.**

G. Action Items.

- 1. Tribal Member Request (Amelia Luna).** The Pow Wow Coordinator presented information regarding the Pow Wow funds, their budget, and indirect cost issues. The Fiscal Controller added that the intent of the Pow Wow Coordinator's request is to fund the Pow Wow's indirect cost from another source.

CONSENSUS to TABLE the tribal member request made by Amelia Luna regarding Pow Wow income and indirect costs until the Tribal Business Council meeting scheduled for July 05, 2015.

The Fiscal Controller added that the Pow Wow financial report will be submitted with the Fiscal report at the next Tribal Business Council meeting.

- 2. Tribal Member Sponsorship Request (Mary Joseph).** On behalf of Mary Joseph, Chairman Guitierrez read a statement prepared by the tribal member. In the statement, Mary Joseph requested approval for her sponsorship request to provide food for the Bear Dance at the Roxie Peconom Campground. The recommendations provided by the Tribal Governmental Liaison Committee (Cultural Committee) were discussed and it was suggested that the Bear Dance should be established as a budgeted annual cultural event. It was also determined that the tribe did not have a cord of wood to donate to the event.

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MOTION to approve the tribal member sponsorship request made by Mary Joseph in the amount of \$1,000 to provide food for the Bear Dance at the Roxie Peconom Campground scheduled for June 11-12, 2016.

Made by: Arian Hart,

2nd by: Tina Richards.

Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, and Tina Sanchez), 0 No, 1 Abstaining (Robert Joseph).

CONSENSUS to bring the proposal to add the Bear Dance as a budgeted cultural event to the next Tribal Business Council budget meeting.

- 3. Tribal Member Sponsorship Request (Dakota Eberly).** On behalf of Dakota Eberly, Wanda Brown requested approval for the tribal member's sponsorship request to attend the KAR Nationals in Las Vegas, NV. The requirement regarding registration fees for sporting events was discussed.

MOTION to approve the tribal member sponsorship request made by Dakota Eberly in the amount of \$350 to attend the KAR Nationals in Las Vegas, NV scheduled for July 02-08, 2016.

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- 4. Tribal Member Sponsorship Request (Saige Eberly).** On behalf of Saige Eberly, Wanda Brown requested approval for the tribal member's sponsorship request to attend the KAR Nationals in Las Vegas, NV.

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MOTION to approve the tribal member sponsorship request made by Saige Eberly in the amount of \$350 to attend the KAR Nationals in Las Vegas, NV scheduled for July 02-08, 2016.

Made by: Arian Hart,

2nd by: Tina Richards.

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

CONSENSUS to update the Sponsorship Ordinance to remove the “registration fees only” limitation for Sporting Events.

**** 6:14 p.m. District 1 Councilwoman Richards left the meeting; quorum broken.**

**** 6:16 p.m. District 1 Councilwoman Richards returned to the meeting; quorum established.**

- 5. Resolution SU-BC-085-2016 (ANA Native Youth I-LEAD Grant Application).** The Grants Writer and the Education Programs Director presented Resolution SU-BC-085-2016 (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 YOUTH INITIATIVE FOR LEADERSHIP, EMPOWERMENT AND DEVELOPMENT [I-LEAD] GRANT) for approval in support of the Tribal Youth Program. Various components of the program were discussed along with the source of funds for the required match.

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**MOTION to approve Resolution SU-BC-085-2016
(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 YOUTH INITIATIVE
FOR LEADERSHIP, EMPOWERMENT AND DEVELOPMENT
[I-LEAD] GRANT).**

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- 6. Dental Sterilization Position Description.** On behalf of the LIHC COO, the Human Resources Manager presented the Dental Sterilization Position Description for approval.

**MOTION to approve the Dental Sterilization Position Description
as presented.**

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- 7. Executive Secretary / Compliance Officer Position
Description.** On behalf of the LIHC COO, the Human Resources Manager presented the Executive Secretary / Compliance Officer Position Description for approval.

**MOTION to approve the Executive Secretary / Compliance
Officer Position Description as presented.**

Made by: Arian Hart,

2nd by: Robert Joseph.

**Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Robert Joseph, and
Tina Sanchez), 1 No (Tina Richards), 0 Abstaining.**

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- 8. Billing Analyst Supervisor Position Description.** On behalf of the LIHC COO, the Human Resources Manager presented the Billing Analyst Supervisor Position Description for approval in anticipation of future growth.

MOTION to approve the Billing Analyst Supervisor Position Description as presented.

Made by: Arian Hart,

2nd by: Tina Richards.

Vote: 4 Yes (Brandon Gutierrez, Arian Hart, Tina Richards, and Tina Sanchez), 1 No (Robert Joseph), 0 Abstaining.

- 9. Resolution SU-BC-064-2014 (Replenishment of Contingency Funds).** The Fiscal Controller presented Resolution SU-BC-064-2016 (APPROVING THE PRIORITY FOR REPLENISHING THE CONTINGENCY FUNDS USED PRIOR TO THE RECEIPT OF INDIAN HEALTH SERVICE CONTRACT SUPPORT COST SETTLEMENT FUNDS FOR CONTRACT YEARS 2009-2013) for approval that will provide guidance for the anticipated funds. It was recommended to strike the section located on page two starting with "BE IT FURTHER RESOLVED,...".

MOTION to approve Resolution SU-BC-064-2016 (APPROVING THE PRIORITY FOR REPLENISHING THE CONTINGENCY FUNDS USED PRIOR TO THE RECEIPT OF INDIAN HEALTH SERVICE CONTRACT SUPPORT COST SETTLEMENT FUNDS FOR CONTRACT YEARS 2009-2013) with the change.

Made by: Arian Hart,

2nd by: Robert Joseph.

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

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10. **Accufund Server Purchase.** The IT Manager presented for approval a quote for the purchase of a server to host the Accufund software application.

MOTION to approve the purchase of the server from the attached quote in the amount of \$5,580.76.

Made by: Robert Joseph,

2nd by: Arian Hart.

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

11. **Anti-Virus Software Purchase.** The IT Manager presented for approval a quote for the purchase of a network wide anti-virus software program.

MOTION to approve the quote from CDW Government in the amount of \$5,310. Monies in the amount of \$4,500 to come from the Indirect Cost Fund and the remainder to come from the General Fund.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

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

12. **Website / SIR Email / Sophos Console Server Purchase.**
The IT Manager presented for approval a quote for the purchase of a server to host the Susanville Indian Rancheria website, the Sophos anti-virus software console, and the new email system.

MOTION to approve the purchase of the server from the attached quote in the amount of \$6,998.17. Monies to come from the Indirect Cost Fund and the General Fund.

Made by: Robert Joseph,

2nd by: Tina Sanchez.

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

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- 13. Award of Long Range Transportation Plan Contract.** The Tribal Administrator presented two proposals for the Long Range Transportation Plan and recommended the bid from Red Plains Professional for approval.

MOTION to approve the Request for Bid proposal from Red Plains Professional in an amount not to exceed \$49,800.

Made by: Arian Hart,

2nd by: Robert Joseph.

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

- 14. Ratification of Action without Meeting (Purchase of Backup Server).** Chairman Guitierrez presented the Action without Meeting to approve the purchase of a Barracuda Backup Server 690 with a 3 year warranty, 3 year Instant Energize Updates, and 3 year unlimited replacement in the amount of \$31,887.16 for ratification. It was noted that monies should come from the General Fund, and not Indirect Costs as stated in the action.

MOTION to ratify the Action without Meeting to approve the purchase of a Barracuda Backup Server 690 with a 3 year warranty, 3 year Instant Energize Updates, and 3 year unlimited replacement in the amount of \$31,887.16. Monies to come from the General Fund.

Made by: Tina Richards,

2nd by: Arian Hart.

Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, and Tina Sanchez), 0 No, 1 Abstaining (Robert Joseph).

- 15. Ratification of Action without Meeting (Award of Spring Ridge Road FHWA Project Contract 515018).** Chairman Guitierrez presented the Action without Meeting to accept the bid made by Dig It Construction Inc. in the amount of \$581,572.65 for the Spring Ridge Road FHWA Project Contract 515018 (Phase 1) for ratification.

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**MOTION to ratify the Action without Meeting to accept the bid made by Dig It Construction Inc. in the amount of \$581,572.65 for the Spring Ridge Road FHWA Project Contract 515018 (Phase 1).
Made by: Robert Joseph,
2nd by: Tina Richards.
Vote: 4 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, and Robert Joseph), 0 No, 1 Abstaining (Tina Sanchez).**

- 16. Ratification of Action without Meeting (Tribal Member Sponsorship Request Made by Anna Reyes-Sanchez).**
Chairman Guitierrez presented the Action without Meeting to approve the tribal member sponsorship request made by Anna Reyes-Sanchez in the amount of \$350 to pay for her meals during her Senior Graduation Trip to Six Flags scheduled for May 31, 2016 for ratification.

**MOTION to ratify the Action without Meeting to approve the tribal member sponsorship request made by Anna Reyes-Sanchez in the amount of \$350 to pay for her meals during her Senior Graduation Trip to Six Flags scheduled for May 31, 2016.
Made by: Tina Richards,
2nd by: Robert Joseph.
Vote: 3 Yes (Brandon Guitierrez, Tina Richards, and Robert Joseph), 0 No, 2 Abstaining (Arian Hart and Tina Sanchez).**

- 17. Youth Program Organization Structure.** Chairman Guitierrez and the Education Programs Director discussed the proposal to move the Youth Program organization structure to the Education Department.

**MOTION to move the Youth Program organization structure to the Education Department.
Made by: Arian Hart,
2nd by: Tina Richards.
Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Tina Richards, Robert Joseph, and Tina Sanchez), 0 No, 0 Abstaining.**

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H. Discussion Items.

1. **Self-Governance Conference Report.** The Tribal Administrator reviewed his report regarding the Self-Governance Conference he attended in late April in Lake Buena Vista, FL and recommended that two to three council-members and/or staff attend future conferences in order to best capture the information provided.

**** 7:20 p.m. Regular session ends, closed session begins.**

I. Closed Business Items.

1. **TBC Executive Session.** This item was discussed in closed session.

**** 7:49 p.m. Closed session ends, regular session begins.**

MOTION to approve Black Eagle Consulting, Inc. as the Construction Inspection Services contractor for the Susanville Indian Rancheria Road Project 515018 (Phase 1) in the amount of \$113,230.

Made by: Arian Hart,

2nd by: Robert Joseph.

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

CONSENSUS to hold an unofficial meeting on June 14th at 4:00 p.m. in the Tribal Office Modular Conference Room to discuss the new administrative building.

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- J. Adjourn Meeting.** Meeting adjourned by Tribal Chairman, Brandon Guitierrez, at 7:51 p.m.

Submitted by:



Aaron Dixon, Sr., Secretary/Treasurer

ATTEST:



Brandon Guitierrez, Tribal Chairman