



SUSANVILLE INDIAN RANCHERIA

REGULARLY SCHEDULED MEETING
OF THE
SUSANVILLE INDIAN RANCHERIA
TRIBAL BUSINESS COUNCIL
JUNE 21, 2016
4:00 PM

- A. **Call to Order.** Meeting called to order by Tribal Chairman, Brandon Guitierrez, at 4:01 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; Marvena Harris, Member At-Large; and Tina Sanchez, Member At-Large. Absent were Aaron Dixon, Sr., Secretary / Treasurer and Robert Joseph, District 2 Councilman.
- RECORDER:** Ilma Willard.
- STAFF:** Anna Pasqua, Dan Howard, Sarah Hubert, Chandra Jabbs, Jim Mackay, Deborah Olstad, Vance Olstad, and Keven Ormiston.
- GUESTS:** Marvin Benner, Sr., Wanda Brown, Teresa Dixon, Valerie Edwards, Jean James, Amelia Luna, Freda Owens, Joleen Robles, Robert Sailors, Patti Webber, Jennifer Ross, and Brittany Sanchez.
- C. **Review and Approval of the Agenda.** Chairman Guitierrez requested to change the speaker for agenda item G.3, Tribal Member Sponsorship Request (Jalen Robles), to Joleen Robles.

**PAGE TWO
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016**

MOTION to approve the agenda with the change.

Made by: Arian Hart,

2nd by: Tina Richards.

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

D. Reading of the Minutes of May 17, 2016 for approval.

MOTION to approve the May 17, 2016 minutes as presented.

Made by: Tina Richards,

2nd by: Tina Sanchez.

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

Reading of the Minutes of June 07, 2016 (Special) for approval.

MOTION to approve the June 07, 2016 (Special) minutes as presented.

Made by: Arian Hart,

2nd by: Tina Richards.

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

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

E. Reports.

- 1. California Tribal TANF.** The Site Manager for the Susanville office of California Tribal TANF reviewed her report and answered questions regarding collaborating with the SIR Human Resources Department.
- 2. California Indian Manpower Consortium (CIMC).** This report was designated for informational purposes only.

PAGE THREE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016

**** 4:11 p.m. Tribal Secretary / Treasurer Aaron Dixon, Sr. arrived to the meeting.**

- 3. Neighborhood Watch.** The Neighborhood Watch Chairperson reviewed her report, provided updates and discussed several issues, including the need for volunteer drivers, painting house numbers on the curbs, incident report confidentiality, and questions regarding the Susanville Police Department's jurisdiction on tribal property. She also announced upcoming meetings and events.
- 4. Native Elders Circle.** The Native Elders Circle Chairman reviewed his report and expressed his appreciation for how well the 2016 Pow Wow was presented.
- 5. Gaming Commission.** The Gaming Administrator reviewed his report, and announced that a very large jackpot had been won recently, and answered Member At-Large Sanchez's question regarding the status of the additional camera to be placed in the food and beverage trailer/office.
- 6. SIRHA.** The SIRHA Chairwoman reviewed her report, answered questions regarding use of grant funds and a safety concern regarding stairway rails.
- 7. Education Department.** The Education Programs Director reviewed her report and mentioned that she will be sharing a Child Care Development Fact Sheet later in the meeting.
- 8. Natural Resources Department.** The Environmental Coordinator reviewed the Natural Resources report and provided updates.
- 9. Human Resources.** On behalf of the Human Resources Manager, Chairman Guitierrez read the Human Resources report aloud and answered a question regarding the Weed Warriors.

PAGE FOUR
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016

10. **Fiscal.** The Fiscal Controller used the overhead projector to present his report, discussed various issues, and announced the annual audit is scheduled near the end of July.

F. Unfinished Business.

1. **Surveillance Camera Policy.** The IT Manager presented the Susanville Indian Rancheria Surveillance Camera Policy for approval.

MOTION to approve the Susanville Indian Rancheria Surveillance Camera Policy as presented.

Made by: Arian Hart,

2nd by: Robert Joseph.

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

2. **2016 Property Purchase Ballot Measure Results.** Chairman Gutierrez announced the results of the 2016 Property Purchase Ballot Measure, stating that there were 184 'yes' votes, 39 'no' votes, and no spoiled ballots. He added that the quorum of 219.5 responses was met and that the tribe would move ahead with arrangements to purchase the property.

G. Action Items.

1. **Non-Tribal Organization Sponsorship Request (Stop22Susanville).** Brittany Sanchez requested approval for the sponsorship request made by Stop22Susanville in support the Global War on Terror Wall of Remembrance event at the Lassen County fairgrounds.

**PAGE FIVE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016**

MOTION to approve the sponsorship request made by Stop22Susanville in the amount of \$150 to support the Global War on Terror Wall of Remembrance event at the Lassen County fairgrounds scheduled for June 30- July 4, 2016.

Made by: Robert Joseph,

2nd by: Tina Richards.

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

- 2. Non-Tribal Organization Sponsorship Request (Peace and Dignity Journey).** Tribal member Teresa Dixon requested approval for the sponsorship request made by the Peace and Dignity Journey to support the 2016 Prayer for Seeds prayer run. She described the purpose, history, and provided other details regarding the event. Teresa also noted that the local law enforcement had been informed regarding the event in order to help keep the runners safe.

MOTION to approve the sponsorship request made by the Peace and Dignity Journey in the amount not to exceed \$1,000 to support the 2016 Prayer for Seeds prayer run in Susanville, CA and the use of the Gym.

Made by: Marvena Harris,

2nd by: Robert Joseph.

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

- 3. Tribal Member Sponsorship Request (Jalen Robles).** On behalf of Jalen Robles, Joleen Robles requested approval for Jalen's sponsorship request to attend the Cascade Sports Camp, Session 5 in Lyons, OR.

PAGE SIX
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016

MOTION to approve the tribal member sponsorship request made by Jalen Robles in the amount of \$350 to attend the Cascade Sports Camp, Session 5 in Lyons, OR scheduled for July 31 – August 04, 2016.

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- 4. FFY 2017-2019 Tribal CCDF Plan Preprint.** In compliance with the grant requirements, the Grants Writer and the Education Programs Director presented the 2017-2019 Tribal CCDF Plan for public comment in order to solicit input from tribal members. However, no tribal members were present and no comments were made.

The Grants Writer presented the 2017-2019 Tribal CCDF Plan to the Tribal Business Council for approval and discussed the fee schedule along with other aspects of the grant application.

MOTION to approve the 2017-2019 Tribal CCDF Plan.

Made by: Aaron Dixon, Sr.,

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.

- 5. Agreement with Lassen Child and Family Resources.** The Education Programs Director presented the Agreement between Susanville Indian Rancheria and Lassen County Office of Education, Child and Family Resources for approval.

**PAGE SEVEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016**

MOTION to approve the Agreement between Susanville Indian Rancheria and Lassen County Office of Education, Child and Family Resources as presented.

Made by: Arian Hart,

2nd by: Aaron Dixon, Sr.

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

- 6. Emergency Services Specialist Position Description.** On behalf of the Human Resources Manager, the Tribal Administrator presented the Emergency Services Specialist position description for approval and discussed the responsibilities, when the position was scheduled to be filled, and the source of funds for the position.

MOTION to approve the Emergency Services Specialist position description as presented.

Made by: Aaron Dixon, Sr.,

2nd by: Marvena Harris.

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

- 7. Setting of Date for Mid Year Budget Review.** The Tribal Administrator discussed setting the date for the Mid Year Budget Review and stated that July 31, 2016 was the deadline.

CONSENSUS to set the date for the mid-year budget review for July 19, 2016 at 11 a.m.

- 8. Approval of Sponsorship Ordinance No. 2013-002, Amendment 4.** The Tribal Administrator presented Sponsorship Ordinance Number 2013-002, Amendment 4 for approval and noted the change as requested by the Tribal Business Council.

**PAGE EIGHT
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016**

MOTION to approve Sponsorship Ordinance Number 2013-002, Amendment 4 as presented.

Made by: Robert Joseph,

2nd by: Arian Hart.

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

- 9. Property Insurance Renewal.** The Tribal Administrator presented for approval a quote from Pacific AG for the 2016 Property Insurance renewal.

MOTION to approve the 2016 Property Insurance renewal quote from Pacific AG in the amount of \$22,865.

Made by: Arian Hart,

2nd by: Robert Joseph.

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

- 10. Long Range Transportation Plan Consultant Contact.** The Tribal Administrator presented the Contract for Planning/Engineering Services with Red Plains Professional, Inc. for approval.

MOTION to approve the Contract for Planning/Engineering Services with Red Plains Professional, Inc.

Made by: Arian Hart,

2nd by: Robert Joseph.

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

**PAGE NINE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016**

- 11. Ratification of Action without Meeting (Services Agreement with Summer Food Program Food Vendor).** Chairman Guitierrez presented for ratification the Action without Meeting to approve the Services Agreement between Susanville Indian Rancheria and Morning Glory, Inc.

MOTION to ratify the Action without Meeting to approve the Services Agreement between Susanville Indian Rancheria and Morning Glory, Inc. as presented.

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

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

H. Discussion Items.

- 1. None.**

**** 6:17 p.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.

**** 7:18 p.m. Closed session ends, regular session begins.**

CONSENSUS to have Secretary/Treasurer Dixon schedule a meeting with Les Marston, a tribal attorney, to discuss the CTSC Compact negotiations with the Tribal Business Council.

CONSENSUS to set a Special Tribal Business Council meeting for July 12, 2016 at 4:00 p.m. to discuss a personnel contract.

**PAGE TEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
JUNE 21, 2016**

CONSENSUS to look into reinforcing the doors at the Tribal Resource Center and to install gates for the Tribal Resource Center parking lot as a means of increasing security for tribal administration buildings and tribal vehicles.

- J. Adjourn Meeting.** Meeting adjourned by Tribal Chairman, Brandon Guitierrez, at 7:20 p.m.

Submitted by:



Aaron Dixon, Sr., Secretary/Treasurer

ATTEST:



Brandon Guitierrez, Tribal Chairman