



SUSANVILLE INDIAN RANCHERIA

**REGULARLY SCHEDULED MEETING
OF THE
SUSANVILLE INDIAN RANCHERIA
TRIBAL BUSINESS COUNCIL
AUGUST 02, 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 Secretary / Treasurer, Aaron Dixon, Sr. Present were: Brandon Guitierrez, Tribal Chairman; Arian Hart, Vice-Chairman; Aaron Dixon, Sr., Secretary / Treasurer; Robert Joseph, District 2 Councilman; and Tina Sanchez, Member At-Large. Absent were: Tina Richards, District 1 Councilwoman and Marvena Harris, Member At-Large.

RECORDER: Deborah Olstad.

STAFF: Robert Robles, Russ Burriel, Dan Howard, Chandra Jabbs, Jim Mackay, Valerie McCormick, and Keven Ormiston.

GUESTS: Nikko Amador, Rietta Amador, Wanda Brown, Lupe Carman, Marvin Harris, Amelia Luna, and Campbell Jamieson.

- C. Review and Approval of the Agenda.** Chairman Guitierrez requested to SCRATCH agenda item F.2, Pow Wow Committee report from the agenda as a report was not submitted; change agenda item G.1 to read Election Board Compensation Issue / Resolution SU-BC-089-2016 with Wanda Brown as the speaker; and to replace the speaker on agenda item E.1, Election Board to Wanda Brown.

The Facilities Manager requested to have agenda items G.2 and G.3 to be heard before reports as he has a prior commitment at 5:00 p.m.

PAGE TWO
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016

It was the consensus of the Tribal Business Council to allow this change.

MOTION to approve the agenda with the changes.

Made by: Arian Hart,

2nd by: Robert Joseph.

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

D. Reading of the Minutes of July 19, 2016 (Mid Year Budget Meeting) for approval.

MOTION to approve the July 19, 2016 (Mid Year Budget Meeting) minutes as presented.

Made by: Aaron Dixon,

2nd by: Arian Hart.

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

**** 4:06 p.m. Member At-Large Harris arrived to the meeting.**

Reading of the Minutes of July 19, 2016 (Regular Meeting) for approval.

Tribal Secretary/Treasurer Dixon stated of an issue on page 10 of the minutes regarding the word “negotiating”. He stated that the Tribal Business Council did not talk about “negotiating” and further stated that he had requested a written documentation from the SIRCO CEO that said negotiating is a waste of her time and this written documentation would be sent to the tribal attorney for review. Tribal Secretary/Treasurer Dixon commented on a recent discussion he had with the Tribal Chairman recently regarding the tribe’s CDs and speaking with Maria Nye from Plumas Bank to which the Tribal Chairman stated “good luck with that one”. The Tribal Secretary / Treasurer stated that it is his opinion the Tribal

PAGE THREE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016

Chairman has become personal with matters involving SIRCO and SFSI and further requested the word “negotiate” be removed from the motion. Tribal Chairman Guitierrez stated that actions spoken in closed session are confidential and that these motions can be further addressed in closed session during today’s meeting. He also stated that the proposed minutes for approval are a reflection of what was said during the meeting of July 19, 2016. Tribal Secretary/Treasurer Dixon stated that he doesn’t recall the word “negotiating” being spoken in closed session.

**** 4:22 p.m. District 1 Councilwoman Richards arrived to the meeting.**

MOTION to approve the July 19, 2016 (Regular Meeting) minutes as presented.

**Made by: Robert Joseph,
2nd by: Arian Hart.**

**Vote: 3 Yes (Brandon Guitierrez, Arian Hart, and Robert Joseph),
2 No (Aaron Dixon and Tina Sanchez), and 1 Abstaining
(Marvena Harris).**

G.2. Education Flooring Bids. The Facilities Manager presented proposed bids for the flooring replacement in the Education Department. The Tribal Business Council discussed adding the area between the Natural Resources Department as well as the proposed Education Department and requested the Facilities Manager return with new bids which included both areas as well as bids for VCT tiles as compared to sheet vinyl flooring.

CONSENSUS to TABLE the Education Flooring Bids to the August 16, 2016 meeting in order for the Facilities Manager to obtain bids for approval which include VCT tile to cover the area from the Natural Resources Department through, and including, the Education Department.

PAGE FOUR
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016

G.3. LIHC Concrete Steps Bids. The Facilities Manager presented proposed bids for the LIHC Concrete steps replacement for 3 areas outside the building. He stated that he has received prior approval from the LIHC COO that she determined this is a safety issue and payment for the project will be paid for with LIHC funds.

MOTION to approve the bid from Crazy J Concrete, Inc., to replace 3 sets of concrete steps behind the Lassen Indian Health Clinic (LIHC) in an amount not to exceed \$9,400. Funds to come from the LIHC budget.

Made by: Robert Joseph,
2nd by: Arian Hart.

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

E. Reports.

- 1. Election Board.** Election Board member Wanda Brown presented the "unofficial list" of prospective Tribal Business Council candidates. She discussed the process and stated that the official list will be posted within the timelines of the tribe's Election Ordinance.
- 2. Pow Wow Committee.** This was previously scratched from the agenda.
- 3. Diamond Mountain Casino and Hotel.** The DMC&H General Manager reviewed his report, discussed the current status of each item and stated the proposed Policy Manual should be completed and ready to present to the Tribal Business Council for their review at the next meeting.
- 4. Grants Writer.** The Grants Writer reviewed her report and answered a question regarding the status of the ANA grant.

PAGE FIVE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016

5. **Public Works Department.** The Public Works Director reviewed his report and discussed the status of the recent vandalism at the security gate that was recently installed on the walkway to Hammawi Court and recommended the gate be removed. The IT Manager stated activity continues to take place at the Lower Rancheria Park. A tribal elder described the vandalism she has witnessed at the gate and stated it was not doing any good. Tribal Chairman Guitierrez stated the drug traffic is still occurring and discussed the quality issues of the cameras that have been installed. The Public Works Director also answered questions regarding the bus schedule and the accumulation of dishes located outside of the casino.
6. **IT Department.** The IT Manager reviewed and discussed each item of the IT Report. He discussed the issue with the glare at night and increasing cameras to provide better coverage; recent projects his department is working on; the email server is in the testing stage; and announced that the Eatery is now connected with the gym and the fitness building to the network.
7. **Tribal Administrator.** The Tribal Administrator reviewed and discussed each item of his report and announced that the tribe is on track with regards to the General Fund expenditures.
8. **Tribal Secretary/Treasurer.** Tribal Secretary/Treasurer Dixon reviewed and discussed each item of his report and answered questions regarding the gaming compact and the upcoming meeting.
9. **Tribal Chairman.** Chairman Guitierrez presented a verbal report and discussed the status of several topics which continue to impact the tribe and the general membership.

He discussed the various conversations he has had with the corporate entities within the tribe and clarified issues regarding SIRCO that have been circulating in the community. He

PAGE SIX
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016

discussed the status of various projects the tribe has completed, such as the recent foot traffic and vandalism on tribal lands, and the steps that have been taken to ensure safety within the community. He briefly discussed the Gaming Compact and the active involvement of the Tribal Secretary/Treasurer and the Gaming Commission Chairman. He discussed the enforcement of Ordinances and how violations on tribal lands will be handled in order to keep the community safe. Lastly, he discussed the status of areas within the clinic, the qualifications and goals of the new Chief Operating Officer and thanked one particular tribal employee for being a very big part of turning around the clinic billing department.

F. Unfinished Business.

- 1. None.**

G. Action Items.

- 1. Election Board Compensation Issue / Resolution SU-BC-089-2016.** Wanda Brown discussed the issue and requested approval of a proposed resolution which would compensate the two remaining 2015/2016 election board members for their work from August 1, 2016 – August 31, 2016 in order to prepare for the 2016/2017 upcoming election.

**MOTION to approve Resolution SU-BC-089-2016
(ADDITIONAL COMPENSATION OF THE 2015/2016
ELECTION BOARD FOR THEIR SERVICES BEING
PERFORMED FOR THE 2016/2017 UPCOMING ELECTION.**

Made by: Arian Hart,

2nd by: Aaron Dixon, Sr.

**Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr.,
Marvena Harris, and Tina Sanchez), 0 No, 2 Abstaining (Tina
Richards and Robert Joseph).**

**PAGE SEVEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016**

- 2. Education Flooring Bids.** This agenda item was previously discussed.
- 3. LIHC Concrete Steps Bids.** This agenda item was previously discussed.
- 4. Selection of SIRCO Board of Directors.** The Tribal Administrator requested approval of the recommended appointment to fill the SIRCO Board of Directors vacancy whose term would expire in November 2017.

MOTION to approve the appointment of Darren Tunstall to the SIRCO Board of Directors with his term expiring November 2017.

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, and 1 Abstaining (Marvena Harris).

- 5. Compact Tribes Steering Committee Membership Dues.** Tribal Secretary/Treasurer Dixon requested the tribe approve the payment of membership dues in the amount of \$2,500 to the Compact Tribes Steering Committee. It was determined that monies would come from the General Fund to pay for these dues.

MOTION to approve the payment of membership dues in the amount of \$2,500 to the Compact Tribes Steering Committee. Monies to come from the General Fund.

Made by: Robert Joseph,

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.

PAGE EIGHT
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016

6. **Ratification of Action without Meeting (Services Agreement with RISE).** Tribal Chairman Guitierrez requested ratification of the action without meeting of the service agreement with Resources for Indian Student Education (RISE) for presentations, funds to come from NCIDC.

MOTION to ratify the Action without Meeting to approve the services agreement in the amount of \$450 between the Susanville Indian Rancheria and Resources for Indian Student Education (RISE) for the Star Lodge Presentations scheduled for July 20, 2016. Funds to come from NCIDC.

Made by: Aaron Dixon, Sr.,

2nd by: Robert Joseph.

Vote: 5 Yes (Brandon Guitierrez, Arian Hart, Aaron Dixon, Sr., Robert Joseph, and Tina Sanchez), 0 No, 2 Abstaining (Tina Richards and Marvena Harris).

7. **Ratification of Action without Meeting (Change of Enrollment Meeting Date).** Tribal Chairman Guitierrez requested ratification of the action without meeting to approve changing the Enrollment meeting date for List #35 from August 09, 2016 to September 06, 2016 in order to stay within the timeline requirements set forth in the SIR Enrollment Ordinance.

MOTION to ratify the Action without Meeting to approve changing the Enrollment Meeting date for List #35 from Tuesday, August 09, 2016 at 10:00 a.m. to Tuesday, September 06, 2016 at 10:00 a.m. in order to stay within the timeline requirements set forth in the SIR Enrollment Ordinance.

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, 1 Abstaining (Marvena Harris).

**PAGE NINE
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016**

H. Discussion Items.

- 1. None.**

**** 5:44 p.m. Regular session ends, closed session begins.**

I. Closed Business Items.

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

**** 6:50 p.m. Closed session ends, regular session begins.**

MOTION to approve the Contract Billing Consultant, Athena Mathias, in an amount of \$42 per hour, 20-30 hours per week, for 2-3 months in order to train the LIHC billing staff. This agreement also includes lodging costs at the Diamond Mountain Casino & Hotel. Funding to come from the LIHC 3rd party billing with the monies not to exceed \$15, 120.

Made by: Robert Joseph,

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.

MOTION to approve the LIHC Patient Attendance Policy for Medical / Dental / Behavioral Health patients stating that 3 No-shows in a calendar year will result in being seen on an emergency basis only and emergencies will only be assessed by qualified clinic personnel.

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.

**PAGE TEN
TRIBAL BUSINESS COUNCIL MEETING MINUTES
AUGUST 02, 2016**

MOTION to approve the Certified Coders Contracts for Andrea Neace and Rebecca Mucke, each to be paid in an amount of \$40 per hour for 15 hours per week, for 3 months, in order to assist our Billing/Coding department. Funding to come from the LIHC 3rd party billing with the monies not to exceed \$12,000.

Made by: Robert Joseph,

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.

MOTION to approve the salary schedule for Management Personnel with the changes.

Made by: Tina Sanchez,

2nd by: Tina Richards.

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

- J. Adjourn Meeting.** Meeting adjourned by Tribal Chairman, Brandon Guitierrez, at 6:56 p.m.

Submitted by:



Aaron Dixon, Sr., Secretary/Treasurer

ATTEST:



Brandon Guitierrez, Tribal Chairman