

**Summit Lake Paiute Tribe
Enrollment Committee Meeting
Sunday, September 17, 2017
Primary Administrative Office, Sparks, Nevada
(Minutes while the Council was present)**

The Enrollment Committee meeting with the Summit Lake Tribal Council was opened by Christine Harjo at 9:10 am.

Enrollment Committee members present were William Cowan, Christine Harjo and Nedra Crane.

Council Members in attendance were Council Chairwoman Page Linton; Council Vice-Chairwoman Randi DeSoto, Council Secretary/Treasurer Eugene Mace and Council Member Jerry Barr.

Motion: William Cowan moved to change the order of business to postpone minutes to discussion of old business. Nedra Crane seconded the motion. Christine Harjo called the vote. 2 For, 0 Against, 0 Abstained. Motion carried.

Ms. Harjo opened discussion of old business.

1. Disenrollment of Thalia Dick: A packet was handed out with information. As the Enrollment Committee was going through the enrollment files they found a problem with Ms. Dick's enrollment. Although descended from people on the 1940 Census, there was an annotation that they were enrolled in error. Ms. Linton contributed her paperwork. There was a discussion of the situation. The Enrollment Committee recommendation is to disenroll Ms. Dick based on the 1940 Census. Mr. Cowan stated his opinion on the decision. Ms. Harjo stated they could only make their decision based on the current Articles. Ms. Linton explained her reasoning and opinion that there should be better communication with the Committee. Ms. DeSoto stated that Ms. Dick will be notified that her disenrollment will be on the agenda at the next meeting so that the process can be continued and completed.

Ms. Linton asked for guidance on how to proceed. Ms. Linton will send a letter stating the reason for the disenrollment and the hearing date to both Ms. Dick and Roberta Hernandez (for dual enrollment). A hearing was set for Monday, October 16, 2017 at 5 pm. A letter of notification of a hearing will also be sent to the membership.

2: Clarification of Authority between the Committee and the Liaison: There have been problems with communication, information being relayed, timeframes-things not being done in a timely manner. They discussed the responsibilities of the Liaison to the Committee and the Committee to the Liaison/Council. The By-laws of the Committee were passed out. They were not reviewed prior, but to use as a guideline. There was a recommendation that the Committee present a report at the Council meetings. The question is whether that is the Liaison's responsibility, whether a representative of the Committee needs to present the report, or if a written report sent to the Council would be sufficient. Mr. Cowan asked about who should send out letters. The Liaison would ask for more details. This is causing a lag in getting things done.

**Summit Lake Paiute Tribe
Enrollment Committee Meeting
Sunday, September 17, 2017
Primary Administrative Office, Sparks, Nevada
(Minutes while the Council was present)**

Ms. Linton stated that new applications are copied and scanned to her and the originals are sent to the Committee. She also explained the process of receiving and sending letters and mail. Ms. Linton takes care of enrollment/membership questions other than enrollment applications. Enrollment applications go to the Enrollment Committee.

Ms. Harjo is confused by what the Committee is supposed to do.

Ms. DeSoto explained that the Committee was formed to help review and clean up the enrollment files that currently exist so that they could create a new base roll of active members and to filter in the new applications when requested. The Committee reviews them, makes recommendations or determinations and presents them to the Council.

There was discussion of what the Council understands as the responsibilities of the Enrollment liaison and the Enrollment Committee as well as what the major problems are.

Enrollment Committee duties are to clean up the enrollment files and review membership applications and make recommendations to the Council.

The Liaison is to communicate with the Committee and to handle the day-to-day correspondence and other types of requests from the membership.

They acknowledged that there needs to be better communication on both sides between the Liaison, Council and the Committee. Communications should be streamlined. Possible ideas are to allow the Liaison or their representative to sit in the Enrollment Committee meetings and for a member of the Committee to attend Council meetings to give a report and answer questions or send a written report for Council meetings. The preference is for attendance at the Council meetings.

Mr. Cowan felt that whoever attends the Council meeting should receive compensation. Ms. Harjo is already doing a lot so the other two members of the Committee would be the ones to attend the Council meeting if that is what is decided.

Ms. Harjo stated that the Committee is going through the files as asked but have run into road blocks such as access to the files. She said they are close to finishing the Base Roll.

Mr. Cowan asked if anyone would be writing up an outline of the duties and responsibilities of the Council and the Committee. Mr. Mace agreed with him regarding writing up an outline.

Ms. Harjo suggested that the Liaison have a secondary contact person. Ms. DeSoto said that the Council could discuss this later.

**Summit Lake Paiute Tribe
Enrollment Committee Meeting
Sunday, September 17, 2017
Primary Administrative Office, Sparks, Nevada
(Minutes while the Council was present)**

Ms. Linton commented that she was not sure what the road blocks were since she did not get information in a timely manner so she could not respond in a timely manner. She asked what types of things the Committee believe are in need of immediate attention. She felt that what she needed to communicate to the Committee were enrollment issues. She and Ms. DeSoto have researched enrollment for the Base Roll and wondered why the Committee had not finished it in a timely manner. This is holding up the process for the Tribe to move from articles of association to a constitution. The BIA is contacting her often asking for it.

Ms. Harjo said she has not had access to the files; that the Committee has been asking for access to the files. She explained the Committee's process and problems.

Mr. Cowan commented that the Committee has not had time to keep up the files, no time to remove the irrelevant files and do not see why some of the "notes" should be official. Ms. Harjo said only official documents and forms should be in the files. She also said that the Committee is close to finishing the Base Roll.

Ms. Harjo called a break at 10:30 am for a twenty minute break. The Committee will discuss their idea of the duties and responsibilities when they return from break. Meeting resumed at 10:50 am.

Ms. Harjo discussed the Committee's understanding of the duties and responsibilities of the Committee, the Council and the Liaison.

Committee:

- Processes applications that come in for enrollment,
- Looks at evidence for eligibility
- Requests information from the applicant
- Presents written recommendations on approval of applications to the Council or return applications for more information.
- Provides reports on information requested by the Council
- Provides information on Base Roll

Council:

- Considers the documentation
- Accepts the recommendations of the Committee unless erroneous
- Responds, files, takes files out and makes copies, forwards said copies.

Mr. Cowan believes that the rolls need to be established so the delegation of authority is defined. This will resolve confusion.

Ms. Linton discussed what she feels the roll of Liaison entails.

- Receives enrollment applications and forwards the original to the Committee
- Notifies the Committee by email that an application was received

**Summit Lake Paiute Tribe
Enrollment Committee Meeting
Sunday, September 17, 2017
Primary Administrative Office, Sparks, Nevada
(Minutes while the Council was present)**

- Corresponds with the applicant to notify them of the recommendation of the Committee or request for more information
- Includes this information in their monthly report or have a recommendation to accept put on the agenda.
- Sends copy of resolutions to Committee
- Delegates a Council member to attend Committee meets if unable to attend

Committee:

- Reviews application
- Sends recommendation to Liaison using form with details of the decision
- Provides information to Council
- Constructs Base Roll

Mr. Cowan and Ms. Harjo would like to have copies of the form because it sounds like a good tool. They will start using it. Ms. Linton will also send the Committee the excel sheet with her Base Roll information

Ms. Harjo brought up a few questions:

- Process for sending out applications and assigning control numbers: Currently the staff is assigning the numbers and mailing out applications. A log is kept. The Committee asked how they would be updated when applications were sent out. Ms. Linton explained that when an application is sent out, a copy will be sent to the Committee as well as to herself.
- Clarification on Reporting: Ms. Linton said the Committee can send a written report and have a member of the Committee attend every quarter starting with the year-end report in December.
- Maintaining Confidentiality: The staff does not open mail marked confidential. They will be instructed to hold enrollment/confidential letters and have a Council member open, copy and place the original in the Committee folder and have the copy sent to the Liaison once a week.

Old Business

Revising the Application:

- Dates on Page 2: Currently this appears to give the Committee the responsibility to fill in dates requested, received, etc. This is not the practice. The staff and Council do this according to the new process. Ms. Linton will strike out the line stating the Committee responsibility.
- Family Tree: The old form has born place, married place, and death place on the Family Tree section. The new form just has blood quantum which is not present on the old one. Ms. Linton will revise it.
- Add Disclaimer: Add a disclaimer where the applicant is notified that when they sign it they agree to have the application reviewed by the Enrollment Committee

**Summit Lake Paiute Tribe
Enrollment Committee Meeting
Sunday, September 17, 2017
Primary Administrative Office, Sparks, Nevada
(Minutes while the Council was present)**

or Tribal Council designate. Ms. DeSoto read an example of an appropriate clause. Ms. Linton will add one as a third bullet point on the certification page.

Review of Membership Files: The Committee will do this later in the meeting.

Base Roll: This has been put on hold so that they can review and compare the Base Roll to be provided by Ms. Linton.

Ms. Linton provided a copy of the Enrollment Committee budget.

Ms. Harjo has questions on missing files. It was recommended that a Council member and a Committee member go through the files which the Committee did not have access to or are newly made. There was a brief discussion on the missing files but nothing has really changed. There are still questions on the three Conway children. Ms. Linton stated that Ms. Crane has permission to review the files.

There was a letter written by the mother of the minor children requesting that the Enrollment Committee members and two Tribal Council members not be allowed to view these files. There was a compromise made to allow Ms. Crane to view the files. Ms. Linton upholds this request. The Committee would like a statement written by Ms. Linton and signed by the Council explaining this. She will think about the wording and have it signed later.

Verbal permission was given to Ms. Crane and one Council member have approval to review the files.

New Business

Enrollment Budget: They did receive a copy of the 2017 Enrollment Committee budget at the end of December 2016. They have had eight meetings and have six more budgeted. There are three months left.

Supplies: Mr. Cowan discussed the requested supplies with the Financial Director and the supplies are available in the office and showed him where to get them.

The Council was not needed for the rest of the meeting. Ms. DeSoto stayed as liaison designate and to give Ms. Crane access to the desired membership files. He will show the rest of the Committee.

Ms. Harjo called for a lunch break at 11:53 am. The Enrollment Committee is to reconvene at 1:30 pm.

Ms. Linton, Mr. Mace and Mr. Barr left the meeting. The meeting continued after Lunch.

**Summit Lake Paiute Tribe
Enrollment Committee Meeting
Sunday, September 17, 2017
Primary Administrative Office, Sparks, Nevada
(Minutes while the Council was present)**

CERTIFICATION

I, **Eugene Mace, Sr.**, Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the September 17, 2017, Enrollment Committee Meeting with Council were approved by the Council during a duly held meeting October 21, 2017 at which there was a quorum present, and the Council voted:

3 - FOR 0- AGAINST 0-ABSTAINING, Chairwoman Page Linton did not vote because there was not a tie vote.

10/24/2017
Date

Eugene Mace, Sr.
Eugene Mace, Sr.
Secretary/Treasurer
Summit Lake Tribal Council