

**Summit Lake Paiute Tribe  
Special Council Meeting  
Saturday, June 30, 2018  
Primary Administrative Office, Sparks, Nevada**

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**CALL TO ORDER:** Council Chairwoman Randi DeSoto called the Special Council meeting of Saturday, June 30, 2018 to order at 9:00 am.

**ROLL CALL:** Secretary/Treasurer Eugene Mace called the roll: Chairwoman Randi DeSoto, Vice-Chairwoman Nedra Crane, present; Secretary/Treasurer Eugene Mace, present, and Council Member Phillip Frank, present.

**STAFF:** Finance Director, Linda Quinn;

**HUD Housing Policy Review and Approval:**

1. SLPT Tenant Based Rental Assistance Policy and Forms

Council reviewed the Rental Assistance Policy and the forms it requires for approval of Resolution SL-07-2018. It has its own definitions and rules. It needs to be low income per IHP, but can be amended to include non-low income families if the Council desires. A Grievance Program Policy for housing needs to be developed as well as pre and post inspection forms. There are quality standards inspection forms as well. The forms go along with the policy to make up the program.

**MOTION: Vice-Chairwoman Nedra Crane moved to introduce and approve Resolution SL-07-2018 Approval of Summit Lake Paiute Tribe Housing Program Rental Assistance Program Policy with a waiving of the reading. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the Vote: 3 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-07-2018 enacted at 9:33 am.**

2. SLPT Housing Quality Standards Policy

Council reviewed the Housing Quality Standards Policy for approval of Resolution SL-08-2018. Appendix C is the definitions of the HUD housing standards. Letter N: Persons with Disabilities was added. There are forms for each type of housing policy. These forms will need to be created or they can use HUD-52580. The Housing Manager does the inspections and talks to the home owner.

**MOTION: Secretary/Treasurer Eugene Mace moved to introduce and approve Resolution SL-08-2018 Approval of HUD Established Housing Quality Standards Policy with a waiving of the reading. Vice-Chairwoman Nedra Crane seconded the motion. Chairwoman Randi DeSoto called the Vote: 3 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-08-2018 enacted at 10:20 am.**

**Summit Lake Paiute Tribe  
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3. Down Payment and Closing Costs Assistance Program Policy

Council reviewed the Down Payment and Closing Costs Assistance Program Policy and Application for approval of Resolution SL-09-2018. There is a need to create Consent to Release of Information (borrower/bank) form for information sharing. Housing ownership curriculum needs to be developed and NEPA requirement form as well. The Council reviewed the application for the program.

**MOTION: Vice-Chairwoman Nedra Crave moved to introduce and approve Resolution SL-09-2018 Approval of Summit Lake Paiute Tribe Housing Program Down Payment and Closing Costs Assistance Program Policy with a waiving of the reading. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the Vote: 3 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-09-2018 enacted at 10:44 am.**

4. Rehabilitation Program Policy and Application

Council reviewed the Rehabilitation Program Policy and Application for approval of Resolution SL-10-2018. This program also requires counseling. There is a ten year warranty required of the work by the contractor. An inspection will be required.

Rob Scanland dropped into the office. The person he was working with on the buy-back program agreed and needed something notarized. He came to the office and took care of it with Chairwoman Randi DeSoto.

**MOTION: Vice-Chairwoman Nedra Crane moved to introduce and approve Resolution SL-10-2018 Approval of Summit Lake Paiute Tribe Housing Program Rehabilitation Program Policy and Application with a waiving of the reading. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the Vote: 3 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-10-2018 enacted at 10:59 am.**

5. Housing Manager's Position Description

The Council reviewed a Housing Manager's Position description for approval of Resolution SL-11-2108. Ms. Quinn read the draft position description. Council made appropriate suggestions to complete the description. The timeline for hiring is the normal 90 days and it will be sent out as soon as amended. There was a discussion of the pay range be revised to DOE.

**Summit Lake Paiute Tribe  
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---

**MOTION: Council Member Philip Frank moved to introduce and approve Resolution SL-11-2018 Approval of Housing Manager Job Announcement with recommended changes and adjustments per the Tribal Council with a waiving of the reading. Vice-Chairwoman Nedra Crane seconded the motion. Chairwoman Randi DeSoto called the Vote: 3 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-11-2018 enacted at 11:19 am.**

6. Eligibility, Admissions and Occupancy Policy

Council reviewed and finalized a draft policy for the Eligibility, Admissions and Occupancy Policy. It has very similar definitions to the definitions in the Rental Assistance Program. Ms. Quinn read the entire draft policy.

**MOTION: Vice-Chairwoman Nedra Crane moved to introduce and approve Resolution SL-12-2018 Approval of Summit Lake Paiute Tribe Housing Program Eligibility, Admissions and Occupancy Policy with a waiving of the reading. Council Member Philip Frank seconded the motion. Chairwoman Randi DeSoto called the Vote: 3 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-12-2018 enacted at 11:52 am.**

7. A letter to Crystal Quinn of HUD requesting additional counseling sessions with Bill Nibbelink was presented. Chairwoman DeSoto signed the letter.

8. Ms. Quinn presented an e-mail letter from David Southerland, HUD Administrator, with the final funding allocation of \$74,594.00 for FY 2018 for the SLPT Indian Housing Block Grant, Fund 50. The Chairwoman signed the Funding Approval/Agreement.

9. Reinstatement of eLOCCS (another letter for REAC): There was a discussion on who can be the Approving Official. If it will continue to be Randi DeSoto then we need to schedule a time next week where Ms. DeSoto and Ms. Quinn can all be on a conference call and try to figure this out. If another person will be designated as the approving official the Council can officially designate that person during the Council meeting and then they can set up a meeting next week to try to get the designee set up in Secure Systems and LOCCS. Per Cristal Quinn, most likely Ms. Quinn will be terminated as a User in LOCCS by next week since she is not able to enter the system anymore. Even though they are doing the right thing, the REAC is not connecting. The Council agreed to have Ms. Donna Komar as a second user. Ms.

**Summit Lake Paiute Tribe  
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Quinn and Ms. DeSoto worked on getting Ms. Quinn authorized to access the system.

10. The FY19 IHPs will now be required to be submitted online via the EPIC system and in order to do that the preparer of the IHP and the submitter of the IHP (usually Chair or designee) will both have to be registered in Secure Systems. It does not have to be the same people you have set up now for LOCCS but it would be easier if it is. Access needs to be done monthly so Council Meetings are a good time to remember to log in. There is a training class which Ms. Quinn would like to do via Skype in August.
11. Ms. Quinn recommended charging five days of her time this pay period to Housing Fund 50 for all the work done recently to prepare the program. Ms. DeSoto approved the funding charges to HUD directly.
12. HUD Essentials Training in Reno July 24-26, 2018 will be at the Whitney Hotel. Seating is still available. Ms. Crane and Ms. Quinn are signed up for the training. Mr. Frank will also register. It will be good for networking. Attendees must bring laptops. The Council agreed that lunch per diem will be given.
13. Ms. Crane, Ms. DeSoto and Ms. Quinn are attending the Minnesota Training July 17-19, 2018 from 8:00 am to 4:30 pm each day. Ms. Quinn will take care of the travel arrangements including:
  - Airplane tickets
  - Room reservations
  - Travel documents/Advance per diem, etc.

There was a discussion on finalizing the Base Roll. Council feels that it is final so a resolution will need to be prepared and approved. Also, there was a Massacre trip planned and Ms. Rovanpera of the Applegate BLM wanted to confirm the weekend of July 7, 2018. The Council decided to push it off until possibly October at the time of the General meeting.

Mr. Mace asked if he and his family could use one of the facilities on the Reservation from July 28, 2018 through August 3, 2018. The Council has no problems with this if the staff is not using it. Ms. DeSoto will ask Ms. Youmans if there will be space available.

The next regular meeting will be July 21, 2018 at 8:00 am.

**MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called**

Summit Lake Paiute Tribe  
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the vote: 3 FOR, 0 AGAINST, 0 ABSTAINED. The meeting was adjourned at 12:23 pm.

CERTIFICATION

I, Eugene Mace, Sr., Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the June 30, 2018 Council Meeting were approved by the Council during a duly held meeting July 21, 2018 at which there was a quorum present, and the Council voted: 3 - FOR 0 - AGAINST 0 -ABSTAINING, Chairwoman Randi DeSoto did not vote because there was not a tie vote.

8/7/2018  
Date

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