

**Summit Lake Paiute Tribe
Regular Council Meeting
Saturday, December 15, 2018
Administrative Office, Sparks, Nevada**

CALL TO ORDER: Council Chairwoman Randi DeSoto called the Regular Council meeting of Saturday, December 15, 2018 to order at 8:05 am.

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

STAFF: Natural Resources Director, Rachael Youmans, Finance Director, Linda Quinn; Tribal Coordinator, Donna Komar; Anne Macko, Contractor

REPORTS

Council Reports

Chairwoman Randi DeSoto reported that Ms. Quinn, Mr. Mace, Ms. Crane and she had returned from the NAIHC Conference in Las Vegas, Nevada.

Ms. DeSoto is trying to streamline things when she can. She came into the office to answer calls, texts, meet with staff, etc. Her schedule could change from week to week.

Wednesday, December 19, 2018 is the Office and Staff Christmas Pot Luck and White Elephant gift exchange.

Ms. DeSoto went to the Native American Indian Housing Council (NAIHC) conference in Las Vegas, Nevada. She saw Mr. Nibbelink and Tom Dressler there. She mentioned that Ms. Quinn attended mostly finance sessions. There are a lot of organizations, programs and training available. Each tribe has different ideas and program. Both Section 184 and Title VI are loan programs. It is good to attend these conferences. It was nice.

The Chairwoman asked Ms. Crane to attend the ITCN Board Meeting and attend a meeting with Fish and Wildlife where the contract with William Cowan was terminated.

Ms. DeSoto received messages from people wanting Tribal IDs.

ITCN has new chairman, vice-chairman and secretary/treasurer for the board of directors.

Ms. DeSoto attended a meeting with BIA. They expressed the sentiment that we are all going to be partners and get along. Ms. Quinn sent the contracts for 2019 back and they were returned again. Summit Lake Paiute Tribe (SLPT) has to fix the BIA's problem and redo budgets from 2017/2018. There was a discussion on the allocation of funds. Ms. Quinn is resubmitting what was already spent on the water filtration system.

BIA will not approve the new building SLPT wants. Ms. DeSoto wants to keep lines of

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communication open, to be partners. She needs Ms. Quinn and Ms. Bitisillie to work together.

The 2018 budget should be okay. The 2019 budget revisions are in the works. More training is needed on CTPG contracts. Ms. DeSoto stated that everyone needs to understand budgets and grants and need to know what is in the budget. It needs to be in the CTPG budget in order to use it.

BIA had no reviewer assigned to SLPT and so the budget was never reviewed.

Currently the budget is approved with errors and a revision is needed.

The staff needs to be representatives of SLPT and act professionally.

Ms. DeSoto has been taking care of emails, texts and phone calls especially when she comes in on Wednesday.

The Chairwoman noted that Ms. Youmans would be attending the meeting at 10:00 am to make her report quickly due to illness.

Ms. DeSoto attended the NAIHC conference in Las Vegas, Nevada. She attended sHUD Section 184 Loan Program, Title VI Loan program, and Strategic Planning sessions which were interesting and helpful in determining where we are at with our mission/vision for the Tribe. The Tribe might like to create their own little Community. There was a discussion of the different training available in 2019. It was a good conference.

Vice-Chairwoman Nedra Crane attended the November 19, 2018 ITCN meeting. 15 of 27 tribes were represented so there was a quorum. A forensic audit was discussed. They will continue to operate business as before. There was another meeting on December 3, 2018. Ms. Crane was the first one there. They voted for a new vice-chairman, Rueben Vazquez and a Secretary/Treasurer, Chad Malone stayed. Quentin Bluehorse became the IT man.

On November 30, 2018 Ms. Crane met with Ms. Youmans and the Fish and Wildlife Supervisors in support of the decision to terminate the contract with William Cowan.

Ms. Crane attended the NAIHC conference on December 10, 2018 to December 12, 2018 in Las Vegas, Nevada. She discussed the sessions she attended. She especially noted the Future of 3D Printing and Section 184 Regulations and Polices. There was much to learn including home ownership and affordable urban Indian Housing.

Secretary/Treasurer Eugene Mace came in to sign checks.

He also attended the NAIHC conference in Las Vegas, Nevada. He discussed the

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sessions he attended. The conference opened his eyes. The strategy is to set up a team. He found it very interesting, very good.

Council Member Phillip Frank attended the NAIHC conference. He discussed the sessions he attended, especially the Manufactured Housing session. It was eye opening. In particular he found that the rural LISC developing a relationship with Clayton Homes was interesting. He also talked about Home Ownership Preservation and Wellness sessions. The Wellness session discussed the HUD rules on health and wellness including HUD's no smoking rule. It was different but nice.

Ms. DeSoto noted that most of the speakers wanted tribes to be self-sufficient and not rely on the government. She mentioned that it was recommended to put property into trust. Ms. DeSoto explained that when property is in trust it goes to the Tribe not the BIA.

Mr. Frank mentioned using IHP funds for manufactured homes. Ms. Quinn discussed the HUD rules that explained why the tribe cannot use HUD funds for the Administration building was because it is not low income housing. The primary purpose is low income housing.

Ms. Quinn discussed the different HUD loans available-especially Section 184 loans. It is about putting the pieces together to make it work. She also mentioned Title VI loans. Mr. Nibbelink is willing to be an on-call expert to look over what SLPT decides.

Council Member Steve Crane did not attend the conference and has nothing to report.

Chairwoman DeSoto called a break at 9:07 am. The meeting resumed at 9:25 am.

Staff Reports

Financial Report by Ms. Linda Quinn, Finance Director UPDATE

- The 2019 Indian Housing Plan (IHP) was found in compliance on November 19, 2018.
 - No news on the 2019 Indirect Cost Proposal. Approval in January is expected.
 - Workers Comp Insurance policies renewal contract signed by the Chairwoman. Accord is now the Tribe's carrier. Conover Goldstar is still the broker. After attending the NAIHC Conference, Ms. Quinn intends to work with Amerind, an all Native owned and operated company to quote all the Tribe's insurance.
1. Randi DeSoto and Ms. Quinn met with BIA Superintendent Robert Eben and Awarding Official, Marilyn Bitisillie on November 28, 2018 to discuss the 2018 CTGP Budget issues. It was decided to revise the 2018 budget to exclude the ineligible construction activity. A draft was sent to Marilyn on November 28, 2018.

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Revisions were requested by BIA. A new revised 2018 Budget was sent on November 30, 2018. Marilyn is currently working on the response letter.

2. The new 2019 Contracts for CTGP and Higher Education are ready for review and approval. Resolution SL-33-2018, New 93-638 Contract Application with the Bureau of Indian Affairs for Consolidated Tribal Government Program for Fiscal Year 2019-2021 and Resolution SL-34-2018, New 93-638 Contract Application with the Bureau of Indian Affairs for Higher Education Program for Fiscal Year 2019-2021 were presented for Council's review and approval. Ms. Quinn went over what can and cannot be done and how money is allocated and used only for what is stated.

Ms. Crane asked what the Council plans to do about lowering the blood quantum. Ms. DeSoto said it would be a change from Articles of Association to a Constitution. The Council needs to check the Policy and Procedures and hold a Secretarial Election.

The BIA has a new contract application format for a three year contract.

MOTION: Council Member Phillip Frank moved to accept and approve Resolution SL-33-2018, New 93-638 Contract Application with the Bureau of Indian Affairs for Consolidated Tribal Government Program for Fiscal Year 2019-2021 with a waiving of the reading. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-33-2018 enacted at 9:56 am.

MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-34-2018, New 93-638 Contract Application with the Bureau of Indian Affairs for Higher Education Program for Fiscal Year 2019-2021 with a waiving of the reading. Council Member Phillip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-34-2018 enacted at 10:02 am.

3. The 2018 annual Audit with BlueBird, CPAs has been scheduled for May 28, 2019 – May 31, 2019.
4. US Bank Fraud Prevention Dept. reported one of our credit cards had fraudulent activity (\$5,059.31 from Verizon WRLS). A fraud case was opened reporting the charges as unauthorized transactions. The old account was closed with a new account and credit card issued and received.

The Financial Report was suspended at 10:07 am.

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Ms. Youmans entered the meeting at 10:07 am.

**Natural Resources Department (NRD) Report by Natural Resources Director
Rachael Youmans**

Ms. Youmans gave the Council her report.

BIA puts out a call for proposals for Endangered Species, Hatchery Maintenance and Invasive Species every year. Since 2014 NRD has been fairly successful in obtaining grants, but Indirect costs are not allowed. With this in mind, Ms. Youmans would like to apply for Invasive Species-Noxious Weeds and some Fisheries programs grants again. Ms. Youmans would like approval from the Council to submit proposals. It was the consensus of the Council to request funding to continue the programs.

Ms. Youmans can now apply for the EPA General Assistance Program (GAP) again. NRD is developing a Tribal environmental plan. They can get some funds to write the plan and to get back up to speed. Then the department can apply for funds to run the program.

MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-38-2018 Approval of Application to Environmental Protection Agency Indian General Assistance Fund with a waiving of the reading. Council Member Phillip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-38-2018 was enacted at 10:27 am.

Ms. Youmans believes NRD needs a little bit of a different structure. She needs help to manage biologists on the ground. With the grant modification from Great Basin Land and Water, NRD will need to add a new Steward position. Ms. Youmans created a new organizational structure and redefined the structure of some positions to identify a clear path and levels.

She wants more structure and needs a steward, maintenance worker, and Fish and Wildlife Biologist. She hopes this restructuring will help the department move forward. She would also like approval to advertise the positions starting the week of December 17, 2018. She will also change the organization chart.

There was a discussion of the new proposed job descriptions.

Ms. Youmans explained the minor changes to the NRD 2019 budget.

Mr. Crane asked if there were still cows on the Reservation. Ms. Youmans reported that the ranch manager still has a dozen missing head but does not believe they are on the Reservation. This new manager has been very responsive and helpful.

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Ms. Youmans presented resolutions for BIA contract applications for Fisheries, Road Maintenance and Range Management.

MOTION: Council Member Phillip Frank moved to accept and approve Resolution SL-35-2018 Approval of New 93-638 Contract Application Bureau of Indian Affairs for Fisheries for Fiscal Years 2019-2021 with a waiving of the reading. Vice-Chairwoman Nedra Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-35-2018 was enacted at 10:59 am.

MOTION: Council Member Phillip Frank moved to accept and approve Resolution SL-36-2018 Approval of New 93-638 Contract Application Bureau of Indian Affairs for Road Maintenance for Fiscal Years 2019-2021 with a waiving of the reading. Vice-Chairwoman Nedra Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-36-2018 was enacted at 11:03 am.

MOTION: Council Member Phillip Frank moved to accept and approve Resolution SL-37-2018 Approval of New 93-638 Contract Application Bureau of Indian Affairs Natural Resources Range Improvement Contract for Fiscal Years 2019-2021 with a waiving of the reading. Vice-Chairwoman Nedra Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-37-2018 was enacted at 11:06 am.

MOTION: Vice-Chairwoman Nedra Crane moved to go into Executive Session for Personnel for 20 minutes. Council Member Steven Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 11:07 pm.

Executive Session ended at 11:32 am.

Ms. Youmans left the meeting at 11:52 am.

Chairwoman DeSoto called for lunch at 11:52 am.

CALL TO ORDER: Chairwoman Randi DeSoto called the meeting back to order at 1:02 pm.

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

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Although Ms. Youmans was excused due to illness, the NRD report continued.

MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-39-2018 Approval of the Position Description for Natural Resources Department Steward with a reading of the resolution. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-39-2018 enacted at 1:05 pm.

MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-40-2018 Approval of the Position Description for Natural Resources Department Environmental Specialist with a reading of the resolution. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-40-2018 enacted at 1:08 pm.

MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-41-2018 Approval of the Position Description for Natural Resources Department Fish and Wildlife Biologist with a reading of the resolution. Council Member Steven Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-41-2018 enacted at 1:11 pm.

MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-42-2018 Approval of the Position Description for Natural Resources Department Technician with a reading of the resolution. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-42-2018 enacted at 1:14 pm.

MOTION: Vice-Chairwoman Nedra Crane moved to accept and approve Resolution SL-43-2018 Approval of the Job Description for Natural Resources Department Program Coordinator/Biologist with a reading of the resolution. Council Member Steven Crane seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Resolution SL-43-2018 enacted at 1:18 pm.

The Natural Resources Department report concluded at 11:33 am.

The Financial Report continued:

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5. BUDGET REPORTS: Ms. Quinn went over the summary of Account Balances. She noted that there are several new accounts, Funds 131, 132, 133, 135 and 136.

Ms. Crane asked if there is a newsletter. Ms. Komar will work on it with the notes to talk about Higher Education for adults as well as information on the new job descriptions.

6. In regards to the Housing Director and Enrollment Coordinator positions, it was suggested to try advertising them again after January 1, 2019. People look for jobs after the Holidays. First put it out for Native preference then advertise to the general public. Council agreed to start the advertisement on 1/7/19.

7. NAIHC Conference:

The group presentations of HUD success stories by Ho-Chunk Inc. and ICON (3D building) were inspirational.

The classes Ms. Quinn attended included:

- Financial Reporting for Tribal Housing Authorities
This training reviewed reporting requirements utilizing the Housing Data Systems software used by many Housing Authorities. Do's and Don'ts for use and functionality along with report building was reviewed. If the Tribe had a lot of housing inventory this would be acceptable software however there would still be a need to reconcile it to MIP monthly.

- HUD Office of Native American Programs (NAP) Update – Heidi Frechette, Deputy Assistant Secretary for NAP
HUD is waiting for the funding allocated in the 2019 Budget but it is proposed to increase the ICDGB lending by 100 million to address the housing needs of natives with drug and alcohol addiction problems. VASH Vouchers for veterans were discussed with more funding being allocated in the future. The 477 Program funds can be transferred to a BIA 638 Contract to be combined with other funds. Opioid Bill 807: One has pilot funding for recovering drug addicts. This funding will go to the States so if there is interest, contact State agencies to utilize these funds for the needs in Native Communities. The speaker urged people to utilize ONAP's Code Talk website for Notices, FAQ's and Program updates. Training on NOFA (Notice of Funding Availability) process will be sped up in the future. Imminent Threat funding guidance is on website. Environmental Review must now be completed at time of application. A lot of new regulations are coming to clarify confusing handbook regulations currently in place.

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- 10 Most Common Compliance Issues - Low Income Housing Tax Credit Program
 - Not preparing the annual recertification of income by the 365 day (one year) requirement.
 - No standardized file set up.
 - Not enough Staff Training
 - Not Completing Internal File Audits – Self Compliance
 - Incorrect tenant or no tenant move in date on file
 - No tenant file checklist
 - No tenant income calculations
 - Missing tenant Social Security number and date of birth
 - Record reconciliation
 - Inspections: Smoke Detectors missing or not working; electricity off; storage sheds; grease in stove fan; foil on stovetops; flammable materials; 24-48 hours to fix deficiencies.

- Title VI: A Powerful and Misunderstood Loan Program – Borrowers with lender funds can use their HUD funds or rent payments to pay off the Title VI loan. It can also be combined with the 184 loan program. They can rehab or build mixed income homes, VA Housing, Community Centers both on and off the tribal lands. Loan purchase can be for prefab or modular homes. Many tribes build with the Title VI loan then convert the loan to a 184 after construction. That way someone can apply for another Title VI loan for another project. Loans repayment terms are 20 years for term and up to 23 years for construction.

Many of the vendors offered services like Insurance (Amerind Risk - property, liability, auto); Tribal Print Source (printing); H.D Supply (government pricing of a variety of products); Housing Data Systems (software to manage housing rental payments and occupancy); Travois (Housing Development Company); Fannie Mae & Freddie Mac (Mortgage lenders); RT Hawk Housing Alliance, LLC (Housing Construction); 1ST Tribal Lending (184 loans); US Census Bureau; Wells Fargo; U.S. Securities and Exchange Commission; Social Security Administration.

In the past there was an end-of-the year meeting to discuss where the Tribe is and where it is going. A Special Council meeting was set for December 29, 2018 to discuss budgets. It will start at 10:00 am and last approximately two hours.

Ms. Quinn will draft a letter to request technical assistance from the BIA for a Secretarial Election after the holidays.

The Financial Report concluded.

Ms. DeSoto heard from a Tribal member requesting a Tribal ID card.

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Tribal Coordinator, Donna Komar:

Calendar: The calendars will be shipped on December 19, 2018. Ms. Komar presented a slideshow of the photos on the calendar. These are the ones voted for by the Council. When the calendars are sent out Ms. Komar can also send a notice that the goal for 2019 is to move from Articles of Association to a Constitution and to lower the blood quantum.

IT Support: Digital Technology Solutions has contacted Ms. Komar and would like the opportunity to work with SLPT. They have provided recommendation letters from Washoe and Pyramid Lake Tribes. They understand the financial restraints the Council operates under and have cut their fee to \$105.00 per hour. The Council can purchase blocks of time knowing some months there would be greater need than others. A couple of interested contractors contacted SLPT through Indeed. Ms. Komar would like to call them to review their resumes as a pre-screening. The Council agreed to this plan.

Holiday Pot Luck: The Holiday Pot Luck will be December 19, 2018 at noon and have a White Elephant gift exchange. She asked everyone to be sure and sign-up for something on the pot luck list.

Reservation Administration Building: The building is on hold. Ms. Komar has updated the bidders with SLPT's inability to move forward at this time. They said that they would be glad to work with the Council in the future.

Employee Handbook/Personnel Manual: Ms. Komar sent out copies of the Employee Conduct Standard policy for the Council to review. Ms. DeSoto commented that for a drastic change it should all be done at one. The policies should be brought up-to-par and professional. Ms. Komar asked if she should address the whole thing at once or continue to present the policies one at a time. Mr. Mace and Ms. Crane prefer seeing the changes part by part so it is easier to understand. Ms. DeSoto would prefer it all at once highlighting the changes. Ms. Komar suggested doing it in sections but highlighting the changes and then doing a resolution when all the sections are done as a complete Personnel Manual.

Council Mail: Ms. Komar emailed the Council with their mail. She asked if this is okay. She could text them when she feels something should be given attention. Mr. Crane has internet connectivity problems so he would prefer a phone call to a text.

The ITCN bill is due for \$150 for the year. They provide childcare and elderly care programs. It was the consensus of the Council to pay the dues using CTGP funds.

Ms. Komar stated she would send out the calendar and asked the Council to read the

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Employee Conduct Standard draft policy and contact her with any questions.

The Tribal Coordinator's Report concluded.

There was a discussion of who would actually be in the office on December 24, 2019. Ms. Komar will be in the office but will have the option to leave early.

It was noted that Secretarial Election be placed on the agenda for the next Regular Council meeting on January 19, 2019 under Old Business: On-going.

Minutes

MOTION: Vice-Chairwoman Nedra Crane moved to approve the minutes of the Special Council Meeting of November 14, 2018 with a waiving of the reading. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 3:04 pm.

MOTION: Vice-Chairwoman Nedra Crane moved to approve the minutes of the Special Council Meeting of November 15, 2018 with a waiving of the reading. Council Member Phillip Frank seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 3:05 pm.

MOTION: Vice-Chairwoman Nedra Crane moved to approve the minutes of Regular Council Meeting of November 17, 2018 with a waiving of the reading. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Motion carried at 3:06 pm.

The next meetings are:

Special Council Meeting on December 29, 2018 at 10:00 pm.

Regular Council Meeting on January 19, 2019 at 8:00 am.

Ms. DeSoto stated that the Council needs to send a letter to the BIA requesting technical assistance for a Secretarial Election to move to a constitution and to lower the blood quantum. Part of the process was to provide the base roll which is now done but needs to be updated yearly and submitted by December 31, 2018. The Council needs to decide how to change the blood quantum rules. Ms. DeSoto mentioned a couple of options.

There were three enrollment applications still pending, waiting for a decision. There was a discussion on the different interpretations of the Articles. The Council reviewed them and it was decided to regard them as pending until the lowering of the blood quantum is decided.

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MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Secretary/Treasurer Eugene Mace seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. Meeting adjourned at 3:42 pm.

CERTIFICATION

I, **Eugene Mace, Sr.**, Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the December 15, 2018 Regular Council Meeting were approved by the Council during a duly held meeting January 19, 2019 at which there was a quorum present, and the Council voted: 4 - **FOR**, 0 - **AGAINST**, 0 - **ABSTAINING**, Chairwoman Randi DeSoto did not vote because there was not a tie vote.

1/23/2019
Date

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