

**Summit Lake Paiute Tribe
Special Council Meeting
Saturday, December 7, 2019
Primary Administrative Office, Sparks, Nevada**

CALL TO ORDER: Chairwoman Randi DeSoto called the Special Council Meeting of Saturday, November 2, 2019 to order at 10:35 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: Linda Quinn, Financial Director

Agenda has a short Finance report and the Retention Webinar

Record Retention Training Webinar:

After some technical difficulties, the Council viewed the webinar by Brian Tipton detailing and explaining record keeping standards under the Uniform Grants Guidance.

Ms. Quinn passed out a summary of the sections of several manuals regarding SLPT recording keeping. It is important to create rules for comprehensive record keeping policy. Council needs to set the rules. She asked the Council to think about the following. What are they doing? How are they doing it? It needs modernization to include scanning of records. They need to determine what to dispose of, what should never be disposed of like historical documents, how the documents should be stored, i.e. in binders, in plastic in binders, in a file wrapped in a rubber band for three years. The rules should follow the rules of the Uniform Grants Guidance. Then there are the special types of scientific records that Ms. Youmans has. Ms. Quinn feels the lack of an updated record keeping is a weakness along with the outdated Inventory. These two things are Ms. Quinn's high priority. The files and documents need to be organized.

Finance Report by Linda Quinn.

The Indirect Cost Negotiation Agreement offer from the Interior Business Center has set the Indirect Cost (IDC) for 2020 at 22.41%. The agreement was signed by Chairwoman DeSoto.

Worker's Comp Insurance Policy with Liberty Mutual is \$12,929.00. Chairwoman DeSoto will sign Purchase Order for the full balance due.

A cancellation letter was sent to insurance broker Conover to cancel all their policies as of December 19, 2019 which is when we switch to Amerind and Dennis McCann through Gallagher.

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Abila has billed for the annual software maintenance at \$1,670.00. Ms. DeSoto will signed a Purchase Order authorizing the payment. Ms. Quinn ordered tax related forms and check envelopes.

Harney Electric Cooperative paid SLPT a refund check for \$177.25. The check represents Retirement of Capital Credits for One Half of Year 1995. Charles Carslaw recommended it be deposited to the General Fund as Other Income.

SLPT is closing Fund 126, R16AP00048, NFWF Grant. The final SF-425 is ready for the Chairwoman's signature.

Council approved the payment of membership dues for National American Indian Housing Council (NAIHC) membership dues are \$100.00 for CY 2020.

Pitney Bowes, SLPT's postage machine company, sent a letter informing the Tribe that they were affected by a malware attack. They are requesting that Finance review account statements and promptly report any suspicious transactions as they get back online with additional layers of security.

Extra Calendars: Ms. Quinn asked if the Council had any plans for the extras. Council decided to leave them up front for members to take through January. After that Ms. Youmans may send them to her Grantees.

A large box of promotional items from BIA's Leia Burns, the new Fiduciary Officer of for the IIM Accounts was sent to Ms. DeSoto and the Council. There are pens, bags, etc. promotional items. The Council took what they wanted and put the rest in the lobby.

Nevada Association of Employers: Watched the introduction webinar with Ms. Youmans that outlined the HR support this company offers its members. SLPT would really benefit from the Policy handbooks, forms, free webinars and legal advice they offer. Ms. Youmans stated she will try to add this to the GAP grant. It would cost about \$1,000 for a year's subscription. It would definitely help with the Personnel policies revision project.

Arthur Brown's widow's letter was returned from the address on file in Alturas, CA 96101. Ms. Quinn asked if anyone had any suggestions on getting an updated address.

Ms. Quinn took the Suburban to the dealer to ask them to cut away the cracked plastic hanging down under the car. They removed the whole plastic shield instead. Ms. Quinn asked for a quote to replace undercarriage cover. They will replace it for the cost of the part (\$74 + tax). Labor will be free. The consensus of the Council is to go ahead and replace it for the cost of the part.

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Ms. Quinn presented a flyer from Ms. Youmans. Ms. DeSoto read the letter from Ms. Youmans explaining that she and her staff went to the Mt. Rose SNOTel station for a demonstration from their NRCS partner on how the SnoTel Station at Snow Creek works to collect data. She updated the Council on the NEPA process for the projects being proposed to the Bureau of Reclamation which has been moving forward well. On Wednesday, December 4, 2019 she signed a letter of concurrence of the cultural clearance for the project and the Environmental Assessment will be ready to be open for public review on December 16, 2019, an announcement will be sent out to the members on that date. She will send out the announcement of the sale of the backhoe as well. Let her know of any changes the Council would like made. She is seeking permission to send the backhoe announcement out with the EA announcement on December 16, 2019. Please let her know.

Mr. Crane was concerned about the pricing. Ms. Quinn explained the process of evaluating the value of the backhoe. Council decided to send out the backhoe flyers as is.

Ms. Quinn printed the Liberty Mutual (Worker's Comp) check and the Secretarial Election checks because of a concern about timing due to the holidays. The insurance check must be received by December 19, 2019 or the policy will be cancelled.

Ms. DeSoto told the check signers that are traveling to please sign out their credit cards. They should check in 24 hours before or go to the kiosk at the airport to get their plane ticket.

MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Secretary/Treasurer Eugene Mace, Sr. seconded the motion. Chairwoman Randi DeSoto called the vote: 4 FOR, 0 AGAINST, 0 ABSTAINED. The meeting was adjourned 1:00 pm,

I, Eugene Mace, Sr., Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the November 7, 2019 Special Council Meeting were approved by the Council during a duly held meeting December 21, 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.

12-21-19
Date

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

