

**Summit Lake Paiute Tribe
Special Council Meeting
Sunday, November 28, 2021
Administrative Office, 2255 Green Vista Dr. Ste. 401, Sparks, Nevada**

CALL TO ORDER: Chairwoman Randi Lone Eagle called the Special Council Meeting of Sunday, November 28, 2021 to order at 10:15 am.

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

STAFF: Linda Quinn, Finance Director

Ms. Lone Eagle stated that the agenda was for the American Relief Act Program Review

- A. State Small Business Credit Initiative (SSBCI)
- B. Capital Program Guidelines and Duties
- C. Technical Assistance Funding Planning

Ms. Quinn explained that the best way to understand the detailed information was to first go through the written guidelines and then to watch a video. Having gone through the guidelines previously will make the presentation easier to understand.

The members of the Council received copies of the guidelines. Ms. Quinn started explaining that the grant allocated \$476,000 to Summit Lake Paiute Tribe, is divided by how it can be used. It is a guarantee for the Tribe, but if the Council decides that it is not a program for SLPT, they can back out after the consultation period.

Ms. Quinn begin with reading through the Capital Program Policy Guidelines. There was discussion to clarify the sections of the guidelines upon Council questioning. The Council members referenced their guidelines handout.

It started with an overview of the SSBCI program which has two state program categories: Capital Access Programs (CAPs) and Other Credit Support Programs (OCSPs). Allocations are based on the needs of socially and economically disadvantaged individuals (SEDI) owned businesses. Allocation details and the rules for approval were reviewed.

There was review of the CAP program details including the information for both borrowers and lenders including rules for passive real estate, borrower restrictions and annual claims rate.

Other Credit Support Program (OCSP) is a program that is not a CAP. The guidelines were reviewed and clarified when necessary. Items reviewed included financing guidelines, lender or investor capital at risk, conflict-of-interest standards including Tribal conflicts-of-interest policy, benefits, reporting and program requirements, implementation plans and Venture capital fund programs.

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At 11:34 am a representative of ABCDE Cleaning Services entered the meeting. Ms. Quinn explained that at the last meeting she was directed to find cleaning services. She received some proposals and this company had the best one. It will be \$100 per weekly visit. They will start Thursday, December 2, 2021. Ms. Lone Eagle signed the contract. She left the meeting at 11:37 am.

Other SSBCI program requirements per the guidelines were reviewed. Included in the review was capital access in underserved communities including confidentiality of information, reporting, in and out of state loans with the funds allocated to Tribal governments, enrollment of loans, SBA lending program and other federal loans. Consumer protection standards, reporting including quarterly narrative, annual narrative and SF-425 reports, performance results.

Administrative Costs: The first tranche administrative costs are not to exceed five percent of the SSBCI funds, the second and third tranches are not to exceed three percent each.

Un-enrollment

Requesting approval to replenish and un-enroll

This section details how to request to un enroll a program or portion of a program. The state must write a letter asking to un-enroll or to replenish the program. The state must provide accounting documentation and certification from the authorized state official that explains the action.

The guidelines completely reviewed.

Ms. Quinn showed the Council the application.

Ms. Crane notified Ms. Lone Eagle that the ITCN meeting would be at 9:30 am via Zoom.

Basically, to be on the application a person, there are two people from SLPT, need to have the net ID. It is a security thing. A picture of your driver's license, front and back, and a facial recognition without your glasses, then these other things, and finally a personal contact via the cellphone are required to be eligible to go into the program. Only Chairwoman Lone Eagle and Ms. Quinn have this.

They want to know about the credit support or investment. Ms. Crane asked if the SLPT bank as the credit support. Ms. Quinn is not sure if they can do that. She said that the bank or financial institution was only needed if SLPT was going to do a CAP program. They can do an OCSP on their own.

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The allocation for SLPT needs a letter of designation which has Ms. Lone Eagle designating Ms. Quinn as another point of contact. They are asking for a Statement of Legal Action. Ms. Quinn is not sure what legal action SLPT will need to take in this narrative. She feels it will be a wholly owned Tribal entity. Ms. Crane thought that what was meant was that they were asking what legal person the Tribe has to represent SLPT. There was a discussion about connecting things together

There was a discussion about the Las Vegas, Nevada Symposium which Ms. Crane, Mr. Mace and Ms. Lone Eagle will attend and the travel arrangements and payment methods.

Looking at the program application online, there is the overview, small business loans, preliminary eligibility.

If a Tribal government submits a loan application:

- Only one application is required.
- One eligible application must be identified.
- Need the applicant's name
- The Notice of Intent (NOI) with the NOI number which was emailed to Ms. Quinn.
- Certification and signature of authorized official

There was a discussion of the different information and documentation which needs to be inputted.

There was a list of definitions of terms.

Application Overview:

- Transactions: with businesses on Tribal lands; businesses in States where the Tribe is physically located, or surrounding States.
- Contacts: a primary contact and secondary contact are required (Ms. Lone Eagle and Ms. Quinn. Primary contact is authorized to give permission to share contact information, the Council does not want to share information with other States or territories.

Information to be filled-in

- Agency implementing entity name: SLPT
- DUNS number
- Tax ID number
- SAMS registration
- Address

Implementing the letter of designation:

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Required to submit letter of designation from the Governor or the State or Governing official of the territory or Tribal Government—The Council write a letter that expressly states that the Governor or governing office of SLPT has designed the implementing agent above to accept the small business allocation on behalf of SLPT. The Governing office has the legal authority to enter into the allocation agreement with the Treasury and the letter will have the name, signature, email address and telephone number of the authorized official (Chairwoman Randi Lone Eagle) and list the person delegated to have the authority to act on behalf of the authorized official. Document must have the Tribal resolution of actions taken to authorize authority

They discussed other information to complete the application including the narrative detailing how the Tribe plans to use the federal contributions for the approved program to help provide access to capital for small business in low and moderate income, minority, and underserved communities including women and minority owned small businesses; detail the efforts to reach underserved communities.

Mr. Mace wanted to confirm that the loans were business loans not personal loans. Ms. Quinn confirmed this. The business must invest 20%--must contribute to the business.

Ms. Crane said that the loan plan can be put on Facebook, the website and they could send out flyers to the membership.

Mr. Mace asked if the Council would need to hire someone qualified to administer the finances of the loans. If the Council makes the loans themselves and they are small and only two loans, it is possible Mr. Carslaw could handle it.

Ms. Crane says there is a lot more that needs to be considered before they can make a decision. She understands that Ms. Quinn is getting the initial application ready.

Ms. Quinn said the application needs to be submitted by December 11, 2021. They just opened the software.

Ms. Lone Eagle asked how are they trying to say that all Tribes or whoever is going to expect to get this money have a deadline when they are not doing what they should be doing to help those wanting to apply and have questions. Ms. Quinn they have things that explain the rules but nothing on how to create this entity. They have no assistance available. Maybe this is not something SLPT wants to do, but if the Council intends to continue they need to submit and application. Even if some questions are entered vaguely or incorrectly, SLPT still has until February 11, 2022 to fix that. Between the deadlines there will be assistance. They just will wait and see who intends to get things together and then help.

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Ms. Quinn continued going through the application. She talked about the division of the allocation into programs and how the amount of the funding must match the allocation. Basically, how SLPT wants to split the funds.

Ms. Quinn stated that SLPT has \$476,000 for main capital for small businesses. Since the application is tentative they and put half under CAP and half under OCSP.

Ms. Crane and Ms. Quinn have a lot of questions. Mr. Mace said if they do not do it right, they will be in a lot of trouble. Ms. Quinn says that they can put out. Mr. Crane said it is dangerous and Mr. Mace agreed. Ms. Lone Eagle said that there is so much to it, and asked if they really wanted to dive into it.

The Council members discussed their unease at this point in the process.

There was a discussion about whether Ms. Lone Eagle could spend more time in the office. Ms. Crane said there is so much that needs to be done that the Council needs to organize. Ms. Quinn said that there are funds in the infrastructure to hire someone to facility these programs. This program has a lot of extra work.

Ms. Lone Eagle talked about possibly asking the membership about it. The surveys are still out and about. Because it is still pandemic most are asking what they are going to do. They are not concerned about what is happening on the Reservation. It is more a case of what is the Council going to give them right now, what will be provided. Even though they were just sent an assistance payment, they are asking about Christmas money. This was not even on the table. It was not going to be discussed. She let them know this is not what is on the table to discuss at this time. If they should have any additional questions, they can address the Council at that time.

Ms. Crane asked if Ms. Quinn was going to finish the application. Ms. Quinn said it is due in two weeks and she still needs information in order to complete the application. There will need another meeting because there will need to be a resolution. There will be a Special Meeting on Sunday, December 5, 2021 at 2:00 pm.

Ms. Quinn continued with the application. There is a need describe the background of the program including historic performance of the program of which there is none. She will make-up a summary of the different fees and submit them.

Ms. Lone Eagle will check to see what NUI is doing. She will be meeting with one of them later.

Ms. Quinn went through the application regarding OCSP program, the loan participation program. Describe how the program is structured and descriptions of the other programs. Description of the benefits of the program.

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Additional considerations: the management team—Council, Ms. Quinn, Mr. Carshaw. They also want management letters, independent audits which Ms. Quinn has. Financial upload audit, leverage data and so forth.

Ms. Quinn will need a resolution and then Ms. Lone Eagle can submit the application. Ms. Quinn also need a letter authorizing who will be in charge of whatever.

Mr. Mace said this should get their foot in the door until they can get technical assistance. He also stated that he understood that the funds could not purchase real estate.

Ms. Quinn said they could buy real estate but can not buy real estate that you are not going to use. They cannot buy real estate for speculation.

The webinar does not have sound. It is basically a summary of the 42-page Guidelines. She will send the webinar to the Council members.

Ms. Quinn has some questions on the \$167,000 for the program she was suggesting for the capital program which is part of the ARPA under a different branch. They would need to write it up similar to the loan program. She asked if they want to do a program where they lend computers to membership. One of the other Tribes gave computers to their membership. Ms. Lone Eagle said they did it under one of their programs.

Mr. Mace asked how many adults in each household. Ms. Quinn said there were 115 adults. Mr. Mace said how many households because some households have two adults. That would be around 50 computers, one per household.

Ms. Lone Eagle and Ms. Quinn said that probably would not work as some households have adult children as well so there could be two, three or more adults in one household. If the young adult moves out, who gets the computer. This is not ideal.

Ms. Quinn said the program would focus on getting tablets for all adults. This would increase knowledge with access to information. They also need desktops and printers for in-house use for members and two new laptops: one for the conference center in Suite 401 and one for use in the office in Suite 402. This program application will also need to be reviewed and have a resolution.

Other topics to go over is the new building, what will they do with three million dollars, and some other major project. Someone will need to be hired. A position description will need to be written. Ms. Crane said a Program Director. Ms. Quinn said they should be able to write bids to due construction to replace the buildings at the Field Station. The job description cannot be written until the Council decides what to do with the money.

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A decision needs to be made about the Brown home. The house would need to be moved, but the land goes back to the Tribe. If she does want the house, the tribe can take it over and repurpose it. Another letter will go out to Mrs. Brown.

There was a discussion to on what to do with the current trailers at the Field Station when/if new buildings replace the current one.

Ms. Quinn said they can start planning in January or February.

Ms. Quinn said to start gathering ideas.

The Abila software is up for renewal. The cost went up \$115 from last year. It is \$1,894.16 for the MIB maintenance and support plan. This is a necessary software. It is the consensus of the Council to continue with Abila and paying the fees.

Regarding insurance for Workers' Comp, although there seemed to be interest, no one has provided any bids. She will need to renew with Liberty Mutual.

Ms. Quinn has caught up on the Council meetings and they are all on the website now.

BIA budget planning meeting/year-end meeting to review the budget will be Tuesday, December 14, 2021 at 10:00 am.

Ms. Crane asked about the membership Base Roll which is due by year-end. Ms. Quinn said the Enrollment Coordinator should do that but is not sure Ms. Marshall knows about it. Ms. Crane will contact her.

December 30, 2021 will be the final pay day for the year as the office is closed for the Holiday on December 31, 2021.

Ms. Lone Eagle needs a new laptop. One will be purchased for her on Monday.

MEETINGS:

Special Council Meeting Sunday, December 5, 2021 at 2:00 pm.

Special Council Meeting Tuesday, December 14, 2021 at 10:00 am

Regular Council Meeting Saturday, December 18, 2021 at 8:00 am.

MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Secretary/Treasurer Eugene Mace, Sr. seconded the motion. Chairwoman Randi Lone Eagle called the vote: 4 FOR. 0 AGAINST, 0 ABSTAINED. Meeting adjourned 2:17 pm.

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CERTIFICATION

I, **Eugene Mace, Sr.**, Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the November 28, 2021 Special Council Meeting were approved with corrections by the Council during a duly held meeting December 18, 2021 at which there was a quorum present, and the Council voted: **4 – FOR; 0- AGAINST; 0-ABSTAINING**, Chairwoman Randi Lone Eagle did not vote because there was not a tie vote.

1/15/2022
Date

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