

**Summit Lake Paiute Tribe
Special Council Meeting
Thursday, October 21, 2021
Primary Administrative Office, Sparks, Nevada**

CALL TO ORDER: Chairwoman Randi Lone Eagle called the Special Council Meeting of Thursday, October 21, 2021 to order at 6:12 pm.

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: Alissa Marshall, Enrollment Coordinator,

Guests: Thalia Dick, Melissa Eller and Christine Gonzalez, Enrollment Committee

The Enrollment Committee have been working on ordinances, their guidelines of what the Enrollment Coordinator should bring to the Enrollment Committee meetings. After the Elections, the Committee had asked to meet quarterly. The next meeting will be in November. They should choose a date and coordinate with Ms. Marshall on the schedule.

There were a couple scenarios where the Committee Chair has come to the Chairwoman and Ms. Marshall as to how things are being conducted. The Committee has made a recommendation on something and then Ms. Marshall brought it to the Council for approval even if something was pending. The Council would like to know the process and how the Committee has done things.

Ms. Dick and Ms. Gonzalez are a year, year and a half into their three-year term. Ms. Eller submitted her letter to be re-elected to the Committee. This was accepted by the Council at the October 16, 2021 General Council Meeting. There was a consensus Ms. Eller will serve another three-year term. The Chairwoman advised the other two members of the Committee to consider the time when their terms were up and to submit requests to serve on the Committee if they wish to continue doing so.

This meeting is to help promote better communication with Ms. Marshall and the Committee. Since neither the Chairwoman or the Council sit in on the Committee meetings, they wanted feedback from both the Committee and Ms. Marshall. She is not sure if there is a learning curve communication barrier as far as things coming to the Council after the Committee has met. There was one that was enrolled because of a disagreement or oversight which Ms. Marshall felt should be brought to the Council for approval. There was a person enrolled after the Committee recommended a pending status and not up for review by the Council.

In reviewing the ordinance, there is a process in there when the Committee submits something to the Council it should be in writing prior to getting it approved.

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Things should be coming to the Council in writing so that it is on the agenda and that the Committee has done their part in coordinating with Ms. Marshall. They need to make sure everybody is on the same page. From the Council's perspective, it should not come to the Council unless the Committee has made a recommendation that it is complete from start to finish. Everything Ms. Marshall is receiving from the applicant should be on the application and then it goes to the committee. The Council should not see it until is 100% complete.

Ms. Eller stated during one of the previous coordinator's time the Committee decided to have Ms. Eller attend the Council meeting as a checks and balances when an application was presented to the Council by resolution. Both Ms. Eller and Ms. Marshall present reports.

Ms. Marshall stated that the one Ms. Eller is referencing is about a gentleman who was adopted. All the information was there. The BIA certification he was eligible to enroll, his adoption papers. The Committee said absolutely not because he is adopted and they need to look at him again. His descendancy was disenrolled from the Tribe. Thinking back, she realizes she did over step, however that was not her intention.. She brought it to the Council and just asked about this. In executive session she asked if the Council wanted to have her take it back to the Committee. She was told there was no need because she had already brought it to the Council. She said she was trying to be helpful.

Ms. Gonzalez said that they did not tell her it was a straight no, but wanted to look at it again to see who his parents were. The BIA certificate was not there when they looked at the file previously. When Ms. Marshall gets the missing information the Committee wants to review it again to double check all the necessary information is there and validated.

Ms. Lone Eagle said going forward from now to the future, how will they handle what they are dealing within enrollment. Enrollment is an important key. After the Secretarial Election enrollment just needs descendancy, but applicants still need to show that. It is still written in the ordinance. The Committee should not be checking off on anything as for as edits or changes on the applications. It must go back to the applicant to make and sign off on any changes or edits.

Ms. Marshall says she would never make any changes herself. At the time Ms. Marshall asked the Council about the application for the adopted man, she had received all of the proper documentation proving eligibility. She asked whether she should send it back to the Committee. She says she is doing her best. Ms. Eller says if she has questions she has the Chairwoman and Vice-Chairwoman to go to. When applications come to the Committee they will be asking her the questions.

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Ms. Eller says they can come to an agreement that if the Committee reviews an application and feels more information is required, Ms. Marshall should contact the applicant and have them make the changes to the application and sign off on them. Then Ms. Marshall will bring the application back to the Committee for further review. When the Committee is satisfied, then a resolution can be drafted and presented to the Council. Ms. Lone Eagle said that the Council assumes that if it comes to them, the application is complete and good to go.

Ms. Lone Eagle said ultimately it is about the line of communication. It needs to be understood that if the Committee denies the application and returns it to Ms. Marshall asking for more information, it does not mean it is necessarily completely denied but requires more information. Maybe a form can be created to fill-out and attached to the application so the applicant knows that there must be communications. The applicant needs something or other and is calling to push the enrollment and asking various question about why it is not approved yet. The applicant should be told that their application is in a pending, that there is a process.

When the Committee members attend a Council meeting the Committee and Coordinator need to be on the same page. The reason for the quarterly meetings is they were repeatedly looking over the same applications still needing the same information. Ms. Crane stated that a timeline has been established to complete the application or the applicant would need to reapply all over again. The enrollment currently stands at 179. Ms. Gonzalez said it is a small tribe so monthly is a waste of time. She is unable to meet more than every four months. The Committee will meet every four months instead of quarterly.

Ms. Marshall explained the timeline for the process to submit and complete an enrollment application. After an application and an intake description with the timeline is sent out, the applicant has 60 days to return the completed application. During this time Ms. Marshall checks a returned application for completeness. She emails and calls them for any missing information. They have 15 days. At 45 days they can request an extension which is either granted or denied. If they do not contact Ms. Marshall for 60 days, on the 61st day the application is invalidated. They will need to reapply and start over.

Ms. Marshall asked what lead-time she would get prior to a Committee meeting date. It was stated she would receive notice about one week prior to the Committee meeting. She and the Committee discussed what things should be prepared for the Committee meetings.

Ms. Marshall asked if the Committee was responsible for letters to applications and newly enrolled members as it is part of her job description to be responsible for all documentation. Ms. Eller clarified that the Committee writes a written recommendation

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presented to the Council whether the application should be approved or rejected in the form of Committee meeting report. The rest of the documentation, including resolutions, are written by Ms. Marshall.

Ms. Marshall wants to move forward. She will try not to repeat any errors. She is learning trial and error. Ms. Crane says that is how they all learn. She learned a lot from just attending meetings. She offered to sit with Ms. Marshall at webinars or go to training.

When an application is ready Ms. Marshall should let the Committee Chair know. Then Ms. Eller will coordinate with the Committee members for a time and date to meet. Ms. Lone Eagle stated that it has been made clear that Ms. Marshall and the Committee will coordinate, but the Committee will meet every four months. Ms. Eller stated the next meetings will be November 2021 and March, July and November of 2022. Adults, especially have had over a year since the Secretarial Election to apply for membership.

Ms. Lone Eagle stated she thought the ones who feel the Committee or the Tribe has them pending or is not moving fast enough is because they feel they need to know every move the Committee or the Tribe is making in how they process their enrollment application. All that they can be told is they are in a pending status until the Committee meets and that is up to the Committee to determine. In interim, if it is a statement that they are in a pending status which is needed, put it on the Tribe's letterhead, Ms. Lone Eagle has no problem signing it so that it can be used by the health clinic, welfare, or whatever situation as verification. The enrollment, Tribal ID etc. will be coming. They only want a letter on Tribal letterhead signed by the Chairwoman.

Mr. Mace's question about who was responsible for sending a letter letting the applicant know they were accepted as members or not was answered that Ms. Marshall has the responsibility to write the letter and it be signed by the Chairwoman.

Ms. Marshall said the two applications that were sent through, were in no way meant to go against the chain of command. That was not what she was trying to do. She apologized and said she just wants to move forward. She explained the situation.

Ms. Eller said they just need to keep the checks and balances in the procedure.

Ms. Marshall will make the ID cards. This will have an expiration period of four years. To be used as an ID such as a driver's license, it must have an expiration date. Some of the older ID's do not have expiration dates. If they want to use their Tribal ID as legal identification, she will have to make them new IDs.

The system that SLPT uses is Progeny and it seems to be the one used across the nation. They should check to see what trainings are available, especially webinars.

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MOTION: Vice-Chairwoman Nedra Crane moved to adjourn. Secretary/Treasurer Eugene Mace, Sr. seconded the motion. Chairwoman Randi Lone Eagle called the vote: 3 FOR, 0 AGAINST, 0 ABSTAINED. Meeting adjourned 6:46 pm.

CERTIFICATION

I, **Eugene Mace, Sr.**, Secretary/Treasurer of the Summit Lake Paiute Tribal Council, hereby certify that the Minutes of the October 21, 2021 Special Council Meeting were approved by the Council during a duly held meeting November 20, 2021 at which there was a quorum present, and the Council voted: **3 – FOR; 0- AGAINST; 0-ABSTAINED;** Vice-Chairwoman Nedra Crane did not vote because there was not a tie vote.

11/23/2021
Date

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