



Choctaw Nation Election Board

MEETING MINUTES

The Election Board met on November 09, 2022, at 1:06 pm in the Ibaiachvffa (Membership) Conference Room #1251 at the Choctaw Nation of Oklahoma (CNO) Headquarters Building in Durant, Oklahoma.

The meeting was called to order by Chairperson, Virginia Kay Green.

Invocation was given by Board Member, Jane Parent.

Secretary, Candace Perkins, called the roll and the following individuals were present:

Virginia Kay Green, Chairperson

Jane Parent, Member

Candace Perkins, Secretary

Sylvia Sigler, Alternate

Jennifer Johnson-Williams, Secretary Alternate

The following individuals were absent: Wayne Tipps, Alternate

Three (3) voting members of the Board answered roll call – a quorum was established.

APPROVAL OF MINUTES

The Meeting Minutes from the August 10, 2022, Regular Meeting were provided for review to all Board Members and Alternates at this meeting.

Chairperson Green called for Approval of Minutes.

Member Parent made a Motion to Approve the Meeting Minutes from the August 10, 2022, Regular Meeting. – Seconded by Secretary Perkins.

Chairperson Green called for voice vote; **MOTION PASSED.**

UNFINISHED BUSINESS

None.



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SECRETARY'S REPORT

Chairperson Green called for the Secretary's Report.

Secretary Perkins provided the following information to the Board:

- Financial Updates including:
 - A final financial snapshot of FY22 operating expenses for cost center.
 - An overall financial snapshot of FY23 operating budget that Tribal Council approved on September 10, 2022.
- Strategic Updates including:
 - Chief and Tribal Council Election Ordinance (approved via CB – 123 – 22 on May 14, 2022):
 - As of November 7, 2022, the Election Ordinance is still pending comments from the Bureau of Indian Affairs (BIA).
 - Election Management System (project with Information Technology):
 - As of November 3, 2022, Secretary Perkins is working with CNO Procurement and Information Technology to review the RFI document that is being sent to vendors. It is important to note that vendors are not permitted to communication with the Nation staff regarding this solicitation during the period between the release of RFI date and the EFI evaluation date. The point of contact for the RFI is listed in the document sent directly to potential vendors.
- Operational Updates including:
 - Legal and Compliance:
 - None.
 - Record Management:
 - None.
 - Marketing and Communications:
 - On September 26, 2022, Secretary Perkins approved designs for new General Election Promotional Flyers and "I Voted" sticker 2023.
 - Paper copies of the designs were provided to the Board at this meeting.
 - On October 11, 2022, the flyers were uploaded to the Tribal Elections webpage at www.choctawnation.com/elections for anyone to print and use.
 - On October 19, 2022, Secretary Perkins met with the Marketing Manager assigned to Member Services, the Public Relations team, and the Market Research team to discuss ideas for the Election Marketing Plan. After a discussion of objectives, the Public Relations team decided to brainstorm further amongst their department contribute to the creation of a Marketing Plan for Tribal Election 2023.
 - Alternate Tipps initiated an open discussion regarding whether the Board should utilize local radio stations to broadcast unofficial election results on election night. The Board agreed that it should be an option for Secretary Perkins to add to the Marketing Plan.



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- Secretary Perkins inquired if there were any other recommendations from the Board that should be sent to Public Relations for discussion and research for inclusion in the Marketing Plan. There were no other recommendations provided.
- Facility Management:
 - On September 26, 2022, Secretary Perkins received confirmation that the Ibaichvffa (Membership) Room – 1251 is reserved for the Board's use from April 12 through August 18, 2023, during election cycle.
- Election Board Meeting Schedule for CY2023:
 - Next meeting is Wednesday, February 8, 2023, at 1:00 pm.
 - A copy of the meeting schedule was provided to the Board at this meeting.
 - *03/08/2023 Addendum by Secretary Perkins:* On January 9, 2023, the Board agreed to move February's meeting to Wednesday, March 8, 2023, at 1:00 pm.
- Secretary Perkins distributed the following items to all Board Members and Alternates at this meeting:
 - CNO Thanksgiving Ham Vouchers and the pickup schedule.
 - Election Board brand t-shirts.
 - *03/08/2023 Addendum by Secretary Perkins:* Wayne Tipps' items were mailed to his address on record, directly following this meeting.
- An overview of current activities that are ongoing with the CNO Voter Registration (VR):
 - As of November 8, 2022, there are a total of 46,578 registered voters.
 - Voter Registration will release its Annual Voter Registration Mail Drive on January 6, 2023, to all tribal members eligible to vote but not currently registered (approximately 98,700 letters).
 - Voter Registration is working with Information Technology to bring Voter Registration to the Chahta Achvffa portal. The first phase will release on November 28, 2022, and it will allow tribal members to view their information on record with Voter Registration if a record exists and allow registered voters to print their current Voter Registration Certificate as needed. There is a simple marketing campaign for this project that will be released in January 2023.
 - To view your information on Chahta Achvffa, follow these instructions after the release date:
 - Go to <https://www.choctawnation.com/> and log into the Chahta Achvffa Portal.
 - Click the pencil icon next to your name, go to Account Information or click the person icon in the upper right corner.
 - Click on the Voter Information tab under the Education tab to view your information.
 - Voter Information API
 - Voter Registration is working on compliance documentation with Information Technology's Privacy Officer and Tribal Membership to protect tribal members' personally identifiable information. There is an internal push to document protection measures, but the written procedure will have no impact on the Election Board since we are documenting an existing election procedure where CNO data is exchanged with the Election Service Provider. The procedure is facilitated by the Voter Registration Department. As a precaution, Secretary Perkins sent the "Sharing Member and Voter



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Data for Tribal Elections Procedure" to the Board's external legal counsel who advised that the Board's interests are protected.

- On November 3, 2022, Secretary Perkins and Alternate Johnson-Williams met with CNO Information Technology and Election Service developers to begin work on efficiency updates to the API procedure used during the election cycle.

NEW BUSINESS

- Open Forum for PolicyTech Document Reviews:

All documents were provided for review to all Board Members and Alternates at this meeting.

- Secretary Perkins made a Motion to approve the use of the 07.07.01 Background Investigation Policy – Election Board, PolicyTech reference number: 9014 v1. It has been reviewed by Paula Penz of the Choctaw Nation Gaming Commission and the Board's external legal counsel, Denise Lawson at Glenn Coffee and Associates. – Seconded by Alternate Sigler.

Chairperson Green called for voice vote; **MOTION PASSED.**

- Secretary Perkins made a Motion to approve the use of the Background Check Authorization Form, PolicyTech reference number: 9001 v2. It has been reviewed by the Board's external legal counsel, Denise Lawson at Glenn Coffee and Associates. – Seconded by Member Parent.

Chairperson Green called for voice vote; **MOTION PASSED.**

- Secretary Perkins made a Motion to approve the use of the Candidate Qualification Checklist – Election Board, PolicyTech reference number: 5882 v2. It has been reviewed by the Board's external legal counsel, Denise Lawson at Glenn Coffee and Associates. – Seconded by Member Parent.

Chairperson Green called for voice vote; **MOTION PASSED.**

- Secretary Perkins made a Motion to establish the last day that voters can request ballots to be mailed is at 4:30pm on the Friday prior to election week. The end date to stop mailing ballots will allow Voter Registration to develop consistent and automated functions in the Voter Registration Application Programming Interface that is developed with the Board's election service provider. – Seconded by Alternate Sigler.

Chairperson Green called for voice vote; **MOTION PASSED.**

ADJOURNMENT

Secretary Perkins made a Motion to Adjourn the Meeting. – Seconded by Member Parent.

Chairperson Green called for voice vote; **MOTION PASSED.**

Meeting adjourned at 2:00 pm.



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Certification of Meeting Minutes:

X Candace Perkins
Candace Perkins
Secretary

Approved 03/08/2023