

Group:	Management Resources	Month/Year of Report:	August FY12 Report for Sept Meeting		
Executive Director:	Bruce Davis	Phone:	453-5340	E-mail:	bdavis@cherokee.org

I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

II. Program Highlights

a.) Balanced Scorecard Measures for FY12

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community	0	299.30
Provide technical assistance to communities	1	79

b.) Accomplishments

- **Community Assistance**
 - Dug holes for fencing project at Greasy Ball field.

- **Tribal Land Improvement Projects**
 - Removed small cedar trees in fence line on CMS 5.
 - Completed one acre of Timber Stand Improvement.
 - Shaved three racks of logs.

- **Resource Projects**
 - Maintained garden area landscaping and maintenance.
 - Conducted endangered species survey for Dahlonegah South road project.
 - Staff Development Day.
 - Participated in Webinar on pollinators and other important insects.
 - Moved 34 large round hay bales from Dahlonegah shop to the Heritage Center for the animals.
 - Set 10 metal corner posts at designated location at airport. Plan to build fence when burn ban lifts.
 - Attended IAC Meeting in Catoosa.
 - State Technical Committee Meeting in Oklahoma City.
 - 30 fires suppressed/Approximately 739 acres total suppressed and reported.
 - 28 fire codes generated/23 fire reports completed.
 - Had four AD's in service throughout the month.
 - USDA/NRCS Outreach Workshop in Ardmore.
 - Texas and Oklahoma Conservation Meeting in Shawnee.

GROUNDS KEEPING/MAINTENANCE

Belfonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Kenwood Trailer Park	<input type="checkbox"/>
Candy Mink Springs	<input checked="" type="checkbox"/>	Mouse Dry Creek	<input type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Owen School	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Parkhill Trailer Park	<input type="checkbox"/>
Dahlongeah Park	<input type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Elder Care tract	<input type="checkbox"/>	Ross School Area	<input type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>	Saline Courthouse	<input type="checkbox"/>
Greenhaw tract	<input type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Safe house	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>

PLANNING & DEVELOPMENT

- Veteran’s Center – Fascia and soffit 90%, underlayment of roof currently being installed, bid package for interior wood framing out this week, plumbing package sent to procurement, roof panels being installed – 80%.
- Vinita Health Center – On budget and schedule.
- CDC, Stilwell – Earth work started, preparing to award bid packages.
- W.W. Hasting Hospital (4 Phases) - On budget and schedule. Health Group (W.W. Hastings Hospital) - Planning for new information booth at main entrance; planning for Pediatric expansion, Physical Therapy complete, Urgent care 85%.
- Collinsville Food Distribution – P & D Department is going to be the Contract Manager on this project, in process of awarding contracts.
- CN Tahlequah Recycle Center – Framing complete, walls going up August 24, roof to be on by August 31.

NEW CONSTRUCTION

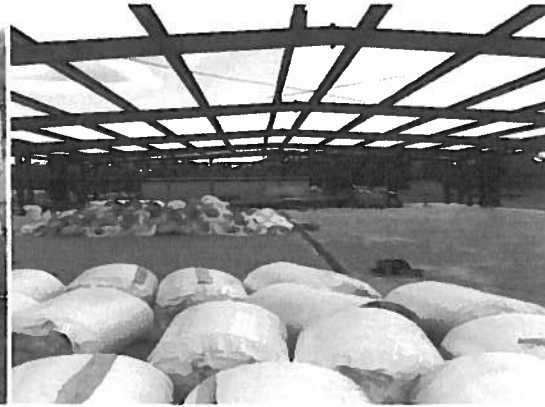
PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Veterans Service Center	May 25, 2011	60%	Waiting Funding Approval
Vinita Health Center	April 2011	90%	September 4, 2012
Child Development Center-Stillwell	July 9, 2012	15%	Bids out for construction
W.W. Hastings Hospital – 4 Phases		85%	Varies by phase
Collinsville Food Distribution Center	April 2012	0%	September 30, 2012
CN Recycling Center (Tahlequah)	April 2012	55%	August 2012

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Cort Mall	August 2011	85%	August 30, 2012
SHS Fire Alarm	June 2012	100%	August 2012
SHS Building #13	June 2012	45%	
SHS – Sports Lighting	June 2012	100%	August 2012
FRB – Roofing	July 2012	100%	August 2012
Tsalagi Annex – stairs	July 2012	95%	August 2012



Stilwell CDC



Recycle Center

FACILITIES MANAGEMENT

- Installed automatic doors in Main Complex.
- Patrick house remodel ongoing.
- Purchased new mule.
- Motel stair replacement project ongoing.
- Purchased new chairs for Tribal Services Conference Room.
- Holiday Preparation work ongoing.
- Purchased six portable HVAC Units.
- Purchased John Deer grounds finish/grooming mower.
- Cleaned duct work at Immersion.
- Ordered 50+ new folding tables and new chairs.
- Surface work on Pow Wow grounds roads.
- Began Roads Building painting.
- Parking Lot striping (3 projects – Warrior’s Mem, Mailroom, Marshal’s).
- Sprayed FRB Ceiling for spiders/insects/pests.
- Wiring upgrade at WPA.
- Repairs of rental property for Realty.
- Set up for CDC Groundbreaking.
- Set up for Cherokee Ambassador Programs.

GROUNDS KEEPING/MAINTENANCE

Carwash	<input checked="" type="checkbox"/>	Locust Grove, Green Space	<input checked="" type="checkbox"/>
Claremore Federal Bldg.	<input checked="" type="checkbox"/>	Male Seminary	<input checked="" type="checkbox"/>
Complex	<input checked="" type="checkbox"/>	Munson Property	<input checked="" type="checkbox"/>
Cort Mall	<input type="checkbox"/>	Old Homeland Bldg.	<input checked="" type="checkbox"/>
Holiday Strip	<input checked="" type="checkbox"/>	Pow Wow Grounds	<input checked="" type="checkbox"/>
Immersion	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Keetoowah Duplexes	<input checked="" type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

RISK MANAGEMENT

- Tribal Disaster Declaration for Extreme Temperatures continued through most of August. CNEM provided bottled water and/or Gatorade to the Volunteer Fire Departments within our TJSA.
- Vinita Clinic – construction punch list received; confirming correction action is taken
- Ramona Casino – punch list received; confirming appropriate corrective action.
- Provided training to returning and new Head Start staff

- Provided safety training at Natural Resources Staff Development Day
- Working on renewal of Casualty Insurance Program

c.) Future Plans/New Initiatives

NATURAL RESOURCES

- Sallisaw Creek Park and Porum 1 strip pit reclamation.
- Bison/cattle/wild horse research.
- USDA MOU proposal.

PLANNING AND DEVELOPMENT

- Stilwell CDC - Ground breaking is scheduled for August 1, 2012.
- Health Group (W.W. Hastings Hospital) - Planning for new information booth at main entrance; planning for Pediatric expansion after new building is ready for Physical Therapy.
- Human Services – Collinsville Food Dist. - Evaluating Bids.
- Main Complex Roofing – Getting pricing to go to pitched roof and second story.
- Art Inventory – Aiding in taking an art inventory for insurance purposes of the Willard Stone art pieces and other cultural and historical value.

FACILITIES MANAGEMENT

- Install sewer lines at Housing Rehab.
- Re-surface walking trails.
- Repaint Roads Building.
- Remodel exterior finish of Main Complex.
- Career Service Learning Center parking lot project.
- Replace automatic doors in Main Complex and FRB.
- Replace HVAC units at Ballroom.
- Replace HVAC unit in the warehouse vault.
- Partner with Planning and Development on Recycle Center project.
- Install Dyson hand dryers in Main Complex.
- Install sunscreens at Main Complex.
- Gravel gym parking lot.
- Gravel and clean up of Gaming Commission Parking Lot.
- Southgate trenching project w/ Information Systems.
- Move sand and gravel piles in preparation for Recycle Center.

RISK MANAGEMENT

- Develop joint CERT/Triage Team with NSU (Lead: Tracy Glory, Cherokee Nation. EMS), this is included as a project for the Tribal Homeland Security Grant Program.
- Work with CNB to market casualty program which renews 10/01.
- Issue Certificate of Occupancy for Vinita Clinic.
- Issue Certificate of Occupancy for Ramona Casino.
- Receive Tribal Homeland Security Grant.

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: August 2012

Executive Director: Bruce Davis

Phone: 453-5340

Email: Bruce-Davis@Cherokee.org

Interim Director: Erica Hart

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Real Estate Services

The Office of Real Estate Services is responsible for administering the laws, regulations, and policies affecting the protection and management of the trust and restricted lands of individual Indian landowners and the land owned by the Cherokee Nation itself, located within the 14 county area of the Cherokee Nation. This office is operated under a Self-Governance Compact with the Secretary of the Interior.

We provide advice and assistance in the following areas:

- Sale or Purchase of Restricted Land
- Deed Exchange
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Leasing:
 1. Business
 2. Hunting
 3. Grazing
 4. Housing
 5. Land
 6. Agricultural
- Restricted Mineral Interests
- Last Will & Testament
- Probates
- Cherokee/English Interpreter
- Notary Services

I. Budget Highlights: None

II. Program Highlights:

a.) Balanced Scorecard Measures

b.) Accomplishments:

1. Sale or Purchase of Land- No property was purchased for the month of August.
2. Appraisals- 9 appraisals were ordered and 3 were approved.
3. Fee-to-Trust /Trust-to-Trust Applications – No fee-to-trust applications were sent to BIA this month. Current status on pending Fee-to-Trust/Trust-to-Trust applications:
 - a. Claremore-The Claremore Federal Building has been referred to DC office for further review/comment.
 - b. Morgan Drain- Decision to take into trust received. Published notice is not complete.
 - c. Chilocco East- Updated Affidavits for Mineral Production, Rights of Way/Easements, and No Liens were submitted.
 - d. 3 IHS clinics- The Hastings Hospital, North St. property, and Redbird Clinic transfers are on hold until deeds are received from IHS. The applications have been submitted to BIA.
 - e. Kirk Property- Decision to take into trust received. Published notice is not complete.
 - f. Sequoyah Schools- Pending decision of the Central Office Solicitor.
 - g. Homeland- No Decision received to date. No new requests for additional information received.
 - h. 6 Day Schools- Cave Springs, Oaks Mission School, Ballou School, Mulberry Hollow, Redbird Smith, pending decision by the Field Solicitor.
4. Probates/Quiet Titles- No new applications for probates were received. 7 probates are in process. 4 Quiet Titles were completed in August. 231 Heirships were determined and 12 inventories were completed.
5. TAAMS- When the TAAMS project started, there were 12,669 allotments that needed to be researched. For the month of August 2012, we have researched 46 files and have determined they contain no restricted property. Also, 175 files are at various stages of the research process, i.e. needs further county research or certified documentation to determine ownership status or needs an abstract compiled. An additional 65 files are in the final stage which includes verifying and/or assigning IIM ID#, finding DOB, DOD,

SSN, parental information and current addresses for every person that comes into the chain of title. A total of 22 files have been forwarded to the BIA for encoding this month, making a total of 144 files entered into TAAMS. This leaves approximately 4,853 out of 12,669 files to research, finalize and submit.

6. Wills- 6 will interviews were conducted. 1 Will change was completed.
7. Rights of Way, Easements, Right of Entries, and Service Line Agreements- Completed 14 Right-of-Entries.
8. Leases- the Realty Office received approval from BIA on 1 smoke shop lease, 4 hunting leases, 5 grazing leases, and 1 housing lease.
9. Site Visits/Inspections/Environmentals/Trespass issues- 11 Home visits were conducted. 18 Site Inspections were done. 2 trespasses were investigated.
10. Court appearances/Jurisdictional calls- Realty Staff were present at 2 court proceedings of individual restricted land owners this month. The Office completed 3 litigation reports for the Solicitor's Office. 9 jurisdictional calls were completed.
11. Special Projects Progress-
 - a. RFD backlog has been caught up excluding some that require additional work or corrections. In process of sending completed RFD's to BIA. Total of 45 RFD's were completed in the month of August.
 - b. SDS backlog- 2 SDS were submitted to BIA for processing, 2 are pending submittal to BIA, 8 are being processed in our office.
 - c. ALJ Quota- 12 ALJ's have been received from BIA for this quarter and are in process.
12. Travel/Training- Realty Staff attended the USDA intertribal Agricultural Council conference in Catoosa, the USDA NRCS outreach workshop in Ardmore, and the Oklahoma Tribal Conservation Advisory Council in Shawnee.
13. Personnel Items- Interviews were conducted to fill two vacant positions.

c.) Additional Highlights

- Received and/or returned 771 phone calls
- Met with 95 individual clients

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs Month/Year of Report: Aug (FY 2012)

Group Leader: Tom Elkins Phone: 453-5237 email: tom-elkins@cherokee.org

I. Program Highlights

a.) Environmental Review

Goal Requirement	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	85	917	102%
6 ERR (Roads)	1	3	50%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	12	180	72%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	0	32	64%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	11	154	103%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	21	328	109%

f.) Landfill Inspection Dates/ Results

Purpose	Date	Leachate Pond Freeboard
Weekly Inspection	6/18/2012	27 inches
Unannounced Visit	6/20/2012	27 inches
Unannounced Visit	6/25/2012	28 inches
Unannounced Visit	6/27/2012	28 inches
Unannounced Visit	6/28/2012	30 inches
Unannounced Visit	6/29/2012	31 inches
Weekly Inspection	7/5/2012	34 inches
Unannounced Visit	7/6/2012	34 inches
Weekly Inspection	7/9/2012	34 inches
QTRLY Inspection	7/10/2012	34 inches
Sampled Gas Vents	7/12/2012	35 inches
Unannounced Visit	7/13/2012	35 inches
Weekly Inspection	7/16/2012	35 inches
Unannounced Visit	7/17/2012	35 inches
Unannounced Visit	7/18/2012	35 inches

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II. Highlights:

a) Cherokee Nation air monitors continue to record high ozone exceedances during the hot summer months. The continuous high pressure fronts stalled in the Midwest states have set forth conditions for higher ozone values across Oklahoma. CNEP ozone analyzers recorded several 8-hr ozone exceedances during the month. 18 total exceedances have been recorded for the total season to date. Currently all Cherokee Nation areas are in attainment of the federal ozone standards.

b) The Clean Water Programs lake sampling on Tenkiller was reduced due to the availability of launch locations and low water conditions. Most Lake Tenkiller boat ramps are closed due to low water conditions (lake levels approximately 7' below normal). Staff did partially complete the fifth month of sampling on Lake Tenkiller due to water conditions. A sampling boat was utilized to sample five locations. The sampling will be continued for six months. The parameters that were sampled include: bacteria, nitrate/nitrite, phosphorus, cyanide, metals, fluoride, sulfate, nitrogen, nitrogen as ammonia, alkalinity, hardness, pH, dissolved oxygen, temperature, turbidity, conductivity, salinity and total chlorine. Full sampling at all sites should be resumed by October.

c) Completed monthly sampling and lab analysis for Saline Creek, Spring Creek, Spavinaw Creek and Flint Creek. The parameters include: bacteria, nitrate/nitrite, phosphorus, fluoride, sulfate, nitrogen, nitrogen as ammonia, alkalinity, hardness, pH, dissolved oxygen, temperature, flow, turbidity, conductivity, salinity, and total chlorine.

d) At the Administration's request the CNEP let out a request for proposals (RFP) to obtain a third party, independent assessment of the Cherokee Nation Sanitary Landfill (CNSL). The RFPs will be evaluated early next month and a contractor selected.

e) The UST program is currently assisting Cherokee CRC with the soil evaluation at The Outpost #2. This is in preparation of the removal of the above ground storage tanks. On site soil evaluations will be completed to determine if there are any areas of concern.

f) Staff completed the Phase I Assessment for the Jerrod and Holly Vanderheiden. No significant findings were noted. Staff completed an Update Report for Morgan/Drain Property. No significant findings were noted.

g) Staff from the program has volunteered to coordinate and conduct the Fishing Derby during the Cherokee Nation Holiday. The event brings in several hundred children from the community. We feel it is important for our program to promote fishing for the youth as it relates to our offices commitment to monitor and help protect the waters of the Cherokee Nation.

h) Distributed outreach materials at Hastings, Claremore, Tahlequah Early Learning Academy, Muskogee Clinic, Child Development Center, Stilwell Clinic. Placed new outreach information display at Maryetta School.