

|                             |                      |                              |                      |                |                    |
|-----------------------------|----------------------|------------------------------|----------------------|----------------|--------------------|
| <b>Group:</b>               | Management Resources | <b>Month/Year of Report:</b> | December FY12 Report |                |                    |
| <b>Acting Group Leader:</b> | Pat Gwin             | <b>Phone:</b>                | 458-5704             | <b>E-mail:</b> | pgwin@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      | 117 |
| Provide technical assistance to communities – gadugi projects | 0      | 0   |

**PLANNING & DEVELOPMENT**

| OBJECTIVE   | ACTUAL | YTD |
|---|--------|-----|
| Provide assistance with historical buildings/structures   | 0      | 5   |
| Provide technical assistance to internal programs for development and remodeling of tribal facilities | 0      | 11  |
| Provide technical assistance to communities – gadugi projects   | 0      | 8   |

**a.) Accomplishments**

**NATURAL RESOURCES**

- **Tribal Land Improvement Projects**
  - New fencing projects on Kenwood 28/29 and CMS 18/31
- **Gadugi Projects**
  - Vian track
  - Salem Cemetery
  - Kenwood lagoons
  - Kenwood water plant
- **Resource Projects**
  - Tribal Council redistricting
  - Cherokee Heritage Center reconstruction

**GROUNDS KEEPING/MAINTENANCE**

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

**PLANNING & DEVELOPMENT**

- Administration - continuously working on Master Plan development; reviewing Historic Downtown District; reviewing Education zone; and Male Seminary Campus
- Health Group (W. W. Hastings Hospital) – planning for new finishes and design of Primary Care and Pediatric Clinics
- Internal Lease Pool – evaluating space availability in space cost pool to assist departments with office space needs

**NEW CONSTRUCTION**

| PROJECT                               | Anticipated and/or Start Date | Percentage of Completion | Anticipated And/or Completion Date |
|---------------------------------------|-------------------------------|--------------------------|------------------------------------|
| Veterans Service Center               | May 25, 2011                  | 40%                      |                                    |
| Vinita Health Center                  | April 2011                    | 25%                      | September 1, 2012                  |
| Child Development Center-Stillwell    | January 2012                  | 0%                       |                                    |
| Sequoyah – Library Renovation         |                               | 100%                     | Punch list/close out               |
| Sequoyah – New Classroom Building     |                               | 100%                     | Punch list/close out               |
| W. W. Hastings Hospital – 4 Phases    |                               | 55%                      | Varies by phase                    |
| Nowata Food Distribution Center       | June 2011                     | 85%                      | January 30, 2012                   |
| Collinsville Food Distribution Center |                               | 0%                       | March 2013                         |
| Courts Building Remodel               | September 2011                | 0%                       | Need funding                       |
| Recycling Center                      | December 2011                 | 0%                       | October 2012                       |

**REMODELING**

| PROJECT                      | Anticipated and/or Start Date | Percentage of Completion | Anticipated And/or Completion Date |
|------------------------------|-------------------------------|--------------------------|------------------------------------|
| Cort Mall                    | August 2011                   | 35%                      | June 2012                          |
| NSU Haskell Hall Annex       | July 2011                     | 70%                      | Bidding - on hold                  |
| WIC Remodel – Hastings Annex | August 2011                   | 100%                     | Completed                          |

**FACILITIES MANAGEMENT**

- Supporting re-location of new Administration
- Completed role in Carriage House project
- Continued work on landscaping project at Tsalagi office annex
- Quarterly Pest Control first Quarter completed
- Cleaning contracted services started
- Hazardous winter weather supplies preparation
- Realty remodel project
- Christmas banner project
- Courthouse Square Christmas Lighting & Tree

**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"/> | Morgan property           | <input checked="" type="checkbox"/> |
| Cort Mall               | <input checked="" 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**

- Process of renewing Fiduciary Liability coverage
- Completed notes section on Property and Casualty insurance program for FY2010 Audit
- Issued Certificate of Occupancy for National Prison Interpretive Center (Old Adult Ed building)
- Issued Certificate of Occupancy for Cherokee Casino Ramona – Modular/EIFS addition
- Participated in initial meeting with NSU and local counterparts regarding upcoming full scale EM exercise. Several CN groups will have an active role in this exercise
- Providing updated tornado siren locations to GIS so that maps can be updated. This information will be used to identify areas that would have the greatest benefit from a NOAA weather radio program

## **b.) Future Plans/New Initiatives**

### **NATURAL RESOURCES**

- Isaacs – real property acquisition
- Kenwood 28 clean-up

### **PLANNING AND DEVELOPMENT**

- Education Group (Sequoyah Math, Art and Sports Building) – schematic phase completed
- Education Group (The Place Where They Play Vestibule) – received construction cost projection
- Health Group (Burchett/Hastings) – planning committee has made recommendations for site development; received topography survey; planning committee reviewed and participated in campus planning exercises
- 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
- Health Group (W.W. Hastings Hospital) – planning for modular buildings that were donated to CN by Oologah to be placed on Hastings campus to be used as training facilities for health professionals
- Human Services – in design Collinsville Food Distribution Center
- Management Resources – have initiated planning and design of new Recycling Center to be located near the main campus; preparing construction documents for bidding
- Management Resources – have initiated planning and design for new or repairing of roofs for several facilities on main campus; those included are: Council House and Financial Resources Building ; received approval to proceed with DOE grant ARRA funding for these roofing projects
- Management Resources – prepared Request For Qualification for design of repair documents on structural repairs needed at Tsalagi Office Complex; repairs include concrete, replacing rusted stairs and painting of building
- 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
- Repainting 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
- Partner with Planning and Development on Recycle Center project
- Install Dyson hand dryers in Main Complex

- Install sunscreens in Main Complex
- Acquire new backhoe
- Acquire new salt/sand spreader
- Began parking lot lighting project

#### **RISK MANAGEMENT**

- Coordinate Earthquake Mitigation training that will be held at Hard Rock. Representatives from each multi-story CN facility will be strongly encouraged to attend
- CNEM team members throughout CN will participate in Cherokee County full scale EM exercise
- CNEM team members representing various groups and functions will participate in Craig County full scale EM exercise
- Additional training session will be held in January for members of EMS Triage Team
- Research funding available to properly equip Triage team members
- Co-host mitigation training with Caddo Nation
- Apply for approval to request DHS funding to administer a NOAA weather radio program to target areas within our TJSA where tornado sirens would not be feasible
- Renew pollution coverage for CN Waste Management

# CHEROKEE NATION TRIBAL COUNCIL

## RESOURCES COMMITTEE REPORT

Group: Government Resources      Month/Year of Report: December 2011

Group Leader:                              Phone:                              E-mail:

Director:              Linda Donelson                              453-5236                              linda-donelson@cherokee.org

### I. Budget Highlights

- a) **Hired employees for 6 positions, all contingent upon funding—clerk, secretary and 4 Realty Specialist I (4 Realty Specialists and the secretary have reported for duty; clerk starts in January 3, 2012)**

### II. Program Highlights

#### a.) **Balanced Scorecard Measures**

#### b.) **Accomplishments**

1. 12/1 Meeting with restricted Indian on land for sale
2. 12/5 2 staff members in training at BIA on TAAMS business leases entry
3. 12/14 Meeting with Tom Elkins, Pat Gwin, Sara Hill and Susan Work at CNEP office
4. 12/15 Meeting with Rick Prewitt regarding trespass issue in Cherokee County
5. 12/19 Meeting with Dawnena Mackey on Kenwood Community Building (Lease ends June 2012)
6. 12/20 Attended meeting with K. Free and others on water rights
7. 12/21 Meeting with P. Givens on lease of Park Hill unit
8. 12/22 Meeting with Pat Gwin on land status; attend going away event for Todd Enlow
9. 12/27 2 staff members to BIA office for oil and gas run on individual Indian restricted land
10. 12/28 Meeting with Tom Duncan of CNB; sent letter to Solicitor on restricted land under foreclosure
11. Additional highlights as follows:
  - 544 Received and/or returned phone calls
  - 92 Met with individual clients
  - 43 Site inspections were done
  - 5 Hunting Leases on individual restricted Indian land approved by BIA
  - 3 Right of Ways approved by BIA on
  - 22 Pending Right of Ways
  - 7 Inventories for probates
  - 7 Home Visits
  - 14 Jurisdictional Calls
  - 13 Right of Entries
  - 8 Quiet Titles
  - 10 HACN files closed
  - 1 Trust Deed (Roland 10 acre parking lot)
  - 2 Deed Approvals (stayed in family restricted)
  - 4 Last Will and Testaments executed by Cherokee citizens
  - 4 Appraisals ordered and completed
  - 38 County Researches Completed
  - 82 Documents filed in Title Plant
  - 205 Certified copies made/indexed
  - 185 Tracts Indexed
  - 292 Allottee Files Researched
  - 67 Documents Scanned to Files
  - 51 Allottee Files organized and scanned

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

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

Group Leader: Tom Elkins      Phone: 453-5237      email: [tom-elkins@cherokee.org](mailto: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) | <b>70</b>    | <b>196</b>   | <b>22%</b>       |
| 6 ERR (Roads)           | <b>0</b>     | <b>0</b>     | <b>0%</b>        |

### b.) Lead-Based Paint Activities

| Goal Requirement                                    | # this month | Year to date | % of annual goal |
|---|--------------|--------------|------------------|
| 250 Lead Paint Insp. ,<br>R. A., Clearance, Visuals | <b>10</b>    | <b>32</b>    | <b>13%</b>       |

### c.) Radon Activities

| Goal Requirement | # this month | Year to date | % of annual goal |
|------------------|--------------|--------------|------------------|
| 50 Radon Tests   | <b>0</b>     | <b>0</b>     | <b>0%</b>        |

### d.) Asbestos Activities

| Goal Requirement   | # this month | Year to date | % of annual goal |
|--------------------|--------------|--------------|------------------|
| 150 Asbestos Tests | <b>5</b>     | <b>23</b>    | <b>15%</b>       |

### e.) Home Energy Audits

| Goal Requirement  | # this month | Year to date | % of annual goal |
|-------------------|--------------|--------------|------------------|
| 300 Energy Audits | <b>30</b>    | <b>84</b>    | <b>28%</b>       |

## II. Highlights:

a) The EPA National Tribal Science Council visited the CNEP offices on 12-7-11. Staff provided presentations on various programs and answered questions on Cherokee Nation projects. After presentations, staff coordinated a tour for the Science Council at the Cherokee Heritage Center. The National EPA-Tribal Science Council (TSC) was created in partnership with tribal representatives to help integrate Agency and tribal interests, specifically with respect to environmental science issues. The TSC provides a forum for tribes and EPA to identify priority environmental science issues and collaboratively design effective solutions. The Council seeks to increase tribal involvement in EPA's scientific activities.

b) Environmental Programs has received official notification that Cherokee Nation will receive a new Information Exchange grant in the amount of \$175,000 and will run for two years. The award letter has been received and work will begin in late January. Work will include the development of a data "node" to input various environmental databases to the EPA information exchange program.

c) Illinois State/CNEP passive ammonia sampling project continues at Stilwell. Passive sampling method for ammonia is conducted by CNEP and the University of Illinois. This is an on-going project to compare CNEP continuous ammonia readings to this low-tech passive sampling method. The basis for the testing is to see how well data correlates between a "passive" flow through (no moving parts) sampler to a continuous electric pump sampler.

# **CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT**

d) The CNEP visited the Cherokee Nation Sanitary Landfill for compliance review on the following dates: 11/21, 11/28, 11/30, 12/02, 12/05, 12/07, 12/09, 12/12, 12/19. Compliance issues for the reporting period included: 1) the Leachate Pond Freeboard is <24 inches from 11/09/2011 to present day. It is recommended that it be kept at 24 inches or greater; 2) Waste is exposed to excavation for the liner expansion project. Some of the waste was transported to the top of cell 4 and the rest is located at the south end of the liner expansion clay base.