

**Group: Marshal Service Month/Year of Report: January 2020**  
**Executive Director: Shannon Buhl Phone: 918-207-3800**  
**Email: [shannon-buhl@cherokee.org](mailto:shannon-buhl@cherokee.org)**

**1. Budget Highlights-Please Refer to Monthly Financial Report**

**2. Program Highlights for December 2019:**

<b><u>District 1</u>     <u>412 North</u></b>	<b><u>District 2</u>     <u>412 South</u></b>
Information Report (10)	Information Report (18)
Warrants (0)	Warrants (11)
Other Agency Assists (5)	Other Agency Assists (36)
Warnings (4)	Warnings (10)
Citations (0)	Citations (5)
Alcohol/Drug Arrests (0)	Alcohol/Drug Arrests (4)
A&B/DV (0)	A&B /DV (3) Sexual Assault (1)
Burglary/Theft/Larceny (0)	Burglary/Theft/Larceny (3)
Terroristic Threat (1)	Armed Robbery (1)
	MVC (1) Terroristic Threat (1)
	Endangering a Child (1)

**3. Special Operations:**

Dive/Swift Water (0)  
 SWAT (2)  
 Casino Requests (31)

**4. Accomplishments:**

FLETC Firearms Instructor-Preston Oosahwee  
 Use of Force Summit-Shannon Buhl  
 FLETC IPA Graduate-Kyle Shambaugh  
 CLEET DT Refresher-Faron Pritchett  
 Hathcock Sniper School-Dusty Wolf, Austin Glory  
 Glock Armorer School-Danny Tanner, Joe Rainwater, Jess Anderson, Chad McCarter  
 Staff Development Day

**5. Security:**

Security Violations (11)  
 Vehicle Assists (40)  
 Incident Reports (3)  
 Events: Complex Open House, Council Parking (2), Christmas Planning Meeting,  
 Staff development, parking for Christmas Program.

## **6. Facilities:**

Hastings (17) EDO  
Redbird Smith (0)  
Three Rivers (0)  
Cooweescoowee Ocheleta (0)  
Wilma P Mankiller (0)

## **7. Community:**

Franky Dreadfulwater

Schools:

Dahlongegah 7th/8th 10 Week REAL Program Completed  
Cave Springs 7th/8th Completed  
Bell School 7th/8th Completed

Officer will still assist schools with additional presentations and activities upon request even after Core Curriculum has been completed with other grades. New Schools will be implemented for Spring Semester.

Extra patrols around Oaks Mission schools, Greasy Community, Kenwood and Marble City. Requested to patrol ball games @ Cave Springs, Zion and Dahlongegah Schools during the month of December and January.

Nicutt welfare check on request by Cherokee County Elder Adult Services. Sevenstar Family.

Cave Springs Activity Day, assisted Cherokee Nation Youth Services.

Assist Bell Staff with resources regarding truancy and mental health information for parents.

Cherokee Elder Care Meeting.

Other Events:

Two truancy tickets written for Cave Springs High School.

## **8. Emergency Management:**

Emergency Manager:

No report

Operations:

1. Met weekly with FEMA representative. Uploaded supporting documents and answered questions to FEMA for possible reimbursements of expenses during the May storms and floods.
2. Assisted Adair Co. EM, Adair Co. Sheriff Office, Sequoyah Mounted SAR and Mid-County VFD in association with CN Marshal Service with search and rescue of missing person in Adair Co near Star Killer Lake.

3. CNEM mobilized to monitor CN Employee Christmas Program.
4. Assisted CN Marshal Service operations.
5. Worked on finalizing grants for Storm Safe Rooms within the tribal jurisdiction.

Health Services:

1. Completing the Continuity of Operations Plan for the Outpatient Health Center.
2. Working with Safety, Security, and Risk Management to update the Emergency Codes for Health Services.
3. Developing templates for Push Partner Plans to medicate all staff and family members for the Nation.
4. Developed Sharepoint site for all documents to be uploaded pertaining to Emergency Preparedness for Health.
5. Scheduling quarterly meetings and a tabletop exercise with Health Centers for 2020.
6. Working on emergency preparedness documents for Public Health Reaccreditation.

**9. Patrols:**

District 1	170
District 2	<u>360</u>
Total	530

Concerns addressed from last Rules:



**January 2020**

**I. Budget Highlights**

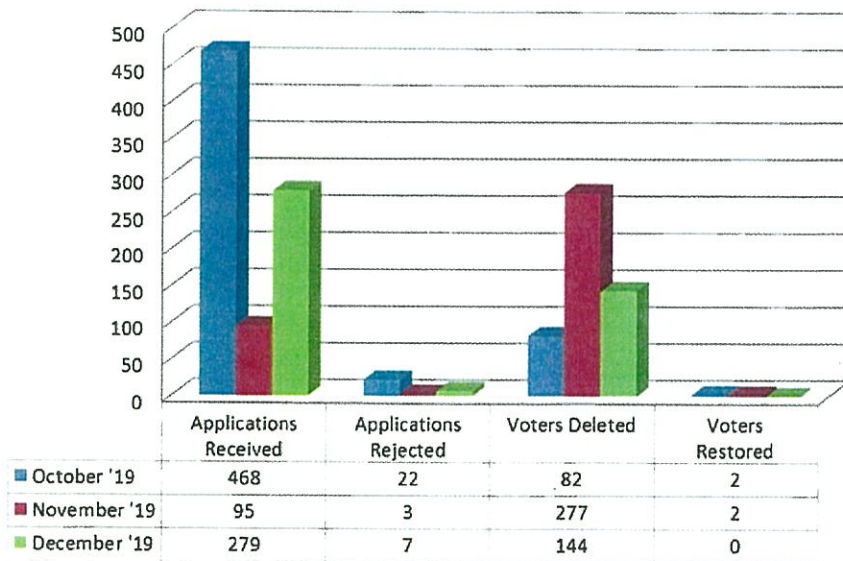
a.) FY20 is on target.

**II. Program Highlights**

a.) **Voter Processing:** As of 01/07/2020

*74,605 Total Registered Voters; 42,589 In District; 32,016 At-Large*

**Voter Registration Statistics**



**2019 Year to Date:**

18,611 - Applications Received (8299 Registrations, 10,312 Absentee)  
 285 - Applications Rejected  
 1,007 - Voters Deleted  
 65 - Voters Restored

b.) **Statistical Report:**

\*Detailed Data by District and Precinct is attached.

**III. Accomplishments**



a.) **Voter Outreach:**

As the Election Commission attends Community Meetings and Outreach events, our primary focus is to provide citizen's with voter education, Voter Registrations and answer questions.

- December Events
  - December 3 – District 1, Hulbert
  - December 5 – District 1, Okay
  - December 9 – District 6, Belfonte
  - December 10 – District 11, Vinita
- February Events
  - February 3 – District 13, Owasso
  - February 27 – District 5, Black Gum

b.) **Deceased/Relinquished Status:**

The Election Commission Staff are continuing to review each voter's file to ensure our computer database has all documents scanned into the system that are in a voter's file. This not only means we have an electronic copy backed up to our server in case of emergency but also ensures during election time any research can be done much more timely on the computer.

In doing this we are discovering many citizens that are deceased. We are working very closely with Tribal Registration to confirm that a citizen is truly deceased before removal.

The Election Commission has stayed current with monthly Tribal Registration deceased and relinquished citizen listings.

**IV. Future Plans and Initiatives**

- a.) The Election Commission looks forward to working collaboratively on election reform during this non-election cycle.
- b.) The Election Commission has plans to continue Voter Outreach at places such as the Cherokee Nation Clinics and schools.
- c.) In 2020 the Election Commission plans on taking their Voter Outreach into schools to reach High School seniors who are eligible to vote.
- d.) Continue to actively update and correct voter's addresses in the Election Commission database.
- e.) The Election Commission is always willing to answer any of the Council's questions. If at any time you have a question for our office, please feel free to email me or call the office. My email and our number are listed at the top of this report.

Chronicle- Voter Registration by District and Precinct

1/7/2020 1:39 PM

<u>District</u>	<u>Precinct</u>	<u>Voters</u>
District No. 1	Hulbert	1,258
	Okay	307
	Tahlequah (1)	1,576
<b>Total for District</b>		<b>3,141</b>
District No. 2	Briggs	236
	Lowrey	245
	Tahlequah (2)	2,451
<b>Total for District</b>		<b>2,932</b>
District No. 3	Keys	960
	Tahlequah (3)	1,825
<b>Total for District</b>		<b>2,785</b>
District No. 4	Ft. Gibson	1,091
	Muskogee	543
	Warner	737
<b>Total for District</b>		<b>2,371</b>
District No. 5	Gore	331
	Sallisaw (5)	616
	Vian	1,149
<b>Total for District</b>		<b>2,096</b>
District No. 6	Belfonte	119
	Marble City	174
	Muldrow	1,662
	Sallisaw (6)	1,664
<b>Total for District</b>		<b>3,619</b>
District No. 7	Cave Springs	289
	Chewey	85
	Stilwell (7)	2,597
	Westville (7)	720
<b>Total for District</b>		<b>3,691</b>
District No. 8	Bell	274
	Stilwell (8)	1,098
	Westville (8)	487
<b>Total for District</b>		<b>1,859</b>
District No. 9	Jay (9)	693
	Kansas	1,323

**Chronicle- Voter Registration by District and Precinct**

1/7/2020 1:39 PM

<b>District</b>	<b>Precinct</b>	<b>Voters</b>
District No. 9	Kenwood	131
	Salina (9)	552
<b>Total for District</b>		<b>2,699</b>
District No. 10	Afton	613
	Grove	728
	Jay (10)	817
	Pryor (10)	552
	Salina (10)	202
	Spavinaw	166
<b>Total for District</b>		<b>3,078</b>
District No. 11	S. Coffeyville	466
	Vinita	1,794
	Welch	137
<b>Total for District</b>		<b>2,397</b>
District No. 12	Bartlesville	1,678
	Nowata	723
	Skiatook	131
<b>Total for District</b>		<b>2,532</b>
District No. 13	Catoosa	345
	Collinsville	962
	Tulsa	1,847
<b>Total for District</b>		<b>3,154</b>
District No. 14	Chelsea	566
	Claremore (14)	2,551
	Oologah	439
<b>Total for District</b>		<b>3,556</b>
District No. 15	Claremore (15)	855
	Locust Grove	885
	Pryor (15)	885
	Salina (15)	54
<b>Total for District</b>		<b>2,679</b>
At Large	At Large	32,016
<b>Total for District</b>		<b>32,016</b>
<b>Grand Total</b>		<b>74,605</b>



# CHEROKEE NATION TRIBAL COUNCIL RULES COMMITTEE REPORT

**Group:** Tax Commission

**Month/Year of Report:** January, 2020

**Group Leader:** Sharon Swepston

**Phone:** 918-453-5377

**E-mail:** Sharon-swepston@cherokee.org

## I. Budget Highlights

a.) Please refer to the monthly financial report from Finance.

## II. Program Highlights

### a.) Motor Vehicle

1. Year to Date Motor Vehicle revenue for FY20 compared to FY19 as of November 30th 2019 & November 30th 2018, had an overall increase of 2.90%.
2. The month to month revenue comparison for November 2018 (FY19) compared to November 2019 (FY20) shows a decrease of 0.10%.
3. The detail for all areas of revenue for motor vehicle is shown on the attached graphs.
4. FY20 new tags issued in the Extended Jurisdictional Boundary for October 783, November 1,785.

### b.) Revenue and Taxation Division

1. Year to Date Revenue and Taxation (Tobacco) for FY20 compared to FY19 as of November 30th 2019 & November 30th 2018, had an overall increase of 7.08%.
2. A month to month revenue comparison for November 2018 (FY19) compared to November 2019 (FY20) shows an increase of 0.53%.
3. The detail for all areas of tax is shown on the attached graphs.

### c.) Future Plans/New Initiatives

1. The next Tax Commission meeting is scheduled for March 11, 2019 at 4:30 pm in the CNTC Conference room.
2. The Veterans Sales Tax Exemption Cards have been mailed out to all qualified applicants. As of January 2, 2020 we have mailed out 415 Veteran Sales Tax Exemption Cards. CNE has implemented their upgraded system to process the new sales tax exemptions for Cherokee veterans.
3. We have received our report for November 2019 purchases and payment from the State of Oklahoma and rebates are scheduled to be distributed to the retailers by or before January 15, 2020.



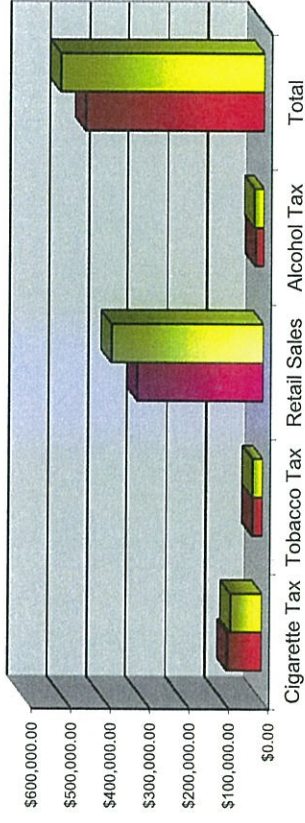


CHEROKEE NATION TAX COMMISSION

NOVEMBER, 2019

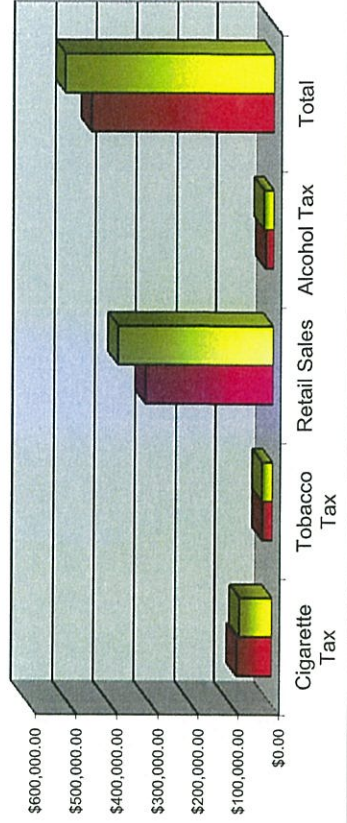
	Cigarette Tax	Tobacco Tax	Retail Sales	Alcohol Tax	Total
FY19	\$88,006.72	\$25,784.03	\$318,696.64	\$20,932.12	\$453,419.51
FY20	\$80,655.92	\$26,062.18	\$385,857.92	\$24,500.59	\$517,076.61
% of Change	-8.35%	1.08%	21.07%	17.05%	14.04%

R & T Gross Revenue Comparison Year to Date



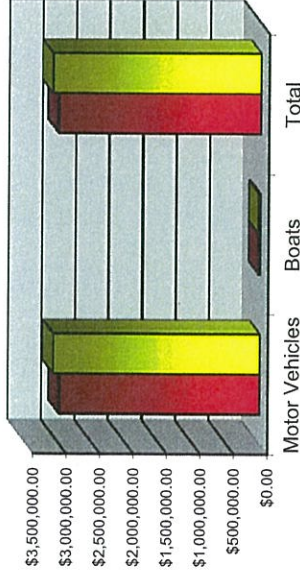
	Cigarette Tax	Tobacco Tax	Retail Sales	Alcohol Tax	Total
FY19	\$88,006.72	\$25,784.03	\$318,696.64	\$20,932.12	\$453,419.51
FY20	\$80,655.92	\$26,062.18	\$385,857.92	\$24,500.59	\$517,076.61
% of Change	-8.35%	1.08%	21.07%	17.05%	14.04%

R & T Gross Revenue Comparison Month to Month



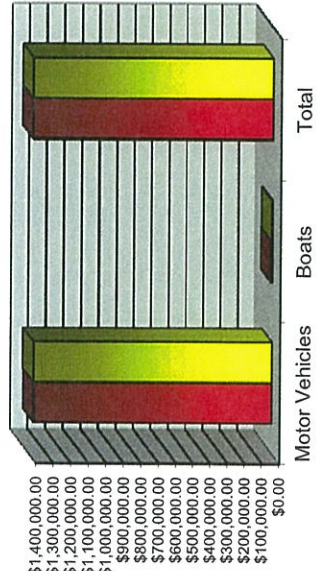
	Motor Vehicles	Boats	Total
FY19	\$3,001,607.39	\$27,549.28	\$3,029,156.67
FY20	\$3,090,227.36	\$26,720.89	\$3,116,948.25
% of Change	2.95%	-3.01%	2.90%

MV Gross Revenue Comparison - Year to Date



	Motor Vehicles	Boats	Total
FY19	\$1,369,028.56	\$11,397.60	\$1,380,426.16
FY20	\$1,371,878.86	\$7,116.59	\$1,378,995.45
% of Change	0.21%	-37.56%	-0.10%

MV Gross Revenue Comparison - Month to Month



**I. Budget Highlights – please refer to Monthly Financial Report.**

Description of budget exceptions: No budget exceptions to report.

**II. Program Highlights**

**a. Natural Resources Funding Availability**

On November 1, 2019, the BIA forwarded a Notice of Availability of funding for Natural Resource Programs (Endangered Species Program, Invasive Species Program, Hatchery Maintenance Program, and Tribal Youth Initiative Program). The Notice was forwarded to the appropriate programs for review and consideration. To date, only one request/proposal for funding has been initiated. The Director, Self Governance, Ethan Green, Conservation Planner, and Lane Kindle, Realty Specialist, discussed the submission of a request for Invasive Species funding to address the feral hog issue on our Tribal lands. Based on those discussions together with further research and interviews, Ethan Green and Lane Kindle prepared a request for funding which is under review at this time. Mr. Green and Mr. Kindle are commended for the initiative to prepare the proposal.

**b. Tribal Transportation Program Agreement - December 6, 2019**

The Nation's Department of Transportation forwarded to the Office of Self Governance the Nation's Fiscal Year 2020 Referenced Funding Agreement (RFA) between the Federal Highway Administration and the Nation for review and signature by Administration. This RFA is for the initial Tribal Transportation Program funds for the first 52 days of FY 2020 (funding under the CR) tribal shares and planning. The RFA was reviewed, signed by Administration and returned to the Department of Transportation for submission to Federal Highway on December 6, 2019.

**c. Office of Self Governance Records Management Project – December 11, 2019**

The Self Governance Office met with the Office of Records Management to discuss the options available for the records maintained in the Self Governance Office. The records in the Self Governance Office date back 20 and 30 years. Indeed some records need to be maintained in the Self Governance Office; however, many of them can be maintained and archived by Records Management Department. Beginning in January 2020 the Office of Records Management will assess all the records in the office and assist in identifying those records to be transferred. Once that is completed, Records Management staff will organize, inventory, make file folders and label boxes to be transferred to the Nation's Records Center. This will be done in such a manner that if necessary the records can be easily retrieved. We appreciate the Office of Records Management for their guidance and assistance in this project.

Group: Self Governance \_\_\_\_\_ Month/Year of Report: November/December 2019 12/20/2019

Reporter: Karen Ketcher Phone: 918-772-4130 Email: [karen-ketcher@cherokee.org](mailto:karen-ketcher@cherokee.org)

**RULES REPORT**

**Submitted January 6, 2020**

**By Janice W. Purcell, Executive Director CNGC**

One of the Departments of the Cherokee Nation Gaming Commission is the Audit Department. The Cherokee Nation Gaming Commission (CNGC) Audit Department provides an independent, objective assurance and consulting activity designed to add value and improve both internal regulatory operations and external gaming operations. The objectives of regulatory audit activities are to assist CNGC and Cherokee Nation Entertainment (CNE) management in the effective discharge of their responsibilities by furnishing them with analyses, appraisals, recommendations, and counsel, through engagement of a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes.

CNGC audits are a comprehensive review of the tribal gaming facility's system of internal controls through specific examination of a single gaming activity such as, Table Games, Electronic Gaming Machines, Drop and Count, etc. Our audits are designed to provide a level of assurance equivalent to industry standards through examination of gaming related documentation, observation of control procedures and personnel interviews. To meet the needs of the tribal gaming operation, subsequent testing is performed to evaluate self-reported concerns, identified risk areas or trends. Additionally, implementation of the Tribal Internal Control Standards (TICS) and compliance with other requirements such as Tribal State Compact, Off Track Betting Compact and Title 31 (Bank Secrecy Act; Anti-money Laundering) is evaluated.

During the **planning phase**, a risk assessment is performed to determine the most appropriate level of testing for each standard. Critical procedures such as drop and count or cage activities are scrutinized with a higher level of testing and evidence collection while standards in which a low risk level is applied, may utilize a lower level of evidence technique, such as personnel interviews, to provide compliance assurance. Information is requested to educate and prepare auditors for the

engagement to include, but not limited to, CNGC rules and regulations, gaming operation policies and procedures, non-compliance notices issued from Surveillance staff to gaming employees, employee list, organizational charts and job descriptions, and a contact list.

During the **fieldwork phase**, detailed documentation of casino records such as, accounting records, player tracking records, drop and count daily summaries and adjustments, cage and vault reconciliations and adjustments, electronic gaming machine activity files and revenue audit desk procedures is collected, examined and tested. Identification of deficiencies resulting from internal control testing is noted and findings, recommendations and/or management discussions are formulated for the management draft report.

Once fieldwork is concluded and reviewed by project and department managers, audits are advanced to the final phase, **reporting**. A detailed report will be issued to the gaming operation management and internal CNGC management, when applicable, for review, response, and remedial action plans to be communicated back to CNGC auditors. The reporting phase is completed when a final audit report is forwarded to Cherokee Nation Gaming Commissioners and tribal leaders summarizing the following:

- *Objectives and Scope* – A summary of overall objectives of the audit and the specific area to be examined, to include, an audit period (e.g. Player Tracking, January 2018-current date).
- *Procedures* – A summary of the testing methods performed.
- *Findings* – A detailed report of all deficiencies identified that result in non-compliance or present a critical risk to the gaming operation.
- *Recommendations* – Recommendations provided to improve deficiencies or demonstrate compliance with the violation criteria.

- *Remediation Plan* - Action plan provided to CNGC Audit staff by Internal CNGC or gaming operation management, as applicable, to address conditions resulting in non-compliance and reported as findings.
- *Advisory Comments or Management Discussion* -- A report of items that do not constitute findings but are presented for discussion with management with the intention of increasing efficiency, providing additional security for internal control processes or identifying industry best practice considerations.

An evaluation of the FY2019 Audit Plan was conducted in mid-October, finding five of the eight scheduled projects still outstanding. Each of the five projects are inclusive of all CNE properties resulting in 50 individual outstanding reviews. Projects that were in the review stage of the audit process have been reviewed by current management and will be issued to CNGC and CNE management for draft responses once appropriate revisions have been completed. Projects in the reporting phase have also been reviewed by current management and staff is diligently working with CNGC and CNE management to obtain responses and make report revisions as necessary based on new evidence submissions. Projects that were in the fieldwork phase have been advanced to the review and reporting process. Final Audit Reports for outstanding FY2019 projects are projected to be issued by February 2020.

In addition to prioritizing outstanding FY2019 projects, resources have been allocated to ensure the seven scheduled FY2020 engagements, comprised of all CNE properties, as applicable, totaling 62 individual property reviews remain on track. Significant progress on the two FY2020 First Quarter audits, totaling 12 individual property reviews, and required follow up is occurring and

engagement with the external audit firm, BKD to determine Minimum Internal Control Standards (MICS) 543.23(d)(3) and TICS 23.2 compliance is underway. First Quarter Implementation Tracking is complete and will be reported to the Gaming Commissioners in the January 3<sup>rd</sup> commission meeting. The current Cards and Tournaments audit is in the reporting phase and the current Player Tracking audit is nearing the end of fieldwork. BKD staff has visited the CNGC office to conduct external testing and CNGC Audit staff continue to work with them to provide documentation as requested.

Two staff auditors traveled to Austin, TX in November, 2019, for training, testing, and certification with the Association of Certified Fraud Examiners (ACFE) at an approximate cost of \$4,700.00 each. The Auditors passed the National Exam and are now Certified Fraud Examiners. The ACFE is a global anti-fraud organization comprised of more than 85,000 members and a premier provider of anti-fraud training. Obtaining the Certified Fraud Examiner (CFE) credential designates proven expertise in fraud prevention, detection and deterrence, and is recommended for Gaming Auditors.

To ensure compliance with Compact requirements and increase specific process knowledge, ongoing training opportunities have been made available to audit staff. Table Games, to include all games currently offered at CNE facilities, and Surveillance system training is being provided by CNE trainers. Additionally, a recent NIGC regional event was live streamed to provide Title 31 training. With the addition of two CFE's to those in the department already credentialed, and the ongoing training opportunities available, the CNGC Audit Department is advancing in knowledge utilized to protect tribal assets and facilitate process understanding prior to audits commencing. The CNGC Audit Department currently has 3 CFEs.



Attached is an example of an Audit Checklist with requirements for Gaming Promotions and Player Tracking Systems.

The number of CNGC Licensing issued and announced gaming licenses for December 6, 2019 meeting:

Ninety-seven (97) individual(s) for temporary permits

Sixty-seven (67) individual(s) for suitability determinations

Ninety-eight (98) Orders

One hundred and ninety-nine (199) License Renewals

Vendor and Vendor Representatives

Zero new company orders

Twenty-four (24) individual orders

Four company renewals

Thirty-two (32) individual renewals.

Attached is the Revised Cherokee Nation Gaming Commission 2020 Meeting Schedule with changes to location.

**NATIONAL INDIAN GAMING COMMISSION**  
**MICS CLASS II - AUDIT CHECKLIST**  
**GAMING PROMOTIONS & PLAYER TRACKING SYSTEMS (PTS)**

#	MICS QUESTION	YES	NO	W/P REF	MICS	COMMENT
<b>§ 543.12 - Gaming Promotions &amp; Player Tracking Systems</b>						
<b>(a) Supervision</b>						
1.	Is supervision provided during gaming promotions and player tracking operations by an agent(s) with authority equal to or greater than those being supervised? (Inquiry, observation and review other – e.g., organizational chart, department schedules, job descriptions)	___	___	___	543.12(a)	
<b>(b) Gaming promotions</b>						
2.	Are the rules of the gaming promotion displayed or made readily available to patron upon request? (Inquiry and observation)	___	___	___	543.12(b)	
3.	Did the gaming operation receive TGRA approval for the gaming promotion rules? (Review TGRA approval)	___	___	___	543.12(b)	
4.	Do the gaming promotions rules include the following: The rules of play? (Review other – gaming promotion rules)	___	___	___	543.12(b)(1)	
5.	Do the gaming promotions rules include the following: The nature and value of the associated prize(s) or cash award(s)? (Review other – gaming promotion rules)	___	___	___	543.12(b)(2)	
6.	Do the gaming promotions rules include the following: Any restrictions or limitations on participant eligibility? (Review other – gaming promotion rules)	___	___	___	543.12(b)(3)	
7.	Do the gaming promotions rules include the following: The date(s), time(s), and location(s) for the associated promotional activity or activities? (Review other – gaming promotion rules)	___	___	___	543.12(b)(4)	

**NATIONAL INDIAN GAMING COMMISSION  
MICS CLASS II - AUDIT CHECKLIST  
GAMING PROMOTIONS & PLAYER TRACKING SYSTEMS (PTS)**

#	MICS QUESTION	YES	NO	W/P REF	MICS	COMMENT
8.	Do the gaming promotions rules include the following:  Any other restrictions or limitations, including any related to the claim of prizes or cash awards? (Review other – gaming promotion rules)	_____	_____	_____	543.12(b)(5)	
9.	Do the gaming promotions rules include the following:  The announcement date(s), time(s), and location(s) for the winning entry or entries? (Review other – gaming promotion rules)	_____	_____	_____	543.12(b)(6)	
10.	Do the gaming promotions rules include the following:  Rules governing promotions offered across multiple gaming operations, third party sponsored promotions, and joint promotions involving third parties? (Review other – gaming promotion rules)	_____	_____	_____	543.12(b)(7)	
<b>(c) Player tracking systems and gaming promotions</b>						
11.	Are changes to the player tracking systems, promotion and external bonusing system parameters which control features such as the awarding of bonuses, the issuance of cashable credits, non-cashable credits, coupons, and vouchers performed either:  Under the authority of supervisory agents who are independent of the department initiating the change? (Inquiry, review supporting documentation, and review other – employee listing, job descriptions)	_____	_____	_____	543.12(c)(1)	
<b>Or</b>						
12.	Are changes to the player tracking systems, promotion and external bonusing system parameters, which control features such as the awarding of bonuses, the issuance of cashable credits, non-cashable credits, coupons and vouchers, performed:  By supervisory agents of the department initiating the change with sufficient documentation generated and the propriety of the changes randomly verified by supervisory agents	_____	_____	_____	543.12(c)(1)	

**NATIONAL INDIAN GAMING COMMISSION  
MICS CLASS II - AUDIT CHECKLIST  
GAMING PROMOTIONS & PLAYER TRACKING SYSTEMS (PTS)**

#	MICS QUESTION	YES	NO	W/P REF	MICS	COMMENT
	independent of the department initiating the change on a monthly basis? (Inquiry, review supporting documentation, and review other-employee listing, job descriptions)					
13.	Are all other changes to the player tracking system appropriately documented? (Inquiry and review supporting documentation)	___	___	___	543.12(c)(2)	
<b>(d) Variances</b>						
14.	Has the gaming operation established a threshold level at which a variance must be reviewed to determine the cause? (Review SICS) State the type(s) of variance and threshold level(s) or percentage(s) : _____	___	___	___	543.12(d)	
15.	Has the gaming operation received TGRA approval for the variance threshold(s)? (Review TGRA approval )	___	___	___	543.12(d)	
16.	Are reviews of variances exceeding the established threshold(s) documented? (Review supporting documentation)	___	___	___	543.12(d)	



## HUMAN RESOURCES

December 2019

**NASON MORTON, EXECUTIVE DIRECTOR**  
Extension 5682

Human Resources is currently working on the revision of Cherokee Nation Human Resources Policies and Procedures (CNHRPP), Chapter III, portions of Chapter II and portions of Chapter V. Benefits. As of December 20, 2019, the total number of Employees is 3928. Of those employees, 3221 are Cherokee and 260 are members of another Federally recognized tribe.

### EMPLOYMENT

Processed	Monthly	YTD
Number of Employees Hired	56	682
% of Cherokees Hired	79%	78%
% of Indians Hired	2%	6%
% of All Others Hired	19%	16%
# of Applications Received	706	6433
# of Interview Panels Sent	147	1482

### COMPENSATION

Processed	Monthly	YTD
# of Terminations	26	465
# of Voluntary Terminations	18	364
# of Involuntary Terminations	8	99

### BENEFITS

Processed	Monthly	YTD
Educational Reimbursement Requests	2	55
401(k) Distributions	65	817
401(k) Loans	17	245
401(k) Hardship	2	56
FMLA	47	465
COBRA	30	571
Short Term Disability	11	160

### EMPLOYEE RELATIONS & DEVELOPMENT

Orientations/Trainings Presented	Monthly	YTD
Trainings Presented	22	380

**RISK MANAGEMENT**  
**December 2019**  
**NASON MORTON, EXECUTIVE DIRECTOR**  
**Extension 5682**

**INSPECTIONS:**

Life Safety Code and OSHA Regulation inspections were conducted on the below sites:

- Shady Grove Head start
- Tahlequah Home Health
- Jay Food Distribution
- Locust Grove Housing Authority EVAC Plan Update
- New Health Outpatient Clinic
- OSU Medical School Construction
- Early Childhood Unit Tahlequah Water and Sewer Line Project

**TRAININGS CONDUCTED:**

- Early Childhood Unit – Holiday Safety
- Gaming Commission – Blood Borne Pathogens
- Tahlequah CDC Fire Extinguisher and Back Safety