

Group:	Management Resources	Month/Year of Report:	February FY12 Report		
Acting Group Leader:	Pat Gwin	Phone:	458-5704	E-mail:	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	6

a.) Accomplishments

NATURAL RESOURCES

- **Tribal Land Improvement Projects**
 - Thinned .5 acre pines
 - Built .75 mile perimeter fence
- **Resource Projects**
 - Gave 188 seed packets to 73 citizens
 - Gave 23 seed packets to eight institutions

GROUNDS KEEPING/MAINTENANCE

Belfonte	<input type="checkbox"/>	Jay Foods Distribution	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Mouse Dry Creek	<input type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Owen School	<input type="checkbox"/>
Cherry Tree	<input 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 type="checkbox"/>
Elder Care tract	<input type="checkbox"/>	Saline Courthouse	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Greenhaw tract	<input type="checkbox"/>	Tahlonteeskee	<input 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	45%	
Vinita Health Center	April 2011	45%	September 1, 2012
Child Development Center-Stillwell	March 2012	0%	
Sequoyah – New Classroom Building		95%	E.I.F.S. Repair
W.W. Hastings Hospital – 4 Phases		60%	Varies by phase
Nowata Food Distribution Center	June 2011	100%	January 30, 2012
Collinsville Food Distribution Center	March 2012	0%	September 30, 2012
Recycling Center	March 2012	0%	October 2012

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Cort Mall	August 2011	45%	June 2012
NSU Haskell Hall Annex	July 2011	70%	Bidding - on hold

FACILITIES MANAGEMENT

- Parking Lot striping completed at Human Resources and Tsalagi Office Annex
- Continued work on parking lot lighting project
- Continued work on landscaping project at Tsalagi Office Annex
- Spring treatment at Pow-wow grounds
- New generator maintenance contract awarded
- IT Server room HVAC Unit out on bid
- Completed lighting project at Warehouse and Marshal's Building

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

- Renewed Pollution Liability for CN Waste Management
- Participated in 2 day Emergency Management training and full scale exercise with local government agencies. The 1st day was a training that was streamed to multiple schools and our SHS had 30 onsite slots; the 2nd day was the full scale exercise with an Active Shooter, Hazardous Material and a Bomb scenario. Participating agencies: Oklahoma Highway Patrol Bomb Squad, Cherokee County Emergency Management, City of Tahlequah EM, Cherokee Nation EM, Tahlequah Policy Department, Indian Capital Vo-tech, NSU, WW Hastings, TCH, TFD, CN Marshal Service, CN EMS and CN Roads
- Attended Storm Spotter training at NSU
- Cherokee Nation EM Team members from Nowata Clinic participated in Washington Counties MIPS (Massive Immunization Plan) update

b.) Future Plans/New Initiatives

NATURAL RESOURCES

- Begin garden tilling
- CN Environmental Day in April (Tree seedling giveaway)
- Planning for USDA Day and Farm to School Day

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 – going to bid
- 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
- 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 in Main Complex
- Acquire new salt/sand spreader

RISK MANAGEMENT

- Host FEMA Earthquake Mitigation training that will be held 2/29-3/1 at Hard Rock. In addition to our employees, this training is open to our city and county counterparts
- CNEM team members will participate in Craig County tabletop exercise scheduled in June, 2012
- Bids from Joint RFP for Brokerage Services will be received and evaluated
- Develop joint CERT/Triage Team with NSU (Lead: Tracy Glory, Cherokee Nation EMS)
- Participate in Tabletop Exercise with Wagoner County EM tentatively scheduled for March, 2012

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

Group: Natural Resources

Month/Year of Report: February 2012

Group Leader: Bruce Davis

Phone:

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Director: Linda Donelson

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I. Budget Highlights

a)

II. Program Highlights

a.) Balanced Scorecard Measures

b.) Accomplishments

1. 1/31 Attended Executive Director's meeting; Met with Charles Head, Sec. of State, on realty issues
2. 2/01 Resolved encroachment issue in Adair County (Bunch); Monthly meeting with Natural Resources department; Meeting with Charles Head on TAAMS project
3. 2/02 Meeting with client on probate and blood quantum issues (Elliott)
4. 2/03 Meeting with R. Garcia on roadway on trust land issue; attended D. Hammons farewell event
5. 2/08 Meeting with Karen Ketcher, Acting Regional Director of BIA Muskogee Regional Office, and Karen Still, BIA, on TAAMS project
6. 2/13 Deed approval action in Adair County, court continued action to March 6 due to weather conditions
7. 2/15 Meeting with Rita Bunch, SHS Superintendent, on Water Tower, possible permit amendment
8. 2/16 Meeting with Alan Woodcock, Field Solicitor, on Sequoyah surplus property and Claremore Federal Building, along with BIA personnel: Karen Ketcher, Acting Regional Director, Annette Jenkins, Realty Officer, Pat Karr, Probate Division, and with Charles Head, Linda Taylor and Marshea Halterman. Other Realty issues also discussed, such as Fee to Trust and Probate
9. 2/17 Meeting with client on CDIB appeal
10. 2/22 Meeting with Johna Polk, BIA Environmental officer, and Mosby Halterman, BIA, on debris Cleanup on Complex Tract IV (cleanup done near Youth Shelter met with BIA approval)
11. 2/23 Attended Council Resource Committee Meeting; Meeting with Pat Gwin
12. 2/24 Meeting with Jim Loftin on agriculture lease issue with Roger Williams
13. 2/27 Meeting with Bruce Davis, Charles Head, Pat Gwin and Tom Elkins
14. Additional highlights as follows:
 - 747 Received and/or returned phone calls
 - 72 Individual clients met with
 - 54 Site inspections were done; 12 Appraisals requested; 11 Deeds prepared for HACN
 - 2 BIA approved documents (Business Lease Assignment & Canceled Business Lease)
 - 3 Cemeteries—GPR work done
 - 6 Narratives/Title Status Reports; 2 Last Will & Testaments executed
 - 11 Probate research (9 Inventories and 2 Heirships)
 - 1 Trust probate filed #P099555IP (Washington)
 - 14 Home Visits
 - 8 Jurisdictional Calls
 - 10 Right of Entries
 - 5 Quiet Titles
 - 69 County Researches Completed
 - 1214 Documents filed in Title Plant
 - 4508 Certified copies made/indexed
 - 5563 Names indexed in Title Plant
 - 68 Allottee files organized and scanned

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs Month/Year of Report: Feb (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)	109	382	42%
6 ERR (Roads)	1	1	17%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	17	64	26%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	1	14	28%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	15	48	32%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	44	162	54%

II. Highlights:

a) CNG facility is finally up and running! The card reader issue was resolved and they are now selling CNG.

b) Community Involvement Activities: Lead Outreach at Westville Elderly Center, Claremore Hospital, Hastings, Tahlequah Library, Jay Clinic, Muskogee Clinic, Lowery Head Start, Brushy School, and Tahlequah Early Learning Academy.

c) The CNEP visited the Cherokee Nation Sanitary Landfill for compliance review on the following dates: 1/23, 01/25, 01/27, 01/30, 02/03, 02/06, 02/10, 02/13, and 02/16. Compliance issues for the reporting period included: Leachate pond is above 24 inches of freeboard. Waste is exposed on the top and sides 4 as construction of the new cell continues.

d) There are three underground storage tanks at the Hastings Indian Hospital campus that are stated to be removed. They were used for diesel for the back-up generator and glycol for the unused solar array. The USTs will be removed in May or June, sometime after the new above ground tank for the generator is installed, probably in April.