

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	September FY14 Report for Oct. Meeting		
<b>Executive Director:</b>	Bruce Davis	<b>Phone:</b>	453-5340	<b>E-mail:</b>	<a href="mailto:bdavis@cherokee.org">bdavis@cherokee.org</a>

**I. Budget Highlights**

Please refer to the monthly financials from the Financial Resources Group

**II. Program Highlights**

**a.) Accomplishments**

**RISK MANAGEMENT**

- Weather Radio Distribution – the NOAA weather radio project where CNEM distributed almost 2,000 weather radios to employees was funded by a Tribal Homeland Security Grant. We received excellent feedback from employees!
- Additional NOAA Weather Radio project(s) – CNEM received another 2-year funding award from Tribal Homeland Security. Funding allows for a weather radio distribution project for tribal communities. Funding is provided for 1,500 radios.
- Commercial Casualty Renewal for FY2015 – Renewal meeting was held for the expiring insurance program. Although the renewing premium exceeds \$1m, we did receive a 4.1% rate reduction. A notable change is in Crime coverage. The expiring policy was with Travelers’. The new policy is with Great American which provides a superior product yet a 17% decrease in cost. The Excess Liability policy providing \$15m in excess of \$10m same as expiring.
- Local Emergency Planning Committee meetings – staff attended meetings in Mayes and Wagoner counties. CNEM hosted the Cherokee County LEPC meeting. After each LEPC meeting was the Annual Stakeholders Meetings with the county Health Department in each area.
- Inter-Tribal Emergency Management Meeting (ITEMC) – staff attended monthly meeting.
- ITEMC Director’s meeting – CNEM will host this meeting of the Director’s on November 13, 2014.
- Tribal Workers’ Compensation Act Work Group- consists of representatives from CN Risk Management, CNB Risk Management, CN Human Resources, CNB Human Resources, CN AG’s Office and Insurance Broker. Meetings continue to review and provide input on needed changes to our Tribal WC Act. This project is 70% complete.
- CN Waste Management - Loss Control visit will be made at this location. A representative from our insurance carrier, Tribal First Insurance Services, will be part of inspection team.
- Safety Training - provided Fire Extinguisher training to staff at Stilwell Clinic.
- EPC Meeting – staff participated and reported on CNEM activities.

- SHS Stadium Improvements - staff attended mandatory pre-construction meeting. CRC was awarded the contract. Site will need to be monitored weekly for readiness for SHS Football Games. Final contract has not been signed at this time.
- PHAB (Public Health Accreditation Board) - participation continues on this committee devoted to obtaining Public Health's Accreditation. Community Transformation Grant Committee held the last meeting until the new Grant is awarded. Emergency Management deliverables are 100% complete.
- New Jack Brown Center - Final Life Safety Tests have not been completed at this time. Issues unresolved.
- Infection Control Meeting – staff attended.
- THIRA Meeting with FEMA – The next meeting with FEMA is scheduled for September 30, 2014 at Durant. Meeting is hosted by Choctaws.
- Pre-Disaster Mitigation grant – Received notice that our application has been selected for further review.
- FEMA Disaster Contracting Cadre – confirmed training date of November 14<sup>th</sup> at Hard Rock. Target audience is CN Contracts department, local and state emergency management personnel/teams.
- FEMA Region VI Regional Interagency Steering Committee meeting - was 9/10 & 9/11 at FEMA Headquarters in Denton, Texas. Shawna Roach from the Marshal Service attended for CNEM. Shawna was provided an excellent video from the FBI on Active Shooter called *Run, Hide, Fight*. We will determine if we should schedule sessions with employees or place on CN website. Very important information.

## PLANNING AND DEVELOPMENT

- **Sequoyah - Stadium** – Phase 1 – (patch concrete surfaces, install new waterproof coating, renovate or replace safety railing, new bleacher and backed stadium seating, new foam insulation and metal wall panels) Bid awarded to CNCR. Water System Replacement – EOTS delivered review documents – funded; working on MOU with city

### NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
W.W. Hastings Hospital ED		100%	December 2013
Ochelata Clinic			

### REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Redbird Smith Annex		40%	100% document
Jack Brown		99%	May 2014
WW Hastings New Hospital			Design Phase
Three Rivers Health Clinic	June 2013	100%	October 2013

Wilma P. Mankiller Addition	May 2014		
Sam Hider Clinic	May 2014		
Oak Hill/Tag Building			
Main Complex			Design Phase

**FACILITIES MANAGEMENT**

- Repaired lights in the East parking lot of the Main Complex
- Demo and Re-work of sidewalk at Oak Hill
- Continued work of Oak Hill remodel
- Installed gas logs at Munson Property
- Repaired lights upstairs at the Softball Fields
- Changed out ceiling tiles in Career Services
- Changed out ceiling tiles in Human Services
- Put up 60x120 tent in Stilwell at CNI
- Set up and tear down of Cherokee National Holiday
- Moved furniture into Veteran’s Center
- Had a spreader installed on truck for winter prep
- Received bids for 70 units for Markoma Boys & Girls Dorm
- Snaked sewer lines and ran diagnostics on line at Stilwell Complex
- Splattered and patched wall holes at Oak Hill
- Prepared all fields for two weekends of Holiday tournament play
- Ran duct work, installed vents, charged units, framed wall, sheet rocked, mud and taped, painted for an IT room project

**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 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"/>

**NATURAL RESOURCES**

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		1.6 ac
Chemical Brush/Weed Control (spray)		5,035.3 ac
Farm Ponds Constructed		
Fence Rebuilt (repaired)		.2 mi
Fire Guards Maintained		8 mi
Lease Compliance/Tribal land inspections	18	100
Mechanical Weed/Brush Control	47.5 ac	601 ac
New Fencing	.25 mi	5.88 mi
Provide Technical Assistance to Communities	2	62
Timber Stand Improvement (TSI)		

- **Community Assistance Projects**
  - Repaired driveway elderly Cherokee couple in Sequoyah County
  - Repaired Cherry Tree sewage pump using heaving equipment to build barrier
  
- **Tribal Land Improvement Projects**
  - Total hay baled for the month – 312
  - Tore out, dozed and set corner post on KEN 12 for buffalo fence
  
- **Resource Projects**
  - Jay Community Garden
    - Garden maintenance
    - Provided crops from the Jay Community Garden to 45 families for the month of August (255 total)
    - Completed porch
    - Brush hogged area for fence expansion
    - Still partnering with CN Healthy Nation; they are providing volunteer labor for garden
    - Gave presentation at Tar Creek Conference 9/24
  - Equipment repair and maintenance
  - Clean up from the CN Holiday
  - Hosted the first Cherokee Nation Rodeo 9/6
  - Attended NR/RES monthly meeting
  - Cut post, welded extensions and braces for buffalo fence
  - Attended Drought Resiliency and Preparedness Conference 9/16

## GROUNDS KEEPING/MAINTENANCE

Beaver Property (by Yonkers)	<input checked="" type="checkbox"/>	Greenhaw tract	<input type="checkbox"/>
Belfonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Locust Grove Property	<input checked="" type="checkbox"/>
Bull Hollow Shop	<input checked="" type="checkbox"/>	Kenwood Trailer Park	<input checked="" type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Safe house	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlonegah Park	<input checked="" type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Dahlonegah Shop	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>		

### b.) Future Plans/New Initiatives

#### RISK MANAGEMENT

- Hastings Hospital Tabletop Exercise
- ITEMC Meeting – October
- PHAB Meeting
- CN Health Fair
- Sequoyah County LEPC
- Cherokee County LEPC
- Mayes County LEPC
- Wagoner County LEPC
- Meeting of EM Section Chiefs
- EM Team meeting
- Preparedness Team Meeting / Emergency Management
- EPC Meeting
- Preparedness community meetings
- EM training for Executives and Elected Officials

#### PLANNING AND DEVELOPMENT

- **Redbird Smith Health Clinic** –Grand opening was held on August 13, 2014; CNIS installing fiber, cameras and card readers – near completion; Working on punch list (only a few items)
- **Redbird Smith Annex (CNCR)** Installing drywall tape and bed ongoing; (level 5 priming has started – should be completed this weekend); MEP top out is ongoing; Cabinet installation is ongoing; Masonry –complete; EIFS installation ongoing; Curb, gutter and sidewalks complete; Flooring ongoing
- **Jack Brown** – Final life safety inspections this week; Expecting to receive Certificate of Occupancy (could not complete this due to exterior door locks incomplete. CN is working with subcontractor to complete); Program in process of having new facility State Certified; working on punch list.
- **Homeland Building** –Health Facilities is working on HVAC; Health & CN IT working on fiber
- **Wilma P. Mankiller Addition (CNCR)** –Building pad complete; Footings for building started – near completion; footings for retaining wall completed & retaining wall construction nearly complete; Slab placed end of next week – weather permitting; Underground MEP for building has started; Storm water in progress; Site utilities in progress.



- **Ochelata (CNCR)** –Steel erection in progress (red iron complete, joist and deck complete); Exterior and interior metal stud framing complete; Exterior sheathing complete; MEP rough in **95% complete on North side**; Metal roof ongoing; Working on remedy to masonry wall at mechanical farm.
- **Sam Hider Clinic (CNCR)** – Dirt work and undercut on building pad complete; Parking and drive areas near completion; Storm water in progress; Site utilities in progress; Footings for building have started ( first portion of slab to be placed 9/23/14 – weather permitting); Underground MEP for building is in progress.
- **New WW Hastings Hospital** – Several program and planning meetings have taken place & continue; Sign off of developed space program complete; Review of DD's (Design development for sign off, interior spaces); Sign off on exterior design; Looking at joint venture.
- **Main Complex** – Architect turned in schematic design submittals 8/18/14 - approved; Going out to bid for a CM 9/19 – reviewing bids and evaluation taking place this week; Working on Energy Reduction Grant with Pat Gwin and the Architects – looks promising.
- **Oak Hill/Tag Office** – Interior finishes (paint, flooring) ongoing; HVAC replacement is near completion; Most of interior framing and painting complete; Electrical near completion; Plumbing near completion; Ceiling grid near completion.
- **Tulsa Welcome Center/Tag Office** – CNB has taken on this project. Turned over quotes and drawings to them 8/14/14



Cooweescoowee Clinic September 2014





Redbird Smith Clinic Annex September 2014



Sam Hider Clinic September 2014

## **FACILITIES MANAGEMENT**

- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Replace HVAC units at Ballroom
- Replace HVAC unit in the warehouse vault
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

## **NATURAL RESOURCES**

- Grounds maintenance
- Work on buffalo fence
- Cut and bale hay



**CHEROKEE NATION TRIBAL COUNCIL  
RESOURCES COMMITTEE REPORT**

**Group:** Management Resources

**Month/Year of Report:** September, 2014

**Executive Director:** Bruce Davis  
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**Phone:** 918-453-5340

**Director:** Ginger Reeves  
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**Phone:** 918-453-5675

**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. Real Estate Services is operated under a Self-Governance Compact with the Secretary of the Interior.

Real Estate Services provides advice and assistance in the following areas:

- Sale or Purchase of Restricted Land
- Deed Exchanges
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Business, Agriculture and Residential leasing
- Restricted Mineral Interests
- Last Will & Testaments
- Probate information
- Cherokee/English Interpreter
- Notary Services

**I. Budget Highlights:** Submitted.

**II. Program Highlights:**

1. Sale or Purchase of Land. No land purchased during the month of September.
2. Quiet Titles/Inventories & Heirship Determinations/Administrative Law Judgments (ALJ), Last Will and Testaments. Three Quiet Title determination requests were received and four were returned during the month of September. Four Inventory and Heirships were requested, six were completed and returned. Two Last Will and Testament interviews were taken during the month; three drafts were prepared and three were approved in District Court.

3. Report for Distributions, Transmittals, IIM Setups. Three RFDs were requested, completed and transmitted to BIA; Two RFDs were approved and returned from BIA.
4. TAAMS. When the TAAMS project started, there were 12,669 allotments that required research. During the month of September, Real Estate Services submitted 11 files for encoding and have determined that 10 files contain no restricted property. The 835 remaining files are for status determination and research.
5. Right of Way/Service Line Agreements/Right of Entry. 12 Right of Ways/Easements were requested and 13 prepared for trust/restricted property during the month of September. One right of way was requested and submitted on tribal land. Two right of entries were requested and prepared.
6. Leases. One Agriculture lease was submitted; five Agriculture leases were approved by BIA during the month of September
7. On-Site Inspections, Home Visits, Environmental Reviews, Trespass issues. 13 on-site inspections were requested and completed; 2 environmental reviews were requested and completed. Four trespasses were reported; three completed and one pending.
8. Maps/platting/survey assistance. 35 requests for maps/platting assistance was completed during the month of September; one survey was received and seven completed for review.
9. Jurisdictional calls. 38 jurisdictional calls were completed during the month of September.
10. Financial transactions. \$149,036.30 was processed through the lockbox; and \$7,731.56 was received in the office for lease payments during the month of September.
11. Impact Aid. One impact aid report was submitted to United States Department of Education, Washington, DC.
12. County Notification. One letter to county officials regarding land status was mailed during the month.

### **III. Add'l Highlights of interest.**

Hearth Act Training and Fee to Trust training was attended by Ginger Reeves, Randall Hothouse and Marshea Halterman at the Eastern Oklahoma Regional Office (EORO) on Monday, September 15.

Reasonable suspicion training was attended by Ginger Brown, Janel Perry and Sue Switzer.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs  
Administrator: Tom Elkins

Month/Year of Report: September (FY 2014)  
Phone: 918-453-5237 email: [tom-elkins@cherokee.org](mailto:tom-elkins@cherokee.org)

## I. Program Performance

### a.) Environmental Review

Goal Requirement	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	172	1084	120%
6 ERR (Roads)	0	4	67%

### b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	12	203	81%

### c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	0	6	12%

### d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	14	166	110%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	5	138	69%

### f.) Landfill Inspection Dates:

Unannounced Visit	8/19/2014	>36 inches
Unannounced Visit	8/20/2014	>36 inches
Unannounced Visit	8/21/2014	>36 inches
Unannounced Visit	8/22/2014	>36 inches
Unannounced Visit	8/25/2014	>36 inches
Unannounced Visit	8/26/2014	>36 inches
Unannounced Visit	8/27/2014	>36 inches
Gas Vents Sampled	8/27/2014	>36 inches
Unannounced Visit	8/29/2014	>36 inches
Unannounced Visit	9/2/2014	>36 inches
Unannounced Visit	9/4/2014	>36 inches
Unannounced Visit	9/5/2014	>36 inches
Unannounced Visit	9/8/2014	>36 inches
Unannounced Visit	9/10/2014	>36 inches
Unannounced Visit	9/12/2014	>36 inches
Unannounced Visit	9/15/2014	>36 inches



# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

## II Highlights:

- a) CNEP Clean Water staff sampled Ft. Gibson Lake for dissolved oxygen, pH, turbidity, total and ortho phosphorus, nitrogen, alkalinity, hardness, temperature, bacteria, fluoride, sulfate, nitrite and nitrate. Staff also sampled Greenleaf Lake for dissolved oxygen, pH, turbidity, total and ortho phosphorus, nitrogen, alkalinity, hardness, temperature, bacteria, fluoride, sulfate, nitrite and nitrate. Staff performed the lab analysis for both lakes on Friday, September 12th; staff will be sending the heavy metals sample to Green Country labs in Tulsa.
- b) CNEP staff member gave a presentation on Solid Waste at the Oklahoma City Area Indian Health Service Office of Environmental Health & Engineering Division of Environmental Health Services Staff Meeting held at the Cherokee Nation Complex on September 3-4, 2014
- c) CNEP and University of Tulsa staff attended a “kick-off” meeting to discuss the Tribal Indoor Air Asthma Grant. The meeting was held at CNEP on Thursday at 10:30. The University of Tulsa and Cherokee Nation combined resources and applied for an EPA NCER indoor air grant and was recently awarded over \$1m for a 3 year multi-tribe study.
- d) CNEP staff development was at held at the Dwight Mission conference facility. Staff participated in program updates, various team building events, and training.
- e) CNEP UST staff met with the EPA UST office to discuss various topics. Topics included possible upgrades to the CN Outpost #1 and future activities. Cherokee CRC is also planning onsite sampling events to ensure site compliance before any new construction activities begin. CN UST staff will meet with EPA again in late October for an end of year grant follow up.

### Trust Application Projects:

- Staff worked on and completed Phase I Environmental Site Assessment for Albert Ralph Feathers for Removal of Restrictions.
- Staff completed a Phase I ESA update on the Salina Clinic as part of the Trust Acquisition application package that Cherokee Nation Realty Services will be submit to BIA.
- Staff started working on Phase I Environmental Site Assessment for John Thomas Christie Removal of Restrictions.
- Staff completed making the recommended changes from BIA to the Roland Phase I ESA report. The final report was submitted to Cherokee Nation Realty Services as part of the Trust Acquisition Package.
- Staff is working on the Redbird Smith Health Center Property Phase I ESA report to be included as part of the Trust Acquisition Package for Cherokee Nation Realty Services.