

Group:	Management Resources	Month/Year of Report:	July FY12 Report for August 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	3	78

b.) Accomplishments

- **Community Assistance**
 - Completed the Vian track project.
 - Completed the Marble City Food Pantry.
 - A creek crossing was improved for family members at Raper Hollow.
- **Tribal Land Improvement Projects**
 - 125 acres treated in the Noxious Weed Program.
 - Completed 1.5 acres for Timber Stand Improvement.
 - Clean up cement at hog farm.
 - Mowed area around Facet signage along highway.
 - Smoothed pasture next to Dahlenegah shop for hay meadow.
- **Resource Projects**
 - Site visit to Stratford, Oklahoma to look at bison and pens.
 - 23 fires suppressed.
 - Approximately 478 acres total fire suppressed and reported.

Marble City Food Pantry

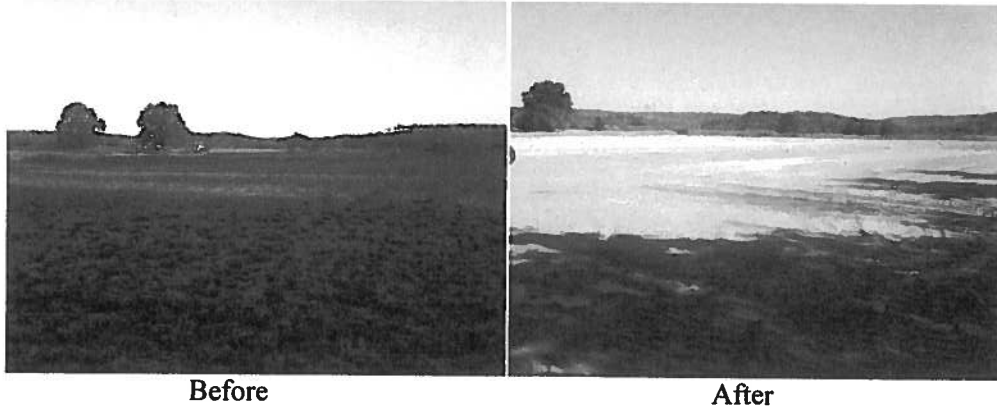


Before



After

Vian Track Project



GROUNDS KEEPING/MAINTENANCE

Belfonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input checked="" type="checkbox"/>
Bull Hollow Com. Bldg.	<input checked="" 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"/>
Dahlongah Park	<input checked="" 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 checked="" 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 – Metal roofing – In- progress.
- CN Tahlequah Recycle Center – Preparing to pour slab on grade.
- 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%	Waiting Funding Approval
Vinita Health Center	April 2011	80%	September 1, 2012
Child Development Center-Stillwell	July 9, 2012	0%	Ground breaking 8/1/12
W.W. Hastings Hospital – 4 Phases		75%	Varies by phase
Collinsville Food Distribution Center	April 2012	0%	September 30, 2012
CN Recycling Center (Tahlequah)	April 2012	20%	August 2012

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Cort Mall	August 2011	70%	August 30, 2012
SHS Fire Alarm	June 2012	95%	1 week

SHS Building #13	June 2012	30%	
SHS Building #100 – carpet	June 2012	95%	July 2012
SHS – Sports Lighting	June 2012	80%	July 2012
FRB – Roofing	July 2012	80%	August 2012
HR Annex – Roofing	June 27, 2012	100%	July 10, 2012
Tsalagi Office Annex – stairs	July. 2012	Started	August 2012



Veteran's Center



Tsalagi Office Annex

FACILITIES MANAGEMENT

- Patrick House remodel ongoing.
- Completed one office in FM Admin Building.
- Replaced 20 ton AC Unit in Warehouse.
- Replaced carpet in room 113 at Motel.
- Delivered two sheds to Immersion.
- Re-keyed the Vault behind Cherokee First.
- Re-sized infields & added dirt at Sequoyah Softball Fields.
- Hung sunscreens at Sequoyah Softball Fields in Holiday Preparation.

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 Declared Disaster for Extreme Temperatures. This enabled CNEM to provide bottled water and Gatorade to the Volunteer Fire Departments within our TJSA. The disaster proclamation began 07/06/2012 and has been extended twice.
- Received notification of grant award on the Tribal Homeland Security grant application previously submitted. This grant provides monies for both Emergency Management and the Marshal Service.

c.) Future Plans/New Initiatives

NATURAL RESOURCES

- Sallisaw Creek Park and Porum 1 strip pit reclamation.
- American Bison initiative.
- 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

- Obtain six portable HVAC Units.
- Purchase John Deere finish mower.
- 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.
- Attend the 2012 Oklahoma Emergency Management Conference in Norman, OK in August.
- Work with CNB to market casualty program which renews 10/01.

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: July 2012

Executive Director: Bruce Davis
Email: Bruce-Davis@Cherokee.org

Phone: 453-5340

Interim Director: Erica Hart
Email: Erica-Hart@cherokee.org

Phone: 316-4480

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. Completed/Received 6 Appraisals
2. Completed 2 Environmental Reviews
3. Processed 2 Hunting Leases
4. Processed 1 Grazing Lease
5. Resolved 1 Trepass issue
6. Completed 3 Rights of Ways (ROW)
7. Completed 16 Right of Entry/Service Line agreements
8. Submitted 26 TAAMS Files to BIA
9. Identified 112 unrestricted properties.
10. Filed 2 Probates, 1 is in the process of being filed. 10 additional probates are pending.
11. Held 3 weekly all-staff meetings
12. Held 3 weekly TAAMS meetings
13. Attended bi-weekly meetings with Secretary of State Charles Head and Bruce Davis, Executive Director of Management Resources
14. Attended NR/RES monthly meeting

c.) Additional Highlights

- Received and/or returned 671 phone calls
- Met with 95 individual clients
- Completed 13 Site Inspections
- Completed 4 Inventories
- Completed 21 Reports for Distribution
- Completed 13 Heirships
- Conducted 4 Home Visits
- Completed 8 Jurisdictional Calls
- Completed 16 Right of Entries
- Completed 3 Quiet Titles
- Completed 47 County Researches
- Filed 179 Documents in Title Plant
- Made/Indexed 1093 Certified copies
- Indexed 403 Tracts
- Reviewed 213 Tracts for TAAMS
- Conducted 1 Will Interviews
- Scanned 11 Files

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs Month/Year of Report: July (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)	97	832	92%
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	168	67%

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	15	143	95%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	25	307	102%

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

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Unannounced Visit	7/18/2012	35 inches
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II. Highlights:

- a) 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.
- b) Staff completed the fourth month of sampling on Lake Tenkiller. 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.
- c) Chief Baked signed the amended Preassessment Screen document and approval letter for the Notice of Intent correspondence to the PRPs. Cherokee Nation is a member of the National Zinc Smelter Trustee Council, which also includes the Osage Nation, Delaware Tribe of Indians and the U.S. Department of Interior. The National Zinc Smelter is located in Bartlesville, Oklahoma. By signing these two documents the Trustee Council is able to move forward with restoration planning activities
- d) Samples taken from the Glycol tank located at Hastings Hospital showed 1440 parts per million of acetone. However the waste water treatment plant stated that they can easily treat this at the Tahlequah facility. The Brownfields grant can assist with this closure by providing financial assistance for glycol disposal and fill material.
- e) On July 16th the Old Security Office was sampled for asbestos, lead based paint and Mold. No lead based paint was found. Asbestos was found in the floor tiles at 19%. Three rooms exceeded the outside mold count (1407) in three rooms. This was due the excess moisture within the block walls. Moisture readings ranged from 45% to 99%. This was probably due to a leaking roof.