

COUNCIL OF THE CHEROKEE NATION  
EXECUTIVE & FINANCE COMMITTEE REPORT

**Group:** Financial Resources

**Month/Year of Report:** June 2012

**Treasurer:** Lacey Horn

**Phone:** 207-3902

**E-mail:** [lacey-horn@cherokee.org](mailto:lacey-horn@cherokee.org)

**I. Budget Highlights – through May**

- a.) Financial Resources – 67% spent
- b.) Treasurer – 38% spent
- c.) IIM – 66% spent
- d.) Acquisition Management – 56% spent
- e.) Records Management – 56% spent
- f.) Support Services – 65% spent
- g.) Office of Historical Records – 35% spent
- h.) Employee Performance Incentive – 64% spent

**II. Program Highlights**

**a.) Balanced Scorecard Measures**

- 1. Complete FY11 Audit - 100% complete
- 2. Obtain Unqualified Audit Opinion – 100% complete
- 3. No Reportable Conditions on Single Audit – 100% complete
- 4. Obtain GFOA Award for FY10 CAFR – 100% complete
- 5. Reports Completed & Submitted by Due Dates – 100% Complete for reports due by 05/31/12

**b.) Accomplishments**

- 1. ARRA Quarterly reporting completed

**c.) Future Plans/New Initiatives**

- 1. FY13 Comprehensive Budgets Cycle continuing

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<b>Cherokee Nation Acquisition Management Year-To-Date Report Over \$5,000 Transactions October 1, 2011 through September 30, 2012</b>		<b>% of sub-total - TERO vendor submitted Bid</b>
Award to TERO Vendor	\$ 11,909,080.07	87.67%
Award to non-TERO Vendor	\$ 1,675,340.53	12.33%
<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 13,584,420.60</b>	<b>100.0%</b>
Bid - no bids submitted by TERO Vendors	\$ 3,687,126.89	
October 2011 through May of 2012		

Group: Career Services-Employment Month/Year of Report: June, 2012

Group Leader: Diane Kelley Phone: 453-5628 Email: dkelley@cherokee.org

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

None

**II. Program Highlights**

**a. Balanced Scorecard Measures**

Activity	May	YTD	Goal	% of Goal
<i>GED Completions</i> – includes individuals completing and receiving a GED or High School Diploma from Talking Leaves Job Corps and Career Literacy.	45	247	250	99%
<i>Training Completions</i> – includes individuals receiving a nationally-recognized certification, credential, or degree while enrolled in one of 11 different vocational training programs.	44	372	450	83%
<i>Employment Completions</i> – includes individuals who completed a Work Experience or TERO OJT assignment.	4	28	300	9%
<i>Unsubsidized Placement</i> – includes all individuals who entered unsubsidized employment (they got a job!) while enrolled in one of 15 different programs, both employment and vocational.	46	554	500	111%
<i>Retention</i> – includes individuals who were retained in their unsubsidized employment through assistance from a Career Services Program.	20	267	200	134%
<i>Job Readiness Training</i> – includes individuals who completed the Life/Employment Skills Training.	18	182	500	36%
<i>WorkKey Credentialing</i> – includes individuals who received a bronze, silver, gold, or platinum WorkKeys credential.	39	303	500	61%
<i>Job Bank</i> – includes the number of new individuals entering the TERO Job Bank.	26	131	1,000	13%

<i>Indian Owned Businesses</i> – includes the number of businesses newly certified as an Indian Owned Business.	17	181	100	181%
<i>Job Fairs</i> – includes the number of Job Fairs held by Career Services.	2	18	15	120%
<i>Community Service Projects</i> – this is the number of Community Service Projects completed by youth, both through the Summer Youth Employment Program and Talking Leaves Job Corps.	5	54	50	108%

**b. Accomplishments**

1. Nine Day Work Training participants entered employment, all with Cherokee Nation.
2. Six NAHASDA Day Work Training participants entered employment, three with Cherokee Nation.
3. Three Job fairs were held for positions at the Vinita Clinic scheduled to open September, 2012.
4. Keeping in line with the JOBS Initiative, we are busy working with a call center that will be locating in Tahlequah and a lighting fixture company from Arkansas that will be partnering with CNI in Stilwell. We are continuing our dialogue with businesses that have approached us about a possible data center partnership and another call center for the Arkansas-Oklahoma border. More information will be made available as things progress.

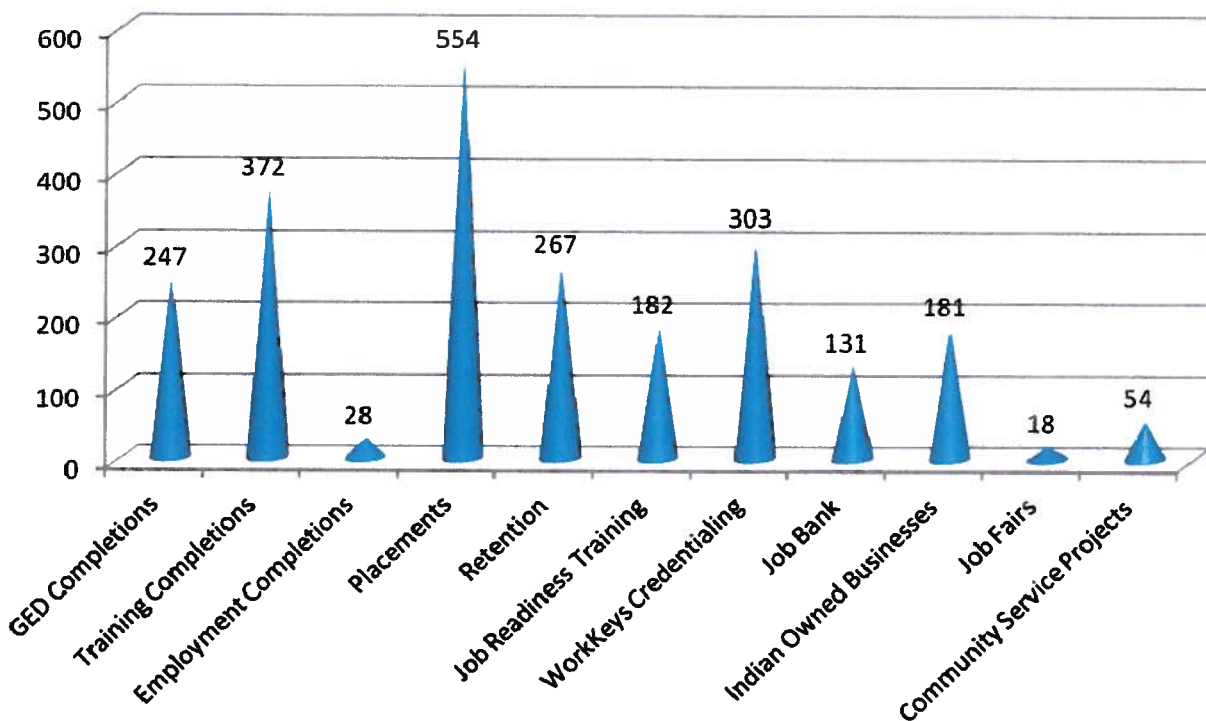
**Initiatives**

1. The Summer Youth Employment Career Day will be held at Talking Leaves Job Corps on July 3.
2. Staff are working with Workforce and Mid-America Industrial Park for the “Veterans Job fair” Honor a Hero; Hire a Vet scheduled for July 17<sup>th</sup>.
3. We are also working with CNE on Job Fairs for the Ramona Casino expansion. On July 11 from 3:00 to 7:00 at the Bartlesville Fairfield Inn, on July 17 from 3:00 to 7:00 at the Bartlesville Community Center, July 24 from 3:00 – 7:00 also at the Bartlesville Community Center, and on August 8 from 3:00 to 7:00 at the Ramona Senior Citizens Center.
4. Staff will be meeting with all of the Vo-techs and temp services in the area to recruit for the jobs that we are anticipating and to launch specialized training programs such as Machinist Training and Journeyman Certification training in Electrical, Masonry, and Plumbing.
5. Christine Rogers, TERO Job Developer, will be working with the OJT program on the new business startup. Rob Daugherty, TERO Job Placement

Coordinator may be coming over to the Job Development area – he is working there now on a trial basis.

6. Principal Chief Baker and Health Executive Director Connie Davis will be working with our potential clients for the new jobs to help and assist them with their dental and optometry needs to assist in making them more employable.
7. All potential applicants for the new jobs will attend our Life/Employment Skills Training.
8. Career Services is working closely with the CNB group, consisting of: Shawn Slaton, Acting CEO; Steven Bilby, Executive Vice President; Chris Moody, President CNI; Kevin Ogle, Construction; Don LaBass, Procurement and Finance; Bob Thomas, Personnel; and Mollie Jarvis, Marketing and Cultural Tourism.
9. Caleb Grazier, Career Services Finance, will be working with TERO on the monitoring of contracts, sole sources, etc. beginning Monday, July 16. He will be charged with working with the Northern Counties.

## Career Services Year-to-Date



Group: Commerce

Month/Year of Report: June 2012

Director: Anna Knight

Phone: 453-5532 Email: aknight@cherokee.org

**Budget Highlights** None

**Program Highlights**

a. Balanced Scorecard Measures

Objective	Metric	2012 Goal	Year to Date Achievement Notes/Comments
Investment in Economy	Loan Dollars	\$1,000,000	<b>Commercial: \$295,585.29</b> <i>Approved Loans Pending Closing</i> <ul style="list-style-type: none"><li>• Retail \$300,000</li><li>• Wrecker Service \$150,000</li><li>• Concession \$16,000</li></ul> <i>Pending approval</i> <b>Consumer: \$422,240.63</b>
Investment in Economy	Tourism Dollars a) Community Tourism & Business Development  b) Tourism Business Income	a) \$125,000  b) \$50,000	a) \$106,800.00  b) \$34,921.00 (income to artists/communities)
Job Creation	# Small Business Jobs Created/Maintained Percentage Cherokee (or Cherokee Family) Employed	100 100%	44 73%
Effective Business Training	# Attendees and % Indicating usefulness	1,500/95%	1,842 / 100%
CN Holiday	1. % Increase Sponsorships 2. % Increase in Community Games Participation/Holiday Cultural Events	a) 5% b) 5%	a) TBD b) TBD

b. Notable accomplishments

1. **Commercial Loans Closed –YTD – Bunch-Service (2 jobs); Muskogee-plumbing (2 jobs); Hulbert-Ag loan (2 jobs); Briggs- salvage (16 jobs); Westville-Ag loan (3 jobs); Rose-Ag loan (1job); Tahlequah-Mechanic (1 job), artist loan (1 job); Grove-Convenience Store (6 jobs); Sallisaw-retail/tanning (10 jobs).**
2. **Collateral for Commercial Loans Closed – No Commercial Loans Closed**
3. **Charged Off Loans – Commercial: Monthly/YTD Total – 0, Consumer: Monthly/YTD Total – 0**
4. **Commerce participated in the Tahlequah Business Fair and ICTC Vendor Fair servicing 200 individuals at Tahlequah and 50 at ICTC, for **250 total participants.****
5. **The annual Arts on the Avenue was held June 8-9, 2012. The Arts on the Avenue generated **\$7,500 in income** to the artists that participated and approximately **1,500 people attended** the event.**
6. **175 people attended the Cherokee Arts Center Grand Opening** held June 8 in conjunction with Arts on the Avenue.
7. **The Cherokee Arts Center has received 140 visitors** (including working artists using the center) since October 2011. The Arts Center has **two artist tenants and both have stated their retail sales have increased by 100%** since they have become tenants at the Center!

8. **Finalizing business/operational plans for art retail space** in the old Cort Mall in downtown Tahlequah. This space will provide affordable retail space with shared sales area/staff and shared marketing. It is anticipated artists graduating from the incubator program (receiving entrepreneurial assistance) will transition to this space.
9. Submitted **USDA/EDA Jobs Accelerator Grant Application in partnership** with Northeast Oklahoma Rural Alliance and Sustainable Green Country in order to facilitate community based jobs in the food sector.
10. Submitted a US Department of Commerce Grant application to run the **Tulsa Native American Business Center** on behalf of the Minority Business Development Agency.

c. Future plans/new initiatives

1. **E-Commerce website for the Cherokee Arts Center Gallery** to increase market opportunities for Cherokee artists.
2. **Kitchen Incubator** for Cherokee farmers and food producers to earn supplemental income by preparing/packaging local foods for sale. **Creation of Food Sector entrepreneurial development and loan programs.**
3. **Subcontractor workshop series** to build capacity and bidding expertise of TERO vendors.
4. **Northeast Oklahoma Regional Summit** to be held at NSU in Tahlequah on October 30 and 31. Special emphasis this year will be on businesses. We will have breakout sessions on food sector businesses and **Google will present a Get Your Business Online workshop** during the summit.

**Lending \$'s Available** (pending and approved/pending applications not considered)\*

▪ IRP:	\$479,839.53	▪ ICDBG Adult:	\$127,335.24
▪ Commercial:	\$613,256.20	▪ ICDBG Youth:	\$58,888.74
▪ CDFI:	\$589,465.33	▪ Consumer Lending:	\$157,360.81

\* Bank statements for July are not yet available.

\*ICDBG Adult bank account balance will shift to Commercial account once all grant closing procedures are completed.

<b>Business/Entrepreneur Workshops</b>			
<b>Date</b>	<b>Location</b>	<b>Time</b>	<b>Workshop</b>
<b>August 29</b>	Claremore, RSU Innovation Center	8:00 am to 5:00 pm	Using QuickBooks, hosted by REI with \$165 fee
<b>September 12</b>	Claremore, CN One Stop Bid Center Red Room Confirmed	8:30 am to 12:00 pm	Minority Procurement – Tribal, Woman-owned, Central Contractor Registration, Oklahoma Bid Assistance Network
<b>September 13</b>	Bartlesville, Tri-County Tech Strategy Center	8:00 am to 5:00 pm	Using QuickBooks, hosted by REI with \$165 fee
<b>October 24</b>	Muskogee Civic Center	1:00 pm to 3:30 pm	Preparing Local Foods for Resale
<b>October 30 – 31</b>	Tahlequah – NSU	All Day	Northeastern Oklahoma Regional Summit
<b>November 1</b>	Catoosa Hard Rock	All Day	CN Indian Owned Business Fair
<b>November 7</b>	Bartlesville, Tri-County Tech Strategy Center	PM TBD	Tax Strategies for Businesses

**Group: Certified Indian Owned Businesses (Career and Commerce Services)**

**Month/Year of Report: June 2012**

**Program Highlights**

**a. Balanced Scorecard Measures**

<b>Objective</b>	<b>Metric</b>	<b>2012 Goal</b>	<b>Year to Date Achievement Notes/Comments</b>
Effective Business Workshop Training	# Certified Indian-Owned Business Attendees and % indicating usefulness	500/100%	417/100%
Increase Certified Indian-Owned Business Procurement Awards	% Certified Indian-Owned Business Procurement Awards	75%	61.04% Business Entities eligible procurement \$'s awarded to Certified Indian Owned vendors <ul style="list-style-type: none"> <li>• CNE – 47.71%</li> <li>• CN Government - 87.67%</li> <li>• Health Entities – 97.08%</li> <li>• CNI – 41.11%</li> <li>• Waste Management - 99.76%</li> </ul>
Increase Cherokee Citizens employed	% Cherokee Citizens (verified)	Entity CNE – CNB - CN – 82.9% Health - CNI – CRC – Aerospace -	Business Entities - 73.39% <ul style="list-style-type: none"> <li>• CNE (CNE, CHL, WRD, CNSS) 69.59%</li> <li>• CNB (CNB, CNT, CSG) 61.88%</li> <li>• CN Government 81.13% (does not include IPA/MOA)</li> <li>• Health Entities 51.63%</li> <li>• CNI 74.56% (does not include service contract employees)</li> <li>• CRC 18.92% (not wholly owned by CN)</li> <li>• Aerospace 0% (not wholly owned by CN)</li> <li>• Waste Management 100%</li> </ul>
Increase Indian-Owned Business Certifications	# Newly Certified Indian-Owned Businesses	80	134
Effective One on One Training for Certified Indian Owned-Businesses	# of businesses receiving assistance/% finding useful	300/95%	73/100%
Certified Indian-Owned Business Receiving Financial Assistance	% Certified Indian-Owned Business Loans in Portfolio	85%	43.27% - Dollar Amount Loaned out 30.00% - Number of Loans
Effective Usage of Fees Collected	# Trained	100	0
Effective Monitor of Work Sites – Construction and Housing	# Monitoring Visits	90%	100% - 1195 sites monitored
Effective Monitor of Bid Openings	# and % Bid Openings Attended	100%	100% - 75
Effective Resolution of Complaints – TERO and EEOC	% Complaints Resolved	100%	TERO: 10 complaints filed; 9 resolved, 0 pending EEOC: 2 complaint filed; 0 resolved, 0 pending

**b. Notable accomplishments:**

1. Commerce participated with the Tahlequah Business Fair and ICTC Vendor Fair servicing 200 individuals at Tahlequah and 50 at ICTC, for 300 total participants.

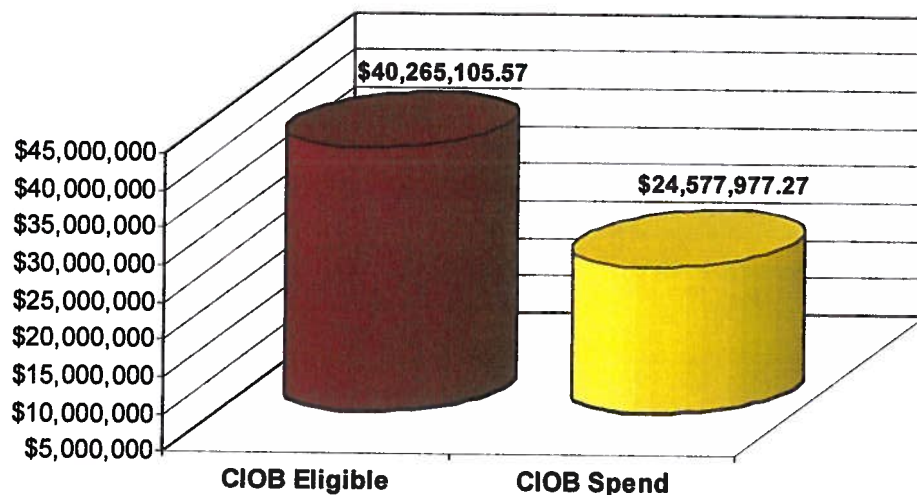


c. Future plans/new initiatives:

1. **Changes to TERO Vendor Fair** will provide opportunity for TERO Vendors to meet “one-on-one” with purchasing staff from the government and the business entities. Will also provide a “booth sitter” for vendors with limited booth workers so that more vendors can attend workshops and network with other vendors.
2. **TERO certified CIOB Marketing Plan** to engage other state and tribal entities in accepting CN certification as a minority certification, thereby adding more value to CN certification.
3. **Electronic notification to TERO certified Indian-owned businesses** when a procurement opportunity they qualify for posts on [www.cherokeebids.org](http://www.cherokeebids.org). Notification will be through email and text messaging. The first step in coding vendors has been complete and Information Systems is working on the notification. Training for departments and testing should be completed this summer with full implementation before the end of the fiscal year.
4. **Entrepreneurial Development workshops to be stored online for easy access** by businesses that cannot attend the live workshop.

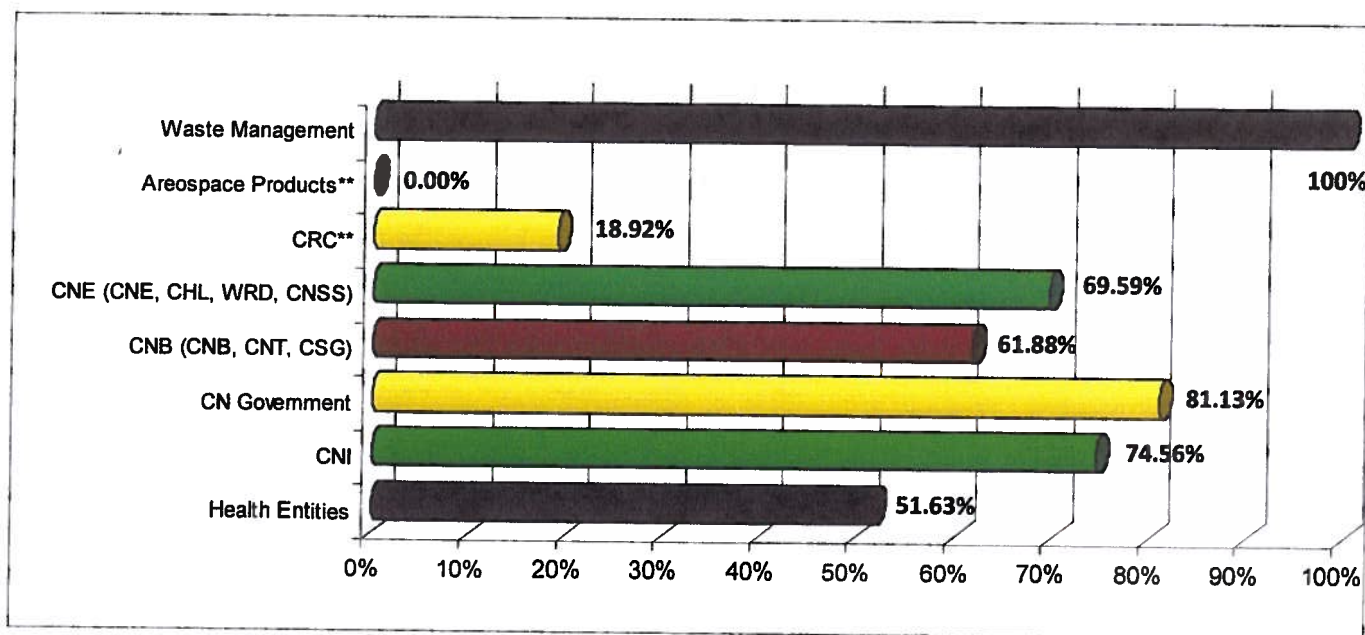
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### 61.04% of CIOB Eligible Procurement Opportunities were awarded to CIOBs



\*\*Includes CN Government, CNE, CNI, and Health Entities

### 73.39% of Employees are registered Cherokee Nation Citizens



\*\*Companies majority, not wholly, owned

## Cherokee Heritage Center Quarterly Report (April, May, June 2012) – Karen Cooper

Several staff members participated in a behavioral study approved by Cherokee Nation to see if a widely-used employment test inadvertently lowers test scores of Native Americans. CNHS collected several 2012 awards this quarter including an award of excellence from the International Association for Tribal Archives, Libraries and Museums, a CN award for our work with Cherokee summer youth, and a Redbud award for our Civil War exhibit.

Lindi Conover, Grant Writer, gained a scholarship to attend the Mountain-Plains Museum Association conference in Galveston TX this fall. Grants secured during this quarter include two from OK Arts Council for a musical performance during Cherokee Holiday and for two additional Cherokee craftspeople in the village for the rest of summer through Holiday. The OK Humanities Council gave to CHC Outreach to visit classrooms in the area.

Penny Moore and two board members raised cash during a reception at the Branch in Tahlequah. Attendees asked for more gatherings, and two will be planned for the OKC and Dallas area. Memberships at reduced costs have been offered to CN employees who may opt for payroll deduction payment. We also implemented a discount to National Trail of Tears Association members. These offers are calculated to boost membership numbers and donation levels.

On June 28, Molly Jarvis brought 41 CNB staff to CHC to work two hours each. They weeded, mulched, planted (supplying the plants & mulch) and made 30 basket-starts plus 24 stickball balls. Our grounds are prettier, we are prepared for future basketmaking workshops, and villagers will have a cache of balls to replace those that get lost in the woods.

Many photographs for the upcoming book on CN National Treasures have been taken by David Fitzgerald on Center grounds and some CHC staff modeled clothing produced by Wendell Cochran. David has donated a collection of his unused photographs from many projects to CNHS archives.

In May, Curator Mickel hung the current exhibit on baskets which includes the world's tallest flat reed Cherokee basket, and he represented the Center in OKC at Art Day on the Capitol. Baskets, art, and shell jewelry by revered crafters have been added to collections. Mickel and intern are working on the end-of-the-year Chief Milam exhibit and are examining Milam files at TU. He's met a few members of the Milam family from Claremore. The Cherokee Homecoming Art Show and Sale has been announced and our planning is underway.

Tonia and Gina were invited to Har-Ber Village in Grove to provide advice on American Indian exhibits there. Tonia also advised an Atlanta museum via emails. And, the Comanche museum from Lawton visited for a roundtable discussion with our programming staff. CHC is often sought to share our expertise with others. Staff filled in for Gina's scheduled outreach programs while she has been away tending to a family death, but we're not taking further bookings until Gina returns.

Gene held his annual genealogy conference and had one attendee from Mexico so now it can be called an international conference. He also traveled to Houston and Dallas and other cities to speak about genealogy. He and Ben continue to have several visitors almost every day, and sometimes Tom and a volunteer pitch in to help.

Tom has acquired archival material of interest including the earliest known example of published syllabary from a collector in Muskogee, and went to Tulsa to retrieve Houston Teehee's law books. He has been busy creating books for Heritage Press. Tellico Town continues in construction. Tommy and villagers have gathered cane and worked outside in summer heat, as have Orville and the construction crew. Visiting groups continue to be large in number through the end of school and into summer. The Village provided tours of the past for more than 7,000 people this quarter. We have incredible staff dedicated to informing visitors about Cherokee life. We also have incredible challenges in supporting our work.

We began interviews on June 29 for the next Executive Director and will interview more candidates soon. During the quarter I participated in an excellent CHC workshop on making double-wall baskets. In addition to our Cherokee ponies and Piney Woods Cattle, we have a white squirrel, an abandoned cat and kittens, and a new flock of chickens. I was surprised with an impromptu drug test this quarter. You never know what a workday will bring. The Heritage Center continues to preserve, promote and teach Cherokee history and culture.