

Group:	Management Resources	Month/Year of Report:	November 2011 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 FY11

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community	117	117
Provide technical assistance to communities – gadugi projects	0	0

PLANNING & DEVELOPMENT

OBJECTIVE	ACTUAL TARGET	YTD
Provide assistance with historical buildings/structures	4	1
Provide technical assistance to internal programs for development and remodeling of tribal facilities	10	1
Provide technical assistance to communities – gadugi projects	8	0

a.) Accomplishments

NATURAL RESOURCES

- **Tribal Land Improvement Projects**
 - New fencing project Kenwood 28-29
- **Resource Projects**
 - Along with Real Estate Services, hosted lessee meetings at Dahlenegah and Bull Hollow Offices

GROUNDS KEEPING/MAINTENANCE

Belafonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input checked="" type="checkbox"/>
Bull Hollow Com. Bldg.	<input checked="" type="checkbox"/>	Mouse Dry Creek	<input type="checkbox"/>
Candy Mink Springs	<input checked="" type="checkbox"/>	Owen School	<input type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Park hill 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 checked="" type="checkbox"/>
Elder Care tract	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>	Sallisaw Creek Park	<input type="checkbox"/>
Greenhaw tract	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" 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 Primary Care and Pediatrics and completion of the new WIC space in Hastings Annex Building
- 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	35%	
Vinita Health Center	April 2011	20%	September 1, 2012
Child Development Center-Stillwell	January 2012	0%	
Sequoyah – Library Renovation		100%	Punch List/Close Out
Sequoyah – New Classroom Building		100%	Punch List/Close Out
W.W. Hastings Hospital – 4 Phases		55%	Varies by Phase
Nowata Food Distribution Center	June 2011	45%	January 30, 2012
Collinsville Food Distribution Center		0%	March 2013
Courts Building Remodel	September 2011	0%	Need Funding
Recycling Center	December 2011	0%	October 2012
CNG Station	July 2011	100%	Punch List/Close Out

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
WPA Building Project – Phase II	May 2011	100%	Close Out
Cort Mall	August 2011	15%	June 2012
Immersion Modular Building – Office	May 2011	100%	Close Out
Gaming Commission Building	August 2011	100%	Close Out
Jack Brown Administration Building	May 2011	100%	Close Out
NSU Haskell Hall Annex	July 2011	70%	Bidding- On Hold
WIC Remodel – Hastings Annex	August 2011	100%	Punch List/Close Out

FACILITIES MANAGEMENT

- Supporting re-location of new Administration
- Assisted in Community Event at Inauguration
- Completed Wiring Project in Marshal’s Bldg
- Prep work for Inauguration
- Landscaping Project at Old Motel
- Quarterly Pest Control Contract complete
- Annual Paper Supply Contract complete
- Annual Water Contract complete
- Awaiting contract for Cleaning Services
- Submitted requisition for new Backhoe

GROUNDS KEEPING/MAINTENANCE

Big Acorn Sawmill	<input checked="" type="checkbox"/>	Immersion	
Carwash	<input checked="" type="checkbox"/>	Jay Clinic	<input checked="" type="checkbox"/>
Claremore Federal Bldg.	<input checked="" type="checkbox"/>	Keetoowah Duplexes	<input checked="" type="checkbox"/>
Complex	<input checked="" type="checkbox"/>	Locust grove	<input checked="" type="checkbox"/>
Conley property	<input checked="" type="checkbox"/>	male Seminary	<input checked="" type="checkbox"/>
Cort Mall	<input checked="" type="checkbox"/>	Morgan Property	<input checked="" type="checkbox"/>
Court House Square	<input checked="" type="checkbox"/>	Nowata Clinic	<input checked="" type="checkbox"/>
Facet industrial Property	<input checked="" type="checkbox"/>	Old Homeland Bldg.	<input checked="" type="checkbox"/>
Gaming Commission	<input checked="" type="checkbox"/>	Pow Wow Grounds	<input checked="" type="checkbox"/>

Green Space	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Heritage Center Annex	<input checked="" type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>
Holiday Strip	<input checked="" type="checkbox"/>	Three Rivers Clinic	<input checked="" type="checkbox"/>

RISK MANAGEMENT

- Hosted Inter-Tribal Emergency Management Coalition meeting on November 8th at the Hard Rock Convention Center in Catoosa
- Completed FY2010 Audit Work papers
- Issued Certificate of Occupancy for John Ross Museum
- Participated in Local Emergency Preparedness Committees
 - Adair County – primary focus is community shelters for county schools
 - Craig County – established an exercise committee to begin planning for a 2012 all county exercise
- Provided and manned an informational booth at CN Employee Health Fair. Emergency Management Team members assisted with the Flu Shot Clinic held at the Tribal Council Chambers

b.) Future Plans/New Initiatives

NATURAL RESOURCES

- 2012 heirloom seed exchange
- Tribal lands access policy
- Finalize Ken 28 rehab

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) – developing finish and furniture standards for facility
- 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 – in design Collinsville Food Distribution Center
- 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 Tsa La Gi 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 & Financial Resources Bldg.
- Replace HVAC Units at Ballroom
- Partner w Planning & Development on Recycle Center Project
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex
- Acquire new backhoe

RISK MANAGEMENT

- Training will be scheduled for Recovery Team which is a Disaster Strike Team
- Additional training session will be held in January for members of EMS Triage Team
- Research funding available to properly equip Triage team members
- Co-host mitigation training with Caddo Nation
- Apply for grant to administer an Individual Safe Room Program
- Apply for funding to install fire breaks/lines to protect Tribal lands and homes from wildfires
- Apply for funding for NOAA Weather Radio Program to be administered in areas where tornado sirens would not be feasible
- Emergency Management is working pursuing Hazard Mitigation funding to administer a Public Awareness Campaign for family preparation in the event of a disaster

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

Group: Government Resources

Month/Year of Report: October 2011

Group Leader:

Phone:

E-mail:

Director: Linda Donelson

453-5236

linda-donelson@cherokee.org

I. Budget Highlights

- a) Interviewing for 6 positions, all contingent upon funding—clerk, secretary and 4 Realty Specialist I

II. Program Highlights

a.) Balanced Scorecard Measures

b.) Accomplishments

1. 10/26 Meeting with Melanie Knight re staffing issue
2. 10/28 Meeting with Marguerite McKinney and Carol Wyatt regarding Mayo Dam site in reference to hydro power and access to the site
3. 10/31 Interviews for staff positions to work on TAAMS project; Closing on Stinchcombe and Beck Mill Association property, 20 acres from each, at Grand River Abstract Co. in Jay (\$100,000 for Stinchcombe site and just over \$53,000 for Beck Mill site—paid off debts)
4. 11/1 6 Interviews for staff position on TAAMS project
5. 11/2 2 Interviews for staff position on TAAMS project
6. 11/3 Interviews for staff position on TAAMS project; meeting of Chief with Charlie Robertson on Arkansas Riverbed Authority
7. 11/7 Meeting at BIA in Muskogee with Environmental staff (Jonna Polk) on Chilocco trust application; interviews for staff positions on TAAMS project in afternoon
8. 11/8 L. Taylor attended training on registration system for research access; Meeting with Ina Beck on property in Delaware County for sale—property adjoins tracts purchased from Stinchcombe and Beck Mill Association; Meeting at 6:00pm at Dahlongah shop in Adair County with agricultural lessees
9. 11/10 Land Status Meeting with Pat Gwin and other Natural Resources staff members; Closing on Lackey 117 acres in Adair County (opens up 813 acres of CN trust property for use); Meeting at CNB office in Catoosa regarding Mayo Hydroelectric project with Margaret McKinney, Carol Wyatt, Ross Swimmer and other technical persons
10. 11/14 Meeting with potential smokeshop operator; attended Resource Committee Meeting
11. 11/15 Meeting at 6:00pm at Bull Hollow in Delaware County with agricultural lessees
12. 11/16 Meeting with Attorney General on realty concerns
13. 11/17 Bid opening on Tahlequah 2 Unit (aka Kirk tract across highway from ICW offices)—highest Bid was \$22,550 with the lowest bid being \$12,000; Meeting with Carey Tilley re lease to Cherokee Historical Society
14. 11/18 Management Meeting with administration
15. 11/23 Meeting with Tom Elkins on environmental questions
16. Additional highlights as follows:
 - Received and/or returned 610 phone calls
 - Met with 85 individual clients
 - 45 Site inspections were done
 - 3 Business Leases (smokeshops) approved by BIA
 - 1 Business Lease Modification (smokeshop) approved by BIA
 - 1 Tribal Grazing Lease (Warner tract) approved by BIA
 - 2 Inventories for probates

CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT

- 10 Reports for Distribution
- 9 Home Visits
- 13 Jurisdictional Calls
- 4 Right of Entries
- 6 Quiet Titles
- 33 County Researches Completed
- 34 Documents filed in Title Plant
- 50 Certified copies made/indexed
- 237 Tracts Indexed
- 30 Allottee Files organized for scanning
- 30 Allottee Files scanned

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs Month/Year of Report: Nov (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)	64	126	14%
6 ERR (Roads)	0	0	0%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	18	22	9%

c.) Radon Activities

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

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	9	18	12%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	37	54	18%

II. Highlights:

a) The CNEP is currently waiting on the removal of abandoned underground storage tanks that were removed and stored onsite at the Roland tract of land (51 acres) which includes the Travel Plaza, Hotel, and two adjoining tracts of land. Once these tanks are removed the Phase I environmental assessment will be submitted to Cherokee Nation Realty Department to include in the trust acquisition package.

b) The Phase I environmental site assessment for the Lackey Property was completed and submitted to Natural Resources. The Lackey property is located in Adair County next to the Arkansas state line. This acreage is adjoins property that the Cherokee Nation currently owns. No problems or concerns were found with this property.

c) The CNG construction project has been delayed again as the steel and other equipment is difficult to obtain. The station is waiting on the gas dryer and will open immediately after installation which is scheduled for mid December!

d) The CNEP visited the Cherokee Nation Sanitary Landfill for compliance review on the following dates: 10/24, 10/26, 10/31, 11/03, 11/07, 11/09, 11/14, 11/15. There only compliance issue is the level of the leachate pond. It is still at less than 24". The pond water is somewhat innocuous and was intended to be closed. The water did not meet release standards.