



# COUNCIL OF THE CHEROKEE NATION EXECUTIVE & FINANCE COMMITTEE REPORT

Reporting Month: **May 2020**

Dept: **Financial Resources**

Contact: **Tralynna Sherrill Scott, Treasurer**

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### Accounts Payable checks disbursed

Current Month	2,204
Year to Date	26,808



### Timecards processed

Current Month	8,270
Year to Date	63,946



### Reqs. approved for processing

Current Month	597
Year to Date	10,974



### Purchase orders issued

Current Month	500
Year to Date	10,319



### Travel expense statements processed

Current Month	45
Year to Date	2,419



### Files received for storage

Current Month	0
Year to Date	3,842



### Number of internal billings

Current Month	80
Year to Date	654



### Grant reports submitted

Current Month	17
Year to Date	333



### Grant applications

Current Month	28
Year to Date	151



### Deposits

Current Month	293
Year to Date	4,148

**Departmental Goals**

- 1 Complete FY19 Audit  
*100% complete - Audit completed on March 27, 2020*
- 2 Obtain Unmodified Audit Opinion  
*100% complete - Audit completed on March 27, 2020*
- 3 No Material Weaknesses on Single Audit  
*95% complete - Expected completion date of the Single Audit is September 30, 2020*
- 4 Reporting requirements completed & submitted for May 2020  
*100% completion - All required reports were submitted timely in May*

**Accomplishments**

- 1 Staff attended 28 webinars/trainings in April

**Upcoming Events**

- 1 Staff is scheduled to attend 3 webinars/trainings in June
- 2 13 grant proposals, totaling more than \$11.9 million, will be submitted in June

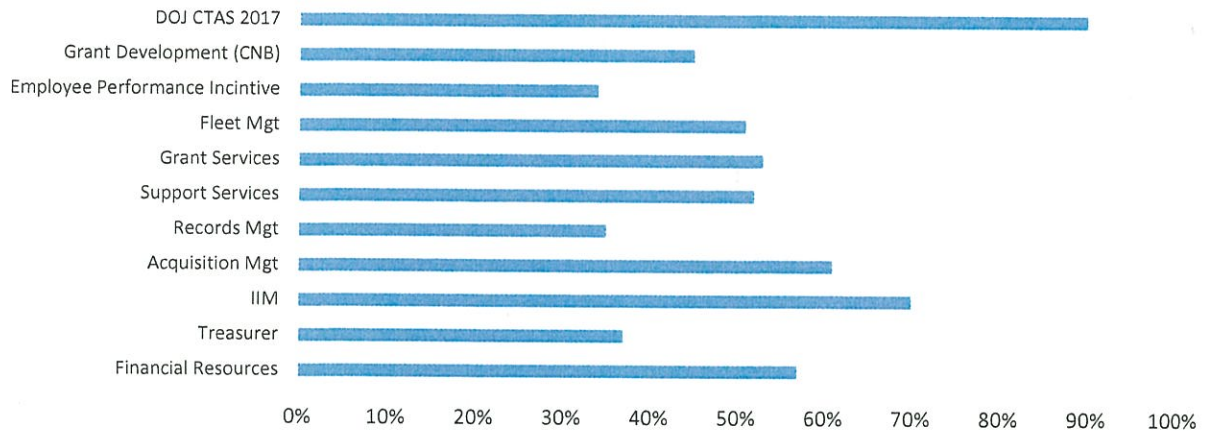
**Compliance**

- 1 No outstanding borrowings on \$5M Bank of America line of credit

<b>Cherokee Nation Acquisition Management Year-To- Date Bid Report Over \$5,000 Transactions FY 2020</b>		<b>% of sub-total - TERO vendor submitted Bid</b>
Award to TERO Vendor	\$ 7,767,831.72	94.53%
Award to non-TERO Vendor	\$ 449,327.76	5.47%
<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 8,217,159.48</b>	<b>100.0%</b>
Bid - no bids submitted by TERO Vendors	\$ 4,255,913.45	

**October 1, 2019 through May 31, 2020**

## YTD Budget Spend



**Executive & Finance Committee  
Career Services  
June Monthly Report  
Diane Kelley, Executive Director**

Most staff have returned to work on a staggered basis. Staff are still adjusting to the new normal and pushing ahead to provide services to applicants and participants.

**COVID-19 NHE Disaster Recovery Grant**

Career Services just received notification of award of \$3,000,000 to hire individuals to assist the COVID-19 cleanup, disinfection, and humanitarian efforts throughout Cherokee Nation buildings. The program will be managed by the current NHE HOPE grant manager, Ashawna Miles.

**HOPE Participant Success:**

HOPE participant always has a joke and a smile but takes his job seriously. Terrance Mixon is a participant in the Cherokee Nation Career Services program, HOPE (Helping Others Perform Effectively). The HOPE program is part of a dislocated worker grant awarded to Cherokee Nation through the Department of Labor. Mixon had been laid off from his job several years earlier and found that he qualified for the HOPE program after meeting with counselors in Career Services.



“The people at Career Services were able to help me

get into classes at Tulsa Technology Center,” said Mixon. “I am working toward certification in CNC Machining.” Mixon was able to secure a job with American Airlines in Tulsa. “They have me painting airplanes but I’m planning to be in the machine shop before too long,” said Mixon. “I do enjoy having my hands on the plane, many people work here and never get to even touch one. I’m all over the planes, inside and out!”

Mixon respects that painting makes the planes look nice, but its main purpose is to protect the aircraft from the harsh elements at 500 mph. “I really appreciate everything Cherokee Nation Career Services has done for me and my family,” said Mixon. I just needed a little help and they gave me the chance to better myself.”



### **Summer Youth Employment Program:**

Currently, 330 individuals have been approved for this year's Summer Youth Employment Program. We had predicted 250 – 300.

If you have referrals or concerns, please contact Jeff Vance, the Director over the program at 918-453-5698, or 918-453-5555.

### **Employment Programs:**

Staff have been busy trying to get participants for Health and the Tag offices for screening.

### **Coming Home Reentry Program:**

Current Coming Home Reentry staff are Certified Re-Entry Professionals and Certified Ex-Offender Employment Specialists, and have received training in various reentry best practices, including Thinking for a Change, Motivational Interviewing, Cognitive Behavioral Therapy, Evidence Based Practices, and different Criminogenic Risks theories. Many of the Reentry team members are Certified Evidence Based Professionals through the Joyfields Academy and the remaining are on the way to becoming certified as well. This is done with the goal of becoming an Evidence Based Organization to best utilize resources to reach program goals in helping participants. One reentry team Job Business Development Coordinator is also working towards licensure as a Certified Alcohol and Drug Counselor under the guidance of a Licensed Master Social Worker. Reentry Program Manager Matt Lamont and Kim Carroll the Director of Grants and Compliance for the Cherokee Nation Career Services Department, of which the Reentry Program is part of, are members of the Native American Employment and Training Council. The council is appointed by the Secretary of Labor to provide advice and guidance on Indian and Native American employment and training issues.

By operating under the Career Services umbrella, the reentry program has direct access to all tribal employment and training programs. This includes fully equipped field offices located throughout the 14-county historical reservation area, employment and training staff and programs, literacy and assessment staff and programs, and a supportive management staff. All CNCS programs and staff work together to coordinate services for program participants, thus expanding the opportunities available to participants in reaching their goals.

### **TERO:**

Staff will be utilizing Zoom for business interviews needed for certification for the month of July. All new applications will be sent through for that meeting.

### **Tribal TANF:**

TANF has continued to provide services to over 200 families each month during the pandemic shutdown. Our staff has been able to telework and take on new clients each month. Our TANF staff are now working both in office and from home to continue service.

### **Trade and Economic Transition – TET:**

The Trade and Economic Transition program is nearing its final quarter on the program's run time. Due to economic results from COVID-19, there has been a massive increase in dislocated workers. The program has put focus on reaching out to the dislocated workers affected by the recent layoffs. Working with the Oklahoma Employment Security Commission and Oklahoma

Workforce, the TET program has disseminated information on the program's benefits to a large audience. The uptick in clients has largely been seen in the Tulsa and Oklahoma City area.

A new branch of operations on the program has started with the Central Oklahoma Workforce Initiative Board. Working with area non-profit organizations, a future goal in the last leg of the program is to aid in eliminating barriers to individuals seeking employment and training through non-profit organizations. Individuals include those with disabilities, justice-involved, working through substance abuse issues, as well as those with transportation and childcare issues. Forming a partnership in this way allows the TET program to form support teams consisting of several organizations that help clients get full wrap-around services.

As COVID-19 still looms and presents an uncertain future, the TET team is constantly altering its operating procedures to most effectively serve the population and increase safety. Currently the team is working to perfect an application process that would allow the majority of paperwork to be conducted electronically. The ease of use would benefit applicants, while also retaining the standard application process when needed, to always have the client's safety, needs, and peace of mind at the forefront of decision-making.

**Career Readiness Act Program:**

Staff are continuing working with participants and with various businesses.



GWYD DBF  
**CHEROKEE NATION®**  
Career Services  
918-453-5555

# Commerce Services

Securing and enhancing the financial well-being of Cherokee people, businesses and communities

Anna Knight, Executive Director  
918-453-5532  
anna-knight@cherokee.org

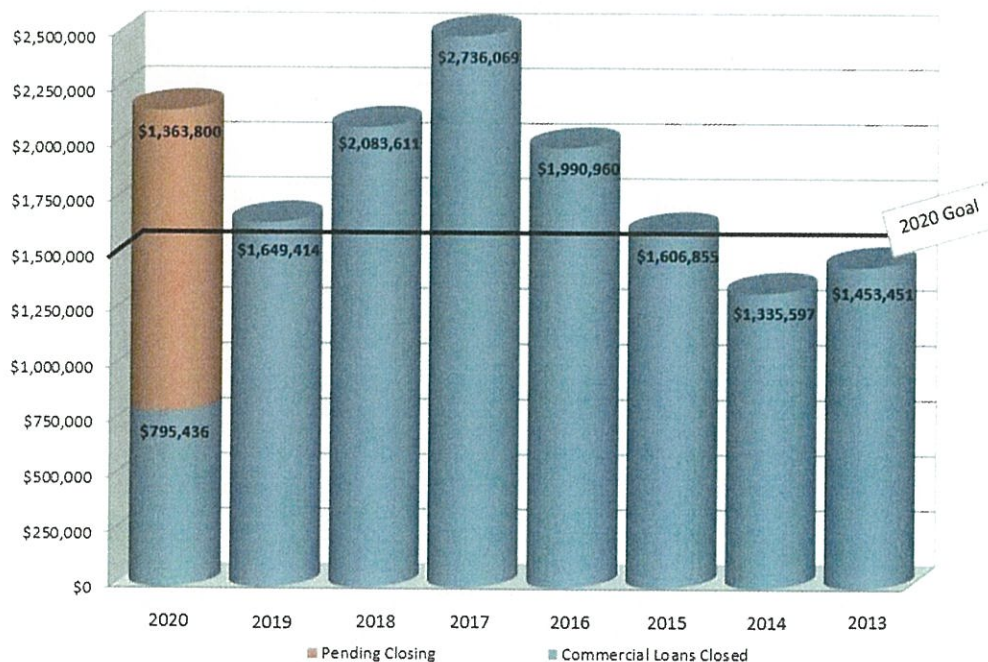
## Community and Economic Impact

Commerce Services staff has maintained full services during the pandemic, except VITA (in person tax preparation), the Cherokee Arts Center, the Kawi Café, and the Spider Gallery. We have served as the hub of information for the federal stimulus bills. We resumed preparing in person tax preparation by appointment only June 1st and resumed VITA field operations mid-June. The SBA Payroll Protection Program continues funding small business with a forgivable loan for payroll and overhead. If constituents have questions, please have them call the Small Business Assistance Center at 918-453-5536 or email [www.sbac@cherokee.org](mailto:www.sbac@cherokee.org).



**Since 2010 Commerce Services Community  
Investment: \$16,707,615.51 in 333  
Privately-owned Small Businesses**

### Dollars Invested in the Local Economy Through Small Business Lending



*"Brian along with all of the other members of the Small Business Assistance Program have been a great help. They made a process that seems very tedious a whole lot easier, they were always courteous, knowledgeable and quick to answer. We could not have made it through the process without them and are very appreciative."*

*Nick Noble and Chris Scrapper  
Butcher Bros. Meats, LLC*

**Eighty-five commercial loan clients took advantage of an offer to defer loan payments for April, May, and June.**

### Small Business Loans Closed June 2020

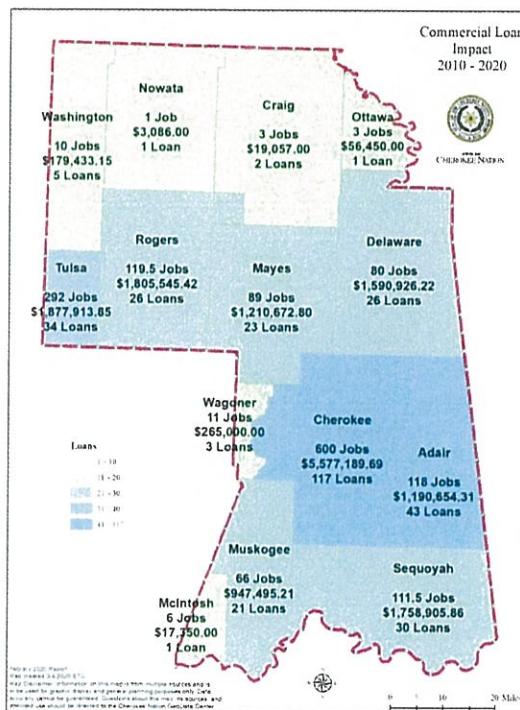
Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Jay	Retail Service	\$293,169	32%	3

### Commercial Lending Pipeline (Commercial requests submitted)

Community	County	Business Type	Startup or Expansion
Locust Grove	Mayes	Food Service	Start-up
Bartlesville	Washington	Child Care Service	Expansion
Tahlequah	Cherokee	Moving Service	Start-up
Collinsville	Tulsa	Property Service	Start-up
Tulsa	Tulsa	Auto Repair Service	Start-up
Tahlequah	Cherokee	Retail Service	Start-up

### Commercial Lending Impact 2010 through 2020 by County

County	Economic Investment	Businesses	Jobs
Adair	\$1,190,655	43	118
Cherokee	\$5,577,190	117	600
Craig	\$19,057	2	3
Delaware	\$1,789,262	26	83
Mayes	\$1,210,673	23	89
McIntosh	\$17,350	1	6
Muskogee	\$947,495	21	66
Nowata	\$3,086	1	1
Ottawa	\$56,450	1	3
Rogers	\$1,805,545	26	120
Sequoyah	\$1,758,906	29	111
Tulsa	\$1,877,914	34	292
Wagoner	\$265,000	3	11
Washington	\$189,033	6	14
<b>Totals</b>	<b>\$16,707,616</b>	<b>333</b>	<b>1,517</b>



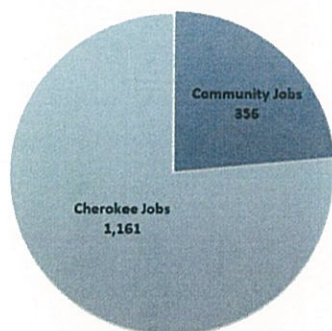
\*Unable to update due to COVID 19



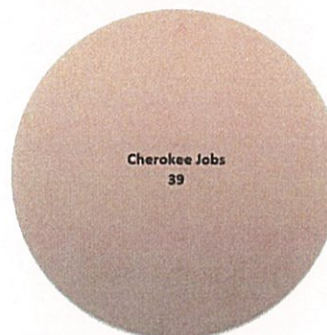
## Businesses Create Community Based Jobs

Private Sector Jobs Created or Retained by Small Business Lending

Jobs Created FY10-20



Jobs Created FY 2020



## Cherokee Nation Economic Development Trust Authority

A Cherokee Nation chartered nonprofit corporation  
 Certified as a Community Development Financial Institution

### Lending Assets

Available Commercial Capital	\$1,940,826
Available Consumer Capital	\$1,500,164
Approved Grants Pending Distribution	\$180,121
Approved Grants Pending Receipt	\$0
<b>Total Available Capital</b>	<b>\$3,621,111</b>
Outstanding Commercial Loans	\$8,830,012
Outstanding Consumer Loans	\$1,690,004
<b>Total Outstanding Loans</b>	<b>\$10,520,016</b>

CNEDTA small business loans create jobs and spur private sector economic investments at an approximate rate of 2 private dollars for every CNEDTA dollar: **FY20 loans leveraged \$3,914,522 in private dollars and since 2015 CNEDTA loans have leveraged \$34,625,280 in private dollars.**

## Entrepreneurial and Small Business Training

Entrepreneurial capacity building, through one-on-one assistance and in workshop settings, is available throughout the year to help entrepreneurs with business planning, strategic growth, marketing assistance, social media marketing, cash flow management, procurement and affordable financing.

**In 2020, business workshops attracted 3,111 people** representing Indian owned businesses. Additionally, **290 entrepreneurs** received **one-on-one business coaching**.

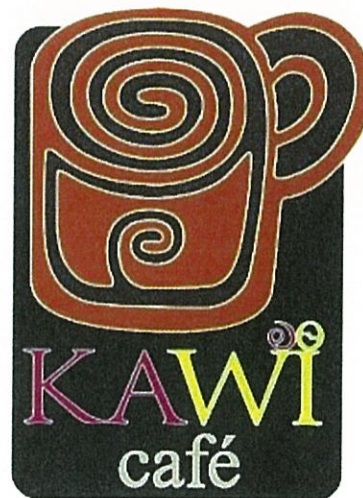
No training sessions or field visits are currently scheduled due to the pandemic.

## Kawi Café a model experiential entrepreneurship training program

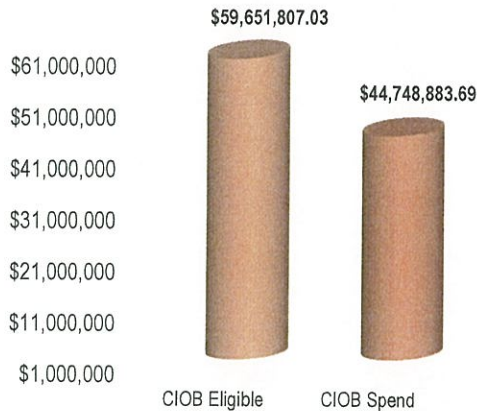
Managed by Commerce business coaches, we partner with Career Services Day Training and Re-entry Programs to provide hands on entrepreneurial training in the Kawi Cafe. *This is not a culinary arts program.* **The Kawi Café re-opened June 1 with curbside pickup and delivery.**

- Total Graduates 92
- Total Re-entry/Recent Offenders 47
- Total Day Training 45
- Total Opening Small Business 5

\*All participants have been low income American Indians.



## CN Procurement Awarded to Certified Cherokee/Indian-Owned Small Business 75.02% of CIOB Eligible Procurement Opportunities were awarded to CIOBs



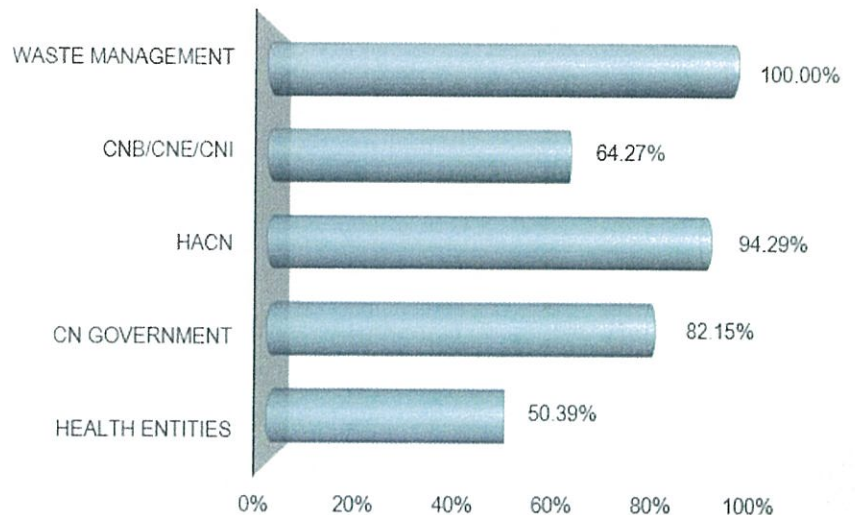
TERO Procurement Opportunities	
Entity	% Awarded
CN Government	94.53%
CNE	72.39%
Health Entities	100.0%
CNI	6.31%
Waste Management	0.00%

Health Entities are PACE/Elder Care and Cherokee Nation Home Health

CNB Procurement Submission versus Awards				
Eligible Opportunities October 2019 - September 2020	TERO Bid Submissions		Bids Awarded With Participation	
	% bids submitted	# bids submitted	% of submissions	# of submissions
157	32.48%	51	58.82%	30

## 72.18% of Employees are registered Cherokee Nation Citizens

Includes companies majority owned; does not include temporary or government contract employees



## Artists as Entrepreneurs and Community Tourism as Economic Development

*Increasing the business capacity of artists and tourism capacity of communities*

Year to date, artists have taken advantage of the Cherokee Arts Center 2,017 times. The Cherokee Arts Center is open to studio artists and by appointment only. The Spider Gallery is open.



The 68<sup>th</sup> Cherokee National Holiday – Celebrating Tribal Sovereignty

This year's Holiday will be a virtual celebration and planning activities are currently underway. A schedule of virtual events will be rolled out soon and people all over the world will be able to celebrate the signing of the Cherokee Nation Constitution.

## 2020 Grant Applications Underway and Recently Submitted: Pending and Approved

*Please note some grants submitted under the Cherokee Nation Economic Development Trust Authority (CNETA)*

Grant Submitted	Purpose	Funding Year	Amount Requested	Status	Notes
USDA Rural Business Socially Disadvantage (SDGG)	Technical Assistance	2020	\$175,000	Awarded	Community Tourism
SBA PIRME	Small Business	2020	\$150,000	Awarded	Continue Kawi Operations
SBA PRIME	Small Business	2021	\$250,000	Submitted	Continue Kawi Operations
USDA RDBG	Small Business	2021	\$200,000	Submitted	Jay Industrial Park Road
USDA RDBG	Small Business	2021	\$100,000	Submitted	Community Planning
CDFI	Lending Programs	2021	\$1,000,000	Submitted	SBAC Lending Programs
IRA VITA	Tax Preparation	2021	\$55,000	Submitted	VITA Tax Program
EDA PWEEA	Health Innovation Center	2021	\$3,000,000	In Process	Health Innovation Center
SBA MBDA	Re-entry Program	2021 - 2022	\$516,569.75	Submitted	Entrepreneurship Training