



# COUNCIL OF THE CHEROKEE NATION

## EXECUTIVE & FINANCE COMMITTEE REPORT

Reporting Month: February 2023

Dept: **Financial Resources**

Contact: **Janees Taylor, Treasurer**

[janees-taylor@cherokee.org](mailto:janees-taylor@cherokee.org) | ext. 5052



### Accounts Payable checks disbursed

Current Month 4,005  
Year to Date 18,478



### Timecards processed

Current Month 13,271  
Year to Date 82,055



### Reqs. approved for processing

Current Month 1,502  
Year to Date 9,700



### Purchase orders issued

Current Month 1,369  
Year to Date 8,864



### Travel expense statements processed

Current Month 197  
Year to Date 934



### Files received for storage

Current Month 111  
Year to Date 1,699



### Number of internal billings

Current Month 17  
Year to Date 73



### Grant reports submitted

Current Month 8  
Year to Date 144



### Deposits

Current Month 718  
Year to Date 3,460

**Departmental Goals**

- 1 Complete FY22 Audit  
*75% complete - Audit expected to be completed on March 31, 2023*
- 2 Obtain Unmodified Audit Opinion  
*0% complete - Audit expected to be completed on March 31, 2023*
- 3 No Material Weaknesses on Single Audit  
*0% complete - Single Audit expected to be completed on June 30, 2023*
- 4 Reporting requirements completed & submitted for February 2023  
*100% completion -Required reports were submitted timely in February*

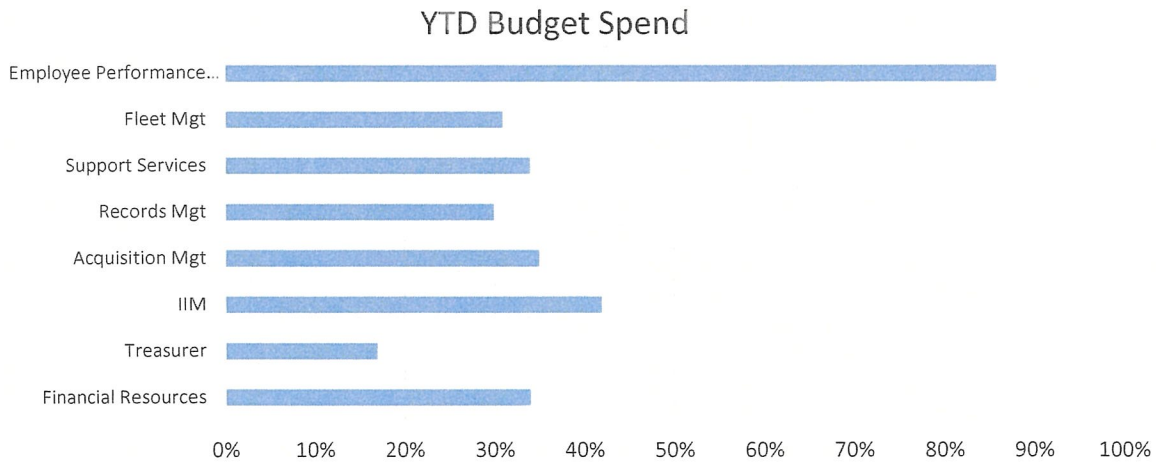
**Compliance**

- 1 No outstanding borrowings on \$5M Cash Reserve Advance

**Cherokee Nation Acquisition Management Year-To-Date Bid Report Over \$5,000 Transactions October 1, 2022 through September 30, 2023** **% of sub-total - TERO vendor submitted Bid**

Award to TERO Vendor	\$ 60,604,215.89	100%
Award to non-TERO Vendor	<u>\$ 134,567.00</u>	0%
<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 60,738,782.89</b>	<b>100%</b>
<hr/>		
Bid - no bids submitted by TERO Vendors	\$ 31,652,752.49	

**October 1, 2022 through February 28th, 2023**

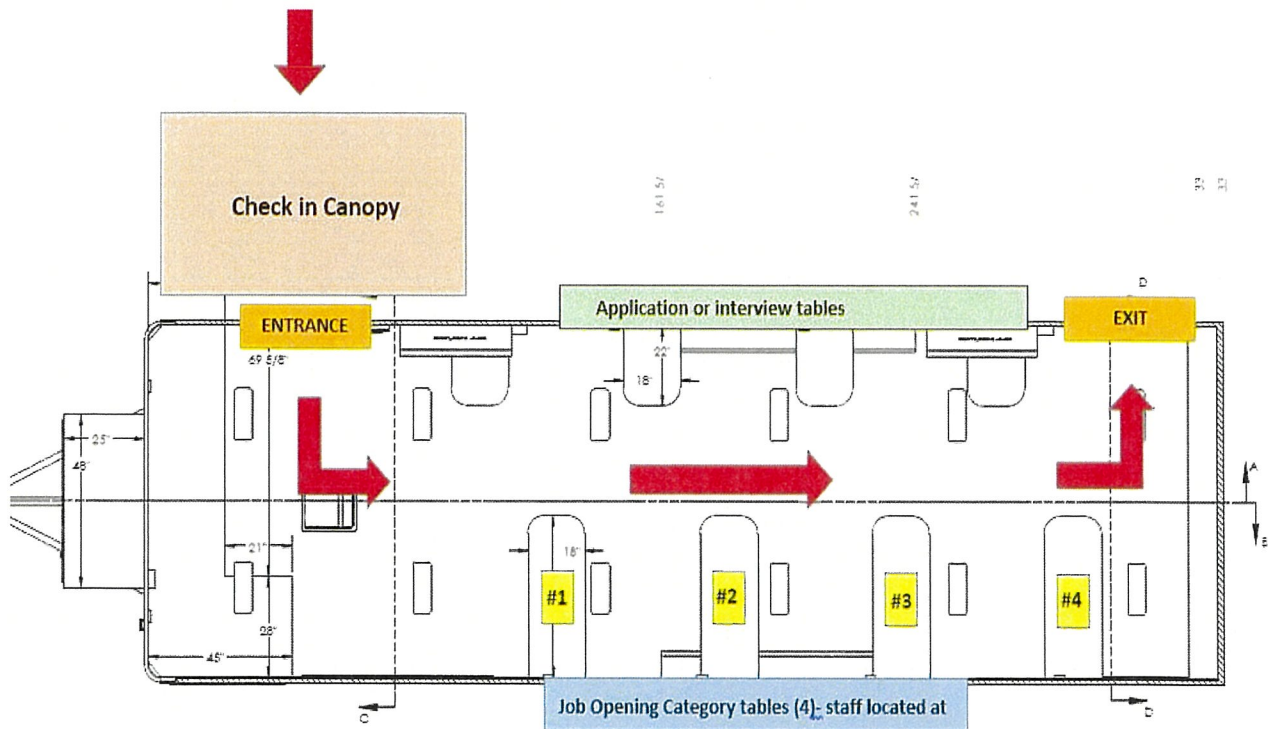


**Executive & Finance Committee  
Career Services  
March 2023 Monthly Report  
Diane Kelley, Executive Director**

**Economic Development-Hunter Palmer  
Cherokee Nation Human Services Mobile Job Fairs**

5 different locations, over the course of 5 consecutive weeks

- Job Fair to be housed in Career Services Mobile Training Lab.
- 4 job opening categories based on specific area needs that the Training Trailer is parked in



- **WEEK 1**

- **Cherokee County- Tahlequah- 03/13 through 03/16**

- Cherokee Nation One Fire Field -17551 S Muskogee Ave, Tahlequah, OK 74464
  - Monday- 03/13- 3pm-6pm
- Cherokee Nation Outpatient Health Center -19600 E Ross St, Tahlequah, OK 74464
  - Wednesday- 03/15- 3pm-6pm
  - Thursday- 03/16- 10am-1pm
- Attendance 43
- Went on for second interview 2

- **WEEK 2**
  - **Sequoyah County- Sallisaw- 03/20 through 03/23**
    - Sallisaw Library- 101 E Cherokee Ave, Sallisaw, OK 74955
      - Monday- 03/20- 3pm-6pm
    - Redbird Smith Health Center- 301 S J T Stites St, Sallisaw, OK 74955
      - Wednesday- 03/22- 3pm-6pm
      - Thursday- 03/23- 10am-1pm
    - Attendance 37
    - Went on for second interview 19
  
- **WEEK 3**
  - **Adair County- Stilwell- 03/27 through 03/30**
    - Career Services location in Stilwell- 406 A W. Locust St. Stilwell, OK 74960
      - Monday- 03/27- 3pm-6pm
    - Mankiller Clinic- 471688 OK-51, Stilwell, OK 74960
      - Wednesday- 03/29- 3pm-6pm
      - Thursday- 03/30- 10am-1pm
    - Attendance 44
    - Went on for second interview 3
  
- **WEEK 4**
  - **Delaware County- Jay- 04/03 through 04/06**
    - Jay Library- 429 S 9th St, Jay, OK 74346
      - Monday- 04/03- 3pm-6pm
    - Sam Hider Health Center- 859 E Melton Dr, Jay, OK 74346
      - Wednesday- 04/05- 3pm-6pm
      - Thursday- 04/06- 10am-1pm
    - Attendance 6
    - Went on for second interview 1
  
- **WEEK 5**
  - **Craig County- Vinita- 04/10 through 04/13**
    - Cherokee Nation Anna Mitchell Cultural & Welcome Center  
953 E Illinois Ave, Vinita, OK 74301
      - Monday- 04/10- 3pm-6pm
    - Vinita Health Center- 27371 S 4410 Rd, Vinita, OK 74301
      - Wednesday- 04/12- 3pm-6pm
      - Thursday- 04/13- 10am-1pm

***Updates on Economic Development and Workforce Development***  
**Provalus**

Provalus is growing at a rapid pace. The Provalus team in Tahlequah has been fully operational for about 6 months, with a projected multi-million dollar economic impact on the local community over the next five years. Their goal is to bring new jobs to the area in the form of technology and support positions.

Since coming to Tahlequah they have hired over 200 full time employees. A number of our Career Services Clients and Cherokee citizens have gained full time jobs working there.

The new space in Tahlequah is currently in the works to become a fully revitalized technology center! With the rapid growth, we're excited to see what the future has in store for them.



### **Employment Programs – Jeff Vance, Director**

10 Program participants attained employment

- 9 – External
- 1 - Internal

## Employment Programs Success Story – Jeff Vance, Director

### Cherokee Nation Career Services participant now employed with Career Services



Seth Martin is a former Career Services program participant with the American Rescue Plan Act. ARPA provides relief funds to state, local, and tribal governments that have been negatively impacted by the coronavirus pandemic. He is now a full-time employee in the office where he was trained. “I am a Tahlequah, Oklahoma, native. I was born and raised here,” said Martin. “I got my first job as a cart pusher at the local grocery store at fifteen years old and then spent a short time in college.” Martin felt he wasn’t fully committed to being a student so he decided to leave school and explore different career opportunities. “I was just getting started and didn’t know if I wanted an office job or an outside job,” said Martin. “I started out as a forklift driver and eventually became an ironworker. I was able to help build towers and skyscrapers all over the United States. Another position I had was as the team lead in a large shipping and receiving warehouse. Unfortunately, the Covid-

19 pandemic came along and I was laid off.” Martin, like many others, was very despondent over losing his job. He didn’t know where to turn or how to move forward because he had never been unemployed. That’s when he received a call from Cherokee Nation Career Services. “My sister had been a participant with Career Services and she asked her counselor to reach out and see if they could assist me with job training or some type of employment opportunity,” said Martin. “I was just a guy who was down on his luck, looking for any type of work, and they trained me for job that I hope will be a career for a long time.” Martin was placed in the Career Services administration office and eventually hired as an Administrative Clerk. “I get to plan and oversee job fairs, construction hiring events, ribbon cuttings, and pretty much everything that our public relations group does to promote the programs Career Services provides,” said Martin. “I feel really lucky to be with Career Services. I work with some great people and they help me grow professionally every day. I learn something different from each person. I definitely owe everything to Career Services and look forward to working for the Cherokee Nation for a long time.”



### **Gadugi Portal Call Center – Gina Blackfox, Director**

Five 9 – Call Center Software. The new software has definitely had a positive impact on how interactions are processed. Citizens now have an option to choose which campaign they are applying to and the call is transferred to the assigned agent who has been designated as the subject expert. The caller may choose to leave a message in the queue for a call back rather than being placed on hold. This new system has provided consistency on responses to callers and has improved the work environment tremendously. The software also provides the supervisor with real time statistics regarding call volume, subjects, and the length of conversation. The program provides the ability to listen in on calls or refer to recordings to review calls. The program has definitely made an overall improvement on greater customer service to Cherokee citizens.

The call center has taken 9866 total calls and interactions as of 3/30/23.

The following campaigns remain open:

- Tribal registration calls (assisting callers with membership status) - ongoing
- Education Scholarship applications, 3/1/23 – 6/15/23
- General inquiries
- Respond to Gadugi portal emails
- COVID applications
- WIC Summer EBT, 3/1/23 – 4/16/23

### **JOBS/Tribal TANF – Jonathan Crittenden, Manager**

- Services provided to 406 recipients for the month of March
- Issued approximately \$17,872.60 in assistance to 45 eligible adults, providing the following:
  - 41 – Work Participation Incentives
  - 2 – Educational Incentive
  - 8 – Supportive Services
  - 5 – Non-recurring Short Term Benefits
- Issued an additional \$4,114.79 in assistance to 54 eligible youth, providing the following:
  - 4 – Grade/Attendance Incentives
  - 3 – Clothing Allowances
  - 29 – Footwear Allowances
  - 1 – Extracurricular/Healthy Lifestyle Allowances
  - 24 – Grooming/Hygiene Allowances

CHEROKEE NATION

# CAREER EXPLORATION PROGRAM

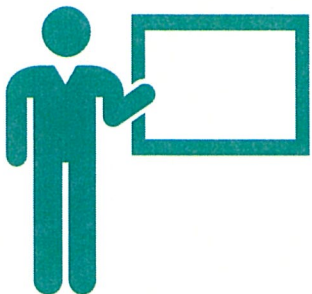
STARTING JUNE 13, 2023

Our mission is to advance the knowledge and interests of 14-15 year olds in the areas of Careers, Culture, and Community.



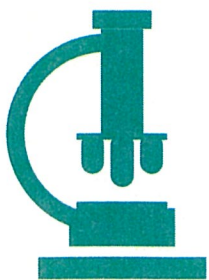
## BASIC ELIGIBILITY CRITERIA

- Cherokee Nation citizens
- 14 -15 years of age



## CALL FOR MORE INFORMATION

Tahlequah 918-458-0577



## TAKING APPLICATIONS MARCH 29 - APRIL 29

All documents must be completed and turned in before applicants will be considered





2022 Summer Youth  
Leadership Interns



# SUMMER YOUTH LEADERSHIP INTERN PROGRAM

## Basic Eligibility Criteria

- 18-22 years of age
- Cherokee Nation citizen
- Former interns may not apply

## Interested in applying?

- Meet with a career specialist today at any Cherokee Nation Career Services office Appointments. Walk-ins welcome.
- Turn in all completed documents before May 5 deadline.

## Call for more information

**Catoosa**  
918-342-7450

**Jay**  
918-253-3243

**Muskogee**  
918-682-2077

**Sallisaw**  
918-776-0416

**Stilwell**  
918-696-3124

**Tahlequah**  
918-453-5555

**At-Large**  
918-453-5604

**Vinita and Bartlesville**  
1-800-256-0671 Ext: 2501

**Wagoner**  
918-453-5555

**Pryor**  
918-825-7988

**PAID INTERNSHIP  
\$11/HR**

**SMALL GROUP SIZE  
10-12 INDIVIDUALS**

**CHEROKEE YOUTH  
LOCATED INSIDE  
RESERVATION AND  
2 AT-LARGE CITIZENS  
WILL BE SELECTED**

**NO INCOME  
GUIDELINES**

**TAKING 2023  
APPLICATIONS  
MARCH 24- MAY 5**

**PROGRAM BEGINS  
JUNE 5, 2023**

**PROGRAM ENDS  
JULY 28, 2023**



# Enrolling NOW

## Fiber Technician TRAINING PROGRAM

### FIBER TECHNICIAN TRAINING PROGRAM PROVIDES

- In-person, Instructor-led format
- 8-week training
- OSHA 10
- CPR certification course

### TOPICS COVERED DURING TRAINING

- Pole climbing
- Jigging/pulling fiber
- Intro to fiber slicing, lashing and troubleshooting

### REQUIREMENTS

- 18 years or older
- Be able to obtain CDL permit
- Cherokee Nation citizen

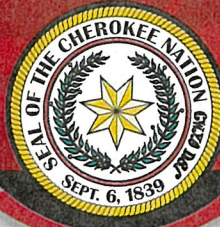
### FOR MORE INFO

Travis Gulley, Jobs Business Development Coordinator  
Cherokee Nation Career Services  
918-453-5555  
travis-gulley@cherokee.org



— TOGETHER —  
COMMUNITY • FAMILY • CULTURE

GW29 DBF  
CHEROKEE NATION®



# Attention!

**Are you pursuing an Associate of Applied Science in Nursing and looking for a way to pay for your two-year associate program?**

**Are you already in or been accepted to a nursing program for Fall 2023 semester?**

**Do you want the opportunity to work for Cherokee Nation?**

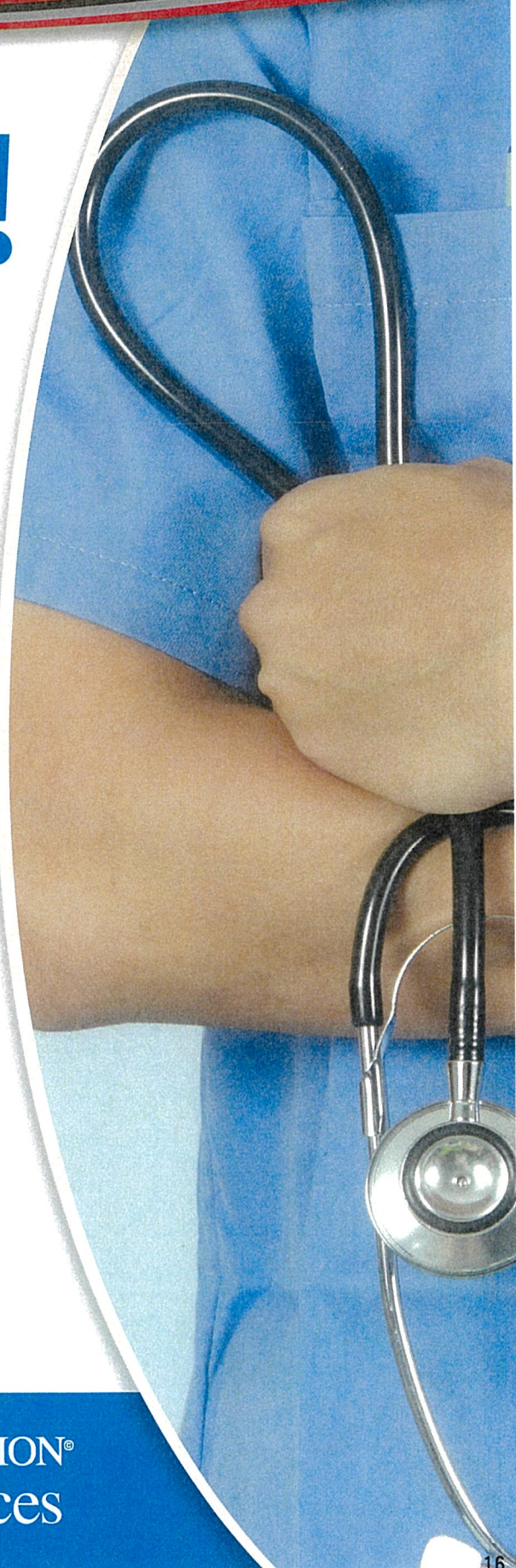
*If you answered yes to these questions, you may want to consider applying for the Cherokee Nation RN Scholarship Program.*

## Don't wait. Call or email NOW!

Cherokee Nation Career Services is taking applications for the Cherokee Nation RN Scholarship Program until **Friday, April 21, 2023 for Fall 2023.**

You must be a Cherokee Nation citizen to apply and live within the 14-county reservation or contiguous counties.

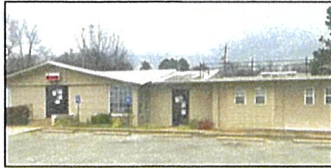
**Interested applicant may contact Jan Grogan by calling 918-207-3873 or email [jan-grogan@cherokee.org](mailto:jan-grogan@cherokee.org) for more information on benefits and guidelines.**



GWYB DBP  
**CHEROKEE NATION®**  
 Career Services  
 Office Locations



**Cherokee County  
 Tahlequah Office**  
 17675 S. Muskogee Ave.  
 Tahlequah, OK 74465  
 918-453-5555



**Cherokee County  
 Learning Center**  
 17822 S. Muskogee Ave.  
 Tahlequah, OK 74465  
 918-458-0577



**Cherokee County  
 Employment and Training**  
 17138 S. Muskogee Ave.  
 Tahlequah, OK 74465  
 918-453-5555



**Cherokee County  
 TERO and TLJC Office**  
 16389 S. Muskogee Ave.  
 Tahlequah, OK 74465  
 918-453-5334



**Adair County  
 Stilwell Office**  
 406 A W. Locust St.  
 Stilwell, OK 74960  
 918-696-3124



**Sequoyah County  
 Sallisaw Office**  
 100 E. Choctaw Ave.  
 Sallisaw, OK 74955  
 918-776-0416



**Wagoner County  
 Wagoner Office**  
 109 N. Casaver  
 Wagoner, OK 74467  
 918-453-5555



**Delaware/Ottawa County  
 Jay Office**  
 1178 W. Cherokee  
 Jay, OK 74346  
 918-253-3243



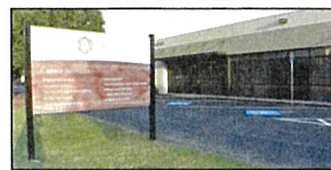
**Mayes County  
 Pryor Office**  
 6789 Hwy. 69 S  
 Pryor, OK 74361  
 918-825-7988



**Rogers County  
 Catoosa Office**  
 701 W. Rollins Street  
 Catoosa, OK 74015  
 918-342-7450



**Washington/Craig/Nowata Co.  
 Vinita Office**  
 27469 S. 4410 Road  
 Vinita, OK  
 918-256-4576



**Tulsa County  
 Tulsa Office**  
 10837 E. Marshall St.  
 Tulsa, OK 74116  
 918-574-2749



**Muskogee/McIntosh County  
 Muskogee Office**  
 1305 S. Country Club Rd.  
 Muskogee, OK 74403  
 918-682-2077

# 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 Economic Impact

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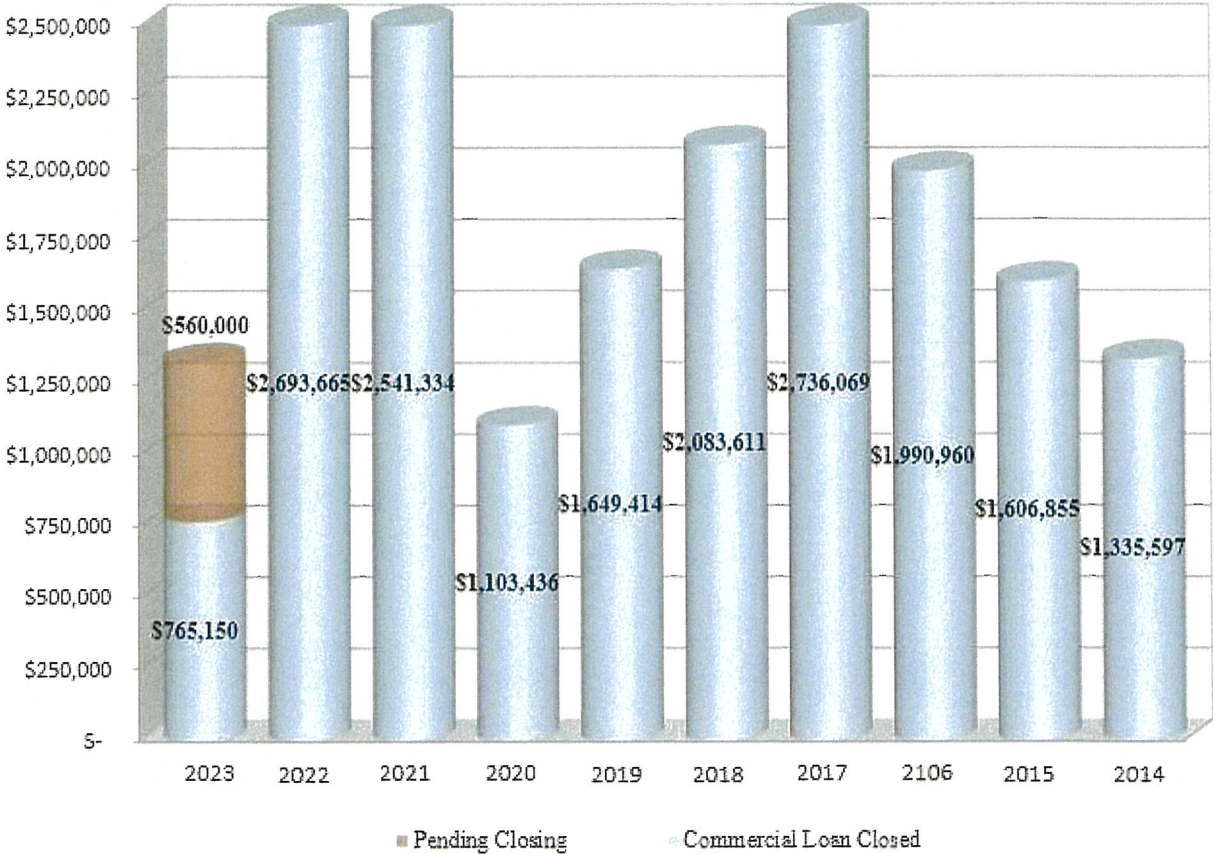
Small businesses employ nearly half of the American workforce; they create 2 out of 3 net new private sector jobs; they invest 68% of revenues to build and sustain communities. – SBA 2021



Cherokee Nation Economic Development Trust Authority has invested \$23,355,765 in 426 privately owned small businesses impacting 1,792 community based jobs since 2010

# Dollars Invested in the Local Economies Through Small Business Lending

Dollars Invested in Local Economy



### Small Business Loans Approved Pending Close March 2023

Community	County	Business Type	Startup or Expansion
Hulbert	Cherokee	Tourism Industry	Expansion
Tulsa	Tulsa	Food Service	Startup
Catoosa	Tulsa	Service Industry	Startup
Vian	Sequoyah	Trucking	Startup
Copan	Washington	Tourism Industry	Startup
Vian	Sequoyah	Construction	Startup

### Small Business Loans Closed March 2023

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Hulbert	Tourism	\$30,000	50%	1
Claremore	Service	\$3,000	17%	1
Park Hill	Tourism	\$16,300	39%	1
Bartlesville	Service	\$33,650	26%	2
Vian	Food	\$202,500	88%	4
Tahlequah	Tourism	\$30,000	50%	1

### Consumer Loans Close

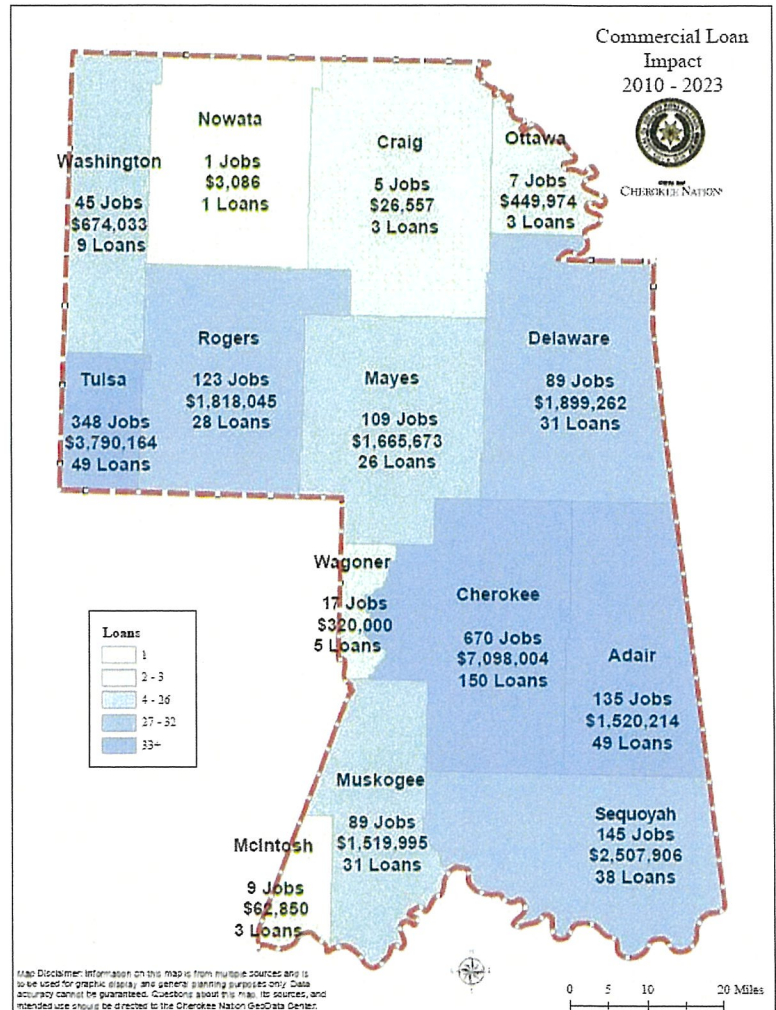
955 consumer loans totaling \$1,684,446 have been made through the Small Business Assistance Center in fiscal year 2023.

## Small Business Lending Impact 2010 through 2023 by County

CNEDA loan dollars leverage additional economic investments!

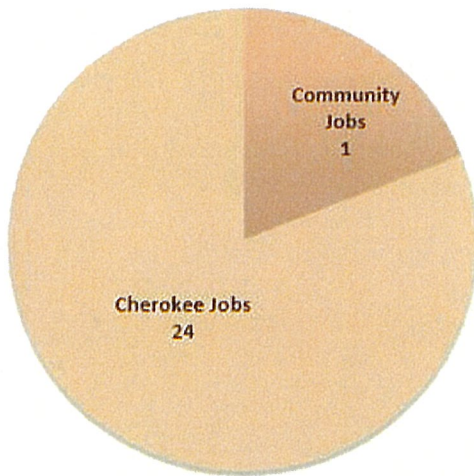
Since 2015, CNEDA loans leveraged \$42 million in private community investments.

In 2023, CNEDA loans leveraged almost an additional \$1.1 million in private community investments.

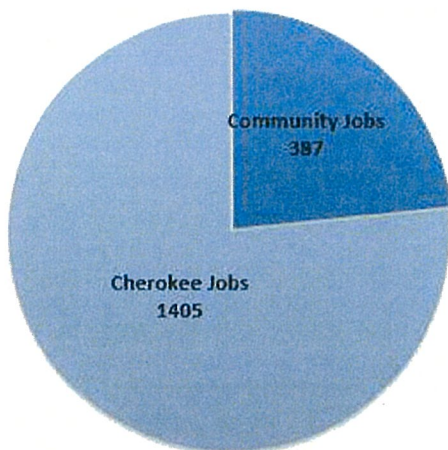


### Small Businesses Create Community Based Jobs

#### Jobs Created FY 2023



#### Jobs Created FY10-23



County	Economic Investment	Businesses	Jobs
Adair	\$1,520,214	49	135
Cherokee	\$7,098,044	150	670
Craig	\$26,557	3	5
Delaware	\$1,899,262	31	89
Mayes	\$1,665,673	26	109
McIntosh	\$62,850	3	9
Muskogee	\$1,519,995	31	89
Nowata	\$3,086	1	1
Ottawa	\$449,974	3	7
Rogers	\$1,818,045	28	123
Sequoyah	\$2,507,906	38	145
Tulsa	\$3,790,164	49	348
Wagoner	\$320,000	5	17
Washington	\$674,033	9	45
<b>Totals</b>	<b>\$23,355,764</b>	<b>426</b>	<b>1,792</b>

## Small Business Client Highlight Wait For It LLC



Wait For It LLC is a food truck owned by Tammy Langston.

Tammy brought several business ideas to the Cherokee Nation Small Business Assistance Center and this is the one that she decided to start up in spring of 2021.

Starting up in the middle of the pandemic, Tammy got going a little slower than she would have liked but she is thankful for the assistance she received from the Cherokee Nation SBAC through the loan and through the startup phase of her business.

The food truck is now setting up throughout the week at different locations in Tahlequah, Hulbert, and Muskogee.

She keeps customers updated on where she will be and what she is selling via Facebook and is gaining a good following in the areas where she sets up.



**Tammy says that Cherokee Nation SBAC was crucial in helping make her business a success and she is proud of what she has built with their help.**



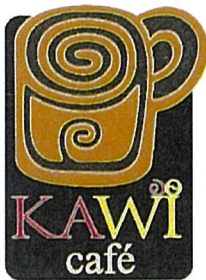


## Cherokee Nation Economic Development Trust Authority

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

### Lending Assets

Available Commercial Capital	\$1,288,081
Available Consumer Capital	\$569,312
Approved Grants Pending Distribution	\$789,351
Approved Grants Pending Receipt	\$0
<b>Total Available Capital</b>	<b>\$2,646,745</b>
Outstanding Commercial Loans	\$10,931,392
Outstanding Consumer Loans	\$2,970,119
<b>Total Outstanding Loans</b>	<b>\$13,901,511</b>



- Total Graduates 104
- Total Re-entry/Recent Offenders 59
- Total Day Training 45
- Total Opening Small Business 5

\*All participants have been low income American Indians.

### Kawi Café a model experiential entrepreneurship-training program

Managed by Commerce business coaches, we collaborate with Career Re-entry Programs to provide hands on entrepreneurial training in the Kawi Cafe.

## Artists as Entrepreneurs and Community Tourism as Economic Development

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



The Cherokee Arts Center continues to host monthly Third Thursday Virtual Art Classes on the Cherokee Arts Center & Spider Gallery Facebook page ([facebook.com/CherokeeArtsCenter](https://facebook.com/CherokeeArtsCenter)).

Cherokee artist JeriLynn Webber recently donated her time and talent to help create wardrobe for a local filmmaker that was filmed in and around Tahlequah. JeriLynn used the large room of the Arts Center to cut bolts of fabric and consulted with staff on different textiles and pieces of the films era.

## Procurements Awarded to Certified Cherokee/Indian-Owned Small Business 95.51%\* of CIOB Eligible Procurement Opportunities were awarded to CIOBs

\*as of Jan 30, 2023

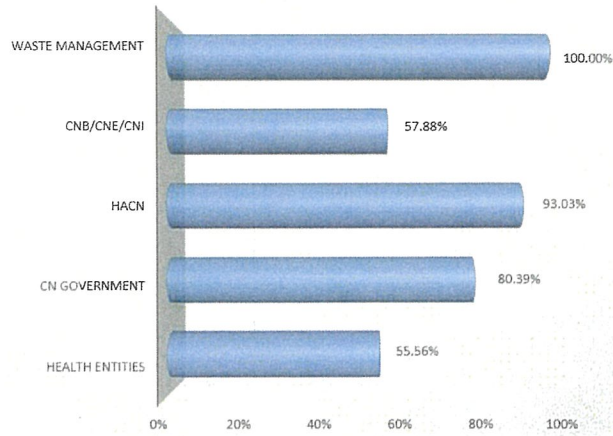


TERO Procurement Opportunities	
Entity	% Awarded
CN Government	100%
CNE	76.61%
Health Entities**	100%

\*\*Health Entities are PACE/Elder Care and CN Home Health

## 70.36%\* of Employees are registered Cherokee Nation Citizens

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



## Commerce Services Grants Pending and Approved

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

Grant Submitted	Purpose	Funding Year	Amount Requested	Status	Notes
USDA RDBG	Small Business	2023	\$500,000	Pending	Revolving Loan Fund
SSBCI Technical Assistance Grant	Small Business	2023	\$150,000	Pending	TA for Entrepreneurs
CDFI	Lending Programs	2022	\$1,300,000	Pending	SBAC Lending Programs
USDA R.I.S.E Grant	Small Business	2023	\$2,000,000	Pending	Funding Health Innovation Center
BIA Incubator	Small Business	2022	\$300,000	Awarded	SBAC Small Business
USDA RDBG	Artists Entrepreneurs	2022	\$137,340	Awarded	Entrepreneurial Curriculum and Mentorship
USDA RDBG	Small Business	2022	\$67,321	Awarded	Coaching Services Federal Procurement Entrepreneur Training
IRS VITA	Tax Preparation	2023	\$36,000	Awarded	VITA Tax Program 2023