

Group: Marshal Service Month/Year of Report: May 2019

Executive Director: Shannon Buhl Phone: 918-207-3800

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1. **Budget Highlights-Please Refer to Monthly Financial Report**

2. **Program Highlights for April:**

<b><u>District 1</u></b> <b><u>412 North</u></b>	<b><u>District 2</u></b> <b><u>412 South</u></b>
Information Report (15)	Information Report (19)
Warrants (1)	Warrants (5)
Other Agency Assists (7)	Other Agency Assists (53)
Warnings (1)	Warnings (11)
Citations (1)	Citations (1)
Alcohol/Drug Arrests (2)	Alcohol/Drug Arrests (2)
A&B/DV (4)	A&B /DV (1)
Burglary/Theft/Larceny (1)	Burglary/Theft/Larceny (0)
Homicide/Murder (1)	Terroristic Threat (1)
Resist Arrest (1)	Mutual Aid Assist (1)
Recovery of Stolen Property (1)	False Report to Police Officer (1)

3. **Special Operations:**

- Dive (0)
- SWAT (0)
- Casino Requests (30)

4. **Accomplishments:**

- NINAETC A.L.I.C.E./De-escalation -Danny Tanner, Shawna Roach
- Active Shooter planning meeting-Amy Shultheiss, Danny Tanner, Mike Roach
- US Attorney Public Safety Partnership-Danny Tanner
- EMI Hazard Mitigation Workshop-Suzanne Drywater
- SWAT Team Leader Development Training-Tony Asbill
- NGMA Grants Training-Suzanne Drywater

5. **Security:**

- Security Violations (0)
- Vehicle Assists (25)
- Incident Reports (3)
- Events (9)
- Cherokee Nation Election Commission meeting (4), Tribal Council parking (2), Safety Fair at One Fire Field, A.L.I.C.E CN Home Health, Chief Debate

6. **Facilities:**

Hastings (11) EDO  
Redbird Smith (0)  
Three Rivers (0)  
Cooweescoowee Ocheleta (0)  
Wilma P Mankiller (0)

7. **Community:**

Franky Dreadfulwater  
Dare Program-Bell, Marble City Schools  
Impaired Driving Class-Cave Springs School (Deputy Marshal Austin Glory assisted)  
Truancy-Adair, Delaware County Schools (7 citations)

8. **Emergency Management:**

CNEM and CNMS staff attended FEMA's Hazard Mitigation Seminar in Maryland and the Emergency Management Institute. This Seminar covered the changes and updates to FEMA's Hazard Mitigation grants and guidelines.

Delivered pallets of water to local community buildings, fire departments and Emergency Management agencies in preparation for the upcoming fire and storm season.

The six (6) storm safe room projects at tribal head-start facilities were completed. Sites include; Jay, Kenwood, Red Bird Smith, Cherry Tree, Pryor and Nowata.

CNEM staff a table top meeting with local Tahlequah agencies in preparation for the Active Shooter Exercise coming up.

CNEM staff toured the new Owasso Fire and Public Safety Campus.

CNEM staff attended the NE Oklahoma Emergency Management conference at Sequoyah State Park.

Thursday April 25th, CN-SAR assisted Cookson Fire in the search of a 13yr old boy who was lost in the Chicken Creek and Sixshooter area. We used wilderness search and rescue techniques, along with a thermal drone to search. The search was suspended at 3:00a Friday morning. Friday, April 26th, CNMS, CNEM, CN-IMT, CN-SAR resumed operations with Cookson Fire to search for the boy. He was discovered, unharmed about 9:30am.

Friday, April 26th, CNEM and CN-SAR participated in the Cherokee Nation Safety Day at One Fire Field. We brought our SAR truck and Incident Command Truck.

CNEM put out to bid the new Storm Safe Room for the Tahlequah Head Start (Circle) and completed a site visit with potential contractors.

○ CNEM put out to bid the Water and Sewer line upgrade for the Tahlequah Head Start (Circle), Child Development Center and completed a site visit with potential contractors.

**9. Patrols:**

District 1	203
District 2	<u>615</u>
Total	818

Concerns addressed from last Rules:

○

○



# CHEROKEE NATION TRIBAL COUNCIL RULES COMMITTEE REPORT

**Group:** Tax Commission

**Month/Year of Report:** May, 2019

**Group Leader:** Sharon Swepston

**Phone:** 918-453-5377

**E-mail:** Sharon-sweepston@cherokee.org

## I. Budget Highlights

- a.) Please refer to the monthly financial report from Finance.

## II. Program Highlights

### a.) Motor Vehicle

1. Year to Date Motor Vehicle revenue for FY19 compared to FY18 as of March 31st 2019 & March 31st 2018, had an overall increase of 6.30%.
2. The month to month revenue comparison for March 2018 (FY18) compared to March 2019 (FY19) shows an increase of 9.08%.
3. The detail for all areas of revenue for motor vehicle is shown on the attached graphs.
4. FY19 new tags issued in the Extended Jurisdictional Boundary for October 689, November 588, December 523, January 674, February 613, March 787, April 749.

### b.) Revenue and Taxation Division

1. Year to Date Revenue and Taxation (Tobacco) for FY19 compared to FY18 as of March 31st 2019 & March 31st 2018, had an overall increase of 1.98%.
2. A month to month revenue comparison for March 2018 (FY18) compared to March 2019 (FY19) shows a decrease of 4.32%.
3. The detail for all areas of tax is shown on the attached graphs.

### c.) Future Plans/New Initiatives

1. The next Tax Commission meeting is scheduled for June 12, 2019 at 10:00 am in the CNTC Conference room.
2. The Veterans Sales Tax Exemption Cards have been mailed out to all qualified applicants. As of May 6, 2019 we have mailed out 392 Veteran Sales Tax Exemption Cards. CNE has implemented their upgraded system to process the new sales tax exemptions for Cherokee veterans.
3. We have received our report for March 2019 purchases and payment from the State of Oklahoma and rebates are scheduled to be distributed to the retailers by or before May 15, 2019.

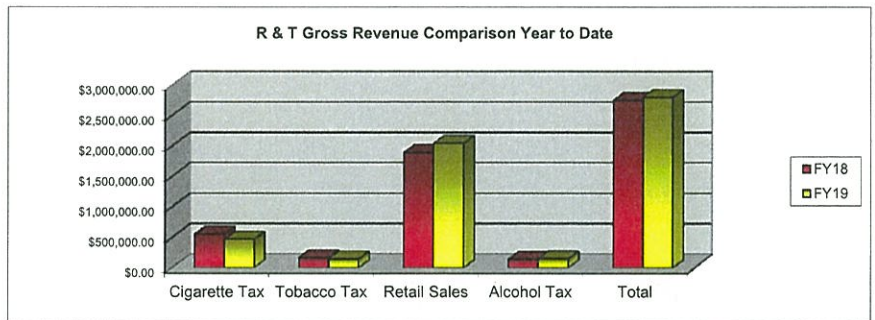
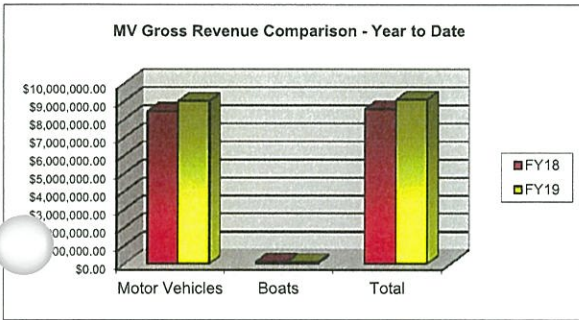


CHEROKEE NATION TAX COMMISSION

MARCH, 2019

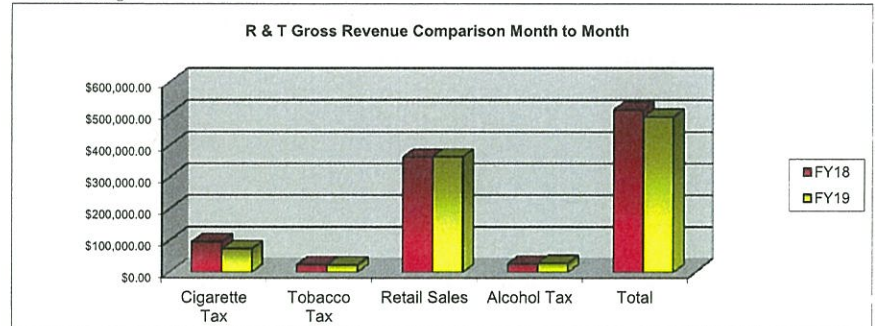
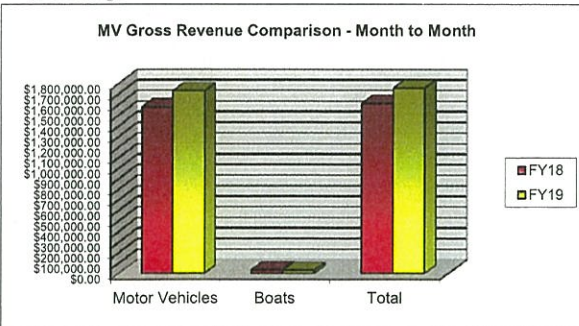
	Motor Vehicles	Boats	Total
FY18	\$8,448,047.46	\$104,122.48	\$8,552,169.94
FY19	\$9,007,478.79	\$83,477.93	\$9,090,956.72
% of Change	6.62%	-19.83%	6.30%

	Cigarette Tax	Tobacco Tax	Retail Sales	Alcohol Tax	Total
FY18	\$550,147.76	\$167,716.97	\$1,886,324.99	\$137,474.80	\$2,741,664.52
FY19	\$464,428.16	\$143,656.16	\$2,040,175.73	\$147,717.92	\$2,795,977.97
% of Change	-15.58%	-14.35%	8.16%	7.45%	1.98%



	Motor Vehicles	Boats	Total
FY18	\$1,575,664.28	\$33,905.73	\$1,609,570.01
FY19	\$1,727,116.03	\$28,626.58	\$1,755,742.61
% of Change	9.61%	-15.57%	9.08%

	Cigarette Tax	Tobacco Tax	Retail Sales	Alcohol Tax	Total
FY18	\$96,428.48	\$25,300.34	\$363,382.90	\$27,092.99	\$512,204.71
FY19	\$73,717.36	\$23,210.23	\$364,647.22	\$28,523.35	\$490,098.16
% of Change	-23.55%	-8.26%	0.35%	5.28%	-4.32%





**May 2019**

**I. Budget Highlights**

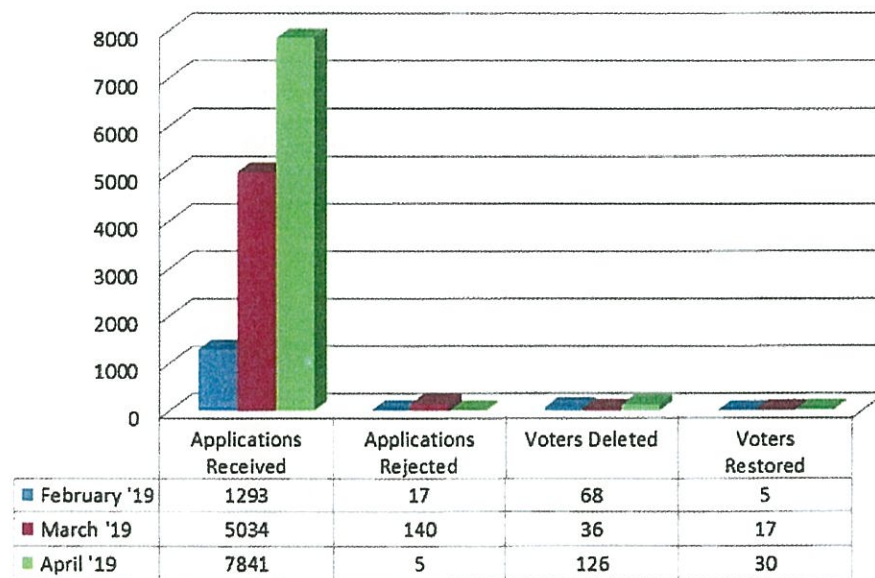
a.) FY19 is currently being assessed. FY20 is currently being worked on as well.

**II. Program Highlights**

a.) **Voter Processing:** As of 05/09/2019

*7841 Applications; 73,843 Total Registered Voters; 42,464 In District; 31,379 At-Large*

**Voter Registration Statistics**



b.) **Statistical Report:**

Detailed Data by District and Precinct is attached.

**III. Accomplishments**

a.) **2019 General Election:**

The Election Commission office put in some very long nights and weekend hours processing the 7841 application in April. With the Absentee Request deadline on April 19<sup>th</sup> and ballots needing to be mailed per statute by the last Tuesday in April and the following Wednesday (May 1<sup>st</sup>), it took all of our efforts to ensure all requests were processed. I am very pleased with the efforts of all involved.



**b.) Deceased/Relinquished Status:**

The Election Commission has stayed current with monthly Tribal Registration deceased and relinquished citizen listings.

**IV. Future Plans and Initiatives**

- a.) Absentee Ballots were mailed Pursuant to Section 73 A.
- b.) New Voter Identification cards were mailed out in April.
- c.) Continue to actively update and correct voter's addresses in the Election Commission database.
- d.) The Election Commission is always willing to answer any of the Council's questions. If at any time you have a question for our office, please feel free to email me or call the office. My email and our number are listed at the top of this report.

Date Range: 04/01/2019 - 04/30/2019

**Applications Received**

Voter Registration Applications	131
Absentee Applications	<u>7,710</u>
<b>Total</b>	<b>7,841</b>

**Registration Applications Rejected**

Insufficient Address	3
No Roll Number	0
Not Signed	1
Under Age	<u>1</u>
<b>Total</b>	<b>5</b>

**Deleted Registrations**

Duplicate	2
Voter Deceased	123
Voter Relinquished	<u>1</u>
<b>Total</b>	<b>126</b>

**Registration Status Changes**

Deleted Restored	<u>30</u>
<b>Total</b>	<b>30</b>



Chronicle- Voter Registration by District and Precinct

5/9/2019 11:42 AM

<u>District</u>	<u>Precinct</u>	<u>Voters</u>
District No. 1	Hulbert	1,253
	Okay	310
	Tahlequah (1)	1,593
<b>Total for District</b>		<b>3,156</b>
District No. 2	Briggs	235
	Lowrey	241
	Tahlequah (2)	2,449
<b>Total for District</b>		<b>2,925</b>
District No. 3	Keys	950
	Tahlequah (3)	1,827
<b>Total for District</b>		<b>2,777</b>
District No. 4	Ft. Gibson	1,093
	Muskogee	535
	Warner	737
<b>Total for District</b>		<b>2,365</b>
District No. 5	Gore	319
	Sallisaw (5)	603
	Vian	1,155
<b>Total for District</b>		<b>2,077</b>
District No. 6	Belfonte	123
	Marble City	175
	Muldrow	1,660
	Sallisaw (6)	1,645
<b>Total for District</b>		<b>3,603</b>
District No. 7	Cave Springs	289
	Chewey	80
	Stilwell (7)	2,632
	Westville (7)	744
<b>Total for District</b>		<b>3,745</b>
District No. 8	Bell	278
	Stilwell (8)	1,102
	Westville (8)	474
<b>Total for District</b>		<b>1,854</b>
District No. 9	Jay (9)	700
	Kansas	1,319

<b>District</b>	<b>Precinct</b>	<b>Voters</b>
District No. 9	Kenwood	131
	Salina (9)	552
<b>Total for District</b>		<b>2,702</b>
District No. 10	Afton	611
	Grove	740
	Jay (10)	816
	Pryor (10)	550
	Salina (10)	202
	Spavinaw	161
<b>Total for District</b>		<b>3,080</b>
District No. 11	S. Coffeyville	461
	Vinita	1,782
	Welch	137
<b>Total for District</b>		<b>2,380</b>
District No. 12	Bartlesville	1,680
	Nowata	724
	Skiatook	114
<b>Total for District</b>		<b>2,518</b>
District No. 13	Catoosa	338
	Collinsville	989
	Tulsa	1,848
<b>Total for District</b>		<b>3,175</b>
District No. 14	Chelsea	556
	Claremore (14)	2,483
	Oologah	430
<b>Total for District</b>		<b>3,469</b>
District No. 15	Claremore (15)	832
	Locust Grove	881
	Pryor (15)	873
	Salina (15)	52
<b>Total for District</b>		<b>2,638</b>
At Large	At Large	31,379
<b>Total for District</b>		<b>31,379</b>
<b>Grand Total</b>		<b>73,843</b>

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

Description of budget exceptions: No budget exceptions to report.

**II. Program Highlights**

**a. Tribal Interior Budget Council (TIBC) - April 8-11, 2019**

As reported in the January report the Nation submitted to the BIA Regional Office (Region) the 2021 Budget Preferred Program Ranking Tool identifying the Nation's high priority programs. The programs identified were as follows:

- Strengthening Tribal Communities - 1) Welfare Assistance; 2) Indian Child Welfare; 3) Aid to Tribal Government.
- Public Safety & Justice – 1) Criminal Investigations & Police Services; 2) Tribal Courts.
- Education - 1) Scholarships & Adult Education; 2) ISEP formula funds; 3) Johnson-O'Malley Assistance Grants.

The Region compiled the information submitted by all the Tribes within the Region and submitted that information to the TIBC. The TIBC deliberated on how to align ranking results from all Tribes for 2021 budget strategy. The results from all Tribes was similar to ours; therefore, each priority ranked category would receive a percentage of the funding increases.

**b. Self-Governance Advisory Committee Meetings (IHS=TSGAC/DOI=SGAC) – April 23-26, 2019**

The focus of the TSGAC/IHS meeting was discussions on the 2019 and 2020 Budgets. The enacted 2019 budget includes a total discretionary budget authority of \$5.8 billion, which is \$266 million above the enacted FY 2018 funding level. This includes three accounts: Services: \$4.1 billion; facilities: \$879 million; contract support costs: \$822 million. There is a \$115 million increase for staffing and operating cost for seven newly constructed healthcare facilities of which the Nation's new Regional Health Center (JV) is a part. There is a \$47 million increase to service programs such as clinic operations costs and opioid prevention, treatment and recovery services. The 2019 budget retains base funding levels and programs from 2018. The 2020 Budget requests a total discretionary budget authority of \$5.9 billion which is \$392 million above the 2019 annualized continuing resolution level. The proposed increases for 2020 include \$69 million for current services and \$98 million to fully fund staffing and operating costs for four newly constructed healthcare facilities (one of the four is the Nation's JV. Other proposed changes (services) includes: Increasing access to quality health care services; Modernizing health care systems and addressing health epidemics; Supports health care facility infrastructure such as health care facilities construction, sanitation facilities construction and maintenance and improvement, medical equipment and facilities and Environmental Health Support programs.

The SGAC/DOI discussions focused on the 2021 budget formulation process discussed in paragraph a. above. The BIA announced the appointment of Darrell LaCounte as the new Director of the Bureau of Indian Affairs.

**c. Government Shutdown**

The partial shutdown of the Federal Government had an impact on the entire Nation in many ways and most importantly, Indian Country. Indian Country Assistant Secretary – Indian Affairs, Tara Sweeney, sent a Dear Tribal Leader letter dated April 12, 2019, requesting information on how the shutdown affected the Nation. She asked in particular about the ways the Nation was or was not able to operate Indian Affairs programs and all other federally funded programs. The deadline to submit the information back to her by June 30, 2019. Government Relations is coordinating the response from the Nation.



CWYA DBR JƏŃGŁŁŁY DhƏƏİbh  
Cherokee Nation Gaming Commission

Director's Report

10 May 2019

*2018 COMPACT FEE PAYMENTS*

	State	Fair Meadows	OHRC	Sub-Total	YTD
Jan	\$ 1,134,000.51	\$ 48,153.85	\$ 224,066.21	\$ 1,406,220.57	\$ 1,406,220.57
Feb	\$ 1,505,265.09	\$ 54,604.37	\$ 222,263.88	\$ 1,782,133.34	\$ 3,188,353.91
Mar	\$ 1,845,846.29	\$ 54,621.04	\$ 265,742.72	\$ 2,166,210.05	\$ 5,354,563.96
Apr	\$ 1,518,001.23	\$ 54,604.37	\$ 219,714.68	\$ 1,792,320.28	\$ 7,146,884.24
May	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
June	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
July	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
Aug	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
Sept	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
Oct	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
Nov	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
Dec	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
YTD Adj.	\$ -	\$ -	\$ -	\$ -	\$ 7,146,884.24
	\$ 6,003,113.12	\$ 211,983.63	\$ 931,787.49	\$ 7,146,884.24	

NIGC Fee Payments	
March	\$ 78,013.87
June	\$ -
September	\$ -
December	\$ -
<b>TOTAL</b>	<b>\$ 78,013.87</b>

<b>Total Compact &amp; NIGC Fee Payments</b>	<b>\$ 7,224,898.11</b>
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*COMPACT FEE PAYMENT SUMMARY*

	State	Fair Meadows	OHRC	Sub-Total	LTD
2005	\$ 2,948,594.00	\$ 500,040.00	\$ 1,478,858.36	\$ 4,927,492.36	\$ 4,927,492.36
2006	\$ 7,629,889.06	\$ 1,788,222.63	\$ 7,238,117.75	\$ 16,656,229.44	\$ 21,583,721.80
2007	\$ 11,472,065.73	\$ 962,047.93	\$ 4,573,604.66	\$ 17,007,718.32	\$ 38,591,440.12
2008	\$ 11,656,274.15	\$ 765,407.17	\$ 3,457,394.08	\$ 15,879,075.40	\$ 54,470,515.52
2009	\$ 12,258,076.70	\$ 749,466.52	\$ 2,393,709.96	\$ 15,401,253.18	\$ 69,871,768.70
2010	\$ 12,530,548.89	\$ 654,902.38	\$ 2,245,073.51	\$ 15,430,524.78	\$ 85,302,293.48
2011	\$ 12,842,971.99	\$ 624,666.63	\$ 2,263,371.18	\$ 15,731,009.80	\$ 101,033,303.28
2012	\$ 13,191,133.21	\$ 635,500.83	\$ 2,429,283.07	\$ 16,255,917.11	\$ 117,289,220.39
2013	\$ 13,775,089.66	\$ 671,503.73	\$ 2,454,446.83	\$ 16,901,040.22	\$ 134,190,260.61
2014	\$ 13,491,207.55	\$ 694,488.92	\$ 2,468,666.10	\$ 16,654,362.57	\$ 150,844,623.18
2015	\$ 14,936,985.92	\$ 710,606.84	\$ 2,660,767.00	\$ 18,308,359.76	\$ 169,152,982.94
2016	\$ 15,320,619.36	\$ 696,172.36	\$ 2,664,645.01	\$ 18,681,436.73	\$ 187,834,419.67
2017	\$ 16,188,946.50	\$ 668,836.84	\$ 2,624,492.88	\$ 19,482,276.22	\$ 207,316,695.89
2018	\$ 17,144,081.88	\$ 618,916.51	\$ 2,678,944.43	\$ 20,441,942.82	\$ 227,758,638.71
2019	\$ 6,003,113.12	\$ 211,983.63	\$ 931,787.49	\$ 7,146,884.24	\$ 234,905,522.95
	\$ 111,795,850.94	\$ 8,046,246.74	\$ 31,002,525.50	\$ 227,758,638.71	

*LICENSING SUMMARY*

Location	Key Employee	PMO	Total
Catoosa	1,008	416	1,424
Catoosa - SS	10	1	11
CNGC	-	62	62
Corporate	89	131	220
Ft. Gibson	65	29	94
Grove	77	41	118
Ramona	76	43	119
Roland	210	99	309
Sallisaw	68	38	106
SCC	67	34	101
Tahlequah	106	68	174
WSS	399	157	556
<b>TOTALS</b>	<b>2,175</b>	<b>1,119</b>	<b>3,294</b>

*VENDOR LICENSES*

Entity	Class A	Class C	Exempt	Total
Companies	95	-		95
Individuals	803	-	-	803

*GAMING MACHINES*

Vendor	Catoosa	Cat SS	Ft. Gibson	Roland	Roland TP	Sallisaw	WSS	Ramona	Tahl.	SCV	Grove	Totals
<b>CLASS II</b>												
AGS	-	-	-	-	-	-	-	-	22	-	6	28
Bally	-	-	-	8	-	-	-	-	-	-	-	8
Cadillac Jack	-	-	6	-	-	-	-	-	8	-	-	14
Eclipse	-	-	-	-	-	-	-	-	27	-	-	27
IGT	14	-	8	8	-	-	14	6	-	8	6	64
Multimedia	-	-	-	8	-	8	-	-	-	-	8	24
Nova	-	-	-	-	-	-	-	-	8	-	-	8
VGT	784	52	202	312	33	94	593	184	141	128	134	2,657
<b>Sub-Total</b>	<b>798</b>	<b>52</b>	<b>216</b>	<b>336</b>	<b>33</b>	<b>102</b>	<b>607</b>	<b>190</b>	<b>206</b>	<b>136</b>	<b>154</b>	<b>2,830</b>
<b>COMPACT</b>												
AGS	102	4	28	45	4	10	50	25	4	14	28	314
Ainsworth	74	-	4	27	-	10	54	8	14	-	6	197
Aristocrat	205	10	30	44	-	6	125	20	11	20	38	509
Aruze	55	-	4	24	-	-	30	8	14	6	16	157
Bally	297	11	49	114	-	28	270	61	46	30	42	948
Cadillac Jack	12	-	-	-	-	-	-	-	-	-	-	12
IGT	486	-	77	125	14	59	290	63	69	26	84	1,293
Incredible Technologies	37	-	16	8	-	9	21	10	9	9	6	125
Interblock	12	-	-	-	-	-	-	-	-	-	-	12
Konami	104	-	23	36	-	9	72	34	23	16	8	325
Multimedia	51	-	14	44	8	-	66	16	10	14	11	234
Speilo	14	-	4	2	-	-	9	-	-	-	-	29
WMS	115	4	14	34	6	9	27	20	5	22	-	256
<b>Sub-Total</b>	<b>1,564</b>	<b>29</b>	<b>263</b>	<b>503</b>	<b>32</b>	<b>140</b>	<b>1,014</b>	<b>265</b>	<b>205</b>	<b>157</b>	<b>239</b>	<b>4,411</b>
<b>Grand Total</b>	<b>2,362</b>	<b>81</b>	<b>479</b>	<b>839</b>	<b>65</b>	<b>242</b>	<b>1,621</b>	<b>455</b>	<b>411</b>	<b>293</b>	<b>393</b>	<b>7,241</b>
<b>Class II</b>	798	52	216	336	33	102	607	190	206	136	154	2,830
% of floor	33.78%	64.20%	45.09%	40.05%	50.77%	42.15%	37.45%	41.76%	50.12%	46.42%	39.19%	39.08%
<b>Compact</b>	1,564	29	263	503	32	140	1,014	265	205	157	239	4,411
% of floor	66.22%	35.80%	54.91%	59.95%	49.23%	57.85%	62.55%	58.24%	49.88%	53.58%	60.81%	60.92%
<b>TOTAL</b>	<b>2,362</b>	<b>81</b>	<b>479</b>	<b>839</b>	<b>65</b>	<b>242</b>	<b>1,621</b>	<b>455</b>	<b>411</b>	<b>293</b>	<b>393</b>	<b>7,241</b>

*CARD / TABLE GAMES*

<b>Card &amp; Table Games</b>				
<b>Game</b>	<b>Catoosa</b>	<b>Roland</b>	<b>WSS</b>	<b>Total</b>
Poker	14	-	8	22
3-Card Poker	-	1	-	1
Prog. 3-Card Poker	2	-	1	3
Blazin' 7's	-	-	1	1
Mississippi Stud Prog	-	-	1	1
WPT Heads Up Hold	2	1	-	3
Progressive UTH	6	-	3	9
Blackjack	16	2	6	24
FreeBet Blackjack	3	1	1	5
21 + 3	1	1	4	6
Roulette	4	1	2	7
Craps	2	-	1	3
<b>TOTAL</b>	<b>50</b>	<b>7</b>	<b>28</b>	<b>85</b>



## HUMAN RESOURCES

March 2019

**NASON MORTON, EXECUTIVE DIRECTOR**  
Extension 5682

Human Resources is currently working on the revision of Cherokee Nation Human Resources Policies and Procedures (CNHRPP), Chapter III and portions of Chapter II. As of May 1, 2019, the total number of Employees is 3734. Of those employees, 3083 are Cherokee and 251 are members of another Federally recognized tribe.

### EMPLOYMENT

Processed	Monthly	YTD
Number of Employees Hired	68	191
% of Cherokees Hired	84	84
% of Indians Hired	4	6
% of All Others Hired	12	10
# of Applications Received	578	1904
# of Interview Panels Sent	120	453

### COMPENSATION

Processed	Monthly	YTD
# of Terminations	49	175
# of Voluntary Terminations	37	142
# of Involuntary Terminations	12	33

### BENEFITS

Processed	Monthly	YTD
Educational Reimbursement Requests	1	24
401(k) Distributions	76	267
401(k) Loans	25	86
401(k) Hardship	2	20
FMLA	40	158
COBRA	56	183
Short Term Disability	8	44

### EMPLOYEE RELATIONS & DEVELOPMENT

Orientations/Trainings Presented	Monthly	YTD
Trainings Presented	34	127

**RISK MANAGEMENT**  
**April 2019**  
**NASON MORTON, EXECUTIVE DIRECTOR**  
**Extension 5682**

**INSPECTIONS:**

Life Safety Code and OSHA Regulation inspections were conducted on the below sites:

- Tahlequah Casino – Certificate of Occupancy issued for opening on April 25<sup>th</sup>.
- Hard Rock Casino
- Track 5 Addition – Hard Rock – Event Space Follow-up
- PACE – Administration Construction
- PT Building Demo at Hastings
- IT Fiber Project Construction
- Sallisaw food Distribution Remodel
- Saline Courthouse w/Fire Pump well house and water tank
- Saline Caretaker House Construction
- New Health Center
- Tribal Courthouse - Exhibit work now taking place
- Immersion Building
- Scheduling Other Community Building Inspections
- Received notice from CNE of new Downtown Pathway Construction


**Technical Assistance:**

- Sent Distracted Driving Awareness Email to All Employees
- Life Safety Inspection at Tahlequah Casino with Gaming, Jenson Hughes, and Tahlequah Fire Dept.
- Occupancy Assistance for Tahlequah Casino for CNB Safety
- Update of Complex Evacuation Plan for Security.
- Received request for Summer Youth Orientation Training – June 2019
- Community Building assistance – evacuation plan updates and MOA's - Now Complete with Certificates of Insurance
- SHS Safety Review - Planning and Development - Update of Abatement Plan, Draft Fire Prevention Plan, and Hazard Communication Plan. Complete

## Trainings:

- Environmental Festival – Risk Management Booth – safety information provided to attendees – 300 attendees
- Career Services Safety Fair – Risk Management Booth – safety information provided to attendees – 300 attendees
- Staff attended Fed-Fleet Conference with Transportation
- ECU Safety Orientation
- Nowata Fire Extinguisher Training – 60 attendees
- Vinita Fire Extinguisher Training – 116 attendees
- Kenwood Parent Safety Training – 10 attendees
- Attend Commercial Casualty Training – staff passed exam.
- Scheduled Summer Youth Orientation Trainings - 8 sessions scheduled at this time for 14 County area.

## CHEROKEE NATION

<b>POLICY CHAPTER:</b>	Employment Policy	<b>CHAPTER #:</b>	II
<b>SUBJECT:</b>	Motor Vehicle Usage	<b>SECTION SUBSECTION:</b>	V
<b>EFFECTIVE DATE:</b>	May 2, 2011	<b>SUPERSEDES MATERIAL DATED:</b>	08/07/00
<b>APPROVED BY:</b>		<b>DATE:</b>	04/27/11

### PURPOSE

To establish the licensing and motor vehicle operating standards required of employees when using a motor vehicle on Cherokee Nation business.

### POLICY

It is the policy of Cherokee Nation to provide guidelines for the usage of Cherokee Nation vehicles and personally owned vehicles by its employees while engaged in company business and /or to use their own car for company business, if necessary, in accordance with the guidelines specified in this policy.

### DEFINITION

For this purpose, a "Cherokee Nation vehicle" is defined as any motor vehicle owned, leased or rented by the Cherokee Nation. A valid driver's license is defined as a driver's license that is not revoked, suspended, cancelled, modified or temporary.

### PROCEDURE

#### A. REQUIREMENTS FOR MOTOR VEHICLE OPERATION

1. Any employee who drives a vehicle on Cherokee Nation business must be at least 18 years of age and possess a valid driver's license which is in compliance with Cherokee Nation underwriting rating requirements and, where applicable, maintain at least the minimum amount of insurance required by Cherokee Nation. (See Sub-section B of this policy).

**II V. Motor Vehicle Usage (cont.)**

2. Each employee is personally responsible for any fines incurred as a result of driving or parking violations while utilizing a vehicle on tribal business.
3. No employee shall be allowed or permitted to operate a Cherokee Nation vehicle (or a personal vehicle for Cherokee Nation business) when any physical or mental impairment causes the employee to be unable to drive safely. This prohibition includes, but is not limited to, circumstances in which the employee is temporarily unable to operate a vehicle safely or legally because of illness, medication, or intoxication.
4. Employees are not permitted to use Cherokee Nation vehicles for non-business purposes. Exceptions to this rule must be approved in advance by the Principal Chief or her/his written designee, and violations shall subject the employee to discipline.
5. Employees who use their personal car for business purposes shall receive a standard mileage allowance that is periodically adjusted based upon the approved mileage rates set forth by the General Services Administration (GSA).
6. Employees driving vehicles on company business may claim reimbursement for parking fees and tolls actually incurred.
7. Claims for mileage allowance and reimbursement must be submitted to the Payroll Department for payment on a Mileage Reimbursement Form.
8. Employees using Cherokee Nation vehicles are responsible for reporting any malfunctions or maintenance requirements to the department's GSA custodian.
9. Employees must report to their supervisor, Human Resources, and Risk Management any accident, regardless of the extent of damage or the lack of injuries, involving Cherokee Nation vehicles or a personal vehicle used on Company business within two hours of accident. Employees are expected to cooperate fully with the authorities in the event of

## **II V. Motor Vehicle Usage (cont.)**

an accident. Contact numbers for Human Resources and Risk Management are located in each GSA vehicle.

10. Time spent by an employee in driving a vehicle on business is considered hours worked for pay purposes.

### **B. PERSONAL AUTOMOBILE INSURANCE REQUIREMENTS**

1. Employees who operate their privately owned vehicles on business are required to carry automobile liability insurance coverage on any vehicle they drive on Cherokee Nation business, as a minimum:
  - a.) \$25,000 per person
  - b.) \$50,000 per accident and \$25,000 property damage,
2. Insurance for collision and comprehensive coverage are at the discretion of the owner and are not affected by Cherokee Nation policy.
3. If an employee drives his/her vehicle on Cherokee Nation business, they must contact their insurance agent to verify that they meet the above requirements.


### **C. IMPROPER OPERATION OF MOTOR VEHICLE**

1. An employee found to be operating a Cherokee Nation or personal vehicle improperly, recklessly or in violation of state laws while on company business will be subject to disciplinary action.
2. The operator of every vehicle, while driving, shall devote their full time and attention to such driving. The operator of the vehicle shall operate said vehicle in a manner that will not distract his/her attention during the operation of the vehicle. Examples of distracted driving include but are not limited to:
  - a.) Use of a hands-on cell phone while operating a motor vehicle on tribal business.

II V. Motor Vehicle Usage (cont.)

- b.) Reading or responding to e-mails or text messages while operating a motor vehicle on tribal business.
  - c.) This policy also applies to the use of PDA's, Blackberries, and iPhones.
  - d.) While driving, calls should be directed to voice mail.
  - e.) If an employee must make an emergency call, they should use a "hands-free" phone or park the vehicle in a safe location before placing or receiving a call.
3. An employee found to be operating a personal vehicle on Cherokee Nation business without the required insurance coverage will be subject to disciplinary action.
  4. Employees receiving a letter in lieu of driver's license, temporary license, or modified license must report their license status change to their supervisor.
  5. Exceptions to these procedures must be approved in writing by the Principal Chief.

## CHEROKEE NATION

<b>POLICY CHAPTER:</b>	Employment Policy	<b>CHAPTER #:</b>	II
<b>SUBJECT:</b>	Background Investigations and Employment / Volunteer Suitability	<b>SECTION-SUBSECTION:</b>	D-1
<b>EFFECTIVE DATE:</b>	March 1, 2011	<b>SUPERSEDES MATERIAL DATED:</b>	12/07/1998
<b>APPROVED BY:</b>		<b>DATE:</b>	

### PURPOSE

To ensure that appropriate background checks and investigations are conducted on candidates being considered for employment with Cherokee Nation.

### POLICY

It is the policy of the Cherokee Nation that each individual employed with Cherokee Nation undergo a background check and that those occupying or placed in Youth Sensitive positions, positions that have regular contact with or control over Indian children, undergo an extensive character and criminal background investigation in accordance with child care suitability criteria and all other laws specific to positions having regular contact with or control over Indian children. Additionally, other positions may be designated as indicated herein because of their sensitivity due to reasons of accountability, trust or public safety requirements of the Nation.

In addition, it is the policy that individuals employed with Cherokee Nation in a critical sensitive position that are responsible for the enforcement of laws applicable to Indian Country undergo an extensive character and criminal background investigation in accordance with critical sensitive suitability criteria and all other laws specific to positions responsible for the enforcement of laws applicable to Indian Country.

For other positions not covered by legislation, regulation, ordinance or other legal requirement, an applicant's criminal history shall not be an absolute bar to employment, but suitability for a



## **II-D-1 Personnel Security and Suitability Process (cont.)**

position will be based upon the individual applicant's criminal record and the position applied for.

### **DEFINITIONS**

Youth Sensitive position means a position having regular contact with or control over Indian children.

Critical Sensitive position means a position that ensures the preservation of the public peace and order, the prevention, detection, and investigation of crimes, the protection of persons and property, and the enforcement of laws applicable to Indian Country.

Tribal / Public Trust position means a position requiring access to information technology, or access to trust information and records, including but not limited to: leases, deeds; enrollment; realty; heirs; and any similar type information or a position responsible for finances, contracts, independent decisions, public safety, care of elderly and similar.

Personnel Security and Suitability Process is a process in which an individual holding or being placed in a position that has regular contact with or control over Indian children or an individual responsible for the enforcement of laws applicable to Indian country must go through to be found suitable for such positions, this includes but is not limited to youth sensitive and / or critical sensitive positions.

Adjudication Official / Adjudicator is a person authorized to make an official decision of employee suitability and who signs the certification that an individual meets minimum standards.

Reportable Conduct is, but is not limited to, unacceptable drug tests, illegal drug use, substance abuse treatment, outstanding warrants, arrests, alcohol related misconduct, violent / threatening behavior, or misuse of information, technology data, applications, systems, or programs.

### **PROCEDURE**

#### **A. Authorities and Applicable Laws**

## **II-D-I Personnel Security and Suitability Process (cont.)**

In accordance with the laws listed below, Cherokee Nation is required to conduct an investigation of character of employees and potential employees who have regular contact with or control over Indian children, and / or who are in law enforcement.

1. Applicable laws specific to Child Care Positions:
  - a. Indian Child Protection and Family Violence Prevention Act, as amended (25 U.S.C.A. §3201-3211);
  - b. 25 CFR §63 (Implementation of Indian Child Protection and Family Violence Prevention Act);
  - c. Crime Control Act, Subchapter V, Child Care Worker Employee Background Checks (42 U.S.C.A. §13041).
  
2. Applicable laws specific to Child Care Positions in a Head Start Program:
  - a. Indian Child Protection and Family Violence Prevention Act, as amended (25 U.S.C.A. §3201-3211);
  - b. 25 CFR §63 (Implementation of Indian Child Protection and Family Violence Prevention Act);
  - c. Crime Control Act, Subchapter V, Child Care Worker Employee Background Checks (42 U.S.C.A. §13041);
  - d. 45 CFR §1301 – Head Start Program.
  
3. Applicable laws specific to Law Enforcement Positions:
  - a. Indian Child Protection and Family Violence Prevention Act, as amended (25 U.S.C.A. §3201-3211);
  - b. 25 CFR §63 (Implementation of Indian Child Protection and Family Violence Prevention Act);
  - c. Crime Control Act, Subchapter V, Child Care Worker Employee Background Checks (42 U.S.C.A. §13041);
  - d. 25 CFR §12 – Indian Country Law Enforcement;
  - e. 18 USC §922 – Brady Bill;
  - f. Executive Order 12968 – Access to Classified Information.
  
4. Applicable regulations and authorities specific to Tribal / Public Trust Positions:
  - a. BIA 441 Department Manual 5, Adjudication Standards;

**II-D-1 Personnel Security and Suitability Process (cont.)**

- b. 5 CFR 731 – Suitability (Executive Order 10450);
- c. 25 CFR 63 – Suitability Criteria;
- d. Tribal policy and / or Laws.

**B. Background Investigation Process**

1. The Department must submit a request to Human Resources for background investigation on a current or potential employee by completing a Background Request form provided by Human Resources or found on Cherokee Nation Intra-server.
2. Human Resources Representative will review the form and ensure all supporting documents are received from the individual occupying or being placed in a Youth Sensitive position or critical sensitive position.
3. The Human Resources Representative then initiates a search of civil and criminal court records from:
  - a. Tribal;
  - b. City;
  - c. County;
  - d. State;
  - e. National.
  - f. Sex Offenders Registries.
4. The Human Resources Representative verifies the following:
  - a. Previous Employment;
  - b. Social Security Number;
  - c. Places of Residence;
  - d. Education.
5. The Human Resources Representative will conduct the following:
  - a. Personal Reference Checks;

## **II-D-1 Personnel Security and Suitability Process (cont.)**

### **b. Supervisor Interviews.**

To ensure a thorough background investigation is completed the Human Resources Representative will also conduct a record search of the "On Demand Court Records" data base. If the position is licensed through the Oklahoma Department of Human Services, (OKDHS) the Human Resources Representative must complete an OKDHS Criminal History Review Request form and provide a summarization of Cherokee Nation Human Resources' findings to OKDHS.

Human Resources shall work in conjunction with other agencies including Cherokee Nation Marshal Service to ensure all critical background information is obtained.

Once the above steps are completed the Human Resources Representative completes an "Investigation Case Summary" and "Ranking Worksheet". The investigation file is then forwarded for the adjudication process.

### **C. Adjudication**

Adjudicating Official(s) (Adjudicator) shall be appointed by the Human Resources Group Leader. The Adjudicator shall be experienced, trained, and have a favorable background investigation.

Once the Adjudicator receives the investigation file the Adjudicator will review the collected information: identify areas of concern; mitigate, if necessary; and make a decision as to suitability based on adjudication criteria.

Adjudication criteria are based on a review of the investigation file to determine if there are any of the following that are applicable:

- a. Statutory bars as outlined in 25 U.S.C.A. §3201-3211, 42 U.S.C.A. §13041 and / or 18 USC § 922- Brady Bill;
- b. Basic suitability criteria as outlined in 25 CFR 63.21.

## II-D-1 Personnel Security and Suitability Process (cont.)

If the individual is found suitable, a certification of adjudication / investigation will be signed, dated, and maintained in the investigation file and the personnel file if applicable. A letter is then sent to the individual informing them of the favorable suitability determination.

If a determination cannot be made as to the individual's suitability based on adverse information gained during the background investigation, the Adjudicator will notify the individual in writing, or in person and the individual is given an opportunity to refute, correct, explain, or update the adverse information with any information, explanation, or documentation which will be considered in reaching a final decision as to the individual's suitability for continued placement or consideration for employment in a position having regular contact with or control over Indian children or for continued placement or consideration for employment in a position responsible for the enforcement of laws applicable to Indian Country.

After reviewing all information, it is determined that the individual is found not suitable, the Adjudicator will send the individual an "unfavorable suitability determination" certified letter via United States Postal Service.

### **D. Post Investigations and Continuous Evaluation of Suitability**

Reinvestigation will occur when an employee has a break in service of more than six (6) months, or an employee who self discloses reportable conduct, or when management is made know of any reportable conduct or when required by licensing and / or funding agencies, or when dictated by law.

Employees are required to self disclose any reportable conduct within three working days. Failure to self disclose will result in disciplinary action up to and including dismissal. Reportable conduct is, but not limited to, the following:

- a. Unacceptable drug tests
- b. Outstanding warrants
- c. Arrests
- d. Violent / threatening behavior

**II-D-I Personnel Security and Suitability Process (cont.)**

- e. Alcohol related misconduct
- f. Illegal drug use
- g. Substance abuse treatment
- h. Misuse of information technology data, applications, systems, or programs

**E. Volunteers / Visitors**

1. All volunteer personnel that will be working in an area that has contact with or control over Indian children should undergo the same type of background investigation that a staff in a youth sensitive position would be required to undergo.

Visitors who have contact with or control over Indian children must:

- a. Sign in with a designated official;
- b. Wear a badge / tag identifying them as a "Volunteer" or "Visitor";
- c. Stay within the sight / supervision of an adjudicated employee or escorted by an adjudicated employee.

Departments / Schools must post sign in / out requirements at all entrances. A request for a background investigation on a volunteer must be handled in the same manner as that of an adjudicated employee.

2. Volunteers / Reserve Officers that will be working with Tribal Law Enforcement should undergo the same type of background investigation that a staff in a critical sensitive position would be required to undergo.