

COUNCIL OF THE CHEROKEE NATION
EXECUTIVE & FINANCE COMMITTEE REPORT

Group: Financial Resources

Month/Year of Report: February 2018

Treasurer: Lacey Horn

Phone: 207-3902

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- I. Budget Highlights – through January
 - a.) Financial Resources – 30% spent
 - b.) Treasurer – 21% spent
 - c.) IIM – 37% spent
 - d.) Acquisition Management – 35% spent
 - e.) Records Management – 19% spent
 - f.) Support Services – 35% spent
 - g.) Grants Management – 28% spent
 - h.) Grant Development – 33%
 - i.) Fleet Management – 20%
 - j.) Employee Performance Incentive – 33% spent
 - k.) Grant Development for CNB – 5% spent
- II. Program Highlights
 - a.) Balance Scorecard Measures
 - 1. Complete FY17 Audit – 25% Complete
 - 2. Obtain Unmodified Audit Opinion – 0% complete
 - 3. No Material Weaknesses on Single Audit – 0% complete
 - 4. Obtain GFOA Award for FY16 CAFR – 100% complete
 - 5. Reports completed & submitted for February 2018 – estimated 95% completion by February 28, 2018
 - b.) Accomplishments
 - 1. Staff attended multiple webinars, trainings and conferences for grants management
 - 2. Staff attended Department of Justice grant training
 - c.) Upcoming Events
 - 1. Various grant trainings scheduled for March 2018
 - 2. Year end processing underway
 - 3. Staff to attend annual GSA conference in Washington DC

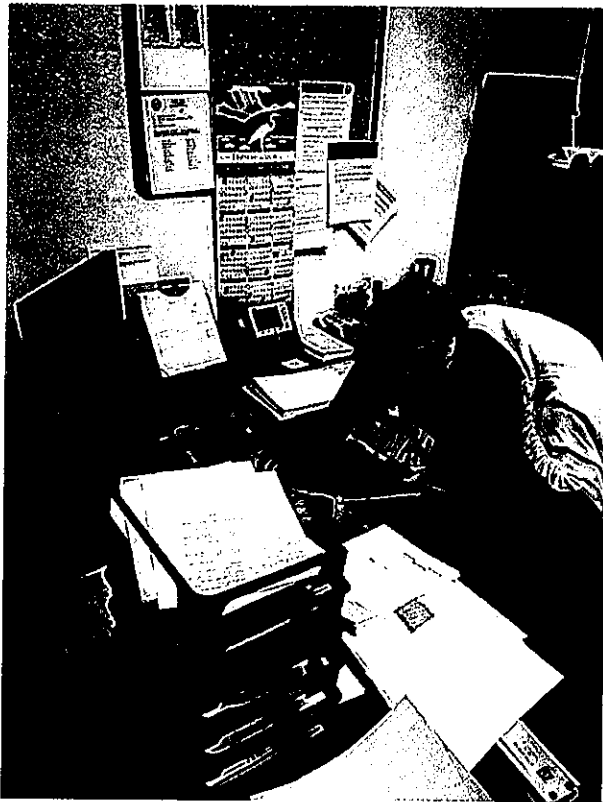
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	A	B	C
1	Cherokee Nation Acquisition Management Year-To-Date Report Over \$5,000 Transactions October 1, 2017 through September 30, 2018		% of sub-total - TERO vendor submitted Bid
2	Award to TERO Vendor	\$ 7,277,854.49	98.15%
3	Award to non-TERO Vendor	\$ 137,308.00	1.85%
4	Sub-total bids with a TERO vendor participating	\$ 7,415,162.49	100.0%
5	Bid - no bids submitted by TERO Vendors	\$ 7,448,746.07	
6			
7	October 1, 2017 through January 31, 2018		

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

The **Day Training Program** had nine program participants attained unsubsidized employment. Of these, four were outside the Cherokee Nation, three were within the Cherokee Nation and two were with CNB/CNI. Attached is a newspaper article about work we are doing with CN Emergency Management. The picture is of two of our Day Training participants.

Day Training Participant Success:



Mrs. Campbell-Zamudio was a participant on the Tribal Day Training Program. Linette is 55 years old and came to the Career Services office on October 23, 2017 after losing everything in Corpus Christi, Texas due to Hurricane Harvey. Mrs. Campbell was devastated, but through family encouragement she relocated to Tahlequah. Her uncle, Charles Campbell, has been her rock. Linette indicated that he escorted her to every resource that would help with her life changing event. When she thought she couldn't go on anymore, he would offer his kind words and encourage her to keep on moving forward and to have patience. This led her to the Career Services Department to seek opportunities to assist her restart.

Mrs. Campbell-Zamudio was placed on the Tribal Day Training Program at Cherokee Nation Contract Health beginning October 30, 2017; she had previous experience working in a medical environment and customer service.

Linette was placed and quickly caught on to the environment. She was well adjusted and was appreciative of the opportunity that she had to make an impression. The utilization of the program allowed Linette to sharpen her skills and capitalize on an opening within the department. Mrs. Campbell-Zamudio was able to apply for two openings that had just come available through the department and qualified for a Clerk II opening. After just ten weeks on the program Mrs. Campbell-Zamudio was offered a full time position with Cherokee Nation as a Clerk II with the Contract Health department, beginning her position on January 22, 2018.

Linette stated, "Cherokee Nation gave me hope when I had none. With great patience, I am proud to be a full-time employee at Cherokee Nation Contract Health as a Clerk II. I have so many benefits; I do not need a second job. I am satisfied. I am thankful. I appreciate all the work the Career (Services) department has done for me."

Day Training Participant Success:

Keeton Summerlin was a participant on the Day Training Program. Keeton is 26 years old and had been unemployed since October 2017. Mr. Summerlin had a previous background as a Surgical Technician; he worked at various hospitals that required a lot of travel from his hometown of Vian, OK. Mr. Summerlin ultimately found himself unemployed and searching for a new start. Keeton came to the Career Services office to seek assistance in his employment search as he had yet to find new employment. Mr. Summerlin was referred for assistance through the Tribal Day Training Program and was placed with the Cherokee Nation Health Facilities Department.

Through the program, Mr. Summerlin was able to be placed and make an impression immediately. Within his first week on program Mr. Summerlin was already being complimented by his site supervisors. Mr. Summerlin was encouraged to continue his job search and apply for all positions he was eligible for.

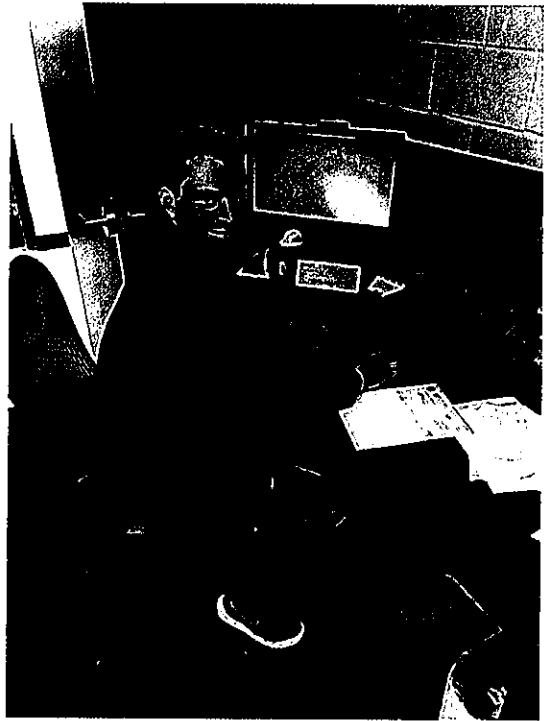
Keeton displayed strong employable attributes and dependability in commuting from Vian to Tahlequah on a daily basis. On January 22, 2017 his search paid off as he began employment with Cherokee Nation Contract Health as a Data Entry Technician. This was a great success for Keeton in securing full time employment.

The **Disability Employment Initiative** is a new grant through the Department of Labor that began October 1, 2017. The Program Manager, a Disability Resource Navigator, and a Budget Analyst have been hired and started working on February 12. Marsha White is the Program Manager, Rick Manes is the Budget Analyst and Cheryl Adams is the Disability Navigator working in the Tulsa office. The position for a second Disability Navigator is posted and we will be interviewing and hiring for that position soon.

The Disability Employment Initiative (DEI) Director and Program Manager met with the Oklahoma Department of Rehabilitation Services Evaluation and Assessment Professional Staff and presented information on the Disability Employment Initiative Grant. Future meetings will be set up when all staff are in place.

The DEI Director met with the Oklahoma Department of Rehabilitation Services Program Managers with the Vocational Rehabilitation Department and will be scheduling additional meetings with the Unit Supervisors and Professional Vocational Rehabilitation Counselors. DEI Staff has been invited to an Ok DRS unit meeting in February.

Training is being planned for the Career Services Career Specialists informing them of the qualifications and policy/procedures to determine if a client is eligible for the Disability Employment Initiative Grant. The training will include instruction on how to refer a client and to which DEI Disability Navigator. The Director presented staff training on Disability Etiquette (overview) to Career Services Career Specialists.



Sector Partnership – National Dislocated Worker Grant staff had a meeting with Go Ye Employment Services out of Fort Smith, Arkansas. The meeting was to discuss how we can both work together to help Cherokees get gainfully employed.

Staff are working diligently in the Claremore area to fill workforce needs for a number of companies. Claremore is experiencing a time of unprecedented growth and development; with this comes an increase in available career opportunities. Below is a list of manufacturers in Claremore currently hiring for new positions.

AXH air-coolers
BelGas FM
Baker Hughes
Reading Truck Equipment

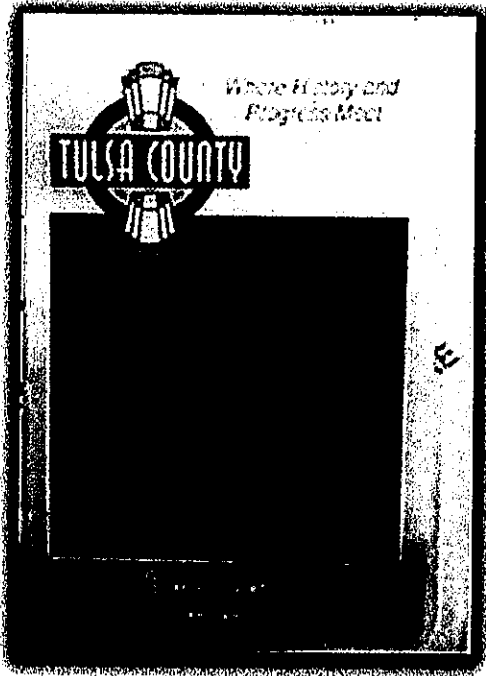
Career Services' Job Developers attended the NORA State Legislative Day in Oklahoma City at the State Capital. Pictured below with Governor Mary Fallon and Cherokee Nation Secretary Of State Chuck Hoskin, Jr., are Matt Lamont, Larry Daugherty, Isaacs Barnoskie, and Ashawna Miles.



The **Coming Home Reentry Program** had two reentry participants enter employment who are earning \$16.00 and \$13.00 per hour.

Coming Home Reentry Program Participant Success:

James Grimes is enjoying his new job at the Tulsa State Fairgrounds. In a little less than a year, he has gone from making \$13.00/Month while he was incarcerated by the Department of Corrections to making \$28.00/HR as an auto-mechanic with the Tulsa State Fair. During the



peak season, James reported working 80+ hours a week and doubling his paycheck. His love of cars can be witnessed as he cruises the streets of freedom in his brand new mustang.

Being released after his fifth incarceration, James knew he would have to prove himself to his former employer before he would ever have a chance at regaining his position. He humbly and gratefully took a position at Claremore Auto Salvage for \$10.00/HR and began to build the life he had dreamed. He was able to purchase some automotive tools through the "Coming Home" Re-Entry Program at Cherokee Nation. Six months later, the Tulsa State Fairgrounds, his former employer, asked Mr. Grimes if he would like his old job back. He accepted and is now able to live without financial worry. He enjoys the simple life now and attends as many pow-wows as possible. He never made time for cultural events in the past, but now, "I feel like it is important to learn and engage with a Nation who helped me when I

didn't have many other options;" said James. He is still using the tools he received through Cherokee Nation Re-Entry today. James Grimes is a success to date. He has been out of the Department of Corrections custody for over one year now and he looks forward to many more.

The **Tribal Employment Development Program** had several companies do an OJT contract with this month.

Job Fairs and Other Events:

Wednesday, March 7 th	NSU Career Fair	Tahlequah
Tuesday, March 13 th	Tulsa World Career Fair	Tulsa
Wednesday, March 14 th	Kaska Job Fair	Pryor Creek
Wednesday, March 29 th	Muskogee Career Fair	Muskogee
Wednesday, April 4 th	Business Expo and Job Fair	Vinita

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

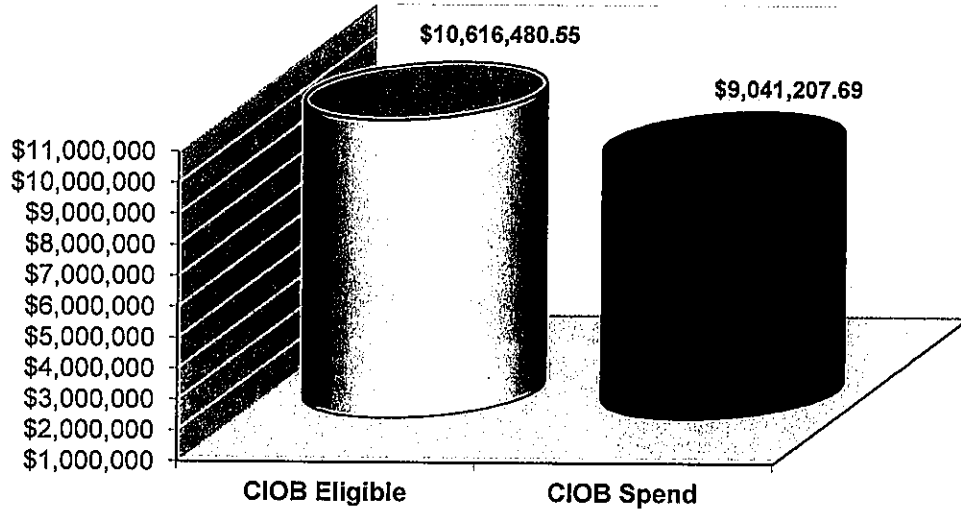
Month/Year of Report: March 2018 (Month Ending January – FY 2018)

Program Highlights

a. Balanced Scorecard Measures

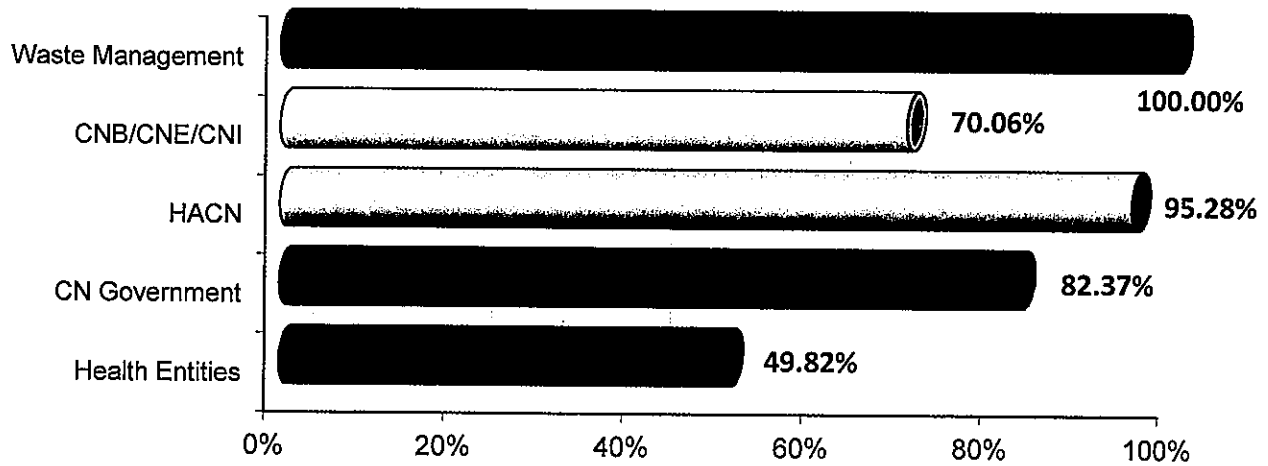
Objective	Metric	2018 Goal	Year to Date Achievement Notes/Comments
Effective Business Workshop Training	# Certified Indian-Owned Business Attendees and % indicating usefulness	300/100%	2 /100% 2,155 attending events including Engage Expo and Art Market
Increase Certified Indian-Owned Business Procurement Awards	% Certified Indian-Owned Business Procurement Awards	80%	85.16% Business Entities eligible procurement \$'s awarded to Certified Indian Owned vendors <ul style="list-style-type: none"> • CNE – 55.27% • CN Government - 98.15% • Health Entities – 100% • CNI – 4.31% • Waste Management - 0%
Increase Cherokee Citizens employed	% Cherokee Citizens (verified)	Entity CNB – HACN - CN – 82.9% Health – Waste Management-	Business Entities 75.08% <ul style="list-style-type: none"> • CNB (CNB, CPM, CNE, CNI, NP) 70.06% (does not include temporary or government contract employees) • HACN 95.28% • CN Government 82.37% (does not include IPA/MOA) • Health Entities 49.82% • Waste Management 100%
Increase Indian-Owned Business Certifications	# Newly Certified Indian-Owned Businesses	150	42
Effective One on One Training for Certified Indian Owned-Businesses	# of businesses receiving assistance/% finding useful	200/95%	23 /100%
Certified Indian-Owned Business Receiving Financial Assistance	% Certified Indian-Owned Business Loans in Portfolio	85%	12.44% - based on \$'s loaned 5.88% - based on number of loans made
Effective Usage of Fees Collected	# Trained	100	Information not available
Effective Monitor of Work Sites – Construction and Housing	# Monitoring Visits	90%	100% - 700 sites monitored
Effective Monitor of Bid Openings	# and % Bid Openings Attended	100%	100% - 22 out of 22
Effective Resolution of Complaints – TERO and EEOC	% Complaints Resolved	100%	TERO: 0 complaints filed; 0 resolved, 0 pending EEOC: 0 complaints filed; 0 resolved, 0 pending

85.16% of CIOB Eligible Procurement Opportunities were awarded to CIOBs



**Includes CN Government, CNE/CNB, CNI, and Health Entities

75.08% of Employees are registered Cherokee Nation Citizens



**Companies majority, not wholly, owned – does not include temporary or government contract employees

Commerce Group

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

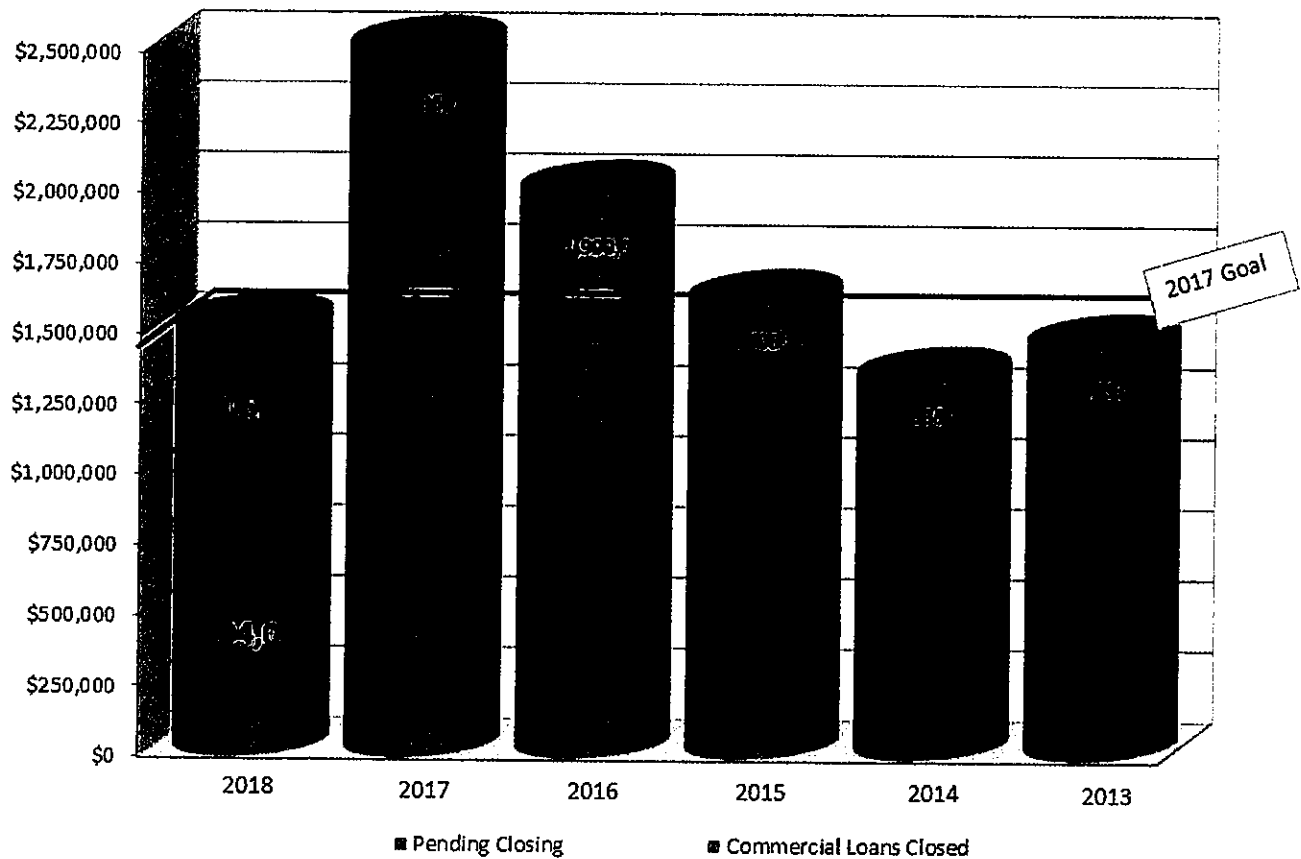
Anna Knight, Executive Director
918-453-5532
anna-knight@cherokee.org

Community and Economic Impact



Since 2010 Cherokee Nation has Invested
\$12,983,227.91 in 276
Privately-owned Small Businesses

Dollars Invested in the Local Economy Through Small Business Lending



All Cherokee Nation Economic Development Trust Authority (CNEDTA) lending is at an all-time high and demand for both commercial and consumer products continues to increase.

**Small Business Loans
 Closed February 2018**

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Hulbert	Expansion	\$1,565,000	91%	42
Tahlequah	Start-up	\$68,000	30%	1
Tulsa	Start-up	\$42,800	50%	5

Lending Assets

Available Commercial Capital	\$587,117
Available Consumer Capital	\$932,684
Approved Grants Pending Distribution	\$278,039
Approved Grants Pending Receipt	\$861,333
Total Available Capital	\$2,659,173
Outstanding Commercial Loans	\$8,732,988
Outstanding Consumer Loans	\$1,785,447
Total Outstanding Loans	\$10,518,435

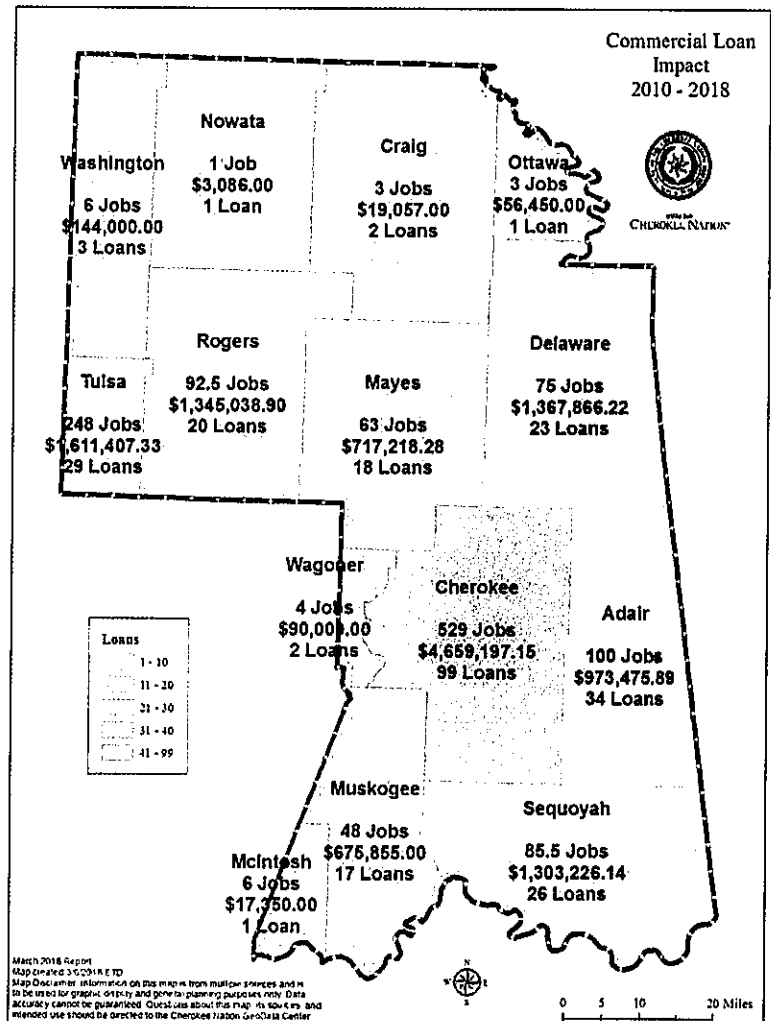
**Commercial Lending Pipeline
 (Commercial requests submitted)**

Community	County	Business Type	Status of Expansion
Tahlequah	Cherokee	Retail Service	Start-up
Tahlequah	Cherokee	Food Service	Start-up
Tahlequah	Cherokee	Tourism Service	Start-up
Locust Grove	Mayes	Transportation	Start-up
Tahlequah	Cherokee	Agriculture	Start-up
Stilwell	Adair	Child Care Service	Start-up
Claremore	Rogers	Retail Service	Expansion

**Commercial Lending Impact
 2010 through 2018
 by County**

"Our loan from the Cherokee Nation Small Business Assistance Center helped us with several major repairs and business expenses related to our trucking business. This allowed us to stay in operation and continue our success. Thank you! We appreciate it!"

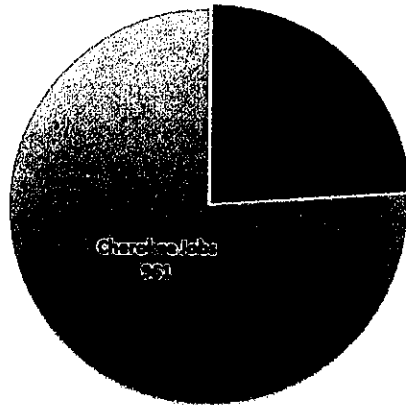
*— Ron and Mary Sanders,
 Sanders Trucking
 Tahlequah, Cherokee County*



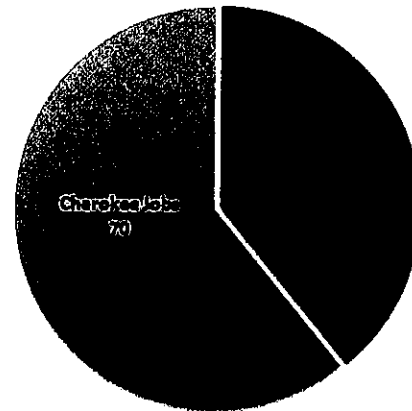
Small Businesses Create Community Based Jobs

Private Sector Jobs Created or Retained by Small Business Lending

Jobs Created FY10-18



Jobs Created FY 2018



Grant Applications Recently Submitted: Pending and Approved

Grant Submitted	Purpose	Amount Requested	Status	Notes
SBA Native American Enterprise	Technical Assistance One-on-One Coaching	\$116,000	Awarded	Executive Coaching, Market Research, Social Media
USDA Rural Business Development (RBDG)	Feasibility for Health Innovation Incubator	\$119,000	Awarded	Waiting Disbursement, Partnership with CN Health
USDA RBDG	Small Business Lending	\$500,000	Awarded	Waiting Disbursement
SBA PRIME	Kawi Café Operations	\$150,000	Awarded	Continue the hands-on entrepreneurial training
US Treasury CDFI	Commercial Lending	\$861,333	Awarded	Submitted as CN Economic Development Trust Authority (CNEDTA)
USDA Socially Disadvantaged Groups	Technical Assistance for Cooperatives	\$137,000	Awarded	Leadership Training, Strategic Planning, Feasibility Studies, Submitted as CNEDTA
Wells Fargo Foundation Homeownerships Counseling Grant	Northern region staff	\$60,000	Pending	Application in process due January 31, 2018
USDA Rural Business Development (RBDG)	Small Business Lending	\$500,000	Pending	Application in process due March 2018
OK Native Assets Coalition	Special Workforce Savings Program	\$7,000	Pending	Submitted

Entrepreneurial and Small Business Training

We are seeking Cherokee business owners interested in one-on-one coaching in the areas executive coaching, market research and social media. Please refer anyone interested to Stephen Highers at 918-207-3955 or stephen-highers@cherokee.org.

Entrepreneur Community Field Days		
Community	Address	Dates
Pryor	Cherokee Nation Career Services - One American Way Building 2945 Hwy 69A	1st Tuesday Each Month
Bartlesville	Rogers State University - 401 S Dewey - Room 808	2nd Thursday Each Month
Sallisaw	Cherokee Nation HACN - 100 E. Choctaw	3rd Tuesday Each Month
Tulsa	Cherokee Nation Career Services - 10837 E Marshall St., Ste. 101	2nd Tuesday Each Month
Claremore	Cherokee Nation HACN - 23205 S Hwy 66	4th Thursday Each Month
Jay	Cherokee Nation HACN - 109 13 th St.	4th Monday Each Month

Commerce Business Coach Brian Wagon makes **field visits to meet with entrepreneurs**. Above is his monthly schedule; he can be reached at brian-wagon@cherokee.org or 918-506-9168. Special accommodations are available.

Business/Entrepreneur Workshops			
Date	Location	Time	Workshop
March 28	Pryor	11:30 am	NT, Eating for Life
April 4 – May 2	Pryor	5:00 pm	NT, Basic Pneumatics (Industrial Maintenance Training)
April 12 – May 24	Pryor	5:00 pm	NT, Mechanical Drives (Industrial Maintenance Training)
April 18	Pryor	11:30 am	NT, Establishing a Work/Life Balance
April 19	Webinar	10:00 am	SBA, Small Business Financing
May 14 – June 4	Pryor	5:00 pm	NT, Vibration Analysis (Industrial Maintenance Training)
May 17	Webinar	10:00 am	SBA, Small Business Financing
June 21	Webinar	10:00 am	SBA, Small Business Financing
July 19	Webinar	10:00 am	SBA, Small Business Financing
August 16	Webinar	10:00 am	SBA, Small Business Financing
September 20	Webinar	10:00 am	SBA, Small Business Financing

Commerce partners with regional training groups to leverage resources and target larger markets. Year to date, **entrepreneurial development and business workshops have been attended by 2,623 people**, 100 percent of whom found the training useful to building the capacity of their businesses.

Much of Commerce’s training is conducted one-on-one to meet specific needs. Staff also conducts regular site visits with all current loan clients and evaluates individual training needs for business growth and best chance of success.

“Kawi Café has given me a second chance to start and sustain a career when nobody else would. Now I have the foundation to start building on.” – Dusty Rollice, Tahlequah, OK

Artists as Entrepreneurs and Community Tourism as Economic Development

Increasing the business capacity of our Artists and tourism capacity of our communities

The Cherokee Arts Center provides teaching space and specialized equipment for artists to increase their revenues. Year to date, **700 people have attended 115 artist taught classes** and the equipment has been used **545 times by 496 artists**. One artist space is used exclusively by the National Treasures to both work and to teach class. Year to date artists have taken advantage of the **Cherokee Arts Center 1,435** times.

"The Cherokee Nation Art Center has provided one of the most valuable tools for the preservation of Cherokee culture through the promotion of our art as a means for commerce and cultural tourism. By providing a space for artist to learn and grow their business, the CAC and Spider Gallery makes it possible to do what we as individual artists could never accomplish on our own. Many thanks to the Chief, Council, and all who make it possible to keep our beautiful art and culture alive for future generations to enjoy!"

Matthew Anderson

Cherokee Arts Center		
Registration is necessary and all classes are fee based, paid directly to artists		
Date	Time	Class
Every Tuesday	6:00-8:00 pm	Beginning Metal Smithing
Every Tuesday	4:00-5:30 pm	ICW Cultural Art Class
Every Wednesday	4:00-5:30 pm	ICW Cultural Art Class
Every Thursday	6:00-8:00 pm	Silver Smithing with Steve
Every Friday	7:00-9:00 pm	Life Drawing with Matt
Every Saturday	(Class Full)	Loom Weaving with Dorothy Ice
Every Saturday	10:00-1:00 pm	Watercolor with Paula Hefley
March 5, 7, 12 and 14	11:00-4:00 pm	Basket Making
March 13 (2 nd Tuesday)	6:30-9:00 pm	SEIAA Monthly Meeting
March 20, 21 and 22	3:00-5:00 pm	Spring Break Kid's Classes
March 15 (3 rd Thursday)	6:30-9:00 pm	Tahlequah Arts Council Meeting
March 17 (3 rd Saturday)	2:00-3:00 pm	Tahlequah Writers Group
January 20 – March 10 (Sat)	1:00-3:00 pm	Beginners Smithing Class

The Spider Gallery currently represents **122 Cherokee Nation artists**, 18 of which are National Treasures.

Cherokee Nation Proudly Presents



- Year to date 687 visits have been made to the Gallery
- Year to date sales total \$9,024.42
- Artists have earned \$24,229.80