



# COUNCIL OF THE CHEROKEE NATION

## EXECUTIVE & FINANCE COMMITTEE REPORT

Reporting Month September 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	4,161
Year to Date	48,590



### Timecards processed

Current Month	12,415
Year to Date	180,612



### Reqs. approved for processing

Current Month	1,577
Year to Date	21,379



### Purchase orders issued

Current Month	1,334
Year to Date	18,997



### Travel expense statements processed

Current Month	532
Year to Date	3,537



### Files received for storage

Current Month	351
Year to Date	8,131



### Number of internal billings

Current Month	0
Year to Date	163



### Grant reports submitted

Current Month	20
Year to Date	341



### Deposits

Current Month	623
Year to Date	7,737

## Departmental Goals

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

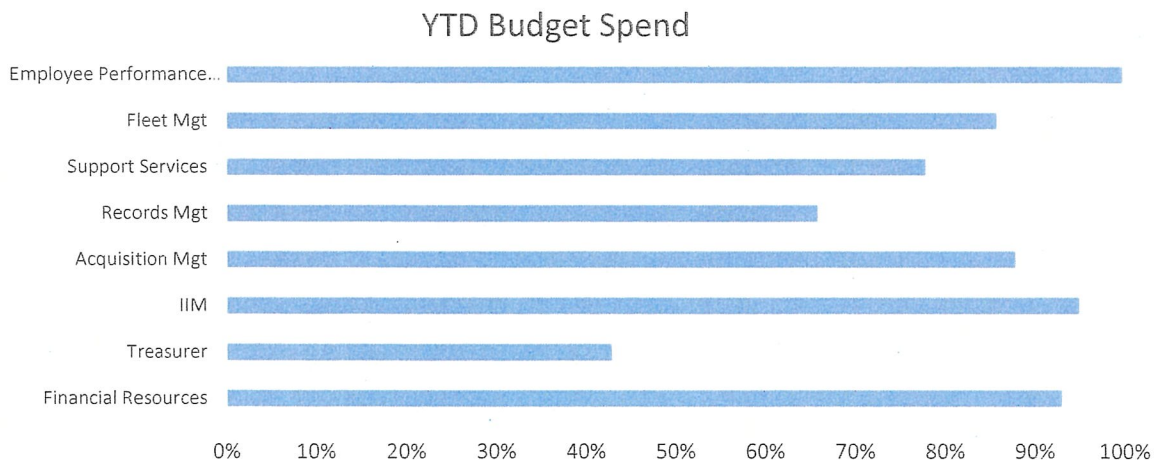
## Compliance

- 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

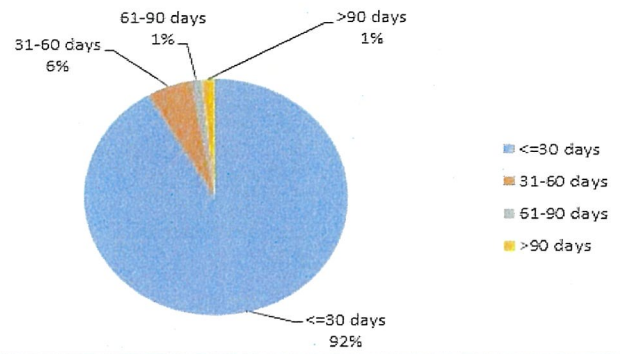
		% of sub-total - TERO vendor submitted Bid
Award to TERO Vendor	\$145,703,778.56	95%
Award to non-TERO Vendor	\$8,081,359.77	5%
<b>Sub-total bids with a TERO vendor participating</b>	<b>\$153,785,138.33</b>	<b>100%</b>
Bid - no bids submitted by TERO Vendors	\$55,607,930.27	

October 1, 2022 through September 30th, 2023

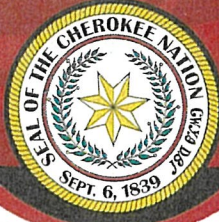


Row Labels	APP-INVOICE-2	APP-TRAN-PMT-AMT-7
<=30 days	62,080	174,563,006.92
31-60 days	3,743	36,552,326.85
61-90 days	922	5,122,575.69
>90 days	1,030	4,260,712.05
<b>Grand Total</b>	<b>67,775</b>	<b>220,498,621.51</b>

**Timeliness of Paid Invoices**







# Cherokee Nation Career Services

**Jobs - Training - Hope - Opportunity**

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## Executive and Finance Committee



**Lydia Young - Army Veteran, former Career Services participant,  
full-time employee with the Adair County Clerks' Office, Stilwell, Oklahoma**

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# **Executive & Finance Committee Monthly Report**

## **Career Services - September, 2023**

### **S. Diane Kelley, Executive Director**

#### **Employment Programs**



The month of September was a busy one for Career Services Staff. We began to prepare for the end of fiscal year transition early in the month and then ended with a Staff Development and Team Building training day.

Career Services Staff each attended one day of training held at Cherokee Casino West Siloam on September 27<sup>th</sup> and 28<sup>th</sup>.

Presentations were given by each of our programs including Employment, Vocational, Recovery, Economic Development and QUEST, Grants and Compliance, Youth and Employability Skills. Staff were treated to lunch while learning new

Our Career Specialists have been diligently working with their participants and encouraging their attendance at one of the many EMPLOYABILITY SKILLS CLASSES that were offered to those who will be transitioning off of their Work Experience Program. Many of our participants took full advantage of this class to get assistance with resume building, mock-interviewing, Dress for Success, and registration with OESC and OK CAREER GUIDE. We have received positive feedback from employers who have interviewed participants for full-time employment saying “the mock-interviews helped and they answered questions very well”. To date we have 51 participants with “letters of intent to hire” and 30 participants who have already obtained full-time employment and are on the job.

Career Services worked in conjunction with Human Resources to host a RECRUITMENT INTERVIEW EVENT on Tuesday, October 17<sup>th</sup> in Tahlequah. This event was specifically for Work Experience participants who are actively seeking full-time employment with Cherokee Nation. The turnout was great and we are hopeful that this event will lead to high-quality jobs for our transitioning participants.



Representatives from Career Services Employment and Training Programs attended the Inter Tribal event hosted at the Hard Rock Casino in Catoosa.



#### SUCCESS STORIES:

Sara Hays is a 28 year old Cherokee Citizen from the Oaks community. She graduated from NSU and participated in the Career Services Work Experience Program. She was receiving work based training at the Language Center and has now been hired full-time there.

Laney Cully was a Youth Work Experience participant while attending college and was placed at the Research Center. She reached out to her Career Specialist to say THANK YOU for assisting her and shared a flyer that she created for the NSU Senior Art Exhibition.

NSU SENIOR  
ART EXHIBITION



LANEY CULLY

HELEN TEAL & BRIANA WITHAM

RECEPTION OCT. 6, 6 - 8  
OCTOBER 6 - OCTOBER 24

NSU ART GALLERY (918) 444 4004  
TUE - THU 3PM - 7PM, SATURDAY 10AM - 2PM



## **Wildland Fire Program**

### ***Personnel***

The Wildland Fire program has nine permanent staff members and five vacant positions. We will receive funding for an additional five positions in FY 2024. In conjunction with the Bureau of Indian Affairs, we have trained over 50 new wildland firefighters over the past year. These firefighters work on a call-when-needed basis within the Cherokee Nation reservation or are placed with other Tribal programs in eastern Oklahoma to bolster the overall workforce.

Fire personnel have recently completed a Wildland Pumps and Water Use course and an Engine Operator course. We will be hosting a basic firefighter course at the Talking Leaves Job Corps on November 6-10.

### ***Fire Suppression***

- Responded to 274 wildfires for the Calendar Year.
- Assisted with fire suppression in Arizona, Montana, Minnesota, Michigan, and throughout Oklahoma.

### ***Fire Prevention***

The prevention program has completed educational events at 10 elementary/middle schools and conducted 2 community events. We have four additional school programs coming up, including two in collaboration with the City of Tahlequah Fire Department. These events aim to educate children and their families about the proper use of fire and how to prevent potentially catastrophic wildfires. The prevention program has also been actively investigating human-caused fires to determine the specific cause and origin.

### ***Fuels Management***

Preparation for annual prescribed burns and mechanical treatments is underway. These projects will occur on Restricted lands, Tribal trust lands, and Tribal fee lands throughout the reservation. A significant project for the fuels staff is to complete phase 2 of 3 treatments at the Sequoyah Hunting Preserve (SHP). The phase 2 treatment is a prescribed burn of 1,870 acres. The SHP treatments seek to reduce hazardous wildland fuels while also enhancing wildlife habitat and restoring the ecological integrity of the preserve.

**TERO**

**Program:** Employment Development **Month/Year of Report:** October, 2023

Activity	Month	YTD	Goal	% of Goal
Job Bank	13	13	400	
Enter Unsubsidized Employment	11	11	250	
Retain in Employment	7	7	75	
Referrals	10	10	400	
Cherokee Fire Dancers (New)	0	0	30	
Heritage Resource Technicians (New)	0	0	40	
Monitoring Visits-NAHASDA	0	0	XX	
Monitoring Visits-All Other	76	76	750	
Pre Bid Meetings-Attended	6	6	100%	
Descope Meetings-Attended	14	14	100%	
Bid Openings- Attended	3	3	100%	
Bid Openings-Not Attended	0	0	0	
Contractor Meetings-Attended	3	3	100%	
Mediation Meetings-Attended	0	0	100%	
Pre-Construction Meetings-Attended	0	0	100%	
Construction Meetings-Attended	6	6	100%	
Applications Received	7	7	120	
Certifications-Approved	9	9	120	
Certifications-Denied	0	0	0	
Re-Certifications-Approved	57	57	800	

Re-Certifications-Denied	0	0	0	
TERO Complaints	0	0	0	
EEOC Complaints	0	0	0	
Complaints Resolved	0	0	100%	

**Accomplishments** (Include any notable accomplishments- list with bullets, rather than a narrative).

None

**Initiatives** (Brief on future plans/any new initiatives – briefing on any issues of interest to leadership, if applicable. List with bullets, not narrative).

None

**Meetings/Trainings TERO Conducted** (Please list dates and numbers of persons in attendance).

None

**Certifications/Recertifications** (List Denied & Reason) None

**Complaints- New/Resolved** (List name, type) None

October 2023	Employment by County	Vendors by County
Adair		41
At Large		351
Cherokee	11	111
Craig		8
Delaware		18
Mayes		49
Muskogee		24
Nowata		2
Ottawa		2
Rogers		50
Sequoyah		32
Tulsa		28
Wagoner		3
Washington		13
<b>Totals</b>	<b>11</b>	<b>732</b>





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

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



**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



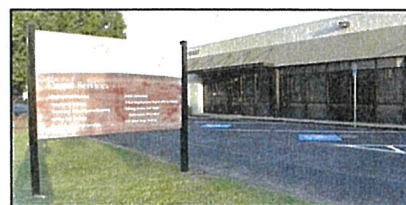
**Mayes County  
Pryor Office**  
6789 Hwy. 69 S  
Pryor, OK 74361  
918-825-7988



**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  
1-800-256-0671 ext.: 2501



**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

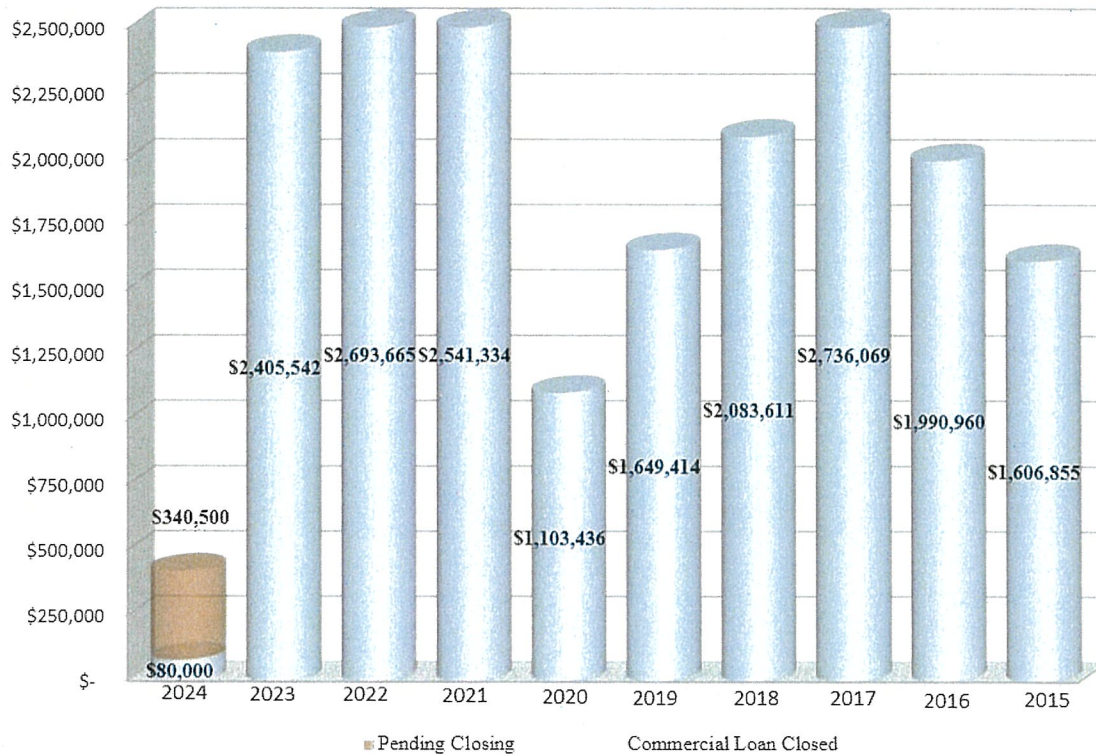


Cherokee Nation Economic Development Trust Authority has invested \$25,076,156 in 452 privately owned small businesses impacting 1,889 community based jobs since 2010



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

Dollars Invested in Local Economy



Small Business Loans Approved Pending Close  
October 2023

Community	County	Business Type	Startup or Expansion
Broken Arrow	Tulsa	Retail	Startup
Eufaula	McIntosh	Retail	Expansion
Sallisaw	Sequoyah	Service	Startup
Stilwell	Adair	Service	Startup
Bartlesville	Washington	Service	Startup
Salina	Mayes	Retail	Expand
Stilwell	Adair	Service	Expand

Small Business Loans Closed  
October 2023

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Claremore	Startup	\$80,000	15%	1

### Consumer Loans Closed

**84 consumer loans totaling \$151,976** have been made through the Small Business Assistance Center in fiscal year 2024.



## Small Business Lending Impact 2010 through 2024by County

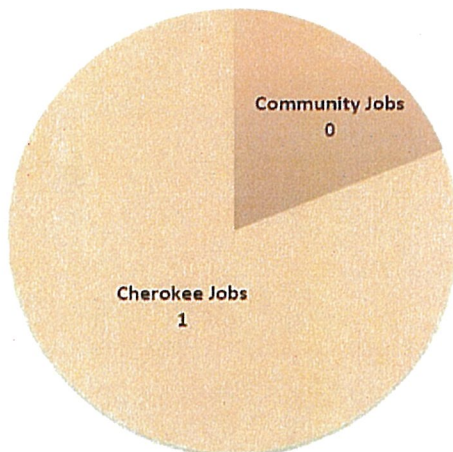
CNEDTA loan dollars leverage additional economic investments!

Since 2015, CNEDTA loans leveraged \$44 million in private community investments.

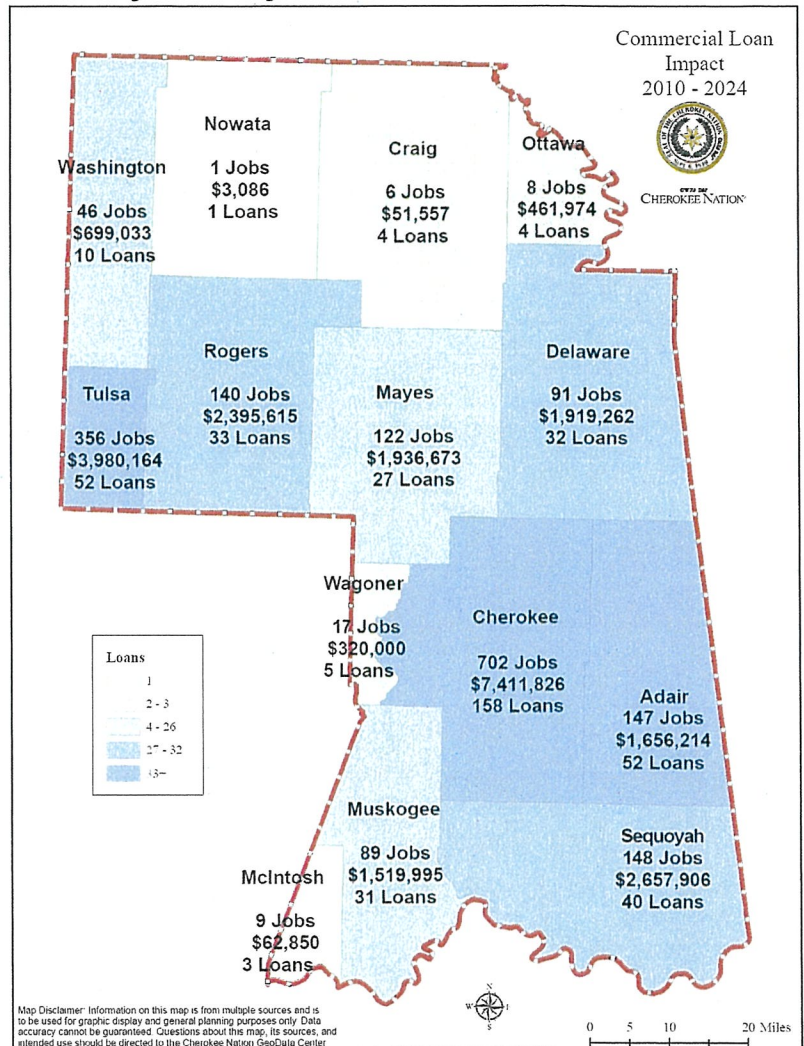
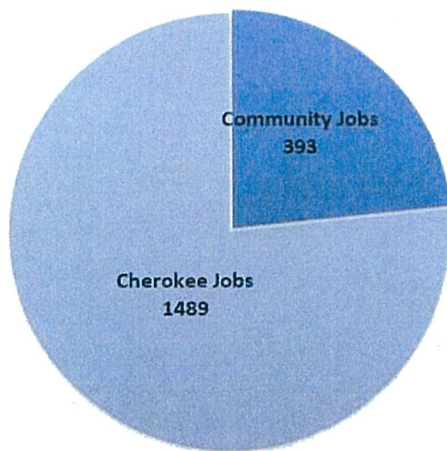
In 2023, CNEDTA loans leveraged almost an additional \$2.1 million in private community investments.

### Small Businesses Create Community Based Jobs

#### Jobs Created FY 2024



#### Jobs Created FY10-24



County	Economic Investment	Businesses	Jobs
Adair	\$1,656,214	52	17
Cherokee	\$7,411,826	158	702
Craig	\$51,557	4	6
Delaware	\$1,919,262	32	91
Mayes	\$1,936,673	27	122
McIntosh	\$62,850	3	9
Muskogee	\$1,519,995	31	89
Nowata	\$3,086	1	1
Ottawa	\$461,974	4	8
Rogers	\$2,395,615	33	140
Sequoyah	\$2,657,906	40	148
Tulsa	\$3,980,164	52	356
Wagoner	\$320,000	5	17
Washington	\$699,033	10	46
Totals	\$25,076,156	452	1,882



## Small Business Spotlight The Screamin' Arrow



The Cherokee Nation Small Business Assistance Center has recently helped **Ashley Osborn of Tahlequah** realize her dream of opening a **food trailer specializing in Indian tacos**. Ashley is so thankful for the help of the business lending team in Commerce Services and hopes to bring her truck to many local and regional events this coming year. **The Screamin' Arrow** offers Indian tacos and dessert fry bread.

Ashley will be participating in the SBAC's executive business coaching programs. She is excited to continue to engage with our

coaches and team for all of her small business questions.

Ashley expressed her **sincere gratitude** to her business coach and the entire loan staff for helping her **Cherokee family become independent entrepreneurs**.



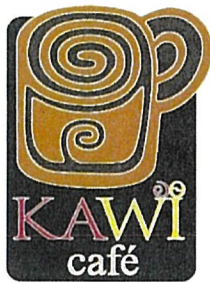


## Cherokee Nation Economic Development Trust Authority

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

### Lending Assets

Available Commercial Capital	\$1,782,794
Available Consumer Capital	\$407,751
Approved Grants Pending Distribution	\$775,375
Approved Grants Pending Receipt	\$500,000
Total Available Capital	\$3,465,920
Outstanding Commercial Loans	\$11,031,328
Outstanding Consumer Loans	\$3,639,057
Total Outstanding Loans	\$14,670,384



- Total Graduates 115
- Total Re-entry/Recent Offenders 65
- Total Day Training 45
- Total Opening Small Business 5

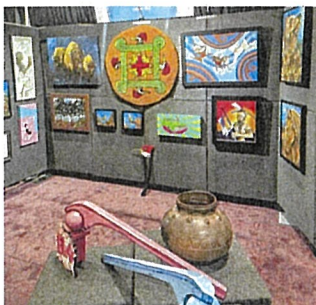
\*All participants have been low income American Indians.

### 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 Spider Gallery was proud to have 28 artists at the 18<sup>th</sup> annual Cherokee Art Market. We are also looking for more opportunities to showcase our artists and increase their sales and Cherokee culture and art.



Please reach out to [artcenter@cherokee.org](mailto:artcenter@cherokee.org) if you have any events or shows that we might be able to consider.



## Procurements Awarded to Certified Cherokee/Indian-Owned Small Business 91.26%\* of CIOB Eligible Procurement Opportunities were awarded to CIOBs

\*as of August 31, 2023



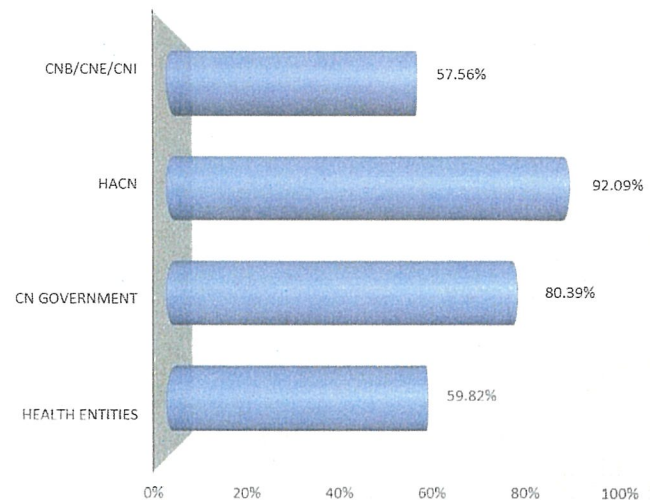
TERO Procurement Opportunities	
Entity	% Awarded
CN Government	94.55%
CNE	75.71%
Health Entities**	100%

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

## 70.24%\* of Employees are registered Cherokee Nation Citizens

\*as of Sept 30, 2023

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



Grant Submitted	Purpose	Funding Year	Amount Requested	Status	Notes
USDA RDBG	Small Business	2023	\$500,000	Awarded	Revolving Loan Fund
SSBCI Technical Assistance Grant	Small Business	2023	\$150,000	Pending	TA for Entrepreneurs
CDFI	Lending Programs	2023	\$1,425,000	Awarded	SBAC Lending Programs
BIA Incubator	Small Business	2024	\$300,000	Awarded	SBAC Small Business
USDA RDBG	Socially Disadvantaged Groups Grant	2024	\$250,000	Awarded	Working with Socially Disadvantaged community groups
IRS VITA	Tax Preparation	2024	\$50,000	Pending	VITA Tax Program 2024