

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	March 2011 Report		
<b>Group Leader:</b>	Angela Drewes	<b>Phone:</b>	458-5340	<b>E-mail:</b>	<a href="mailto:angela-drewes@cherokee.org">angela-drewes@cherokee.org</a>

**I. Budget Highlights**

Please refer to the monthly financials from the Financial Resources Group

**II. Program Highlights**

**a.) Balanced Scorecard Measures for FY11**

**NATURAL RESOURCES**

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community	0	186 Acres
Provide technical assistance to communities – gadugi projects	16	21

**PLANNING & DEVELOPMENT**

OBJECTIVE	ACTUAL TARGET	YTD
Provide assistance with historical buildings/structures	4	3
Provide technical assistance to internal programs for development and remodeling of tribal facilities	10	6
Provide technical assistance to communities – gadugi projects	6	3

**b.) Accomplishments**

**NATURAL RESOURCES**

- NR employee Glen Qualls retired after 17 years of service with the Cherokee Nation
- Made and loaded shavings for spring livestock show
- Gave Ethnobiology presentation at Rogers State University
- Planted some heirloom Ozark Chinkapin genetics in various places within Cherokee Nation
- Tilled community garden at Hulbert and two school gardens

**TRIBAL LAND STEWARDSHIP**

PROJECT	THIS MONTH		TO DATE	
Lease Compliance	0	Ac.	0	Ac.
Mechanical Brush Control	25	Ac.	596	Ac.
Weed Control	0	Ac.	30	Ac.
Fire Guards Maintained	0	Mi.	13	Mi.
Perimeter Fencing	0	Mi.	0	Mi.

**TRIBAL LAND IMPROVEMENT**

PROJECT	THIS MONTH		TO DATE	
Cross Fencing	0	Mi.	0	Mi.
Fence Rebuilt	.25	Mi.	7	Mi.
Timber Stand Improvement (TSI)	.5	Ac.	4	Ac.
Wildlife Plots Established	0	Ac.	0	Ac.

**GROUNDS KEEPING/MAINTENANCE**

Belfonte	<input type="checkbox"/>	Mouse Dry Creek	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Owen School	<input type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Cherry Tree	<input type="checkbox"/>	Ross School Area	<input type="checkbox"/>
Conley Property	<input checked="" type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlonegah Park	<input type="checkbox"/>	Sallisaw Creek Park	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>	Tahlonteeskee	<input type="checkbox"/>
Jay Foods Distribution	<input type="checkbox"/>		

**FACILITIES MANAGEMENT**

- Worked and prepared ball fields for upcoming tournaments
- Cleaned up (Chapel Building) old foundation at Male Seminary Campus, filled in with dirt and leveled
- Repaired water line break at Male Seminary
- Received bids on the lawn care for the downtown areas
- Ordered new overhead door for the EMS building

**GROUNDS KEEPING/MAINTENANCE**

Complex	<input checked="" type="checkbox"/>	Car Wash	<input type="checkbox"/>
Southgate	<input type="checkbox"/>	Keetoowah Duplexes	<input type="checkbox"/>
POW WOW Grounds	<input type="checkbox"/>	Claremore Federal Bldg.	<input checked="" type="checkbox"/>
Holiday Strip	<input type="checkbox"/>	Locust Grove- Green Space	<input checked="" type="checkbox"/>
Court House Square	<input checked="" type="checkbox"/>	Youth Shelter	<input checked="" type="checkbox"/>
Supreme Court Bldg.	<input type="checkbox"/>		
Green Space	<input type="checkbox"/>		
Gaming Commission	<input checked="" type="checkbox"/>		

**PLANNING AND DEVELOPMENT**

- Administration - continuously working on Master Plan development; reviewing Historic Downtown District; reviewing Education zone; and Male Seminary Campus
- Administration - Visual Management - completing display cases of appropriate material during Themed Time Frames; getting ready to rotate Trail of Tears exhibit with new exhibit in main complex
- Internal Lease Pool – renewing all leases for new FY11
- Education Group (Stickball Statute) – ready for statue installation

**NEW CONSTRUCTION**

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated and/or Completion Date
Veterans Service Center	April 15, 2011	0%	
Vinita Health Center	March 31, 2011	0%	
Child Development Center-Stillwell	Mid-April	0%	
Vinita Site Utility Design		40%	
Salina Dental/Community Expansion		90%	March 31, 2011
Sequoyah – Library Renovation		85%	May 10, 2011
Sequoyah – New Classroom Building		50%	May 10, 2011
W.W. Hastings Hospital – 4 Phases		25%	Varies by Phase

## REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated and/or Completion Date
Human Resources Annex Remodel	March 2011	0%	September 30, 2011
Human Resources – Flooring	March 2011	0%	April 30, 2011
WPA Building Project – Phase II	March 2011	5%	August 2011
Cherokee Phoenix New Space		100%	Completed
Cort Mall	Ready to Bid	0%	
Immersion Modular Building – Office	March 2011	0%	May 2011

## RISK MANAGEMENT

- Received formal approval letter from FEMA for the Cherokee Nation Hazard Mitigation Plan. This now makes the Cherokee Nation eligible to participate in the Hazard Mitigation Grant program and the Pre-Disaster Mitigation Grant Program for the next five years
- 63<sup>rd</sup> Civil Support Team Drill and Exercise – conducted at Blue Ribbons Downs. This is an excellent demonstration of gadugi with the Army/Nation Guard chemical/hazard material team
- Emergency Declaration was received for 1/31/2011 – 2/04/2011 Winter Storm.
- Participated and provided technical assistance for Head Start Federal Review. Head Start received 100% on the review
- Provided technical assistance to EMS during their CASA Survey
- Attended Earthquake Training which focused on pre- and post earthquake inspections and safety responsibilities. CN had representatives from a majority of the areas that have structures with multiple floors

### c.) Future Plans/New Initiatives

#### NATURAL RESOURCES

- Arrangements are being made for transport and storage of the Seminary column donation

#### FACILITIES MANAGEMENT

- Preparing to do elevation work on the ground behind CSLC so water will stop running into the building when it rains, also doing the same between Old BIA and HR

#### PLANNING AND DEVELOPMENT

- Education Group (Sequoyah Math, Art and Sports Building) – schematic phase completed
- Education Group (The Place Where They Play Vestibule) – received construction cost projection
- Health Group (Burchett/Hastings) – planning committee has made recommendations for site development; received topography survey; ready to begin planning
- Management Resources – have initiated planning and design of New Recycling Center to be located at the main campus
- Management Resources – have initiated planning and design for new or repairing of roofs for several facilities on main campus; those included are: Council House, Human Resources, Roads Department, and Financial Resources Building
- Court and Council – planning underway for Court building; planning/design of an existing building owned by CN
- Council House Roof – in planning for new roof
- Administration – FRB Roof - in planning for new roof
- Art Inventory – aiding in taking an art inventory for insurance purposes of the Willard Stone art pieces and other cultural and historical value
- Know Your Nation – project will begin soon for the rotating display

## **RISK MANAGEMENT**

- Meeting with FEMA and State Oklahoma Emergency Management representatives to perform Property Damage Assessment (PDA). Note: The State is only conducting PDAs in the counties that experienced record snow fall
- Assist Health Services with their Det Norske Vertizas (DNV) review. Risk will inspect clinics before and provide safety training as needed for meet compliance requirements
- Participate in state-wide Emergency Management Exercise with State Health Department and OEM in April
- Participate on planning committee of Inter-Tribal Emergency Management Coalition Summit which will be held May 10-12, 2011 in Quapaw, Oklahoma
- Attend Weather Watch Class at NSU

# CHEROKEE NATION TRIBAL COUNCIL

## RESOURCES COMMITTEE REPORT

**Group:** Government Resources      **Month/Year of Report:** March 2011

**Group Leader:** Pat Ragsdale      **Phone:** 453-5023      **E-mail:** pat-ragsdale@cherokee.org]

**Director:** Linda Donelson      453-5236      linda-donelson@cherokee.org

### I. Budget Highlights

- a) 1 new Temporary Full Time Hire: Clerk I

### II. Program Highlights

#### a.) Balanced Scorecard Measures

#### b.) Accomplishments

1. 2/24 Staff Training (carpet being torn out of Realty offices and new carpet put into offices)
2. 2/25 Realty office carpet finished – staff worked on putting furniture and files back in order
3. 2/28 Meeting with Policy Group
4. 3/01 Meeting with Pat Ragsdale on Realty issues; meeting with Cherokee County smokeshop Lessor on renewal of lease (negotiations resulted in obtaining new Lessees)
5. 3/02 Assisted Office of Special Trustee with moving office furniture for new paint and carpet
6. 3/03 Meeting with Pat Gwin on potential real estate purchases
7. 3/04 Bid Opening for smokeshop—2 bids received
8. 3/07 Attended Group Leaders meeting
9. 3/08 Government Resource Staff Meeting
10. 3/09 Natural Resources/Realty monthly meeting
11. 3/10 Meeting with Real Estate Agent on real estate possibilities
12. 3/14 Attended Council Resource Committee
13. 3/15 Meeting with Tom Elkins on environmental questions; Meeting with Lessors on smokeshop to sign new lease
14. 3/17 Meeting with Pat Gwin on potential real estate purchases
15. 3/22 Attended Leadership Summit at West Siloam Springs
16. 3/23 Meeting with Cultural Tourism Committee
17. 3/24 Meeting with Pat Gwin at GeoData office; Meeting in Jay on smokeshop lease signing; Meeting with Attorney General attorney E. O'Dell and Community Services on easement issue in Ft. Gibson area
18. Additional highlights as follows:
  - Received and/or returned 688 phone calls
  - 47 County Research
  - Met with 96 individual clients
  - 46 Site inspections were done
  - 6 Home Visits
  - 6 Jurisdictional Calls
  - 11 Right of Entries
  - 1 Litigation Report
  - 8 Quiet Titles
  - 1 Business Lease approved by BIA for restricted Indian smokeshop in Sequoyah County
  - 40 County Researches Completed
  - 20 Documents filed in Title Plant
  - 43 Certified copies made/indexed
  - 914 Tracts Indexed
  - 10 Documents copied to Title Plant
  - 42 Allotment Files Scanned
  - 99 Allotment Files Organized

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs      Month/Year of Report: March (FY 2011)

Group Leader: Tom Elkins      Phone: 453-5237      email: [tom-elkins@cherokee.org](mailto:tom-elkins@cherokee.org)

## I. Program Highlights

### a.) Environmental Review

Goal Requirement	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	<b>67</b>	<b>401</b>	<b>45%</b>
6 ERR (Roads)	<b>1</b>	<b>4</b>	<b>67%</b>

### b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	<b>12</b>	<b>74</b>	<b>30%</b>

### c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	<b>3</b>	<b>9</b>	<b>18%</b>

### d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	<b>12</b>	<b>79</b>	<b>53%</b>

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	<b>6</b>	<b>162</b>	<b>54%</b>

## II. Highlights:

- a) Ozone season began on March 1<sup>st</sup>. All sampling stations are ozone operational.
- b) CNEP Completed a Phase I environmental site assessment (ESA) for the Hastings Hospital site and it was submitted to Realty Services as part of the Trust Acquisition Package.
- c) Conducted inspections at the Cherokee Nation Sanitary Landfill on the following dates: 02/18, 02/22, 02/28, 03/04, 03/07, 03/14, 03/18, 03/21.
- c) The contract for the compressed natural gas (CNG) station at Outpost #1 was finalized with Redstone Environmental (a TERO firm).
- d) Performed Community Outreach at the following sites: Claremore Indian Hospital, Hastings Hospital, Westville Elderly Center, Muskogee Clinic, Okay Head Start, Webbers Falls Head Start, Nowata Head Start, Shady Grove Head Start, Collinsville

# **CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT**

Victory Cherokee Community Meeting, Oklahoma Blue Thumb, and the Muskogee Regional Science Fair.