

Group:	Management Resources	Month/Year of Report:	April FY12 Report		
Executive Director:	Bruce Davis	Phone:	453-5340	E-mail:	bdavis@cherokee.org

I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

II. Program Highlights

a.) Balanced Scorecard Measures for FY12

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community	0	257
Provide technical assistance to communities – gadugi projects	58	64

a.) Accomplishments

- **Gadugi Projects**
 - Tilled 52 individual gardens
 - Tilled 6 community gardens
 - Verified 16 Tribal Memberships

- **Tribal Land Improvement Projects**
 - Sprayed 1830 acres for Noxious weeds
 - Cleaned up trash and mowed at Beaver House in Mayes County
 - Constructed fence around lagoon at Kenwood

- **Resource Projects**
 - Equipment maintenance
 - Completed research on 20 tracts for potential Land Acquisitions
 - Hosted the Arbor Week annual tree give away at the Environmental Festival
 - 14 Wildfires suppressed and reported in Adair County
 - 2 Wildfires suppressed in Sequoyah County
 - BIA Fire Program assistance
 - Completed 10 days construction at the Cherokee Heritage Center
 - Assisted Healthy Nation documenting traditional Cherokee stick making for cultural preservation-see pictures below
 - Gave presentation to the Boy Scouts of American on Wildfire Prevention and Cultural Preservation
 - Coordinated with the State of Oklahoma regarding Foreign Animal Disease (FAD) preventions



Stick Ball shaving, boiling and shaping

GROUNDS KEEPING/MAINTENANCE

Belfonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input checked="" type="checkbox"/>
Bull Hollow Com. Bldg.	<input checked="" type="checkbox"/>	Mouse Dry Creek	<input type="checkbox"/>
Candy Mink Springs	<input checked="" type="checkbox"/>	Owen School	<input type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Parkhill Trailer Park	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Dahlongah Park	<input type="checkbox"/>	Ross School Area	<input type="checkbox"/>
Elder Care tract	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Greenhaw tract	<input checked="" type="checkbox"/>	Tahlonteskee	<input checked="" type="checkbox"/>

PLANNING & DEVELOPMENT

- Veteran’s Center – Award made for external windows & doors and metal roofing
- Tahlequah Recycle Center – Pre construction meeting (construction to begin April 30, 2012)
- Internal Lease Pool – evaluating space availability in space cost pool to assist departments with office space needs
- Negotiated a \$50K deduction with Renovations by Helms on Cort Mall roofing and balcony portion of contract
- Site visit to Claremore Federal building to assess condition and possible renovation costs

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Veterans Service Center	May 25, 2011	45%	Need Funding
Vinita Health Center	April 2011	65%	September 1, 2012
Child Development Center-Stillwell	TBD 2012	0%	Scheduling mtg. for GMP
Sequoyah – New Classroom Building		95%	E.I.F.S Repair
W.W. Hastings Hospital – 4 Phases		70%	Varies by phase
Collinsville Food Distribution Center	April 2012	0%	September 30, 2012
Recycling Center	April 2012	5%	October 2012 waiting P.O

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Cort Mall	August 2011	60%	June 2012
NSU Haskell Hall		100%	



Vinita Clinic



Claremore Federal Building

FACILITIES MANAGEMENT

- Installed drain line at Markoma gym
- Completed FRB re-model
- Demolition of barn at Markoma
- Installed new carpet in FRB & HR
- Completed renovations at the Bull Hollow Community building
- Elevator repaired at Motel
- Completed installation of glass wall in Pod area
- Cut requested doorway in Realty
- Partnered with Natural Resources clearing fence line at Markoma
- Downtown properties lawn care contract in place

GROUNDS KEEPING/MAINTENANCE

Carwash	<input checked="" type="checkbox"/>	Locust Grove, Green Space	<input checked="" type="checkbox"/>
Claremore Federal Bldg.	<input checked="" type="checkbox"/>	Male Seminary	<input checked="" type="checkbox"/>
Complex	<input checked="" type="checkbox"/>	Munson Property	<input checked="" type="checkbox"/>
Cort Mall	<input type="checkbox"/>	Old Homeland Bldg.	<input checked="" type="checkbox"/>
Holiday Strip	<input checked="" type="checkbox"/>	Pow Wow Grounds	<input checked="" type="checkbox"/>
Immersion	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Keetoowah Duplexes	<input checked="" type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

RISK MANAGEMENT

- Brokerage Services – Broker Recommendation was submitted to and approved by Administration
- Coordinated site visit from Restoration Specialist & EFI Engineering for the Three Rivers Clinic, results are forthcoming to determine the nature & cause of loss
- Provided Certificate of Occupancy on CNE /Hard Rock restaurant “the Buffet”
- Attended FEMA Annual Public Assistance Workshop in Florida. Cherokee Nation was one of only 4 tribes/territories invited to this event
- Participated in the Environmental Festival
- Completed Boiler Inspections at Tahlequah locations
- Emergency Management Team members responded to the April 15th Tornado; Preliminary Damage Assessments (PDA’s) were completed
- Tribal Homeland Security Grant Program Application (THSGP) – Employees from Emergency Management & Marshal Service attended the THSGP Workshop in Denver, Co. to prepare for the Grant Submittal process
- Met with Homeland Security’s Office of Infrastructure Protection. They provided an introduction to their program. Their Office assesses and sponsors training events for evaluation of infrastructure and large events
- Coordinated and attended MOU Workshop with the Department of Agriculture in Catoosa on 4/17/12. Topic: FAD

- Met with Oklahoma Emergency Management (OEM) regarding Closeout on Disaster #DR 1985 (Casino Collapse)

b.) Future Plans/New Initiatives

NATURAL RESOURCES

- Grounds Maintenance
- Monitor wood cutting on CMS 31
- Surplus Sale
- Noxious Weed Treatment

PLANNING AND DEVELOPMENT

- Education Group (Sequoyah) – Fire Alarm System - contractor selected, waiting on approval of submittals
- Education Group (Sequoyah) – Received bids back on carpet replacement in Building #100 and renovation of Building #13, contractor selected, waiting on submittals and back ground checks
- Education Group (Sequoyah) – Sports lighting - waiting on approved submittals and back ground checks
- Health Group (W.W. Hastings Hospital) planning for new information booth at main entrance; planning for Pediatric expansion after new building is ready for Physical Therapy
- Human Services – Collinsville Food Dist. - CNB has plans and specs for value engineering review
- Management Resources – Financial Resources Building and HR Annex; received approval to proceed with DOE grant ARRA funding for these roofing projects, bid documents are being reviewed by Contracts Department
- Management Resources – Prepared Request For Qualification for design of repair documents on structural repairs needed at Tsalagi Office Complex; repairs include concrete, replacing rusted stairs and painting of building
- Art Inventory – aiding in taking an art inventory for insurance purposes of the Willard Stone art pieces and other cultural and historical value

FACILITIES MANAGEMENT

- Install sewer lines at Housing Rehab
- Re-surface walking trails
- Repainting Roads Building
- Remodel exterior finish of Main Complex
- Career Service Learning Center parking lot project
- Replace automatic doors in Main Complex and FRB
- Replace HVAC units at Ballroom
- Replace HVAC unit in the warehouse vault
- Partner with Planning and Development on Recycle Center project
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex
- Gravel gym parking lot
- Gravel and clean up of Gaming Commission Parking Lot
- Southgate trenching project with Information Systems
- Move sand & gravel piles in preparation for Recycle Center

RISK MANAGEMENT

- **CNEM team members will participate in Craig County tabletop exercise scheduled in June, 2012**
- **Apply for Tribal Homeland Security Grant Program. Projects include: response team training and equipment, credentialing/ID equipment and public awareness campaign**
- **Develop joint CERT/Triage Team with NSU (Lead: Tracy Glory, Cherokee Nation EMS), this will be included as a project for the THSGP**
- **Inter-Tribal Emergency Management Coalition (ITEMC) Summit, May 2012**

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Natural Resources

Month/Year of Report: April 2012

Executive Director: Bruce Davis

Phone: 453-5340

Email: Bruce-Davis@Cherokee.org

Interim Director: Erica Hart

316-4480

Erica-Hart@cherokee.org

I. Budget Highlights

II. Program Highlights

a.) Balanced Scorecard Measures

b.) Accomplishments

1. 3/29 Meeting of Realty Staff with Bruce Davis, Management Resources, Executive Director – Working on TAAMS project
2. 4/4 Attended Natural Resources/Realty Services Joint Meeting with Pat Guinn, Natural Resources, Director
3. 4/5 Meeting of Realty Staff with Bruce Davis, Management Resources, Executive Director – Working on TAAMS project
4. 4/12 Meeting of Realty Staff with Bruce Davis, Management Resources, Executive Director – Working on TAAMS project
5. 4/16 Meeting of Realty Staff with Linda Donnelson, Realty Services, Director
5. 4/19 Meeting of Realty Staff with Bruce Davis, Management Resources, Executive Director – Working on TAAMS project
6. 4/26 Meeting of Realty Staff with Bruce Davis, Management Resources, Executive Director – Working on TAAMS project
7. 4/26 Meeting of Realty Staff with Erica Hart, Realty Services, Interim Director
8. Additional highlights as follows:
 - Received and/or returned 708 phone calls
 - Met with 55 individual clients
 - Performed 3 site inspections
 - Completed 8 inventories
 - Completed 8 heirships
 - Conducted 1 home visit
 - Completed 10 jurisdictional calls
 - Completed 4 right of entries
 - Completed 3 litigation reports
 - Completed 4 quiet titles
 - Completed 169 county researches
 - Filed 212 documents in Title Plant
 - Made/indexed 1061 certified copies
 - Indexed 178 tracts
 - Scanned 24 files containing 3053 pages
 - Scanned 109 tax certificates for preservation
 - Organized 23 files for scanning

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs Month/Year of Report: April (FY 2012)

Group Leader: Tom Elkins Phone: 453-5237 email: 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)	94	552	61%
6 ERR (Roads)	1	1	17%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	25	104	42%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	8	22	44%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	29	92	61%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	26	224	74%

II. Highlights:

a) Completed and submitted the FY13 CNEP Clean Air Monitoring Grant Proposal; the CNEP will ask for approximately \$435k of grant funds.

b) Hosted the EPA Region 6 Annual Air Monitoring conference. Cherokee Nation hosted the 5 state/EPA annual monitoring meeting on April 17-18 in Tahlequah. The meeting included tours of the Stilwell NCORE air monitoring site.

c) Received notification from EPA that the Roland Air Monitoring site would be considered by the EPA Regional Administrator as an official nitrogen dioxide national monitoring location. The RA's recommendations will be forwarded to EPA head quarters for official-final determination. This will allow for a long term monitoring approach at Roland.

d) The CNEP will ask the EPC for a renewed fish shocking permit to allow taking fish for mercury sampling and analysis of the fish's flesh.

e) The CNEP visited the Cherokee Nation Sanitary Landfill for compliance review on the following dates: 03/19, 03/20, 03/21, 03/26, 03/30, 04/02, 04/05, 04/10. The Leachate pond has above 12 inches of freeboard. The EPC Commissioners will have been made aware of this and it will be a topic of concern at the May EPC Meeting.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

- f) Completed monthly sampling and lab analysis for Saline, Spring, Spavinaw and Fourteen Mile Creek. The parameters include: bacteria, nitrate/nitrite, phosphorus, fluoride, sulfate, nitrogen, nitrogen as ammonia, alkalinity, hardness, pH, dissolved oxygen, temperature, flow, turbidity, conductivity, salinity and total chlorine.
- g) Staff completed the first month of sampling on Lake Tenkiller. A sampling boat was utilized to sample five locations. GPS coordinates were collected for each site to reference for future months sampling. The sampling will be continued for six months. The parameters that were sampled in the sampling events include: bacteria, nitrate/nitrite, phosphorus, cyanide, metals, fluoride, sulfate, nitrogen, nitrogen as ammonia, alkalinity, hardness, pH, dissolved oxygen, temperature, flow, turbidity, conductivity, salinity and total chlorine.
- h) Staff is working with Janet Hurley from the Texas Extension Service to provide an Integrated Pesticide Management training for tribes. The training identifies alternatives to traditional pesticides applications and promotes minimization of exposure to chemicals. Staff is working in conjunction with the Creek Nation, which is the host tribe, to coordinate the logistics of the training. The training is scheduled for May 1st and 2nd. Staff is working in conjunction with the Creek Nation, which is the host tribe, to coordinate the logistics of the training. The training identifies alternatives to traditional pesticides applications and promotes minimization of exposure to chemicals
- i) Environmental Programs has received official notification that Cherokee Nation will receive a new Information Exchange grant in the amount of \$175,000 and will run for two years. The award letter has been received and work has begun on acquiring necessary equipment to make data transfers. Work will include the development of a data "node" to input various environmental databases to the EPA information exchange program.
- j) Phase I Assessment Awareness Training to be held on May 30, 2012 in Tahlequah
- k) Acquiring estimates from contractors for Asbestos floor removal at Hastings Hospital and for Lead-based paint removal at the Homeland Property. The estimated for Homeland property are for BIA Trust Acquisition requirements. AST was delivered to Hastings Hospital on April 10, 2012. It will be installed when the bid is determined. AST will supply two generators for the facility during times of power outages. The tank will replace one UST and eliminate various environmental compliance issues.
- l) The CNEP conducted lead outreach at Claremore Hospital, Hastings, Tahlequah Library, Jay Clinic, Muskogee Clinic, CDC, Tahlequah Early Learning Academy. Also, there was a presentation at the Okay Head Start on April 19th.