

Group: Marshal Service Month/Year of Report: April 2016
 Group Leader: Shannon Buhl Phone: 207-3800 Email: shannon-buhl@cherokee.org

I. Budget Highlights – please refer to Monthly Financial Report

II. Program Highlights for March:

<u>District 1 412 North</u> Information Report (5) Warrants (2) Other Agency Assists (27) Warnings (11) Citations (8) Alcohol/Drug Arrests (6) A&B/DV (2) Trespassing (1) Larceny (3) Reckless Discharge of Firearm (1)	<u>District 2 412 South</u> Information Report (17) Warrants (22) Other agency assists (128) Warnings (6) Citations (12) Alcohol/Drug Arrests (6) A&B/DV (2) Burglary/Theft/Larceny (3) Child Abuse (1) Unauthorized use of MV (1) Fraud (1)
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III. Special Operations

Dive (0)
 SWAT (1)

IV. Accomplishments

Operation Red Fern with USMS Adair County
 61 violent criminals arrested
 Mike Roach and Josh Smith 60 meter tri mix diving
 14 Marshals received a special temporary USMS deputation for apprehending fugitives across state lines
 12 Marshals completed Diver Medic 1 certification

V. Security

Security Violations (20)
 Vehicle Assists (27)
 Incident Reports (1)

VI. Federal Facilities

Claremore (0) EDO
 Hastings (2) EDO
 Three Rivers (0)
 Redbird Smith (0)

VII. Community

Shawwna Roach

Alice Training Active Shooter
Hands on scenario training with
Grove daycare facilities

Community Events tracked by CNMS Dispatch (15)

Franky Dreadfulwater

2nd semester REAL program for 7th and 8th graders-Wickliffe School
Dahlongeah Cultural Days-Adair County
Parenting issues with Bell School
Meet and Greet at Sequoyah, Westville, and Cherry tree Neighborhood
Cave Springs and Marble City School foot patrols
Community Event at Muldrow
Maryetta School digital ethics presentation
Fundraiser event Greasy community

VIII. NAHASDA PATROLS:

District 1	0207
District 2	0556
Total	773

Cherokee Nation Election Commission

P.O. Box 1188, Tahlequah, OK 74465-1188

Email: election-commission@cherokee.org

Website: www.cherokee.org/elections



Phone: 918-458-5899
Toll Free: 1-800-353-2859
Fax: 918-458-6101

Rules Report March 2016

I. Budget Highlights

- a.) Began compiling information for FY17 budget.

II. Program Highlights

- a.) N/A

III. Accomplishments

- a.) Attended services and community meetings in Grove, Muldrow, and Locust Grove to register and educate voters.
- b.) Set up and completed a voter outreach event with Westville, Watts, Stilwell, and Cave Springs Public Schools to educate and register eligible students.
- c.) CNEC is continuing to enhance our street guide database to accommodate district and precinct assignments.
- d.) CNEC has stayed current with monthly Tribal Registration deceased and relinquished citizen listings.
- e.) Continues to process Voter Registration Applications accordingly. See statistical report attached.

IV. Future Plans and Initiatives

- a.) The office staff and Commissioners will be attending community and services outreach events throughout the 15 districts.
- b.) The office staff will be scheduling events to educate and register voters at area schools, vo-techs, or hospitals.

Date Range: 03/01/2016 - 03/31/2016

Applications Received

Voter Registration Applications	261
Absentee Applications	0
Total	261

Registration Applications Rejected

Insufficient Address	5
Legacy	0
No Roll Number	14
Not Signed	1
Under Age	0
Total	20

Deleted Registrations

Duplicate	0
Freedmen	0
Inactive	0
Voter Deceased	42
Voter Relinquished	1
Total	43

Registration Status Changes

Deleted Restored	1
Total	1



CHEROKEE NATION TRIBAL COUNCIL RULES COMMITTEE REPORT

Group: Tax Commission **Month/Year of Report:** April, 2016

Group Leader: Sharon Swepston **Phone:** **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 FY16 compared to FY15 as of February 29th 2016 & February 28th 2015, had an overall increase of 14.52%.
2. The month to month revenue comparison for February 2015 (FY15) compared to February 2016 (FY16) shows an increase of 26.07%.
3. The detail for all areas of revenue for motor vehicle is shown on the attached graphs.
4. FY16 new tags and renewal's issued in the Extended Jurisdictional Boundary for October 1,356, November 1,637, December 1,893, January 1,340, February 1,340.

b.) Revenue and Taxation Division

1. Year to Date Revenue and Taxation (Tobacco) for FY16 compared to FY15 as of February 29th 2016 & February 28th 2015, had an overall decrease of 0.72%.
2. A month to month revenue comparison for February 2015 (FY15) compared to February 2016 (FY16) shows an increase of 4.19%.
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 which was scheduled for June 15, 2016 at 4:30 pm in the CNTC Conference room has been cancelled.
2. The Veterans Sales Tax Exemption Cards have been mailed out to all qualified applicants. As of April 6, 2016 we have mailed out 214 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 February 2016 purchases and payment from the State of Oklahoma and rebates are scheduled to be distributed to the retailers by or before April 15, 2016.

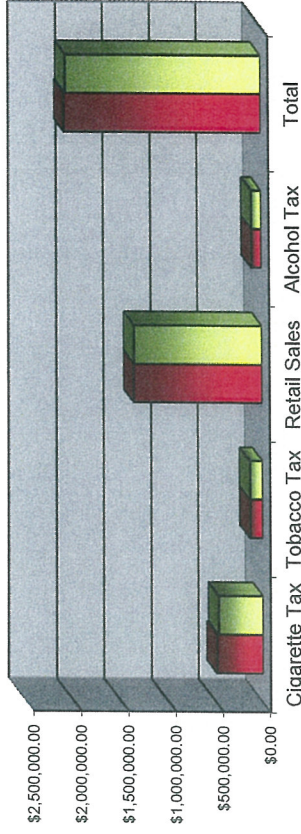


CHEROKEE NATION TAX COMMISSION

FEBRUARY, 2016

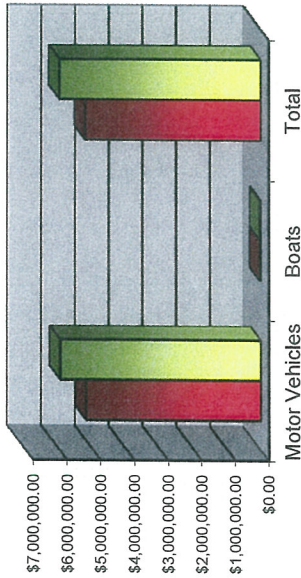
	Cigarette Tax	Tobacco Tax	Retail Sales	Alcohol Tax	Total
FY15	\$491,496.64	\$135,886.24	\$1,363,739.53	\$106,259.77	\$2,097,382.18
FY16	\$473,799.60	\$139,191.39	\$1,362,194.34	\$107,055.57	\$2,082,240.90
% of Change	-3.60%	2.43%	-0.11%	0.75%	-0.72%

R & T Gross Revenue Comparison Year to Date

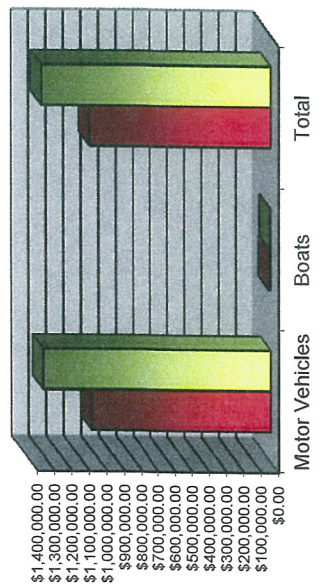


	Motor Vehicles	Boats	Total
FY15	\$5,206,129.43	\$39,705.42	\$5,245,834.85
FY16	\$5,975,328.23	\$32,048.20	\$6,007,376.43
% of Change	14.77%	-19.29%	14.52%

MV Gross Revenue Comparison - Year to Date

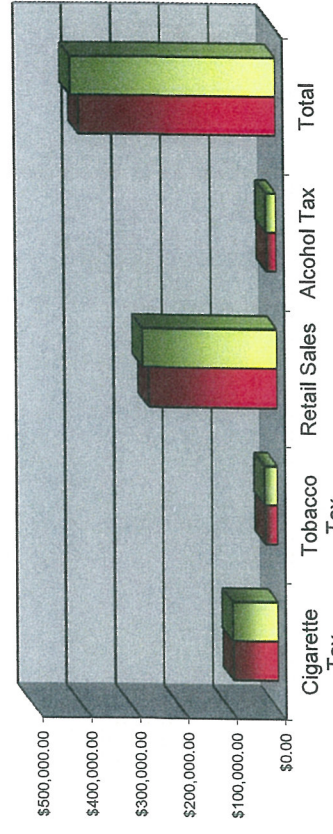


MV Gross Revenue Comparison - Month to Month



	Cigarette Tax	Tobacco Tax	Retail Sales	Alcohol Tax	Total
FY15	\$92,110.48	\$25,439.10	\$264,729.17	\$20,976.00	\$403,254.75
FY16	\$93,780.96	\$27,524.48	\$277,081.05	\$21,784.59	\$420,171.08
% of Change	1.81%	8.20%	4.67%	3.85%	4.19%

R & T Gross Revenue Comparison Month to Month



Reporter: Karen Ketcher Phone: 918-772-4130 Email: karen-ketcher@cherokee.org

I. Budget Highlights – please refer to Monthly Financial Report

Description of Budget exceptions: No budget exceptions to report. All three of the Self Governance Analyst positions remain vacant.

II. Program Highlights

1. 2018 BIA Budget Formulation

The Self-Governance Interim Director attended the Tribal Interior Budget Committee (TIBC) meeting held in Washington, DC on March 21 through 23. The video developed by Chickasaw Multimedia representing the Eastern Oklahoma Tribes needs/unfunded obligations was presented. On Monday, March 20, prior to the TIBC meeting the Interim Director attended the Tribal Data Exchange (TDE) meeting for discussions regarding the continuation of the TIBC's contract to implement a data exchange program.

2 American Indian and Alaska Native 2020 Census:

On March 24, the Interim Director attended a tribal consultation meeting with representatives from federally recognized Tribes across the country with regard to the 2020 Census. The goal of the consultation was to open two-way communication between tribes and the Census Bureau and clarify Census Bureau programs and activities related to the 2020 Census.

3. DOI Self Governance Advisory Committee & IHS Tribal Self Governance Advisory Committee:

The Self Governance Interim Director attended the DOI and IHS Self Governance Advisory Committee Meetings in Washington, DC on March 21 thru 23. Several issues were discussed including lack of transparency, coordination and communication between the Office of Justice Services/Department of Justice regarding the programs services and funding that is available for Tribes to access; DOI's Strategic Plan that Tribes had no input into; composition of the White House Council on Native American Affairs; 2018 Budget process.

4. Tribal Transportation Program Agreement:

The Interim Director and Transportation finalized the Tribal Transportation Program Agreement between the Cherokee Nation and the United States Department of Transportation consistent with Fixing America's Surface Transportation Act (Dec.4, 2015) and submitted to Federal Highway Administration on April 6.

5. ITC – Arkansas Riverbed Authority Budget Update:

On April 7, the Interim Director attended the Arkansas Riverbed Session at the Inter-Tribal Council to present the Arkansas Riverbed Authority's quarterly financial report of Litigation Support funding received through the Self Governance Compact.

6. Request for Waiver of Social Services Payment Standards:

In cooperation with Department of Human Services developed a request for waiver of the maximum payment standards for burial assistance and emergency Assistance. On March 14, 2016, the request was forwarded to the Acting Assistant Secretary – Indian Affairs for action.

Cherokee Nation Time to Fill

1. Positions covered and not covered in this report

This report covers all positions opened and filled within the time periods mentioned. This report does not, however, include positions for Health Services professionals on contract, commission corps positions or IPA positions.

2. The days listed are calendar days (unless specifically stated otherwise)

3. Uniform Calculation of Time to Fill

Prior to October 1, 2013, FY 2014, we were unable to confirm that we calculated the TTF in a uniform manner. We had a good estimate of how long it would take to fill a position; we were just unable to document what happened during the time period. For example, FY 2013, the TTF was an average of 101 days and in FY 2014 the average was 95.5 days according to our onboarding system, but we did not know how much of this time was in background, the recruiter or the department.

Beginning October 1, 2013, FY 2014, we started calculating the time in four (4) main areas:

Candidate

The days in this column include time the candidate must give notice to his current employer, if we request a document that is necessary for employment and/or a follow-up for information.

Department

There are two main areas:

The initial date the department enters a job requisition into the system until the highest level within the department approves the job requisition in the system. We track this time period in the columns, "Entered by Mgmt." and "approved by Dept." For example, if the hiring manager entered a requisition on 10/22/2014 and the highest level in their department approved it on 10/23/2014, this is counted as one day.

The second time period covered is the time period beginning when a department receives a panel until the time they submit the paperwork for their selection.

Background

The time period is the time it is received in screening until the background is completed.

Recruiter

The time period includes:

- The days the position was posted/advertised. Each time advertised it will usually be a minimum of 5 business days (7 calendar days.)
- The time to review the panels and send them to the department. If there are multiple panels, this time will increase with each panel.

4. TTF, FY 2014, October 1, 2013 through September 30, 2014 average.

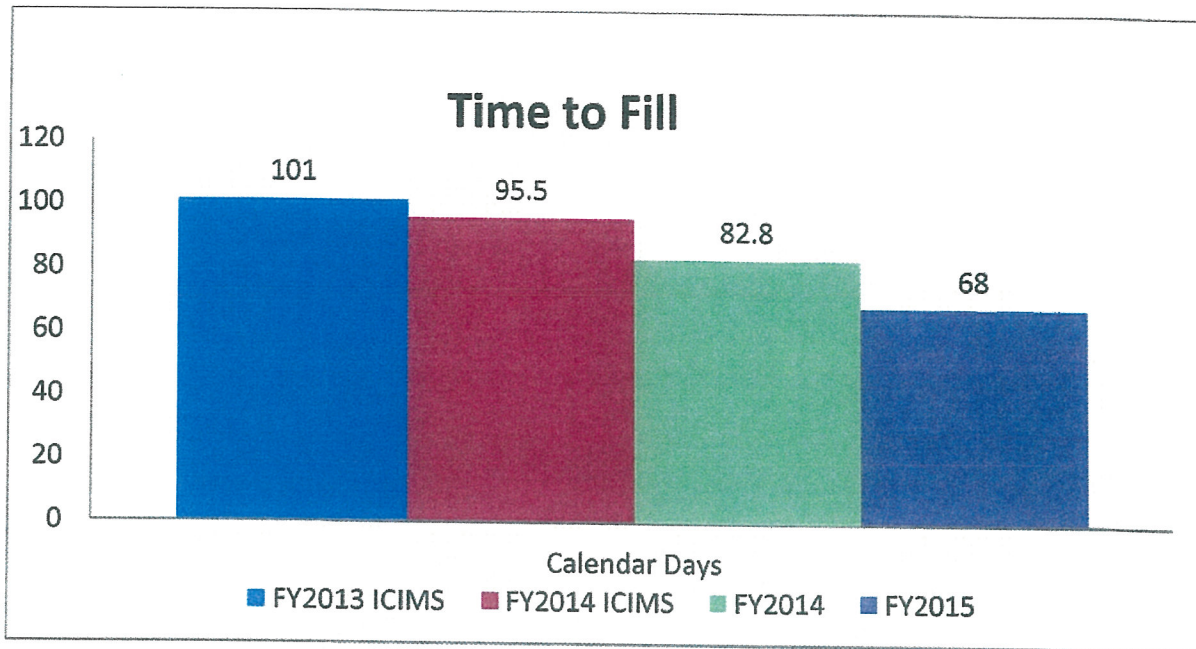
Candidate	Department	Background	Recruiter	Total
14.3	42.1	9	17.4	82.8

5. TTF, October 1, 2014 through August 20, 2015 average.

Candidate	Department	Background	Recruiter	Total
13.2	32.6	6.7	15.8	68

6. Steps in the process we monitored in FY2014 and FY2015

- Hiring Manager Enters a Requisition.
- Executive Director Approves.
- Position Advertised.
- HR Recruiter Reviews Applicants and Sends Qualified Panel to the Department.
- Department Interview and Selection.
- Screening (background).
- Conditional Offer Made.
- Drug Test scheduled.
- Orientation.



7. FY 2016 First Quarter

For FY2016, we have modified the report slightly by adding an additional column titled, “Total Post.” This column lists the total number of days a position is advertised. We also renamed the column, “Recruiter” and it is now listed as “Analyst.” A TTF report for the first quarter of FY2016, 10/01/2015 thru 12/31/2015 the total time the requisition is with the HR analyst is more accurate. In prior years we added all the posting time in with the recruiter. In doing so, it appeared that the HR recruiter was taking an average of two weeks or more to process the requisition. The most current report below more accurately reflects the time for the analyst.

Candidate	Posting	Department	Background	Analyst	Total
7.5	3.7	17	4.0	4.6	36.7

8. We have been doing some research to see if we can find source material to determine the national average for the time to fill a position. One study by DHI hiring indicators reviews the mean vacancy duration period which calculates the time to fill a position using business days and covers the time period between the date the job was requisitioned and the date an offer of employment was accepted. The “work day” for the report is defined as Monday through Saturday and excludes major holidays. According to the report of 03/17/16, the overall National time to fill for January is 28.1 working days. The average for Health Services positions for January 2016 is 51.4, up from 45 working days in 2015. Government positions are averaging 38.8 in January 2016, up slightly from 38 working days in 2015.

Our numbers for the first quarter of this year, using similar criteria vs. our current methods of tracking are:

10/01/15 – 12/31/15

Requisition to offer/acceptance business days	20.8
Requisition to job offer/acceptance calendar days	29.9
Requisition to start date business days	24.9
Requisition to start date calendar days	36.7

HUMAN RESOURCES

February 2016

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, portions of Chapter II and portions of Chapter V. Benefits. As of April 4, 2016, the total number of Employees is 3647. Of those employees, 2983 are Cherokee and 312 are members of another Federally recognized tribe.

EMPLOYMENT/COMPENSATION

Processed	Monthly	YTD
Number of Employees Hired	52	168
% of Cherokees Hired	85	70
% of Indians Hired	6	17
# of Applications Received	246	720
# of Interview Panels Sent	62	191
# of Terminations	117	198
# of Voluntary Terminations	24	89
# of Involuntary Terminations	93	109

BENEFITS

Processed	Monthly	YTD
Educational Reimbursement Requests	0	8
401(k) Distributions	48	131
401(k) Loans	25	52
401(k) Hardship	1	9
FMLA	49	125
COBRA	34	140
Short Term Disability	23	43

EMPLOYEE DEVELOPMENT

Orientations/Trainings Presented	Monthly	YTD
Trainings Presented	18	63

RISK MANAGEMENT
March 2016
NASON MORTON, EXECUTIVE DIRECTOR
Extension 5682

Risk Management is participating in the pre-construction meetings regarding the Tahlequah Health Center. In addition to the safety and insurance related issues, Risk is part of the review team for liability and indemnity clauses in respective construction contracts.

Life Safety Code inspections during the month of February: 11

Certificates of Occupancy: 2

Accident Investigations and Inspections conducted at Election Commission, Storm Drain Covers – Tribal Complex,

Safety Proclamation – Signed by Administration, Safety Fair to be held April 9th. Loss Control staff will be participating.

Severe Weather Training provided to Head Start Parents at Pryor Head Start

Safety training is conducted to complement program efforts and to ensure compliance with safety training requirements. Trainings conducted for the month of March:

Trainings	Attendees
3	163

Trainings YTD	Total Attendees
23	890