

COUNCIL OF THE CHEROKEE NATION  
EXECUTIVE & FINANCE COMMITTEE REPORT

**Group:** Financial Resources      **Month/Year of Report:** July 2018

**Treasurer:** Lacey Horn      **Phone:** 207-3902      **E-mail:** [lacey-horn@cherokee.org](mailto:lacey-horn@cherokee.org)

- I. Budget Highlights – through June
  - a.) Financial Resources – 71% spent
  - b.) Treasurer – 45% spent
  - c.) IIM – 74% spent
  - d.) Acquisition Management – 74% spent
  - e.) Records Management – 44% spent
  - f.) Support Services – 76% spent
  - g.) Grants Management – 68% spent
  - h.) Grant Development – 76%
  - i.) Fleet Management – 55%
  - j.) Employee Performance Incentive – 34% spent
  - k.) Grant Development for CNB – 0% spent
  - l.) DOJ CTAS 2017 – 58%
- II. Program Highlights
  - a.) Departmental Goals
    - 1. Complete FY17 Audit – 100% Complete
    - 2. Obtain Unmodified Audit Opinion – 100% complete
    - 3. No Material Weaknesses on Single Audit – 100% complete
    - 4. Obtain GFOA Award for FY16 CAFR – 100% complete
    - 5. Reports completed & submitted for July 2018 – 100% completion
  - b.) Compliance
    - 1. Line of Credit – no outstanding borrowings
  - c.) Accomplishments
    - 1. FY 2019 Comprehensive budget package delivered to Tribal Council on July 31, 2018
    - 2. Staff attended multiple webinars, trainings and conferences for grants management
    - 3. Staff attended the Self-Governance quarterly meetings in Washington D.C.

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d.) Upcoming Events

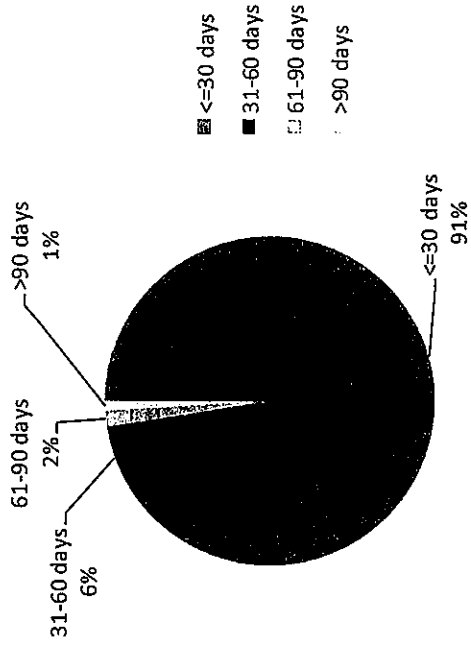
1. Various grant trainings scheduled for August 2018
2. Staff to attend GSA training in New Orleans, LA
3. Staff to attend Lease Accounting Roundtable event in Tulsa
4. FY 2019 Budget Hearings scheduled to begin August 21st

	A	B	C
1	<b>Cherokee Nation Acquisition Management Year-To-Date Report Over \$5,000 Transactions October 1, 2017 through September 30, 2018</b>		<b>% of sub-total - TERO vendor submitted Bid</b>
2	Award to TERO Vendor	\$ 12,584,297.24	97.96%
3	Award to non-TERO Vendor	\$ 262,507.85	2.04%
4	<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 12,846,805.09</b>	<b>100.0%</b>
5	Bid - no bids submitted by TERO Vendors	\$ 8,454,799.77	
6			
7	October 1, 2017 through June 30, 2018		

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Row Labels	APP-INVOICE-2	APP-TRAN-PMT-AMT-7
<=30 days	43,291	62,346,841.73
31-60 days	2,955	17,921,967.25
61-90 days	754	4,981,342.71
>90 days	480	1,837,803.34
<b>Grand Total</b>	<b>47,480</b>	<b>87,087,955.03</b>

### Timeliness of Paid Invoices



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

Career Services has submitted a revised Letter of Intent to the Department of Health and Human Services Dallas Regional Office for the Tribal Temporary Assistance to Needy Families Program (**Tribal TANF**). Unfortunately, the state of Oklahoma is unable to provide the information we need based on tribal area. We are working with David Justice of our GIS department and the Muscogee (Creek) Nation TANF program to come up with a solution that is fair to both tribes and acceptable to the state.

Brenda Fitzgerald, Director Vocational Rehabilitation, Kim Carroll, Director Grants & Compliance, Debra Lack, Director Finance, and Jon Crittenden, Day Training Coordinator attended the National **Tribal TANF** Institute presented by the University of California UC Davis Extension.

The **Day Training Program** had six participants enter unsubsidized employment. One was with Cherokee Nation, two were with CNB/CNI, and three were externally. Four participants attained the Food Handler Certification.

The **Disability Employment Initiative** staff Josh Drywater and Cheryl Adams attended the week long CANAR Conference. DEI and **Vocational Rehabilitation** staff met with the state Vocational Rehabilitation Evaluation team on how to collaborate.

**Career Services** staff Kim Carroll, Director Grants & Compliance, Jon Crittenden, Day Training Coordinator, and Hunter Palmer, Special Projects Officer joined Council Speaker Joe Byrd and



other Cherokee Nation staff in attending the National Congress of American Indians (NCAI) Mid-Year Conference. Kim Carroll served as a speaker on a NCAI panel on Tribal Workforce Development hosted by Dr. Ian Record.

**Career Services** in partnership with Behavioral Health, is currently writing for a new funding grant through the Department of Labor. It is the National Health Emergency Dislocated Worker Demonstration Grant to Address the Opioid Crisis. We have applied for approximately \$5 million for a two year period.

The **Summer Youth Employment Program** award luncheon was held on July 12. The award winners were:

- Supervisor – North Remington Whiteturkey – Grand Games
- Supervisor – South John Ford – Stilwell ICTC
- Worksite – North Grove Area Chamber of Commerce
- Worksite – South Ogden Heat & Air
- Participant – North Aisha Gibson & Austin Killer
- Participant – South Maycee Torix & Matt Erwin
- Participant of the Year – Katurah Toney

### **Summer Youth Participant Success:**



Career Services received the following message from one of our SYEP employment sites, C&W Services: “Justice Muskrat from Warner came to us through a Cherokee Nation project. What we thought would be a few weeks of helping someone turned into us being the ones that were getting help. Justice has been such a huge blessing from day one. Due to his work ethic, punctuality, attendance, attitude, and willingness to go above and beyond to help out, we have offered him a full time position with C&W Services and he has accepted. He continues to work hard and brings so many attributes to the table. Thank you for sending him to us.”

### **Summer Youth Participant Success:**

Career Services received the following message from one of our summer youth worksites: “We have always had great success in the past with the summer youth program, and have had others that continued to work for two-three years after the program had ended.

The youth that we have had at Warner Hardware have been very helpful. They are polite to the customers and take their job very seriously. They work hard and absorb the information of their workplace and are very knowledgeable in a very short time.

The Cherokee Nation Summer Youth Program has made it possible to employ our youth, as well as, help the community as a whole.”

Warner Hardware, Warner, Oklahoma, has decided to hire Bo Mullins after the Cherokee Nation Summer Youth Program has ended.





**PL 102-477 Participant Success:**

This story starts back in 2016 with participation on SYEP for 2016-2017. Avery Taylor, 17 years old, was home schooled and wanted to work for SYEP. He was placed with the K-P Heat



and Air for two SYEP terms; he worked part time for K-P during the 2016 school term. He had time to do a little work, especially on Saturday. He came in for Heat & Air **vocational training** at ITCT in 2017-2018. His teachers kept telling me that Avery was doing well, in fact, above all of the students.

Avery continued working part time as a process piping tech in Fort Smith making \$12.50 per hour while attending school fulltime. When Avery was only half way through his training, ITCT let him test for his certification. He had completed 525 hours out of 1050 and passed his entire test. He got his certificate of competency on May 1, 2018.

On June 20, 2018 Avery's mother brought his

certificate in, saying he is making \$17.25 per hour at this time. This just goes to show you that if you can do it you can apply yourself. Avery and the family are very happy with this success story.

**Congratulations to all our participant successes!**

Daryl Legg, Director **Reentry** and the **Tribal Economic Development Program (TED)** went to William S Keys Correctional Center to speak to a group inmates at their GED graduation and also attended a Reentry meeting at the Creek Nation. Sallisaw had a groundbreaking ceremony for Aviagen. It is a breeding company that is expanding and hiring 45 new employees. Staff also attended the Integration Summit in Pryor.

**Job Fairs and Other Events:**

Keep up to date with future Job Fairs at: [www.cherokee.org/jobfairs](http://www.cherokee.org/jobfairs)

Brad Eubanks is point of contact for Community Meetings.

**Job Fairs:**

**MACY's Job Fair (Bi-weekly Job Fairs)**

Monday, July 16

9:00 am – 3:00 pm

Claremore Career Services Office

23205 S. HWY 66

Claremore, OK

Facebook Event Page: <https://www.facebook.com/events/1188238967983189/>

**Schwan's Job Fair**

Wednesday, July 18<sup>th</sup>

9:00 am – 4:00 pm

Sallisaw Career Services Office

100 East Choctaw Ave

Sallisaw, OK 74955

Facebook Event Page: <https://www.facebook.com/events/2049058208438557/>

**HyPro Incorporated Job Fair**

Thursday, July 19<sup>th</sup>

10:00 am – 5:00 pm

Miami Workforce Center

121 N. Main, Miami OK 74354

Facebook Event Page: <https://www.facebook.com/events/551123801949848/>

**MACY's Job Fair (Bi-weekly Job Fairs)**

Monday, July 30<sup>th</sup>

9:00 am – 3:00 pm

Claremore Career Services Office

23205 S. HWY 66

Claremore, OK

Facebook Event Page: <https://www.facebook.com/events/282029249201624/>

# Commerce Group

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

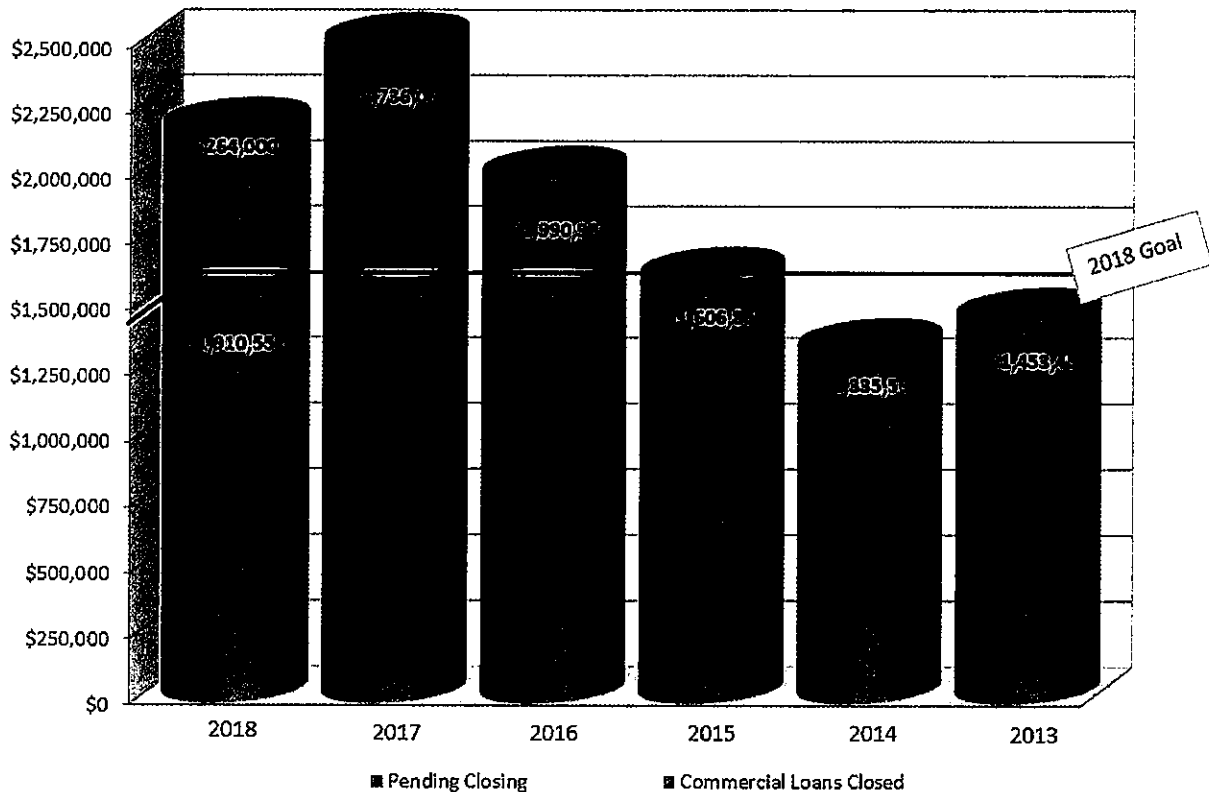
Anna Knight, Executive Director  
918-453-5532  
anna-knight@cherokee.org

## Community and Economic Impact



Since 2010 Cherokee Nation Community  
Investment: \$14,219,032.51 in 292  
Privately-owned Small Businesses

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





### Small Business Loans Closed June 2018

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Pryor	Start-up	\$19,995	18%	2
Stilwell	Start-up	\$40,000	20%	2
Pryor	Start-up	\$226,108	10%	10
Tahlequah	Expansion	\$48,000	31%	2
Westville	Expansion	\$30,673	92%	4

*"My husband and I are extremely thankful for the Cherokee Nation Small Business Assistance Center. Brian Wagnon and other staff have gone above and beyond to answer questions, guide and direct us and help us to get what we needed to get our small business up and running. This program is a God send and we both sing their praises as much as we possibly can to other tribal citizens that are dealing with the issues of starting a business or progressing an established one. I think that this program is vital to our Native business community."*

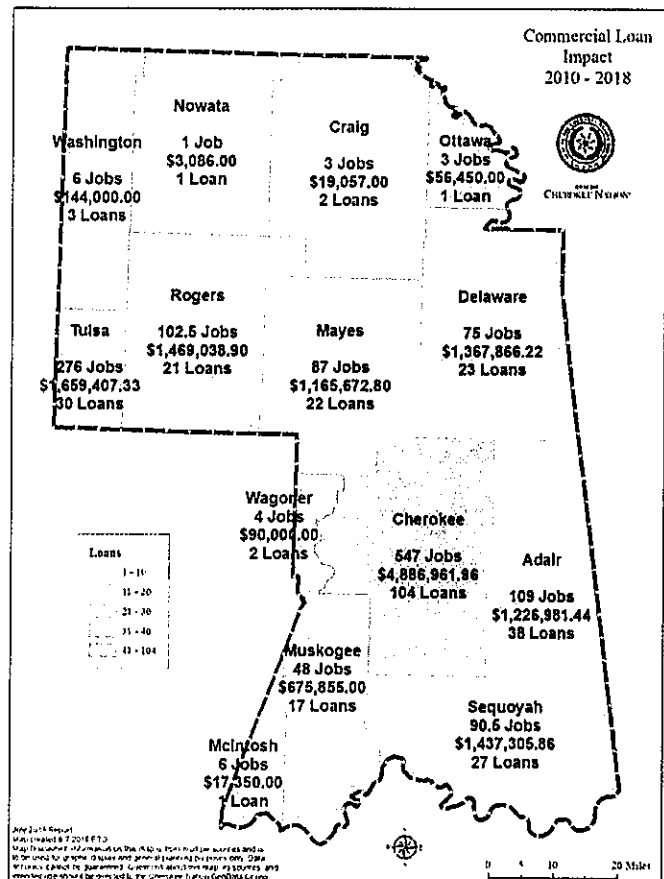
John and MaryBeth Timothy  
Moonhawk Art—Muskogee, OK

### Commercial Lending Pipeline (Commercial requests submitted)

Community	County	Business Type	Start-up or Expansion
Tahlequah	Cherokee	Retail	Start-up
Tulsa	Tulsa	Retail	Start-up
Hulbert	Cherokee	Agriculture	Expansion
Colcord	Delaware	Manufacturing	Expansion

### Commercial Lending Impact 2010 through 2018 by County

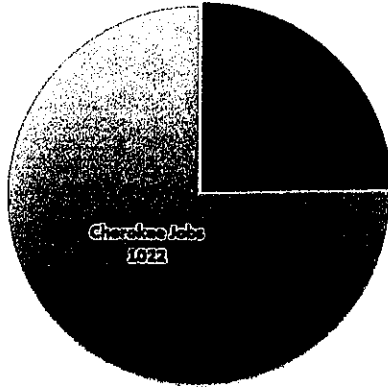
County	Economic Investment	Loans	Jobs
Washington	\$144,000	3	6
Tulsa	\$1,659,407	30	276
Nowata	\$3,086	1	1
Rogers	\$1,469,039	21	103
Craig	\$19,057	2	3
Ottawa	\$56,450	1	3
Mayes	\$1,165,673	22	87
Delaware	\$1,367,866	23	75
Wagoner	\$90,000	2	4
Cherokee	\$4,886,962	104	547
Adair	\$1,226,982	38	109
Sequoyah	\$1,437,306	27	91
Muskogee	\$675,855	17	48
McIntosh	\$17,350	1	6
Totals	\$14,219,033	292	1358



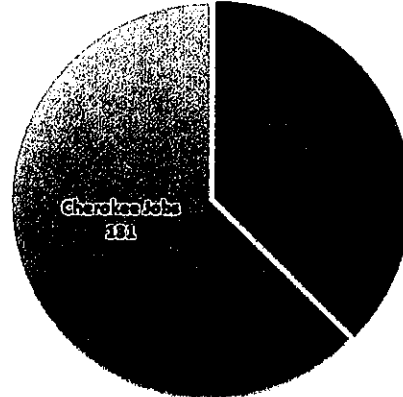
## Businesses Create Community Based Jobs

Private Sector Jobs Created or Retained by Small Business Lending

Jobs Created FY10-18



Jobs Created FY 2018



## Cherokee Nation Economic Development Trust Authority

A Cherokee Nation nonprofit corporation certified as a  
 Community Development Financial Institution

### Lending Assets

Available Commercial Capital	\$1,578,002
Available Consumer Capital	\$946,331
Approved Grants Pending Distribution	\$519,871
Approved Grants Pending Receipt	\$0
<b>Total Available Capital</b>	<b>\$3,044,204</b>
Outstanding Commercial Loans	\$8,756,866
Outstanding Consumer Loans	\$1,987,845
<b>Total Outstanding Loans</b>	<b>\$10,744,711</b>

## Entrepreneurial and Small Business Training

Entrepreneurial capacity building, through one-on-one assistance and in workshops settings, is available throughout the year to help entrepreneurs with business planning, strategic growth, marketing assistance, social media marketing, cash flow management, procurement and affordable financing.

In 2018, Business training workshops and the annual Engage Expo attracted **3,159** people representing Indian owned businesses, **119** of which were TERO certified businesses. Additionally, **112** entrepreneurs received one-on-one business coaching.

Business/Entrepreneur Workshops			
Date	Location	Time	Workshop
August 8	Moore		REI, LinkedIn 101 for Small Business
August 14	Muskogee	8:00 am	Supervisory Academy I
August 14	Durant		SBA 8(a) HUBZone Program
August 16	Webinar	10:00 am	SBA, Small Business Financing
August 21	Norman		ICBS Show
August 23	Durant		REI, Business Tax Workshop
August 28	Muskogee	10:00 am	Become the Content Marketing Rock Star
September 19	Tulsa	9:00 am	Native Artist Professional Development
September 19	Ponca City	11:00 am	SBA 8(a) HUBZone Program

Community Based Business Coaching		
Community	Address	Dates
Pryor	Cherokee Nation Career Services - 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 <sup>th</sup> St.	4th Monday Each Month

Commerce Business Coach Brian Wagnon [brian-wagnon@cherokee.org](mailto:brian-wagnon@cherokee.org) or 918-506-9168

*Commerce staff visits all business loan clients annually to monitor business progress, employment increases, view collateral and evaluate entrepreneur or management needs to ensure business growth and success.*

## Kawi Café a model experiential entrepreneurship training program

Managed by Commerce business coaches, we partner with Career Services Day Training and Re-entry Programs to find Kawi participants. *This is not a culinary arts program.*



- Total Graduates 74
- Total Re-entry/Recent Offenders 35
- Total Day Training 40
- Total Opening Small Business 5

\*\*All participants have been low income American Indians. Stipends for participants paid in part by Career Services and in part by a Commerce Services grant.

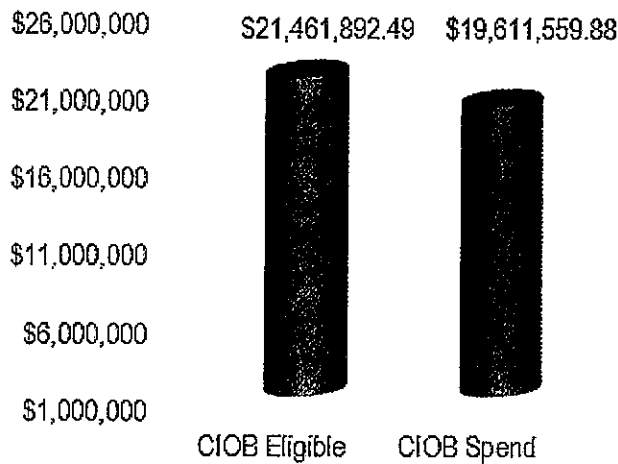


*"I started the program to get more experience in the food industry. I am hoping to benefit from the program and maybe even open a restaurant of my own in the future. The cafe is a great place to learn and as a participant learning different techniques or sharing ideas with fellow employees is what I am enjoying each day I attend."*—Robin Phelps, Tahlequah

	<h3>Small Business Ownership</h3>	<ul style="list-style-type: none"> <li>• Business Planning</li> <li>• Marketing</li> <li>• Cash Flow Management</li> <li>• Staffing</li> <li>• Pricing</li> <li>• Product Design</li> </ul>
	<h3>Business Management</h3>	<ul style="list-style-type: none"> <li>• Staffing</li> <li>• Marketing</li> <li>• Customer Service</li> <li>• Personnel Management</li> <li>• Leadership</li> <li>• Teamwork</li> </ul>
	<h3>Job Skills</h3>	<ul style="list-style-type: none"> <li>• Interpersonal Skills</li> <li>• Work Hours</li> <li>• Follow Direction</li> <li>• Resume</li> <li>• Life Skills</li> <li>• Communications</li> </ul>

## CN Procurement Awarded to Certified Cherokee/Indian-Owned Small Business

91.38% of Eligible Procurement Opportunities were awarded to TERO Certified businesses



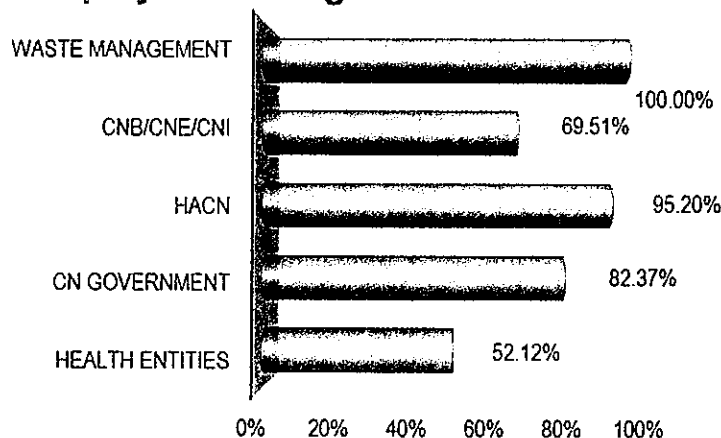
TERO Procurement Opportunities	
Entity	% Awarded
CN Government	97.96%
CNE	88.77%
Health Entities	98.82%
CNI	3.05%
Waste Management	0%

Health Entities are PACE/Elder Care and Cherokee Nation Home Health

### CNB Procurement by the Numbers: TERO Opportunities, TERO Bid Submissions and TERO Bid Awards

Eligible Opportunities	TERO Bid Submissions		Bids Awarded With Participation	
	% bids submitted	# bids submitted	% of submissions	# of submissions
Tracking late Jan - June 2018	53.91%	62	51.61%	32

### 74.93% of Employees are registered Cherokee Nation Citizens



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

## 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, **1,493 people have attended 269 artist taught classes** and the **equipment has been used 1,578 times by 1,113 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 3,094 times**.

*"The Cherokee Arts Center is the most artistically inspiring place I have ever encountered. It is a true treasure for the community where talent gathers to teach, learn, experiment and create. The importance of having this conduit for skilled traditional as well as contemporary Cherokee artists to inspire each other as well as pass on their hard won knowledge to new generations cannot be overstated."*

— Jerry Sutton

Cherokee Arts Center		
Registration is necessary and all classes are fee based, paid directly to artists		
Date	Time	Class
Every Monday	6:00-8:00 pm	Jewelry Making 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	Metal Smithing with Steve
Every Friday	7:00-9:00 pm	Life Drawing with Matt
Every Saturday	10:00-1:00 pm	Watercolor with Paula Hefley
Every Saturday	1:00-3:00 pm	Beginners Metal Smithing
Every Wednesday	11:00-4:00 pm	Shell Carving with Knokovtee
August 14 (2 <sup>nd</sup> Tuesday)	6:30-9:00 pm	SEIAA Monthly Meeting
August 16 (3 <sup>rd</sup> Thursday)	6:30 – 9:00 pm	Tahlequah Arts Council Meeting
August 18 (3 <sup>rd</sup> Saturday)	2:00 – 3:00 pm	Tahlequah Writers Group

The Spider Gallery currently represents **125 Cherokee Nation artists, 18 of which are National Treasurers**.

Cherokee Nation Proudly Presents



- Year to date 1,962 visits have been made to the Gallery
- Will begin framing services for CNB and local artists
- Artists have earned \$50,686.82
- Online Gallery sales are live
- The Gallery Store includes items priced less than \$100

## 2018 Grant Applications Underway and Recently Submitted: Pending and Approved

*Please note some grants are submitted under the  
Cherokee Nation Economic Development Trust Authority (CNEDTA)*

Grant Submitted	Purpose	Amount Requested	Status	Notes
SBA Native American Enterprise	TA Procurement, Staffing, Curriculum	\$116,000	Received	Procurement, Curriculum, Staffing
USDA Rural Business Development (RBDG)	Feasibility for Health Innovation Incubator	\$119,000	Awarded	Contract pending to perform study/partnership with Hastings
USDA RBDG	Small Business Lending	\$500,000	Received	Loans disbursed
SBA PRIME	Kawi Café Operations	\$150,000	Received	Continue the hands-on entrepreneurial training for re-entry and ex-offenders
US Treasury CDFI	Small Business Lending	\$861,333	Received	CNEDTA
USDA Socially Disadvantaged Groups	TA Leadership, Strategic Planning, Social Media, Market Research and Succession Planning	\$137,000	Awarded	Still looking for 501(c)3 groups interested in leadership succession planning and strategic planning
OK Native Assets Coalition	Special Workforce Savings Program	\$7,000	Awarded	Emergency savings model
USDA Rural Business Development (RBEG)	Small Business Lending	\$500,000	Pending	Revolving loan funds
US Treasury CDFI	Small Business Lending	\$1,000,000	Pending	CNEDTA
USDA Rural Business Development (RBEG)	Retail Road Access	\$250,250	Pending	Partnership with City of Stilwell
USDA Rural Business Development (RBOG)	Staffing and Training	\$149,520	Pending	Increasing staff capacity
SBA PRIME	Kawi Café Operations	\$150,000	Pending	Continue the hands-on entrepreneurial training for re-entry and ex-offenders
National Endowment for the Arts	Expand Art Therapy Classes for ICW Children	\$30,000	Pending	Partnership with ICW
USDA Socially Disadvantaged Grant	Expand capacity for 501(c)3 Minority organizations	\$200,000	Pending	Partnership with CCO
BIA – Indian Business Development Institute	Feasibility for blackberry cooperative style business	\$100,000	Pending	Increase agriculture opportunities in communities
HUD ROSS SC	Connect HACN residents with self-sufficiency counseling	\$416,377	Pending	Partnership with HACN, 3 year project

## Community Leadership and Community Organizational Capacity Through the USDA Socially Disadvantaged Groups Grant

Organization	Project
Cherokees For Black History Preservation Foundation	Market Research, Strategic Planning, Leadership Succession
Arts Council of Tahlequah	Social Media, Strategic Planning, Leadership Succession
Brushy Community Action	Strategic Planning
Cherokee Heritage Center	Strategic Planning and perhaps Market Research, TBD
Illinois River Community Organization	Social Media, Strategic Planning
Northern Cherokee County Community Booster Club	Social Media, Strategic Planning
Nowata Cherokee Community Foundation	Social Media, Strategic Planning
NORA	Social Media, Strategic Planning, Leadership Succession, Market Research
Southeast Indian Artist Association	Market Research
She Brews	Market Research
Zoe Institute	Market Research, Social Media, Leadership Succession
Project A	Business Planning
Wolf Gallery	Market Research
Orchard Road/Chain Breakers	Leadership Training
Native American Association of Ketchum	Leadership Training
Family Support Center of Oaks	Leadership Training
Washington Co. Cherokee Association	Leadership Training
Victory Cherokee Organization	Leadership Training
Proctor Community Organization	Leadership Training
Indian Women's Pocahontas Club	Leadership Training
Stilwell Public Library Friends Society	Leadership Training
Safe Passages Recovery	Leadership Training
Cherokee Elders Council	Leadership Training