

Group:	Management Resources	Month/Year of Report:	December FY15 Report for Jan. Meeting		
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.) Accomplishments

PLANNING AND DEVELOPMENT

- **Sequoyah - Stadium** – Phase 1 – (patch concrete surfaces, install new waterproof coating, renovate or replace safety railing, new bleacher and backed stadium seating, new foam insulation and metal wall panels) Bid awarded to CNCR. EOTS has requested CNCR to submit a revised time schedule with no additional cost. **Water System Replacement** – EOTS delivered review documents – funded; working on MOU with city – city is trying to finish up another job so that they can move on to SHS.

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Cooweescoowee Clinic	December 2013	85%	January 2015

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Redbird Smith Annex		94%	100% document
Jack Brown		99%	May 2014
WW Hastings New Hospital			Design Phase
Three Rivers Health Clinic	June 2013	100%	October 2013
Wilma P. Mankiller Addition	May 2014	25%	June 2015
Sam Hider Clinic	May 2014	25%	June 2015
Oak Hill/Tag Building		100%	
Main Complex			Design Phase

RISK MANAGEMENT

- American Red Cross – documentation has been compiled to apply for a grant from ARC, Storm Shelters for tribal citizens that were affected by the May 2013 tornadoes. GIS has been of great assistance with the respective maps. All documentation has been completed and submitted to ARC.
- Local Emergency Planning Committee meetings – staff attended meetings in Mayes, Cherokee, and Sequoyah counties. Table top MIPS exercise was held at Sequoyah County Meeting.
- Volunteer of Tulsa Meeting – CNEM Director met with the Volunteers of Tulsa to discuss working with them during disaster activation. An MOU may be forthcoming for them to handle unrequested or self-deployed volunteers during a disaster.
- Oklahoma State Homeland Security Grant – Received notice that CNEM was awarded a Interoperability Equipment Grant for \$42,665.00. This grant is for the purchase of six 800MHz radios to be installed in EM Team vehicles.
- Community Buildings – a complete list of all Community Buildings and Community Organizations was prepared and provided to the Resources Committee per the request of Tribal Councilwoman Cara Cowen Watts.
- Community Meetings – Community meetings were attended at Lowrey Fire Department and at Hulbert Community Building. Weather radios were distributed to community members and other emergency management information was provided. Other meetings will be attended to distribute Weather Radios.
- Inter-Tribal Emergency Management Meeting (ITEMC) – CNEM Director attended this meeting.
- Tribal Workers' Compensation Act Work Group- consists of representatives from CN Risk Management, CNB Risk Management, CN Human Resources, CNB Human Resources, CN AG's Office and Insurance Broker. Meetings continue to review and provide input on needed changes to our Tribal WC Act. This project is 95% complete.
- EPC Meeting – meeting was attended by staff and Emergency Management activities were reported on.
- SHS Stadium Improvements - staff attended mandatory pre-construction meeting. CNCR was awarded the contract. Construction has not begun at this time.
- PHAB (Public Health Accreditation Board) - participation continues on this committee devoted to obtaining Public Health's Accreditation. Community Transformation Grant Committee held the last meeting until the new Grant is awarded. Emergency Management deliverables are 100% complete.
- Boiler Inspections – Boiler inspections were completed at PACE Elder Care and Vinita Health Center. Inspections also scheduled for Salina Clinic. Inspections are being completed by Hartford Steam and Boiler.
- Sallisaw Administration Building Addition – Final Life Safety Tests were conducted with State Fire Marshal. Test of Emergency Lighting (Generator) will also be conducted at this facility. January 15th date of move in is now scheduled. Phase 2 construction will then begin on facility.

- THIRA – Work continues on this application and is on track. Information is due to FEMA on December 31st.
- CNEM Monthly Meeting – Meeting was held with CNEM Team members.
- Buffalo Signage– Follow-up inspection was completed on the Buffalo fencing and signage that was placed in the area. Recommendations for additional signage will be completed.
- Audit Documentation – Risk Management has completed all documentation for annual Audit to Accounting.
- Additional Coverage – Risk Management has been gathering information to obtain quotes for excess Earthquake Coverage, Buffalo Coverage, and Cyber Liability Coverage. Working with departments on completing applications for coverage.
- Points of Distribution – An exercise was held with State Department of Health concerning the Points of Distribution sites at CN Facilities.
- Safety Training – safety trainings were provided to Family Advocates and staff of Stilwell CDC and Tahlequah CDC locations– Bloodborne Pathogens, Hazard Communication, Back Safety and Fire Extinguisher.
- Inspections – Inspections conducted in Adair, Delaware and Cherokee County – Stilwell Tribal Office, Cherry Tree Head Start, Stilwell Food Distribution, and Stilwell ICW, Childcare Enforcement, ICW remodel, Purchasing Warehouse, and Watts Community Building. Sound Level Testing was also conducted at the Stilwell Landfill. Reports Complete.
- CN Employee Christmas Gathering – staff attended employee gathering and also checked for safety hazards, ensured that all egress paths and stairways remained clear at all times.

FACILITIES MANAGEMENT

- Moved Tag Office to new location
- Installed security light on west end of new Tag Office Building
- Trimmed trees at Tag Office entrance
- Repaired sewer line at Housing Rehab
- Continued remodel of ICW office – ran copper for A/C units, installed duct work, finished sheetrock in middle bathroom, started mud and taping, installed lights in middle office
- Construction of new handicap ramp for restrooms at new ICW office
- Picked up 25 pallets of ice melt
- Had snow plow and salt/sand spreaders installed on two trucks & small dump truck
- Completed installation of cove base in Cort Mall
- Replaced and repaired lights through main hallways and restrooms in Main Complex
- Repaired sink at Stilwell Complex
- Built float for Christmas parade and attended 9 Christmas parades
- Set stage for SHS Christmas program
- Cleared sewer lines at Marshal's Building
- Repaired unit on top of server room at FRB
- Repaired unit on top of Cort Mall
- Installed hand rails at Career Services Learning Center

GROUNDS KEEPING/MAINTENANCE

Locust Grove, Green Space	<input checked="" type="checkbox"/>	Male Seminary	<input checked="" type="checkbox"/>
Complex	<input checked="" type="checkbox"/>	Munson Property	<input checked="" type="checkbox"/>
Cort Mall	<input checked="" 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"/>

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		
Chemical Brush/Weed Control (spray)		
Fence Rebuilt (repaired)		
Fire Guards Maintained		
Lease Compliance/Tribal land inspections		
Mechanical Weed/Brush Control		80 ac
New Fencing	1.25 mi	1.25 mi
Provide Technical Assistance to Communities	3	10
Hay baled		128
Crops for families from Jay Community Garden	11	49

- **Community Assistance Projects**
 - Delivered rick of wood to disabled Cherokee at Lyons Switch
 - Delivered rick of wood to elderly Cherokee at Bell
 - Delivered rick of wood to elderly Cherokee at Bunch
 - Delivered rick of wood to elderly Cherokee at Tahlequah

- **Tribal Land Improvement Projects**
 - Set corner post on KEN 12
 - Mowed at Garland, Texas property
 - Repaired fence on CMS 5
 - Welded braces and started building fence on KEN 12
 - Fence cleanup and brush hogged on SEQ 1
 - Built .75 mile fence on KEN 12
 - Built .5 mile fence on CMS 6
 - Installed gates on CMS 5, CMS 52 and Landfill

- **Resource Projects**
 - Equipment repair and maintenance
 - Vehicle maintenance
 - Hung "Keep Out" signs on fence for buffalo
 - Put feed and hay out for buffalo
 - Hay inventory total is 1,648 bales
 - Completed 2015 Noxious Weed Proposal
 - Jay Community Garden
 - Garden maintenance
 - Worked on fence
 - Hauled sand
 - Harvested turnips and turnip greens
 - Planted cilantro, lettuce, basil and eggplant in garden tower

GROUNDS KEEPING/MAINTENANCE

Beaver Property (by Yonkers)	<input type="checkbox"/>	Greenhaw tract	<input checked="" type="checkbox"/>
Belfonte	<input type="checkbox"/>	Jay Foods Distribution	<input type="checkbox"/>
Bull Hollow Com. Bldg.	<input type="checkbox"/>	Locust Grove Property	<input type="checkbox"/>
Bull Hollow Shop	<input type="checkbox"/>	Kenwood Trailer Park	<input type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Rocky Ford Park	<input type="checkbox"/>
Cherry Tree	<input type="checkbox"/>	Safe house	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Saline Courthouse	<input type="checkbox"/>
Dahlongegah Park	<input type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Dahlongegah Shop	<input type="checkbox"/>	Tahlonteeskee	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>		

b.) Future Plans/New Initiatives

PLANNING AND DEVELOPMENT

- **Redbird Smith Health Clinic** –Working on punch list (only a few items)
- **Redbird Smith Annex (CNCR)** Installing drywall tape and bed ongoing; (level 5 priming has started – should be completed this weekend) - Completed; Painting near completion; MEP top out is ongoing; Cabinet installation is ongoing; Masonry – complete; EIFS installation ongoing-75% completed; Curb, gutter - complete and sidewalks near completion; Flooring ongoing.
- **Jack Brown** – Program has occupied the space. Working on a few punch list items; mainly paint issues.
- **Wilma P. Mankiller Addition (CNCR)** –Footings for retaining wall completed & retaining wall construction nearly complete; Slab completed; Footings for retaining wall complete; Wall construction complete; Storm water in progress; Site utilities in progress; working on safer room lid (top); Steel erection is complete. Held topping off ceremony December 17,2014
- **Ochelata (CNCR)** –Exterior and interior metal stud framing complete; Exterior sheathing complete; MEP rough –in complete; in wall inspections to start; Drywall installation 100% complete; Metal roof complete; Curb and gutter 99%; Brick 95%; Offsite utilities 85% complete; CNCR working on easement issues.
- **Sam Hider Clinic (CNCR)** –Parking and drive areas near completion; Storm water near completion; Site utilities in progress(out of building area); First portion of slab complete; Underground MEP for building is in progress; Red iron steel erection is complete, joist and decking beginning, roofing started.
- **New WW Hastings Hospital** – Several program and planning meetings have taken place & continue; Sign off of developed space program complete; Review of DD’s (Design development for sign off, interior spaces); Looking at joint venture.
- **Main Complex** – Architect turned in schematic design submittals 8/18/14 - approved; Going out to bid for a CM 9/19 –CM selected and sent to Finance for procurement – should have first bid package out end of February; Working on Energy Reduction Grant with Pat Gwin and the Architects – (sent in – NOT awarded to CN) Received 65% CD’s 11/9/14.

- **Oak Hill/Tag Office** – Open to the public, will work through any issues as they arise.
- **Tulsa Welcome Center/Tag Office** – Complete – program has moved in. Grand opening held.



WP Mankiller Clinic 12-09-14



Coowescoowee Clinic December 2014



Sam Hider Clinic November 2014

Merry Christmas!



Mankiller Clinic Topping Out Ceremony 12/17/14

RISK MANAGEMENT

- ITEMC Meeting
- PHAB Meeting
- Sequoyah County LEPC
- Cherokee County LEPC
- Mayes County LEPC
- Wagoner County LEPC
- EM Team meeting
- Preparedness Team Meeting / Emergency Management
- EPC Meeting
- EM training for Executives and Elected Officials
- Salina Clinic Boiler Inspection
- CN Environmental Festival

FACILITIES MANAGEMENT

- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Replace HVAC units at Ballroom
- Replace HVAC unit in the warehouse vault
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

NATURAL RESOURCES

- Continue work on CMS 5 fence
- Split wood
- Service equipment
- Work on buffalo fence

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: December, 2014

Executive Director: Bruce Davis

Phone: 918-453-5340

Email: Bruce-Davis@Cherokee.org

Director: Ginger Reeves

Phone: 918-453-5675

Email: ginger-reeves@cherokee.org

Real Estate Services

The Office of Real Estate Services is responsible for administering the laws, regulations, and policies affecting the protection and management of the trust and restricted lands of individual Indian landowners and the land owned by the Cherokee Nation itself, located within the 14 county area of the Cherokee Nation. Real Estate Services is operated under a Self-Governance Compact with the Secretary of the Interior.

Real Estate Services provides advice and assistance in the following areas:

- Sale or Purchase of Restricted Land
- Deed Exchanges
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Business, Agriculture and Residential leasing
- Restricted Mineral Interests
- Last Will & Testaments
- Probate information
- Cherokee/English Interpreter
- Notary Services

I. Budget Highlights: Submitted.

II. Program Highlights:

1. Sale or Purchase of Land. No land purchased during the month of December.
2. Appraisals. One appraisal was approved during the month of December.
3. Quiet Titles/Administrative Law Judgments (ALJ)/Estate closing. Five Quiet Title determination requests were received and returned during the month of December. One ALJ was received and in the process of research.
4. Report for Distributions, Transmittals, IIM Setups. One RFD was requested and completed.

5. Right of Way/Service Line Agreements/Right of Entry. 13 right of entries were requested and processed.
6. Leases. One Agriculture lease was submitted for approval; two are currently pending with the Eastern Oklahoma Regional Office. Five Business leases were approved and six are pending with the EORO. Two additional restricted business lease amendments were submitted to EORO for approval.
7. On-Site Inspections, Home Visits, Trespass issues. 21 on-site inspections were requested and completed; one home visit was requested and completed; one trespass issue was reported and addressed.
8. Environmental Reviews. 13 environmental reviews were requested and completed during the month of December.
9. Maps/platting/survey assistance. 77 requests for maps/platting assistance was completed during the month of December.
10. Jurisdictional calls. 38 jurisdictional calls were completed during the month of December.
11. Financial transactions. \$132,758.66 was processed through the lockbox; and \$94,226.60 was received in the office for lease payments during the month. Monies were deposited for seven bales of hay.
12. Impact Aid. Impact Aid assistance for Kansas Public School and Rocky Mountain Elementary School was completed during the month.
13. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. During the month of December, Real Estate Services submitted 26 files for encoding and have determined that 21 files contain no restricted property. There are 768 files remaining for status determination and research.
14. Probates. Total probates completed during the 2014 calendar year were 57; current active (unfinished) probate filings are 33, with more on deck to be filed in 2015.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs
Administrator: Tom Elkins

Month/Year of Report: December (FY 2015)
Phone: 918-453-5237 email: tom-elkins@cherokee.org

I. Program Performance

a.) Environmental Review

Goal Requirement	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	87	183	20%
6 ERR (Roads)	0	0	0%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	20	38	15%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	0	0	0%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	9	20	13%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	20	40	20%

f.) Landfill Inspection Dates:

Purpose	Date	Leachate Pond Freeboard
Unannounced Visit	11/14/2014	>36 inches
Unannounced Visit	11/17/2014	>36 inches
Gas Vents Sampled	11/18/2014	>36 inches
Unannounced Visit	11/19/2014	>36 inches
Unannounced Visit	11/20/2014	>36 inches
Gas Vents Sampled	11/20/2014	
Unannounced Visit	11/21/2014	>36 inches
Unannounced Visit	12/1/2014	>36 inches
Unannounced Visit	12/2/2014	>36 inches
Unannounced Visit	12/3/2014	>36 inches
Unannounced Visit	12/4/2014	>36 inches
Unannounced Visit	12/5/2014	>36 inches
Unannounced Visit	12/8/2014	36 inches
Unannounced Visit	12/9/2014	36 inches
Unannounced Visit	12/10/2014	36 inches
Unannounced Visit	12/11/2014	36 inches
Unannounced Visit	12/15/2014	35 inches
QTRLY Inspection	12/16/2014	34 inches
Gas Vents Sampled	12/16/2014	

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

- a) CNEP Staff contacted the Collinsville Soil Program regarding visible smelter material on one of Cherokee Nation's properties. Staff is working with Collinsville Soil Program to obtain access for cleanup activities. Staff worked with Cherokee Nation Real Estate Services to obtain information and permission to allow Collinsville Soil Program to clean up the site at no cost to Cherokee Nation.
- b) CNEP Staff is working with the Cherokee Nation Attorney General's Office Staff to officially join and create a Trustee Council for the Tulsa Fuels and Manufacturing site. The U.S. Department of Interior has invited Cherokee Nation to be office members of the council.
- c) Staff worked on and completed Phase I Environmental Site Assessment for both the Clinic in the Woods Medical Facility and the Cascade Medical Building for Cherokee Nation purchase of property.
- d) The "From Home to School Project (Childhood Asthma Project in cooperation with TU):
 - Staff visited Maryetta and Peavine Schools to request their participation for the "From Home to School Indoor Air Quality Intervention Study". The administrators were not available but preliminary information was left that included a synopsis of the expectations for the schools, staff members, and families that participate in the study.
 - Staff spoke with David Reisdorph about follow up visits to Tenkiller, Brushy, Liberty and Muldrow schools Wednesday December 10. Dahlenegah School will not be participating in the study; however Westville School has agreed, which brings the total count of participating schools to 11

Trust Application Activities:

- Staff completed the Final Phase I ESA report for the North Street Property. The report was submitted to Cherokee Nation Real Estate Services as part of the Trust Acquisition package.
- Staff started work on Phase I Environmental Site Assessments for Cascade Medical Building and Clinic in the Woods Medical Facility for Fee to Trust Acquisition as requested by Marshea Halterman from Real Estate Services