



COUNCIL OF THE CHEROKEE NATION

EXECUTIVE & FINANCE COMMITTEE REPORT

Reporting Month August 2023

Dept: **Financial Resources**

Contact: **Janees Taylor, Treasurer**

janees-taylor@cherokee.org | ext. 5052



Accounts Payable checks disbursed

Current Month	5,499
Year to Date	44,429



Timecards processed

Current Month	13,229
Year to Date	168,197



Reqs. approved for processing

Current Month	1,917
Year to Date	19,802



Purchase orders issued

Current Month	1,619
Year to Date	17,663



Travel expense statements processed

Current Month	639
Year to Date	3,005



Files received for storage

Current Month	770
Year to Date	7,780



Number of internal billings

Current Month	17
Year to Date	163



Grant reports submitted

Current Month	15
Year to Date	321



Deposits

Current Month	582
Year to Date	7,114

Departmental Goals

- 1 Complete FY22 Audit
100% complete - Audit completed on March 31, 2023
- 2 Obtain Unmodified Audit Opinion
100% complete - Audit completed on March 31, 2023
- 3 No Material Weaknesses on Single Audit
100% complete - Single Audit completed on June 30, 2023
- 4 Reporting requirements completed & submitted for August 2023
100% completion-Required reports were submitted timely in August

Compliance

- 1 No outstanding borrowings on \$5M Cash Reserve Advance

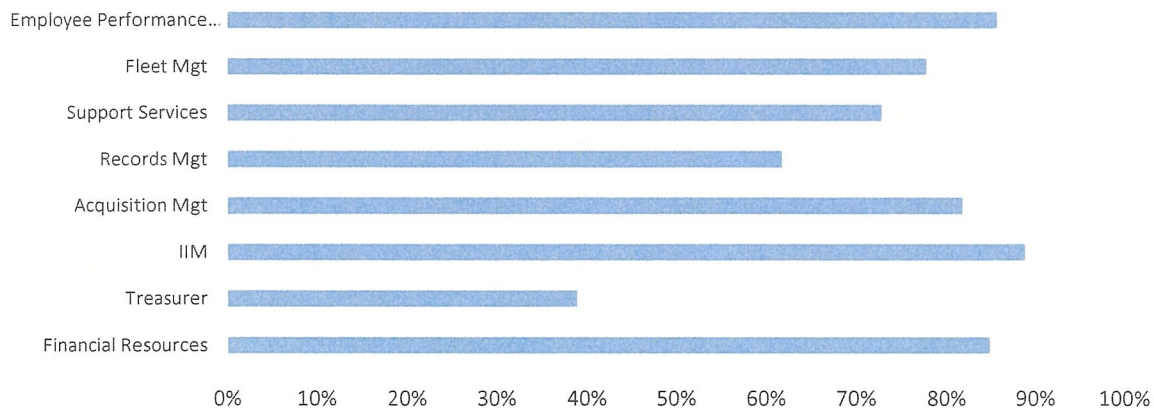
Cherokee Nation Acquisition Management Year-To-Date Bid Report Over \$5,000 Transactions October 1, 2022 through September 30, 2023

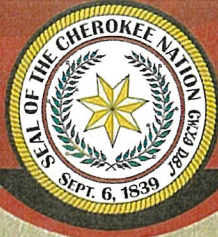
% of sub-total -
TERO vendor
submitted Bid

Award to TERO Vendor	\$	140,314,659.03	95%
Award to non-TERO Vendor	\$	8,081,359.77	5%
Sub-total bids with a TERO vendor participating	\$	148,396,018.80	100%
Bid - no bids submitted by TERO Vendors	\$	51,202,418.46	

October 1, 2022 through August 31st, 2023

YTD Budget Spend





Cherokee Nation Career Services

JOBS • TRAINING • HOPE • OPPORTUNITY

Executive and Finance Committee



Misty Smith, Work Experience Program participant, Bell Public School employee

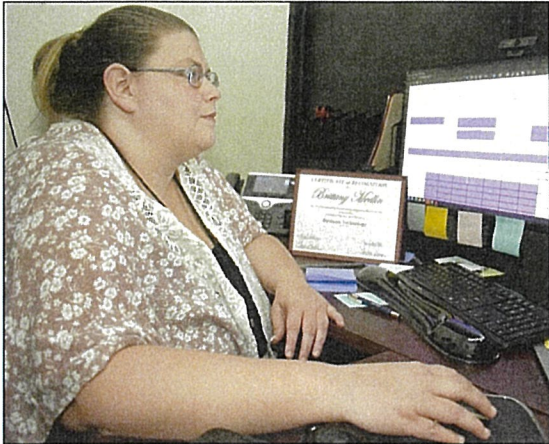
September, 2023 Monthly Report
S. Diane Kelley, Executive Director

Economic Development

Employment Programs

Employment Programs just hired one of their own, Ms. Brittany Medlin. Brittany was on the Work Experience Program, following her training with Business Tech and she was such a good worker that she was hired to assist in the counseling unit of the Department. Brittany comes naturally in this position and is doing a great job. She is dedicated and punctual as well as a hard worker. She is a joy to work with; co-workers and clients all like working with Brittany!

Career Services helps participant find new career path through Business Tech Program



Brittany Medlin is a full-time employee with Cherokee Nation. She was hired after completing The Business Technology Program through Career Services. The Business Technology Program prepares participants for jobs in all areas of office occupations, in relation to participants' abilities and interests. This component emphasizes computer literacy and utilizes the computer in all training aspects presented. Medlin was raised in Tahlequah, Oklahoma, and graduated from Tahlequah High School. "I left Tahlequah and moved to Tulsa, Oklahoma, to attend

college at Wright Career College, and earned an associate's degree in software administration," said Medlin. "I was not able to use my degree because I had a baby and the demands of being a new mom were just too much. I also lost my baby brother to suicide and got pregnant again and lost my little girl." Medlin went through a downward spiral of depression and eventually worked her way through without help from anyone. "I didn't go to therapy at all, I just rocked it alone," said Medlin. "I got pregnant again with twin boys and that really brought me back to life." Medlin decided to move back to Tahlequah to take care of her parents who were sick. She felt she needed to find a way to step back into the workforce, so she contacted Cherokee Nation Career Services. "My mom had been through the Business Tech program, so I met with counselors who helped me enroll," said Medlin. "I graduated and finished at the top of my class." Medlin was hired right out of school as an administrative assistant with Career Services and eventually decided to apply for a full-time position as a counselor. "I was hired on August 21, 2023," said Medlin. "Cherokee Nation was able provide me with paid training and I had the opportunity to go to work right out of the Business Tech Program. I have a great job that I love and I'm able to take care of my kids. I'm very happy."



Fire Program

Personnel

The Wildland Fire program now has nine permanent staff members and five vacant positions we are recruiting for. In conjunction with the Bureau of Indian Affairs, we have trained over 50 new wildland firefighters over the past year. These firefighters work on a call-when-needed basis within the Cherokee Nation reservation or are placed with other Tribal programs in eastern Oklahoma to bolster the overall workforce.

Fire Suppression

- Responded to 264 wildfires for the Calendar Year
- Assisted with fire suppression in Arizona, Montana, Minnesota, Michigan, and throughout Oklahoma.

Fire Prevention

The prevention program has upcoming educational events at 12 elementary/middle schools and the Cherokee Immersion School. These events aim to educate children and their families about the proper use of fire and how to prevent potentially catastrophic wildfires. The prevention program has also been actively investigating human-caused fires to determine the specific cause and origin of the wildfires.

Fuels Management

Preparation for annual prescribed burns and mechanical treatments is underway. These projects will occur on Restricted lands, Tribal trust lands, and Tribal fee lands throughout the reservation.

A significant project for the fuels staff is to complete phase 2 of treatments at the Sequoyah Hunting Preserve (SHP). The SHP treatments seek to reduce hazardous wildland fuels while also enhancing wildlife habitat and restoring the ecological integrity of the preserve.



Prevention team and fire crew visiting Dahlenegah and Peavine Elementary Schools



JOBS/Tribal TANF

- Services provided to 460 recipients for the month; providing approximately \$47,479.00 in cash assistance benefits.
- JOBS/Tribal TANF issued approximately \$34,562.71 in assistance to 51 eligible adults. Providing the following:
 - 47 - Work Participation Incentives
 - 5 – Transitional Incentives
 - J. Bias-Cook transitioned from program due to obtaining unsubsidized employment with Morgan Towing and Recovery.
 - A. Tehee transitioned from program due to obtaining unsubsidized employment with Cherokee Nation Registration.
 - A. Thompson transitioned from program due to obtaining unsubsidized employment with Dental Depot.
 - S. Gregory transitioned from program due to obtaining unsubsidized employment with Cherokee Nation Early Childhood.
 - M. Matlock transitioned from program due to obtaining unsubsidized employment with Harps Food-Stilwell.
 - 7 - Supportive Services (Professional Clothing, Fuel Assistance, Jobs Skills Training Payments, Vehicle Repair, Etc.)
 - 8 – Non-recurring, Short Term Benefits (Utilities, Emergency Household Expenses, Vehicle Loss Prevention, Etc.)
 - 1 – Educational Incentive
 - N. Evans graduated with her Masters’ of Science Degree from Eastern University (8-23-23).
- JOBS/Tribal TANF issued an additional \$4,593.02 in assistance to 53 eligible youth. Providing the following:
 - 34 – Grooming/Hygiene Allowances
 - 21 – Footwear Allowances
 - 4 – Clothing Allowance
 - 2 – Extracurricular/Healthy Lifestyle Allowances



Re-entry



TERO

Program: Employment Development **Month/Year of Report:** September 2023

Manager: W Mounce L Vance **Phone:** 453-5334 **Name:** TERO

Activity	Month	YTD	Goal	% of Goal
Job Bank	13	146	400	
Enter Unsubsidized Employment	11	81	250	
Retain in Employment	7	83	75	
Referrals	10	203	400	
Cherokee Fire Dancers (New)	0	0	30	
Heritage Resource Technicians (New)	0	0	40	
Monitoring Visits-NAHASDA	0	223	XX	
Monitoring Visits-All Other	76	2173	750	
Pre Bid Meetings-Attended	6	24	100%	
Descope Meetings-Attended	14	126	100%	
Bid Openings- Attended	3	25	100%	
Bid Openings-Not Attended	0	0	0	
Contractor Meetings-Attended	3	131	100%	
Mediation Meetings-Attended	0	3	100%	
Pre-Construction Meetings-Attended	0	39	100%	
Construction Meetings-Attended	6	96	100%	
Applications Received	7	127	120	
Certifications-Approved	9	128	120	

Certifications-Denied	0	0	0	
Re-Certifications-Approved	57	594	800	
Re-Certifications-Denied	0	0	0	
TERO Complaints	0	0	0	
EEOC Complaints	0	0	0	
Complaints Resolved	0	0	100%	

Accomplishments *(Include any notable accomplishments- list with bullets, rather than a narrative).*

None

Initiatives *(Brief on future plans/any new initiatives – briefing on any issues of interest to leadership, if applicable. List with bullets, not narrative).*

None

Meetings/Trainings TERO Conducted *(Please list dates and numbers of persons in attendance).*

None

Certifications/Recertifications *(List Denied & Reason)*

None

Complaints- New/Resolved *(List name, type)*

None

September 2023	Employment by County	Vendors by County
Adair		38
At Large		355
Cherokee	7	107
Craig		8
Delaware		17
Mayes	4	49
Muskogee		21
Nowata		2
Ottawa		2

Rogers		49
Sequoyah		32
Tulsa		28
Wagoner		3
Washington		13
Totals	11	724



**Cherokee County
Tahlequah Office**
17675 S. Muskogee Ave.
Tahlequah, OK 74465
918-453-5555

GWYB D3P
CHEROKEE NATION®
Career Services
Office Locations



**Cherokee County
Learning Center**
17822 S. Muskogee Ave.
Tahlequah, OK 74465
918-458-0577



**Cherokee County
Employment and Training**
17138 S. Muskogee Ave.
Tahlequah, OK 74465
918-453-5555



**Cherokee County
TERO and TLJC Office**
16389 S. Muskogee Ave.
Tahlequah, OK 74465
918-453-5334



**Adair County
Stilwell Office**
406 A W. Locust St.
Stilwell, OK 74960
918-696-3124



**Sequoyah County
Sallisaw Office**
100 E. Choctaw Ave.
Sallisaw, OK 74955
918-776-0416



**Wagoner County
Wagoner Office**
109 N. Casaver
Wagoner, OK 74467
918-453-5555



**Delaware/Ottawa County
Jay Office**
1178 W. Cherokee
Jay, OK 74346
918-253-3243



**Mayes County
Pryor Office**
6789 Hwy. 69 S
Pryor, OK 74361
918-825-7988



**Rogers County
Catoosa Office**
701 W. Rollins Street
Catoosa, OK 74015
918-342-7450



**Washington/Craig/Nowata Co.
Vinita Office**
27469 S. 4410 Road
Vinita, OK
1-800-256-0671 ext.: 2501



**Tulsa County
Tulsa Office**
10837 E. Marshall St.
Tulsa, OK 74116
918-574-2749



**Muskogee/McIntosh County
Muskogee Office**
1305 S. Country Club Rd.
Muskogee, OK 74403
918-682-2077