

<b>Group:</b>	Management Resources	<b>Month/Year of Report:</b>	October FY15 Report for Nov. Meeting		
<b>Executive Director:</b>	Bruce Davis	<b>Phone:</b>	453-5340	<b>E-mail:</b>	<a href="mailto:bdavis@cherokee.org">bdavis@cherokee.org</a>

## I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

## II. Program Highlights

### a.) Accomplishments

#### 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	68 ac	68 ac
New Fencing		
Provide Technical Assistance to Communities	1	1
Hay baled	128	128
Crops for families from Jay Community Garden	23	23

- **Community Assistance Projects**
  - Assisted with removal of tree for Adair County disabled Cherokee citizen
  - Brush hogged 20 acres for disabled Cherokee citizen in Adair County
  - Assisted CC Camp with mowing
- **Tribal Land Improvement Projects**
  - Staff put many hours in working on buffalo fence
  - Brush hogged on Wilcox and behind Walmart at Jay
  - Tore out .25 mile of old fence and started dozing on KEN 12
  - Mowed yard at SEQ1 house site
- **Resource Projects**
  - Picked up corral at Abilene, Kansas and set up on KEN 12
  - 38 buffalo were delivered at Bull Hollow on October 9
  - 12 additional buffalo were delivered on October 17
  - Picked up feed and minerals for buffalo
  - Brush hogged Collinsville Food Distribution site
  - Equipment repair
  - Cut wood and hauled to shop
  - Hosted Resources Committee meeting and luncheon
  - Attended Greenhouse meeting at Leach School
  - Vehicle maintenance
  - Jay Community Garden

- Garden maintenance
- Harvested peppers and tomatoes
- Built forms and poured pads for porch steps
- Working on storage building plans and fence expansion

**GROUNDS KEEPING/MAINTENANCE**

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

**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. Water System Replacement – EOTS delivered review documents – funded; working on MOU with city

**NEW CONSTRUCTION**

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
W.W. Hastings Hospital ED		100%	December 2013
Ochelata Clinic		75%	

**REMODELING**

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Redbird Smith Annex		90%	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%	
Sam Hider Clinic	May 2014	25%	
Oak Hill/Tag Building			
Main Complex			Design Phase

**FACILITIES MANAGEMENT**

- Built walls, hung sheet rock, demo old electric, framed walls at ICW Skateshop Property
- Moved ICW to Cochran Property downtown
- Moved furniture for ICW and Career Services to Sallisaw
- Continued remodel at Oak Hill
- Lanscaped Markoma
- Removed tree on Stilwell Complex grounds
- Began landscaping Oak Hill
- Changed out three units at EMS
- Received truck transferred from another Department
- Ran pipe in Main Server room for IT in Complex
- Moved lights in the Cochran Property for ICW
- Ran pipe for inline water heaters at Oak Hill
- Replaced frost free hydrant at PowWow Grounds
- Pulled pump out of aerobic system and cleaned pump at Southgate TERO Building
- Replace steps at Munson Property

**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 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"/>

**RISK MANAGEMENT**

- Boiler Inspections - Boiler inspections were conducted at Tribal Complex Area, SHS, Markoma Property, and Child Development Center. All buildings passed.
- Boiler Inspections - for outlying areas, i.e., Clinics are being scheduled.
- Landfill - Loss Control visit was conducted at CN Landfill. Report is being prepared.
- Local Emergency Planning Committee meetings – staff attended meetings in Mayes, Wagoner, Cherokee, and Sequoyah counties.
- Community Buildings - completing list of all Community Buildings for Tribal Council, working with COTTA to obtain all information.
- Inter-Tribal Emergency Management Meeting (ITEMC) – staff attended monthly 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 85% complete.
- Health Safety Facilities Meeting – Staff provided a report on the work related injuries for Health Services group. Note: Health Services reported approximately 100 incidents reported but only 4 resulted in a claim. Almost ¼ of the incidents reported for Health were Needle-Sticks.

- EPC Meeting – staff participated and reported on CNEM activities.
- SHS Stadium Improvements - staff attended mandatory pre-construction meeting. CN CRC was awarded the contract. Construction is delayed until the end of Football season.
- 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.
- New Jack Brown Center – Temporary Occupancy Certificate is being issued from State Fire Marshal. Grand Opening is scheduled for October 27<sup>th</sup>.
- THIRA – Work continues on this grant funding deliverable. Staff recent work session provided by FEMA.
- FEMA Disaster Contracting Cadre – confirmed training date of November 14<sup>th</sup> at Hard Rock. Target audience is CN Contracts department, local and state emergency management personnel/teams.
- Health Table Top – Active Shooter – Staff attended a table top exercise for WW Hastings Hospital on Active Shooter. Full scale exercise is forthcoming.

#### b.) Future Plans/New Initiatives

##### NATURAL RESOURCES

- Equipment maintenance
- Grounds maintenance
- Rocky Mountain CAP

##### 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** – Final life safety inspections this week; Expecting to receive Certificate of Occupanc; working on punch list.
- **Homeland Building** –Health Facilities is working on HVAC; Health & CN IT working on fiber
- **Wilma P. Mankiller Addition (CNCR)** –Footings for building started – completed; Footings for retaining wall completed & retaining wall construction nearly complete; Slab placed end of next week – weather permitting; Safer room concrete poured 10/6; Footings for retaining wall complete; Wall construction complete; Underground MEP complete; Storm water in progress; Site utilities in progress.
- **Ochelata (CNCR)** –Exterior and interior metal stud framing complete; Exterior sheathing complete; MEP rough near completion, in wall inspections to start; Drywall installation started on one side; Metal roof 90% complete; Placing concrete at entrances.
- **Sam Hider Clinic (CNCR)** – Dirt work in progress; Undercut on building pad complete; Parking and drive areas near completion; Storm water near completion; Site utilities in

progress(out of building area); Footings for building –complete; Underground MEP for building is in progress; Steel erection has started – 25% complete.

- **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); Sign off on exterior design; 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 – reviewing bids- interviewing bidders & making selection; Working on Energy Reduction Grant with Pat Gwin and the Architects – looks promising.
- **Oak Hill/Tag Office** – New metal roof installed; Interior finishes (paint, flooring) ongoing; HVAC replacement is near completion; Most of interior framing and painting complete; Electrical near completion; Plumbing near completion; Ceiling grid completed; Flooring near completion; Exterior concrete is complete – still need handrails.
- **Tulsa Welcome Center/Tag Office** – CNB has taken on this project. Turned over quotes and drawings to them 8/14/14; CNB has completed their part of the work, awaiting installation of owner supplied cabinets/counters (provided by sub of Tag Office), and IT equipment.



WP Mankiller Clinic Construction October 2014



WP Mankiller Clinic – concrete pour 10/15/14



Cooweescoowee Clinic – curb pour 10/23/14

## **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

## **RISK MANAGEMENT**

- Hastings Hospital Full Scale Exercise
- ITEMC Meeting – Host November meeting
- PHAB Meeting
- Sequoyah County LEPC
- Cherokee County LEPC
- Mayes County LEPC
- Wagoner County LEPC
- Meeting of EM Section Chiefs
- EM Team meeting
- Preparedness Team Meeting / Emergency Management
- EPC Meeting
- EM training for Executives and Elected Officials

**CHEROKEE NATION TRIBAL COUNCIL  
RESOURCES COMMITTEE REPORT**

**Group:** Management Resources

**Month/Year of Report:** October, 2014

**Executive Director:** Bruce Davis  
**Email:** [Bruce-Davis@Cherokee.org](mailto:Bruce-Davis@Cherokee.org)

**Phone:** 918-453-5340

**Director:** Ginger Reeves  
**Email:** [ginger-reeves@cherokee.org](mailto:ginger-reeves@cherokee.org)

**Phone:** 918-453-5675

**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 October.
2. Quiet Titles/Inventories & Heirship Determinations/Administrative Law Judgments (ALJ), Last Will and Testaments. Six Quiet Title determination requests were received and returned during the month of October. Two ALJs were requested and six completed and returned to BIA. One Inventory and Heirship was requested, seven were completed and returned. One Last Will and Testament draft was prepared.



3. Report for Distributions, Transmittals, IIM Setups. Three RFDs were requested, 11 were completed and transmitted to BIA; 18 were approved and returned to RES by BIA.
4. TAAMS. When the TAAMS project started, there were 12,669 allotments that required research. During the month of October, Real Estate Services submitted 33 files for encoding and have determined that 10 files contain no restricted property. The 813 remaining files are for status determination and research.
5. Right of Way/Service Line Agreements/Right of Entry. 3 Right of Ways/Easements were requested and 16 are pending approval for the month of October. 17 right of entries were requested and prepared.
6. Leases. One Agriculture lease and one oil and gas lease was approved by BIA during the month of October.
7. Appraisals. Five appraisals were ordered and five were approved.
8. On-Site Inspections, Home Visits, Environmental Reviews, Trespass issues. 36 on-site inspections were requested and completed; Two home visits were requested and completed; Four environmental reviews were requested and ten were completed. Five trespasses were reported and four were completed.
9. Maps/platting/survey assistance. 65 requests for maps/platting assistance was completed during the month of October.
10. Jurisdictional calls. 24 jurisdictional calls were completed during the month of October.
11. Financial transactions. \$122,817.36 was processed through the lockbox; and \$9,014.29 was received in the office for lease payments during the month of October.
12. County Notification. One letter to county officials regarding land status was mailed during the month.

### **III. Add'l Highlights of interest.**

Inter-tribal Realty meeting and Arkansas Riverbed Authority meeting were attended by Ginger Brown and Marshea Halterman in Durant on October 8-9.

Randall Hothouse made a trespass presentation during the inter-tribal meetings.

During the month of October, 29 bales of hay were sold.

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs  
Administrator: Tom Elkins

Month/Year of Report: October (FY 2015)  
Phone: 918-453-5237 email: [tom-elkins@cherokee.org](mailto: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)	21	21	2%
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	2	2	1%

### 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	0	0	0%

### e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	4	4	2%

### f.) Landfill Inspection Dates:

Purpose	Date	Leachate Pond Freeboard
Unannounced Visit	9/17/2014	>36 inches
Unannounced Visit	9/18/2014	>36 inches
Unannounced Visit	9/19/2014	>36 inches
Unannounced Visit	9/22/2014	>36 inches
Unannounced Visit	9/23/2014	>36 inches
Unannounced Visit	9/24/2014	>36 inches
QTRLY Inspection	9/25/2014	>36 inches
Gas Vents Sampled	9/25/2014	>36 inches
Unannounced Visit	9/26/2014	>36 inches
Unannounced Visit	9/29/2014	>36 inches
Unannounced Visit	9/30/2014	>36 inches
Unannounced Visit	10/1/2014	>36 inches
Unannounced Visit	10/2/2014	>36 inches
Unannounced Visit	10/3/2014	>36 inches
Unannounced Visit	10/6/2014	>36 inches
Unannounced Visit	10/8/2014	>36 inches
Unannounced Visit	10/9/2014	>36 inches
Unannounced Visit	10/10/2014	>36 inches
Unannounced Visit	10/13/2014	>36 inches
Unannounced Visit	10/14/2014	>36 inches
Unannounced Visit	10/15/2014	>36 inches

# CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

## II Highlights:

a) CNEP Clean Water staff met with officials from the Oklahoma Department of Wildlife Conservation (ODWC) to discuss working together on stream sampling projects within the Cherokee Nation.

b) Late LBP quarterly report letters were sent to 2 certified Supervisors and 3 Workers. Cherokee Nation LBP management rules require these reports to be submitted by the 10th of October. Certified individuals that do not submit quarterly report in a timely manner can have their Cherokee Nation Lead Certification suspended.

Lead-Based Paint Abatement notification received for abatement of home in Cherokee County. Staff visited site to make sure abatement work is being performed by EPA and HUD standards and to make sure workers are using personal protective equipment.

c) Tribal staff along with staff from TU visited schools for the TU/Cherokee Nation Asthma Project. Schools that were visited were: Briggs, Brushy, Hulbert, Tenkiller, Woodall, Liberty, Muldrow Elementary, Greasy and Zion. Staff visited with the superintendents and principals to present information and give a synopsis of what will be required of the staff and families that participate in the project.

d) Various Cherokee Nation Water Group staff members attended the Oklahoma Joint Water Conference meeting in West Siloam Springs. Cherokee Nation hosted the joint event. Representatives from the State of Oklahoma, Arkansas, and other tribal nations were in attendance to discuss water quality issues that face the Illinois River Valley. Presentations included research being performed in the IRW, Joint Phosphorus Study, and additional partnership presentations. Presentations are located the following website; <http://water.okstate.edu/irw/2014-presentations>.

### Trust Application Projects:

- Staff completed work for the Phase I ESA report for Redbird Smith Health Center Property. The report was submitted to Real Estate Services and will be included as part of the Trust Acquisition Package.
- Staff is currently working on a Phase I ESA reports for Clinic in the Woods Medical Facility and the Cascade Medical Building for Cherokee Nation to purchase the property.