

Group: Marshal Service Month/Year of Report: January 2019

Executive Director: Shannon Buhl Phone: 918-207-3800

Email: shannon-buhl@cherokee.org

1. Budget Highlights-Please Refer to Monthly Financial Report

2. Program Highlights for December:

| <u>District 1</u> <u>412 North</u> | <u>District 2</u> <u>412 South</u> |
|---|---|
| Information Report (16) | Information Report (21) |
| Warrants (1) | Warrants (3) |
| Other Agency Assists (6) | Other Agency Assists (38) |
| Warnings (3) | Warnings (17) |
| Citations (1) | Citations (9) |
| Alcohol/Drug Arrests (5) | Alcohol/Drug Arrests (1) |
| A&B/DV (1) | A&B /DV (1) |
| Burglary/Theft/Larceny (0) | Burglary/Theft/Larceny (0) |
| Sex Offense (2) | Impersonate Public Servant (1) |

3. Special Operations:

Dive (0)

SWAT (2) Tornado, SAR-missing child in the Chewey Area

Casino Requests (21)

Task Force (32)

4. Accomplishments:

Arrest, Search & Seizure-Josh Smith

Red Spear Pistol CQB-Chad McCarter, Tony Asbill, Mike Roach, Preston Oosahwee

USDOJ-PSN-Shannon Buhl, Scott Craig

FLETC Graduation-Chad McCarter, Erik Fuson

FLETC Graduate-Dusty Wolfe

5. Security:

Security Violations (8)

Vehicle Assists (27)

Incident Reports (8)

Events (5)

CN Open House, Veteran's Food Drive, Christmas Program, Council Parking (2)

6. Facilities:

- Hastings (10) EDO
- Redbird Smith (0)
- Three Rivers (0)
- Cooweescoowee Ocheleta (0)
- Wilma P Mankiller (0)

7. Community:

Shawna Roach
 ALICE Training-Woodall School, Crescent Valley Church

Josh Smith
 Safety Presentation-CN Facilities

Franky Dreadfulwater
 Dare-Dahlongegah, Oaks, Zion Schools
 Truancy Issues-Stilwell, Cave Springs Schools
 Christmas Play-Bell
 Basketball Games-Bell, Cave Springs
 Carnival-Cave Springs, Zion Schools

John Timothy
 School Programs-Sequoyah High School

8. Patrols:

| | |
|------------|------------|
| District 1 | 135 |
| District 2 | <u>529</u> |
| Total | 664 |



January 2019

I. Budget Highlights

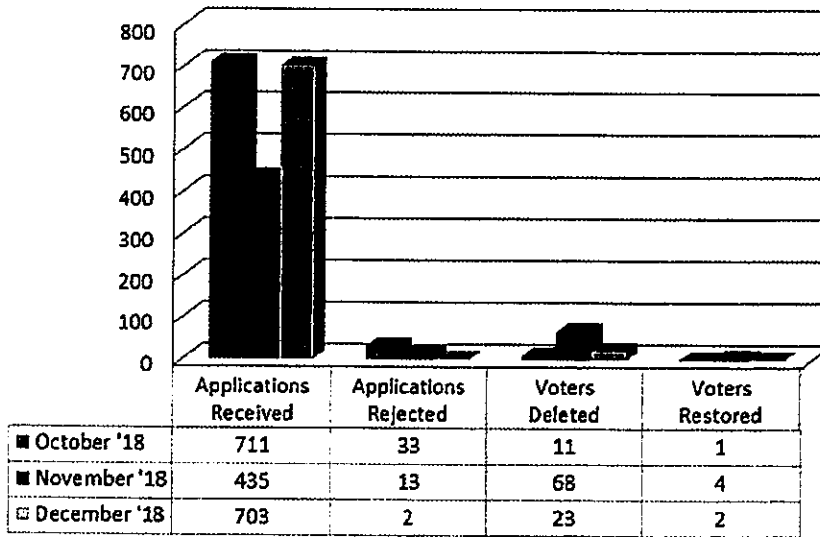
a.) FY19 is currently on target.

II. Program Highlights

a.) **Voter Processing:** As of 01/02/2019

703 Applications; 71,335 Total Registered Voters; 40,587 In District; 30,748 At-Large

Voter Registration Statistics



b.) **Statistical Report:**

Detailed Data by District and Precinct is Attached.

III. Accomplishments

a.) **Elections:**

- i. District 7 Special Election: The Election Commission successfully conducted the District 7 Special Election. Early Walk-In voting took place January 3 & 4, voting at the 4 precincts took place Saturday, January 5 and each completed without issue. The entire staff, additional help/precinct workers and all components of the election process performed extremely well.



CHEROKEE NATION ELECTION COMMISSION

Ph: 918-458-5899 | TF: 800.353.2895 | F: 918.458.6101

January

2019 RULES REPORT

Marcus Fears Administrator
fears-marcus@cherokee.org

- ii. General Election: We began accepting Absentee Ballot Request January 7, filing period is February 4-7, voter registration deadline is March 29, Absentee Request deadline is April 19 and the election will be June 1. Lastly, Candidate Filing Packets can and are being requested & picked up.

b.) **Deceased/Relinquished Status:**

The Election Commission has stayed current with monthly Tribal Registration deceased and relinquished citizen listings.

IV. Future Plans and Initiatives

- a.) Diligently prepare for the General Election.
- b.) Continue to actively update and correct voter's addresses in the Election Commission database.
- c.) The Election Commission is always willing to answer any of the Council's questions. If at any time you have a question for our office, please feel free to email me or call the office. My email and our number are listed at the top of this report.

Date Range: 12/01/2018 - 12/31/2018

Applications Received

| | |
|---------------------------------|------------|
| Voter Registration Applications | 155 |
| Absentee Applications | 548 |
| Total | 703 |

Registration Applications Rejected

| | |
|----------------------|----------|
| Insufficient Address | 0 |
| No Roll Number | 0 |
| Not Signed | 1 |
| Under Age | 1 |
| Total | 2 |

Deleted Registrations

| | |
|--------------------|-----------|
| Duplicate | 1 |
| Voter Deceased | 22 |
| Voter Relinquished | 0 |
| Total | 23 |

Registration Status Changes

| | |
|------------------|----------|
| Deleted Restored | 2 |
| Total | 2 |

Chronicle- Voter Registration by District and Precinct

1/2/2019 7:34 AM

| <u>District</u> | <u>Precinct</u> | <u>Voters</u> |
|---------------------------|-----------------|---------------|
| District No. 1 | Hulbert | 1,149 |
| | Okay | 303 |
| | Tahlequah (1) | 1,519 |
| Total for District | | 2,971 |
| District No. 2 | Briggs | 212 |
| | Lowrey | 230 |
| | Tahlequah (2) | 2,362 |
| Total for District | | 2,804 |
| District No. 3 | Keys | 779 |
| | Tahlequah (3) | 1,726 |
| Total for District | | 2,505 |
| District No. 4 | Ft. Gibson | 1,083 |
| | Muskogee | 512 |
| | Warner | 726 |
| Total for District | | 2,321 |
| District No. 5 | Gore | 306 |
| | Sallisaw (5) | 558 |
| | Vian | 1,122 |
| Total for District | | 1,986 |
| District No. 6 | Belfonte | 117 |
| | Marble City | 171 |
| | Muldrow | 1,575 |
| | Sallisaw (6) | 1,398 |
| Total for District | | 3,261 |
| District No. 7 | Cave Springs | 278 |
| | Chewey | 84 |
| | Stilwell (7) | 2,667 |
| | Westville (7) | 754 |
| Total for District | | 3,783 |
| District No. 8 | Bell | 216 |
| | Stilwell (8) | 974 |
| | Westville (8) | 426 |
| Total for District | | 1,616 |
| District No. 9 | Jay (9) | 679 |
| | Kansas | 1,267 |

vr2120

Chronicle- Voter Registration by District and Precinct

1/2/2019 7:34 AM

| <u>District</u> | <u>Precinct</u> | <u>Voters</u> |
|---------------------------|-----------------|---------------|
| District No. 9 | Kenwood | 128 |
| | Salina (9) | 537 |
| Total for District | | 2,611 |
| District No. 10 | Afton | 590 |
| | Grove | 714 |
| | Jay (10) | 771 |
| | Pryor (10) | 534 |
| | Salina (10) | 199 |
| | Spavinaw | 147 |
| Total for District | | 2,955 |
| District No. 11 | S. Coffeyville | 445 |
| | Vinita | 1,721 |
| | Welch | 134 |
| Total for District | | 2,300 |
| District No. 12 | Bartlesville | 1,566 |
| | Nowata | 688 |
| | Skiatook | 112 |
| Total for District | | 2,366 |
| District No. 13 | Catoosa | 341 |
| | Collinsville | 973 |
| | Tulsa | 1,852 |
| Total for District | | 3,166 |
| District No. 14 | Chelsea | 536 |
| | Claremore (14) | 2,409 |
| | Oologah | 398 |
| Total for District | | 3,343 |
| District No. 15 | Claremore (15) | 818 |
| | Locust Grove | 864 |
| | Pryor (15) | 868 |
| | Salina (15) | 49 |
| Total for District | | 2,599 |
| At Large | At Large | 30,748 |
| Total for District | | 30,748 |
| Grand Total | | 71,335 |



CHEROKEE NATION TRIBAL COUNCIL RULES COMMITTEE REPORT

Group: Tax Commission

Month/Year of Report: January, 2019

Group Leader: Sharon Swepston

Phone: 918-453-5377

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

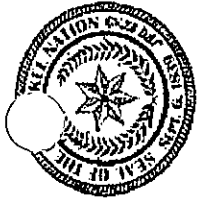
1. Year to Date Motor Vehicle revenue for FY19 compared to FY18 as of November 30th 2018 & November 30th 2017, had an overall increase of 7.17%.
2. The month to month revenue comparison for November 2017 (FY18) compared to November 2018 (FY19) shows an increase of 2.19%.
3. The detail for all areas of revenue for motor vehicle is shown on the attached graphs.
4. FY19 new tags issued in the Extended Jurisdictional Boundary for October 689, November 588, December 523.

b.) Revenue and Taxation Division

1. Year to Date Revenue and Taxation (Tobacco) for FY19 compared to FY18 as of November 30th 2018 & November 30th 2017, had an overall increase of 2.55%.
2. A month to month revenue comparison for November 2017 (FY18) compared to November 2018 (FY19) shows an increase of 9.23%.
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 is scheduled for March 13, 2019 at 10:00 am in the CNTC Conference room.
2. The Veterans Sales Tax Exemption Cards have been mailed out to all qualified applicants. As of January 8, 2019 we have mailed out 363 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 November 2018 purchases and payment from the State of Oklahoma and rebates are scheduled to be distributed to the retailers by or before January 15, 2019.

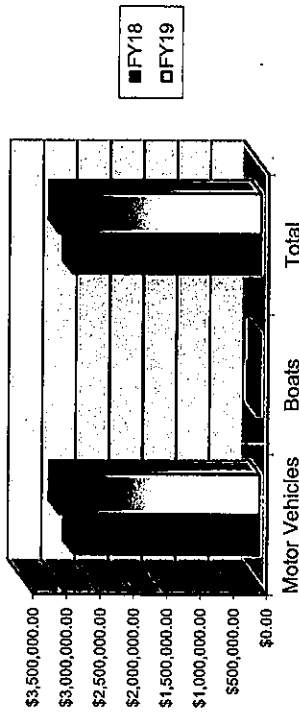


CHEROKEE NATION TAX COMMISSION

NOVEMBER, 2018

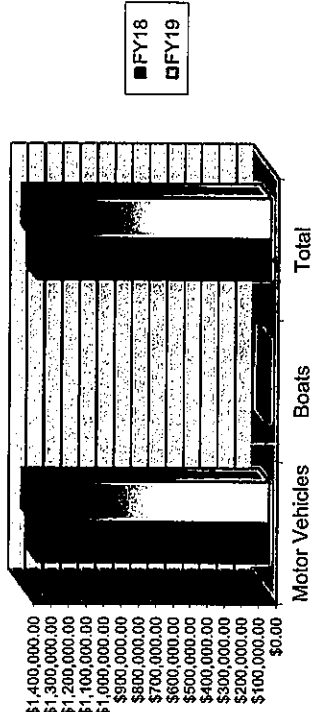
| | Motor Vehicles | Boats | Total |
|-------------|----------------|-------------|----------------|
| FY18 | \$2,786,652.14 | \$40,638.02 | \$2,827,290.16 |
| FY19 | \$3,002,555.30 | \$27,549.28 | \$3,030,104.58 |
| % of Change | 7.75% | -32.21% | 7.17% |

MV Gross Revenue Comparison - Year to Date



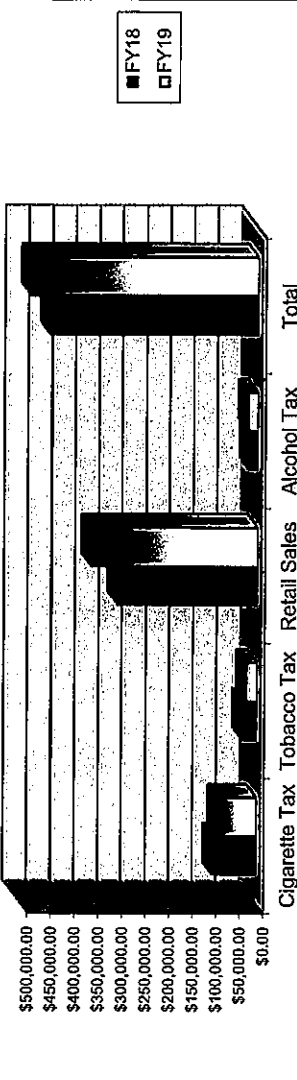
| | Motor Vehicles | Boats | Total |
|-------------|----------------|-------------|----------------|
| FY18 | \$1,334,102.43 | \$16,713.85 | \$1,350,816.28 |
| FY19 | \$1,369,028.56 | \$11,397.60 | \$1,380,426.16 |
| % of Change | 2.62% | -31.81% | 2.19% |

MV Gross Revenue Comparison - Month to Month



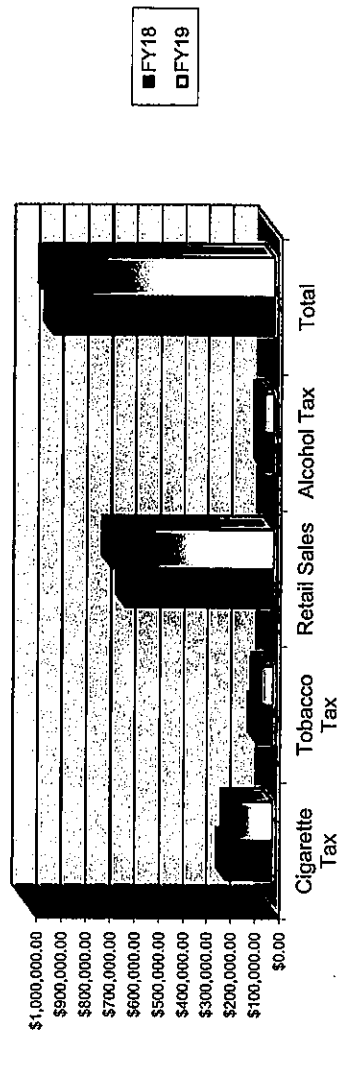
| | Cigarette Tax | Tobacco Tax | Retail Sales | Alcohol Tax | Total |
|-------------|---------------|-------------|--------------|-------------|--------------|
| FY18 | \$93,620.72 | \$31,464.46 | \$296,571.91 | \$19,438.55 | \$441,095.64 |
| FY19 | \$83,201.84 | \$24,301.35 | \$352,582.64 | \$21,738.81 | \$481,824.64 |
| % of Change | -11.13% | -22.77% | 18.89% | 11.83% | 9.23% |

R & T Gross Revenue Comparison Year to Date



| | Cigarette Tax | Tobacco Tax | Retail Sales | Alcohol Tax | Total |
|-------------|---------------|-------------|--------------|-------------|--------------|
| FY18 | \$192,454.48 | \$64,830.97 | \$614,819.67 | \$39,902.15 | \$912,007.27 |
| FY19 | \$171,208.56 | \$50,085.38 | \$671,279.28 | \$42,670.93 | \$935,244.15 |
| % of Change | -11.04% | -22.74% | 9.18% | 6.94% | 2.55% |

R & T Gross Revenue Comparison Month to Month



I. Budget Highlights – please refer to Monthly Financial Report.

Description of budget exceptions: No budget exceptions to report.

II. Program Highlights

a. IHS Budget Formulation – FY 2021

On Friday, November 30, 2018, the Director of Self Governance, the Director of Finance and the Senior Director of Health Finance, attended the fiscal year 2021 budget formulation meeting with IHS at the Oklahoma City Area Office. Topics discussed included Sanitation Facilities, behavior health program, 105(I) leases and the FY 2021 budget formulation process. With a 36% increase where do we want it going? The following programs were ranked as priorities: Indian Health Care Improvement Fund 40%; Hospitals and Health Clinics 10%; purchased and referred care 10%; maintenance and improvements 35%; and urban health 5%.

b. Amendment No. 4 to the Veterans Administration Reimbursement Agreement

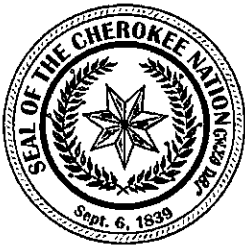
The Office of Self Governance in concert with Veterans Affairs completed an amendment to the current Direct Care Services Reimbursement Agreement between the Department of Veterans Affairs, Jack C. Montgomery VA Healthcare System and the Nation. The term of the Agreement was extended through June 30, 2022. This agreement does not include reimbursement for Purchase and Referred Care (PRC). The Tribal Self Governance Advisory Committee (TIBC) sent a letter to the VA requesting the VA expand the current Indian Health Service/Tribal Health Program reimbursement agreements to include reimbursement for PRC. VA has agreed to establish a workgroup to work on this issue.

c. BIA – Housing Improvement Program (HIP)

The Nation submitted its 2019 Tribal Work Plan for the Housing Improvement Program and its 2018 Performance Report to the BIA. The 2019 Tribal Work Plan includes 18 individuals who rank the neediest of the needy. Keeping in mind that depending on where these individuals rank on the National list how many we get funded. Our 2018 performance report shows that the Nation completed two projects (One home replacement and one renovation). One individual passed away and will be replaced with another on the list and one is being served through low rental housing program.

d. Government Shutdown

The BIA and IHS alerted the Office of Self Governance of the possible Government shutdown which is now a reality. Both agencies provided information related to their funded activities and employees working under IPAs and MOAs. Both Agencies reiterated that there will be no funding available until such time as appropriations are enacted.



CWYA DBF JƏŃGŁŁŁY DhƏŃİbh
Cherokee Nation Gaming Commission

Director's Report

4 January 2019

2018 COMPACT FEE PAYMENTS

| | State | Fair Meadows | OHRC | Sub-Total | YTD |
|----------|-------------------------|----------------------|------------------------|-------------------------|------------------|
| Jan | \$ 956,443.95 | \$ 54,454.36 | \$ 198,339.83 | \$ 1,209,238.14 | \$ 1,209,238.14 |
| Feb | \$ 1,373,811.58 | \$ 54,554.36 | \$ 221,266.66 | \$ 1,649,632.60 | \$ 2,858,870.74 |
| Mar | \$ 1,672,054.37 | \$ 53,670.96 | \$ 257,460.29 | \$ 1,983,185.62 | \$ 4,842,056.36 |
| Apr | \$ 1,469,108.07 | \$ 52,840.90 | \$ 232,606.44 | \$ 1,754,555.41 | \$ 6,596,611.77 |
| May | \$ 1,409,757.23 | \$ 53,320.93 | \$ 231,043.38 | \$ 1,694,121.54 | \$ 8,290,733.31 |
| June* | \$ 1,458,279.57 | \$ 53,687.63 | \$ 233,201.04 | \$ 1,745,168.24 | \$ 10,035,901.55 |
| July | \$ 1,460,133.95 | \$ 53,384.60 | \$ 237,700.28 | \$ 1,751,218.83 | \$ 11,787,120.38 |
| Aug | \$ 1,481,214.81 | \$ 48,437.21 | \$ 212,414.40 | \$ 1,742,066.42 | \$ 13,529,186.80 |
| Sept | \$ 1,456,046.81 | \$ 48,570.55 | \$ 210,931.96 | \$ 1,715,549.32 | \$ 15,244,736.12 |
| Oct | \$ 1,372,114.96 | \$ 48,670.56 | \$ 198,906.07 | \$ 1,619,691.59 | \$ 16,864,427.71 |
| Nov | \$ 1,446,702.50 | \$ 48,637.22 | \$ 213,902.42 | \$ 1,709,242.14 | \$ 18,573,669.85 |
| Dec | \$ - | \$ - | \$ - | \$ - | \$ 18,573,669.85 |
| YTD Adj. | \$ - | \$ - | \$ - | \$ - | \$ 18,573,669.85 |
| | \$ 15,555,667.80 | \$ 570,229.28 | \$ 2,447,772.77 | \$ 18,573,669.85 | |

* Includes \$35,000 Annual Oversight Fee Payment

| NIGC Fee Payments | |
|-------------------|----------------------|
| March | \$ 78,013.87 |
| June | \$ 72,437.73 |
| September | \$ 75,225.80 |
| December | \$ 78,013.87 |
| TOTAL | \$ 303,691.27 |

| | |
|--|-------------------------|
| Total Compact & NIGC Fee Payments | \$ 18,877,361.12 |
|--|-------------------------|

COMPACT FEE PAYMENT SUMMARY

| | State | Fair Meadows | OHRC | Sub-Total | LTD |
|------|-------------------|-----------------|------------------|-------------------|-------------------|
| 2005 | \$ 2,948,594.00 | \$ 500,040.00 | \$ 1,478,858.36 | \$ 4,927,492.36 | \$ 4,927,492.36 |
| 2006 | \$ 7,629,889.06 | \$ 1,788,222.63 | \$ 7,238,117.75 | \$ 16,656,229.44 | \$ 21,583,721.80 |
| 2007 | \$ 11,472,065.73 | \$ 962,047.93 | \$ 4,573,604.66 | \$ 17,007,718.32 | \$ 38,591,440.12 |
| 2008 | \$ 11,656,274.15 | \$ 765,407.17 | \$ 3,457,394.08 | \$ 15,879,075.40 | \$ 54,470,515.52 |
| 2009 | \$ 12,258,076.70 | \$ 749,466.52 | \$ 2,393,709.96 | \$ 15,401,253.18 | \$ 69,871,768.70 |
| 2010 | \$ 12,530,548.89 | \$ 654,902.38 | \$ 2,245,073.51 | \$ 15,430,524.78 | \$ 85,302,293.48 |
| 2011 | \$ 12,842,971.99 | \$ 624,666.63 | \$ 2,263,371.18 | \$ 15,731,009.80 | \$ 101,033,303.28 |
| 2012 | \$ 13,191,133.21 | \$ 635,500.83 | \$ 2,429,283.07 | \$ 16,255,917.11 | \$ 117,289,220.39 |
| 2013 | \$ 13,775,089.66 | \$ 671,503.73 | \$ 2,454,446.83 | \$ 16,901,040.22 | \$ 134,190,260.61 |
| 2014 | \$ 13,491,207.55 | \$ 694,488.92 | \$ 2,468,666.10 | \$ 16,654,362.57 | \$ 150,844,623.18 |
| 2015 | \$ 14,936,985.92 | \$ 710,606.84 | \$ 2,660,767.00 | \$ 18,308,359.76 | \$ 169,152,982.94 |
| 2016 | \$ 15,320,619.36 | \$ 696,172.36 | \$ 2,664,645.01 | \$ 18,681,436.73 | \$ 187,834,419.67 |
| 2017 | \$ 16,188,946.50 | \$ 668,836.84 | \$ 2,624,492.88 | \$ 19,482,276.22 | \$ 207,316,695.89 |
| 2018 | \$ 15,555,667.80 | \$ 570,229.28 | \$ 2,447,772.77 | \$ 18,573,669.85 | \$ 225,890,365.74 |
| | \$ 111,795,850.94 | \$ 8,046,246.74 | \$ 31,002,525.50 | \$ 225,890,365.74 | |

LICENSING SUMMARY

| Location | Key Employee | PMO | Total |
|---------------|--------------|--------------|--------------|
| Catoosa | 907 | 412 | 1,319 |
| Catoosa - SS | 6 | 1 | 7 |
| CNGC | - | 63 | 63 |
| Corporate | 85 | 135 | 220 |
| Ft. Gibson | 67 | 30 | 97 |
| Grove | 75 | 39 | 114 |
| Ramona | 70 | 42 | 112 |
| Roland | 219 | 101 | 320 |
| Sallisaw | 74 | 37 | 111 |
| SCC | 71 | 35 | 106 |
| Tahlequah | 107 | 67 | 174 |
| WSS | 405 | 160 | 565 |
| TOTALS | 2,086 | 1,122 | 3,208 |

VENDOR LICENSES

| Entity | Class A | Class C | Exempt | Total |
|-------------|---------|---------|--------|-------|
| Companies | 96 | - | | 96 |
| Individuals | 772 | - | - | 772 |

GAMING MACHINES

| Vendor | Catoosa | Cat SS | Ft. Gibson | Roland | Roland TP | Sallisaw | WSS | Ramona | Tahl. | SCV | Grove | Totals |
|-------------------------|--------------|-----------|------------|------------|-----------|------------|--------------|------------|------------|------------|------------|--------------|
| CLASS II | | | | | | | | | | | | |
| AGS | - | - | - | - | - | - | - | - | 22 | - | 6 | 28 |
| Bally | - | - | - | 8 | - | - | - | - | - | - | - | 8 |
| Cadillac Jack | - | - | 6 | - | - | - | - | - | 8 | - | - | 14 |
| Eclipse | - | - | - | - | - | - | - | - | 27 | - | - | 27 |
| IGT | 6 | - | - | - | - | - | 14 | - | - | - | - | 20 |
| Multimedia | - | - | - | 16 | - | 8 | - | - | - | - | 14 | 38 |
| Nova | - | - | - | - | - | - | - | - | 8 | - | - | 8 |
| VGT | 867 | 52 | 206 | 320 | 33 | 94 | 590 | 190 | 141 | 128 | 132 | 2,753 |
| Sub-Total | 873 | 52 | 212 | 344 | 33 | 102 | 604 | 190 | 206 | 128 | 152 | 2,896 |
| COMPACT | | | | | | | | | | | | |
| AGS | 80 | 4 | 22 | 39 | 4 | 10 | 50 | 25 | 4 | 14 | 28 | 280 |
| Ainsworth | 60 | - | 4 | 27 | - | 10 | 51 | 8 | 14 | - | 6 | 180 |
| Aristocrat | 160 | 10 | 30 | 50 | - | 6 | 125 | 20 | 11 | 20 | 30 | 462 |
| Aruze | 34 | - | 4 | 24 | - | - | 30 | 8 | 14 | 6 | 16 | 136 |
| Bally | 257 | 9 | 55 | 106 | - | 28 | 276 | 61 | 46 | 30 | 42 | 910 |
| Cadillac Jack | 4 | - | - | - | - | - | - | - | - | - | - | 4 |
| IGT | 431 | - | 77 | 125 | 14 | 59 | 284 | 63 | 69 | 34 | 90 | 1,246 |
| Incredible Technologies | 28 | - | 16 | 8 | - | 9 | 21 | 10 | 9 | 9 | 6 | 116 |
| Konami | 80 | - | 27 | 36 | - | 9 | 78 | 28 | 23 | 16 | 8 | 305 |
| Multimedia | 46 | - | 14 | 36 | 8 | - | 66 | 16 | 10 | 14 | 5 | 215 |
| Speilo | 14 | - | 4 | 2 | - | - | 9 | - | - | - | - | 29 |
| WMS | 123 | 6 | 14 | 42 | 6 | 9 | 27 | 26 | 5 | 22 | 6 | 286 |
| Sub-Total | 1,317 | 29 | 267 | 495 | 32 | 140 | 1,017 | 265 | 205 | 165 | 237 | 4,169 |
| Grand Total | 2,190 | 81 | 479 | 839 | 65 | 242 | 1,621 | 455 | 411 | 293 | 389 | 7,065 |
| Class II | 873 | 52 | 212 | 344 | 33 | 102 | 604 | 190 | 206 | 128 | 152 | 2,896 |
| % of floor | 39.86% | 64.20% | 44.26% | 41.00% | 50.77% | 42.15% | 37.26% | 41.76% | 50.12% | 43.69% | 39.07% | 40.99% |
| Compact | 1,317 | 29 | 267 | 495 | 32 | 140 | 1,017 | 265 | 205 | 165 | 237 | 4,169 |
| % of floor | 60.14% | 35.80% | 55.74% | 59.00% | 49.23% | 57.85% | 62.74% | 58.24% | 49.88% | 56.31% | 60.93% | 59.01% |
| TOTAL | 2,190 | 81 | 479 | 839 | 65 | 242 | 1,621 | 455 | 411 | 293 | 389 | 7,065 |

CARD / TABLE GAMES

| Card & Table Games | | | | |
|-------------------------------|----------------|---------------|------------|--------------|
| Game | Catoosa | Roland | WSS | Total |
| Poker | 14 | - | 8 | 22 |
| 3-Card Poker | - | - | - | - |
| Prog. 3-Card Poker | 2 | 1 | 1 | 4 |
| Blazin' 7's | - | 1 | 1 | 2 |
| Mississippi Stud Prog. | - | - | 1 | 1 |
| WPT Heads Up Hold | - | 1 | - | 1 |
| Progressive UTH | 5 | 1 | 3 | 9 |
| Blackjack | 10 | 3 | 6 | 19 |
| FreeBet Blackjack | 3 | 1 | 1 | 5 |
| 21 + 3 | 7 | - | 4 | 11 |
| Roulette | 4 | 1 | 2 | 7 |
| Craps | 2 | - | 1 | 3 |
| TOTAL | 47 | 9 | 28 | 84 |

HUMAN RESOURCES

November 2018

NASON MORTON, EXECUTIVE DIRECTOR
Extension 5682

As of December 31, 2018, the total number of Employees is 3711. Of those employees, 3058 are Cherokee and 258 are members of another Federally recognized tribe.

EMPLOYMENT

| Processed | Monthly | YTD |
|----------------------------|---------|------|
| Number of Employees Hired | 35 | 550 |
| % of Cherokees Hired | 86 | 80 |
| % of Indians Hired | 6 | 8 |
| % of All Others Hired | 9 | 12 |
| # of Applications Received | 437 | 4471 |
| # of Interview Panels Sent | 86 | 910 |

COMPENSATION

| Processed | Monthly | YTD |
|-------------------------------|---------|-----|
| # of Terminations | 21 | 291 |
| # of Voluntary Terminations | 18 | 255 |
| # of Involuntary Terminations | 3 | 36 |

BENEFITS

| Processed | Monthly | YTD |
|------------------------------------|---------|-----|
| Educational Reimbursement Requests | 5 | 63 |
| 401(k) Distributions | 60 | 647 |
| 401(k) Loans | 16 | 318 |
| 401(k) Hardship | 5 | 48 |
| FMLA | 40 | 577 |
| COBRA | 51 | 572 |
| Short Term Disability | 7 | 176 |

EMPLOYEE RELATIONS & DEVELOPMENT

| Orientations/Trainings Presented | Monthly | YTD |
|----------------------------------|---------|-----|
| Trainings Presented | 24 | 626 |

RISK MANAGEMENT
December 2018
NASON MORTON, EXECUTIVE DIRECTOR
Extension 5682

INSPECTIONS:

Life Safety Code and OSHA Regulation inspections were conducted on the below sites:

- Bill Willis Building – Temporary site for Health Services
- Nowata Head Start
- ECU Children’s Village – All Buildings
- Casino 4 – Hard Rock – inspection with Gaming Commission
- PACE Administration Building – construction began.
- Stilwell Tribal Office
- Stilwell ICW
- Markoma Gym – assistance with trainings
- Jay Food Distribution Warehouse Expansion
- Saline Courthouse
- New Health Center
- Tribal Courthouse
- Redbird Head Start Storm Shelter
- Cherry Tree Head Start Storm Shelter
- Tahlequah Food Distribution Warehouse Roof
- Scheduling Other Community Building Inspections
- Boiler Inspections – Hartford Steam and Boiler – Old Hotel, Markoma, Hastings, Complex, and SHS Locations.
- Employee Christmas Gathering – ensured all exits remained clear at all times.

Technical Assistance:

- Community Building assistance – evacuation plan updates and MOA’s
- SHS Safety Review - Planning and Development
- Provide Certificate of Insurance (COI) for various events (Will Rogers Art Loan – Heritage Center)
- Contract Review – multiple – insurance questions
- All Employee Email – Daylight Saving Time
- Driving Requirement Research
- Contractor Bond Questions
- Sent Home Health information on “Solo Protect” employee tracking system.
- 2019 Training Schedule – Salina Clinic
- EM Request – Evac. Plans for Food Warehouse and Purchasing Warehouse
- EM Tornado Damage Request

Trainings:

- Attended FTCA Training – December 3rd
- Participated in online Commercial Casualty Course – staff
- Conducted ECU Orientation – Dec. 13th
- Conducted Stilwell CDC Safety Training – Fire Ext., Bloodborne, and Poison Control – Dec. 26th
- Attended OSHA Training Update – Dec. 19-21st
- Attended Tribal First Webinar

Attachment to Human Resources Report for Rules, January 31, 2019.

Classification of employees of the Cherokee Nation

Here is a brief summary of the classifications of Employees as provided in the Cherokee Nation Human Resources Policies and Procedures, CNHRP&P. I have attached *II. K., Employee Job Classifications* and *II. M., Employee Appraisals* for reference. The classifications set out below also appear in other sections of the Policy.

Introductory Employee- An employee that has been with the Nation as a regular part time or regular full time employee less than 180 days.

Full Time Regular Employee-employed at least 32 hours a week. May be exempt or non-exempt. Employee may be on contract.

Part-time regular Employee-works on a regular basis less than 32 hours a week. May be exempt or non-exempt. Employee may be on contract.

Temporary employees-May be full or part time. (Short term, seasonal or intermittent periods.)

Independent contractor. Not processed through HR.

CHEROKEE NATION

| | | | |
|------------------------|-----------------------------|--|------------|
| POLICY CHAPTER: | Employment Policy | CHAPTER #: | II |
| SUBJECT: | Employee Job Classification | SECTION-SUBSECTION: | K |
| EFFECTIVE DATE: | 11/22/09 | SUPERSEDES: MATERIAL DATED: | 04/15/1995 |
| APPROVED BY: | 11/22/09 | DATE: | |

PURPOSE

To ensure that employees are properly classified so that policies such as salary administration, overtime eligibility and employee benefits can be effectively administered.

POLICY

It is the policy of Cherokee Nation to classify employees by the type of work performed.

PROCEDURE

A. RESPONSIBILITY

1. The Human Resources Department has the responsibility to evaluate and classify jobs that are required in the Cherokee Nation.
2. Upon receipt of an approved Employee Action Notice from a hiring manager, Human Resources shall verify the requirements of the position in accordance with the following:
 - a) Full-Time Regular Employees – Employees hired to work a normal, full-time, or at least 32 hours per workweek on a regular basis. Such employees may be “exempt” or “non-exempt” as defined in this policy.

II K. Employee Job Classification (cont.)

- b) Part-time Regular Employees – Employees hired to work on a regular basis less than 32 hours per workweek. Such employees may be “exempt” or “non-exempt”.
- c) Temporary Employees – Employees engaged to work full-time or part-time that are pay-rolled on a temporary basis with the understanding that their services shall end upon completion of a specific assignment or the return of the regular employee for whom they temporarily replaced. Typically, temporary employees are hired into positions requiring short-term, seasonal, or intermittent service.
- d) Contract workers – Individuals placed within Cherokee Nation through an Independent Contract service to perform temporary or continuing services for the Cherokee Nation. These individuals may be engaged full-time or part-time. The contract service supplying the personnel is responsible for personnel record keeping and employment decisions in the areas of recruiting and screening, hiring, firing, training, performance evaluation, discipline, scheduling, wages and fringe benefits, and unemployment and worker’s compensation.

NOTE: There are distinct IRS, Wage and Hour, Worker’s Compensation, and Oklahoma Employment Security Commission tests that define an Independent Contractor.

- 3. The Human Resources Department must concur with any change in status that would alter the hours of work from one of the above employment definitions to another. A properly completed Employee Action Notice (See Chapter II, Section P) with written justification for the change shall be submitted. When such a change affects contract worker, the Contract Office must concur with the action.

B. CLASSIFICATION OF WORK

- 1. A new position that has not been assigned a salary grade level within the salary structure system shall be reviewed by Compensation. Upon completion of the job evaluation, a determination shall be made and the position classified as either “exempt” or “non-exempt” as follows:

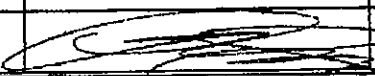
II K. Employee Job Classification (cont.)

- a) Non-exempt employees – Employees who are required to be paid overtime at the rate of time and one half (i.e., one and one-half times) their regular rate of pay for all hours worked beyond forty hours.

- b) Non-Exempt employees of tribally operated hospital - Employees who work for a tribally operated hospital shall be paid overtime for all hours worked in excess of 80 hours in the 14-day pay period .

- c) Exempt employees – Employees who are not eligible for overtime.

CHEROKEE NATION

| | | | |
|------------------------|---|------------------------------------|------------|
| POLICY CHAPTER: | Employment Policy | CHAPTER #: | II |
| SUBJECT: | Employee Performance Appraisals | SECTION-SUBSECTION: | M |
| EFFECTIVE DATE: | January 9, 2006 | SUPERSEDES: MATERIAL DATED: | 04/08/2002 |
| APPROVED BY: |  | DATE: | 12/05/05 |

PURPOSE

To provide an evaluation process that shall assist management regarding employee training, assignment, promotion, and assist employees in developing their job skills, and improving their job performance.

POLICY

It is the policy of Cherokee Nation to evaluate the job performance of all regular-full time and regular-part time employees. The performance appraisal provides a means for discussing, planning and reviewing the performance of each employee.

PROCEDURE

A. **INTRODUCTORY PERIODS**

1. A newly hired or rehired employee must satisfactorily complete an introductory period 180 days from the date of hire.
2. Employees shall be evaluated at midpoint (90 days) of the introductory period.
3. Employees shall also be evaluated at the end of the introductory period (180 days).
4. Introductory period for an employee that has separated during his or her initial introductory period and subsequently reinstated (no more than one year has lapsed) the remaining amount of introductory period will commence on the date of reinstatement.
5. If an employee who has completed an introductory period and is separated and subsequently rehired (more than one year had lapsed since the time of separation), the employee will be required to complete another introductory period.

II-M. Employee Performance Appraisals (cont.)

6. An employee that is promoted or transferred into a new position is not required to complete another introductory period.
7. The successful completion of the introductory period should not be construed as creating a contract or as guaranteeing employment for any specific duration.
8. All Cherokee Nation employees may terminate their employment at any time during the introductory period at their discretion. Similarly, the Cherokee Nation may terminate an employee without notice at any time during the introductory period.
9. An employee may be dismissed or transferred at any time during an introductory period.
10. Supervisors considering dismissal of an employee shall notify and review the issue with Human Resources prior to dismissing or transferring the employee for failure of introductory period. Human Resources shall provide the Supervisor with a recommendation. Final disposition shall be made by the respective Group Leader after review and concurrence of the Human Resources Group Leader or written designee.
11. A new employee failing the introductory period shall have no rights to appeal a dismissal or any other adverse action taken with respect to the introductory employee's status.

B. ANNUAL EVALUATIONS

1. Supervisors will not be required to complete annual performance appraisals on employees who are in their introductory period or have satisfied their introductory period within 90 days of the evaluation schedule.
2. Eligible employees who have been employed in more than one position during the current appraisal year shall be evaluated according to the position held the longest. The current supervisor shall be responsible for turning in the appraisal to Human Resources.

C. SCHEDULING

1. Programs/Departments will conduct employee appraisals on all eligible employees at a single annual interval in accordance with the schedule approved by Human Resources.

II-M. Employee Performance Appraisals (cont.)

2. Employees who are in their Introductory Period, or have satisfied the Introductory Period within 90 days of the date evaluations are scheduled to be received in Human Resources will not be included in the current year's cycle.

D. EMPLOYEE PERFORMANCE APPRAISAL

1. The employee's supervisor shall prepare an Employee Performance Appraisal form. Supervisors must ensure that all sections of the appropriate appraisal form are complete and mathematical calculations are correct.
2. The Employee Performance Appraisal must be reviewed by second level of supervision prior to presentation to the employee.
3. The supervisor shall discuss the Employee Performance Appraisal with the employee and provide the employee with a copy.
4. All appropriate signatures must be on the Employee Performance Appraisal form prior to submittal to Human Resources.
5. Employee Performance Appraisals may not be appealed; however, employees may provide their comments regarding the appraisal in the designated area on the appraisal. Additional comments may be attached to the Employee Performance Appraisal that is placed in the employee's personnel file maintained in Human Resources.
6. Employees hired after the effective date of this policy will not received a salary increase in conjunction with the Employee Performance Appraisal including 90 days, 180 days, and annual appraisals. Employees hired prior to effective date of this policy may receive up to 3% increase upon completion of Introductory Period provided funds are available.