

Group:	Management Resources	Month/Year of Report:	September 2011 Report		
Group Leader:	Angela Drewes	Phone:	458-5340	E-mail:	angela-drewes@cherokee.org

I. Budget Highlights

Please refer to the monthly financials from the Financial Resources Group

II. Program Highlights

a.) Balanced Scorecard Measures for FY11

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community	190	996.3 Acres
Provide technical assistance to communities – gadugi projects	1	56

PLANNING & DEVELOPMENT

OBJECTIVE	ACTUAL TARGET	YTD
Provide assistance with historical buildings/structures	4	6
Provide technical assistance to internal programs for development and remodeling of tribal facilities	10	10
Provide technical assistance to communities – gadugi projects	6	6

a.) Accomplishments

NATURAL RESOURCES

- Gave presentation regarding climate change and ethnobotany to an international audience at the University of Georgia
- Educational signs procured via coop project with CNEC
- Acquired new dump truck for Natural Resources Field Shop
- Demolition of the old Nowata Clinic Health clinic in coordination with Planning and Development
- Constructed a traditional brush arbor for the Jay Centennial Celebration as requested by the Mayor and Councilman Buzzard

TRIBAL LAND STEWARDSHIP

PROJECT	THIS MONTH		TO DATE	
Lease Compliance	656	Ac.	15,280	Ac.
Mechanical Brush Control	318	Ac.	1,733	Ac.
Weed Control	0	Ac.	2,695	Ac.
Fire Guards Maintained	1	Mi.	21.5	Mi.
Perimeter Fencing	.25	Mi.	.25	Mi.

TRIBAL LAND IMPROVEMENT

PROJECT	THIS MONTH		TO DATE	
Cross Fencing	0	Mi.	1	Mi.
Fence Rebuilt	.5	Mi.	7.75	Mi.
Timber Stand Improvement (TSI)	.5	Ac.	5.5	Ac.
Wildlife Plots Established	0	Ac.	0	Ac.

GROUNDS KEEPING/MAINTENANCE

Belfonte	<input checked="" type="checkbox"/>	Jay Foods Distribution	<input checked="" type="checkbox"/>
Bull Hollow Com. Bldg.	<input checked="" type="checkbox"/>	Mouse Dry Creek	<input type="checkbox"/>
Candy Mink Springs	<input checked="" type="checkbox"/>	Owen School	<input type="checkbox"/>
Cherry Tree	<input checked="" type="checkbox"/>	Parkhill Trailer Park	<input type="checkbox"/>
Conley Property	<input checked="" type="checkbox"/>	Rocky Ford Park	<input checked="" type="checkbox"/>
Dahlongah Park	<input checked="" type="checkbox"/>	Ross School Area	<input checked="" type="checkbox"/>
Elder Care tract	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Flint Courthouse	<input checked="" type="checkbox"/>	Sallisaw Creek Park	<input type="checkbox"/>
Greenhaw tract	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>

PLANNING & DEVELOPMENT

- Administration - continuously working on Master Plan development; reviewing Historic Downtown District; reviewing Education zone; and Male Seminary Campus
- Administration - Visual Management - completing display cases of appropriate material during Themed Time Frames; getting ready to rotate Trail of Tears exhibit with new exhibit in main complex
- Health Group (W.W. Hastings Hospital) – planning for new Pediatric and Women’s Health Clinic spaces
- Management Resources – new signage on main campus being installed throughout campus and Male Seminary campus
- Management Resources-roof repairs completed for Roads and Human Resources Buildings
- Internal Lease Pool – evaluating space availability in space cost pool to assist departments with office space needs

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Veterans Service Center	May 25, 2011	30%	
Vinita Health Center	April 2011	20%	September 1, 2012
Child Development Center-Stillwell	November 2011	0%	15 months from start date
Salina Dental/Community Expansion		100%	Punch List/Close Out
Sequoyah – Library Renovation		100%	Punch List/Close Out
Sequoyah – New Classroom Building		100%	Punch List/Close Out
W.W. Hastings Hospital – 4 Phases		50%	Varies by Phase
Nowata Food Distribution Center	June 2011	10%	January 30, 2012
Collinsville Food Distribution Center		0%	March 2013
Courts Building Remodel	October 2011	0%	
Recycling Center	October 2011	0%	Fall 2012
CNG Station	July 2011	90%	Fall 2011

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Human Resources - Flooring		100%	Punch List/Close Out
WPA Building Project – Phase II	May 2011	95%	Punch List/Close Out
Cort Mall	September 2011	0%	June 2012
Immersion Modular Building – Office	May 2011	90%	Punch List/Close Out
Gaming Commission Building	August 2011	95%	Punch List/Close Out
Jack Brown Administration Building	May 2011	100%	Punch List/Close Out

NSU Haskell Hall Annex	July 2011	70%	Bidding
WIC Remodel – Hastings Annex	August 2011	0%	November 2011

FACILITIES MANAGEMENT

- Removed and replaced damaged sidewalk at Male Seminary
- Removed and replaced generator at EMS
- Completed outside lighting projects at Council House
- Completed outside lighting projects at Career Services
- Completed chain link fence project at Marshal’s Building

GROUNDS KEEPING/MAINTENANCE

Big Acorn Sawmill	<input checked="" type="checkbox"/>	Immersion	<input checked="" type="checkbox"/>
Carwash	<input checked="" type="checkbox"/>	Jay Clinic	<input checked="" type="checkbox"/>
Claremore Federal Bldg. Complex	<input checked="" type="checkbox"/>	Keetoowah Duplexes	<input checked="" type="checkbox"/>
Conley Property	<input checked="" type="checkbox"/>	Locust grove, Green Space	<input checked="" type="checkbox"/>
Cort Mall	<input checked="" type="checkbox"/>	Male Seminary	<input checked="" type="checkbox"/>
Court House Square	<input checked="" type="checkbox"/>	Morgan property	<input checked="" type="checkbox"/>
Facet Industrial Property	<input checked="" type="checkbox"/>	Nowata Clinic	<input checked="" type="checkbox"/>
Gaming Commission	<input checked="" type="checkbox"/>	Old Homeland Bldg.	<input checked="" type="checkbox"/>
Green Space	<input checked="" type="checkbox"/>	Pow Wow Grounds	<input checked="" type="checkbox"/>
Heritage Center Annex	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Holiday Strip	<input checked="" type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>
		Three Rivers Clinic	<input checked="" type="checkbox"/>

RISK MANAGEMENT

- Conducted Volunteer Orientation for workers on Veteran’s project
- Conducted respective accident/incident investigations
- Completing Gaming Facility Inspections
- Snow Storm Disaster January 31- February 2-5, 2011 (DR-1985); Met for Exit Briefing with Federal Emergency Management Agency (FEMA) and State to confirm the number of completed small and large Project Worksheets by category
- Tornado Disaster May 22-25, 2011 (DR-1989); Met with FEMA and State for kick-off meeting regarding any eligible expenses for the May severe storms and tornadoes. Damages in Delaware, Nowata and Craig counties are eligible
- Met with Hazard Mitigation (HM) Planning Committee to review and prioritize HM projects to pursue funding
- Staff continues to participate in various weekly construction meetings regarding the new construction and renovations being performed by or on behalf of the Cherokee Nation. Below please find the % of work completed by site:
 - Hastings Support Services – 65%
 - Hastings Physical Therapy – 45%
 - Hastings Urgent Care – 0%
 - Hasting Post/Partum/Delivery – 0%
 - WPA remodel – 95%
 - CNG project – 95%
 - Veteran’s Building – 25%
 - Vinita Clinic - 30%
 - CN Prison – 95%
 - Ross School – 99%
 - SHS Classroom- 99%
 - SHS Library – 99%
 - GC Canopy Demo – 95%

- GC Canopy – 0%; attended preconstruction meeting
- Sail Shade Project – 85%
- Marshal Service slab/fence – 100%
- Salina Dental – 100%
- Moonshine Road - 99%
- Cort Mall – 15%
- Carriage House – 100%
- Complex Lighting – 99%

b.) Future Plans/New Initiatives

PLANNING AND DEVELOPMENT

- Education Group (Sequoyah Math, Art and Sports Building) – schematic phase completed
- Education Group (The Place Where They Play Vestibule) – received construction cost projection
- Gaming Commission Building – review and prepare RFQ to plan and design additional space needs
- Health Group (Burchett/Hastings) – planning committee has made recommendations for site development; planning committee reviewed Phase 1 of Master plan
- Health Group (W.W. Hastings Hospital) planning for new Information booth at main entrance; planning for Pediatric expansion after new building is ready for Physical Therapy
- Health Group (W.W. Hastings Hospital) – developing finish and furniture Standards for facility
- Health Group (W.W. Hastings Hospital) – RFQ and RFP are ready to bid a Hospitality House; a partnership project with CN Housing Authority
- Human Services – planning committee is meeting to discuss Collinsville Food Distribution Center
- Management Resources – have initiated planning and design for new or repairing of roofs for several facilities on main campus; those included are: Council House and Financial Resources Building
- Management Resources – will prepare RFQ for design of repair documents on structural repairs needed at Tsalagi Office Complex; repairs include concrete, replacing rusted stairs and painting of building
- Art Inventory – aiding in taking an art inventory for insurance purposes of the Willard Stone art pieces and other cultural and historical value
- Know Your Nation – project will begin soon for the rotating display

FACILITIES MANAGEMENT

- Install sewer lines at Housing Rehab
- Re-surface walking trails
- Repaint Roads Building
- Remodel exterior finish of Main Complex
- Career Service Learning Center Parking Lot Project
- Replace automatic doors in Main Complex and Financial Resources
- Acquire new backhoe
- Replace HVAC Units at Ballroom
- Installing Dyson hand dryers in Main Complex Areas
- Install Sunscreens in Main Complex

RISK MANAGEMENT

- Emergency Management will be working with other Cherokee Nation departments to build and train Disaster Response Strike Teams such as a Public Assistance Team and Triage Team
- Apply for grant to administer an Individual Safe Room Program
- Apply for funding to install Fire Breaks/Lines to protect Tribal Lands and homes from wildfires

- Apply for funding for NOAA Weather Radio Program to be administered in areas where tornado sirens would not be feasible
- Apply for grant to administer a Public Awareness Campaign for family preparation in the event of a disaster
- Pending construction/remodel projects:
 - Ft. Gibson Casino
 - Ramona Casino
 - Tahlequah Casino
 - Temporary Court Building (old Homeland)
 - Roads roof replacement
 - Human Resources roof replacement
 - Security Demolition
 - Complex EIFS
 - Motel stairs
 - Housing Rehab – sewer lines
 - Highway trenching

CHEROKEE NATION RESOURCES COMMITTEE REPORT – REAL ESTATE SERVICES

Group: Government Resources Month/Year of Report: September 2011

Group Leader: Pat Ragsdale Phone: 453-5023 E-mail: pat-ragsdale@cherokee.org]

Director: Linda Donelson 453-5236 linda-donelson@cherokee.org

I. Budget Highlights

- a) \$2,089,084 to be modified into Realty budget as one time funding for TAAMS Title Project, which will take two to three years to complete
- b) Potential 5 new hires to work on TAAMS Title Project

II. Program Highlights

a.) Balanced Scorecard Measures (FY 2011)

Leases to be submitted	165	amount submitted	166	100%
Trespass investigated	35	accomplished	50+	142%
Fee to Trust Applications to BIA	4	submitted	13	325%
Trust Probates submitted to BIA	6	2 sent, 4 ready to send	6	100%
(District Court Probates were 22)				
Scanning project	3,500	scanned	1,428	41%

b.) Accomplishments

1. 9/6 Attended Government Resources Staff Meeting with Pat Ragsdale
2. 9/7 Natural Resources/Real Estate Services monthly meeting
3. 9/9 Meeting with tribal member to discuss correction of birth certificate to establish her correct Blood quantum, drafted documents and sent her to tribal court for filing
4. 9/12 Linda Taylor attended Council Resource Committee meeting
5. 9/15 Seminar in Tulsa, attended by three Realty members; Saxon v. Hoffman hearing on confirmation of sale attended by T. Duncan of CNB, property purchase finalized
6. 9/19 Attended Group Leaders meeting
7. 9/20 Attended Government Resources Staff Meeting
8. Additional highlights as follows:

7 properties taken into trust during FY '11 for total of 419.94 acres added to trust land base
10 properties acquired during FY '11 through donation or purchase for total added acreage of 868

September 2011 totals	October, 2010 through August 24, 2011 totals
• 89 Individual clients met with	1,939 (compared to 974 FY '10)
• 78 Site inspections were done	519 (compared to 285 FY '10)
• 8 Inventory	47 (compared to 35 FY '10)
• 14 Home Visits	101 (compared to 116 FY '10)
• 17 Jurisdictional Calls	92 (compared to 88 FY '10)
• 6 Right of Entries	85 (compared to 71 FY '10)
• 3 Quiet Titles	58 (compared to 39 FY '10)
• 43 County Researches Completed	790 (compared to 561 FY '10)
• 7 Documents filed in Title Plant	1,209 (compared to 921 FY '10)
• 17 Certified copies made/indexed	2,851 (compared to 2,167 in FY '10)
• 44 Tracts Indexed	
• 209 Tracts Reviewed for TAAMS	
• 687 Received and/or returned phone calls	
• 105 Allottee files scanned for preservation	
• 109 Allottee files organized	

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs Month/Year of Report: Sept (FY 2011)

Group Leader: Tom Elkins Phone: 453-5237 email: tom-elkins@cherokee.org

I. Program Highlights

a.) Environmental Review

Goal Requirement	# This month	Year to date	% of annual goal
900 ERR (Housing & W&S)	78	956	106%
6 ERR (Roads)	1	6	100%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	16	180	72%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	0	10	20%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	9	156	104%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	52	367	122%

II. Highlights:

- a) The CNEP maintains 5 ambient air monitoring shelters within the 14 counties. During this month the technical group performed quarterly and year end maintenance on all the instrumentation.
- b) The CNEP installed a windmill on the peninsula of the pond on the complex property. As the windmill turns, air is pumped into the pond raising the dissolved oxygen content of the water.
- c) The environmental site assessment (ESA) for the Chilocco West property was completed and the ESA for the Roland 10 property was updated and both were submitted to CN Realty Services as part of a Fee to Trust Application.
- d) The Grand Opening for the compressed natural gas (CNG) refueling station will be Tuesday, September 27th. The project officer for the Department of Energy (DOE) visited and was impressed with the Nation's handling of the grant the projects done with the funds.
- e) Visited the Cherokee Nation Sanitary Landfill for compliance review on the following dates: 08/29, 08/31, 09/02, 09/06, 09/08, 09/12.