

Group:	Management Resources	Month/Year of Report:	June FY13 Report for July 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

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		113.35 ac
Chemical Brush/Weed Control (spray)	1042 ac	2392 ac
Farm Ponds Constructed		1
Fence Rebuilt (repaired)		0.375 ac
Fertilizer Applied		0
Fire Guards Maintained		4.5 mi
Lease Compliance/Tribal land inspections		120
Mechanical Weed/Brush Control		20 ac
New Fencing		8.41 mi
Provide technical assistance to communities	6	89
Timber Stand Improvement (TSI)		1 ac

- **Community Assistance Projects**

- Cut tree down for disabled elder
- Mowed and cleared for ICW camp in Delaware County
- Brush hogged at Collinsville Food Distribution
- Fence repair at Tahlequah Cemetery

- **Tribal Land Improvement Projects**

- Cut and baled hay on CMS 8, CMS 8B, CMS 8C, CMS 8D, CMS 13, CMS 40, Markoma, and Conley
- Completed backstop at Rocky Ford
- Maintenance and cleanup at Sequoyah 1 shop
- Replaced stolen t-post on KEN 12

- **Resource Projects**

- Staff attended Native American Veterinary Service Planning meetings and tours
- Continue work on riding trail at Sallisaw Creek Park
- Mowed at Beaver House in Mayes County
- Mowed at Claremore Federal Building

GROUNDS KEEPING/MAINTENANCE

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

RISK MANAGEMENT

- Conducted HotWash with CN's Shawnee and Moore/Norman disaster response teams, EOC team members and Public Information Officers. The team members did an excellent job in response, so now the Recovery phase begins. Additional Planning meetings will be held.
- Renewed Commercial Property Insurance program with existing market at a flat rate;
- Vinita Clinic – Clinic is ordering new equipment to replace damaged units in lab. We hope to have claim settled within next 90 days and at full replacement cost;
- Emergency Operations Center (EOC) training was cancelled due to tornado events. This training has been rescheduled for July 24th & 25th at Hard Rock;
- Mayes County EM contacted Risk with request for assistance to reprogram an existing tornado siren and place it in order to provide advance warning to residents at Cherokee Heights in Pryor. Housing Authority provided requested assistance and the siren should be reprogrammed and installed soon.
- Attend Mayes County LEPC and Stakeholders Meeting;
- Participate in Sequoyah County Stakeholders Meeting;
- Community Building Insurance – A vandalism claim has been filed. Program information is being reconciled and community associations are being contacted to provide any outstanding information;
- Attended Public Health Accreditation Board meeting. Working on the Emergency Management domains that are needed to obtain their accreditation;
- Chaired monthly Emergency Management team meeting. Regional representative from Oklahoma Department of Health was the guest speaker;
- 2nd round of Hazard Communication and Back Safety provided to Salina and Muskogee Clinic;

- Renewed Medicare Bonds for Clinics
- Completed new Signature Page of Tribal Pandemic Flu Plan and distributed copies of the Plan appropriately.
- Completed review of Emergency Communication Plan that was authored by CNEM Public Information Officer. Is Plan incorporates the Public Health notification, as well as the notification of employees and officials.

Monthly/Current Projects - % Completion

- Hastings ED Expansion – 10%
- Veterans Center HVAC – 90%
- Veterans Center Sprinkler – 90%
- Veterans Site Work – 20%
- Veterans Center Sheetrock – 100%
- Veterans Center Interior Painting – 80%
- Stilwell CDC – 99%
- Collinsville Food Distribution – 65%
- Sallisaw Clinic Remodel – 30%
- SHS Fire Alarm – 0%
- Court House Phase 1 – 40%
- Jack Brown Center – 5%
- Recycle Center Equipment – 50%
- Homeland Building – 50%
- Detail Shop – 50%
- Pace Addition- 30%
- Muskogee Clinic – 0%
- Redbird Smith New Construction (CNE JOB) – 0%

FACILITIES MAINTENANCE

- Replaced Unit by Training Room
- Set 500 chairs & podium at Courthouse for Statue unveiling
- Downstairs wiring at Markoma Library
- Sent semi to Oklahoma City area for tornado relief
- Rocky Ford Park Community project
- Delivered conference table and chairs to Landfill
- Electrical work at Cort Mall
- Repaired outside building lighting on Main Complex
- Cut out and replaced sidewalk at Library
- Moved Human Services for carpet install
- Set up & Tear down of Removal Bike Ride Ceremony
- Started Attorney General move to Cort Mall
- Re-keyed Cort Mall with secure locks for Attorney General's Office
- Finished moving electric for new door in old Health Admin area
- Scheduled parking lot striping for lots adjacent to main complex

PLANNING AND DEVELOPMENT

- **Veteran's Center** –Site and site concrete in progress, EIFS – started waterproofing 4-22-13, evaluating sculpture/ waiting on approval from AG's office (awarded to Mr. Horsechief), contracting masonry with Corn Construction, completion in late August

- **CDC, Stilwell** – Completed, Certificate of Occupancy provided and turned over to program (few punch items remain). Program is adding a few items back that were deleted
- **W.W. Hasting Hospital** (4 Phases) – ER expansion, working on under slab
- **Sequoyah Fire Alarms** – Working on getting all buildings connected to new monitored system
- **Cort Mall** – Remodel by strike team in process, IT installed data downstairs, waiting on direction to move upstairs (given data plan last week in process of installing), painting
- **Collinsville Food Distribution** – HVAC, electric and framing ongoing, site concrete in progress
- **Vinita Health Clinic** – Nine month inspection. Flintco has several open items on punch list, waiting on report from architect so we can send a notice to Flintco

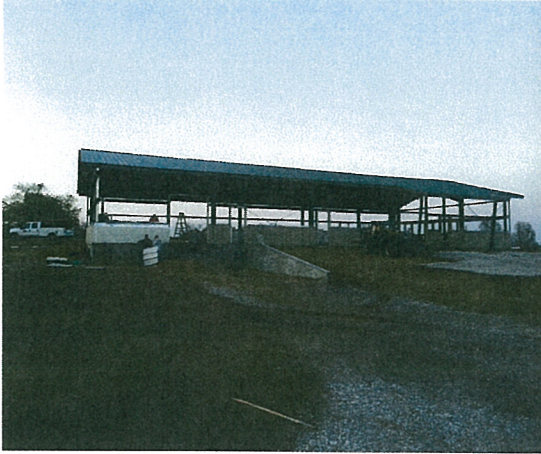
NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Veterans Service Center	May 25, 2011	80%	June 2013
Child Development Center-Stillwell	July 9, 2012	95%	June 2013
W.W. Hastings Hospital – 4 Phases		95%	Varies by phase
Collinsville Food Distribution Center	April 2012	70%	September 2013

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Redbird Smith Health Clinic	August 2012	20%	Demo complete
Redbird Smith Annex			100% document
Jack Brown			100% document
Homeland Building		100%	Office space remodel
Munson House		100%	Office space remodel
Three Rivers Health Clinic	June 2013		
Wilma P. Mankiller Addition			Design Phase
Ochelata			Design Phase
Sam Hider Clinic			Design Phase





Collinsville Food Dist.



Veteran's Center

b.) Future Plans/New Initiatives

NATURAL RESOURCES

- Spraying
- Site inspections
- Bale hay
- Repair road at Sequoyah 1 shop
- Brush hog Tahlequah Unit 1
- Road signs at Redbird Smith Housing Addition

RISK MANAGEMENT

- Capitol Transformation Grant Committee Meeting
- Revise Tribal COOPs plan
- Quarterly Casino Inspections
- EPC meeting
- Inter-Tribal Emergency Management Coalition (ITEMC) – monthly meeting
- FEMA's Annual Hazard Mitigation conference – Cancelled
- Monthly Public Health meeting
- Monthly Emergency Management meeting

FACILITIES MAINTENANCE

- Install new carpet in Human Services
- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Career Service Learning Center parking lot project
- Replace HVAC units at Ballroom
- Replace HVAC unit in the warehouse vault
- Partner with Planning and Development on Recycle Center project (in progress)
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

PLANNING AND DEVELOPMENT

- **Redbird Smith Health Clinic** – Several packages awarded by M. Ross, in submittal stage. Contractor proceeding with main HVAC lines and interior wall framing (85%), safe rooms added and approved by Health, working toward temporary HVAC so finishes can begin
- **Redbird Smith Annex (CNCR)** – Site awarded to Patton Construction, 100% documents for review delivered
- **Jack Brown** – Redstone has started work site, we are working with city on shared cost to bring main sewer and water along edge of our property by the by-pass. This will run to the future crossing under the bypass which will open up Kirk Property for future services. We have funds in place and are moving forward with city to get on this year's budget. Funds have been added to grant
- **Markoma (Library)** – Complete, program has moved into space, start working on bottom floor
- **Homeland Building** – Located cubicles from CNB; getting quote on installation (not sure we can get them, waiting on confirmation from CNB), working on drawing for two of Health's programs, IT working on fiber
- **Three Rivers Health Clinic** – Received three bids low bid at this time is \$496,769.00 for wall and French drain only (no work to parking lot) approved by Health. Awarded to ConTech, installed construction fence 6-24-13
- **Wilma P. Mankiller Addition (CNCR)** – Design Phase
- **Ochelata (CNCR)** – Design Phase
- **Sam Hider Clinic (CNCR)** – Design Phase

**CHEROKEE NATION TRIBAL COUNCIL
RESOURCES COMMITTEE REPORT**

Group: Management Resources

Month/Year of Report: June, 2013

Executive Director: Bruce Davis
Email: Bruce-Davis@Cherokee.org

Phone: 918-453-5340

Director: Ginger Brown
Email: ginger-brown@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 of Purchase of Restricted Land
- Deed Exchange
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Business, Agriculture and Residential leasing
- Restricted Mineral Interests
- Last Will & Testament
- Probates
- Cherokee/English Interpreter
- Notary Services

I. Budget Highlights: None.

II. Program Highlights:

a.) Accomplishments:

1. Sale or Purchase of Land. None purchased during the month of June by Cherokee Nation
2. Appraisals. Six appraisals were approved and 12 new appraisals ordered.
3. Fee-to-Trust/Trust-to-Trust Applications. No fee-to-trust applications were sent to BIA this month. Current status on pending Fee-to-Trust/Trust-to-Trust applications:

- a. Awaiting Trust Deed on the Morgan Drain property.
 - b. No decision received to date from the BIA regarding Chilocco East.
 - c. Fee-to-trust applications will be re-submitted on Hastings Hospital, North Street property, and Redbird Smith Indian Health Service clinics once title is cleared to Cherokee Nation.
 - d. Trust deed has been received and filed for the Kirk property and final closing is in process.
 - e. Trust deed has been received and filed for the Homeland property and final closing is in process.
 - f. Solicitor and Regional office recommended the 220 acres surrounding Sequoyah Schools be treated eligible for trust acquisition under 40 USC Section 523. The Regional office has submitted documents to the Central office for review and consideration.
 - g. BIA has begun the transfer process for Oaks Mission School.
4. Probates/Last Will and Testaments. During the month of June, 13 District Court probates were completed. For FY13, 30 decedents have been probated through District Court and 51 in the process. Three Last Will and Testaments were prepared and approved.
 5. Quiet Titles/Inventories & Heirship determinations/ALJs. Five Quiet Title determinations were received and completed. Eight inventories and heirships were requested and completed. Two ALJs were requested and completed. One report for distribution was requested and completed.
 6. TAAMS. When the TAAMS project started, there were 12,669 allotments that needed to be researched. During the month of June, Real Estate Services submitted 22 files to be encoded and have determined that 89 files contain no restricted property. There are 57 files in the process of being reviewed or encoded, leaving 3,240 files for status determination.
 7. Right of Ways, Easements, Right of Entries, and Service Line Agreements. Fourteen Right of Ways are pending. One Service Line Agreements are pending. Nineteen Right of Entries were prepared. Three pending grazing leases.
 8. Home visits, On-Site Visits, Inspections, Environmental Reviews, Trespass issues. 35 On-Site Inspections were completed; One Environmental Review requested and completed; 13 Trespass issues.

9. Maps/platting assistance. 35 maps/platting assistance was performed during the month of June.
10. Court appearances/Jurisdictional calls. The Solicitor's Office requested four litigation reports. Twenty-three jurisdictional calls were completed during the month of June.
11. Impact Aid Assistance. 32 impact aid assistance requests were presented and completed.
12. Financial transactions. \$156,774.60 was processed through the lockbox and \$10,750.03 was received in the office for lease payments during the month of May.
13. Add'l Meetings/Opportunities/Travel/Training. Two staffers attended the Sovereignty Symposium.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs

Month/Year of Report: June (FY 2013)

Group Leader: Tom Elkins

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)	90	692	77%
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	25	153	61%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	1	21	42%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	17	126	84%

e.) Home Energy Audits.

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	28	250	125%

f.) Landfill Inspection Dates:

Purpose	Date	Leachate Pond Freeboard
Weekly Inspection	5/20/2013	30 inches
Unannounced Visit	5/21/2013	29 inches
Unannounced Visit	5/22/2013	27 inches
Unannounced Visit	5/23/2013	27 inches
Gas Vents Sampled	5/23/2013	
Unannounced Visit	5/24/2013	27 inches
Weekly Inspection	5/28/2013	27 inches
Unannounced Visit	5/30/2013	27 inches
Unannounced Visit	5/31/2013	27 inches
Weekly Inspection	6/3/2013	27 inches
Unannounced Visit	6/5/2013	27 inches
Unannounced Visit	6/6/2013	27 inches
Unannounced Visit	6/7/2013	27 inches
Weekly Inspection	6/10/2013	27 inches
Unannounced Visit	6/11/2013	27 inches
Quarterly Inspection	6/13/2013	28 inches

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

a) CNEP Air staff continue to sample for ammonia concentrations near Chewey Oklahoma. This monitoring stems from a community complaint and tribal councilpersons request to evaluate particulate and ammonia pollution in that area. CNEP air staff began ammonia sampling on 1-8-13 by deploying weekly ammonia canister samples. A mid-year report is scheduled for completion at the end of July.

b) Staff have been preparing for spring fish tissue collection on several local creeks and streams. Fish tissue will be analyzed from each fish species collected and a full data report will be prepared. Sites include Sallisaw Creek Park, Sallisaw Watershed, Lower Illinois River, and Little Lee Creek. Sampling is currently underway. Data results take 3-4 months to be completed and returned to CNEP.

c) CNEP Pesticides staff are coordinating a general pesticides training event to be held at OSU Stillwater on July 31st. An agenda will be completed and mailed to potential tribal participants. CNEP's pesticides grant requires that one tribal training is conducted each year.

d) The 18th Annual Inter-Tribal Environmental Council (ITEC) will take place next month, 23 & 24 at the Hard Rock in Tulsa. ITEC is a consortium of 43 tribes, tribal nations, and pueblos in Oklahoma, New Mexico and Texas. The ITEC Conference covers topics such as: environmental, energy, natural resources, conservation, etc.

e) The CNEP audited the LBP Abatement Project in Vinita, Ok. on June 10, 2013. The audit is used to help staff inspect the lead-based paint removal project to make sure the certified workers and supervisors are meeting the requirements set forth in the Cherokee Nation Lead-Based Paint Management Rules to provide a lead-safe work place.

f) The CNEP conducted a Phase I Environmental Assessment training for the ITEC member tribes. This training is held to assist the ITEC member Tribes and the Cherokee Nation when purchasing property. These assessments report any environmental liability the tribes may unknowingly inherit after the transaction. The training was held in CNEP training room on June 12th and 13th. 16 people were attended the training.

g) The CNEP conducted a Solid Waste/Hazardous Waste Grant Workshop with Roger Hancock of EPA at the DEQ building in Oklahoma City on June 12, 2013.

h) CNEP staff completed three American Burying Beetle surveys this week. One was conducted for the Tenkiller School Road Project. Another was completed for a roads project located within the community of Bell. And the third was conducted for the road improvement project scheduled for the access road running through the Cherokee Nation Industrial Park, just south of Stilwell. All surveys were negative.