



# COUNCIL OF THE CHEROKEE NATION EXECUTIVE & FINANCE COMMITTEE REPORT

Reporting Month: April 2023

Dept: **Financial Resources**

Contact: **Janees Taylor, Treasurer**

[janees-taylor@cherokee.org](mailto:janees-taylor@cherokee.org) | ext. 5052



### Accounts Payable checks disbursed

Current Month	3,868
Year to Date	26,920



### Timecards processed

Current Month	13,179
Year to Date	108,436



### Reqs. approved for processing

Current Month	1,444
Year to Date	12,875



### Purchase orders issued

Current Month	1,199
Year to Date	11,674



### Travel expense statements processed

Current Month	238
Year to Date	1,336



### Files received for storage

Current Month	280
Year to Date	2,279



### Number of internal billings

Current Month	17
Year to Date	107



### Grant reports submitted

Current Month	59
Year to Date	218



### Deposits

Current Month	635
Year to Date	4,836

**Departmental Goals**

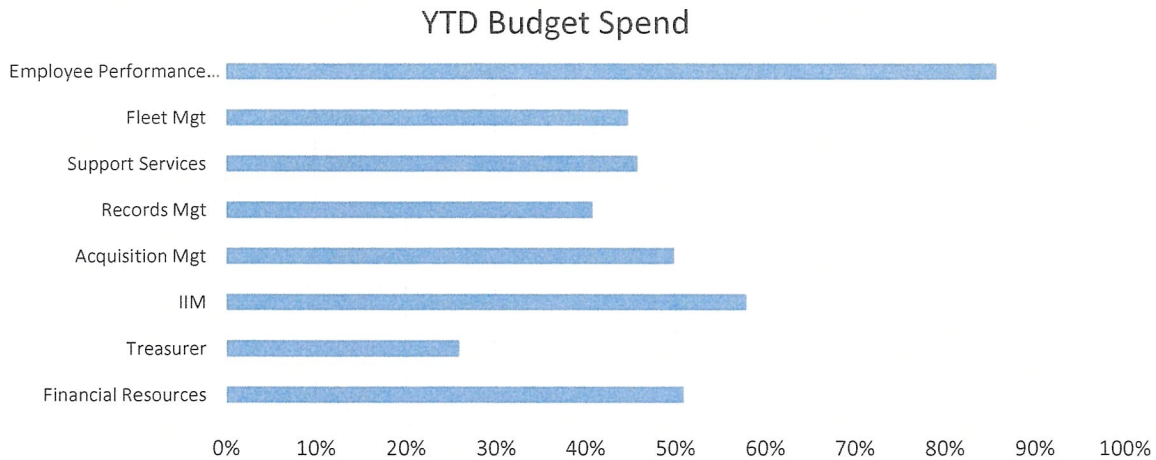
- 1 Complete FY22 Audit  
*100% complete - Audit completed on March 31, 2023*
- 2 Obtain Unmodified Audit Opinion  
*100% complete - Audit completed on March 31, 2023*
- 3 No Material Weaknesses on Single Audit  
*0% complete - Single Audit expected to be completed on June 30, 2023*
- 4 Reporting requirements completed & submitted for April 2023  
*100% completion -Required reports were submitted timely in April*

**Compliance**

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

<b>Cherokee Nation Acquisition Management Year-To-Date Bid Report Over \$5,000 Transactions October 1, 2022 through September 30, 2023</b>	<b>% of sub-total - TERO vendor submitted Bid</b>
Award to TERO Vendor	\$ 65,784,190.64 92%
Award to non-TERO Vendor	\$ 5,812,922.87 8%
<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 71,597,113.51 100%</b>
Bid - no bids submitted by TERO Vendors	\$ 35,711,848.85

**October 1, 2022 through April 30th, 2023**



**Executive & Finance Committee  
Career Services  
May 2023 Monthly Report  
Diane Kelley, Executive Director**

**Economic Development-Hunter Palmer**

***On the Job Training (OJT)***

10 Cherokee Citizens entered into our OJT Program in the months of April and May

7 Cherokee Citizens were termed off our OJT Program in the months of April and May

- 5 successfully received successful completions
- 7 received new jobs placement
  - Average Hourly Rate of **\$23.84**

***Updates on Economic Development and Workforce Development***

The beginning of May, Cherokee Nation Director of Self Governance Ashawna Miles, Director of Economic Development Hunter Palmer and other Career Services Staff attended the 43rd National Indian and Native American Employment and Training Conference in Mashantucket, Connecticut.

Ashawna and Hunter accepted the Division Chiefs Award, an honor given by the conference to the Cherokee Nation for our tribe's exceptional success utilizing P.L. 102-477 programs. P.L. 102-477 is the Indian Employment, Training and Related Services Demonstration Act of 1992, which allows tribes to integrate employment, training, and related services programs into a single program with a single budget. Because of 477, we have been able to consolidate several funding streams into a single, flexible funding source that has allowed us to implement programs and services that are tailored to the needs of the Cherokee people.

Hunter Palmer and Ashawna Miles also presented on in the "Showcasing 477 Employment & Other Related Opportunities" workshop. Ashawna spoke on the Durbin Feeling Language Center and other Child Care related topics. Hunter spoke on how Cares Act and ARPA dollars were used to enhance current 477 initiatives, efforts to go paperless and other employment and training activities.

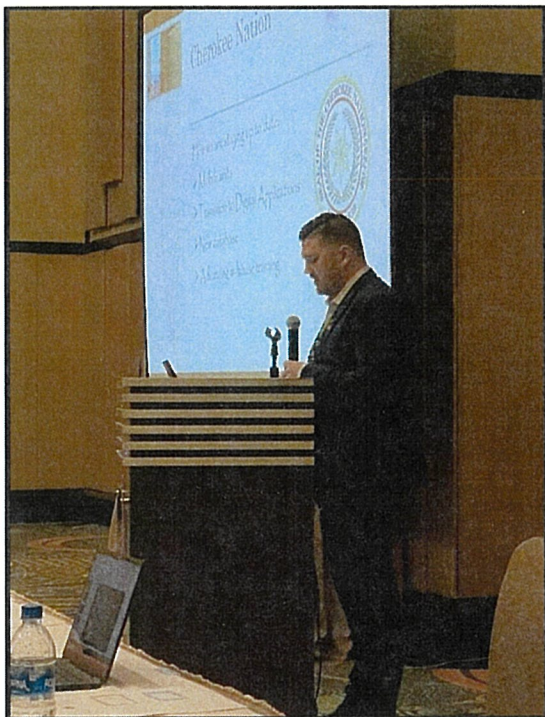
Jacky England, Manager of Career Programs, presented on "Interacting with Difficult People" and "Creating a Positive Customer Services Mindset". Jacky has been with the Cherokee Nation Career Services Department for four years. Prior to coming to the Nation, he worked as a teacher/coach for 25 years in Oklahoma, Texas and Arkansas. He has presented many educational workshops at the local, state and national levels. Mr. England's presentation focus on positive interactions, positive mindsets and striving to create a positive work environment that promotes and develops excellent customer service.

This was the second year that Career Services Staff assisted with the Conference Evaluations. Last year Channing Rogers, Special Projects Officer, was instrumental in transitioning the



process from paper to electronic evaluations. This year Taryn Taylor, Projects Coordinator, and Seth Martin, Administrative Clerk, were present at the conference to assist attendees with technical difficulties as well as distribute door prizes for participation.

All Career Services Attendees also facilitated a couple workshops. Duties included making sure the presenter could be heard by online attendees, passing out documents, assisting with Q&A in the room and online, troubleshooting technical difficulties, and anything else the presenter may have needed. Staff included: Hunter Palmer, Jeff Vance, Jacky England, Daryk Meigs, Taryn Taylor, Seth Martin and Kelsey Coachman.



Hunter Palmer



Taryn Taylor and Door Prize Winner



Jacky England



## Employment Programs – Jeff Vance, Director

4 Program participants attained employment

- 2 – External
- 2 - Internal

## Employment Programs Success Story – Jeff Vance, Director

Cherokee Nation Career Services assists program participant with job, training, and career opportunity



Clifton Holmes is a Cherokee citizen who was raised in Stilwell, Oklahoma. He was a participant in the Work Experience Program offered through Cherokee Nation Career Services. The Work Experience Program is a temporary or part-time assignment that encourages individuals to develop good work habits and basic work skills, which will promote employability. After graduating from Stilwell High School, Holmes entered the construction field. “I started building pole barns and remodeling houses,” said Holmes. “I learned everything on the job from my supervisors. They were really good at teaching me the trade, but landscaping was something I had been interested in while I was growing up. I always wanted to work outdoors.” Holmes heard about a landscaping

company who was looking for an entry level laborer so he took the job to learn about the business. “I started working for them and really didn’t know a lot, but I ended up doing numerous landscaping jobs,” said Holmes. “We would do everything from building landscape beds, to mowing lawns, to building back yard bar and grills. One job was installing an irrigation system at the Wilma P. Mankiller Health Center in Stilwell. I met a guy who asked me if I would be interested in learning about the irrigation business.” Holmes had always wanted to eventually start his own company and thought this would be a great opportunity to learn and perfect the skills needed to be a business owner. “I picked it up pretty quick and really enjoyed it,” said Holmes. “I’ve been doing this kind of work for over ten years now and I’m glad I had the opportunity.” Unfortunately, just like many others, Holmes contracted Covid-19, and due to having to miss too much work, he lost his job. “One of the first things I did was to contact Cherokee Nation Career Services to see if there was anything they could do to help me find some work,” said Holmes. “The counselors were able to put me on their Work Experience Program and I got a job with a local company who installs and builds water features, which are decorative ponds, waterfalls and a little bit of irrigation.” Throughout his career in building trades, landscaping, and irrigation, Holmes feels he has found what he would like to pursue as a business owner. “I consider irrigation to be my bread and butter. It’s what I know more about than anything, and what I really enjoy doing,” said Holmes. “This is the type of thing I would like to be able to pass down to my kids, to be able to teach them the business and leave something for my family to make a good living at some day. My son has been coming to work with me in the summer since he was in the eighth grade. It makes me proud.” Holmes is looking forward to the future and is very appreciative of Cherokee Nation Career Services and the opportunities they provided. “They helped me and my family when we were down and out, and helped put me in a job that has become a career.”



### **JOBS/Tribal TANF – Jonathan Crittenden, Manager**

- Services provided to 389 recipients for the month of May 2023
- Issued approximately \$24,024.58 in assistance to eligible adults, providing the following:
  - 48 – Work Participation Incentives
  - 5 – Supportive Services (Fuel Assistance, Job Skills Payments, etc.)
  - 6 – Non-recurring Short Term Benefits (Utilities, Emergency Household Expenses, Vehicle Loss Prevention, etc.)
- Issued an additional \$3,481.49 in assistance to 33 eligible youth, providing the following:
  - 16 – Grade/Attendance Incentives
  - 1 – Graduation Incentive
  - 4 – Extracurricular/Healthy Lifestyle Allowances
  - 9 – Footwear Allowances
  - 3 – Grooming/Hygiene Allowances
- JOBS/Tribal TANF welcomed a new staff member in May for the Catoosa Office
  - Scott Hager, Career Specialist II

G.W.Y. DBF  
**CHEROKEE NATION®**  
 Career Services  
 Office Locations



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



**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  
 918-256-4576



**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



# Commerce Services

*Securing and enhancing the financial well-being of Cherokee people, businesses and communities*

Anna Knight, Executive Director  
918-453-5532  
anna-knight@cherokee.org

## Community Economic Impact

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Small businesses employ nearly half of the American workforce; they create 2 out of 3 net new private sector jobs; they invest 68% of revenues to build and sustain communities. – SBA 2021

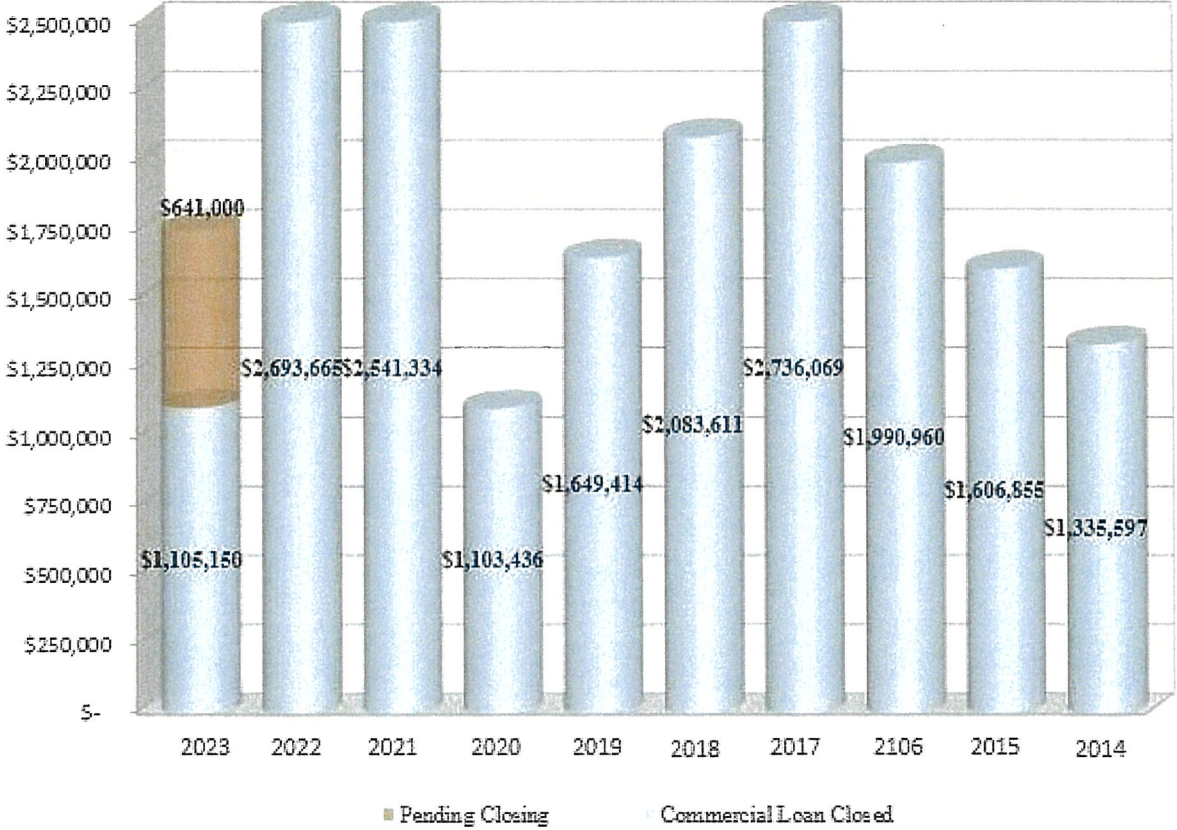


Cherokee Nation Economic Development Trust Authority has invested \$23,695,764 in 431 privately owned small businesses impacting 1,803 community based jobs since 2010



## Dollars Invested in the Local Economies Through Small Business Lending

**Dollars Invested in Local Economy**



### Small Business Loans Approved Pending Close May 2023

Community	County	Business Type	Startup or Expansion
Hulbert	Cherokee	Tourism Industry	Expansion
Copan	Washington	Tourism Industry	Startup
Keys	Cherokee	Service Industry	Expansion
Sand Springs	Tulsa	Retail	Startup
Locust Grove	Mayes	Service Industry	Expansion
Tahlequah	Cherokee	Construction	Startup

### Small Business Loans Closed May 2023

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Vian	Service	\$50,000	54%	1
Tulsa	Retail	\$25,000	23%	2

**Consumer Loans Close**

**1,236 consumer loans totaling \$2,155,788.61** have been made through the Small Business Assistance Center in fiscal year 2023.

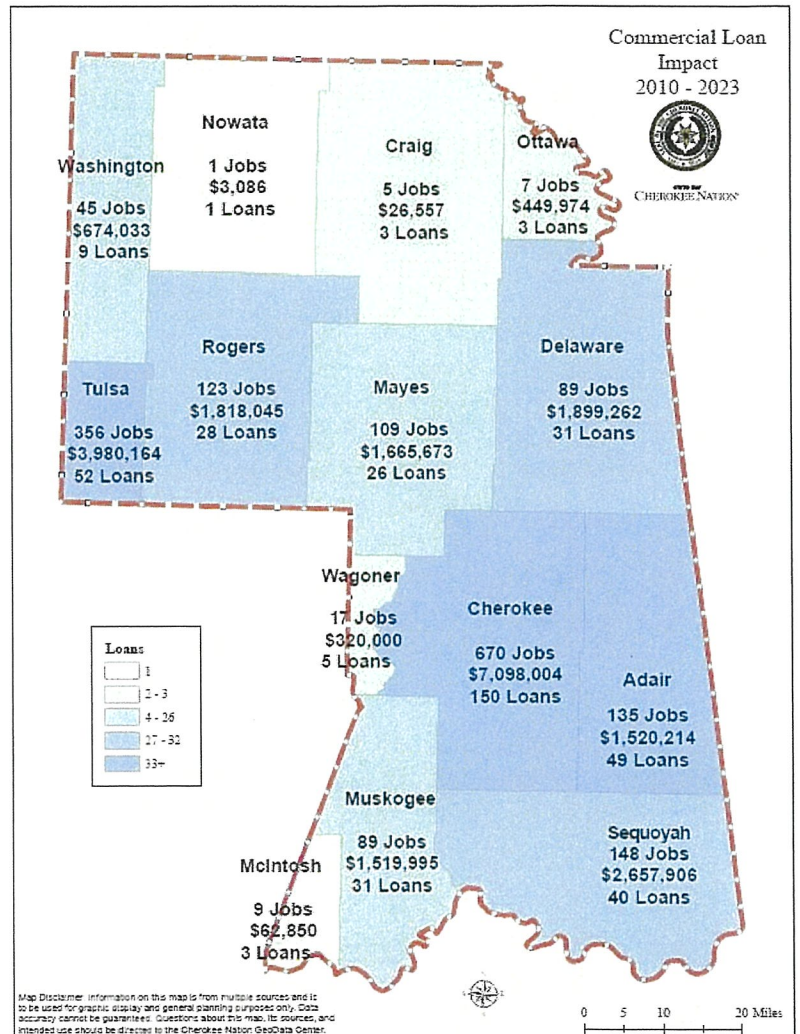


## Small Business Lending Impact 2010 through 2023 by County

CNEDTA loan dollars leverage additional economic investments!

Since 2015, CNEDTA loans leveraged \$42 million in private community investments.

In 2023, CNEDTA loans leveraged almost an additional \$1.1 million in private community investments.

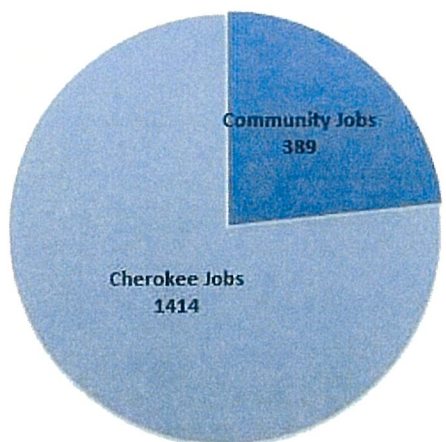


### Small Businesses Create Community Based Jobs

#### Jobs Created FY 2023



#### Jobs Created FY10-23



County	Economic Investment	Businesses	Jobs
Adair	\$1,520,214	49	135
Cherokee	\$7,098,004	150	670
Craig	\$26,557	3	5
Delaware	\$1,899,262	31	89
Mayes	\$1,665,673	26	109
McIntosh	\$62,850	3	9
Muskogee	\$1,519,995	31	89
Nowata	\$3,086	1	1
Ottawa	\$449,974	3	7
Rogers	\$1,818,045	28	123
Sequoyah	\$2,657,906	40	148
Tulsa	\$3,980,164	52	356
Wagoner	\$320,000	5	17
Washington	\$674,033	9	45
<b>Totals</b>	<b>\$23,695,764</b>	<b>431</b>	<b>1,803</b>



## Small Business Spotlight Illinois River Outfitters



**Illinois River Outfitters** was established in 2019 through a loan made by the **Cherokee Nation Economic Development Trust Authority** to Bryce Huard. Bryce was just finishing college at Northeastern State University in Tahlequah and had worked for another float operation during his college years. Bryce came to Cherokee Nation Commerce Services with his dream to

start a float operation along the Illinois River. The Commerce Services team in the Small Business Assistance Center helped Bryce purchase the prime real estate and the equipment to get a **brand new float operation** established on the scenic Illinois River. Located at the intersection of Highway 10 and Steely Hollow Road, Illinois River Outfitters is in a perfect location to welcome floaters to Tahlequah and the Cherokee Nation to enjoy the beautiful river.

Bryce has grown his business, receiving a smaller second loan for more boats and by offering great service and prices. The operation continues to grow yearly and Bryce is thankful for the **start and continuing support that the Cherokee Nation SBAC and its staff has provided.**



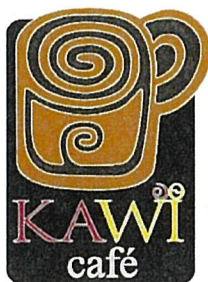


## Cherokee Nation Economic Development Trust Authority

A Cherokee Nation chartered nonprofit corporation  
 Certified as a Community Development Financial Institution

### Lending Assets

Available Commercial Capital	\$1,790,501
Available Consumer Capital	\$440,391
Approved Grants Pending Distribution	\$982,670
Approved Grants Pending Receipt	\$0
Total Available Capital	\$3,213,562
Outstanding Commercial Loans	\$10,630,346
Outstanding Consumer Loans	\$3,088,727
Total Outstanding Loans	\$13,719,073



- Total Graduates 104
- Total Re-entry/Recent Offenders 59
- Total Day Training 45
- Total Opening Small Business 5

\*All participants have been low income American Indians.

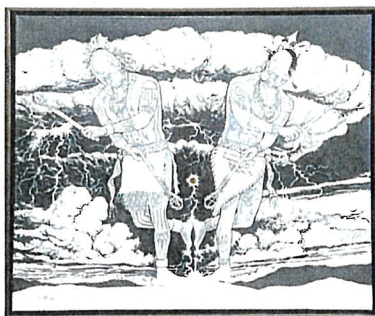
### Kawi Café a model experiential entrepreneurship-training program

Managed by Commerce business coaches, we collaborate with Career Re-entry Programs to provide hands on entrepreneurial training in the Kawi Cafe.

## Artists as Entrepreneurs and Community Tourism as Economic Development

*Increasing the business capacity of artists and tourism capacity of communities*

The Cherokee Arts Center continues to host monthly Third Thursday Virtual Art Classes on the Cherokee Arts Center & Spider Gallery Facebook page ([facebook.com/CherokeeArtsCenter](https://facebook.com/CherokeeArtsCenter)).



The Cherokee Arts Center and Spider Gallery are constantly updating the artwork and pieces within the Gallery for purchase. We currently have 145 Cherokee artists from all across the United States who are able to sell through the Gallery and we are always accepting new artist applications. The application can be found on our website, [artscenter.cherokee.org](https://artscenter.cherokee.org), or by email [artscenter@cherokee.org](mailto:artscenter@cherokee.org).

**Procurements Awarded to Certified Cherokee/Indian-Owned Small Business**  
**87.92%\* of CIOB Eligible Procurement Opportunities were awarded to CIOBs**  
\*as of May 31, 2023

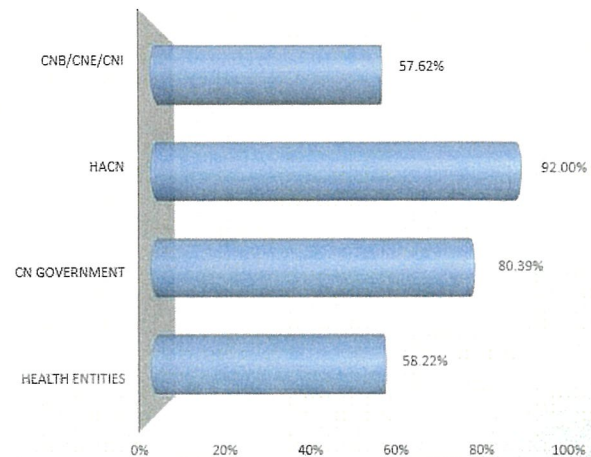


TERO Procurement Opportunities	
Entity	% Awarded
CN Government	91.88%
CNE	75.68%
Health Entities**	100%

\*\*Health Entities are PACE/Elder Care and CN Home Health

**70.23%\* of Employees are registered Cherokee Nation Citizens**

Includes companies majority owned; does not include temporary or government contract employees



Grant Submitted	Purpose	Funding Year	Amount Requested	Status	Notes
USDA RDBG	Small Business	2023	\$500,000	Pending	Revolving Loan Fund
SSBCI Technical Assistance Grant	Small Business	2023	\$150,000	Pending	TA for Entrepreneurs
CDFI	Lending Programs	2022	\$1,300,000	Awarded	SBAC Lending Programs
USDA R.I.S.E Grant	Small Business	2023	\$2,000,000	Pending	Funding Health Innovation Center
BIA Incubator	Small Business	2022	\$300,000	Awarded	SBAC Small Business
USDA RDBG	Artists Entrepreneurs	2022	\$137,340	Awarded	Entrepreneurial Curriculum and Mentorship
USDA RDBG	Small Business	2022	\$67,321	Awarded	Coaching Services Federal Procurement Entrepreneur Training
IRS VITA	Tax Preparation	2024	\$50,000	Pending	VITA Tax Program 2024