

COUNCIL OF THE CHEROKEE NATION
EXECUTIVE & FINANCE COMMITTEE REPORT

Group: Financial Resources

Month/Year of Report: October 2012

Treasurer: Lacey Horn

Phone: 207-3902

E-mail: lacey-horn@cherokee.org

I. Budget Highlights – through September

- a.) Financial Resources – 97% spent
- b.) Treasurer – 100% spent
- c.) IIM – 97% spent
- d.) Acquisition Management – 83% spent
- e.) Records Management – 84% spent
- f.) Support Services – 100% spent
- g.) Office of Historical Records – 35% spent
- h.) Employee Performance Incentive – 67% spent

II. Program Highlights

a.) Balanced Scorecard Measures

- 1. Complete FY12 Audit - 0% complete
- 2. Obtain Unqualified Audit Opinion –0% complete
- 3. No Reportable Conditions on Single Audit –0% complete
- 4. Obtain GFOA Award for FY11 CAFR – 100% complete
- 5. Reports Completed & Submitted by Due Dates – 100% Complete for reports due by 09/30/12

b.) Accomplishments

- 1. Participated in a webinar regarding the GAAP Update
- 2. Provided support to Child Support Services with the accounting system for the payment center
- 3. Held Travel training on Concur System – October 11
- 4. Attended demonstrations for a new document imaging system

c.) Future Plans/New Initiatives

- 1. Year End processing is underway
- 2. Preparing the bonus file for the Christmas Bonus Program

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**Cherokee Nation Acquisition Management Year-To-Date
Report Over \$5,000 Transactions October 1, 2011
through September 30, 2012**

**% of sub-total -
TERO vendor
submitted Bid**

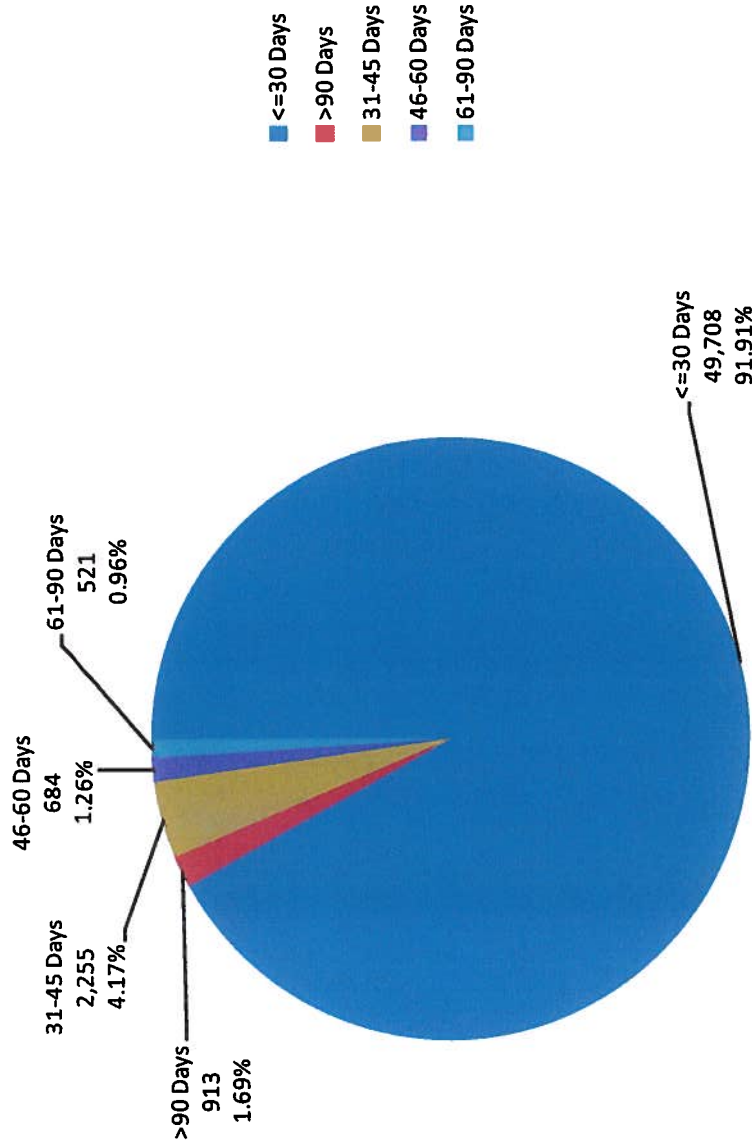
Award to TERO Vendor	\$ 20,669,769.84	91.26%
Award to non-TERO Vendor	\$ 1,978,726.13	8.74%
Sub-total bids with a TERO vendor participating	\$ 22,648,495.97	100.0%
Bid - no bids submitted by TERO Vendors	\$ 4,746,308.35	

October 2011 through September of 2012

July 2012 through September 2012

Row Labels	APP-INVOICE-2	APP-TRAN-PMT-AMT-6
<=30 Days	49,708	\$60,658,596.18
>90 Days	913	\$1,119,735.18
31-45 Days	2,255	\$6,415,383.60
46-60 Days	684	\$2,566,532.47
61-90 Days	521	\$1,151,515.85
Grand Total	54,081	\$71,911,763.28

Invoice Payment Comparison



Group: Career Services-
Employment Month/Year of Report: October, 2012

Group Leader: Diane Kelley Phone: 453-5628 Email: Diane-kelley@cherokee.org

I. Budget Highlights – Please refer to Monthly Financial Report

None

II. Program Highlights

a. Balanced Scorecard Measures

	<i>September</i>	<i>YTD</i>	<i>Goal</i>	<i>% of Goal</i>
<i>GED Completions</i> – includes individuals completing and receiving a GED or High School Diploma from Talking Leaves Job Corps and Career Literacy.	12	318	250	127%
<i>Training Completions</i> – includes individuals receiving a nationally-recognized certification, credential, or degree while enrolled in one of 11 different vocational training programs.	82	615	450	137%
<i>Employment Completions</i> – includes individuals who completed a Work Experience or TERO OJT assignment.	177	557	300	186%
<i>Unsubsidized Placement</i> – includes all individuals who entered unsubsidized employment (they got a job!) while enrolled in one of 15 different programs, both employment and vocational.	122	1,172	500	234%
<i>Retention</i> – includes individuals who were retained in their unsubsidized employment through assistance from a Career Services Program.	42	477	200	239%
<i>Job Readiness Training</i> – includes individuals who completed the Life/Employment Skills Training.	16	290	500	58%
<i>WorkKey Credentialing</i> – includes individuals who received a bronze, silver, gold, or platinum WorkKeys credential.	16	402	500	80%

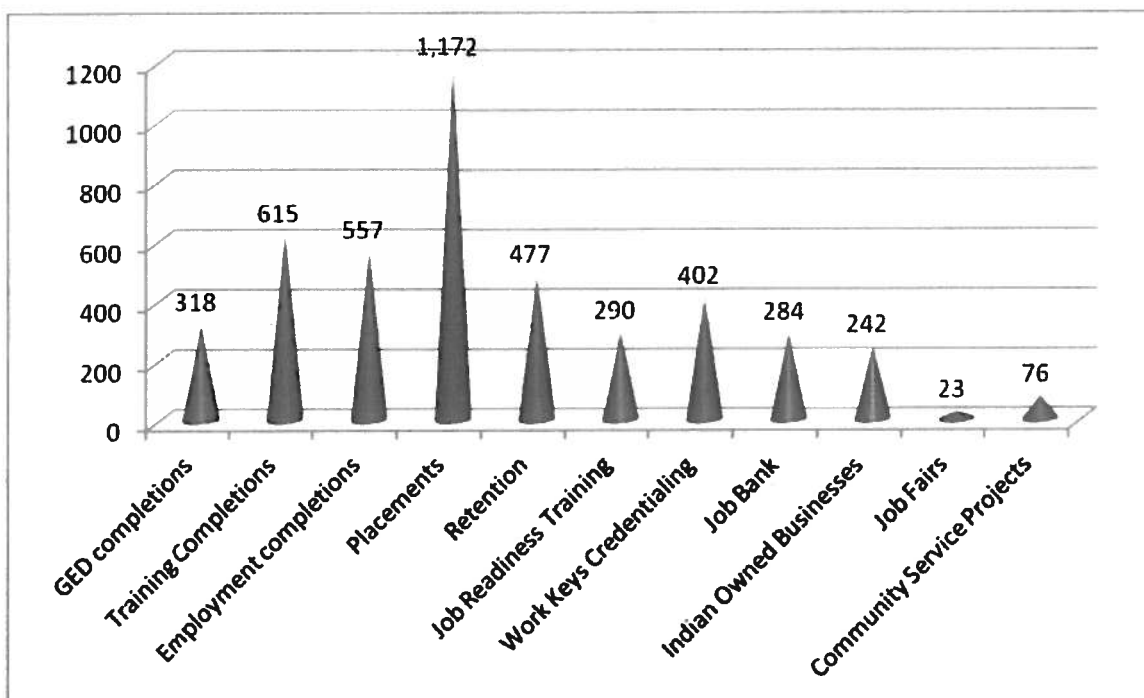
<i>Job Bank</i> – includes the number of new individuals entering the TERO Job Bank.	71	284	1,000	28%
<i>Indian Owned Businesses</i> – includes the number of businesses newly certified as an Indian Owned Business.	12	242	100	242%
<i>Job Fairs</i> – includes the number of Job Fairs held by Career Services.	1	23	15	153%
<i>Community Service Projects</i> – this is the number of Community Service Projects completed by youth, both through the Summer Youth Employment Program and Talking Leaves Job Corps.	2	76	50	152%

b. Accomplishments

1. The Day Training Program had 13 participants enter unsubsidized employment, 10 at Cherokee Nation.
2. The first annual TERO Golf Tournament raised approximately \$10,000 for charity and had 36 teams compete.
3. Six Fire Dancers went to Minnesota.

c. Initiatives

1. The new Tribal Economic Development Program will be in full swing with plans for additional construction training to take place.





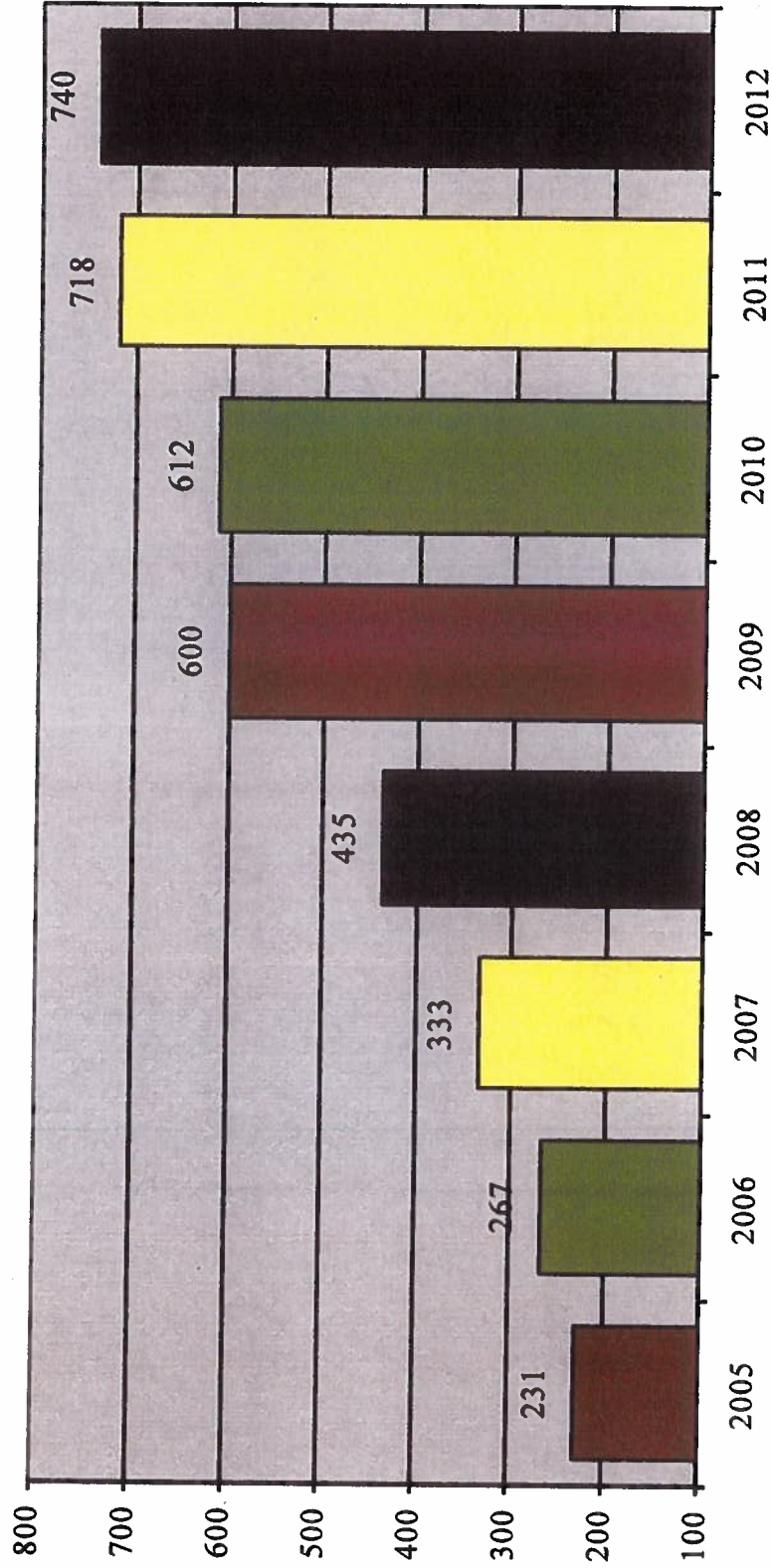
CERTIFIED INDIAN OWNED BUSINESS REPORT

4th Quarter 2012

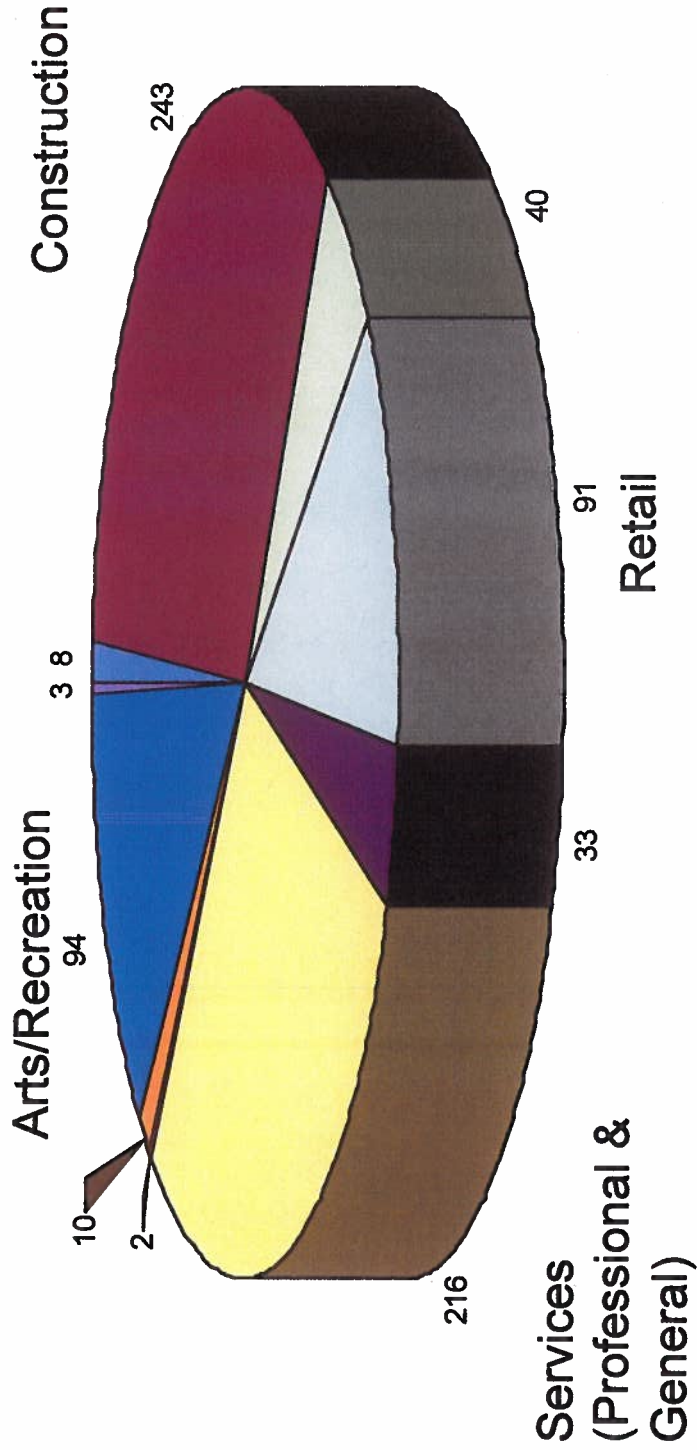
September FY 2012 Quarterly Report

Increased Number of Certified Indian Owned Businesses

Cherokee Nation Certified TERO Total Vendors

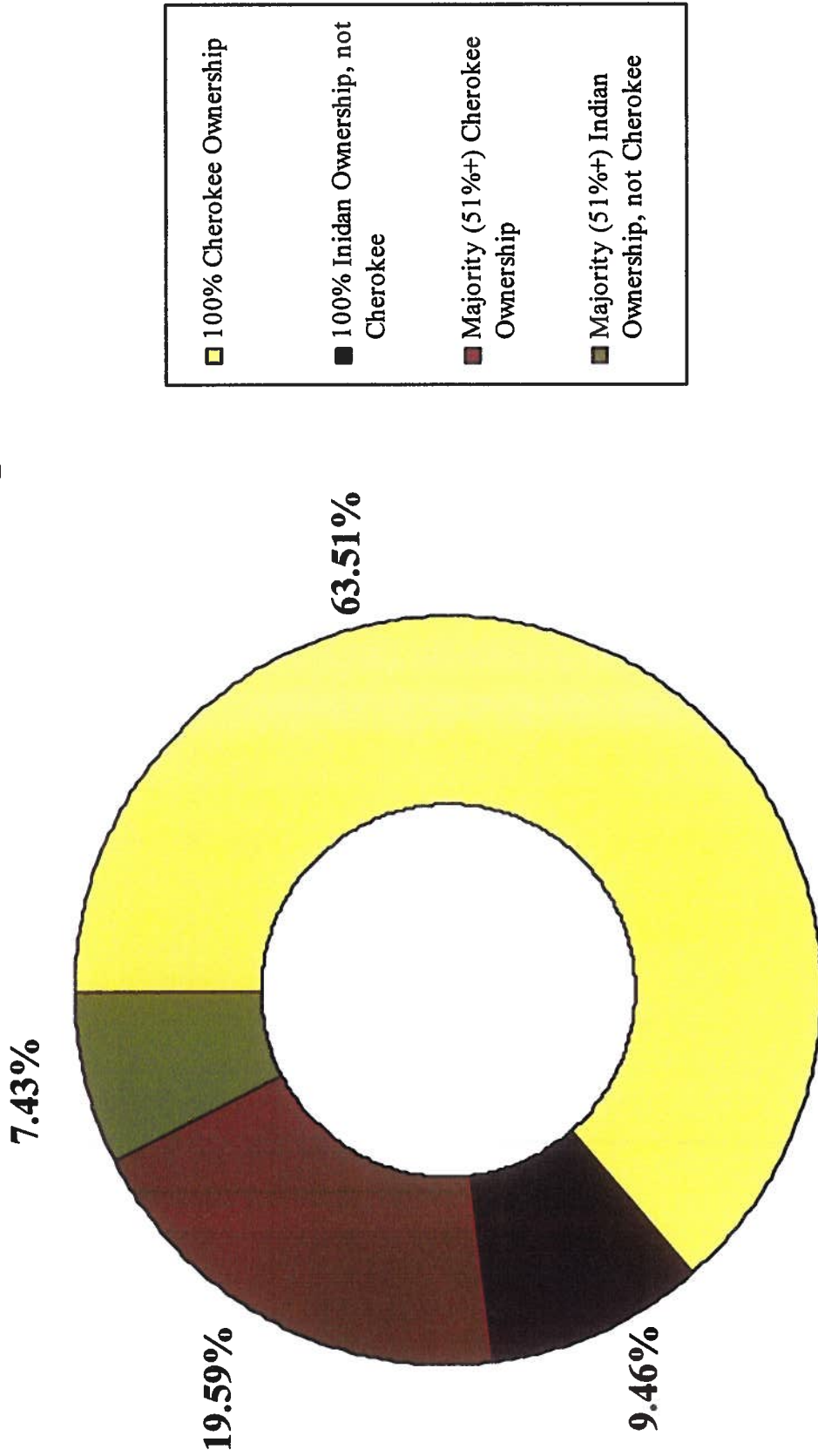


CIOB by Industry

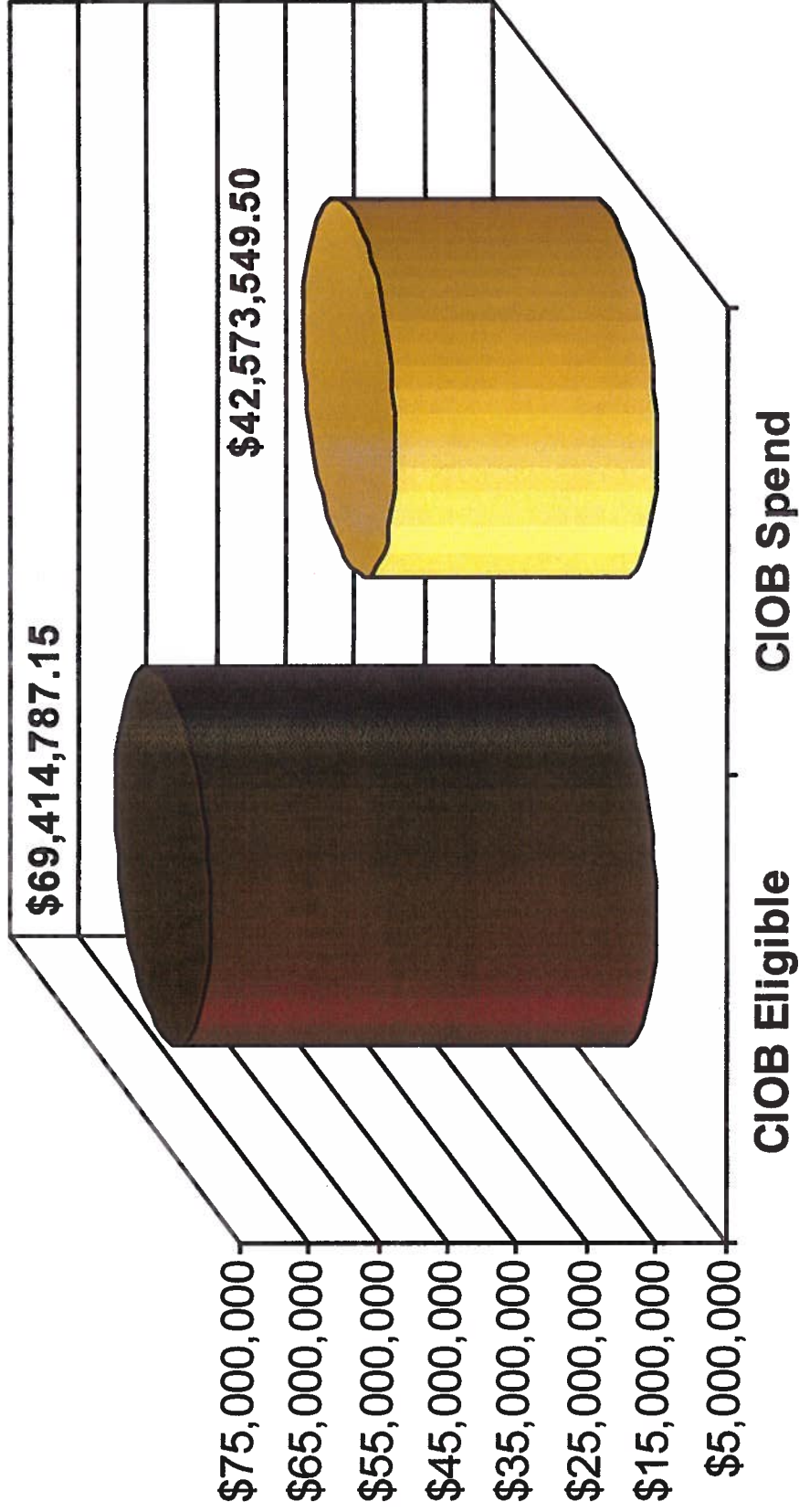


- Farming/Minerals
- Construction
- Manufacturing
- Retail
- Transportation
- Services
- Education
- Medical
- Arts/Recreation
- Charity

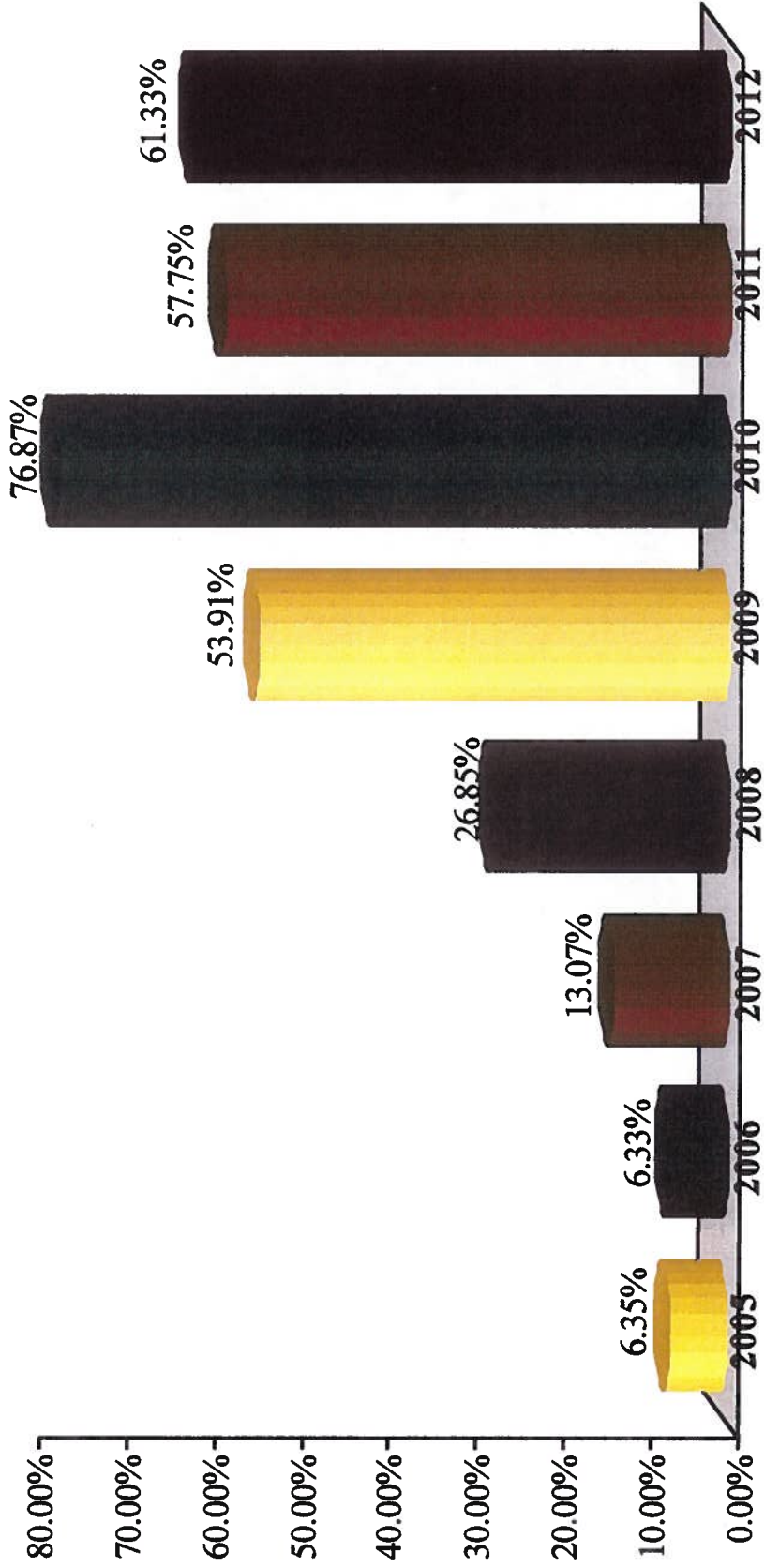
Certified Indian Owned Businesses Ownership



61.33 Percent of Eligible Purchases were Awarded to CIOB

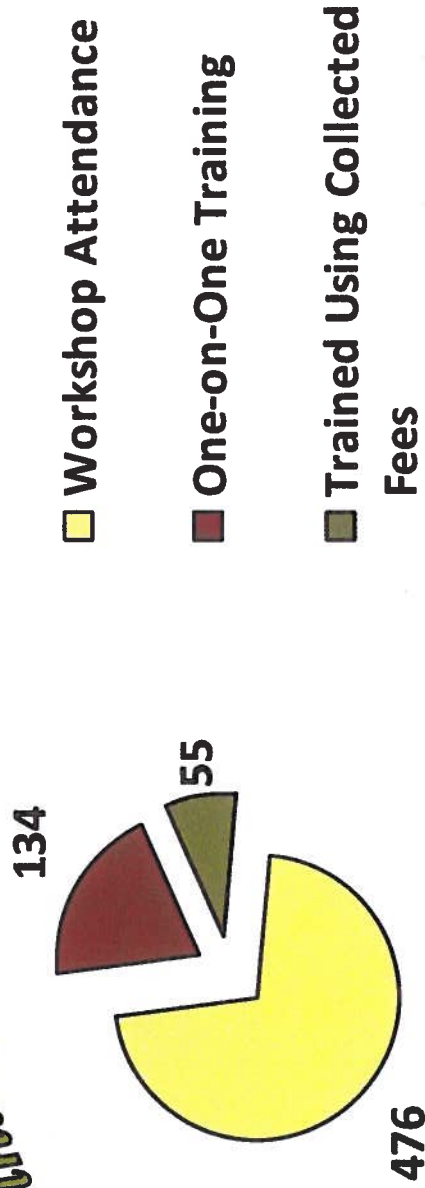


**Total Procurement Dollars
Awarded to Certified Indian Owned
Businesses in 2012 - \$42,573,549.50**

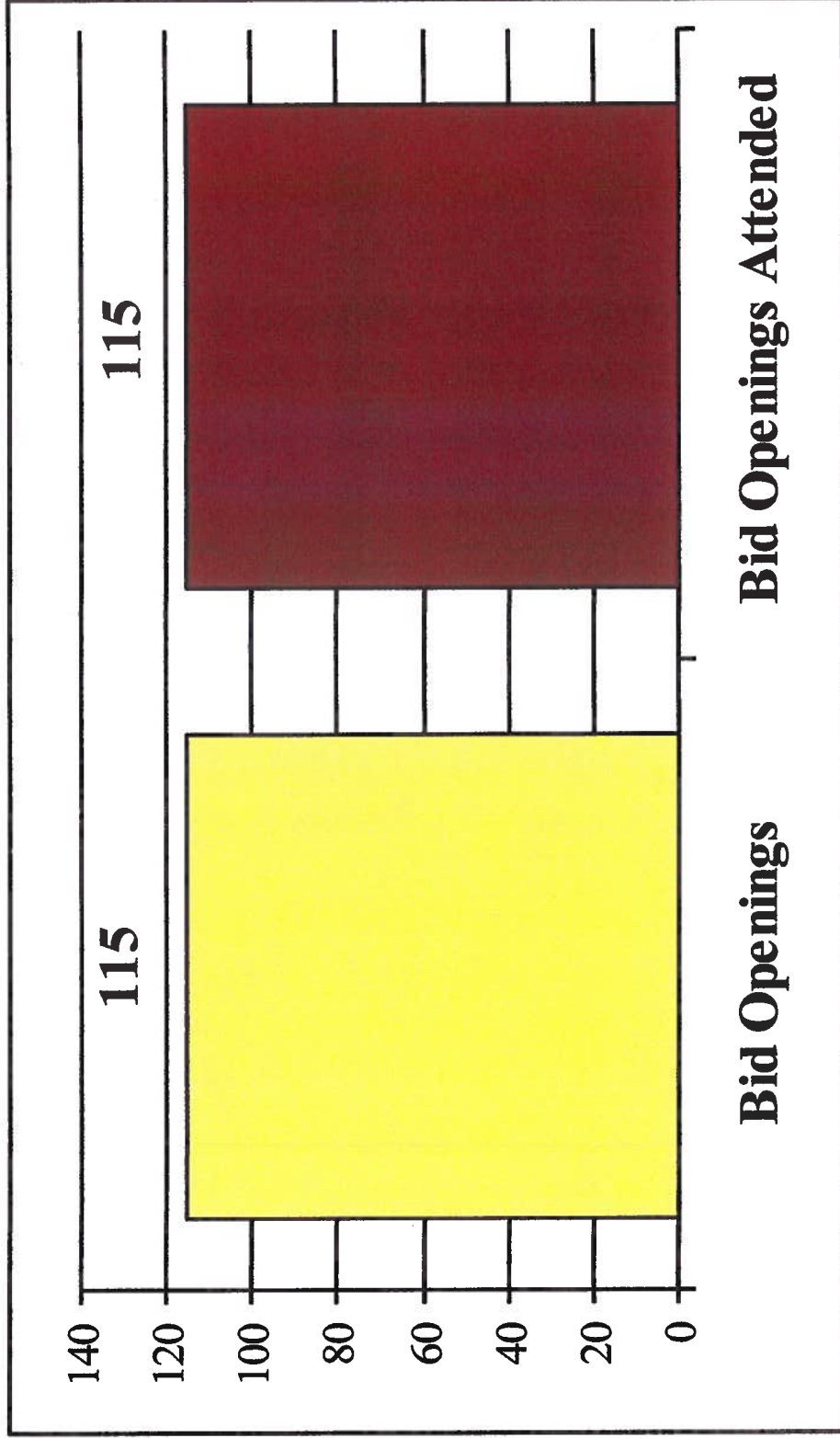


665 Indian Business Owners have Received Business Training

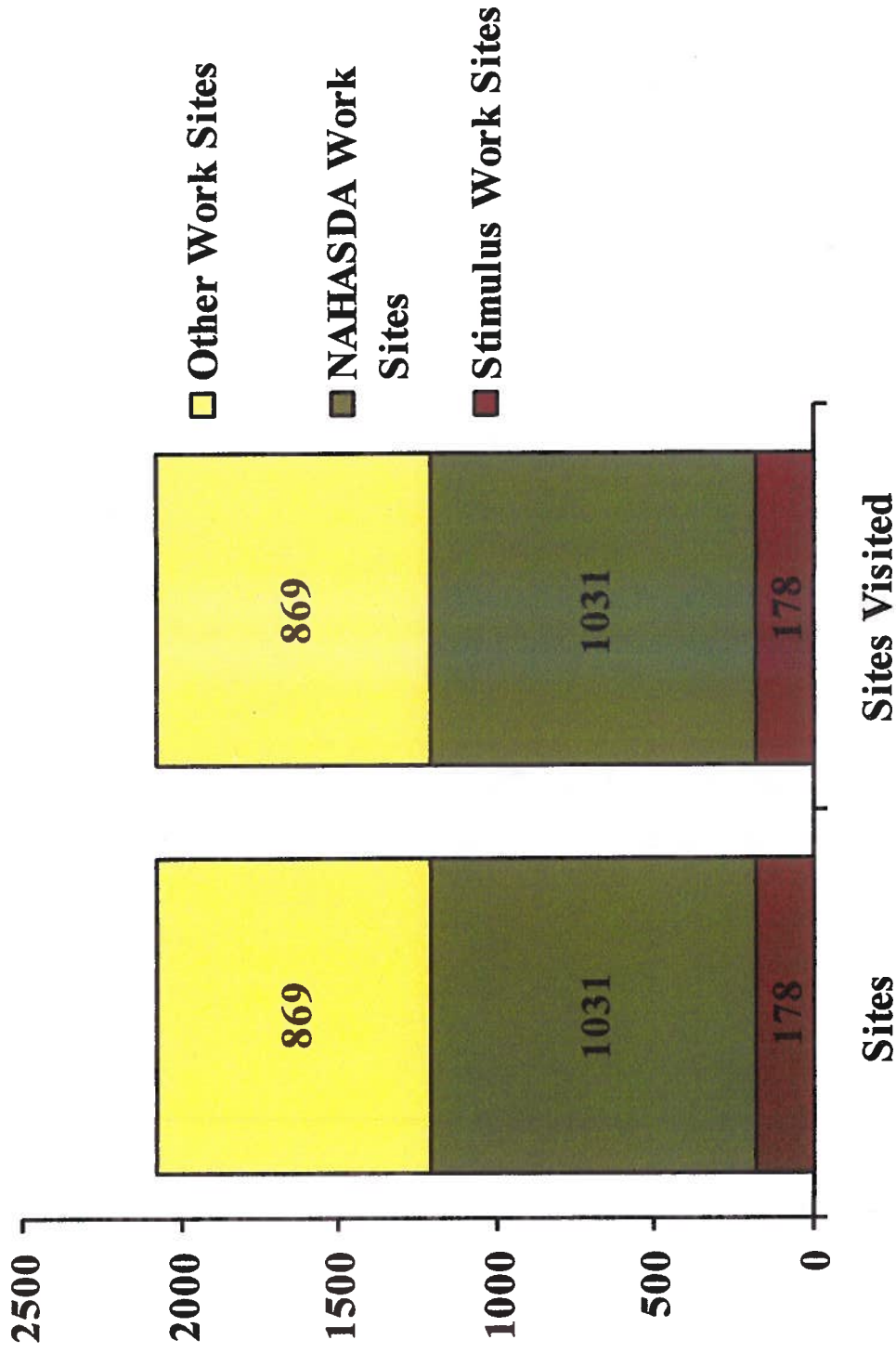
100% Found Training Beneficial!



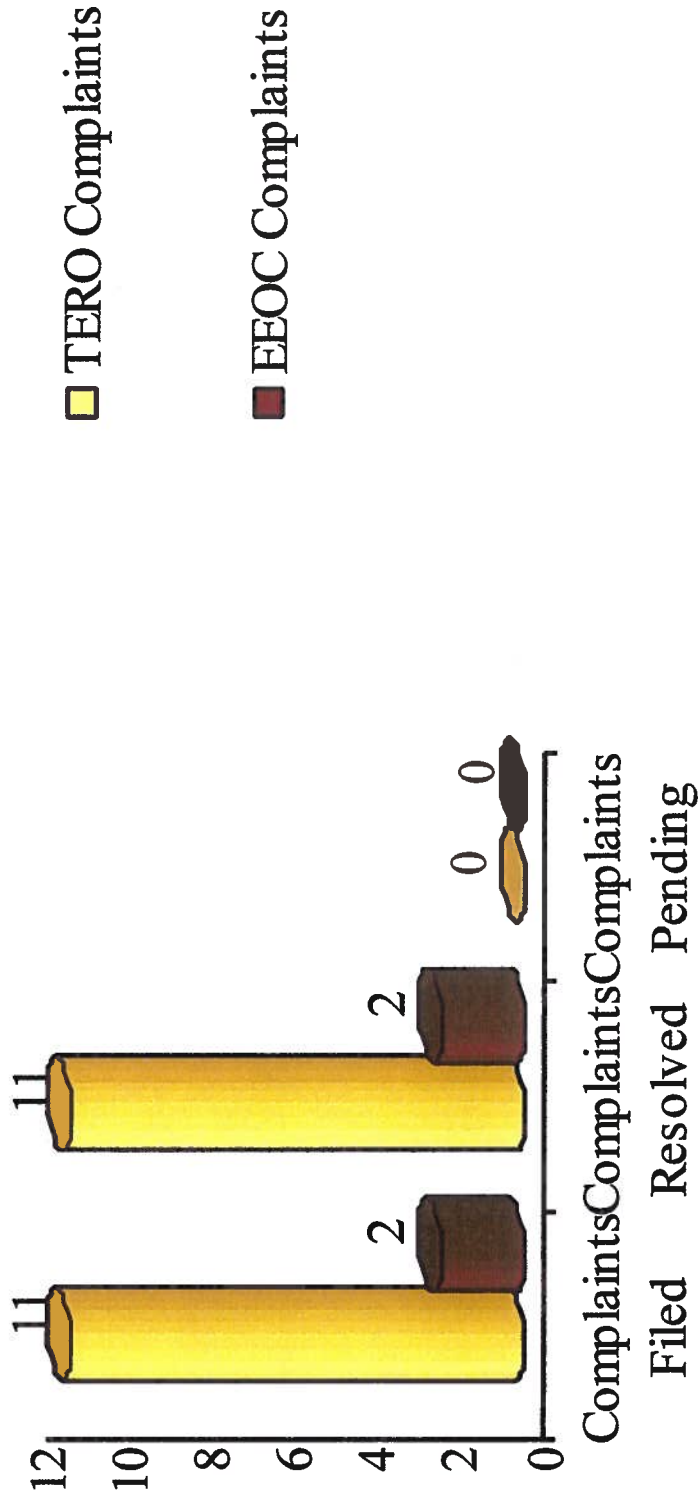
100% of Bid Openings Were Monitored by TERO Staff



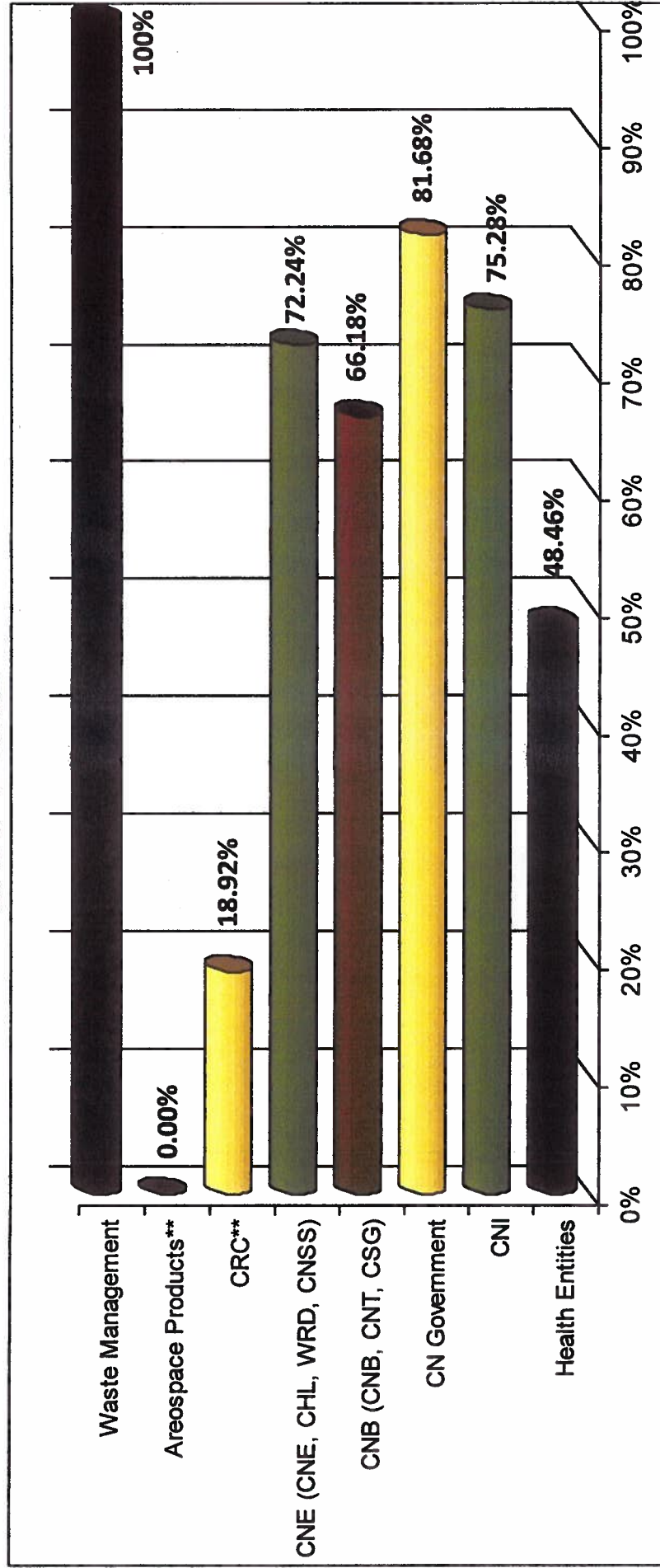
100% of Work Sites Were Monitored



Complaint Resolution



74.77 Percent of all Cherokee Nation Employees are Cherokee Nation Citizens



Initiatives

- **TERO Vendor Fair** included purchasing round robin, which enabled vendors to make appointments and meet with purchasing agents from CN, CNE, CNB, CNI, and HACN.
- **Electronic notification to TERO certified Indian-owned businesses** when a procurement opportunity they qualify for posts on www.cherokeebids.org. Notification will be through email and text messaging. The first step in coding vendors has been completed and Information Systems is working on the notification.

Initiatives

- **CIOB Teaming Program** to increase competitiveness of CIOB on larger contracting opportunities. This program will aid smaller CIOB to find potential teaming partners and work together to jointly bid on projects or subcontract for each other.
- www.cherokeetero.com website – this site lists Certified Indian Owned Businesses for public reference, markets CIOB through internet searches, and provides CIOB opportunities for webpage development

One Stop Business Center Calendar

Business/Entrepreneur Workshops				
Date	Location	Time	Workshop	
October 16	Muskogee Civic Center	1:00 pm to 3:30 pm	Preparing Local Foods for Resale	
October 24	Muskogee Civic Center	1:00 pm to 3:30 pm	Preparing Local Foods for Resale	
October 30 - 31	Tahlequah - NSU	All Day	Northeastern Oklahoma Regional Summit	
November 1	Catoosa Hard Rock	All Day	CN Indian Owned Business Fair	
November 7	Bartlesville, Tri-County Tech Strategy Center	PM TBD	Tax Strategies for Businesses	
November 8	NSU Broken Arrow	9:00 am to 1:00 pm	Social Media Boot Camp	
November 8	NSU Tahlequah	2:30 pm to 6:30 pm	Social Media Boot Camp	
November 15	RSU Claremore	9:00 am to 3:00 pm	Economic Gardening Conference	
November 28	Sequoyah High School	10:00 am to 2:00 pm	Youth Entrepreneur Day/Contest	

Group: Commerce

Month/Year of Report: October 2012

Director: Anna Knight

Phone: 453-5532 Email: aknight@cherokee.org

Budget Highlights None

Program Highlights

a. Balanced Scorecard Measures

Objective	Metric	2013 Goal	Year to Date Achievement Notes/Comments
Investment in Economy	Loan Dollars	\$1,000,000	Commercial: \$193,978.40 <i>Approved Loans Pending Closing</i> <ul style="list-style-type: none"> • Salon/Spa \$291,500 • Carpet installer \$25,000 Consumer: \$71,486.00 (57 loans)
Investment in Economy	a) Community Tourism & Business Development	a) \$125,000	a) \$0 (<i>all loans to artist & tourism</i>)
	b) Tourism Business Income	b) \$50,000	b) \$2,933.00 (<i>income to artists/communities</i>)
Job Creation	1. # Small Business Jobs Created/Maintained	1. 100	1. 20 (18 Cherokee)
	2. Percentage Cherokee (or Cherokee Family) Employed	2. 100%	2. 90%
Effective Business Training	# Attendees and % Indicating usefulness	1,500/100%	593 / 100%
Holiday	1. % Increase Sponsorships	a) 5%	a) TBD
	2. % Increase in Community Games Participation/Holiday Cultural Events	b) 5%	b) TBD

b. Notable accomplishments

1. **Commercial Loans Closed –YTD –Fort Gibson-** Trucking (4), *Hulbert-Construction (5), Muskogee-Ag loan (1), Stillwell-Daycare (2), Tahlequah- Recycling (6), Tulsa- Coffee Roaster (2).*

2. **Collateral for Commercial Loans Closed –**

Community	Loan Purpose	Project Costs	Loan Amount	Collateral Discounted Value	Owners Equity	Jobs
Tulsa	Purchase equipment & supplies	\$55,000	\$47,243	Equipment vehicle=\$50,754	15%	2
Fort Gibson	Purchase truck & equipment	\$85,000	\$73,500	Real Estate=\$106,000	15%	4
Muskogee	Purchase cattle	\$30,000	\$20,450	Cattle, stock trailer=\$21,000	34%	1
Hulbert	Equipment	\$2,500	\$1,550	Blanket UCC=\$2,270	38%	5
Tahlequah	Equipment repair & working capital	\$55,000	\$50,705	Vehicles, equipment=\$57,125	10%	6
Stilwell	Working capital	\$750	\$530.40	Blanket UCC=\$1,000	30%	2

3. **Charged Off Loans** – Commercial: YTD Total – \$0.00, Consumer: YTD Total – \$0.00
4. Cherokee Arts Center **E-Commerce site is complete** and can be viewed at artscenter.cherokee.org
5. Working with Oklahoma Department of Transportation and the US Department of Transportation on workshop as they are actively seeking to increase contact and contracts with minority vendors
6. **Over 300 people attended the NORA Regional Summit**
7. Cherokee Nation **Certified Indian Owned Business Fair had 400 attendees** with over 100 vendors

c. Future plans/new initiatives

1. **Kitchen Incubator** for Cherokee farmers and food producers to earn supplemental income by preparing/packaging local foods for sale. **Creation of Food Sector entrepreneurial development and loan programs.**
2. **Youth Entrepreneur Day November 28** at Sequoyah High School from 10 am to 2 pm. We expect ten schools to participate in this year's event.
3. **The Small Business Christmas Bazaar will be December 5** from 10 am to 6 pm in the Community Room
4. **Cherokee Arts Center Christmas Art Sale will be December 4** from 6 pm to 8 pm coinciding with the City of Tahlequah's Lights On ceremony

Lending \$'s Available (pending and approved/pending applications not considered)*

▪ IRP:	\$646,326.83	▪ CDFI:	\$210,857.51
▪ Commercial:	\$808,978.29	▪ Consumer Lending:	\$164,760.19

*Based on September bank statements.

Business/Entrepreneur Workshops			
Date	Location	Time	Workshop
November 15	RSU Claremore	9:00 am to 3:00 pm	Economic Gardening Conference
November 28	Sequoyah High School	10:00 am to 2:00 pm	Youth Entrepreneur Day/Contest