

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

Group: Management Resources

Month/Year of Report: February 2010

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 FY10

Natural Resources

OBJECTIVE	ACTUAL	YTD
Acquire land that enables jobs, language, or community	2	12
Provide technical assistance to communities – ga-du-gi projects	3	6

Risk Management

- EM Team Member monitored winter weather and sent out warnings and informational e-mails during this Snow/Winter Weather event. Winter Weather information sheets were developed by EM Team members and distributed via mass email. We received such a positive response that brochures are being developed as a ga-du-gi project with Communications.
- Water was staged in the following locations in anticipation of major snow event: Kenwood Community Building, Oaks Community Building, Nowata, and South Coffeyville Community Centers, as well as, the various Donated Foods warehouse locations.
- Initially, State OEM requested transportation assistance to set up Staging area for Federal Resources in Muskogee. Due to a shift in the weather pattern, that Staging site was not established.
- Staff continued work on the Hazard Mitigation Plan.
- QA staff projects – Continue work to be monitored at Complex projects, Boiler/Chiller, and Sequoyah Statue. Male Seminary HVAC is complete. Career Services Learning center most of demolition has been completed and are starting to stand up walls. Male Seminary Parking Lot Girls Dorms – old asphalt removed and half of gravel base has been installed.
- RM Staff completed building inspections in Adair and Sequoyah Counties
- Health orientation provided for new Health employees.

b.) Accomplishments

Facilities Management

- Career Services Learning Center demolition is 99% complete, project may be delayed due to not having TERO vendors available
- Operators area still being worked on, new floor plan is being reviewed
- Housekeeping has two new employees
- Lowered flags to half staff in honor of Hastings Shade
- Water leak and wall was repaired in the Food Distribution building. Waiting on weather to warm to fix water leak at Dahlongegah
- All toilet paper holders have been replaced, we now only have one size and type of toilet paper to order
- Shelves are being taken down at the Dotson Roberts property
- Inventory of Christmas decorations is complete
- Ice melt was spread on sidewalks, stairs and entrances during bad weather
- Working with contractors to resolve issue with a crack in one of the corners of the sidewalk in front of the complex
- Re-keyed the GEO Data area (ballroom offices)

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

- Preparation bids specification for floor cleaning equipment
- 10 new 4x6 entrance rugs are on order to be placed in the ballroom and Immersion building
- Meeting with Travis Owens will be scheduled to talk about hanging banners at the Court House Square

Natural Resources

TRIBAL LAND STEWARDSHIP

PROJECT	THIS MONTH		TO DATE	
Lease Compliance	16	Ac.	16	Ac.
Mechanical Brush Control	50	Ac.	225	Ac.
Weed Control		Ac.		Ac.
Fire Guards Maintained		Mi.	6	Mi.
Perimeter Fencing		Mi.	.75	Mi.

TRIBAL LAND IMPROVEMENT

PROJECT	THIS MONTH		TO DATE	
Cross Fencing		Mi.	.25	Mi.
Fence Rebuilt	.25	Mi.	3.50	Mi.
Timber Stand Improvement (TSI)	2	Ac.	3	Ac.
Wildlife Plots Established		Ac.		Ac.

FACILITIES MAINTENANCE/GROUNDS KEEPING

Belfonte	<input type="checkbox"/>	Mouse Dry Creek	<input type="checkbox"/>
Candy Mink Springs	<input type="checkbox"/>	Rocky Ford Park	<input type="checkbox"/>
Cherry Tree	<input type="checkbox"/>	Ross School Area	<input type="checkbox"/>
Dahlongah Park	<input type="checkbox"/>	Saline Courthouse	<input type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Jay Foods Distribution	<input type="checkbox"/>	Tahlonteeskee	<input type="checkbox"/>
Kenwood Trailer Park	<input type="checkbox"/>		

NRD MONTHLY HIGHLIGHTS

- 94 Heirloom seed requests
- 77 Heirloom seed orders mailed
- 15 Hunting/Fishing calls
- Delivered 37 walnut trees
- Cut logs for the construction of new village at the Heritage Center
- Gave Ethno botany/NRD presentation at Tulsa Cherokee Community Organization
- Presentation given to Cherokee Leadership Council on walnut trees
- Spoke at February Cherokee Nation History talk on Cherokee Ethno biology
- Assisted with ethno botany trail and heirloom garden at Murrell Home

Risk Management

- Completed inspections of all tribal facilities in Adair and Sequoyah County – This does not include the Health Facilities. Began inspections in Delaware County.
- Quality Assurance and Risk Management staff is working with Planning & Development on all internal construction projects.

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

Planning & Development

Facilities Management and Planning & Development

Projects

- Completed Council Chambers remodel
- Completed Immersion remodel
- Completed Human Services remodel
- Completed Cherokee First remodel
- Completed GeoData Area remodel

Projects Pending

- Finish the mowing season for the winter, and winterizing equipment and out buildings
- Male Seminary Grounds and Building up keep
- Helping SHS Facilities with a water line break
- Pouring trenches east of motel, south of Old BIA, east of Human Resources Building

Planning & Development

- Administration - Continuously working on Master Plan development
- Administration - Visual Management
- Health Group (Signage) - Hastings Hospital, Interior and Exterior Signage in process of completion in March. Completed building entrance seal and masthead installation.
- Vinita Site Utility Design – submitted documents to ODEQ for final review and approval to proceed
- Salina Dental Clinic – Ready to go out for bid to begin additions.
- Main Complex – Front entry concrete work and Time Capsule are complete.
- Main Complex – Registration space planning to add new employees.
- Main Complex – Human Services Remodel—about 100% complete.
- Main Complex –Old TERO Building: shelves were installed for proper storage.
- Main Complex – Office Services 95% complete. New wall, ceiling tile and carpeting were completed and installed. Will install furniture within next week
- Main Complex – Project Complete.
- Main Complex – “Career Services Learning Center” in progress; target completion March 19, 2010.
- Started researching Cherokee Nation’s Historical Theme, while keeping in line with the new branding and Visual Management, for the display cases in the Administration Building
- Sequoyah Statute – In progress; target completion March 5, 2010. (pending no weather delays)
- Internal Space Cost Pool Square Footage – 273,684.81
- Pool Total Office Space Leased Square Footage – 89,149.60
- Total office space leased – RATIO 3.06
- Office Space Leased in Tahlequah only – RATIO 5.55
- Office Space Leased in Tahlequah only – 49, 310.60
- Total leased storage square footage – RATIO 16.28
- Total leased storage square footage – 16,803.00
- Storage leased in Tahlequah only square footage – RATIO 18.48
- Storage leased in Tahlequah only square footage – 14,803.00
- Internal Space Cost Pool Square Footage in Tahlequah – 273.684.81

Planning & Development

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

Ga-du-gi Projects

- Evaluated Lost City School for Safety
- Involvement with the Tahlequah Planning Committee with NSU, city of Tahlequah and Cherokee Nation
- NSU College of Business Mentoring Program

c.) Future Plans/New Initiatives

Facilities

- Tighten metal pole by security
- Parking lots at Male Seminary girls dorm building - plans do not show the service roads to either girls or boys dorm just parking lots only
- Getting materials to work on the west end of the complex parking lot
- Meeting scheduled with Jimmy Summerlin in EMS regarding the Fire Sprinkler System in that building
- Entrance lighting upgrade

Risk Management

- Working with Gaming Commission on new Ramona Casino regarding safety and quality assurance.
- Partnering with the City of Muskogee and County of Muskogee to obtain tornado siren that will provide coverage for Three Rivers Clinic
- Work continues on authoring Safety Training Program for Construction Volunteers. This training will be completed by all volunteers prior to working on the Veterans Center construction site
- H1N1 preparation - Finalize Memorandum of Agreements for the MIPS plans in Sequoyah, Adair, Mayes, Washington, Delaware, Muskogee, Craig and Wagoner counties
- Complete draft of Hazard Mitigation Plan - participate in community meetings
- Update CN COOPS (Continuity of Operations Plan) to reflect changes made for H1N1 Steering Committee
- Update Pandemic Flu Plan to reflect additional information developed thru various H1N1 Committees
- Update Emergency Operations Plan as affected thru H1N1 planning and activation
- Author, duplicate and distribute informational brochures on Disaster Preparedness
- Work with City, County and State Health officials to evaluate the possibility of adding CN Food Distribution Warehouse as designated location for recent of vaccines from Strategic National Stockpile.

Planning & Development

- Education Group (Sequoyah Math, Art and Sports Building) – schematic phasing
- Education Group (The Place Where They Play Vestibule) – developing construction cost projection
- Education Group (Sequoyah School) – in progress; projected completion date March 5 (pending no weather delays)
- Health Group (Salina Dental Clinic) –ready to go to bid for construction
- Health Group – W.W. Hastings signage package at 30% complete
- Health Group (Vinita Site Utility Construction) – submitted final plans to ODEQ for final review and approval
- Health Group (Burchett/Hastings) – A committee has been organized to met and plan the development of an expanded ER and addition of an Urgent care at Hastings Hospital. Smith group has completed and submitted a project timeline and data analysis to the planning committee
- Human Services (CDC/Cherokee Elder Care Stilwell Project)

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

- Master Planning – Campus planning committee is meeting
- Court and Council – Planning underway for Court and Council Building; ready to meet and review feasibility study findings.

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

Group: Government Resources

Month/Year of Report: February 2010

Group Leader: Melanie Knight

Phone: 453-5705

E-mail: melanie-knight@cherokee.org

Director: Linda Donelson

453-5236

linda-donelson@cherokee.org

I. Budget Highlights

a.)

II. Program Highlights

a.) Balanced Scorecard Measures

1.

b.) Accomplishments

1. 1/25 Group Leader Meeting on Master Plan
2. 1/25 Meeting with Shawnee family on Casino lease questions
3. 1/27 Meeting on Oil & Gas at Chilocco with Sullivan Group.
4. 1/29 Three Hunting leases for individuals approved by BIA:
on 160 acres, 2 years at \$640 per year);
on 30 acres, 2 years at \$150 per year);
on 10 acres, 2 years at \$50 per year)
5. 2/2 Hunting Lease approved by BIA on 10 acres, 2 years at \$40 per year)
6. 2/2 MHH transfer approved by BIA (.46 acres to Dennis & Ida Dry in Delaware Co.)
7. 2/2 Meeting with FSA on 12 acre tract in Muskogee on lease options
8. 2/2 Foreclosure Confirmation Hearing on R. Thomas Property – CN received deed for 120 acres
9. 2/4 Purchased Housing Authority tract for CN in Stilwell (approx. 16 acres) by retirement complex
10. 2/4 Natural Resources/Realty monthly meeting
11. 2/5 Amendment to Victory Cherokee Organization Lease
12. 2/4 Bid Openings on firework lease for Chilocco and grazing leases and received Business Lease approved by BIA for Smokeshop in Muskogee County
13. 2/4 MHH transfer approved by BIA (.43 acres to R. Bunch in Adair County)
14. 2/9 MHH transfer approved by BIA (1.01 acres to Wilma Kirby, Delaware Co.)
15. 2/9 Business Lease approved by BIA for Smokeshop in Rogers County
16. 2/17 Received Deed Approval on Restricted Indian Land—exchange of land between family Members in Sequoyah County
17. 2/22 Hunting Lease approved by BIA (individual's 40 acres, 2 years at \$200 per year)
18. 2/25 Attended meeting of Intertribal Monitoring Association (ITMA) on Cobell Settlement in Las Vegas, Nevada (Affect on 5 Civilized Tribes an issue of CN)
19. Other Real Estate Services Highlights:
 - Received and/or returned 909 phone calls
 - Meet with 88 individual clients
 - 29 Site inspections were done
 - 5 Hunting Leases approved by BIA for individuals
 - 3 MHH trust to trust transfers approved
 - 1 Tribal Business Lease approved by BIA

CHEROKEE NATION TRIBAL COUNCIL

RESOURCES COMMITTEE REPORT

- 2 Smokeshop Leases for individuals approved by BIA
- 4 Probates
- 16 Home Visits
- 7 Jurisdictional Calls
- 9 Right of Entries
- 4 Quiet Titles
- 332 County Researches Completed
- 27 Documents filed in Title Plant
- 38 Certified copies made/indexed
- 326 Tracts Indexed
- 63 Allottee Files Scanned
- 63 Allottee Files Organized

c.) Future Plans/New Initiatives