



# COUNCIL OF THE CHEROKEE NATION

## EXECUTIVE & FINANCE COMMITTEE REPORT

Reporting Month: October 2022

Dept: **Financial Resources**

Contact: **Janees Taylor, Treasurer**

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



### Accounts Payable checks disbursed

Current Month	3,721
Year to Date	3,721



### Timecards processed

Current Month	17,373
Year to Date	17,373



### Reqs. approved for processing

Current Month	3,638
Year to Date	3,638



### Purchase orders issued

Current Month	3,206
Year to Date	3,206



### Travel expense statements processed

Current Month	199
Year to Date	199



### Files received for storage

Current Month	0
Year to Date	0



### Number of internal billings

Current Month	6
Year to Date	6



### Grant reports submitted

Current Month	84
Year to Date	84



### Deposits

Current Month	654
Year to Date	654

## Departmental Goals

- 1 Complete FY22 Audit  
*0% complete - Audit expected to be completed on March 31, 2023*
- 2 Obtain Unmodified Audit Opinion  
*0% complete - Audit expected to be 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 October 2022  
*100% completion -Required reports were submitted timely in October*

## Compliance

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

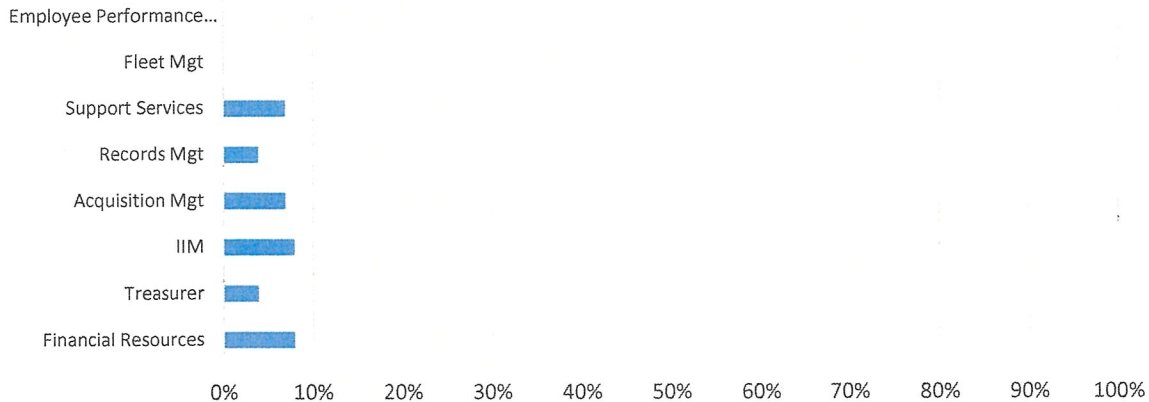
### Cherokee Nation Acquisition Management Year-To-Date Bid Report Over \$5,000 Transactions October 1, 2022 through September 30, 2023

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

Award to TERO Vendor	\$ 20,737,544.48	100%
Award to non-TERO Vendor	\$ -	0%
<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 20,737,544.48</b>	<b>100%</b>
Bid - no bids submitted by TERO Vendors	\$ 7,710,950.00	

### October 1, 2022 through October 23, 2022

### YTD Budget Spend



**Executive & Finance Committee  
Career Services  
November 2022 Monthly Report  
Diane Kelley, Executive Director**

**Economic Development-Hunter Palmer**

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

- 8 Cherokee Citizens entered into our OJT Program in the month of October and November with Average starting wages of \$17.64

***Work Experience Program***

- 17 Cherokee Citizens entered into our Work Experience Program in the month of October and November.

***Events***

Tuesday, November 15<sup>th</sup> OKC Construction Event

We had more than 30 new companies and individuals attend to learn information about becoming a TERO Certified company and how to bid on Cherokee Nation Projects.

Wednesday, November 16<sup>th</sup> Construction Trades Association luncheon Meeting-OKC  
Meeting to discuss partnerships with the Association of General Contractors of Oklahoma.

***Upcoming Job Fairs***

Career Services, Human Resources, and Housing Authority of Cherokee Nation, and CNB/CNE-  
Job Fairs:

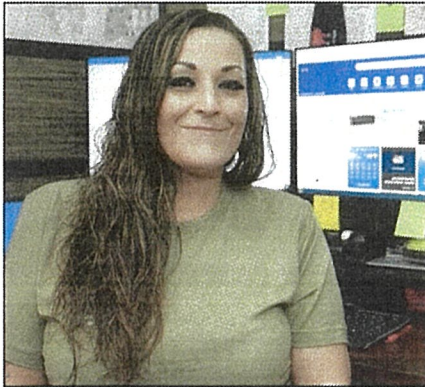
- Wednesday, November 30<sup>th</sup> 10:30AM-1:30PM Vinita  
Vinita Community Building  
915 E Apperson Rd Vinita, OK 74301
- Tuesday, December 6<sup>th</sup> 10:30AM-1:30PM Jay  
Jay Community Building  
429 S 9<sup>th</sup> St. Jay, OK 74346
- Wednesday, December 14<sup>th</sup> 10:30am-1:30pm Sallisaw  
Sallisaw- ICTC  
401 Houser Rd, Sallisaw, OK 74955
- Wednesday, January 11<sup>th</sup> 10:30am-1:30pm Tahlequah  
Cherokee County Community Building  
908 S College Ave, Tahlequah, OK 74464

**Employment Programs – Jeff Vance**

Program participants attained employment

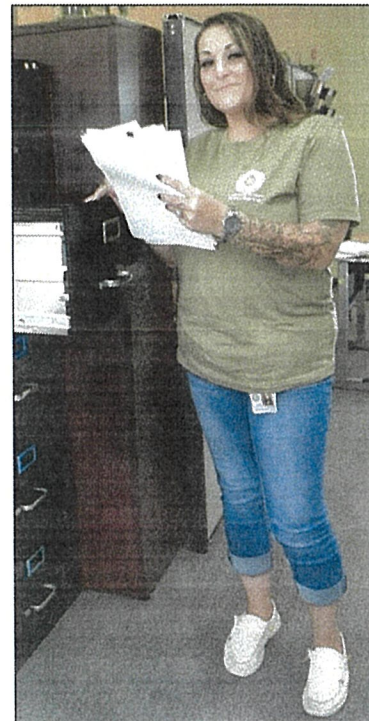
- |            |   |            |   |
|------------|---|------------|---|
| • External | 0 | • Internal | 1 |
|------------|---|------------|---|

## Career Services participant grateful for helping her succeed through challenges



Brandalyn Potts, a Cherokee citizen, was born in Gunnison Colorado, but raised in Tahlequah, Oklahoma. She has had the opportunity to benefit from different programs and services through Cherokee Nation since she was a child. Potts recently became a full time employee at Cherokee Nation Child Support Services after completing her certificate in the Business Tech Program at Cherokee Nation Career Services. "It has been a long road getting where I am today in my life,"

said Potts. "My little sister died when I was thirteen and I was having a really tough time with school and basically adjusting to life without her. It was tough on our whole family. She was a big part of our lives." Potts was able to take advantage of therapy programs through Cherokee Nation Behavioral Health at Hastings Hospital to deal with the loss of her sister. She left traditional school to attend alternative school. "I decided to get my GED when I was seventeen after I found out I was pregnant," said Potts. "I did the stay-at-home mom thing for about seven years when my kids' dad was killed in a car wreck. That sent me down a dark path with drugs until one day I woke up and told myself I needed help. I called Career Services and they offered me the opportunity to go to Business Tech and get a great job. I met really nice guy and we are in the process of buying a house through the Mortgage Assistance Program offered through Cherokee Nation." Potts has overcome many challenges in her life and feels that Cherokee Nation has been a big part of helping meet those challenges. "The counselors at Cherokee Nation helped pull me out of some dark places and set me on a path to success with my career and family. They didn't give up on me. They supported and encouraged me and helped me find my way again."



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

- Services provided to 425 recipients for the month
- Issued approximately \$5,870.00 in work participation incentives and supportive services to 25 eligible parents
- Issued an additional \$422.00 in Extracurricular/Healthy Lifestyle and Grooming/Hygiene allowances to 4 eligible TANF youth to assist with participation in extracurricular activities that promote a healthy lifestyle and basic grooming/hygiene

### **RESTORE/RENEWAL CAREER Programs – Jacky England**

Cherokee Nation Career Services (CNCS) Disaster Recovery Dislocated Worker grant, **RESTORE**, has been reallocated to the tribal 102-477 plan with our other dislocated worker grant. Throughout the operations of the grant, the team has continued to provide temporary employment opportunities to businesses and jobseekers within our tribal reservation and contiguous counties.

- **255** participants have received services through this grant program and many have transitioned into permanent, full-time employment or other employment and training programs
- The program has worked with **82** total employers throughout the lifetime of the grant

The success of this grant will carry on to our current and future outreach and services to dislocated, long-term unemployed, and displaced workers. The **RENEWAL** team continues to assist with employment and vocational training participants throughout the reservation. The team submitted **59** vocational and employment files for the month of October.



## Cherokee citizen uses Career Services training opportunity to begin climbing career ladder



Mason Clemons is a Cherokee citizen, full-time employee with Cherokee Nation Information Technology Department, and a former participant in the Work Experience Program at 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. "I was born in Tulsa, Oklahoma, and lived in Warner, Oklahoma, for a few years. My dad passed away when I was two and we moved here," said Clemons.

"I've been a Tahlequah, Oklahoma boy ever since." Clemons is very appreciative and proud to have been raised by a single Cherokee mother who is also an employee of Cherokee Nation. "My mom is awesome. She has worked for the Cherokee Nation my entire life," said Clemons. "She worked very hard and is now the Grant Director for the Department of Commerce. She is quite an inspiration." After graduating from Northeastern State University with a bachelor's in general studies, Clemons didn't have a clear vision of what he wanted to do for a career but he had heard about the Work Experience Program at Career Services. "I knew that Information Technology was a great way to make a living, and I did have some background in computers but not much," said Clemons. "My mom let me know Career Services could possibly assist with some training opportunities that would help me learn more about becoming an IT Tech, and might also help me get my foot in the door at Cherokee Nation." Clemons entered the Work Experience Program and worked with Career Services counselors to get placed and eventually hired with the Cherokee Nation Information Technology Department. "I am now a Help Desk Computer Support Technician, and owe all of my successes so far to Career Services for giving me the opportunity to train and succeed in my chosen profession," said Clemons. "This whole experience has been great. From working with the counselors in Career Services, to everyone in the IT department, I feel like a part of a wonderful team. I look forward to working the Cherokee Nation for a long time. I could have never done any of this on my own."





# Cherokee Nation *Coming Home* Reentry Program

*"Welcome back to the Cherokee Nation."*



## Counselor by County

**Mayes, Wagoner, Muskogee, McIntosh**  
Heather McKinnis  
918-316-3262  
heather-mckinnis@cherokee.org

**Tulsa, Washington, Rogers, Nowata**  
Nancy Davidson  
918-316-9367  
nancy-davidson@cherokee.org

**Cherokee**  
Kyron Gonzales  
918-316-8564  
kyron-gonzales@cherokee.org

**Craig, Ottawa, Delaware**  
Madison Threet  
918-316-3621  
madison-threet@cherokee.org

**Adair, Sequoyah**  
Chelsey Sawney  
918-316-0525  
chelsey-sawney@cherokee.org

## Coming Home Reentry Program

The Cherokee Nation offers the 'Coming Home' Reentry Program to Cherokee citizens who are Justice-Involved or have been recently released from incarceration and are returning to, or reside in, the 14-county reservation in northeastern Oklahoma.

The Coming Home Reentry Program operates within the Career Services department of the Cherokee Nation. Career Services provides employment and training programs leading to self-sustaining careers and jobs for participants. Reentry services and assistance are on a case-by-case basis and can include, but are not limited to, the following: counseling, health care, behavioral health, clothing, hygiene, housing, driver's license reinstatement, employment, vocational training, and other relevant services.



GWJ.D DBF  
**CHEROKEE NATION®**  
Career Services

Contact Us Today • 918-453-5555  
Cherokee Nation Reentry Program  
P.O. Box 948  
Tahlequah, OK 74464





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

GWY.9 DBF  
**CHEROKEE NATION®**  
Career Services  
Office Locations



**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



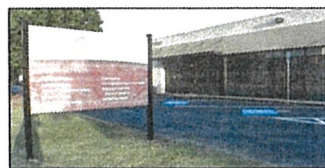
**Mayes County  
Pryor Office**  
6789 Hwy. 69 S  
Pryor, OK 74361  
918-825-7988



**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

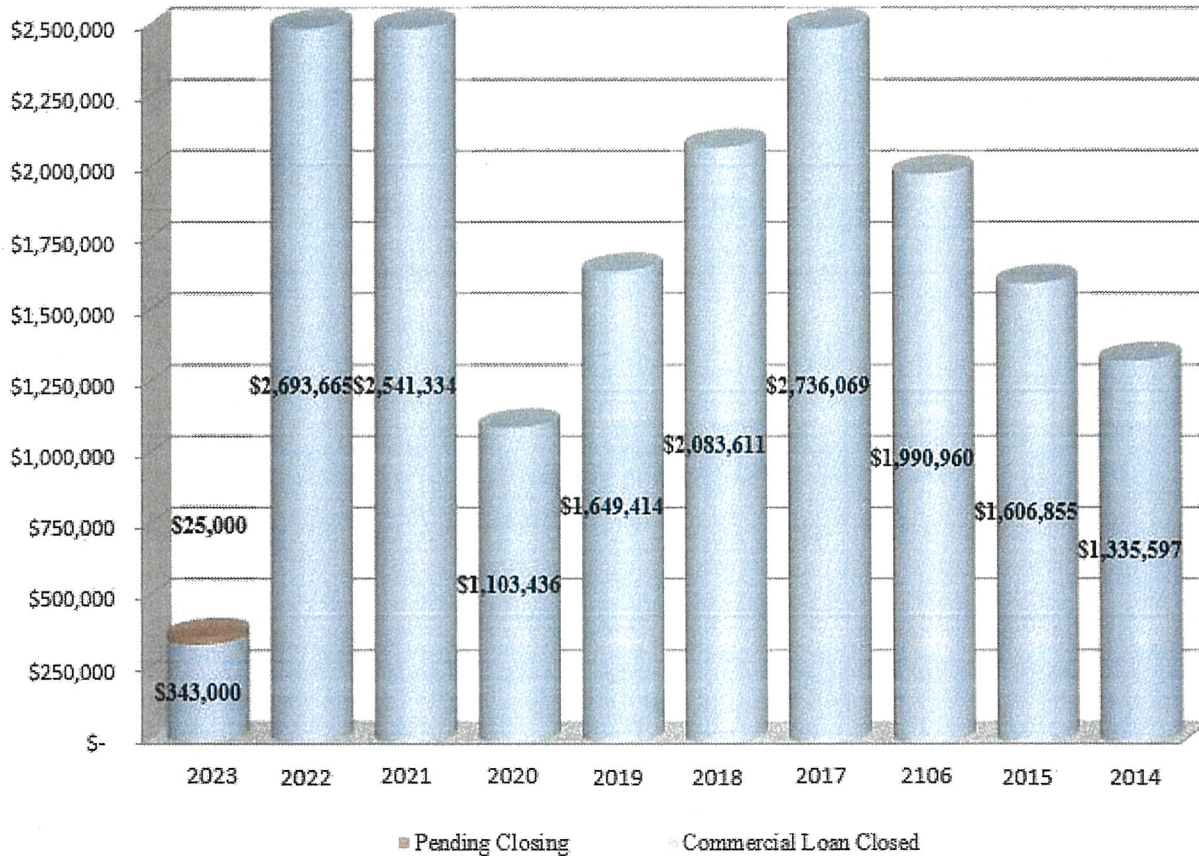
Small businesses employ nearly half of the American workforce; they create 2 out of 3 net new private sector jobs; they invest 68% of revenues to build and sustain communities. – SBA 2021



Cherokee Nation Economic Development Trust Authority has invested \$22,281,165 in 417 privately owned small businesses impacting 1,777 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  
November 2022

Community	County	Business Type	Startup or Expansion
Bartlesville	Washington	Service Industry	Startup

Small Business Loans Closed  
November 2022

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Tulsa	Food Service	\$48,000	14%	4

### Consumer Loans Close

231 consumer loans totaling \$369,338 have been made through the Small Business Assistance Center in fiscal year 2023.



## Small Business Client Highlight



Dyllon Fite had a dream of starting his own restaurant after managing several and working for others. He wanted to start something of his own. Fite's Fiesta Tex-Mex began as a food truck that Dyllon worked in over the summer of 2021 and 2022. With the help of a loan from the **Cherokee Nation SBAC** he opened his restaurant in August of 2022. Located in Cookson, they serve all the Tex-Mex favorites as well as a steak special. Dyllon is always so thankful for the help he received from the SBAC.

He is very excited to see what the future holds for his business and is always looking for ways to improve and expand. He is very active marketing his business on social media and he hopes to start a second restaurant, most likely a steakhouse in the Tahlequah area.





## Small Business Lending Impact 2010 through 2023 by County

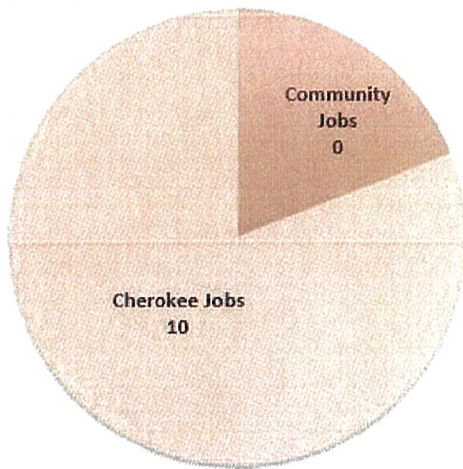
**CNEDTA loan dollars leverage additional economic investments!**

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

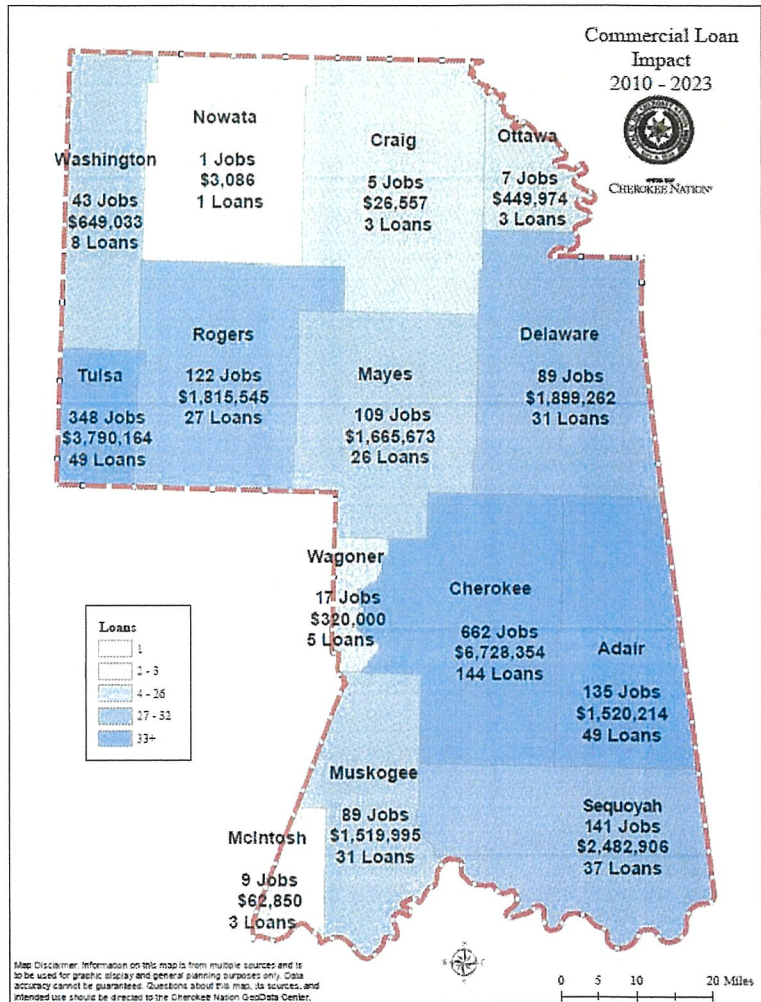
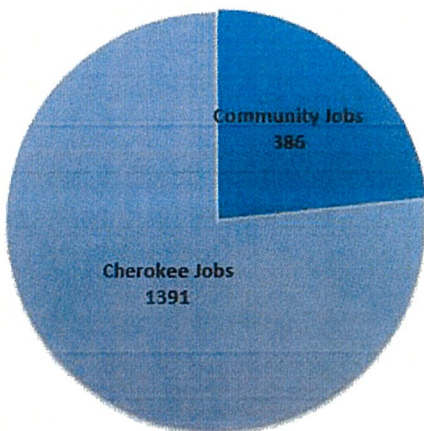
In 2022, CNEDTA loans leveraged an additional \$4.5 million in private community investments.

### 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	\$6,728,354	144	662
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	\$1,815,545	27	122
Sequoyah	\$2,482,906	37	141
Tulsa	\$3,790,164	49	348
Wagoner	\$320,000	5	17
Washington	\$649,033	8	43
Totals	\$22,881,156	417	1,777

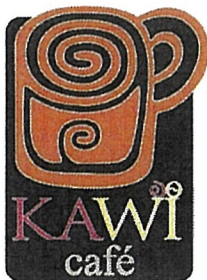


## Cherokee Nation Economic Development Trust Authority

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

### Lending Assets

Available Commercial Capital	\$1,540,921
Available Consumer Capital	\$1,002,412
Approved Grants Pending Distribution	\$0
Approved Grants Pending Receipt	\$623,000
Total Available Capital	\$3,166,333
Outstanding Commercial Loans	\$10,933,089
Outstanding Consumer Loans	\$2,356,019
Total Outstanding Loans	\$13,289,107



- 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.

*The Kawi Café is excited to unveil a new menu of winter foods. We hope you'll stop in to see and try the new menu soon. We are also ready for all your Holiday catering department or family needs.*

### 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)).

Christmas ideas! MiniMocs Christmas ornaments are in the Spider Gallery Store. These are \$15 and can be picked up in store or shipping is available within the continental United States.



## Procurements Awarded to Certified Cherokee/Indian-Owned Small Business 84.77%\* of CIOB Eligible Procurement Opportunities were awarded to CIOBs

\*as of Oct 30, 2022

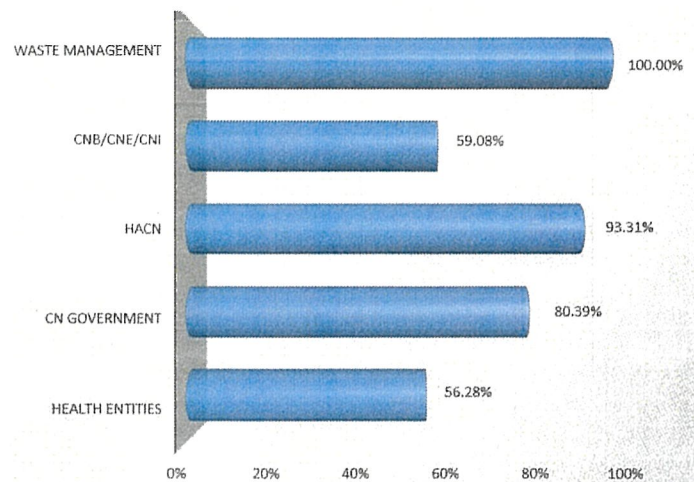


TERO Procurement Opportunities	
Entity	% Awarded
CN Government	100%
CNE	76.42%
Health Entities**	97.07%
CNI	N/A

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

## 70.98%\* of Employees are registered Cherokee Nation Citizens \*as of Sept 30, 2022

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



## Commerce Services Grants Pending and Approved

Please note some grants submitted under the Cherokee Nation Economic Development Trust Authority (CNEDTA)

Grant Submitted	Purpose	Funding Year	Amount Requested	Status	Notes
USDA RDBG	Small Business	2022	\$219,020	Awarded	Revolving Loan Fund
CDFI	Lending Programs	2022	\$1,300,000	Pending	SBAC Lending Programs
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	2023	\$36,000	Awarded	VITA Tax Program 2023