

Group:	Management Resources	Month/Year of Report:	January FY14 Report for Feb. Mtg.		
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

PLANNING AND DEVELOPMENT

- **Veteran's Center** – In process of laying tile, tile in two main baths is complete; working on remaining bath (complete) and vinyl (shipped 1/21). Cabinets are near completion, need cabinets in west of meeting room; Painting – handrails & touch up in progress
- **W.W. Hasting Hospital – ER expansion** – Complete – working on closeout documents
- **Sequoyah - Stadium** – EOTS, revising drawings (drawings received). Also we are looking at alternate ways to fund (funded); **Water System Replacement** – EOTS delivered review documents – funded; **Parking/Paving/Drainage Improvements** – EOTS delivered review documents – funded – Visited with Michael Lynn, he said he can add projects once a year.
- **Cort Mall** – PO issued 10/21 for elevator – elevator ordered, will take 3 months for production. Scheduled completion, end of March 2014.
- **Collinsville Food Distribution** – Open house held 1/16/2014

NEW CONSTRUCTION

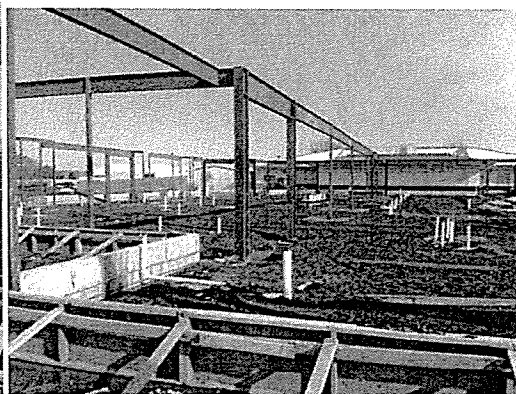
PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Veterans Service Center	May 25, 2011	95%	June 2013
W.W. Hastings Hospital ED		99%	December 2013
Collinsville Food Distribution Center	April 2012	100%	October 2013

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Redbird Smith Health Clinic	August 2012	80%	December 2013
Redbird Smith Annex			100% document
Jack Brown		75%-80%	May 2014
Homeland Building		90%	Office space remodel
Three Rivers Health Clinic	June 2013	85%	October 2013
Wilma P. Mankiller Addition			Design Phase
Ochelata			Design Phase
Sam Hider Clinic			Design Phase



Redbird Smith



Redbird Smith

FACILITIES MANANGEMENT

- Removal of Christmas lights on downtown areas and main complex
- Installed new HVAC Unit at Immersion IV
- Construction of stairs and ramp on deck at Immersion IV
- Called in locates of phase one of Markoma Walking Trail
- Met with Architect for Markoma Roof Evaluation
- Requested Bid for Munson Property Roof
- Repaired the road at the Marshal's Shooting Range.
- Replaced shower floors at Markoma gym
- Continued work on Cort Mall Elevator

GROUNDS KEEPING/MAINTENANCE

Carwash	<input type="checkbox"/>	Locust Grove, Green Space	<input checked="" type="checkbox"/>
Claremore Federal Bldg.	<input checked="" type="checkbox"/>	Male Seminary	<input checked="" type="checkbox"/>
Complex	<input checked="" type="checkbox"/>	Munson Property	<input checked="" type="checkbox"/>
Cort Mall	<input checked="" type="checkbox"/>	Old Homeland Bldg.	<input checked="" type="checkbox"/>
Holiday Strip	<input checked="" type="checkbox"/>	Pow Wow Grounds	<input checked="" type="checkbox"/>
Immersion	<input checked="" type="checkbox"/>	Stilwell Complex	<input checked="" type="checkbox"/>
Keetoowah Duplexes	<input checked="" type="checkbox"/>	Southgate	<input checked="" type="checkbox"/>

RISK MANAGEMENT

- Participated in Disaster Drill at WW Hastings Hospital (Chemical Spill)
- Certificate of Occupancy issued for Collinsville Food Distribution – Grand Opening was held at this location.
- Life Safety Tests at Sallisaw Clinic Remodel, final issues being addressed. Certificate of Occupancy will be issued later this month.
- Vinita Clinic Claim continues, damage is repaired, ordering equipment, cabinets have been installed, working with Carrier on subrogation.
- Staff attended ITEMC Meeting, Summit is being planned for June of 2014

- Attended Local Emergency Planning Committee meetings in Sequoyah, Mayes, and Cherokee County.
- CNEM hosted ICS 400 class on January 15th and 16th
- Community Building Insurance – Continue working on inspections and inventory with COTTA
- Public Health Accreditation Board and CTG Grant Meeting attended by staff. Working with PHAB on Public Health Accreditation and Emergency Management items.
- Head Start Health Advisory Board Meeting attended by staff.
- EMS CAAS Review, scheduled for January 30 and 31.
- Conducted Annual Fire Extinguisher Training for Stilwell CDC staff, also Grand Opening was held for this new facility.
- Several Emergency Management Planning Meetings have been held, working with the Policy Committee to update annexes of existing Emergency Operations Plan. Meetings with Crisis Response Team, and Table Top Exercise being planned and scheduled for March of 2014.
- Inspection and generated reports on various facilities of Cherokee Nation – Nowata County Facilities.
- EM working with State OEM and FEMA on declared disasters. Received advance on April flood disaster effective Mayes County. Public Assistance documents have been provided to FEMA/State on Mutual Aid provided to Absentee Shawnee Tribe; work continues on Moore/Norman Logistics response – Mutual AID.
- Ongoing Claims and Litigation Management of claims occurring within Self Insured Retention.
- Construction Activities – Jack Brown Center, Sallisaw Remodel and New Construction, Veterans Center, Hastings Projects, Three Rivers Clinic, Courthouse, Cort Mall Elevator and Café, New Ochelata and Jay Clinics, and other remodel activities.

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		
Chemical Brush/Weed Control (spray)		5.047 ac
Farm Ponds Constructed		
Fence Rebuilt (repaired)		.2 mi
Fire Guards Maintained		8 mi
Lease Compliance/Tribal land inspections		
Mechanical Weed/Brush Control		300.5 ac
New Fencing	2.4 mi	2.55 mi
Timber Stand Improvement (TSI)		
Provide Technical Assistance to Communities		3

- **Tribal Land Improvement Projects**
 - Burned brush and trees on tribal land
 - Repaired fence on KEN 12

- Completed new fence at Porum 1
- Cut and stacked 12 rick of wood
- Repaired fence brace on CMS 1
- Dozed .5 mile fence row on KEN 14
- Set 16 corner posts on KEN 14
- Moved hay at Wilcox property in Tahlequah
- Fence repair on SEQ 1
- Brush hogged and installed gate on Wilcox property
- Installed 1.5 mile of new fence on CMS 12
- Installed new shop door at SCP

• **Resource Projects**

- Equipment repair
- Attended NR/RES monthly meeting
- Welded trailer hitch for another department
- Completed 2014 Noxious Weed Proposal and 2013 Accomplishment Reports
- Looked at buffalo fence at buffalo ranch and downstream casino
- Attended USDA Outreach Meeting/workshop on January 21

GROUNDS KEEPING/MAINTENANCE

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

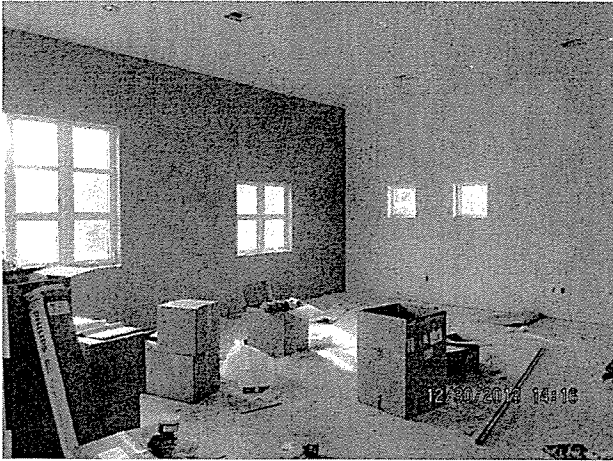
b.) Future Plans/New Initiatives

PLANNING AND DEVELOPMENT

- **Redbird Smith Health Clinic** –Install of ADEC dental equipment - is in place, working on final hookup of data and power; Ceramic tile installed in restrooms – completed; CNIS is installing fiber; Interior painting –complete – needs touch-up; Exterior caulking and painting (in progress); Flooring is in progress; Installing storefront-complete; We are awaiting answers on roofing penetration warranty questions from contractor and manufacturer.
- **Redbird Smith Annex (CNCR)** Walls poured for safer rooms; Steel erection has started; Slab on grade will be replaced after the first of the new year (due to weather); Several packages in process of being awarded by CNCR
- **Jack Brown** – Completion 242 days from date of PO – on schedule for substantial completion for February 8, 2014 (to be updated) – *Redstone is running behind schedule mainly due to weather and will provide an updated schedule at the next monthly meeting.*

Looking into temporary sewer options. At this time, the City has a nine month completion of sewer extension.

- Administration Building (A) – Est. completion at 75% - Drywall installed-50% has been mud and taped; Painting has started on the interior; All windows have been installed
- Girls Cottage (B) – Est. completion at 88% - Interior drywall and mud & taping complete; Interior paint complete; Exterior siding complete; Exterior paint 75% complete
- Boys Cottage (C) – Est. Completion at 83% - Interior drywall, mud and tape complete; Interior paint – walls are being primed; Exterior siding complete
- Art Building (D) – Est. completion at 83% - Metal building about 95% complete; Interior metal stud framing about complete; Drywall installation at 50%
- Dining Building (E) – Est. completion at 70% - Metal wall panels and insulation about 95% complete; Interior metal studs complete; MEP rough-in in walls 95% complete
- **Homeland Building** – Met with IT to determine type of fire suppression needed-completed; Health Facilities from Hastings is working on HVAC; Health & CN IT working on fiber; Looking into adding more restrooms; Flooring to begin soon.
- **Three Rivers Health Clinic** –Est. completion at 90% - Sidewalks and landscaping complete; Final grading at the pharmacy near completion; Asphalt paving has been installed; some areas did not meet compaction. Contractor will address these areas that did not pass.
- **Wilma P. Mankiller Addition (CNCR)** – CNCR working on estimate; Early site package tentative bid date due changed to 1/29/14; Civil Construction tentative start date early February; Remaining packages bid date set for 2/26/14; Tentative groundbreaking set for the week of 2/19/14.
- **Ochelata (CNCR)** – Groundbreaking took place 12/20/13; Earth work has started; 100% Construction documents received; CNCR emailed all construction related TERO contractors – faxed or called those without email addresses and posted with CN Bid Center. Due to concerns of having more participation by TERO contractors, CNCR posted the bids in local newspapers, held another Pre-Bid meeting and extended the bid dates. *This will have an impact on all other Clinic bid dates to keep them staggered to allow TERO contractors time to bid.*
- **Sam Hider Clinic (CNCR)** –CD's due 11/06/13- received; Site package tentative bid date 1/8/14; Construction tentative start date mid January; Remaining packaged bid date set for 2/6/14; Tentative groundbreaking set for the week of 1/30/14.
- **New WW Hastings Hospital** – Several program and planning meetings have taken place; Sign off of developed space program 10/30/13 – complete; In early design phase.



Jack Brown



Jack Brown

FACILITIES MANAGEMENT

- Re-surface walking trails
- Remodel exterior finish of Main Complex
- Replace HVAC units at Ballroom
- Replace HVAC unit in the warehouse vault
- Install Dyson hand dryers in Main Complex
- Install sunscreens in Main Complex

RISK MANAGEMENT

- Community Transformation Grant Committee Meeting
- PHAB Meeting
- Sequoyah County LEPC
- EOP Planning Meeting –
- Cherokee County LEPC
- Meeting of EM Policy Committee
- Revise Tribal COOPs Template
- Warehouse Team Meeting / Emergency Management
- EPC Meeting
- Table Top Exercise – March 2014
- Workplace Safety – Feb. 13th
- Weather Spotter Class – NSU – Feb. 18th

NATURAL RESOURCES

- Clear old fence line at CMS 1N
- Continue fencing on KEN 14
- Spray for thistle on Kirk property
- Complete cattle guard on CMS 23

CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

Group: Management Resources

Month/Year of Report: March, 2014

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 or Purchase of Restricted Land
- Deed Exchanges
- Partitions
- Patents-in-fee
- Rights-of-way
- Removal of Restrictions
- Business, Agriculture and Residential leasing
- Restricted Mineral Interests
- Last Will & Testaments
- Probate information
- Cherokee/English Interpreter
- Notary Services

I. Budget Highlights: None.

II. Program Highlights:

1. Sale or Purchase of Land. No land purchased during the month of March.
2. Appraisals. Four appraisals were ordered and nine approved by the Eastern Oklahoma Regional Office.
3. Fee-to-Trust/Trust-to-Trust Applications. One fee-to-trust application was sent to BIA during the month of March. Current status on pending Fee-to-Trust/Trust-to-Trust applications are as follows:

- a. Morgan Drain Trust Deed. Pending survey submission.

- b. Chilocco East. Affirmation decision of July 8, 2013 was appealed by the State of Oklahoma; said appeal was dismissed. RES is currently working with the EORO to acquire property title in trust.
 - c. Sequoyah Schools and Oaks Mission School. Decision to accept as trust to trust received March 2013; BIA processing.
 - d. Salina Clinic. Trust application submitted to BIA November 13, 2013.
 - e. South Coffeyville. Submitted March 5, 2014. BIA processing.
 - f. Redbird Clinic; Park Hill 153.88 acres; and Roland Truck Plaza/Hotel. Trust applications are being assembled.
- 4. District Court Probates. Five probate cases were finalized in district court during the month of March. One Court appearance by RES staff was requested and completed.
 - 5. Quiet Titles/Inventories & Heirship Determinations/Administrative Law Judgments (ALJ), Last Will and Testaments. Three Quiet Title determinations were received during the month of March; eight were returned. Six inventories and heirships were requested, eight were completed and returned. Three Administrative Law Judgments were requested; four Final Orders were received. Three Court appearances for ALJs were requested and completed; two pending hearings. Two Last Will and Testaments were prepared and endorsed; one Last Will and Testament was approved by District Court. Seventeen Last Will and Testament interviews were taken during the month of March.
 - 6. TAAMS. When the TAAMS project started, there were 12,669 allotments that required research. During the month of March, 2014, Real Estate Services has submitted 23 files to be encoded and have determined that 163 files contain no restricted property. There are 35 files in the process of being reviewed or encoded, leaving 1,554 files remaining to be reviewed for status determination.
 - 7. Right of Entries, and Service Line Agreements. Fourteen Right of Entries were requested and prepared.
 - 8. Leases. 1 business lease was approved by the EORO. Five business leases are pending approval through the EORO.
 - 9. On-Site Inspections, Environmental Reviews, Trespass issues. Seven on-site inspections were requested and completed. Two environmental reviews were requested and completed.

10. Maps/platting assistance. 26 maps/platting assistance was performed during the month of March.
11. Jurisdictional calls. 19 jurisdictional calls were completed during the month of March.
12. One Impact Aid application was requested and completed.
13. Financial transactions. \$146,579.09 was processed through the lockbox and \$11,998.47 was received in the office for lease payments during the month of March.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs
Group Leader: Tom Elkins

Month/Year of Report: March (FY 2014)
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)	74	389	43%
6 ERR (Roads)	1	3	50%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	15	75	30%

c.) Radon Activities

Goal Requirement	# this month	Year to date	% of annual goal
50 Radon Tests	0	3	6%

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	16	72	48%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	18	61	31%

f.) Landfill Inspection Dates:

Purpose	Date	Leachate Pond Freeboard
Unannounced Visit	2/13/2014	36 inches
Unannounced Visit	2/18/2014	36 inches
Unannounced Visit	2/19/2014	36 inches
Unannounced Visit	2/20/2014	36 inches
Gas Vents Sampled	2/20/2014	
Unannounced Visit	2/21/2014	>36 inches
Unannounced Visit	2/24/2014	>36 inches
Unannounced Visit	2/25/2014	>36 inches
Unannounced Visit	2/26/2014	>36 inches
Unannounced Visit	2/27/2014	>36 inches
Unannounced Visit	2/28/2014	>36 inches
Unannounced Visit	3/6/2014	>36 inches
Unannounced Visit	3/7/2014	>36 inches
Unannounced Visit	3/10/2014	>36 inches
Unannounced Visit	3/11/2014	>36 inches

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

a) On 3/10/14 US Fish & Wildlife announced changes to the guidelines for conducting American Burying Beetle (ABB) surveys in Oklahoma. Among the more significant of these changes were the deletion of the 1.2 acre or less exemption and the extension of the surveying days from 3 to 5 days. With the loss of the 1.2 acre exemption it is anticipated that some Cherokee Nation construction activities may be impacted. One option to the delay in assessment is to create conservation areas. Cherokee Nation staff are working on this option.

b) Staff members are making preparations for the upcoming April Environmental Festival. The yearly event will be held on April 11th at the Talking Leaves Job Corps in Tahlequah. The Festival will feature Earth Day related events including games, prizes, education booths, and displays. Several CNEP staff members will be in attendance to participate

c) Staff conducted an audit of LBP Worker Refresher Course scheduled at OACAA in Edmond. This course covered Worker Safety Methods, Occupant Protection, Medical Monitoring, Site Preparation, Specialized Cleaning, Decontamination, Reporting, Paint Dust and Soil Testing along with Clearance Testing. Staff will attend classes to ensure that work practice standards established by the Cherokee Nation Lead –Based Paint Management Rules are being met by this certified training provider.

As part of the Cherokee Nation Lead Certification/Accreditation Program all lead-based paint abatement/removal projects must be submitted to Cherokee Nation Environmental Programs for audit and review. Staff reviewed a lead abatement project in Muskogee County to ensure the lead abatement workers were using lead-safe work practices to ensure the safety of the homeowners.

d) CNEP Water Planning staff met with Natural Resources Consulting Engineers (NRCE). NRCE is the Cherokee Nation's principal contractor for the development of the Cherokee Water Plan. This meeting consisted of an update to the current project work, future goals, and associated costs.

e) The CNEP completed a mold report for Hastings Hospital. There were no significant mold problems in the building at this time. The analysis showed the levels of mold growth were below outside levels. There was one exception; the sample taken in the air duct of the Physical Therapy Room was above the ambient air levels. This isn't considered it a significant issue.

f) There are no new Trust Application projects.