

Group:	Management Resources	Month/Year of Report:	March FY15 Report for April Meeting		
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

- **Sequoyah - Stadium** – Phase 1 – (patch concrete surfaces, install new waterproof coating, renovate or replace safety railing, new bleacher and backed stadium seating, new foam insulation and metal wall panels) Bid awarded to CNCR. EOTS has requested CNCR to submit a revised time schedule with no additional cost. School wants to wait for completion of season before any work starts. Due to delay, temperatures could be too low and not meet manufacturer's recommendations for temps. This could affect the coatings ability to adhere to the surfaces. Start date is purposed for early March. Water System Replacement – EOTS delivered review documents – funded; working on MOU with city – city is trying to finish up another job so that they can move on to SHS.

NEW CONSTRUCTION

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
Cooweescoowee Clinic	December 2013	85%	April 2015
Redbird Smith Annex		94%	
Wilma P Mankiller Addition	May 2014		June 2015
Sam Hider Clinic	May 2014		June 2015

REMODELING

PROJECT	Anticipated and/or Start Date	Percentage of Completion	Anticipated And/or Completion Date
WW Hastings New Hospital			Design Phase
Oak Hill/Tag Building		100%	
Main Complex			Design Phase
SHS boys/girls dorm – roofing			Bid opening 1/20/15

NATURAL RESOURCES

OBJECTIVE	ACTUAL	YTD
Acres acquired that enables jobs, language, or community		
Chemical Brush/Weed Control (spray)		
Fence Rebuilt (repaired)		
Fire Guards Maintained		9.25 mi
Lease Compliance/Tribal land inspections		18
Mechanical Weed/Brush Control		80 ac
New Fencing	.375	2.83 mi
Provide Technical Assistance to Communities	14	38
Hay baled		128
Crops for families from Jay Community Garden		52

- **Community Assistance Projects**
 - Tilled gardens
 - Repaired driveway for Cherokee elder in Cherokee County
- **Tribal Land Improvement Projects**
 - Set corner post and built .375 on KEN 12
 - Worked on buffalo fence
 - Installed new gates on CMS 20
 - Hauled gravel to Saline Courthouse
 - Burned brush on KEN 23 and at Dahlongegah Park
 - Cleanup on SEQ 1
 - Sallisaw Creek Park
 - Dozed and cleared for pad
 - Tore down and buried old restroom
 - Maintenance on riding trails
- **Resource Projects**
 - Put out 38 bales of hay for the buffalo
 - Attended Bison Handling/Safety Training in Taos, NM
 - Loaded hay for customers
 - Split wood
 - Pushed snow and ice off Jay Food Distribution parking lot
 - Equipment maintenance
 - Attended RES/NR Monthly Meeting
 - Jay Community Garden
 - Garden maintenance
 - Shelled flour corn for seed
 - Planted lettuce, kale, red and white radishes, spinach, red and yellow onions, and red and gold potatoes
 - Picked up trees from nursery

GROUNDS KEEPING/MAINTENANCE

Beaver Property (by Yonkers)	<input type="checkbox"/>	Greenhaw tract	<input type="checkbox"/>
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"/>	Rocky Ford Park	<input type="checkbox"/>

Cherry Tree	<input type="checkbox"/>	Safe house	<input type="checkbox"/>
Conley Property	<input type="checkbox"/>	Saline Courthouse	<input checked="" type="checkbox"/>
Dahlongeh Park	<input checked="" type="checkbox"/>	Sallisaw Creek Park	<input checked="" type="checkbox"/>
Dahlongeh Shop	<input checked="" type="checkbox"/>	Tahlonteeskee	<input checked="" type="checkbox"/>
Flint Courthouse	<input type="checkbox"/>		

FACILITIES MANAGEMENT

- Installed per to cubicles in ICW property
- Patched roof above Human Services in Main Complex
- Replaced chairs in Tsalagi Community Room
- Installed parking bumpers at EMS
- Replaced heating elements in water heater at Motel
- Replaced batteries in all handicap doors
- Repaired sewer line at Art Gallery
- Installed hand rails at ICW property
- Began installation of tin horns for Saline Courthouse Bridge
- Ran new circuit for television monitor at Main Complex front entrance
- Replaced pump in septic system at Career Services Learning Center
- Repaired sewer line at Human Resources
- Painted and glazed hallway on west end of the Old Motel
- Cleared, sanded and salted all lots, walkways, entrances of CN grounds and properties
- Repairing gas leak at Purchasing Warehouse

GROUNDS KEEPING/MAINTENANCE

Locust Grove, Green Space	<input 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 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

- **LCAT (Logistics Capabilities Assessment Tool)** – FEMA created this to help states/tribes to conduct self-assessments to determine their readiness to respond to and recover from disasters. It provides a detailed evaluation of core logistics functions identifying specific strengths and weaknesses. The end result constructs a systematic roadmap for us to improve upon current logistics processes and procedures. And, it will provide a direct link to support administration of FEMA grant funding to help improve logistics capabilities in the future. **Cherokee Nation will be first tribe in continental US to utilize the LCAT.**
 - FEMA Region VI headquarters is very excited to participate in the 2 day evaluation. The assessment is scheduled for June 2 & 3, 2015 at the Hard Rock. FEMA has advised that they have schedule a team of 10 to conduct/participate in the assessment, and, FEMA has requested authorization to increase their team numbers to 15.
 - The CN team that will be responding to the 139 questions and all subsections of each question thereof, consists of team representatives for the below functional areas:
 - Risk/Emergency Management
 - Safety
 - EMS

- Attorney General
 - Finance
 - Planning
 - Logistics
 - Law Enforcement
 - CNE/CNB
 - CRT
 - Health Services
 - Tribal Facilities
 - Others added as needed like PIO, Staging, etc.
- **DECISION POINT:** Would it be possible to have the Secretary of State come to the opening portion of this meeting on June 2? The SOS is the person that most frequently signs a Tribal Disaster Declaration. Therefore, it would be most appropriate if he could welcome the team from FEMA. This is a prime example of a joint government to government activity that is a win-win for all parties. And again, the **Cherokee Nation** is the **first tribe in the US** to participate.
- **Property Renewal Meeting** – a meeting was held with CN Broker over the July 1, 2015 Property Renewal. Property schedule and values were reviewed and adjusted where needed. The total for our commercial property coverage is \$1,000,000.00.
 - **Pre-Disaster Mitigation Grant** – Received award letter stating funding had been approved. This grant will be used to update the *Cherokee Nation Hazard Mitigation Plan*. The new updated plan will need to be re-adopted by Tribal Council by 03/2016.
 - **American Red Cross** – has requested CN apply for a smoke detector program that will provide and install smoke detectors to our citizens that do not have a smoke detector. If awarded, we will work with the local Volunteer Fire Departments for installation of said detectors. Still awaiting notification on funding. Housing Rehabilitation may assist with installation of smoke detectors in homes of elderly, disabled and handicapped.
 - **Oklahoma Disaster Recovery Project** – awaiting funding award letter for residential storm shelters.
 - **Local Emergency Planning Committee (LEPC) meetings** – staff attended meetings in Mayes, Cherokee, and Sequoyah counties.
 - **Insurance Committee Meeting** – staff attended this committee meeting and discussed upcoming issues on employee benefits.
 - **OSHA Training** – two staff members attended an update to their OSHA Certification Training.
 - **New Roland Casino and Hotel** – Construction meetings continue on this location. Projected completion date – May 2015.
 - **Inter-Tribal Emergency Management Meeting (ITEMC)** – Meetings continue. Preparing for this years' ITEMC Summit scheduled in Shawnee, Oklahoma on June 7th – 9th.
 - **Tribal Workers' Compensation Act Work Group** – Staff attended meeting. This group consists of representatives from CN Risk Management, CNB Risk Management, CN Human Resources, CNB Human Resources, CN AG's Office and Insurance Broker. Meetings continue to review and provide input on needed changes to our Tribal WC Act. This project is 98% complete.

- **Environmental Protection Commission (EPC) Meeting** – meeting was attended by staff and Emergency Management activities were reported on.
- **SHS Stadium Improvements/Roof Improvements/HVAC Updates** - staff attended mandatory pre-construction meetings. Construction has not begun at this time.
- **Tribal Courthouse / Masonry renovation** - Staff attended pre-construction meeting on this project. Discussed safety requirements of this job. This job is underway and is checked on a regular basis.
- **Tribal Complex – Second Story Addition** – Staff attended pre-bid meeting on this project. Construction has not begun at this time.
- **PHAB (Public Health Accreditation Board)** - participation continues on this committee devoted to obtaining Public Health's Accreditation. Community Transformation Grant Committee held the last meeting until the new Grant is awarded. Emergency Management deliverables are 100% complete.
- **Evacuation Plans** –Work continues on the evacuation plan for the new Jay Clinic. Other new clinics are complete at this time.
- **Training** – Fire Extinguisher Training provided to employees of New Jack Brown Center; Fire Extinguisher and Back Safety provided to Sallisaw Clinic employees; Fire Extinguisher training provided to Stilwell Clinic employees; Fire Extinguisher training provided to Three Rivers employees; Bloodborne Pathogens training provided to Salina employees. A total of 382 employees attended provided safety training.
- **Construction Inspections** – Ochelata Clinic, Jay Clinic, Stilwell Clinic Addition, Roland Casino, ICW, and Cascade Property. Courthouse Masonry project is also ongoing. Scaffolding inspections and safety awareness. Regular construction meetings are being attended by staff.

b.) Future Plans/New Initiatives

PLANNING AND DEVELOPMENT

- **Redbird Smith Annex (CNCR)** Annex remodel started first week of February. Selective demolition is 95% complete. New metal stud walls are 60% complete. MEP rough in is 60% complete.
- **Wilma P. Mankiller Addition (CNCR)** –Red iron steel erection complete; Roof deck with ice and water shield 95%; Exterior metal stud framing 95% - exterior sheathing near completion; Storm water in progress; Site utilities in progress; Bar joist complete; Interior metal stud framing 95% complete; Curb and gutter being placed at 75%; Site concrete and parking areas 50% complete; MEP rough in 50%; Interior dry wall 75%; Expected completion May.
- **Ochelata (CNCR)** –MEP top out - completed; in wall inspections to start; Painting-touch up of final coat on the interior and exterior is near completion; Paving complete; Curb and gutter 99%; Brick 95%; Offsite utilities 85% complete; Landscaping is ongoing; Millwork near completion; Dental rough in is complete (reason for delay is design and adding med gas in slab); Moving forward with ceiling changes; Exterior storefront is complete; Restroom tiles 100% complete; Lighting 95% complete; Moving forward with ceiling changes; New completion date April.
- **Sam Hider Clinic (CNCR)** –Parking and drive areas near completion; Storm water near completion; Site utilities in progress(out of building area); First portion of slab complete; Underground MEP for building is in progress; Red iron steel erection is complete, joist

and decking complete except for circular drive; roofing is 55% complete; MEP in progress (ducts and overhead conduits); Exterior framing in progress 95%; Interior framing in progress 85%; Brick veneer is ongoing; Curb and gutter 65% complete; Cable tray is being installed; Expected completion May (due to added med gas & days lost due to weather).

- **New WW Hastings Joint Venture** – Identifying services and programming.
- **New WW Hastings Hospital** – Several program and planning meetings have taken place & continue; Sign off of developed space program complete; Review of DD's (Design development for sign off, interior spaces); Looking at joint venture.
- **Main Complex** – Construction manager is Mike Ross; Drawings are at 100% for review; Working on estimate and bid packages; First package is out (structural steel).
- **Veteran's Center- Statue** – Foundry is currently 3 months behind schedule; Writing bid package for concrete base; will go out to bid soon. *Memorial* – Received bids 2/20; in process – reviewing.



WP Mankiller Clinic March 2015

NATURAL RESOURCES

- Continue work on buffalo fence
- CAP - Spread gravel at Vinita
- Service equipment
- Till gardens
- AML project

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

- ITEMC Meeting
- ITEMC Summit
- PHAB Meeting
- Sequoyah County LEPC
- Cherokee County LEPC
- Mayes County LEPC
- Wagoner County LEPC
- EM Team meeting
- EPC Meeting
- Tribal WC Act Meeting
- Hazard Communication/Back Safety – Salina Clinic
- CN Environmental Festival
- Cherokee Elder Care – Safety training
- Logistics Capabilities Assessment Tool (LCAT)

CHEROKEE NATION TRIBAL COUNCIL RESOURCES COMMITTEE REPORT

Group: Management Resources

Month/Year of Report: March, 2015

Executive Director: Bruce Davis

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Director: Ginger Reeves

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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. 16 appraisals were approved during the month of March.
3. Quiet Titles/Administrative Law Judgments (ALJ)/Estate closing. Five Quiet Title determination requests were received and five were returned during the month. One ALJ was completed and returned to BIA. One Inventory/Heirship was requested; four were completed and returned.
4. Report for Distributions, Transmittals, IIM Setups. One RFD was completed and sent to BIA; one final closing was received from BIA.

5. Restriction Removal Applications. One restriction removal application was submitted to BIA.
6. Court Appearances. Four Court appearances were completed; four final orders as a result thereof.
7. Right of Way/Service Line Agreements/Right of Entry. Ten right of entries were requested and processed. One service line agreement was sent to BIA for approval.
8. Leases. Two Agriculture leases were submitted for approval; two are currently pending with the Eastern Oklahoma Regional Office. One business lease was submitted and two are pending with the EORO.
9. On-Site Inspections, Home Visits, Trespass issues. 12 on-site inspections were requested and completed; three trespass issues were reported and addressed.
10. Environmental Reviews. Three environmental reviews were requested and completed during the month.
11. Maps/platting/survey assistance. 46 requests for maps/platting assistance was completed during the month of March.
12. Jurisdictional calls. 17 jurisdictional calls were completed during the month.
13. Financial transactions. \$88,642.69 was processed through the lockbox; and \$10,268.27 was received in the office for lease payments during the month. Monies were deposited for 46 bales of hay.
14. Trust Asset and Accounting Management System Project. When the TAAMS project started, there were 12,669 allotments that required research. There are 637 files remaining for status determination, abstracting and research.
15. Impact Aid. One impact aid verification was received and processed.
16. Trainings/special occurrences.
 - Janel Perry, Jamey Hothouse and Ginger Reeves attended the Tribal Land Staff National Conference March 24-26 in Palo, CA.
 - Ginger Reeves and Jamey Hothouse attended the Grand Opening of the South Coffeyville Casino on March 5.
 - Joel Bean and Jamey Hothouse accompanied NEO students on a timber trespass wherein they are working with the university's forestry/game management/natural resource department in counting trees for the trespass.

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

Group: Environmental Programs
Administrator: Tom Elkins

Month/Year of Report: March (FY 2015)
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)	78	408	45%
6 ERR (Roads)	0	0	0%

b.) Lead-Based Paint Activities

Goal Requirement	# this month	Year to date	% of annual goal
250 Lead Paint Insp. , R. A., Clearance, Visuals	18	98	39%

c.) Radon Activities

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

d.) Asbestos Activities

Goal Requirement	# this month	Year to date	% of annual goal
150 Asbestos Tests	6	52	35%

e.) Home Energy Audits

Goal Requirement	# this month	Year to date	% of annual goal
300 Energy Audits	8	72	36%

f.) Landfill Inspection Dates:

Unannounced Visit	2/19/2015	35 inches
Unannounced Visit	2/20/2015	35 inches
Unannounced Visit	2/25/2015	35 inches
Unannounced Visit	2/26/2015	35 inches
Unannounced Visit	2/27/2015	35 inches
Unannounced Visit	3/2/2015	35 inches
Unannounced Visit	3/3/2015	35 inches
Unannounced Visit	3/5/2015	34 inches
Unannounced Visit	3/6/2015	34 inches
Unannounced Visit	3/9/2015	34 inches
Unannounced Visit	3/10/2015	34 inches
QTRLY Inspection	3/11/2015	34 inches
Gas Vents Sampled	3/11/2015	
Unannounced Visit	3/12/2015	34 inches
Unannounced Visit	3/13/2015	34 inches
Unannounced Visit	3/16/2015	29 inches
Unannounced Visit	3/17/2015	29 inches
Unannounced Visit	3/18/2015	29 inches

CHEROKEE NATION TRIBAL COUNCIL RESOURCE COMMITTEE REPORT

II Highlights:

a) CNEP Clean Air staff will began quarterly air program audits on all air monitoring instruments. Over 60 instruments will be audited at 5 locations in the coming weeks. Also, EPA independent auditors visited the CNEP air monitoring sites this week to conduct audits at the Stilwell air monitoring site. All parameters passed the official EPA audit. All site instrumentation is online and functioning properly and we expect good audits.

b) CNEP Clean Water Staff have calibrated the water sampling equipment for the upcoming sampling of Sallisaw Creek, Little Lee Creek, Caney Creek, Fourteen Mile Creek, Flint Creek, Saline Creek, Spavinaw Creek and Spring Creek. Staff also de-winterized the sampling boat and field equipment for spring usage. CNEP will continue to use in-house lab services and also Green Country Testing in Tulsa Oklahoma.

c) Staff worked on the W.W. Hastings Hospital Physical Therapy Building and Annex Building Basement project. The contract and PO process for the project has been completed. Staff is scheduling a pre-construction meeting for the parties involved to setup a timeline for the project to begin.

d) Staff has been working with the Cherokee Nation Communications about creating a video for the Cherokee Nation Brownfields Program.

e) Staff received a request from NAHASDA for Phase I ESA reports for Housing Authority Property in Sallisaw and Belfonte property for the development of single family homes. A site reconnaissance was conducted on the Sallisaw property

f) Staff is currently completing renewals for the Cherokee Nation Lead Certification/Accreditation Program. Staff is accepting and reviewing applications, issuing certifications and i.d. badges for the 2015-2016 certification year that starts on April 1, 2015. There are currently 3 Firms, 3 Project Designers, 15 Supervisors, 11 Risk Assessors and 13 Abatement Works certified by the Cherokee Nation.

TU/Cherokee Nation Asthma Project:

Data has been collected from Brushy, Muldrow middle school, and both Gore upper and lower elementary schools. Staff is still waiting on Liberty to send in their data and also waiting to collect from Tenkiller, Rocky Mountain, Cave Springs, Zion, and Westville. Muldrow lower elementary and Stilwell upper and lower elementary schools have now joined the study. The field researcher is periodically checking in to identify any technical issues staff may be experiencing with the database and making sure staff isn't burdened or falling behind with data collection.

Trust Application Activities:

Staff conducted a site reconnaissance, research and ordered Environmental Data Resources data report for Phase I ESA report for the Oaks Mission School (Rocky Ford) for Cherokee Nation Real Estate Services. A draft Phase I ESA report is complete and is currently going through peer review and waiting on aerial and historical topographic maps.