

COUNCIL OF THE CHEROKEE NATION
EXECUTIVE & FINANCE COMMITTEE REPORT

Group: Financial Resources

Month/Year of Report: December 2017

Treasurer: Lacey Horn

Phone: 207-3902

E-mail: lacey-horn@cherokee.org

- I. Budget Highlights – through November
 - a.) Financial Resources – 16% spent
 - b.) Treasurer – 11% spent
 - c.) IIM – 18% spent
 - d.) Acquisition Management – 22% spent
 - e.) Records Management – 12% spent
 - f.) Support Services – 18% spent
 - g.) Grants Management – 17% spent
 - h.) Grant Development – 16%
 - i.) Fleet Management – 7%
 - j.) Employee Performance Incentive – 29% spent
 - k.) Grant Development for CNB – 0% spent
- II. Program Highlights
 - a.) Balance Scorecard Measures
 - 1. Complete FY17 Audit – 0% Complete
 - 2. Obtain Unmodified Audit Opinion – 0% complete
 - 3. No Material Weaknesses on Single Audit – 0% complete
 - 4. Obtain GFOA Award for FY16 CAFR – 100% complete
 - 5. Reports completed & submitted for December 2017 – estimated 100% completion by December 29, 2017
 - b.) Accomplishments
 - 1. Staff attended multiple webinars, trainings and conferences for grants management
 - c.) Upcoming Events
 - 1. Various grant trainings scheduled for January 2018
 - 2. Year end processing underway

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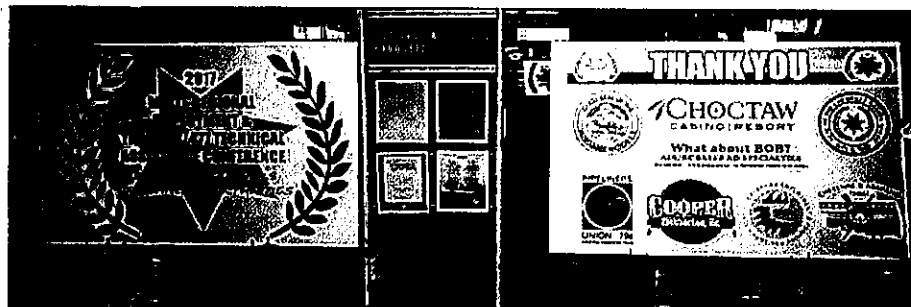
	A	B	C
1	Cherokee Nation Acquisition Management Year-To-Date Report Over \$5,000 Transactions October 1, 2017 through September 30, 2018		% of sub-total - TERO vendor submitted Bid
2	Award to TERO Vendor	\$ 3,791,215.99	97.38%
3	Award to non-TERO Vendor	\$ 101,867.00	2.62%
4	Sub-total bids with a TERO vendor participating	\$ 3,893,082.99	100.0%
5	Bid - no bids submitted by TERO Vendors	\$ 6,808,107.74	
6			
7	October 1, 2017 through November 30, 2017		

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

Career Services had another very busy year in FY 17. We continue to expand our services, acquiring two new grant programs totaling just under \$3,000,000. These two programs require additional staff and new skill sets – and office space, of which we continue to struggle to provide. Not only do we have staff throughout the 14-County Jurisdictional Service area, we have staff scattered within Tahlequah. We have staff in three different areas of the complex, as well as in the old motel, at Southgate, at the Alternative Education Building, and at the Career Services Annex. We continue to receive more requests for services than we are able to provide and continue to also struggle with staff caseload numbers. Below are our operational indicators for FY 17:

Career Services	2017
Total Office Contacts	82,921
Average Office Contacts per Month	6,910
Total Participants Served	3,799
Day Training Participants	833
Day Training Part Who became FTE	119
Vocational Training Participants	1,473
GED/HSE Training	392
GED/HSE Training who received a GED/HSE	239
Received a Nat'l Recognized Certificate or Degree	635
Entered Unsubsidized Employment	964
Retained in Unsubsidized Employment	346
TLJC Enrollees	308
Businesses TERO Certified (New)	142
Job Fairs Conducted	35
Community Service Projects Conducted	35
Career Skills Training Completions	723

Career Services was the host tribe for the Multi-Regional Employment and Training/477 Training Conference at the Hard Rock Hotel and Casino Tulsa. The Multi-Regional Conference



included both the Midwestern Region and the Eastern Region. There were 179 individuals in attendance from all across the United States.

Many of our staff volunteered (in addition to the regional officers' staff) to stuff conference bags, register participants, hold a raffle, and numerous other duties:



We would particularly like to thank Principal Chief Bill John Baker for providing the welcome at our opening general assembly and Secretary of State Chuck Hoskin, Jr. for opening remarks during our closing general assembly. In addition, a special thank you to Councilmembers Keith Austin and Joe Byrd for providing the invocation during general assemblies.

Other Cherokee Nation employees whose assistance we sincerely appreciate include Rob Daugherty and Robert Lewis. They helped make our Cultural event memorable. Also, we must thank the Cherokee Children's Choir for providing entertainment during our Conference Banquet.



And of course, many of our staff served as Presenters for the Conference Workshops, including Daryl Legg, Kim Carroll, Jon Overacker, Talking Leaves Job Corps Center staff, and our Executive Director, Diane Kelley.

We would also like to thank the staff at Hard Rock. They worked with us to make the conference a success and provided outstanding customer service to all who attended.

Congratulations to Jon Crittenden, Day Training Coordinator, for his election as Vice-Chair of the Midwestern Region during our regional meeting at the conference. The Midwestern Region includes Oklahoma, Texas, Louisiana, Arkansas, Kansas, Nebraska, North Dakota, South Dakota, Missouri, Indiana, Iowa, and Colorado.



The **Day Training Program** had 14 program participants attained unsubsidized employment. Of these, eight were outside the Cherokee Nation, two were within the Cherokee Nation and four were with CNB/CNI.

Day Training Participant Success:

Kevin Diver, a Cherokee Nation Tribal Citizen from Adair County had problems maintaining employment. Program Specialist Faye Vaughn from our Stilwell Office worked with Mr. Diver



several times on Day Training and employment referrals. Unfortunately, his positions would only last a couple of days due to his attitude and lack of professional demeanor.

Back on Day Training once again, Kevin received an interview with Staffmark. He was offered the position and began work immediately making \$10 per hour. Kevin visited Faye Vaughn one more time – to thank her for helping him recognize his past mistakes. It was because of her telling him how he acted at the job and the things that he said to his boss and coworkers were hurting him. He told Faye he used what she had said to him when he went for his interview and that's how he was able to get the job – make sure you are clean, be polite, let the person doing the interview do the talking, thank them for their time, and shake their hand.

Kevin told Faye if she hadn't talked to him the way she did, he would not have gotten the job to support his family.

Coming Home Reentry Program Director Daryl Legg attended the Department of Justice orientation conference in Palm Springs, California for the new CTAS #3 grant.

Sector Partnership – National Dislocated Worker Grant staff attended a Partnership



Breakfast hosted by Dr Pepper 7Up/Snapple Group in Tulsa. We look forward to working with them to help get Cherokees jobs.

Staff will be attending a Partner Resource Fair hosted by Workforce Tulsa. Starting in 2018 Workforce Tulsa will begin hosting Partner Resource Fairs every 3rd Wednesday of each month for jobseekers to come and connect with Community Based Organizations who provide services to help eliminate barriers to employment and/or provide other supportive services. The first

Resource Fair is scheduled for Wednesday, January 17th from 10-12pm.

Staff also attended the University of Oklahoma Economic Development Institute Leadership Academy for Public Servants and Volunteers. The event provided increased understanding of

economic development essentials, as well as foundational information to strengthen economic

resilience and facilitated by leading national professionals in economic development.



Employment Development (TERO) hosted the tenth annual TERO Banquet at the Hard Rock Hotel and Casino Tulsa, with over 500 individuals attending.

PL 102-477 Summer Youth Employment Program Participant Success:



Dale Eagle is 22 years old who came to the Career Services office in 2016 after becoming unemployed from previous jobs as a cook and stocker. Mr. Eagle had aspirations of becoming an employee of the Cherokee Nation and developing a career. He was unclear of his path, but his family recommended he come in for temporary assistance through the Day Training Program. In early June 2017 it was recommended that he apply for SYEP as there was an immediate need for assistance at Hastings Hospital for a driver.

Mr. Eagle was placed at Hastings Hospital with the Facilities Management Department; they were attempting to develop a transit system for patients and visitors of the hospital to and from the parking lots. Mr. Eagle “fit the bill” so to speak as he had customer service skills and a valid driver’s license. Dale started off learning about his new surroundings and caught on quickly. His time on the program was a tremendous learning experience and proved to be a great opportunity. What started out as a temporary placement led to a request for extension as Hastings was now seeking a full-time staff member. The utilization of the program allowed Mr. Eagle to attain the necessary experience to qualify for the opening. On December 11, 2017, he was hired at Hastings Hospital as a Driver. Mr. Eagle is now looking at pursuing vocational and higher education options as his goals have expanded.

Job Fairs and Other Events:

We hosted a job fair at the Pryor Career Services office on November 30th. We had over 45 people come in and over ten of them were hired by the company.

Commerce Group

Securing and enhancing the financial well-being of Cherokee people, businesses and communities

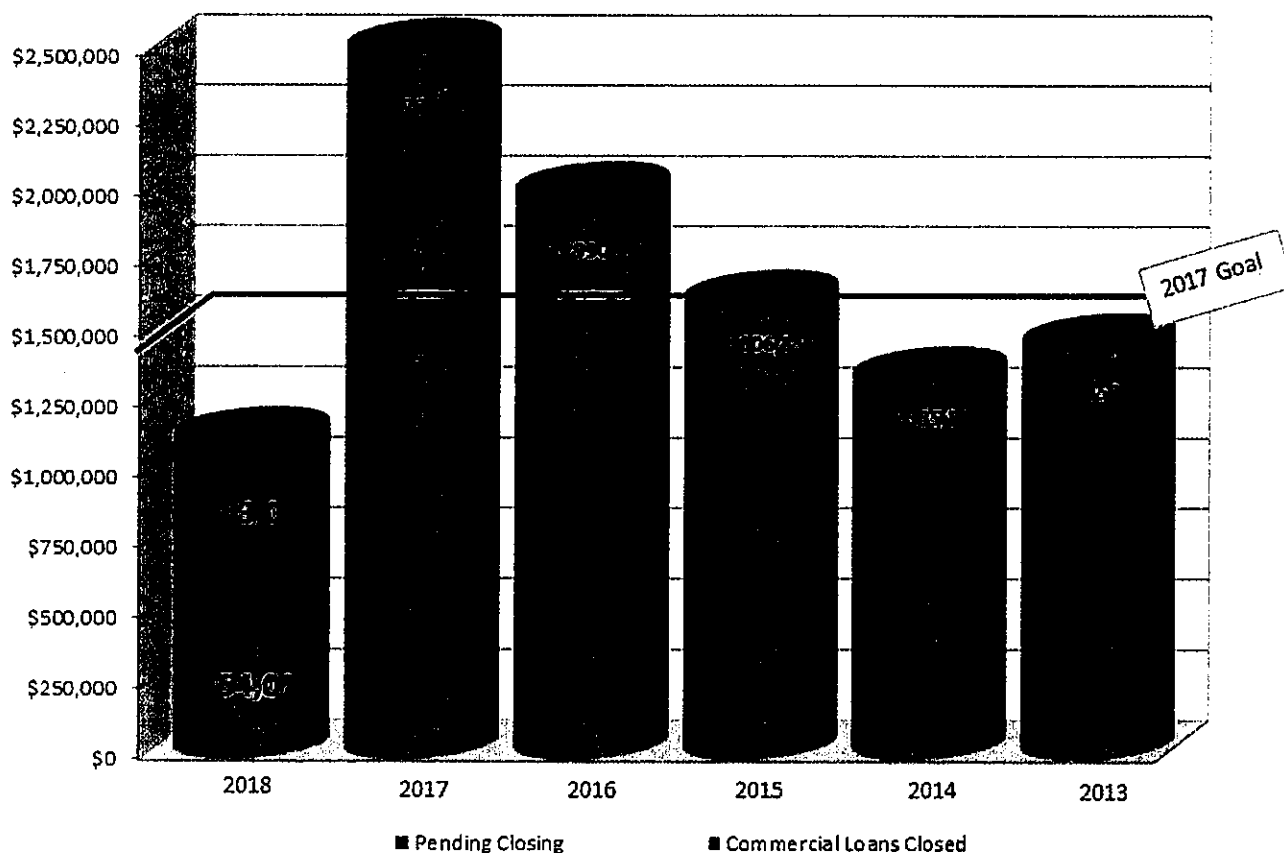
Anna Knight, Executive Director
918-453-5532
anna-knight@cherokee.org

Community and Economic Impact



**Since 2010 Cherokee Nation has Invested
\$12,663,227.91 in 270
Privately-owned Small Businesses**

Dollars Invested in the Local Economy Through Small Business Lending



Cherokee Nation Economic Development Trust Authority (CNEDTA) lending is at an all-time high and demand for both commercial and consumer products continues to increase.

Small Business Loans Closed December 2017

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Ketchum	Start-up	\$23,680	26%	2
Hulbert	Expansion	\$96,000	50%	2
Claremore	Start-up	\$66,220	63%	2
Locust Grove	Start-up	\$112,000	51%	2
Colcord	Expansion	\$21,972	68%	1

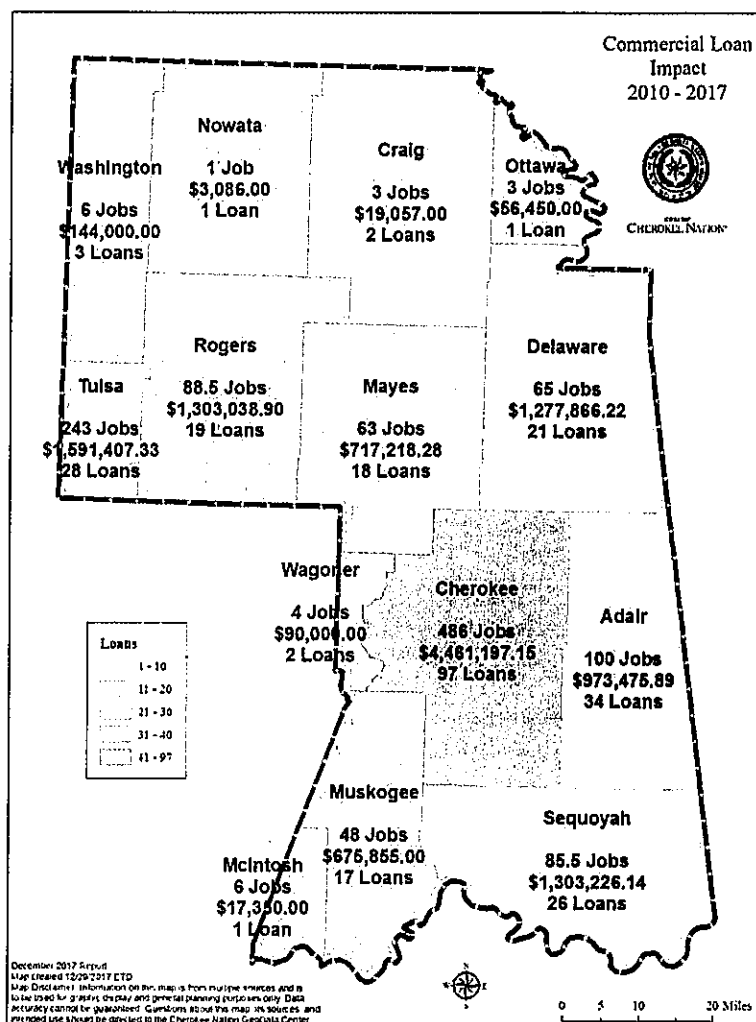
Commercial Lending Pipeline (Commercial requests submitted)

Community	County	Business Type	Start-up/Expansion
Hulbert	Cherokee	Technology	Expansion
Disney	Delaware	Food Service	Start-up
Tahlequah	Cherokee	Retail Service	Start-up
Tahlequah	Cherokee	Food Service	Start-up
Tahlequah	Cherokee	Tourism Service	Start-up
Claremore	Rogers	Transportation	Start-up
Locust Grove	Mayes	Transportation	Start-up

Commercial Lending Impact 2010 through 2018 by County

"The tribal business loan employees were very informative with every question I had and were very well trained to be able to walk me through the whole process. I would recommend this to anyone to start a business or expand the current business they have."

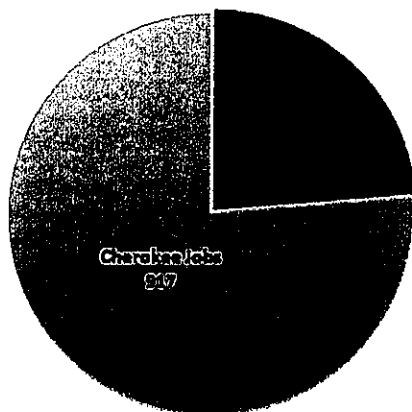
— Cody Nottingham,
Tahlequah, Oklahoma



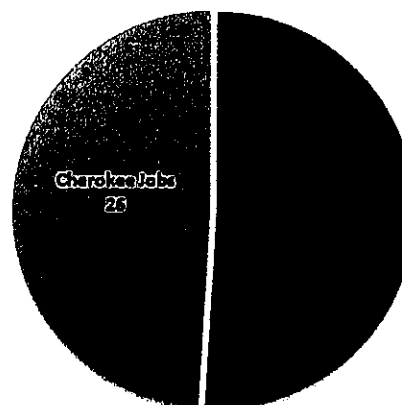
Small Businesses Create Community Based Jobs

Private Sector Jobs Created or Retained by Small Business Lending

Jobs Created FY10-18



Jobs Created FY 2018



Grant Applications Recently Submitted: Pending and Approved

Grant Submitted	Purpose	Amount Requested	Status	Notes
SBA Native American Enterprise	Technical Assistance One-on-One Coaching	\$116,000	Awarded	Executive Coaching, Market Research, Social Media
USDA Rural Business Development (RBDG)	Feasibility for Health Innovation Incubator	\$119,000	Awarded	Waiting Disbursement, Partnership with CN Health
USDA RBDG	Small Business Lending	\$500,000	Awarded	Waiting Disbursement
SBA PRIME	Kawi Café Operations	\$150,000	Awarded	Continue the hands-on entrepreneurial training
US Treasury CDFI	Commercial Lending	\$861,333	Awarded	Submitted as CN Economic Development Trust Authority (CNEDTA)
USDA Socially Disadvantaged Groups	Technical Assistance for Cooperatives	\$137,000	Awarded	Leadership Training, Strategic Planning, Feasibility Studies, Submitted as CNEDTA
Wells Fargo Foundation Homeownerships Counseling Grant	Northern region staff	\$40,000	Pending	Application in process due January 31, 2018
USDA Rural Business Development (RBDG)	Small Business Lending	\$500,000	Pending	Application in process due March 2018

Entrepreneurial and Small Business Training

We are seeking Cherokee business owners interested in one-on-one coaching in the areas executive coaching, market research and social media. Please refer anyone interested to Stephen Highers at 918-207-3955 or stephen-highers@cherokee.org.

Entrepreneur Community Field Days		
Community	Address	Dates
Pryor	Cherokee Nation Career Services - One American Way Building 2945 Hwy 69A	1st Tuesday Each Month
Bartlesville	Rogers State University - 401 S Dewey - Room 808	2nd Thursday Each Month
Sallisaw	Cherokee Nation HACN - 100 E. Choctaw	3rd Tuesday Each Month
Tulsa	Cherokee Nation Career Services - 10837 E Marshall St., Ste. 101	2nd Tuesday Each Month
Claremore	Cherokee Nation HACN - 23205 S Hwy 66	4th Thursday Each Month
Jay	Cherokee Nation HACN - 109 13 th St.	4th Monday Each Month

Commerce Business Coach Brian Wagnon makes **field visits to meet with entrepreneurs**. Above is his monthly schedule; he can be reached at brian-wagnon@cherokee.org or 918-506-9168. Special accommodations are available.

Business/Entrepreneur Workshops			
Date	Location	Time	Workshop
January 8-12	Pryor	8:00 am	NT Rescue Training, Industrial Rope Access Technician I & II
January 11	Bartlesville	11:00 am	Growth Wheel Workshop
January 16	Sallisaw	10:00 am	Growth Wheel Workshop
January 22	Jay	2:00 pm	Growth Wheel Workshop
January 25	Claremore	10:00 am	Growth Wheel Workshop
February 5 – 9	Pryor	7:00 am	NT, Rescue Training, Confined Space Rescue
February 15	Webinar	10:00 am	SBA, Small Business Financing
February 20-22	Pryor	7:00 am	NT, Rescue Training, Atmospheric Rescue
March 15	Webinar	10:00 am	SBA, Small Business Financing
April 19	Webinar	10:00 am	SBA, Small Business Financing
May 17	Webinar	10:00 am	SBA, Small Business Financing

Commerce partners with regional training groups to leverage resources and target larger markets. Year to date, **entrepreneurial development and business workshops have been attended by 963 people**, 100 percent of whom found the training useful to building the capacity of their businesses.

Much of Commerce's training is conducted one-on-one to meet specific needs. Staff also conducts regular site visits with all current loan clients and evaluates individual training needs for business growth and best chance of success.

***"The Kawi Café has been instrumental in helping me to regain a sense of accountability and dependability in the workforce. The staff works with us to gain the skills and confidence needed to gain employment once we finish the program."* – Marvin Keeton, Tahlequah**

Artists as Entrepreneurs and Community Tourism as Economic Development

Increasing the business capacity of our Artists and tourism capacity of our communities

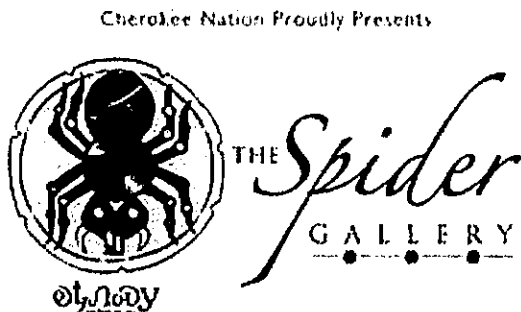
The Cherokee Arts Center provides teaching space and specialized equipment for artists to increase their revenues. Year to date, **433 people have attended 68 artist taught classes** and the **equipment has been used 233 times by 259 artists**. One artist space is used exclusively by the National Treasures to both work and to teach class. Year to date artists have taken advantage of the **Cherokee Arts Center 984 times**.

"I like the convenience of having classes here and the ability to buy supplies at the same place. Thank you for all you do for the artists and Happy New Year, I look forward to holding more classes this year."

Bessie Russell

Cherokee Arts Center		
Registration is necessary and all classes are fee based, paid directly to artists		
Date	Time	Class
Every Thursday	6:30 pm	Silver Smithing with Steve
Every Tuesday	6:00-9:00 pm	Beginning Metal Smithing
Every Wednesday	4:00 pm-5:30 pm	ICW Cultural Art Class
Every Saturday	10:00-1:00 pm	Watercolor with Paula Hefley
Every Friday	7:00-9:00 pm	Life Drawing with Matt
Every Saturday	12:00-2:00 pm	Drawing with Jamil
Every Thursday	6:30-8:00 pm	Drawing with Jamil
January 9 (2 nd Tuesday)	6:30-9:00 pm	SEIAA Monthly Meeting
January 20 (3 rd Saturday)	2:00-3:00 pm	Tahlequah Writers Group
January 18 (3 rd Thursday)	6:30-9:00 pm	Tahlequah Arts Council Meeting

The Spider Gallery currently represents **122 Cherokee Nation artists**, 18 of which are National Treasures.

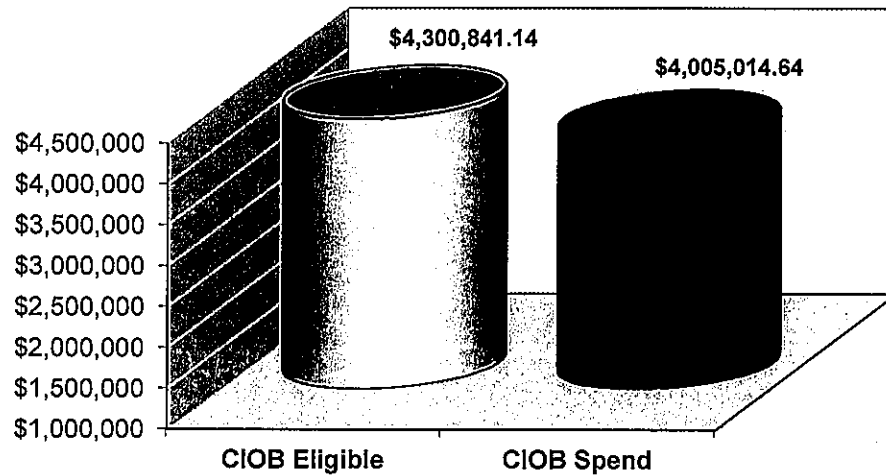


- Year to date 457 visits have been made to the Gallery
- Year to date sales total \$7,122.93
- Artists have earned \$16,618.76
- Online Gallery sales will be live by September 1
- The Gallery Store includes items priced less than \$100

Group: Certified Indian Owned Businesses (Career and Commerce Services)**Month/Year of Report: January 2018 (Month Ending November, 2017)****Program Highlights****a. Balanced Scorecard Measures**

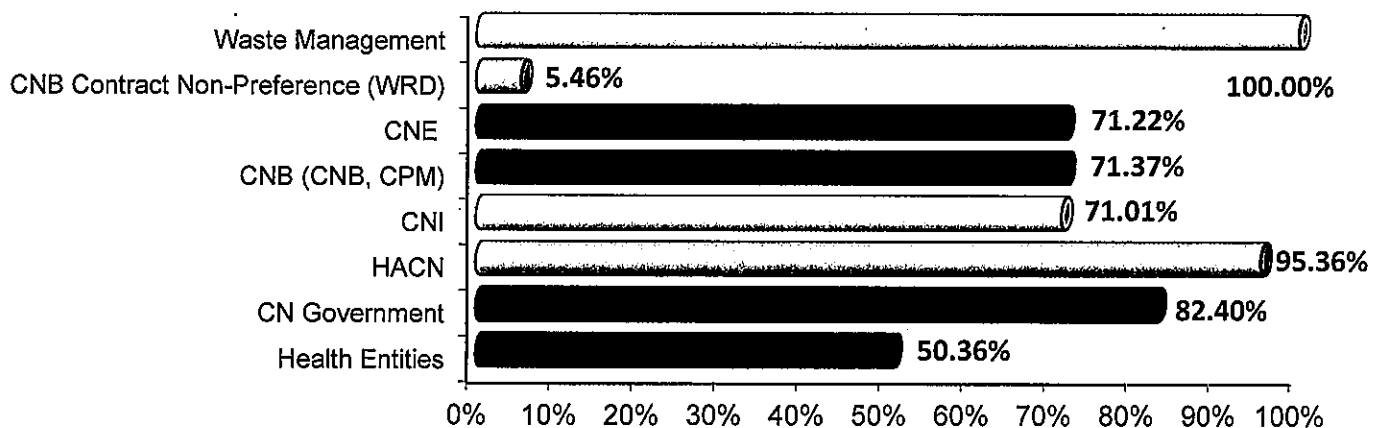
Objective	Metric	2018 Goal	Year to Date Achievement Notes/Comments
Effective Business Workshop Training	# Certified Indian-Owned Business Attendees and % indicating usefulness	300/100%	0 /100% 778 attending events including Engage Expo
Increase Certified Indian-Owned Business Procurement Awards	% Certified Indian-Owned Business Procurement Awards	80%	93.12% Business Entities eligible procurement \$'s awarded to Certified Indian Owned vendors <ul style="list-style-type: none"> • CNE – unavailable - Report in progress • CN Government - 97.38% • Health Entities – 100% • CNI – 4.46% • Waste Management - 0%
Increase Cherokee Citizens employed	% Cherokee Citizens (verified)	Entity CNE – CNB – HACN – CN – 82.9% Health – CNI – CRC – Aerospace –	Business Entities 61.99% <ul style="list-style-type: none"> • CNE (CNE) 71.22% • CNB (CNB, CPM) 71.37% (does not include service contract employees) • CNI 71.01% (does not include service contract employees) • Service Contract Employees (NP) 5.46% (CNB DB, WRD) • HACN 95.36% • CN Government 82.40% (does not include IPA/MOA) • Health Entities 50.36% • Waste Management 100%
Increase Indian-Owned Business Certifications	# Newly Certified Indian-Owned Businesses	150	23
Effective One on One Training for Certified Indian Owned-Businesses	# of businesses receiving assistance/% finding useful	200/95%	23 /100%
Certified Indian-Owned Business Receiving Financial Assistance	% Certified Indian-Owned Business Loans in Portfolio	85%	22.02% - based on dollars loaned 9.09% - based on number of loans made
Effective Usage of Fees Collected	# Trained	100	Information not available
Effective Monitor of Work Sites – Construction and Housing	# Monitoring Visits	90%	100% - 319 sites monitored
Effective Monitor of Bid Openings	# and % Bid Openings Attended	100%	100% - 9 out of 9
Effective Resolution of Complaints – TERO and EEOC	% Complaints Resolved	100%	TERO: 0 complaints filed; 0 resolved, 0 pending EEOC: 0 complaints filed; 0 resolved, 0 pending

93.12% of CIOB Eligible Procurement Opportunities were awarded to CIOBs



*Includes CN Government, CNI, and Health Entities – CNE Numbers were not available

61.99% of Employees are registered Cherokee Nation Citizens



*Companies majority, not wholly, owned