

COUNCIL OF THE CHEROKEE NATION
EXECUTIVE & FINANCE COMMITTEE REPORT

Group: Financial Resources

Month/Year of Report: March 2018

Treasurer: Lacey Horn

Phone: 207-3902

E-mail: lacey-horn@cherokee.org

I. Budget Highlights – through February

- a.) Financial Resources – 38% spent
- b.) Treasurer – 24% spent
- c.) IIM – 42% spent
- d.) Acquisition Management – 44% spent
- e.) Records Management – 25% spent
- f.) Support Services – 42% spent
- g.) Grants Management – 38% spent
- h.) Grant Development – 37%
- i.) Fleet Management – 28%
- j.) Employee Performance Incentive – 32% spent
- k.) Grant Development for CNB – 0% spent
- l.) DOJ CTAS 2017 – 30%

II. Program Highlights

a.) Balance Scorecard Measures

- 1. Complete FY17 Audit – 100% Complete
- 2. Obtain Unmodified Audit Opinion – 100% complete
- 3. No Material Weaknesses on Single Audit – 0% complete
- 4. Obtain GFOA Award for FY16 CAFR – 100% complete
- 5. Reports completed & submitted for March 2018 – 100% completion

b.) Accomplishments

- 1. Staff attended multiple webinars, trainings and conferences for grants management
- 2. Staff attended IHS Contract Support Cost Workgroup meeting in Albuquerque
- 3. Staff attended annual GSA conference in Washington DC

c.) Upcoming Events

- 1. Various grant trainings scheduled for April 2018
- 2. Single Audit underway

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3. Staff to attend the annual Self Governance Conference
4. Staff to attend Indirect Costs, Uniform Guidance, and Fraud for Tribal Entities Seminar
5. Staff to attend the Spring NAFOA Conference

	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	\$ 7,576,977.05	97.34%
3	Award to non-TERO Vendor	\$ 206,657.00	2.66%
4	Sub-total bids with a TERO vendor participating	\$ 7,783,634.05	100.0%
5	Bid - no bids submitted by TERO Vendors	\$ 7,665,795.92	
6			
7	October 1, 2017 through February 28, 2018		

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

The **Day Training Program** had 21 program participants attain unsubsidized employment. Of these, 11 were outside the Cherokee Nation, two were within the Cherokee Nation and eight were with CNB/CNI. Twelve participants attained their Food Handler's Certification.

Day Training Program Participant Success:



Carrie Littledeer was a participant on the Reentry and Day Training Programs. She is a 29 year old single mother of two young boys. She has been unemployed since 2010 after being sent to prison and serving a six year sentence. Ms. Littledeer came to the Career Services office in August 2016 initially to inquire about the Reentry program. She stated she had received a letter from Daryl Legg just before being released explaining our programs and what kind of assistance we could provide her. Ms. Littledeer was able to get clothes and personal items with the \$250 from the Reentry program but was having a difficult time finding employment. This led Ms. Littledeer to the Day Training program.

Through the Day Training program, she was able to be placed at the Cherokee Nation Housing Authority where she made a long-lasting impression with the Supervisors. Within her first week on the program Ms. Littledeer was already being requested by her site supervisors to return. Ms. Littledeer was encouraged to continue her job search and apply for all positions for which she was eligible. She displayed strong employable characteristics and dependability in her daily attendance and willingness to work hard and get the job done. Ms. Littledeer was so impressive with her outstanding work ethic that she was placed at WSS Casino. On March 12, 2018 her persistence paid off and she began fulltime employment with WSS Casino in the Culinary Department.

Ms. Littledeer stated, "Cherokee Nation offered me a chance to prove I was more than what my background shows. Doors were being shut in my face daily but my Career Services Counselor Theresa Morris continued to encourage me and placed me at the Casino. This really gave me the opportunity to show first-hand what a good employee I would make. After almost two years of being frustrated not being able to secure employment, less than three months after being placed at WSS Casino I was offered a fulltime job. I am certain without Career Services help I would still be looking for a job and unsure how I would provide for my boys."

Employment Development (TERO) Wildland Fire Management responded to nine fires for a total of 21 acres in February. They also helped the Okmulgee Agency with two additional fires.

They will also be coordinating the upcoming annual Safety Fair on April 20th from 12:00 noon to 3:00 pm at the Cherokee Nation One Fire Field. The flyer is attached.

Sector Partnership – National Dislocated Worker Grant staff have been attending the monthly Muskogee Area Human Resources Association (MAHRA) Meetings in Muskogee. They have also met with a company in Northwest Arkansas that is needing help with recruitment and workforce.

Staff have been invited to participate in the Future of American Job Centers (AJCs) Cohort Group for the State of Oklahoma.

The Employment and Training Administration (ETA) is seeking volunteer state and local teams to join the “Future of AJCs” cohort to participate in a twelve-week innovative curriculum designed to help teams re-engineer services based on the needs of their worker and employer customers. The cohort will participate with peers across the nation as we ignite collective, creative brainstorming, in search of our most innovative solutions. We will examine our system, re-think our approaches, and partner with private industry for inspiration.

We will consider our immediate challenges and opportunities, while focusing our efforts on implementing practical, sustainable, long-term solutions. We will also explore how technology can be a tool that aids us in improving service delivery and management of the workforce system, while retaining the value that strong human relationships bring.

SP-NDWG staff attending the Georgia Tech Basic Economic Development Course from Feb 27 – March 2, 2018.



The **Coming Home Reentry Program** has been working closely with both the Tribal Employment Development (TED) Program and the Day Training Program, to provide participants with employment opportunities.

Coming Home Reentry Program Participant Success:



Cherokee Tribal Citizen Jacob Chuckluck was released from the Department of Corrections custody on November 8, 2017. Like many former inmates upon his release Jacob faced many challenges and barriers including: housing, employment, transportation.

Shortly after Jacob was released he came into the Cherokee Nation Career Services office to seek assistance through “Coming Home” Reintegration Program. The Reintegration Program was able to assist Jacob with \$250 for clothing to aid with his employment search. The Reintegration Program also provided Jacob with the opportunity to complete alcohol/drug assessment. Upon his completion of the assessments the Re-entry Program was able to pay for the reinstatement of Jacob’s driver’s license, which is a key barrier for most employers.

On December 18, 2017 Jacob was able to secure full-time employment as a welder, making \$16.22 an hour. While working 40+ hours a week and proving to have a sustainable income the Reintegration Program was also able to provide assistance with deposits and rent for housing. Jacob stated, "My little family and I appreciate all the help from the Re-entry Program, and value the part in helping us move on and move up from our last situation."

The **Tribal Employment Development Program** staff attended the Key Maintenance Job fair where 13 people were hired and only one was not Cherokee. Staff worked with the Day Training Counselor, Jennifer Edison, to get many of the Day Training participants fulltime positions. This company usually does not hire felons but through our TED OJT and the relationship that has been created with the company, they did hire two felons. Both individuals were on Day Training and we had been working with them to try and help them gain fulltime employment. Due to their charges and how recent they had been, we had been unsuccessful until now. The company will pay \$180 for each person to take their OSHA 10 class.

The **PL 102-477 Summer Youth Employment Program** and the **Tribal Youth Program** are currently accepting application. Applications will be accepted until April 20th and the programs begin June 11th.

Job Fairs and Other Events:

Keep up to date with future Job Fairs at: www.cherokee.org/jobfairs

The Native American Serving Non-Tribal Institutions (NASNTI) Grant at Carl Albert State College would like to host a Cherokee Resource Workshop on Tuesday, March 27th, from 11 a.m. to 1 p.m. The purpose of the workshop will be to provide Cherokee students with information regarding Cherokee resources.

Wednesday, February 7 th	Hard Rock Hotel & Casino Food & Beverage Job Fair	Catoosa
Wednesday, March 7 th	NSU Career Fair	Tahlequah
Tuesday, March 13 th	Tulsa World Career Fair	Tulsa
Wednesday, March 14 th	Kaska Job Fair	Pryor Creek
Tuesday, March 27 th	West Siloam Springs/Grove Job Fair	West Siloam Springs
Wednesday, March 28 th	Muskogee Career Fair	Muskogee
Wednesday, April 4 th	Business Expo and Job Fair	Vinita

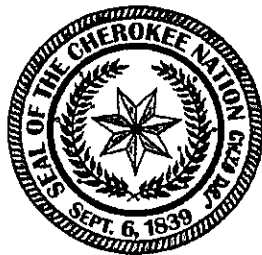
✓ CHEROKEE NATION SAFETY FAIR

APRIL 20, 2018 | NOON TO 3 PM
CHEROKEE NATION ONE FIRE FIELD
TAHLEQUAH, OK

Join Us!

Meet and learn about safety from your
area Firefighters, Law Enforcement
Officers, Lake Patrol, EMS professionals, safety
program staff and more!

Fun!
Food!
Info!
Giveaways!



GWJS DBP
CHEROKEE NATION®



Commerce Group

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

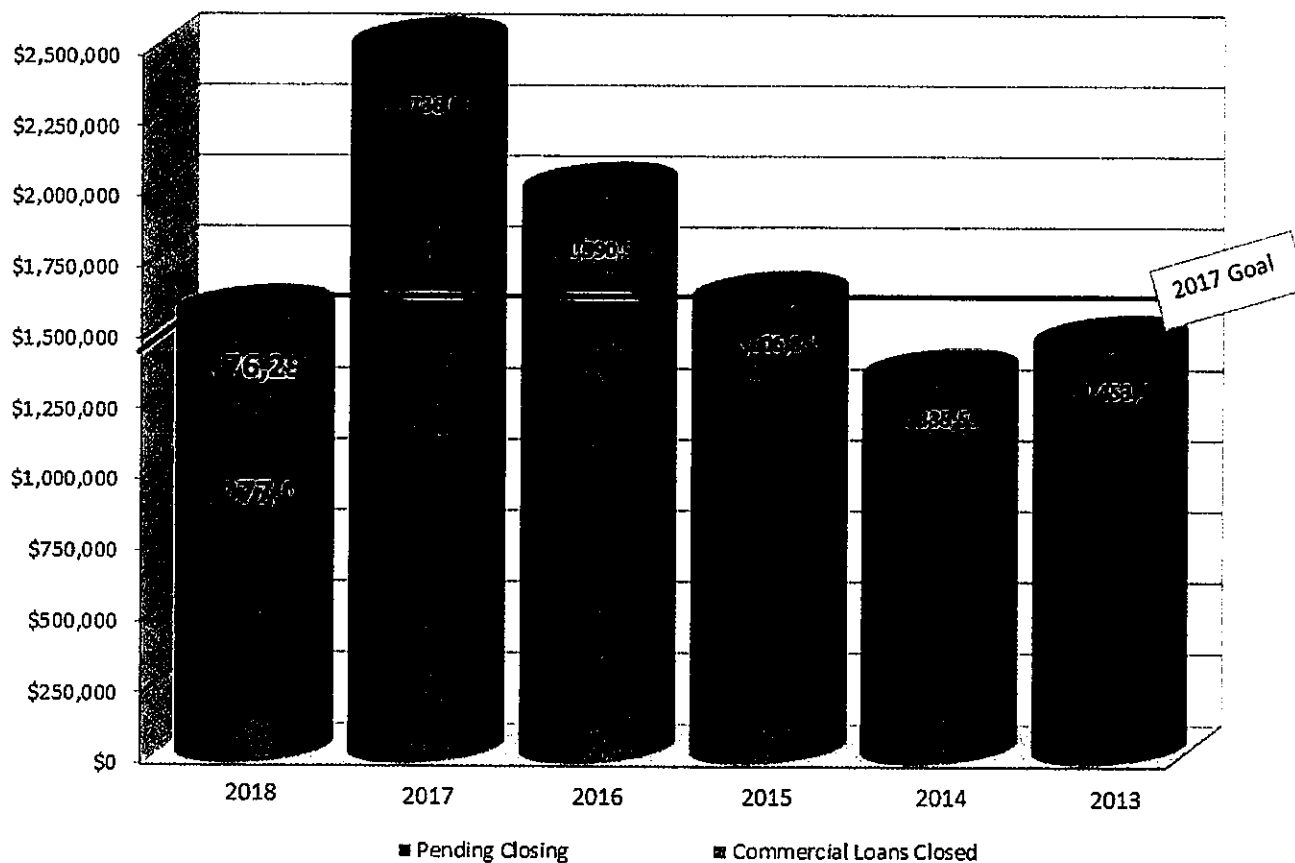
Anna Knight, Executive Director
 918-453-5532
 anna-knight@cherokee.org

Community and Economic Impact



Since 2010 Cherokee Nation has Invested
\$13,256,227.91 in **279**
 Privately-owned Small Businesses

Dollars Invested in the Local Economy Through Small Business Lending



All 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 March 2018

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Tahlequah	Start-up	\$125,000	40%	4
Locust Grove	Start-up	\$375,588	60%	6
Stilwell	Start-up	\$50,000	4%	1

Lending Assets

Available Commercial Capital	\$1,008,302
Available Consumer Capital	\$982,091
Approved Grants Pending Distribution	\$221,952
Approved Grants Pending Receipt	\$861,333
Total Available Capital	\$3,073,678
Outstanding Commercial Loans	\$8,574,033
Outstanding Consumer Loans	\$1,770,568
Total Outstanding Loans	\$10,344,600

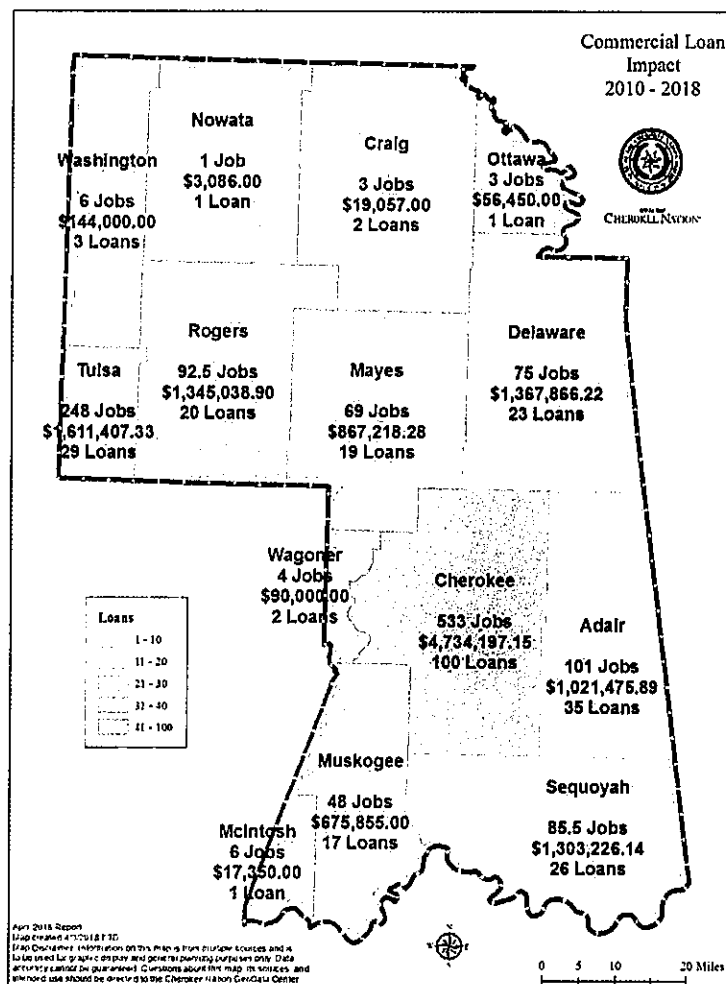
Commercial Lending Pipeline (Commercial requests submitted)

Community	County	Business Type	Startup or Expansion
Locust Grove	Mayes	Transportation	Start-up
Tahlequah	Cherokee	Agriculture	Start-up
Sallisaw	Sequoyah	Child Care Service	Start-up
Claremore	Rogers	Retail Service	Expansion
Sallisaw	Sequoyah	Artist Development	Artist
Welling	Cherokee	Construction	Expansion
Broken Arrow	Tulsa	Food Service	Expansion
Tahlequah	Cherokee	Retail Service	Purchase

Commercial Lending Impact 2010 through 2018 by County

"The 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."

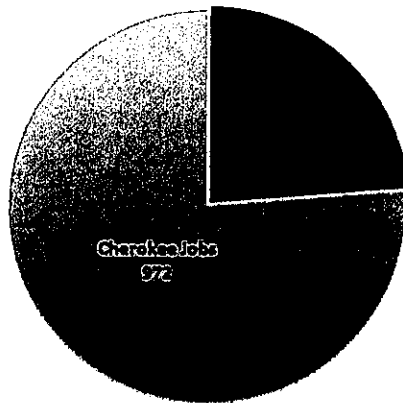
*— Cody Nottingham,
Tahlequah, Cherokee County*



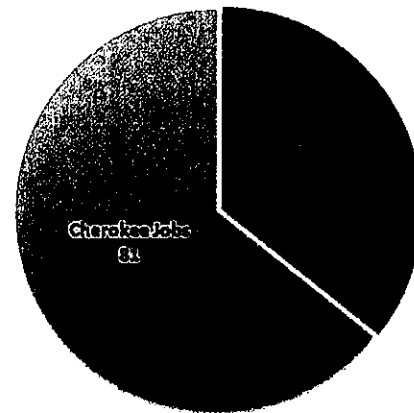
Small Businesses Create Community Based Jobs

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	\$60,000	Pending	Submitted
USDA Rural Business Development (RBDG)	Small Business Lending	\$500,000	Pending	Submitted
OK Native Assets Coalition	Special Workforce Savings Program	\$7,000	Awarded	Submitted
US Treasury CDFI	Commercial Lending	\$1,000,000	Pending	Submitted as CNEDTA

Entrepreneurial and Small Business Training

We are seeking Cherokee business owners interested in one-on-one coaching in the areas of 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 Wagon makes **field visits to meet with entrepreneurs**. Above is his monthly schedule; he can be reached at brian-wagon@cherokee.org or 918-506-9168. Special accommodations are available.

Business/Entrepreneur Workshops			
Date	Location	Time	Workshop
April 4 – May 2	Pryor	5:00 pm	NT, Basic Pneumatics (Industrial Maintenance Training)
April 11	Muskogee	2:00 pm	ICTC, Microsoft Excel I
April 12 – May 24	Pryor	5:00 pm	NT, Mechanical Drives (Industrial Maintenance Training)
April 18	Pryor	11:30 am	NT, Establishing a Work/Life Balance
April 19	Webinar	10:00 am	SBA, Small Business Financing
April 24	Muskogee	8:00 am	ICTC, Sexual Harassment
April 26	Sallisaw	8:00 am	ICTC, Sexual Harassment
May 7	Tahlequah	8:00 am	ICTC, Sexual Harassment
May 14 – June 4	Pryor	5:00 pm	NT, Vibration Analysis (Industrial Maintenance Training)
May 17	Webinar	10:00 am	SBA, Small Business Financing
June 21	Webinar	10:00 am	SBA, Small Business Financing
July 19	Webinar	10:00 am	SBA, Small Business Financing
August 16	Webinar	10:00 am	SBA, Small Business Financing
September 20	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 3,025 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.

"I'm so grateful for the Kawi Café. It is teaching me great work ethic and responsibility." – Morgan Leslie, Pettit Bay, Tenkiller Lake, OK

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, **917 people have attended 150 artist taught classes** and the **equipment has been used 642 times by 595 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 1,771** times.

First Peoples Fund Artists as Entrepreneurs training was held at the Cherokee Arts Center in April with 14 students. Matt Anderson, Cherokee artist and Cultural Specialist, and Mary Beth Timothy, Cherokee artist and entrepreneur, are now both certified to teach this curriculum.

"The Cherokee Arts Center provides such a wonderful function for both those of us who have studio spaces here and the local Indian Art Community. The workers here are supremely helpful. They also provide a consistently positive "face" for individuals who are visitors/tourists/others that come here seeking contact with Cherokee art and artists. I am thankful for this place. Wado!"

**J. Wade Hannon,
Cherokee Artist**

Cherokee Arts Center		
Registration is necessary and all classes are fee based, paid directly to artists		
Date	Time	Class
Every Monday	6:00-9:00 pm	Jewelry Making Class
Every Tuesday	6:00-8:00 pm	Beginning Metal Smithing
Every Tuesday	4:00-5:30 pm	ICW Cultural Art Class
Every Wednesday	4:00-5:30 pm	ICW Cultural Art Class
Every Thursday	6:00-8:00 pm	Silver Smithing with Steve
Every Friday	7:00-9:00 pm	Life Drawing with Matt
Every Saturday	10:00-1:00 pm	Watercolor with Paula Hefley
Every Saturday	1:00-3:00 pm	Beginning Metal Smithing
April 4 and 5	9:00-5:00 pm	First Peoples Fund Artist Training
April 6	5:00-8:00 pm	First Fridays – Art Demonstrations
April 10 (2 nd Tuesday)	6:30-9:00 pm	SEIAA Monthly Meeting
April 19 (3 rd Thursday)	6:30-9:00 pm	Tahlequah Arts Council Meeting
April 21 (3 rd Saturday)	2:00-3:00 pm	Tahlequah Writers Group

The Spider Gallery currently represents **125 Cherokee Nation artists**, 18 of which are National Treasures.

Cherokee Nation Proudly Presents

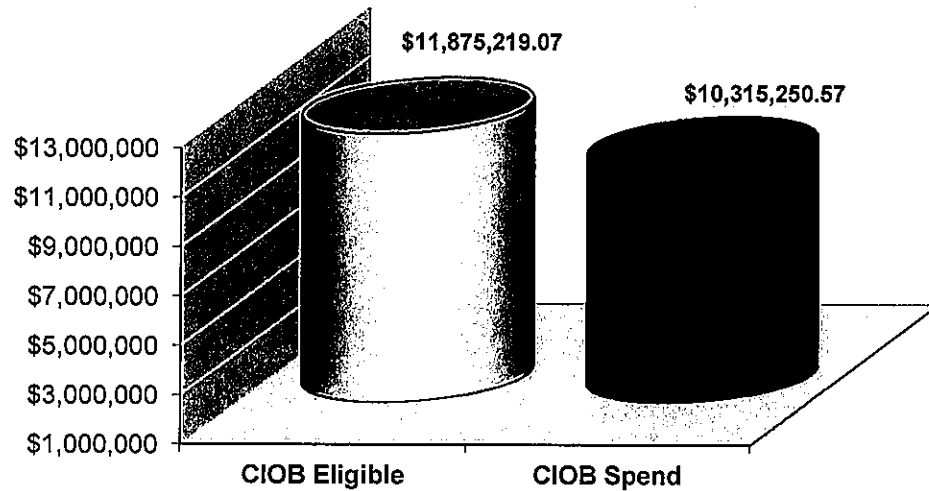


- Year to date 776 visits have been made to the Gallery
- Year to date sales total \$10,340.91
- Artists have earned \$29,967.34
- Online Gallery sales will be live by September 1
- The Gallery Store includes items priced less than \$100

Group: Certified Indian Owned Businesses (Career and Commerce Services)**Month/Year of Report:** April 2018 (Month Ending February – FY 2018)**Program Highlights****a. Balanced Scorecard Measures**

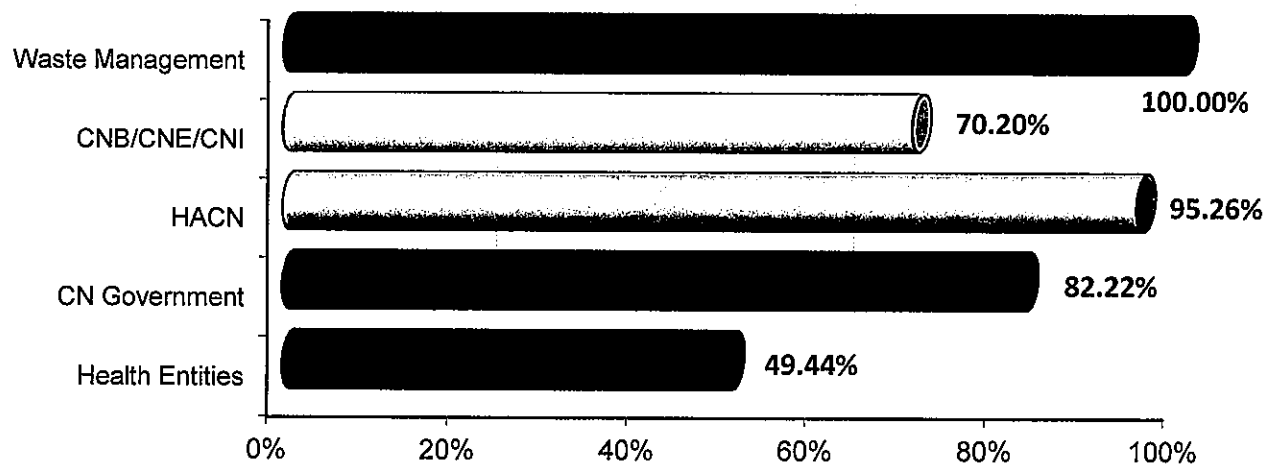
Objective	Metric	2018 Goal	Year to Date Achievement Notes/Comments
Effective Business Workshop Training	# Certified Indian-Owned Business Attendees and % indicating usefulness	300/100%	2 /100% 2,433 attending events including Engage Expo and Art Market
Increase Certified Indian-Owned Business Procurement Awards	% Certified Indian-Owned Business Procurement Awards	80%	86.86% Business Entities eligible procurement \$'s awarded to Certified Indian Owned vendors <ul style="list-style-type: none">• CNE – 71.92%• CN Government - 97.34%• Health Entities – 100.12%• CNI – 3.50%• Waste Management - 0%
Increase Cherokee Citizens employed	% Cherokee Citizens (verified)	Entity CNB – HACN - CN -- 82.9% Health – Waste Management-	Business Entities 75.10% <ul style="list-style-type: none">• CNB (CNB, CPM, CNE, CNI, NP) 70.20% (does not include temporary or government contract employees)• HACN 95.26%• CN Government 82.22% (does not include IPA/MOA)• Health Entities 49.44%• Waste Management 100%
Increase Indian-Owned Business Certifications	# Newly Certified Indian-Owned Businesses	150	56
Effective One on One Training for Certified Indian Owned-Businesses	# of businesses receiving assistance/% finding useful	200/95%	24 /100%
Certified Indian-Owned Business Receiving Financial Assistance	% Certified Indian-Owned Business Loans in Portfolio	85%	9.28% - based on \$'s loaned 5.00% - 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% - 889 sites monitored
Effective Monitor of Bid Openings	# and % Bid Openings Attended	100%	97% - 30 out of 31
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

86.86% of CIOB Eligible Procurement Opportunities were awarded to CIOBs



**Includes CN Government, CNE/CNB, CNI, and Health Entities

75.10% of Employees are registered Cherokee Nation Citizens



**Companies majority, not wholly, owned – does not include temporary or government contract employees