

COUNCIL OF THE CHEROKEE NATION
EXECUTIVE & FINANCE COMMITTEE REPORT

Group: Financial Resources

Month/Year of Report: May 2018

Treasurer: Lacey Horn

Phone: 207-3902

E-mail: lacey-horn@cherokee.org

- I. Budget Highlights – through April
 - a.) Financial Resources – 56% spent
 - b.) Treasurer – 35% spent
 - c.) IIM – 58% spent
 - d.) Acquisition Management – 59% spent
 - e.) Records Management – 34% spent
 - f.) Support Services – 59% spent
 - g.) Grants Management – 52% spent
 - h.) Grant Development – 58%
 - i.) Fleet Management – 40%
 - j.) Employee Performance Incentive – 32% spent
 - k.) Grant Development for CNB – 0% spent
 - l.) DOJ CTAS 2017 – 48%
- 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 – 100% complete
 - 4. Obtain GFOA Award for FY16 CAFR – 100% complete
 - 5. Reports completed & submitted for May 2018 – 100% completion
 - b.) Accomplishments
 - 1. Staff attended multiple webinars, trainings and conferences for grants management
 - 2. Staff attended the APA American Payroll Conference
 - 3. Enrollment for vendor use of the Chase Single Use Accounts has begun
 - 4. Single Audit completed
 - c.) Upcoming Events
 - 1. Various grant trainings scheduled for June 2018

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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	\$ 8,625,015.42	97.40%
3	Award to non-TERO Vendor	\$ 230,387.00	2.60%
4	Sub-total bids with a TERO vendor participating	\$ 8,855,402.42	100.0%
5	Bid - no bids submitted by TERO Vendors	\$ 8,152,916.57	
6			
7	October 1, 2017 through April 30, 2018		

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

Employment Development (TERO) Wildland Fire Management helped suppress two fires on, or threatening, tribal trust land that burned 44.6 acres. They also assisted Miami Agency with fire suppression and sent seven Firedancers to Florida for Fire Suppression.

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

Day Training and Reentry Participant Success:



Logan Littledave has been trying to establish employment for some time. Logan was a participant in the Day Training program and had attended the Key Maintenance job fair when it was held at Cherokee Nation Career Services. Logan did not get hired and was getting worried that because of his weight he may not be able to establish fulltime employment. Logan was never late nor did he miss on the Day Training program. His attitude was always upbeat and always willing to learn or do anything asked of him. I knew that he would be a great employee if we could find a business to give him a chance. KASKA was contacted because they were hiring and they gave Logan an interview, which lead him to being hired. KASKA works with Logan's physical limitations and appreciates what he

has brought to their team. Logan is a valued employee who is working as a painter's helper making \$13.00 an hour. Logan is grateful for the help that he has received though CNCS and he is thankful for his new position.

The **Disability Employment Initiative** is partnering with employers, State DRS staff, Tribal Vocational Rehabilitation staff and Career Techs to determine the best Career Pathway for each client. Disability Resource Navigator's (DRN) are developing Career and Employability Development Plans for each client and will then take the application and place them into the career pathway that best fits that individual.

Technical Assistant Specialist for the DEI Grant, Nikki Powis, conducted a two-day visit with the DEI Staff. She provided staff training and was given a tour of two field offices and the Cherokee Nation Heritage Center.

DEI Staff Presented training for the Oklahoma Rehabilitation Council Quarterly Meeting in Ok City, OK. The power point training presented, was an overview of the DEI Grant. The Monthly

Disability Awareness Email was sent out to approximately 105 internal employees of Cherokee Nation Career Service on May 29th and a one-page informational flier for the DEI grant has been developed and is in the process of editing and then will be printed for clients and partners.

The DEI Staff will be attending a three-week Training Academy presented by the State Department of Rehabilitation Services. The first week will be June 4-8. Program Manager will obtain MOU's with partner agencies and will hold the first Project Advisory/Leadership Team meeting May 31. Cheryl Adams will be attending a training that includes information on Financial Literacy. The training is provided by the Federal Reserve and the Center for Work Ethic Development, and Oklahoma Works. She will use the information to train Josh Drywater and they will then use the curriculum to present to clients.

DEI Staff attended the Oklahoma Workforce three-day conference. This allowed us to receive pertinent training and information as well as network with state workforce staff. DEI Staff will also attend the OK Tribal Vocational Rehabilitation Meeting May 30th.

DEI program staff are:



Program
Manager



Disability
Resource
Navigator



Josh Drywater
Disability
Resource
Navigator

Job Fairs and Other Events:

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

Brad Eubanks is point of contact for Community Meetings.

Job Fairs:

American Castings Job Fair Wednesday, June 20 2:00 PM – 6:00 PM Sam Hider Health Center Address: 859 E Melton Dr. Jay, OK 74346 Hiring for Grinders & Iron Pourers	RAE Corporation Job Fair Tuesday, June 12 th 3:00 p.m. – 7 p.m. Tahlequah
	Baker Hughes Job Fair Thursday, June 14 th 3:00 p.m. – 7:00 p.m. Claremore
Key Maintenance, Inc. Job Fair “The Key to Diversified Maintenance” Tuesday, June 19 10 AM – 3 PM Cherokee Nation Career Services – Pryor Office 2945 Hwy. 69 A	Pryor, Ok Shift Times: 7 a.m. – 3:30 p.m. 3 p.m. – 11:30 p.m. 11 p.m. – 7:30 a.m. Hiring for operators, mowers, spotters, janitorial cleaners, and general laborers.

Commerce Group

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

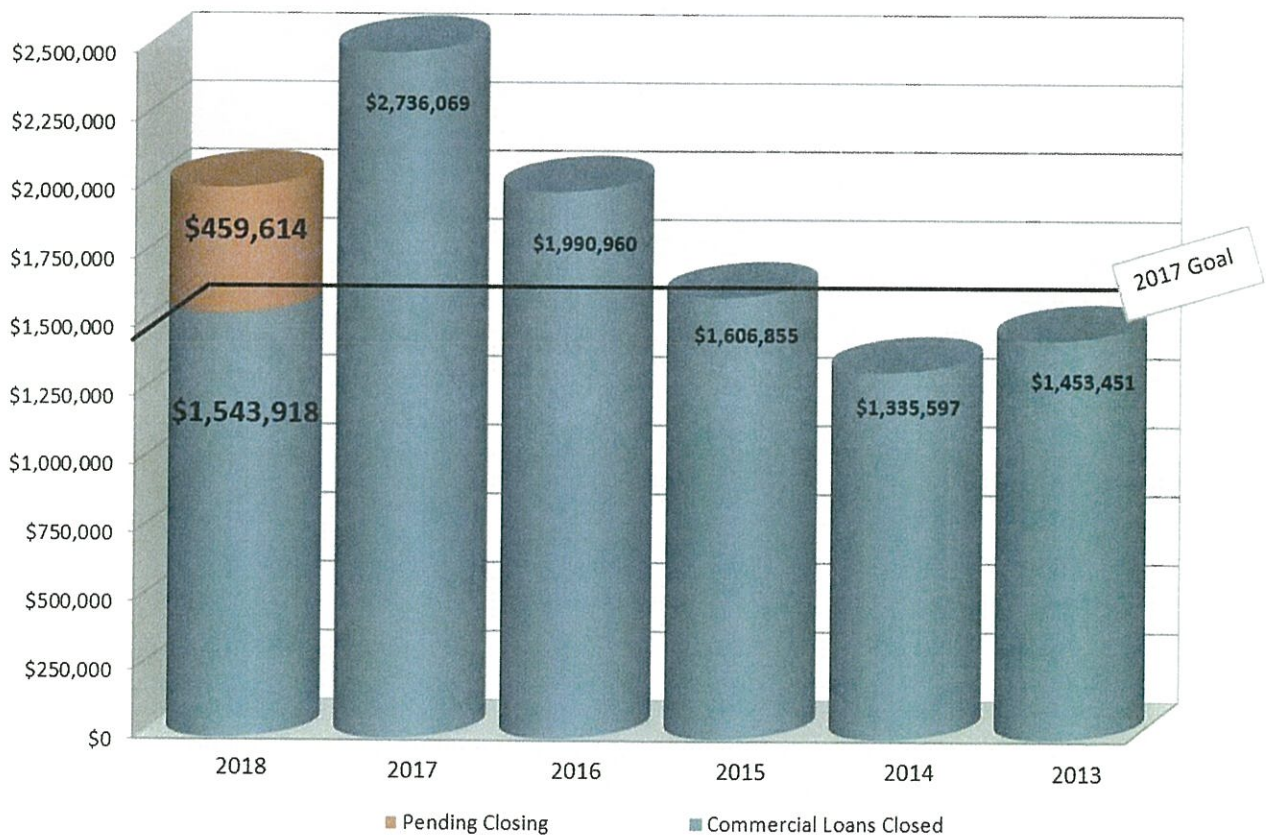
Anna Knight, Executive Director
918-453-5532
anna-knight@cherokee.org

Community and Economic Impact



**Since 2010 Cherokee Nation Community
Investment: \$13,733,072.44 in 286
Privately-owned Small Businesses**

Dollars Invested in the Local Economy Through Small Business Lending



Small Business Loans Closed May 2018

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
-	-	-	-	-

"Our experience with the Cherokee Nation Loan Services was great. The employees were very personable, but remained professional! Communication was great and very easy instructions on what we needed to get the service completed! We love everyone in the loan services!"

*– Shawnda Pursley,
Locust Grove, Mayes County*

Commercial Lending Pipeline (Commercial requests submitted)

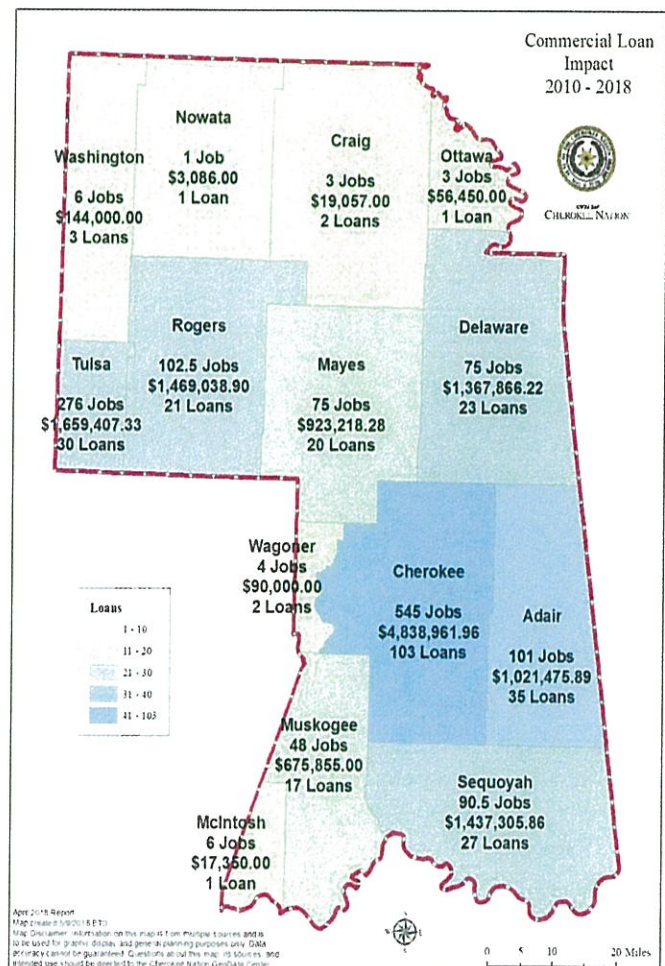
Community	County	Business Type	Startup or Expansion
Stilwell	Adair	Manufacturing	Start-up
Westville	Adair	Food Service	Expansion
Stilwell	Adair	Manufacturing	Start-up
Pryor	Mayes	Food Service	Expansion
Tahlequah	Cherokee	Construction	Expansion
Tahlequah	Cherokee	Retail	Start-up
Pryor	Mayes	Food Service	Start-up
Tahlequah	Cherokee	Construction	Expansion

Commercial Lending Impact 2010 through 2018 by County

County	Economic Investment	Private Leverage	Loans	Jobs
Washington	\$114,000		3	6
Tulsa	\$1,669,407		30	276
Nowata	\$3,086		1	1
Rogers	\$1,469,039		21	16
Craig	\$19,057		2	3
Ottawa	\$56,450		1	3
Mayes	\$923,218		20	76
Delaware	\$1,367,866		23	75
Wagoner	\$90,000		2	4
Cherokee	\$4,868,962		103	545
Adair	\$1,021,476		35	101
Sequoyah	\$1,437,306		27	91
Muskogee	\$675,855		17	48
McIntosh	\$17,360		1	6
Totals	\$13,733,076		286	1,251

Private Commercial Lending Dollars Leveraged
2015-2018: **\$8,378,920**

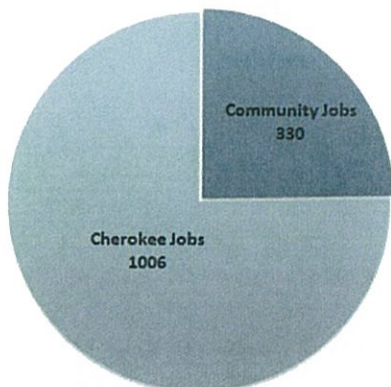
Total Community Investment through Small
Business Lending 2015-2018: **\$16,716,335**



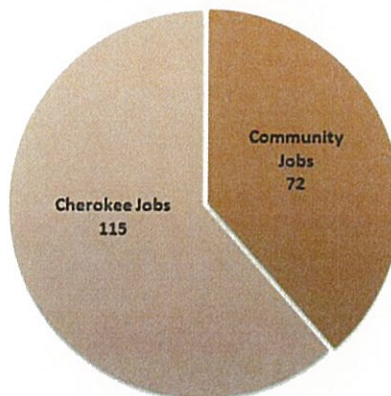
Businesses Create Community Based Jobs

Private Sector Jobs Created or Retained by Small Business Lending

Jobs Created FY10-18



Jobs Created FY 2018



Cherokee Nation Economic Development Trust Authority

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

Lending Assets

Available Commercial Capital	\$1,124,158
Available Consumer Capital	\$1,094,758
Approved Grants Pending Distribution	\$747,691
Approved Grants Pending Receipt	\$0
Total Available Capital	\$2,966,607
Outstanding Commercial Loans	\$8,721,018
Outstanding Consumer Loans	\$1,763,085
Total Outstanding Loans	\$10,484,104

U.S. Opportunity Zone Act 2018

Provides a mechanism for companies and individuals to invest capital gains into low income census tracts for commercial and residential real estate development. Investments may be up to 10 years and such investments will defer the capital gains tax during investment and may decrease the basis for the taxes by 15% if invested the full 10 year period.

Opportunity Funds must be the investment vehicle; IRS rules are still pending. Should be simple to create and will expect a return on investments.

US Treasury Opportunity Zones in the Cherokee Nation

Delaware county 3760
Cherokee county
Sequoyah county 303.02
Adair county 3769
Wagoner county 301.02
Mayes county 404
Muskogee county 4
Muskogee county 6

Craig county 3733
Ottawa county 5749
Ottawa county 5746
Ottawa county 5741
Washington county 3
Rogers county 501.01
Tulsa county 111
Tulsa county 59

Tulsa county 1
Tulsa county 10
Tulsa county 12
Tulsa county 2
Tulsa county 62
Tulsa county 80.01
Tulsa county 80.02

Entrepreneurial and Small Business Training

Entrepreneurial capacity building, through one-on-one assistance and in workshops settings, is available throughout the year to help entrepreneurs with business planning, strategic growth, marketing assistance, social media marketing, cash flow management, procurement and affordable financing.

In 2018 Business training workshops and the annual Engage Expo attracted **2,798 people** representing Indian owned businesses, 119 of which were TERO certified businesses. Additionally **97 entrepreneurs** received **one-on-one business coaching**.

Business/Entrepreneur Workshops			
Date	Location	Time	Workshop
June 12	Rose State SBDC	2:00 pm	SBA 8(a), HUBZone Program
June 14	RSU-Bartlesville	10:30 am	Introduction To Business Planning
June 19	Career Services- Sallisaw	10:30 am	Introduction To Business Planning
June 21	TBA-Tahlequah	10:30 am	Introduction To Business Planning
June 21	Webinar	10:00 am	SBA, Small Business Financing
June 28	Housing Authority- Claremore	10:30 am	Introduction To Business Planning
July 3	Career Services- Pryor	10:30 am	Understanding your Bottom Line
July 18	McAlester	1:00 pm	SBA 8(a) HUBZone Program
TBD	Small Business ENGAGE Expo	10am – 4 pm	Vendors network with CN procurement agents and other TERO businesses creating Business to Business Opportunities (B2B)

Community Based Business Coaching		
Community	Address	Dates
Pryor	Cherokee Nation Career Services - 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

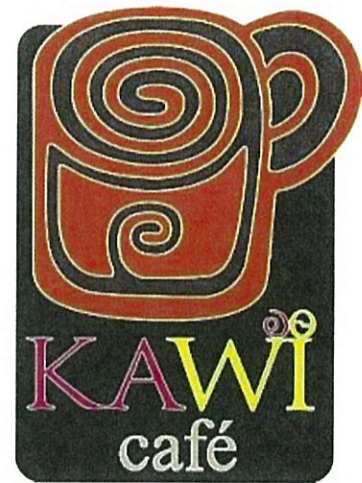
Commerce Business Coach Brian Wagon brian-wagon@cherokee.org or 918-506-9168

Commerce staff visits all business loan clients annually to monitor business progress, employment increases, view collateral and evaluate any entrepreneur or management need training to ensure business growth and success.

- Total Graduates 72
- Total Re-entry/Recent Offenders 32
- Total Day Training 40
- Total Opening Small Business 5

**All participants have been low income American Indians. Stipends for participants paid in mostly by Career Services and in part by Commerce grant.

“Kawi Café is helping me build my future one day at a time with responsibility, stability, and good work ethic.”



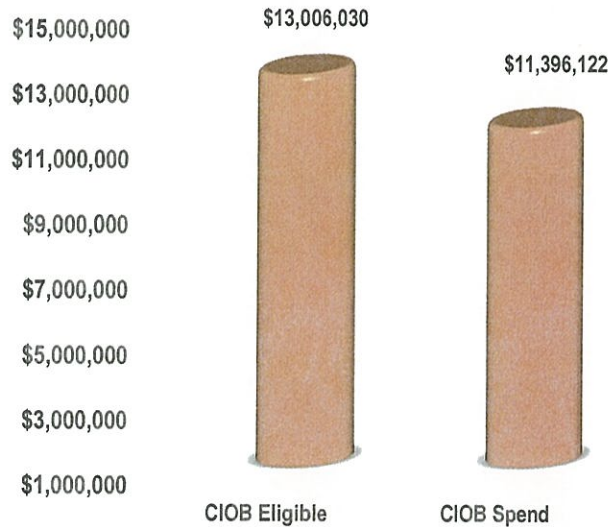
Kawi Café a model experiential entrepreneurship training program

Managed by Commerce business coaches, we partner with Career Services Day Training and Re-entry Programs to find Kawi participants. *This is not a culinary arts program.*

	<h4>Small Business Ownership</h4> <ul style="list-style-type: none"> • Business Planning • Marketing • Cash Flow Management • Staffing • Pricing • Product Design
	<h4>Business Management</h4> <ul style="list-style-type: none"> • Staffing • Marketing • Customer Service • Personnel Management • Leadership • Teamwork
	<h4>Job Skills</h4> <ul style="list-style-type: none"> • Interpersonal Skills • Work Hours • Follow Direction • Resume • Life Skills • Communications

CN Procurement Awarded to Certified Cherokee/Indian-Owned Small Business

88.26% of CIOB Eligible Procurement Opportunities were awarded to CIOBs

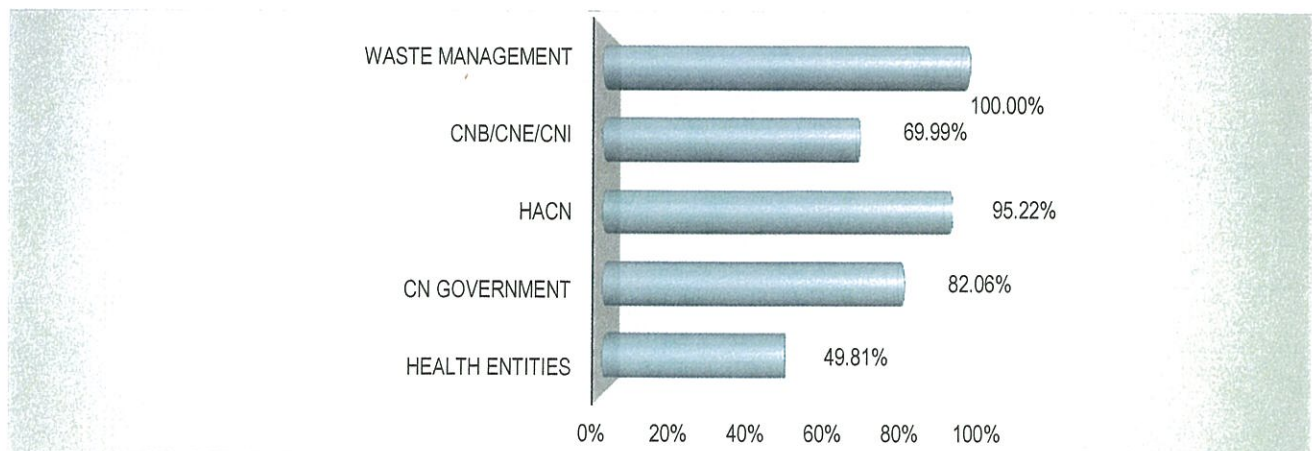


TERO Procurement Opportunities	
Entity	% Awarded
CN Government	97.40%
CNE	74.40%
Health Entities	98.51%
CNI	3.46%
Waste Management	0%

Health Entities are PACE/Elder Care and Cherokee Nation Home Health

CNB Procurement by the Numbers: TERO Opportunities, TERO Bid Submissions and TERO Bid Awards				
Eligible Opportunities	TERO Bid Submissions		Bids Awarded With Participation	
Tracking late Jan thru May 2018	% bids submitted	# bids submitted	% of submissions	# of submissions
113	54.87%	62	51.61%	32

74.97% of Employees are registered Cherokee Nation Citizens



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

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, **1,220 people have attended 211 artist taught classes** and the **equipment has been used 1,063 times by 870 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 2,529** times.

"The Cherokee Art Center classes are a great place to gather with friends, have a good time and learn about various art mediums. The instructors are great; knowledgeable, patient and weave Cherokee culture into the classes." - Jodeen Worth

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	Metal 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	Beginners Metal Smithing
June 12 (2 nd Tuesday)	6:30-9:00 pm	SEIAA Monthly Meeting
June 16 (3 rd Saturday)	2:00 – 3:00 pm	Tahlequah Writers Group
June 21 (3 rd Thursday)	6:30 – 9:00 pm	Tahlequah Arts Council Meeting
June 26 & 27	9:00 am – 4:00 pm	Native Artist Professional Development

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



- Year to date 1,322 visits have been made to the Gallery
- Purchasing a laser cutting machine
- Will begin framing services for CNB and local artists
- Artists have earned \$39,266.18
- Online Gallery sales are live
- The Gallery Store includes items priced less than \$100

2018 Grant Applications Underway and Recently Submitted: Pending and Approved

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

Grant Submitted	Purpose	Amount Requested	Status	Notes
SBA Native American Enterprise	TA Procurement, Staffing, Curriculum	\$116,000	Received	Procurement, Curriculum, Staffing
USDA Rural Business Development (RBDG)	Feasibility for Health Innovation Incubator	\$119,000	Awarded	Contract pending to perform study/partnership with Hastings
USDA RBDG	Small Business Lending	\$500,000	Received	Loans disbursed
SBA PRIME	Kawi Café Operations	\$150,000	Received	Continue the hands-on entrepreneurial training for re-entry and ex-offenders
US Treasury CDFI	Small Business Lending	\$861,333	Received	CNEDTA
USDA Socially Disadvantaged Groups	TA Leadership, Strategic Planning, Social Media, Market Research and Succession Planning	\$137,000	Awarded	Still looking for 501(c)3 groups interested in leadership succession planning and strategic planning
OK Native Assets Coalition	Special Workforce Savings Program	\$7,000	Awarded	Emergency savings model
USDA Rural Business Development (RBDG)	Small Business Lending	\$500,000	Pending	Revolving loan funds
US Treasury CDFI	Small Business Lending	\$1,000,000	Pending	CNEDTA
USDA Rural Business Development (RBDG)	Retail Road Access	\$250,250	Pending	Partnership with City of Stilwell
USDA Rural Business Development (RBDG)	Staffing and Training	\$150,000	Pending	Increasing staff capacity
SBA PRIME	Kawi Café Operations	\$150,000	Pending	Continue the hands-on entrepreneurial training for re-entry and ex-offenders
National Endowment for the Arts	Expand Art Therapy Classes for ICW Children	\$30,000	Underway	Partnership with ICW
USDA Socially Disadvantaged Grant	Expand capacity for 501(c)3 Minority organizations	\$200,000	Underway	Partnership with CCO
BIA – Indian Business Development Institute	Feasibility for blackberry cooperative style business	\$100,000	Underway	Increase agriculture opportunities in communities
HUD ROSS SC	Connect HACN residents with self-sufficiency counseling	\$700,000	Underway	Partnership with HACN, 3 year project

Community Leadership and Community Organization Capacity

Organization		Project
Cherokees For Black History Preservation Foundation		Market Research, Strategic Planning, Leadership Succession
Arts Council of Tahlequah		Social Media, Strategic Planning, Leadership Succession
Brushy Community Action		Uncertain
Cherokee Heritage Center		Strategic Planning and perhaps Market Research, TBD
Illinois River Community Organization		Social Media, Strategic Planning
Northern Cherokee County Community Booster Club		Social Media, Strategic Planning
Nowata Cherokee Community Foundation		Social Media, Strategic Planning
NORA		Social Media, Strategic Planning, Leadership Succession, Market Research
Southeast Indian Artist Association		Market Research
She Brews		Market Research
Stilwell Public Library Friends Society		Uncertain
Zoe Institute		Market Research, Social Media, Leadership Succession
Community Leadership Trainings		
RSU – Bartlesville	June 13	General and Succession Leadership
NSU – Cotta Conference	June 23	General and Succession Leadership
Northeast Tech Center	June 27	General and Succession Leadership