

COUNCIL OF THE CHEROKEE NATION  
EXECUTIVE & FINANCE COMMITTEE REPORT

**Group:** Financial Resources

**Month/Year of Report:** December 2018

**Treasurer:** Lacey Horn

**Phone:** 207-3902

**E-mail:** [lacey-horn@cherokee.org](mailto:lacey-horn@cherokee.org)

- I. Budget Highlights – through November
  - a.) Financial Resources – 15% spent
  - b.) Treasurer – 11% spent
  - c.) IIM – 18% spent
  - d.) Acquisition Management – 20% spent
  - e.) Records Management – 13% spent
  - f.) Support Services – 18% spent
  - g.) Grant Services– 12%
  - h.) Fleet Management – 7%
  - i.) Employee Performance Incentive – 41% spent
  - j.) Grant Development for CNB – 0% spent
  - k.) DOJ CTAS 2017 – 8%
- II. Program Highlights
  - a.) Departmental Goals
    - 1. Complete FY18 Audit – 0% Complete
    - 2. Obtain Unmodified Audit Opinion – 0% complete
    - 3. No Material Weaknesses on Single Audit – 0% complete
    - 4. Obtain GFOA Award for FY17 CAFR – 100% complete
    - 5. Reports completed & submitted for December 2018 – 95% completion
  - b.) Compliance
    - 1. Line of Credit – no outstanding borrowings
  - c.) Accomplishments
    - 1. Staff attended multiple webinars, trainings and conferences for grants management
    - 2.
  - d.) Upcoming Events
    - 1. Various grant trainings scheduled for January 2018
    - 2. Year end preparations underway

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	A	B	C
1	<b>Cherokee Nation Acquisition Management Year-To-Date Bid Report Over \$5,000 Transactions October 1, 2018 through September 30, 2019</b>		<b>% of sub-total - TERO vendor submitted Bid</b>
2	Award to TERO Vendor	\$ 3,526,200.71	98.00%
3	Award to non-TERO Vendor	\$ 72,142.00	2.00%
4	<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 3,598,342.71</b>	<b>100.0%</b>
5	Bid - no bids submitted by TERO Vendors	\$ 1,171,613.43	
6			
7	October 1, 2018 through November 30, 2018		

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

The **Day Training Program** had 13 participants enter unsubsidized employment. Three were with Cherokee Nation, two were externally, and eight were with CNB/CNI. Fourteen participants attained the Food Handler Certification.

Joshua Drywater accepted the position of Program Manager for the **Trade and Economic Transition (TET)** Grant Program. He is currently working to fully staff the program. Kathryn Boyden has been hired as Special Assistant, and Heather McKinnis accepted the position of Career Specialist in Tahlequah. Kathryn and Heather transferred from their current in-house positions to the TET Grant staff on December 26<sup>th</sup>. Joshua conducted interviews on all positions and has sent his recommendations for hire to Human Resources. The TET Grant will cover the entire 14 county area of the Cherokee Nation jurisdiction, and field offices will be located in Tulsa, Pryor, Tahlequah, and Sallisaw. Tulsa's focus will be on OJT contracts with the manufacturing and construction businesses in the area. Pryor's focus will be around businesses located at Mid-America Industrial Park. Tahlequah's new Cherokee Nation clinic will need multiple positions in the healthcare field, and the TET Grant is hoping to develop apprenticeship programs to aid the hiring. Sallisaw staff will focus around the hospitality sector of the Cherokee Nation casinos in the surrounding areas and the manufacturing sector in Ft. Smith.

**Cherokee Nation Coming Home Reentry** staff met with Probation & Parole in Delaware, Ottawa, and Cherokee counties to inform and update them on our program. This has resulted in Reentry referrals from their offices. Daryl Legg & Matt Lamont attended OU Economic Development Institute and the entire Reentry Staff attended the entry level TANF training. The trainings in areas outside of the Reentry program helps staff be aware of, and knowledgeable of, other programs that Reentry clients may be qualified for or in need of. Matt Lamont is acting in Daryl Legg's place until the position is filled.

**Tribal Economic Development (TED)** Staff attended a meeting with a drone technology company that is currently expanding all over the United States and it based out of Broken Arrow. They can work with various industry's including telecommunications, construction, real estate, entertainment, and events. We are in discussion with them in assisting qualified individuals with vocational training and getting Unmanned Aircraft Systems (UAS) Drone training to be able to pilot drones. They would also need to pass the FAA drone certification test.

**TED** Staff attended a Workforce Discussion put together by Senator's Inhofe's Office. Jed Cochran with Senator Inhofe's office was onsite to learn more about local workforce successes, challenges, and needs on a federal level.

**TED** staff also attended an informative session on the employer's side of Medical Marijuana in the Workplace. Since the passage of State Question 788 in June of this year, Oklahoman's have been abuzz about the implications of this law. Oklahoma employers in particular are concerned about what impact this law will have on drug testing policies and how they will be enforced in this new era of medicinal marijuana card-holders. This presentation will discuss the creation of a

new protected class of employees (marijuana card-holders) and the practical steps that should be taken now to prepare for this new chapter in Oklahoma employment law.

As part of the celebration of National Apprenticeship Week, the Green Country Manufacturing Alliance (GCMA) and Grand Lake Manufacturing Council (GLMC) each focused their quarterly luncheons around the apprenticeship and work-based learning programs available to employers in Northeast Oklahoma.

Cherokee Nation was mentioned specifically by Jeanine Coleman, HR Manager for Pelco Structural and keynote speaker at the luncheon, regarding the assistance provided while selecting applicants for their welding registered apprenticeship program. In a class of four trainees, Cherokee Nation Career Services was able to place two re-entry participants in the program (both of which were violent offenders).



Staff attended the Oklahoma Works – Governor Fallin’s STEM and Entrepreneurship Summit focusing on Oklahoma’s Future Workforce in Oklahoma City. Using a new, innovative approach for participation, this forum will bring together business and education leaders to focus on the intersection of

entrepreneurship, Work-Based Learning and STEM (science, technology, engineering and mathematics) education in our communities. Please encourage innovators from local K-12 schools, technology centers, higher education campuses and businesses to join this dynamic event.

**Disability Employment Initiative** staff completed the ADA Checklist at all Satellite offices and a recommendation list has been completed. A meeting will be set for January to discuss the needed changes and how we would like to proceed.

A contract has been completed and **Vocational Rehabilitation** and the **DEI Program** are now an Employment Network Agency and will be able to take the Ticket to Work clients after the DEI Staff complete training.

**Job Fairs and Other Events:**

Keep up to date with future Job Fairs at: [www.cherokee.org/jobfairs](http://www.cherokee.org/jobfairs)

Brad Eubanks is point of contact for Community Meetings.

# Commerce Group

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

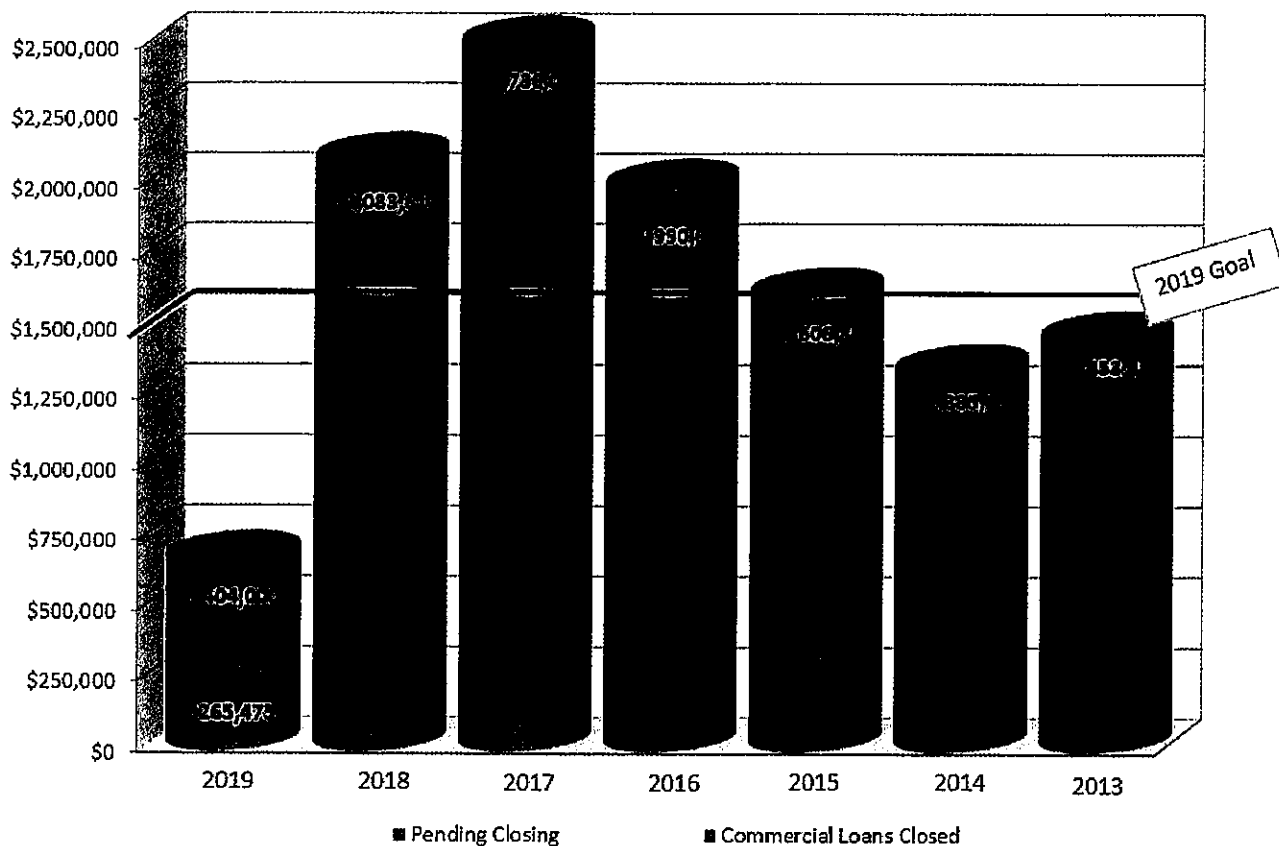
Anna Knight, Executive Director  
918-453-5532  
anna-knight@cherokee.org

## Community and Economic Impact



Since 2010 Cherokee Nation Community  
Investment: \$14,528,240.30 in 300  
Privately-owned Small Businesses

### Dollars Invested in the Local Economy Through Small Business Lending



### Small Business Loans Closed December 2018

Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Hulbert	Agriculture	\$140,000	69%	2
Muskogee	Day Care	\$219,174	55%	9

*"The SBAC gave me a good start on my new business. I am currently getting in inventory and learning how to drive a forklift."*

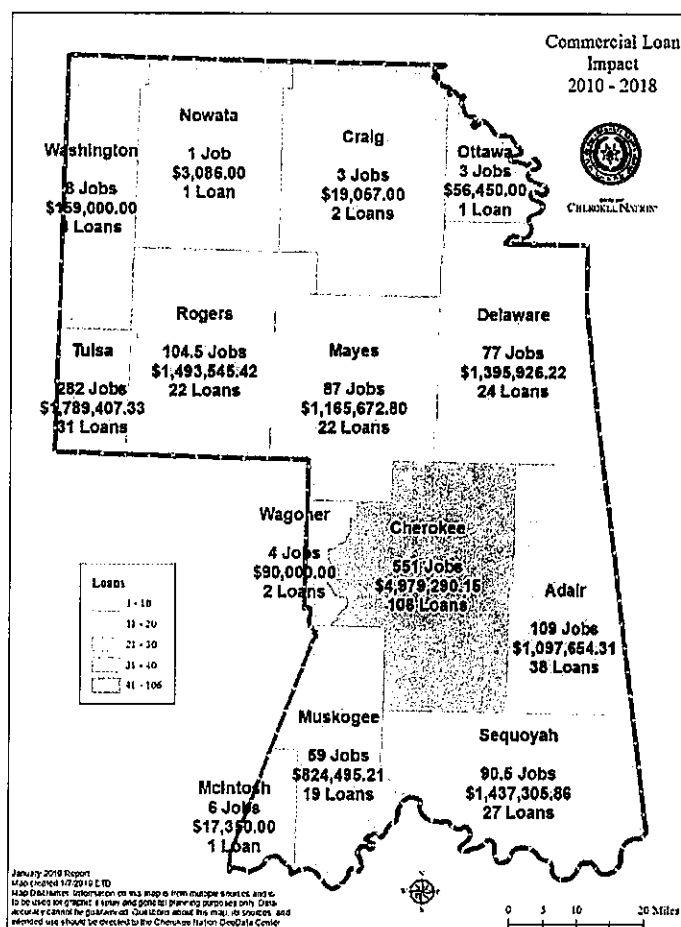
**Nate Sappington**  
Sequoyah Outlet  
Claremore, OK

### Commercial Lending Pipeline (Commercial requests submitted)

Community	County	Business Type	Startup or Expansion
Tahlequah	Cherokee	Tourism Service	Expansion
Owasso	Tulsa	Restaurant Service	Start-up
Talala	Washington	Repair Service	Start-up
Tahlequah	Cherokee	Tourism/Art Service	Expansion
Tulsa	Tulsa	Agriculture	Start-up
Tahlequah	Cherokee	Restaurant Service	Expansion
Jay	Delaware	Retail Service	Expansion
Tahlequah	Cherokee	Janitorial Service	Expansion

### Commercial Lending Impact 2010 through 2019 by County

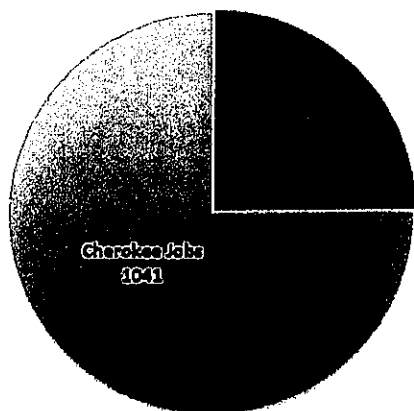
County	Economic Investment	Loans	Jobs
Adair	\$1,097,654	38	109
Cherokee	\$4,979,290	106	551
Craig	\$19,057	2	3
Delaware	\$1,395,926	24	77
Mayes	\$1,165,673	22	87
McIntosh	\$17,350	1	6
Muskogee	\$824,495	19	59
Nowata	\$3,086	1	1
Ottawa	\$56,450	1	3
Rogers	\$1,493,039	22	104
Sequoyah	\$1,437,306	27	91
Tulsa	\$1,789,407	31	282
Wagoner	\$90,000	2	4
Washington	\$159,000	4	8
<b>Totals</b>	<b>\$14,528,240</b>	<b>300</b>	<b>1385</b>



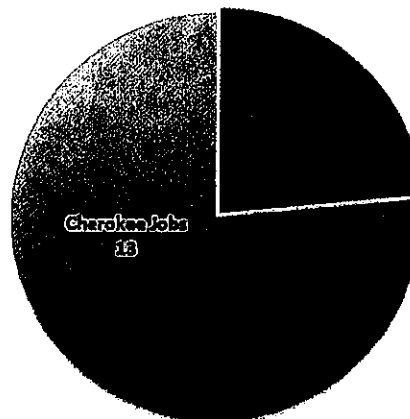
## Businesses Create Community Based Jobs

Private Sector Jobs Created or Retained by Small Business Lending

Jobs Created FY10-19



Jobs Created FY 2019



## Cherokee Nation Economic Development Trust Authority

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

### Lending Assets

Available Commercial Capital	\$1,708,328
Available Consumer Capital	\$799,938
Approved Grants Pending Distribution	\$323,970
Approved Grants Pending Receipt	\$770,000
<b>Total Available Capital</b>	<b>\$3,602,236</b>
Outstanding Commercial Loans	\$8,729,060
Outstanding Consumer Loans	\$2,148,940
<b>Total Outstanding Loans</b>	<b>\$10,878,000</b>

CNEDTA small business loans not only create jobs and but spur private sector economic investments at an approximate rate of dollar for dollar: **FY19 loans leveraged \$8,621,418 in private dollars and since 2015 CNEDTA loans have leveraged \$17,708,388 in private dollars.**

## 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 2019, Business training workshops attracted 728 people representing Indian owned businesses. Additionally, 39 entrepreneurs received one-on-one business coaching.**

Business/Entrepreneur Workshops			
Date	Location	Time	Workshop

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 <sup>th</sup> St.	4th Monday Each Month

Commerce Business Coach Brian Wagnon [brian-wagnon@cherokee.org](mailto:brian-wagnon@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.*

**Creating Bridges is a program led by OSU to partner with rural communities to address retail, hospitality and tourism businesses issues.** A retail academy focusing on retention and expansion will be help, as well as workforce programs centering on new and existing workers. The end result is expected to be more profitable businesses, leading to increased municipal revenue and more quality jobs. Counties participating in the Cherokee Nation include Cherokee, Adair, Sequoyah, Delaware and Mayes.



## 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.*



- Total Graduates 82
- Total Re-entry/Recent Offenders 42
- Total Day Training 40
- Total Opening Small Business 5

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

***Kawi has given me the chance to expand my cooking experience and communication skills between me and my coworkers.***

***Bobby Roland, Tahlequah, OK***

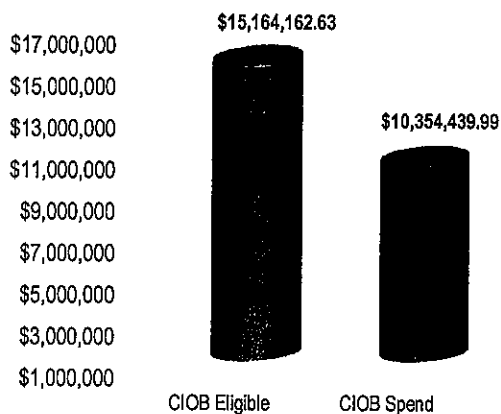


## Entrepreneur Skills Learned by Kawi Participants

	<b>Small Business Ownership</b> <ul style="list-style-type: none"><li>• Business Planning</li><li>• Marketing</li></ul>
	<b>Business Management</b> <ul style="list-style-type: none"><li>• Staffing</li><li>• Marketing</li></ul>
	<b>Job Skills</b> <ul style="list-style-type: none"><li>• Interpersonal Skills</li><li>• Work Hours</li></ul>

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

68.28% of CIOB Eligible Procurement Opportunities were awarded to CIOBs



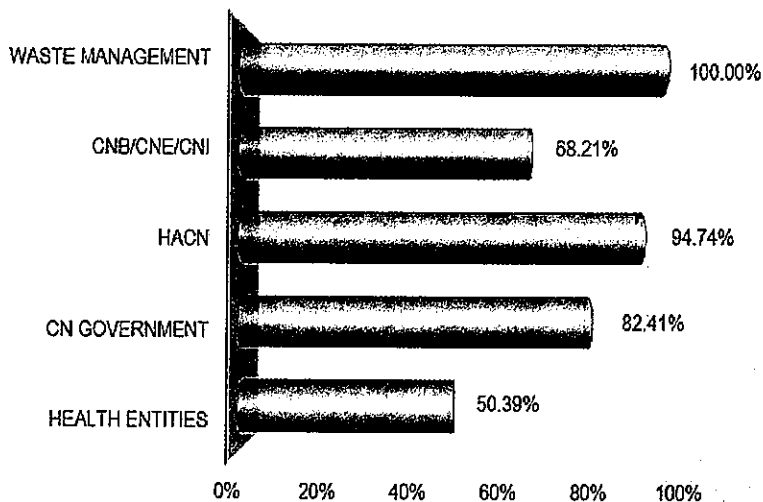
TERO Procurement Opportunities	
Entity	% Awarded
CN Government	98.00%
CNE	58.84%
Health Entities	100.0%
CNI	13.84%
Waste Management	0%

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 October 2018 - September 2018	TERO Bid Submissions		Bids Awarded With Participation	
	% bids submitted	# bids submitted	% of submissions	# of submissions
45	60%	27	37.78%	17

74.24% 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, **298 people have attended 66 artist taught classes** and the **equipment has been used 218 times by 113 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 540** times.

*"The Cherokee Arts Center gave me an opportunity to study 3d printing, a pursuit that had previously been inaccessible to me. This allowed me to develop ideas, that had been only sketches, into a project called 'Then and Now'. The project received sponsorship in January of 2019 from 3d Solutech, producers of professional performance PLA filament for 3d printing. All of this was possible because I had access to the Cherokee Arts Center. The building's central location makes art accessible. The Cherokee Arts Center and Spider Gallery have become invaluable resources to the arts community."*

*-Jamil Jaser, Stilwell, OK*

Cherokee Arts Center		
Registration is necessary and all classes are fee based, paid directly to artists		
Date	Time	Class
Every Monday	6:00-8:00 pm	Jewelry Making Class
Every Tuesday	6:00-8:00 pm	Jewelry Making Class
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	Metalsmithing 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 Metalsmithing Class
Every Saturday	1:00 – 6:00 pm	Ceramics with Troy Jackson
Every Sunday	10:00am – 3:00pm	Jewelry Making Class
January 8 <sup>th</sup> (2 <sup>nd</sup> Tuesday)	6:30-9:00 pm	SEIAA Monthly Meeting
January 13 <sup>th</sup> (2 <sup>nd</sup> Sunday)	2:00 – 3:00 pm	Arts & Humanities Lecture

The Spider Gallery currently represents **133 Cherokee Nation artists, 20** of which are National Treasurers.

Cherokee Nation Proudly Presents



- Year to date 288 visits have been made to the Gallery
- Framing services are available for CNB and local artists
- Artists have earned \$13,469.80
- The Art Center now offers a lathe for woodworking

**2019 Grant Applications Underway and Recently Submitted:  
 Pending, includes 2018, and Approved**

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

Grant Submitted	Purpose	Funding Year	Amount Requested	Status	Notes
USDA Rural Business Development (RBDG)	Small Business	2019	\$500,000	Informal Award Notification	Commercial Lending
US Treasury CDFI	Small Business	2019	\$770,000	Awarded	CNEDTA – Commercial Lending
USDA Rural Business Development (RBDG)	Retail Center Road Access	2019	\$250,250	Awarded	Partnership with City of Stilwell
USDA Rural Business Development (RBDG)	Small Business	2019	\$149,520	Awarded	Increasing staff capacity
SBA PRIME	Small Business	2019	\$150,000	Awarded	Continue Kawi Operations – re-entry/ex-offenders
National Endowment for the Arts	Cherokee Arts Center	2019	\$30,000	Pending	Expand child Art Therapy Classes in partnership with ICW
USDA Socially Disadvantaged Grant	Community - Capacity Building for Community Nonprofits	2019	\$200,000	Informal Award Notification	Board Development, Succession Planning and Financial Management
BIA – Indian Business Development Institute	Small Business	2019	\$100,000	Pending	Feasibility for blackberry cooperative style business increasing agriculture opportunities in communities
HUD ROSS SC	Financial Education	2019	\$416,377	Awarded	Connect HACN residents with self-sufficiency counseling Partnership with HACN, 3 year project