

Group: Marshal Service Month/Year of Report: April 2019

Executive Director: Shannon Buhl Phone: 918-207-3800

Email: shannon-buhl@cherokee.org

1. Budget Highlights-Please Refer to Monthly Financial Report

2. Program Highlights for March:

<u>District 1</u> <u>412 North</u>	<u>District 2</u> <u>412 South</u>
Information Report (10)	Information Report (18)
Warrants (1)	Warrants (3)
Other Agency Assists (9)	Other Agency Assists (33)
Warnings (10)	Warnings (6)
Citations (11)	Citations (5)
Alcohol/Drug Arrests (1)	Alcohol/Drug Arrests (2)
A&B/DV (1)	A&B /DV (4)
Burglary/Theft/Larceny (4)	Burglary/Theft/Larceny (1)
Fraud/Embezzlement (1)	Child Abuse (1)
Vandalism (3)	ICW Assist (2)
Child Abuse (1)	ICW Assist (1)
Sexual Offense (1)	Trespass (1)
MVC (1)	

3. Special Operations:

Dive (0)
SWAT (0)
Casino Requests (31)

4. Accomplishments:

Taser Certification-Austin Glory, Buddy Clinton, Brian Catcher
IACP Tribal Mid-year-Danny Tanner, Mike Roach
Beneath The Sea-Shannon Buhl
RTR Bike route assessment-Kevin Jackson, Dustin Davis

5. Security:

Security Violations (6)
Vehicle Assists (13)
Incident Reports (7)
Events (9)
Cherokee Nation Election Commission meeting (2), Tribal Council parking (2),
SHS Basketball Send Off, Taser Training-Hastings Security (2), Safety Fair meeting,
Patriot Riders Event at CN Veterans Center

6. Facilities:

Hastings (16) EDO
Redbird Smith (0)
Three Rivers (0)
Cooweescoowee Ocheleta (0)
Wilma P Mankiller (0)

7. Community:

Franky Dreadfulwater
Dare-Bell, Marble City, Sequoyah Schools
Safety Walk Through-Cave Springs HS
Truancy-Adair County Schools (9 citations)
HERO Meeting-CN Behavioral Health
CN Immersion-Anti-Bullying

8. Emergency Management:

CNEM staff met with Mark Gower the new Director of Oklahoma Emergency Management in Oklahoma City to discuss capabilities, relationships and functions of CNEM and OEM.

Delivered pallets of water to local community buildings, fire departments and Emergency Management agencies in preparation for the upcoming fire and storm season.

Attended a Public Safety Facility Seminar which included ways to secure, design, harden and finance public safety facilities.

Assisted in a Table Top Exercise for Active Shooter in conjunction with Cherokee County EM, Sheriff, CN EMS, Northeast Health System EMS and Tahlequah agencies.

Conducted a Hazard Vulnerability Assessment with CN Health and Washington County.

Supplied water to the Tahlequah Hero Dash run.

CN Search and Rescue and CN Marshal Service assisted Keys Fire and Oklahoma Game Wardens with a missing person search in Cherokee Wildlife Refuge. K9 assets were requested from Tulsa and OKC to assist.

CNEM attended the Wagoner County Preparedness Expo and assisted Wagoner Co. EM with logistical support for the Expo.

9. Patrols:

District 1	204
District 2	<u>639</u>
Total	843

Concerns addressed from last Rules:



CHEROKEE NATION ELECTION COMMISSION

Ph: 918-458-5899 | TF: 800.353.2895 | F: 918.458.6101

April 2019 RULES REPORT

Marcus Fears Administrator
fears-marcus@cherokee.org

April 2019

I. Budget Highlights

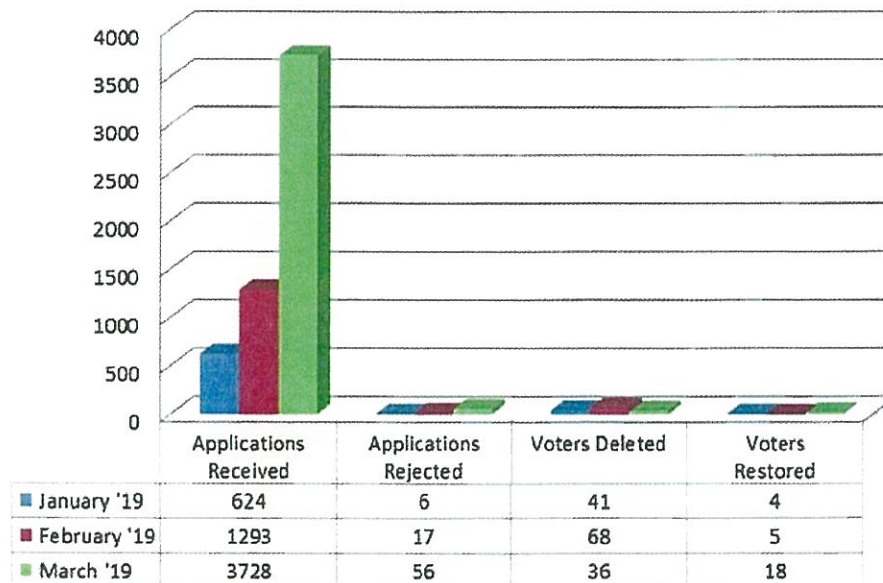
a.) FY19 is currently on target.

II. Program Highlights

a.) **Voter Processing:** As of 04/04/2019

3728 Applications; 73,153 Total Registered Voters; 41,876 In District; 31,277 At-Large

Voter Registration Statistics



b.) **Statistical Report:**

Detailed Data by District and Precinct is attached.

III. Accomplishments

a.) **2019 General Election:**

The Election Commission office has been diligently processing voter registration applications and absentee ballot requests in preparation for sending out new Voter ID cards and Absentee Ballots.



CHEROKEE NATION ELECTION COMMISSION

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b.) Deceased/Relinquished Status:

The Election Commission has stayed current with monthly Tribal Registration deceased and relinquished citizen listings.

IV. Future Plans and Initiatives

- a.) Pursuant to Section 73 A, the Absentee Ballots shall be mailed to persons requesting the ballot in a two-day period starting the last Tuesday in April of the election year and ending the Wednesday immediately following said Tuesday. (April 30, 2019 & May 1, 2019)
- b.) New Voter Identification cards will be mailed out in April.
- c.) Continue to actively update and correct voter's addresses in the Election Commission database.
- d.) The Election Commission is always willing to answer any of the Council's questions. If at any time you have a question for our office, please feel free to email me or call the office. My email and our number are listed at the top of this report.

Date Range: 03/01/2019 - 03/31/2019

Applications Received

Voter Registration Applications	2,676
Absentee Applications	1,052
Total	3,728

Registration Applications Rejected

Insufficient Address	18
No Roll Number	27
Not Signed	6
Under Age	5
Total	56

Deleted Registrations

Duplicate	0
Voter Deceased	36
Voter Relinquished	0
Total	36

Registration Status Changes

Deleted Restored	18
Total	18

Chronicle- Voter Registration by District and Precinct

4/4/2019 8:00 AM

District	Precinct	Voters
District No. 1	Hulbert	1,237
	Okay	309
	Tahlequah (1)	1,572
	Total for District	3,118
District No. 2	Briggs	227
	Lowrey	233
	Tahlequah (2)	2,394
	Total for District	2,854
District No. 3	Keys	889
	Tahlequah (3)	1,801
	Total for District	2,690
District No. 4	Ft. Gibson	1,086
	Muskogee	532
	Warner	731
	Total for District	2,349
District No. 5	Gore	319
	Sallisaw (5)	595
	Vian	1,146
	Total for District	2,060
District No. 6	Belfonte	124
	Marble City	174
	Muldrow	1,647
	Sallisaw (6)	1,617
	Total for District	3,562
District No. 7	Cave Springs	287
	Chewey	81
	Stilwell (7)	2,646
	Westville (7)	746
	Total for District	3,760
District No. 8	Bell	253
	Stilwell (8)	1,020
	Westville (8)	439
	Total for District	1,712
District No. 9	Jay (9)	692
	Kansas	1,303

Chronicle- Voter Registration by District and Precinct

4/4/2019 8:00 AM

District	Precinct	Voters
District No. 9	Kenwood	126
	Salina (9)	546
Total for District		2,667
District No. 10	Afton	603
	Grove	732
	Jay (10)	799
	Pryor (10)	548
	Salina (10)	201
	Spavinaw	152
Total for District		3,035
District No. 11	S. Coffeyville	457
	Vinita	1,764
	Welch	135
Total for District		2,356
District No. 12	Bartlesville	1,631
	Nowata	722
	Skiatook	114
Total for District		2,467
District No. 13	Catoosa	341
	Collinsville	982
	Tulsa	1,847
Total for District		3,170
District No. 14	Chelsea	554
	Claremore (14)	2,466
	Oologah	429
Total for District		3,449
District No. 15	Claremore (15)	829
	Locust Grove	875
	Pryor (15)	874
	Salina (15)	49
Total for District		2,627
At Large	At Large	31,277
Total for District		31,277
Grand Total		73,153



CHEROKEE NATION TRIBAL COUNCIL RULES COMMITTEE REPORT

Group: Tax Commission

Month/Year of Report: April, 2019

Group Leader: Sharon Swepston

Phone: 918-453-5377

E-mail: Sharon-swepston@cherokee.org

I. Budget Highlights

- a.) Please refer to the monthly financial report from Finance.

II. Program Highlights

a.) Motor Vehicle

1. Year to Date Motor Vehicle revenue for FY19 compared to FY18 as of February 28th 2019 & February 28th 2018, had an overall increase of 5.68%.
2. The month to month revenue comparison for February 2018 (FY18) compared to February 2019 (FY19) shows an increase of 3.26%.
3. The detail for all areas of revenue for motor vehicle is shown on the attached graphs.
4. FY19 new tags issued in the Extended Jurisdictional Boundary for October 689, November 588, December 523, January 674, February 613, March 787.

b.) Revenue and Taxation Division

1. Year to Date Revenue and Taxation (Tobacco) for FY19 compared to FY18 as of February 28th 2019 & February 28th 2018, had an overall increase of 3.43%.
2. A month to month revenue comparison for February 2018 (FY18) compared to February 2019 (FY19) shows an increase of 4.01%.
3. The detail for all areas of tax is shown on the attached graphs.

c.) Future Plans/New Initiatives

1. The next Tax Commission meeting is scheduled for April 24, 2019 at 10:00 am in the CNTC Conference room.
2. The Veterans Sales Tax Exemption Cards have been mailed out to all qualified applicants. As of April 8, 2019 we have mailed out 379 Veteran Sales Tax Exemption Cards. CNE has implemented their upgraded system to process the new sales tax exemptions for Cherokee veterans.
3. We have received our report for February 2019 purchases and payment from the State of Oklahoma and rebates are scheduled to be distributed to the retailers by or before April 15, 2019.



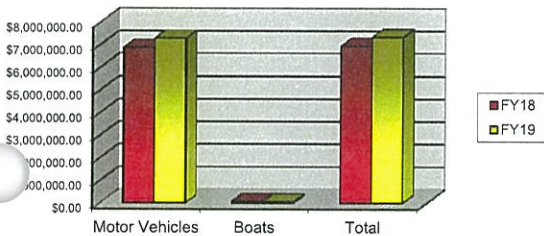
CHEROKEE NATION TAX COMMISSION

FEBRUARY, 2019

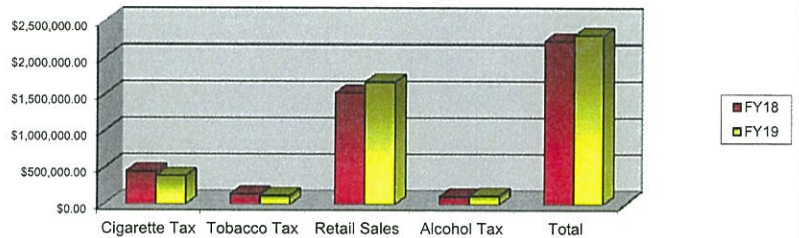
	Motor Vehicles	Boats	Total
FY18	\$6,872,383.18	\$70,216.75	\$6,942,599.93
FY19	\$7,281,992.02	\$54,851.35	\$7,336,843.37
% of Change	5.96%	-21.88%	5.68%

	Cigarette Tax	Tobacco Tax	Retail Sales	Alcohol Tax	Total
FY18	\$453,719.28	\$142,416.63	\$1,522,942.09	\$110,381.81	\$2,229,459.81
FY19	\$390,710.80	\$120,445.93	\$1,675,582.51	\$119,194.57	\$2,305,933.81
% of Change	-13.89%	-15.43%	10.02%	7.98%	3.43%

MV Gross Revenue Comparison - Year to Date



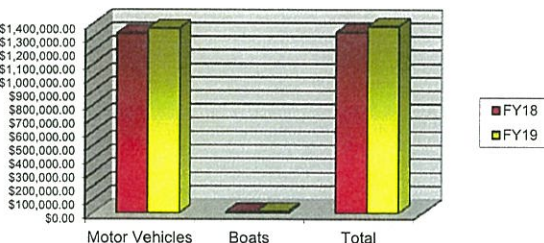
R & T Gross Revenue Comparison Year to Date



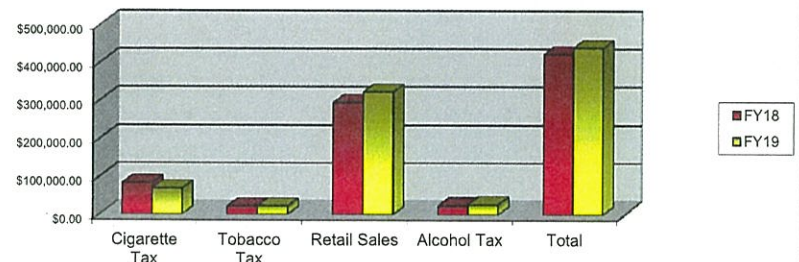
	Motor Vehicles	Boats	Total
FY18	\$1,324,847.19	\$9,814.72	\$1,334,661.91
FY19	\$1,363,590.63	\$14,585.39	\$1,378,176.02
% of Change	2.92%	48.61%	3.26%

	Cigarette Tax	Tobacco Tax	Retail Sales	Alcohol Tax	Total
FY18	\$82,404.48	\$22,035.02	\$293,821.56	\$23,575.63	\$421,836.69
FY19	\$68,095.60	\$21,885.32	\$322,283.44	\$26,488.09	\$438,752.45
% of Change	-17.36%	-0.68%	9.69%	12.35%	4.01%

MV Gross Revenue Comparison - Month to Month



R & T Gross Revenue Comparison Month to Month





CWYA DʒR JʌNGʌʌY Dʌʌʌbʌ
Cherokee Nation Gaming Commission

Director's Report

29 MARCH 2019

2018 COMPACT FEE PAYMENTS

	State	Fair Meadows	OHRC	Sub-Total	YTD
Jan	\$ 1,134,000.51	\$ 48,153.85	\$ 224,066.21	\$ 1,406,220.57	\$ 1,406,220.57
Feb	\$ 1,505,265.09	\$ 54,604.37	\$ 222,263.88	\$ 1,782,133.34	\$ 3,188,353.91
Mar	\$ -	\$ -		\$ -	\$ 3,188,353.91
Apr	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
May	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
June	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
July	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
Aug	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
Sept	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
Oct	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
Nov	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
Dec	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
YTD Adj.	\$ -	\$ -	\$ -	\$ -	\$ 3,188,353.91
	\$ 2,639,265.60	\$ 102,758.22	\$ 446,330.09	\$ 3,188,353.91	

NIGC Fee Payments	
March	\$ 78,013.87
June	\$ -
September	\$ -
December	\$ -
TOTAL	\$ 78,013.87

Total Compact & NIGC Fee Payments	\$ 3,266,367.78
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COMPACT FEE PAYMENT SUMMARY

	State	Fair Meadows	OHRC	Sub-Total	LTD
2005	\$ 2,948,594.00	\$ 500,040.00	\$ 1,478,858.36	\$ 4,927,492.36	\$ 4,927,492.36
2006	\$ 7,629,889.06	\$ 1,788,222.63	\$ 7,238,117.75	\$ 16,656,229.44	\$ 21,583,721.80
2007	\$ 11,472,065.73	\$ 962,047.93	\$ 4,573,604.66	\$ 17,007,718.32	\$ 38,591,440.12
2008	\$ 11,656,274.15	\$ 765,407.17	\$ 3,457,394.08	\$ 15,879,075.40	\$ 54,470,515.52
2009	\$ 12,258,076.70	\$ 749,466.52	\$ 2,393,709.96	\$ 15,401,253.18	\$ 69,871,768.70
2010	\$ 12,530,548.89	\$ 654,902.38	\$ 2,245,073.51	\$ 15,430,524.78	\$ 85,302,293.48
2011	\$ 12,842,971.99	\$ 624,666.63	\$ 2,263,371.18	\$ 15,731,009.80	\$ 101,033,303.28
2012	\$ 13,191,133.21	\$ 635,500.83	\$ 2,429,283.07	\$ 16,255,917.11	\$ 117,289,220.39
2013	\$ 13,775,089.66	\$ 671,503.73	\$ 2,454,446.83	\$ 16,901,040.22	\$ 134,190,260.61
2014	\$ 13,491,207.55	\$ 694,488.92	\$ 2,468,666.10	\$ 16,654,362.57	\$ 150,844,623.18
2015	\$ 14,936,985.92	\$ 710,606.84	\$ 2,660,767.00	\$ 18,308,359.76	\$ 169,152,982.94
2016	\$ 15,320,619.36	\$ 696,172.36	\$ 2,664,645.01	\$ 18,681,436.73	\$ 187,834,419.67
2017	\$ 16,188,946.50	\$ 668,836.84	\$ 2,624,492.88	\$ 19,482,276.22	\$ 207,316,695.89
2018	\$ 17,144,081.88	\$ 618,916.51	\$ 2,678,944.43	\$ 20,441,942.82	\$ 227,758,638.71
2019	\$ 2,639,265.60	\$ 102,758.22	\$ 446,330.09	\$ 3,188,353.91	\$ 230,946,992.62
	\$ 111,795,850.94	\$ 8,046,246.74	\$ 31,002,525.50	\$ 227,758,638.71	

LICENSING SUMMARY

Location	Key Employee	PMO	Total
Catoosa	1,008	416	1,424
Catoosa - SS	10	1	11
CNGC	-	62	62
Corporate	89	131	220
Ft. Gibson	65	29	94
Grove	77	41	118
Ramona	76	43	119
Roland	210	99	309
Sallisaw	68	38	106
SCC	67	34	101
Tahlequah	106	68	174
WSS	399	157	556
TOTALS	2,175	1,119	3,294

VENDOR LICENSES

Entity	Class A	Class C	Exempt	Total
Companies	95	-		95
Individuals	803	-	-	803

GAMING MACHINES

Vendor	Catoosa	Cat SS	Ft. Gibson	Roland	Roland TP	Sallisaw	WSS	Ramona	Tahl.	SCV	Grove	Totals
CLASS II												
AGS	-	-	-	-	-	-	-	-	22	-	6	28
Bally	-	-	-	8	-	-	-	-	-	-	-	8
Cadillac Jack	-	-	6	-	-	-	-	-	8	-	-	14
Eclipse	-	-	-	-	-	-	-	-	27	-	-	27
IGT	14	-	8	8	-	-	14	6	-	8	6	64
Multimedia	-	-	-	8	-	8	-	-	-	-	8	24
Nova	-	-	-	-	-	-	-	-	8	-	-	8
VGT	784	52	202	312	33	94	593	184	141	128	134	2,657
Sub-Total	798	52	216	336	33	102	607	190	206	136	154	2,830
COMPACT												
AGS	102	4	28	45	4	10	50	25	4	14	28	314
Ainsworth	74	-	4	27	-	10	54	8	14	-	6	197
Aristocrat	205	10	30	44	-	6	125	20	11	20	38	509
Aruze	55	-	4	24	-	-	30	8	14	6	16	157
Bally	297	11	49	114	-	28	270	61	46	30	42	948
Cadillac Jack	12	-	-	-	-	-	-	-	-	-	-	12
IGT	486	-	77	125	14	59	290	63	69	26	84	1,293
Incredible Technologies	37	-	16	8	-	9	21	10	9	9	6	125
Interblock	12	-	-	-	-	-	-	-	-	-	-	12
Konami	104	-	23	36	-	9	72	34	23	16	8	325
Multimedia	51	-	14	44	8	-	66	16	10	14	11	234
Speilo	14	-	4	2	-	-	9	-	-	-	-	29
WMS	115	4	14	34	6	9	27	20	5	22	-	256
Sub-Total	1,564	29	263	503	32	140	1,014	265	205	157	239	4,411
Grand Total	2,362	81	479	839	65	242	1,621	455	411	293	393	7,241
Class II	798	52	216	336	33	102	607	190	206	136	154	2,830
% of floor	33.78%	64.20%	45.09%	40.05%	50.77%	42.15%	37.45%	41.76%	50.12%	46.42%	39.19%	39.08%
Compact	1,564	29	263	503	32	140	1,014	265	205	157	239	4,411
% of floor	66.22%	35.80%	54.91%	59.95%	49.23%	57.85%	62.55%	58.24%	49.88%	53.58%	60.81%	60.92%
TOTAL	2,362	81	479	839	65	242	1,621	455	411	293	393	7,241

CARD / TABLE GAMES

Card & Table Games				
Game	Catoosa	Roland	WSS	Total
Poker	14	-	8	22
3-Card Poker	-	1	-	1
Prog. 3-Card Poker	2	-	1	3
Blazin' 7's	-	-	1	1
Mississippi Stud Prog	-	-	1	1
WPT Heads Up Hold	2	1	-	3
Progressive UTH	6	-	3	9
Blackjack	16	2	6	24
FreeBet Blackjack	3	1	1	5
21 + 3	1	1	4	6
Roulette	4	1	2	7
Craps	2	-	1	3
TOTAL	50	7	28	85



GWYB DBP
CHEROKEE NATION®
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Office of the Chief

Bill John Baker
Principal Chief
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S. Joe Crittenden
Deputy Principal Chief
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April 4, 2019

Rules Committee Report for April 25, 2019-Human Resources and Risk Management

TO: The Honorable Joe Byrd
Speaker, Cherokee Nation Tribal Council

FROM: Nason N. Morton, Executive Director Human Resources

Please find the attached documents:

1. *Human Resources Monthly Report for March 2019*
2. *Risk Management Report for March 2019*
3. *Time To Fill, (TTF), Table for FY 2014 through FY 2017*

The table breaks down the total calendar days to fill positions as well as the total days in each category we track: Candidate, posting, Department, Background, HR Analyst.

4. *Time to Fill, (TTF), Chart showing the calendar days for each year FY2014 through FY2017.*

The chart shows a comparison between FY2014 through FY2017 for each category and for each year.

5. *The TTF Report presented to Rules Committee in February 2016.*

The report summarizes the TTF process and provides an explanation regarding the information we collect and what each category represents.

HUMAN RESOURCES

March 2019

NASON MORTON, EXECUTIVE DIRECTOR
Extension 5682

Human Resources is currently working on the revision of Cherokee Nation Human Resources Policies and Procedures (CNHRPP), Chapter III and portions of Chapter II. As of March 29, 2019, the total number of Employees is 3726. Of those employees, 3076 are Cherokee and 256 are members of another Federally recognized tribe.

EMPLOYMENT

Processed	Monthly	YTD
Number of Employees Hired	39	123
% of Cherokees Hired	82	84
% of Indians Hired	10	7
% of All Others Hired	8	9
# of Applications Received	400	1326
# of Interview Panels Sent	109	333

COMPENSATION

Processed	Monthly	YTD
# of Terminations	33	126
# of Voluntary Terminations	29	105
# of Involuntary Terminations	4	21

BENEFITS

Processed	Monthly	YTD
Educational Reimbursement Requests	3	23
401(k) Distributions	54	191
401(k) Loans	31	61
401(k) Hardship	3	18
FMLA	47	118
COBRA	30	127
Short Term Disability	10	36

EMPLOYEE RELATIONS & DEVELOPMENT

Orientations/Trainings Presented	Monthly	YTD
Trainings Presented	26	93

RISK MANAGEMENT
March 2019
NASON MORTON, EXECUTIVE DIRECTOR
Extension 5682

INSPECTIONS:

Life Safety Code and OSHA Regulation inspections were conducted on the below sites:

- Outpost – Evacuation Plan updated
- Complex – Evacuation Plan updated
- PACE – Administration Construction
- PT Building Demo at Hastings
- IT Fiber Project Construction
- Jay Food Distribution Warehouse Addition
- Sallisaw food Distribution Remodel
- Complete all Community Building Inspections
- Saline Courthouse
- Saline Caretaker House Construction
- New Health Center
- Tribal Courthouse - Exhibit work now taking place
- Pryor Head Start Storm Shelter Addition
- Kenwood Head Start Storm Shelter Addition
- Jay Head Start Storm Shelter Addition
- Nowata Head Start Storm Shelter Addition
- Facilities Roofing Projects – (4)
- Scheduling Other Community Building Inspections
- Casino 4 – Hard Rock – w/Gaming Commission - Certificate of Occupancy Issued
- Tahlequah Casino Walk Thru for Fire Door Inspections
- Received notice from CNE of new Downtown Pathway Construction

Technical Assistance:

- DNV Health Survey and Inspections - DNV Survey
- SHS IT Door Project – Met with Doug Clark over this Homeland Security Grant for SHS door access
- Heritage Center – complete questionnaire for Art Loan from Baseball Hall of Fame to be shown at Museum
- Received egress question from CC Camp Community Organization
- Occupancy Assistance for Tahlequah Casino for CNB Safety

- Update of Complex Evacuation Plan for Security.
- Received request for Summer Youth Orientation Training – June 2019
- Commercial Casualty Course for staff
- Community Building assistance – evacuation plan updates and MOA's - Now Complete with Certificates of Insurance
- SHS Safety Review - Planning and Development - Update of Abatement Plan, Draft Fire Prevention Plan, and Hazard Communication Plan. Complete
- Contractor Bond Questions
- Issued Certificate of Occupancy for Casino 4 Hard Rock for Gaming Commission - worked with Tulsa Fire Marshal on the inspection of Life Safety Testing for this facility.

Trainings:

- Salina Clinic – Hazard Communication and Bloodborne – 76 attendees
- Salina Clinic – Fire Extinguisher and Back – 64 attendees
- Sallisaw Clinic – Fire Extinguisher and Back – 77 attendees
- Jay Clinic Fire Extinguisher Training – 97 attendees
- Nowata Fire Extinguisher Training – 60 attendees
- Nighttime Housekeeping Training – 20 attendees
- Facilities Safety Training – 49 attendees
- Markoma Gym – Hazard Communication and Fire Extinguisher – 20 attendees
- Attend Workers Compensation Training – Tulsa
- Scheduled Summer Youth Orientation Trainings

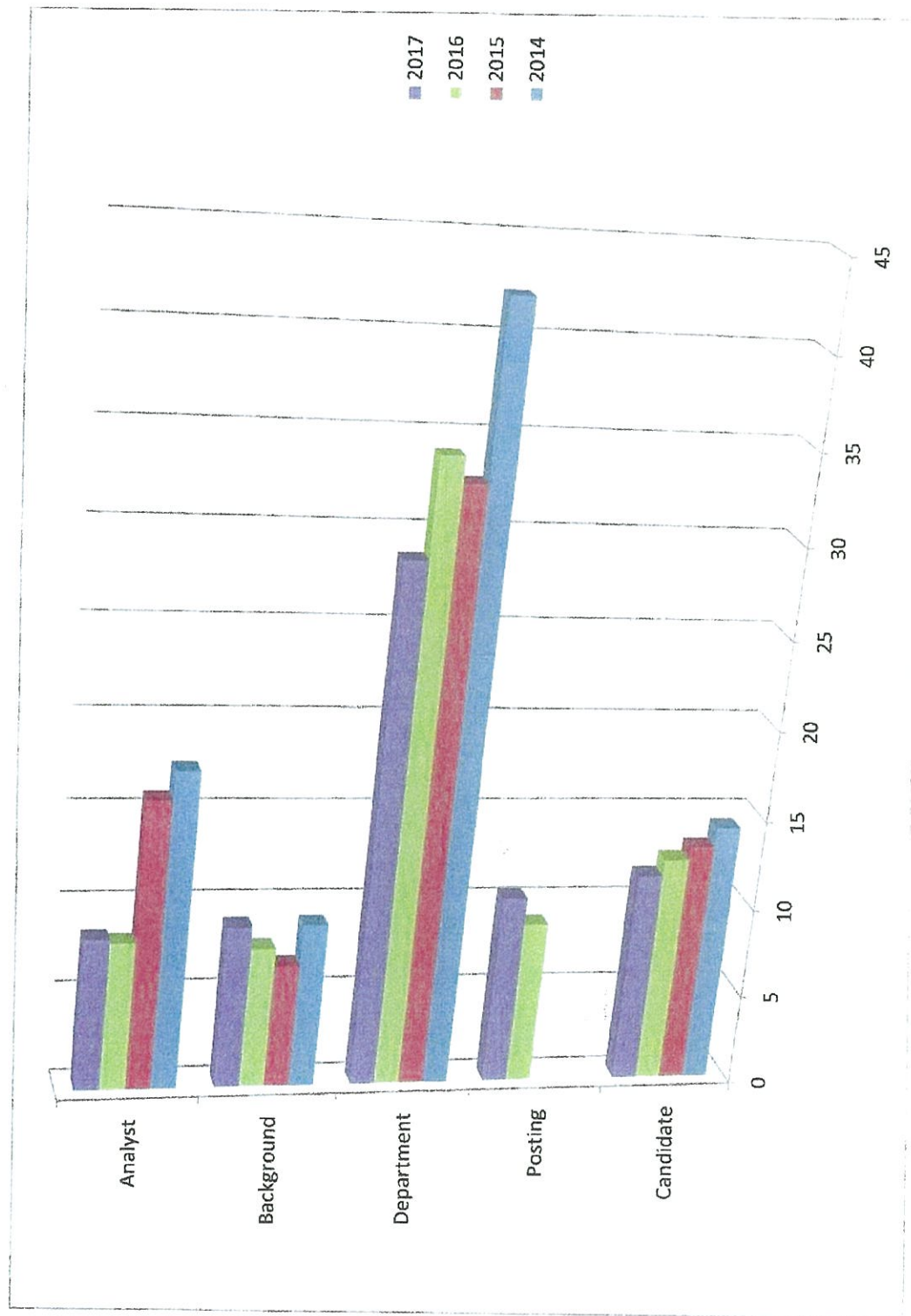
Cherokee Nation

Average TTF for FY 2014 through FY2017

	Candidate	Posting	Department	Background	HR Analyst	Total Calendar days
FY2017	11.6	10.4	28.6	8.9	8.3	67.4
FY2016	12.5	8.9	34	7.7	8.1	71
FY2015	13.2	*	32.6	6.7	15.8	68
FY2014	14.3	*	42.1	9	17.4	82.8
FY2014 iCIMS						95.5**
FY2013 iCIMS						101**

* Posting was included in the time of the HR Analyst prior to 2016

**iCIMS provided a TTF beginning date when the requisition was entered into the system to the date of hire. It does not break down the steps in the process.



Time To Fill (TTF) Average for FY2014-FY2017

Cherokee Nation Time to Fill

1. Positions covered and not covered in this report

This report covers all positions opened and filled within the time periods mentioned. This report does not, however, include positions for Health Services professionals on contract, commission corps positions or IPA positions.

2. The days listed are calendar days (unless specifically stated otherwise)

3. Uniform Calculation of Time to Fill

Prior to October 1, 2013, FY 2014, we were unable to confirm that we calculated the TTF in a uniform manner. We had a good estimate of how long it would take to fill a position; we were just unable to document what happened during the time period. For example, FY 2013, the TTF was an average of 101 days and in FY 2014 the average was 95.5 days according to our onboarding system, but we did not know how much of this time was in background, the recruiter or the department.

Beginning October 1, 2013, FY 2014, we started calculating the time in four (4) main areas:

Candidate

The days in this column include time the candidate must give notice to his current employer, if we request a document that is necessary for employment and/or a follow-up for information.

Department

There are two main areas:

The initial date the department enters a job requisition into the system until the highest level within the department approves the job requisition in the system. We track this time period in the columns, "Entered by Mgmt." and "approved by Dept." For example, if the hiring manager entered a requisition on 10/22/2014 and the highest level in their department approved it on 10/23/2014, this is counted as one day.

The second time period covered is the time period beginning when a department receives a panel until the time they submit the paperwork for their selection.

Background

The time period is the time it is received in screening until the background is completed.

Recruiter

The time period includes:

- The days the position was posted/advertised. Each time advertised it will usually be a minimum of 5 business days (7 calendar days.)
- The time to review the panels and send them to the department. If there are multiple panels, this time will increase with each panel.

4. TTF, FY 2014, October 1, 2013 through September 30, 2014 average.

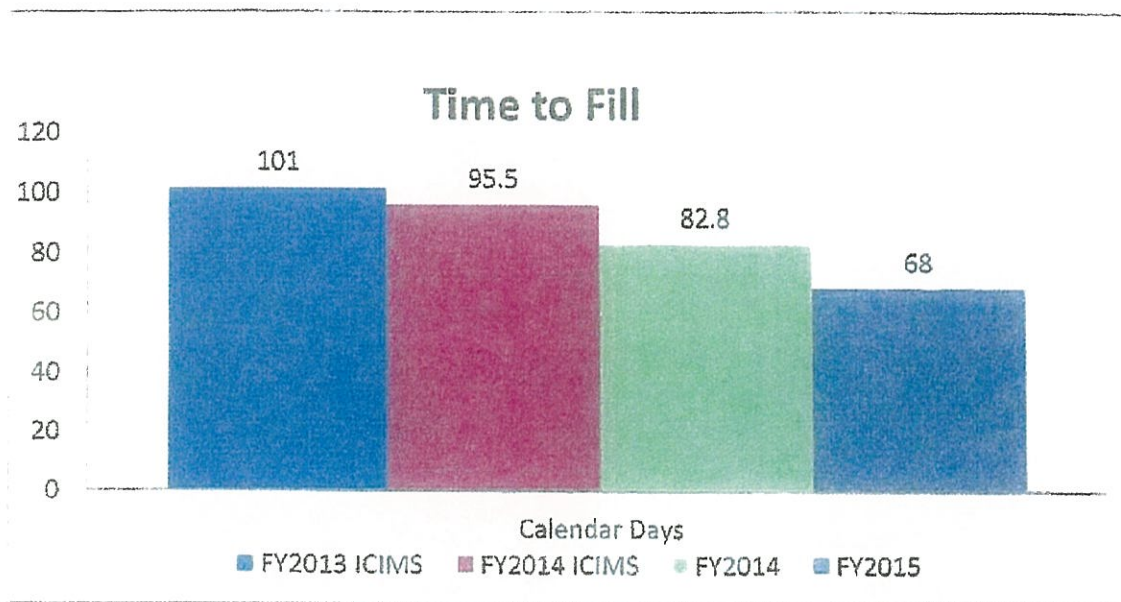
Candidate	Department	Background	Recruiter	Total
14.3	42.1	9	17.4	82.8

5. TTF, October 1, 2014 through August 20, 2015 average.

Candidate	Department	Background	Recruiter	Total
13.2	32.6	6.7	15.8	68

6. Steps in the process we monitored in FY2014 and FY2015

- Hiring Manager Enters a Requisition.
- Executive Director Approves.
- Position Advertised.
- HR Recruiter Reviews Applicants and Sends Qualified Panel to the Department.
- Department Interview and Selection.
- Screening (background).
- Conditional Offer Made.
- Drug Test scheduled.
- Orientation.



7. FY 2016 First Quarter

For FY2016, we have modified the report slightly by adding an additional column titled, "Total Post." This column lists the total number of days a position is advertised. We also renamed the column, "Recruiter" and it is now listed as "Analyst." A TTF report for the first quarter of FY2016, 10/01/2015 thru 12/31/2015 the total time the requisition is with the HR analyst is more accurate. In prior years we added all the posting time in with the recruiter. In doing so, it appeared that the HR recruiter was taking an average of two weeks or more to process the requisition. The most current report below more accurately reflects the time for the analyst.

Candidate	Posting	Department	Background	Analyst	Total
7.5	3.7	17	4.0	4.6	36.7

8. We have been doing some research to see if we can find source material to determine the national average for the time to fill a position. One study by DHI hiring indicators reviews the mean vacancy duration period which calculates the time to fill a position using business days and covers the time period between the date the job was requisitioned and the date an offer of employment was accepted. The "work day" for the report is defined as Monday through Saturday and excludes major holidays. According to the report of 03/17/16, the overall National time to fill for January is 28.1 working days. The average for Health Services positions for January 2016 is 51.4, up from 45 working days in 2015. Government positions are averaging 38.8 in January 2016, up slightly from 38 working days in 2015.

Our numbers for the first quarter of this year, using similar criteria vs. our current methods of tracking are:

10/01/15 – 12/31/15

Requisition to offer/acceptance business days	20.8
Requisition to job offer/acceptance calendar days	29.9
Requisition to start date business days	24.9
Requisition to start date calendar days	36.7

HUMAN RESOURCES

February 2016

NASON MORTON, EXECUTIVE DIRECTOR
Extension 5682

Human Resources is currently working on the revision of Cherokee Nation Human Resources Policies and Procedures (CNHRPP), Chapter III, portions of Chapter II and portions of Chapter V. Benefits. As of April 4, 2016, the total number of Employees is 3647. Of those employees, 2983 are Cherokee and 312 are members of another Federally recognized tribe.

EMPLOYMENT/COMPENSATION

Processed	Monthly	YTD
Number of Employees Hired	52	168
% of Cherokees Hired	85	70
% of Indians Hired	6	17
# of Applications Received	246	720
# of Interview Panels Sent	62	191
# of Terminations	117	198
# of Voluntary Terminations	24	89
# of Involuntary Terminations	93	109

BENEFITS

Processed	Monthly	YTD
Educational Reimbursement Requests	0	8
401(k) Distributions	48	131
401(k) Loans	25	52
401(k) Hardship	1	9
FMLA	49	125
COBRA	34	140
Short Term Disability	23	43

EMPLOYEE DEVELOPMENT

Orientations/Trainings Presented	Monthly	YTD
Trainings Presented	18	63