



# COUNCIL OF THE CHEROKEE NATION

## EXECUTIVE & FINANCE COMMITTEE REPORT

Reporting Month: **January 2021**

Dept: **Financial Resources**

Contact: **Tralynna Sherrill Scott, Treasurer**

tralynna-scott@cherokee.org | ext. 5052



### Accounts Payable checks disbursed

Current Month	4,033
Year to Date	27,409



### Timecards processed

Current Month	8,970
Year to Date	44,653



### Reqs. approved for processing

Current Month	1,003
Year to Date	6,334



### Purchase orders issued

Current Month	911
Year to Date	5,807



### Travel expense statements processed

Current Month	2
Year to Date	65



### Files received for storage

Current Month	0
Year to Date	2,469



### Number of internal billings

Current Month	97
Year to Date	378



### Grant reports submitted

Current Month	49
Year to Date	246



### Grant applications

Current Month	3
Year to Date	11



### Deposits

Current Month	410
Year to Date	1,645

## Departmental Goals

- 1 Complete FY20 Audit  
*25% complete - Audit expected to be completed on March 31, 2021*  
*Audit currently underway with Auditors working remotely*
- 2 Obtain Unmodified Audit Opinion  
*0% complete - Audit expected to be completed on March 31, 2021*
- 3 No Material Weaknesses on Single Audit  
*0% complete - Single Audit expected to be completed on March 31, 2021*
- 4 Reporting requirements completed & submitted for January 2021  
*98% completion - All but 1 required reports was submitted timely in January; report could not be submitted until grant was setup in PMS*

## Accomplishments

- 1 Staff attended 14 webinars/trainings in January

## Upcoming Events

- 1 Staff is scheduled to attend 5 webinars/trainings in February
- 2 8 grant proposals, totaling more than \$4.16 million, will be submitted in February

## Compliance

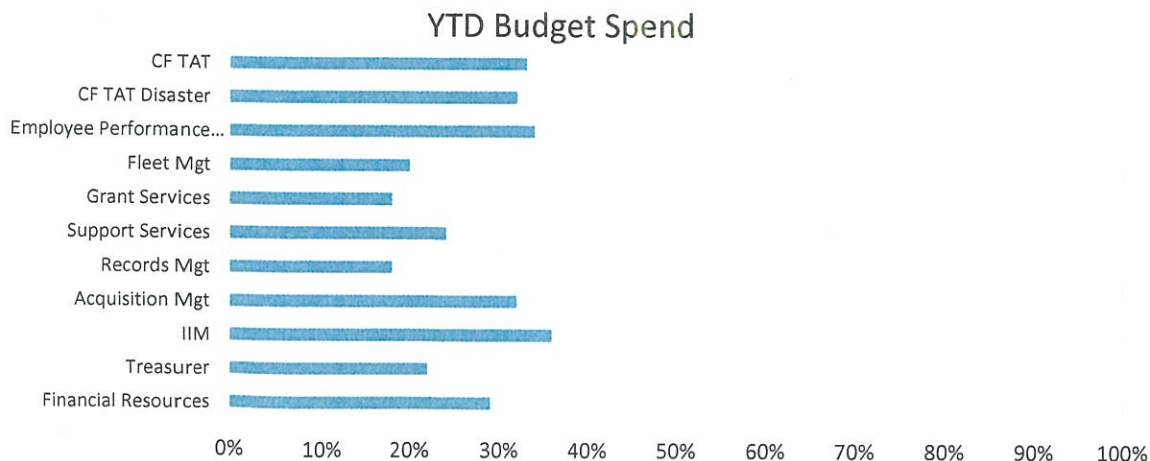
- 1 No outstanding borrowings on \$5M Cash Reserve Advance

## Cherokee Nation Acquisition Management Year-To- Date Bid Report Over \$5,000 Transactions FY 2021

% of sub-total -  
TERO vendor  
submitted Bid

Award to TERO Vendor	\$ 22,383,739.17	96.48%
Award to non-TERO Vendor	\$ 815,861.42	3.52%
<b>Sub-total bids with a TERO vendor participating</b>	<b>\$ 23,199,600.59</b>	<b>100.0%</b>
Bid - no bids submitted by TERO Vendors	\$ 1,051,770.15	

October 1, 2020 through January 31, 2021





**Executive & Finance Committee  
Career Services  
February 2021 Monthly Report  
Diane Kelley, Executive Director**

**Employment Programs**

- Program participants attained employment: 11
  - Internal (CN): 5
  - External: 6
- Referrals: 160
  - Adults: 106
  - Youth: 54

**Employment Programs Success Stories**

***Lewis Dean Summers Jr.,***

***Tribal Training Services/Work Experience***

Client Lewis Dean Summers Jr. has been on the Cherokee Nation Career Services' Programs since January 20, 2020. Lewis began working on the Tribal Training Services Program, then switched over to the Adult Work Experience program.

Lewis worked all of the Sequoyah High School sporting events as a custodian. After his assistance was no longer needed there, he was then placed at the Cherokee Casino in Tahlequah. Lewis worked there as a dish washer/ food preparer. Shortly after being placed with the casino, the COVID-19 pandemic hit, and everything shut down. Cherokee Nation put together food bank projects to help assist the Cherokee Nation elderly and veterans and Lewis was a great asset to these projects. He logged in over 400 hours working at the different food banks. Lewis stacked nearly every box that was assembled and sent out.

In June everyone was sent back to their normal worksites, and Lewis was placed at Cherokee Nation Cherokee Springs Golf Club. He worked for 22 weeks and was very dependable and punctual. On February 24, 2021, Lewis received accepted a position with the Keetoowah Construction INC. in

Tahlequah. Lewis is now employed full-time and makes a competitive wage.

Lewis would like to thank Cherokee Nation Career Services for being so good to him and his family throughout his time on the program. Between him and his girlfriend they have 5 children, with one being totally blind. Lewis enjoys taking them hunting and fishing. He stated that before he started on our program, he was sleeping on the floor at his girlfriend's mom's house, using her vehicle, and eating small meals from hunting. He now has his own house that he shares with his girlfriend. He has his own reliable transportation, all his bills are paid (on time), and he has enough money to eat out from time to time. Lewis feels truly blessed to be a Cherokee citizen!



***Eric Cox, Sallisaw***

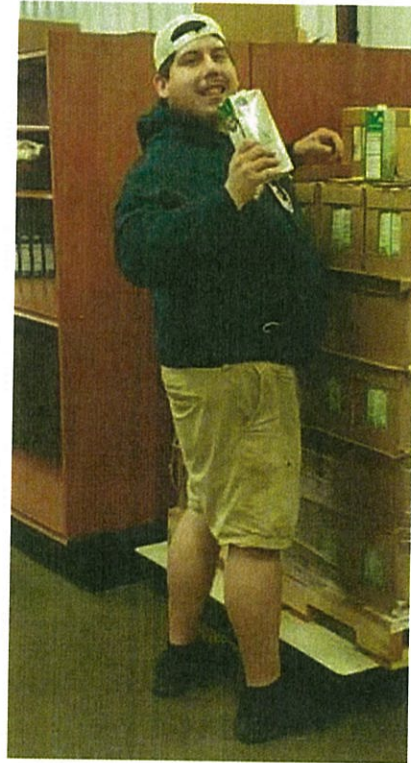
***Tribal Training/Work Experience***

Twenty Seven year old Cherokee citizen Eric Cox has displayed responsibility and leadership during his Work Experience placement at Cherokee Nation Food Distribution in Sallisaw. Eric began on the Tribal Training Program in order to receive immediate pay. Eric is a single father and resides with his mother so that he may assist her financially, as well as, adequately care for his daughter during the COVID-19 pandemic.

Eric has an effect on people that is contagious and leaves a smile on the face of anyone he comes into contact with, whether in person or on the phone. He is always pleasant and a joy to be around. Eric never meets a stranger and is quick to lend a hand to co-workers and customers. He has impressed the work site supervisor and other staff with his work ethic and ability to make the job enjoyable even on stressful days.

Eric was hired as a full time employee with Cherokee Nation Food Distribution in

Sallisaw on February 22, 2021. When he found out that he had been chosen for the position he was ecstatic. Eric is very excited about his new position and is grateful to Cherokee Nation for this opportunity.



**HOPE**

According to statistics from Rx Summit, since the pandemic started we have seen the drug epidemic spike. Deaths involving synthetic opioid increased by 38% and in some localities as much as 50%. Communities that had seen a decrease in overdoses prior to the pandemic are shattering records. HOPE continues to assist individuals who are struggling with the opioid epidemic by providing training and/or work experience opportunities. HOPE registered 6 individuals for the month of February, and has 154 current active participants.

**RESTORE**

RESTORE program continues to assist businesses and organizations affected by the COVID-19 pandemic. For the month of February 16 participants have been placed at worksites throughout the 14-counties of Cherokee Nation. In addition, the program currently has 157 active program participants and the number is consistently increasing.



## **Restore Responders Testimony**

**180 Disaster Relief** is GREATLY appreciative for the Restore Program, and for having participants working at our organization. We have been responding to families across our communities that are impacted by the COVID-19 pandemic, as well as by disasters occurring around us. The participants helping us continue to provide assistance to families all across our state, as well as the U.S., they have been such a HUGE blessing and we are so grateful!

- 479 families assisted in Oklahoma
- **Disaster Relief:**
  - 4 semi-loads of fresh food, water and disaster supplies from our Tulsa warehouse were sent to East Texas and the Rio Grande area, helping thousands of families who were affected by the recent Winter Storms.
  - 2 semi-loads of disaster relief aide to Alabama this month, along with a team of volunteers, aiding the communities that were impacted by the recent tornadoes destroying so many homes.
- **Farmers To Families Foodbox Program:**
  - We are actively involved in the USDA funded Farmers to Families Foodbox Program.
    - 268 full semi-loads of fresh foodboxes were scheduled this month
    - Distributed to 19 different states across the U.S., including Oklahoma.
    - Equates to 314,400 foodboxes scheduled for food-insecure communities.
    - Foodboxes included fresh produce and fruit, dairy items (cheese, yogurt, cream cheese, sour cream, cottage cheese, etc), precooked meats, and fluid milk.
    - Each box has enough fresh food to feed 5 people, so that is 1,572,000 meals coordinated from our warehouse in the month of February.

## **JOBS/Tribal TANF**

- Services provided to 180 families for the month.
- TANF staff in conjunction with Human Services and Education Services staff have assisted with reviewing over 25,000 Respond, Recover, Rebuild-Emergency Assistance applications.
- TANF had two transitional exiting clients that successfully exited the program this month after gaining and maintaining full time employment for one full year. Both clients were eligible to receive the one-time monetary transitional incentive of \$2,500:
  - Michelle Satterfield from Roland, OK
  - Ashley Hammonds from Muskogee, OK
- TANF has a new team member that started February 15, 2021.
  - Brandy Hall, Career Specialist, Tulsa Office

## Updates on Economic Development and Workforce Development *Communication Solutions, LLC, Brings 250 New Jobs to Miami, Oklahoma*



Communication Solutions, LLC (CSLLC) is a premier provider of Business-to-Business and Business-to-Consumer Call Center Services. Starting with one call center in 1996, Miami will be their sixth location. CSLLC will be creating over 250 jobs in the next five years in the Miami location with competitive wages and benefits. They will be investing more than \$500,000 to develop an inbound retention and customer service call center.



### YOU'RE PERFECT!

#### POSITIONS: FULL TIME

Inbound Customer Service / Sales Agents

Flexible Shifts Between 6am and 10pm

**\*\*No Experience needed + Paid Training\*\***

**PAY:** \$12- \$13/hr. - plus Commissions

Paid Training: \$10.50/hr flat pay

Once Trained: \$11 with additional \$1 attendance bonus  
for total of \$12/hr. PLUS commissions

Evening Shifts between 11 am to 9 pm, earn an  
additional \$1/hr (with base and attendance bonus, totals  
\$13/hr.), also includes commissions on top of that.

**BENEFITS:** Paid Time Off, Sick Leave, 401K, Paid  
Vacations, Health Insurance, Referral Bonuses, and more!

**APPLY ONLINE**

Link to Jobs: <https://www.csllcnw.com/miami-ok>

# JOBS!

**FILM AND TV PROJECTS ARE COMING TO  
OKLAHOMA AND THE CHEROKEE NATION!**

## **TYPES OF WORK NEEDED**

Set Construction • Electricians • Hair & Make-Up  
Food Service • Drivers • Electricians  
**AND SO MUCH MORE!**



**50+ Job Categories Available**  
**All levels of experience needed.**



Let CNFO get you started in Oklahoma's fastest-growing industry!  
[CHEROKEE.FILM/CAREERS](http://CHEROKEE.FILM/CAREERS)



**CHEROKEE NATION**  
FILM OFFICE





## CHEROKEE NATION FILM OFFICE

### FILM INDUSTRY JOBS

*Various crew and talent jobs for film & television production:*

#### ART DEPARTMENT

Art Directors, Prop Maker, Prop Master, Scenic Artist/  
Painter, Set Construction Coordinator/Builder, Set  
Decorator/Dresser, Storyboard Artist

#### CAMERA DEPARTMENT

Camera Assistant (1st AC), Camera Assistant (2nd AC),  
Camera Operator, Camera Operator (Aerial), Camera  
Operator (Jib Arm/Crane), Cinematographer, Data  
Wrangling, Digital Imaging Technician, Director of  
Photography, Photographer/Production Stills, Steadicam  
Owner/Operator, Videographer

#### FOOD DEPARTMENT

Assistant Food Stylist, Craft Service, Food Stylist

#### LIGHTING & GRIP DEPARTMENT

Best Boy, Electrician, Gaffer, Grip, Key Grip

#### LOCATIONS DEPARTMENT

Location Manager, Location Scout

#### MAKEUP & WARDROBE DEPARTMENT

Costume Designer, Hair Stylist, Makeup Artist, Special FX  
Makeup, Wardrobe Stylist

#### MUSIC

Composer, Singer, Musician

#### POST PRODUCTION

Animator, Editor, Archivist, Graphic Designer, Captioning  
Services, CD/DVD Mastering

#### PRODUCTION DEPARTMENT

Assistant Director/1st AD, Assistant Director/2nd AD,  
Casting Director, Director, Line Producer, Producer,  
Production Assistant, Production Coordinator, Production  
Designer, Production Manager, Production Secretary

#### SCRIPT & VTR DEPARTMENT

Screenwriter, Script Supervisor/Continuity, Teleprompter  
Operator, Video Assist Operator

#### SOUND DEPARTMENT

Boom Operator/Utility, Sound Mixer

#### STUNTS & FX DEPARTMENT

Pyro Technician/Explosives, Special Effects Coordinator,  
Special Effects Technician, Stunt Coordinator

#### TALENT

Actor, Actress, Extra, Voiceover, Language Speaker

#### TRANSPORTATION DEPARTMENT

Captains/Gang Boss, Transportation Driver

### BUSINESSES & SUPPORT SERVICES

*Businesses that would be needed and would benefit from film productions:*

**Accommodations** - Property Management Companies,  
Realty Companies, Hotels, Private Homes, Apartments,  
Motels, etc.

**Advertising/Marketing Services** - PR, Advertising and  
Marketing Firms

**Casting Services** - Talent Casting Agencies, Extra Casting  
Agencies, Modeling Agencies, Voice Talent Agencies

**Facilities** - Audio Facilities, Converted Warehouses  
to Studios, Photography Studios, Storage Facilities,  
Production Studios, Office Spaces

**Financial Services** - Banks, CPAs/CPA Firms, Payroll  
Services

**Food Services** - Restaurants, Caterers, Craft Services,  
Grocery Stores

**Legal Services** - Legal Scene Support Services, Attorneys,  
Environmental Consultants, Insurance and Bond  
Guarantors

**Medical Care/Health Services** - Fitness facilities, Massage  
Therapy, Personal Trainers, Chiropractors, Doctors, EMTs,  
Nurses, Dentists, Nurseries

**Other Labor Services** - Electricians, Construction  
Companies, Landscaping, Pet Care/Boarding and  
Grooming, Plumbing, Courier/Messenger Services, Sales/  
Delivery, Distribution Companies, Dry Cleaning/Laundry,  
Recycling/Waste Companies, Security (Bodyguards,  
Locksmiths, Patrol), Janitorial Services, Developing and  
Printing, Florists, Hair and Makeup/Salons, Lumberyards,  
Firearms and Weapons, Graphics and Signage, Set  
Construction Supplies

**Rental Services** - Props Rental and Art Supplies, Costumes,  
Equipment Rentals and Sales, Air Conditioners, Appliances,  
Camera Systems, Furniture, Generators, Electric, Janitorial,  
Office Supplies, Sound Equipment, Telecommunications,  
Teleprompting, Tents, Heating, Party Goods, etc.

**Transportation Services** - Aerial Services and Pilots, Auto  
Repair, Boats, Car Rentals, Cargo and Passenger Van  
Rentals, Dressing Rooms, RV and Motorhome Rentals, Fuel  
Services, Limousine and Car Services, Moving Services,  
Stunt Cars, Trains, Gas Stations

**Travel Services** - Travel Agencies and Tour Operators



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CHEROKEE.FILM



Upcoming Regional Job Fairs:

## Regional Job Fair



**The Grove Area Chamber of Commerce has been working with our regional partners and would like to invite our employers to participate in our upcoming Regional Job Fairs**

**Job Fairs are planned for Grove, Miami, Vinita & Langley.  
Participate in All of Them or Just the Market(s) You Want.  
It's Your Choice!**

**Grove's Job Fair - April 22nd - Grove Civic Center - 10 a.m. - 4 p.m.**

### **What we need from our employers:**

- ⇒ Let Us Know if You'll Be Participating!
- ⇒ Your Company Logo and a Point of Contact
- ⇒ Job descriptions of the jobs available

**We will be sending out more event details in coming weeks!**

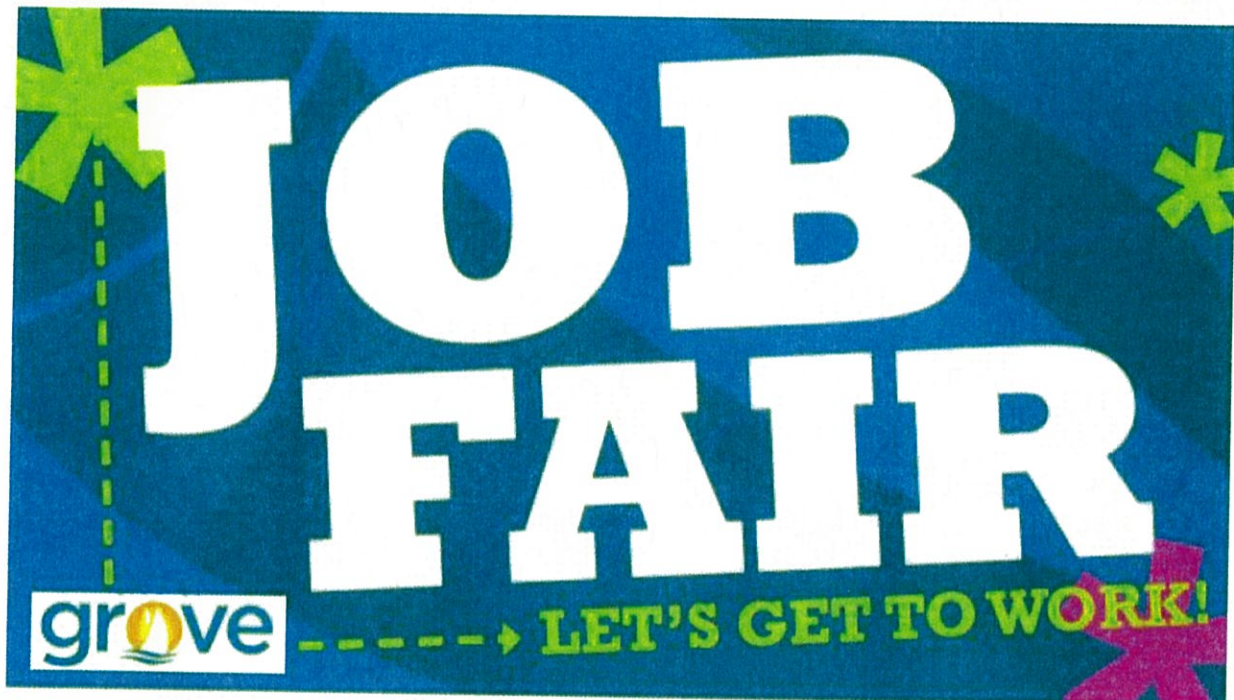
**Dates for the Other Communities' Job Fairs are  
Still Being Determined.**

**Please contact the Grove Area Chamber of Commerce if you would like to participate, have questions or concerns, or need more information.**

**Donnie Crain - (918) 786-9079 or [donniecrain.gacc@gmail.com](mailto:donniecrain.gacc@gmail.com)**

# FIND THE PERFECT JOB

## AT THE NE OKLAHOMA REGIONAL



A Wide Variety of Jobs from Top Area Employers

Door Prizes To Be Given Away

Help Available for Application, Resume Assistance

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# THURSDAY, APRIL 22, 2021

10 am - 4 pm \* Grove Civic Center

1702 S Main St - Grove OK

Job Seekers - this is the one of multiple regional job fairs this Spring.  
Stay tuned for more details!



# Commerce Services

*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



**Small business employ nearly half of the American workforce; they create 2 out of 3 net new private sector jobs; they invest 68% of revenues to build and sustain communities. – SBA 2021**

**Since 2010 Commerce Services Community Investment: \$18,601,449.81 in 348 Privately-owned Small Businesses**

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



*"Brian and the entire team at the Cherokee Nation Small Business Assistance Center went above and beyond to guide us through the loan program. They were quick to answer questions and follow up with information to keep the process moving. It was an honor to have worked with them and the Cherokee Nation, side by side."*

*– Dusty Ray, Collinsville  
Advanced Industrial Solutions*

*SBAC staff assisted TERO vendor, Jim's Pest Control, obtain a \$5,000 grant from the NCAI Small Business Stabilization Grant Program.*

## Small Business Loans Closed December 2020

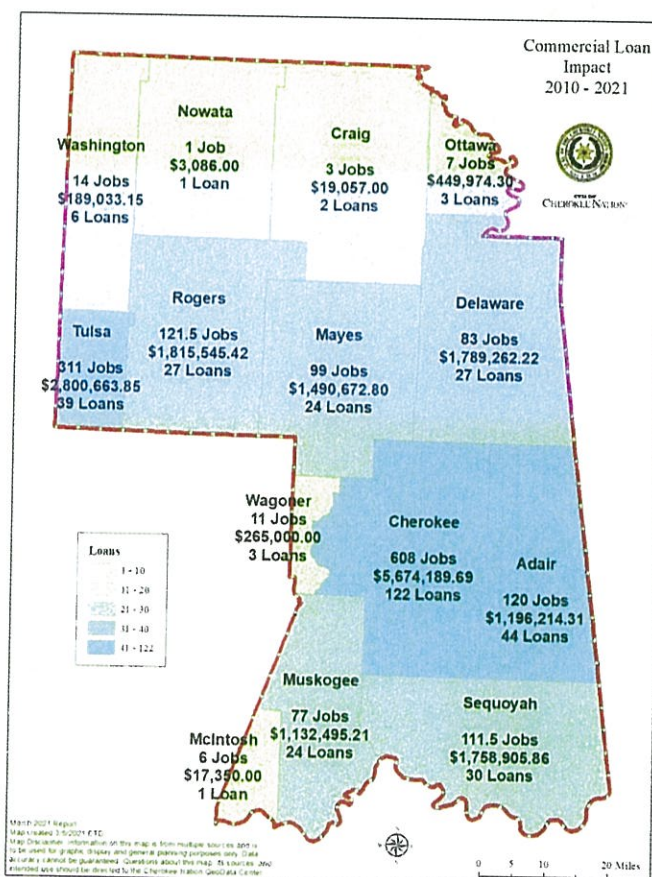
Community	Loan Purpose	Project Costs	Owner Equity	Jobs
Claremore	Construction	\$17,400	43%	2
Muskogee	Retail Service	\$202,769	33%	2
Miami	Tourism	\$513,789	94%	4

## Commercial Lending Pipeline (Commercial requests submitted)

Community	County	Business Type	Startup or Expansion
Bartlesville	Washington	Child Care Service	Expansion
Tahlequah	Cherokee	Agriculture	Start-up
Stilwell	Adair	Food Service	Start-up
Hulbert	Cherokee	Animal Service	Start-up
Stilwell	Adair	Retail Service	Start-up
Owasso	Tulsa	Machine Service	Start-up
Colcord	Delaware	Artist	Expand

## 2010-Present

County	Economic Investment	Businesses	Jobs
Adair	\$1,196,214	44	120
Cherokee	\$5,674,190	122	608
Craig	\$19,057	2	3
Delaware	\$1,789,262	26	83
Mayes	\$1,490,673	24	99
McIntosh	\$17,350	1	6
Muskogee	\$1,132,495	24	77
Nowata	\$3,086	1	1
Ottawa	\$449,974	2	7
Rogers	\$1,815,545	27	122
Sequoyah	\$1,758,906	29	111
Tulsa	\$2,800,664	37	311
Wagoner	\$265,000	3	11
Washington	\$189,033	6	14
Totals	\$18,601,449	348	1,573

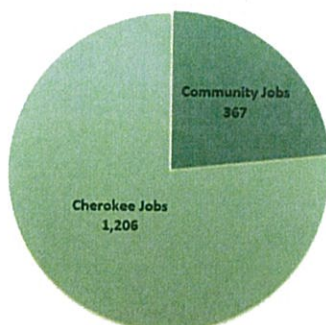




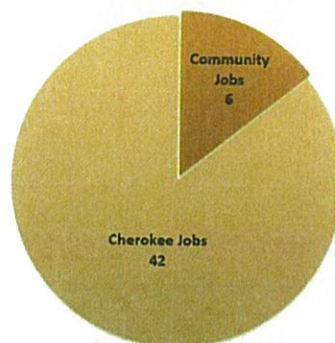
## Businesses Create Community Based Jobs

Private Sector Jobs Created or Retained by Small Business Lending

Jobs Created FY10-21



Jobs Created FY 2021



## Cherokee Nation Economic Development Trust Authority

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

### Lending Assets

Available Commercial Capital	\$1,846,179
Available Consumer Capital	\$1,339,373
Approved Grants Pending Distribution	\$0
Approved Grants Pending Receipt	\$623,000
<b>Total Available Capital</b>	<b>\$3,808,552</b>
Outstanding Commercial Loans	\$9,755,349
Outstanding Consumer Loans	\$1,872,848
<b>Total Outstanding Loans</b>	<b>\$11,628,197</b>

CNEDTA loan dollars leverage  
additional economic investments!

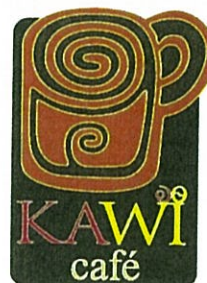
FY21 loans have leveraged \$4,646,319.70 in private dollars and since 2015, CNEDTA loans have leveraged \$42,099,189 in private dollars invested in our local economies.

## Kawi Café a model experiential entrepreneurship-training program

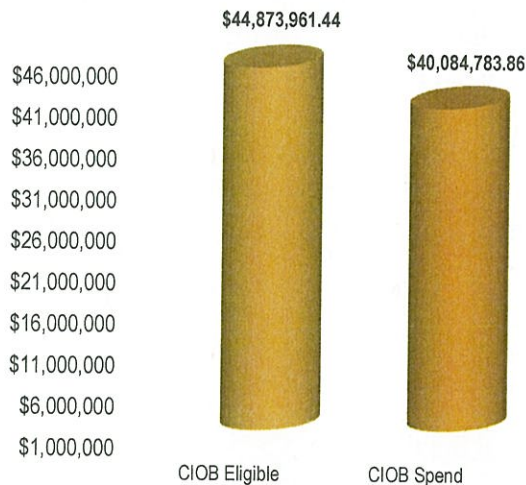
Managed by Commerce business coaches, we collaborate with Career Services Day Training and Re-entry Programs to provide hands on entrepreneurial training in the Kawi Café. *The Kawi now serving lunch in the Financial Resources Breakroom on Mondays and Thursdays.*

- Total Graduates 92
- Total Re-entry/Recent Offenders 47
- Total Day Training 45
- Total Opening Small Business 5

\*All participants have been low income American Indians.



## Procurements Awarded to Certified Cherokee/Indian-Owned Small Business 89.33% of CIOB Eligible Procurement Opportunities were awarded to CIOBs



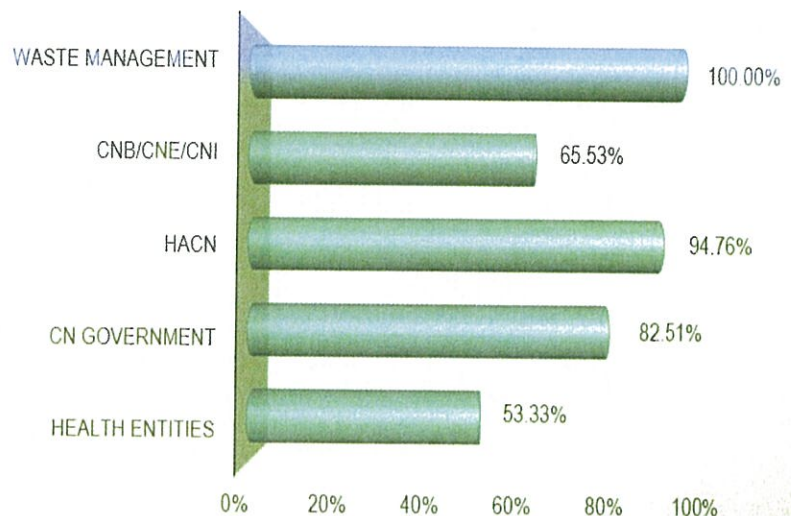
TERO Procurement Opportunities	
Entity	% Awarded
CN Government	96.48%
CNE	82.93%
Health Entities*	100.0%
CNI	1.02%
Waste Management	0.00%

\*Health Entities are PACE/Elder Care and CN Home Health

CNB Procurement Submission versus Awards		
Eligible TERO Opportunities	TERO Bids Received	Bids Awarded
October 2020 - September 2021	% opportunities bid by TERO Vendors	% of TERO vendors winning bids when TERO bids were submitted
28	42.86%	66.67%

## 74.02% 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 artists and tourism capacity of communities*

*The Cherokee Arts Center is open to studio artists, including National Treasures, and by appointment only. The Spider Gallery is open to the public.*

## 2020 - 2021 Grant Applications Underway and Recently Submitted: Pending and Approved

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

Grant Submitted	Purpose	Funding Year	Amount Requested	Status	Notes
USDA RDBG	Small Business	2021	\$200,000	Awarded	Jay Industrial Park Road
USDA RDBG	Small Business	2021	\$100,000	Awarded	Community Planning
CDFI	Lending Programs	2021	\$650,000	Awarded	SBAC Lending Programs
IRS VITA	Tax Preparation	2021	\$55,000	Awarded	VITA Tax Program
USDA SDGG	Small Business	2021	\$150,000	Awarded	Technical Assistance to Community Nonprofits
USDA RDBG	Artists Entrepreneurs	2022	\$200,000	In Process	Entrepreneurial Curriculum and Mentorship
USDA RDBG	Small Business	2022	\$200,000	In Process	Coaching Services
CDFI Rapid Relief	Small Business	2022	\$750,000	In Process	Small Business Development Services
CDFI	Small Business	2022	\$1,000,000	In Process	Lending
SBA Prime	Small Business	2022	\$175,000	Upcoming	Entrepreneurial Training
VITA	Tax Preparation	2022	\$25,000	Upcoming	Tax Preparation
USDA SDGG	Community Development	2022	\$150,000	Upcoming	Community Leadership Development