

DEPARTMENT REPORTS

For May 5, 2014

- Child Support Enforcement - Gina Roth
- Communications – Greg Brown
- Cultural Resources – Anita Mathis
- Environmental Protection – Jimmie Johnson
- Health - Allan Barnes/Mickey Morrison
- Historic Preservation Office - Brice Obermeyer
- Housing – Vicki Bratton
- Information Technology – Greg Brown



MONTHLY REPORTING

Department: Child Support Services

Month: April 24, 2014

Director: Gina Roth

Location: Caney, Kansas

Narrative: The Child Support Services Program continues to move forward with the development and implementation of their program. The Child Support programs, along with the Tribal Judges have had the opportunity to observe other tribal and county courts which has been very beneficial. The team is currently working on the program's policies and procedures. We continue to work on community outreach and are looking forward to having booths at the Delaware Foster Care Recruitment Fair, Sunfest and the Delaware Indian Pow-wow. We are reviewing the final draft copy of the Child Support Services Policies and Procedures. We are working with CSS programs in Oklahoma and Kansas to transfer cases to our program when we become comprehensive in October of 2014.

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Rachel Overmyer	Coordinator	FTE	06/23/13
Kinzie Gomez	Administrative Assistant	FTE	10/01/13

Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
Child Support Services	Administration for Children and Families	\$283,204.00	10/01/13-09/30/14

Pending Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Notification Date</u>	<u>Award Ceiling</u>	<u>Award Floor</u>
N/A	N/A	N/A	N/A	N/A

Complaints Received:

Person/Agency making complaint: N/A

Date: N/A

Nature of Complaint: N/A

Improvement Plan: N/A

Meetings/Trainings Attended:

<u>Title</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>
National Association of Tribal Child Support Directors	Child Support Services	03/31/14	Conference call with Federal Representatives regarding: Update on closing interstate cases; Notice of progress of Proposed Rulemaking regarding enforcement of medical support; There are now 53 Tribal Child Support Services Programs Nationally
Kaw Nation – Domestic Violence Prevention Program National Crime Victims Week	Kaw Nation Child Support Services	4/10/14	Promoting public awareness of crime victims’ rights and services of all types of crimes in conjunction with National Crime Victim’s Rights Week
Washington County DHS Child Support Court	DHS Child Support	4/11/14	Observation of the State of Oklahoma Child Support Enforcement Docket
1 st Annual Tribal Foster Parent Recruitment Fair Planning Committee meeting	Delaware Tribe of Indians	4/21/14	The Child Support Team is working with ICWA Coordinator Allan Barnes to facilitate the 1 st Annual Tribal Foster Parent Recruitment Fair
Community Outreach - Oklahoma Head Start Program Egg Hunt	Concern Head Start Program	4/18/14	CSS staff members volunteered to assist Head Start teachers with annual egg hunt

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Child Support Services Policies and Procedures	Per Federal Requirements a Tribe or Tribal Organization must submit policies and procedures demonstrating it has in place the administrative, regulations and capacity to support the operation of a Child Support Enforcement program	In Progress
Complete Child Support Forms	Program forms have been completed, but need to be reviewed by the program’s consultants. Changes may be made to these forms and new forms may be added. These forms are needed prior to going comprehensive.	In Progress
Procedures for distribution and collection of child support payments	Policies and procedures in place outlining how child support payments will be collected and distributed in accordance with the Federal Code of Regulations	In Progress

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Completion of final draft of Policy and Procedures for the CSS Department	4/24/14	Approval of Final Draft of CSS Policies and Procedures

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
N/A	N/A	N/A

Future Plans (What is coming up for next month):

The Child Support Services Team, along with Indian Collaborative consultant, Marsha Harlan continues to develop a Comprehensive Plan for submission in June 2014. The must meet all Federal Regulations that apply to Tribal Child Support Services. The program is scheduled to begin accepting applications October 1, 2014. The team is looking into community outreach opportunities to make the community aware of our presence prior to going comprehensive. We continue to reach out to our Kansas service areas.

MONTHLY REPORTING

Department: Communications

Dates: March 29-April 28, 2014

Director: Greg Brown

Location: Bartlesville, OK

Summary of This Month's Work:

Most work this month was related to the tribal web site. The online gift shop was at long last launched officially and has already generated several hundred dollars in sales (<http://delawaretribe.org/shop/>).

A new format was instituted for the Meetings and Minutes page, providing downloadable copies of staff reports for the Council meetings, Tribal Manager's reports, financials, and approved tribal resolutions. This page is available at <http://delawaretribe.org/tribal-government/meetings/>.

Several news stories were added to the News and Events and Our Community sections. As always, videos of Tribal Council and Trust Board meetings were added to the Videos page.

Narrative:

The Communications Department currently includes administration of the tribal web site (www.delawaretribe.org), the Tribe's internal intranet site (intra.delawaretribe.org), and the quarterly *Delaware Indian News*.

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Greg Brown	Webmaster/DIN Editor	Full-time/salaried	October 11, 2010

Funding:

Our department receives no funding through grants or contracts but is solely dependent on Aid to Tribal Government funding through the Bureau of Indian Affairs and funds from indirect costs. Limited funding of *DIN* is through ad sales, but generally is minimal

Pending Funding:

None

Complaints Received:

None

Meetings/Trainings Attended:

None

Special Projects:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Delaware Indian News	Quarterly newspaper	April issue sent out by April 1; deadline for July issue submissions is June 15
Internet site	Communications with tribal members and others	Online gift shop launched; several news stories added.
Intranet site	Internal communications	Continuing to add documents, forms, and instructions to departmental pages

Milestones Accomplished:

April issue of *Delaware Indian News* completed and printed.

Clients Served:

<u>Program</u>	<u>Number</u>	<u>Notes</u>
Internet site	Approx 10	Several stories added to News and Events and Our Community sections.

Future Plans (What is coming up for next month):

Gift shop will be further expanded with additional features (Joe Brown in the Cultural Resources department is helping Anita Mathis with this task).

Web site will be updated, particularly with changes to departmental pages reflecting new staffing. Need stories for upcoming events such as Delaware 50th annual Powwow, video screening of film created by Ball State University Film Department, any other community events.



MONTHLY REPORTING

Department: Cultural Resources

Month: April, 2014

Director: Anita Mathis

Location: Bartlesville, OK

Narrative:

The Delaware Tribe of Indians Cultural Resource Program, collects, promotes and facilitates access to items chronicling Delaware Language, culture and history for the purpose of advancing knowledge and understanding of these to all Tribal members, as well as for non-members researching and preserving our history.

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Anita Mathis	Director Library/Archives/Museum	FT	2-2011
Joe Brown	Library/Archives/Museum	PT	11-12-2013

Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
Library/ Archives	IMLS	\$7000.00	07-2015
Children's Books	Libri Foundation	\$1070.00	02-2014

Pending Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Notification Date</u>	<u>Award Ceiling</u>	<u>Award Floor</u>
Historic Preservation Grant	NPS	Jan. 18. 2014	\$40,000.00	

Complaints Received:

Person/Agency making complaint: _____-0-_____

Date: _FEB.2014_____

Nature of Complaint:

Improvement Plan:

Meetings/Trainings Attended:

<u>Title</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Ball State University	Doc. On when the Delawares were in Indiana	The Students will be here on May 20 th and have a showing of the Documentary on Wed. May 21 st at 1:30 pm in the lunch room.

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Received the children's books from the Libri Foundation, they added an extra donation of \$350.00 worth of books bringing the total to over \$1400.00 dollars. They are all hardback books, and very nice.	Feb. 5 th , 2014	These books were a great addition to our growing library, and a good source for children's programs.
Bill Forsythe donated several Native American Books from his personal collection for our library.	1-2014	
Three (3) lighted show cases donated to the Museum	10-21-2013	

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Gift shop inventory purchases	1	New hats
Gift shop consignment items	4	
Library acquisitions	87	Books
Library donations		
Library purchases	-0-	
Library visitors	2	
Archive acquisitions	Books /documents and some photos, and an artifact from New Jersey	
Archive donations	-0-	
Archive purchases	-0-	
Archive visitors	5	
Museum acquisitions	Artifacts from Seminoles	

Museum donations	-0-	
Museum purchases	-0-	
Museum visitors	14	
Language program uploads to archives		
Language program students		

Future Plans

(What is coming up for next month):

- The Gift shop is now live online and getting several sales through the online gift shop.
- We are now able to accept credit cards in the gift shop.
- Started planning on setting up a gift shop booth for our 50th powwow, have started gathering and doing the inventory. Need volunteers.
- Got the NPS (National Park Service) grant turned in by March 21st, 2014 for \$40,000.
- Still want to start a reading program with the children in the Day Care and the Elders once a month, starting in June, 2014

Cultural Resource
Library, Archives, Museum and Gift Shop
February 2014

The Library, Museum, Archives and Gift Shop Hours are as follows:

Monday – Thursday 9:00 – 5:00

Friday 10:00- 2:00

Anita Mathis/Director

166 NE Barbara Ave
Bartlesville, Okla. 74006
918-337-6595

amathis@delawaretribe.org



MONTHLY REPORTING

Department: Environmental Programs

Month: April

Director: Jimmie Johnson

Location: Bartlesville, OK

Narrative: DTEP Director Johnson met with EPA Project Officer Ira Hight at the ITEC Summit in Dallas TX in late March. An annual review of the Delaware Tribe EPA GAP program which funds the Environmental Department was performed. DTEP Received an excellent review from EPA Region 6 for its performance according to the proposed work plan and budget. A letter was sent to the Department Director and was forwarded to Tribal Manager Curtis Zunigha for review .

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Jimmie Johnson	DIRECTOR		8-16-2011

Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
EPA GAP	EPA	\$128,000.00	9-30-2014

Pending Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Notification Date</u>	<u>Award Ceiling</u>	<u>Award Floor</u>
n/a at this time				

Complaints Received:

Person/Agency making complaint: _____ None _____ Date: _____

Nature of Complaint:

Improvement Plan:

Meetings/Trainings Attended:

<u>Title</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>
Nat Zinc Trustee Council monthly meeting	Department of Fish and Wildlife	04-22-2013	Had initial negotiation meeting with attorneys from Cyprus-Amax (Mining Company). NZTC is waiting on word from Department of Interior Attorney Frank Lupo as to the conditions of the proposed settlement from the Cyprus

			Amax Attorneys. A second meeting was set for the end of July 2014 for further negotiation talks. (Will have preliminary updates in June and July, prior to next meeting.)
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Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Energy Efficiency	To reduce energy consumption of the Delaware Tribe offices	Director Johnson is compiling past energy usage into EPA energy star portfolio manager to better track past and future energy usage. This will enable department to track energy savings in the future after project is implemented and measures are taken to reduce consumption.

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
GAP '14 Proposal	4-9-14	Submitted grant proposal for FY '14 to EPA for approval.
Operation Clean House	4-26-14	DTEP along with volunteers Gina Parks, Michael Taylor, and Trey Johnson participated in Operation Clean House. Electronics that were collected by DTEP were recycled at the Conoco-Phillips parking lot. DTEP volunteers manned the Dewey Fairgrounds location where household chemicals and appliances were collected, approximately 320 vehicles were cycled through during the event.

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
DTEP	0	No complaints or calls for service were taken during the reporting period.

Future Plans (What is coming up for next month):

Director Johnson is currently working on auditing energy usage since 2011 for Delaware Tribal buildings to help track usage and enhance energy efficiency projects that are being researched by the environmental program for future funding opportunities.

An RFP (request for proposal) is being drafted for the purchase of an Alley Cat style recycling sorting trailer for use in the DTEP Solid Waste Management/Recycling Program.

Director Johnson will attend EPA Region 6 workshop on Solid Waste Management and Solid Waste grants in Oklahoma City on 5-8-14.

MONTHLY REPORTING

Department: Health

Month: April 2014

Director: Vacant

Location: Bartlesville, OK

Narrative: As the Season's weather continues to improve, the Wellness Center's fitness/exercise room and therapy pool usage remains strong. Even though, there was a 9 % decrease in the number of visitors/members, area activities and outdoor events should be considered a factor in the slight reduction. New members and renewed memberships for our facility certainly indicate continued interest and possibly new programs. For example: a supervised light exercise for elders could be offered. The Choose to Lose program began on April 8th and there were 23 sign ups. The weigh out will be in June. All Tribal members are invited to visit the Wellness Center.

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Allan R. Barnes	Community Services & ICW Coordinator Wellness Supervisor	Full-time	06/24/13
Mickey Morrison	Wellness Attendant	Part-Time	08/12/12
Deanna Cummings	Reception/Mail & Wellness	Temporary-fulltime	03/24/14

Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
Trust Board	Community Services	\$4,940.69 24 Received Apps. 1 Declined 1Pended 22 approved	04/30/2014
Trust Board	Education	\$ 476.25 11 Received Apps. 2 Pended 9 Approved	04/30/2014

Pending Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Notification Date</u>	<u>Award Ceiling</u>	<u>Award Floor</u>

Complaints Received:

Person/Agency making complaint: _None

Date: __ _____

<u>Program</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>

Community Service	Verna Crawford, Secr.	04-14-2014	Committee Meeting Chair
Education Assistance	Nicky Michaels, Chair	04-14-2014	Education Chair

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Choose to Lose	Wellness Weight Loss Program	On Going

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Community Service	04-14-2014	Monthly meeting
Education Committee	04-14-2014	Education Assistance

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Wellness Center Clients (total)	261	189day/ 72evening
Visitors to the gym/therapy pool	2/31	Therapy pool Users(new/repeats)
New members	7	
Memberships renewed	6	
Applications Received/ Student Optical Assistance	1	
Applications Completed/Student Optical Assistance	1	Amt approved \$195
Applications Received/Dental Assistance	2	
Applications Completed/Dental Assistance	2	Amt approved \$ 630
Applications Received/Medical Assistance	2	
Applications Completed/Medical Assistance	2	Amt Approved \$237.82
Applications Received/Hospital Equipment Assistance	0	
Applications Completed/Hospital Equipment Assistance	0	
Applications Received/Elder Optical Assistance	0	
Applications Completed/Elder Optical Assistance	0	
Applications Received/Elder Medication Assistance	0	
Applications Completed/Elder Medication	0	
Applications Received/Burial Program	3	
Applications Completed/Burial Program	3	Amount approved \$1,500
Applications Received/Utility Assistance	5	

Applications Completed/Utility Assistance	5	Amount approved\$947.15
Applications Received/Rental Assistance	4	
Applications Completed/Rental Assistance	3	Amount Approved \$600
Applications Received/Emergency Travel	0	
Applications Completed/Emergency Travel	0	
Applications Received/emergency Assistance	4	
Applications Completed/Emergency Assistance	3	Amount approved \$600
Applications Received/School Supply Voucher Program	0	
Applications Completed/School Supply Voucher Program	0	Program Expired (9/30/13)
Applications Received/Education Assistance	4	
Applications Completed/Education Assistance	3	Amount approved \$126.25
Applications Received/Athletic Assistance	4	
Applications Completed/Athletic Assistance	4	Amount approved \$200
Applications Received/Academic Achievement Award	0	
Applications Completed/Academic Achievement Award	0	
Applications Received/Driver's Education Assistance	3	
Applications Completed/Driver's Education Assistance	2	Amount Approved \$150
Applications Received/Adult Vocational Training Assistance	0	
Applications Completed/Adult Vocational Training Assistance	0	
Applications Received/Trust Fund Higher Education Scholarship	0	
Applications Completed/Trust Fund Higher Education Scholarship	0	

Future Plans (What is coming up for next month):

May 3rd Foster Family & Adoptive Parent's Recruitment, Flyer Posting Bartlesville Area April 21st Foster Family & Adoptive Parent Recruitment, final planning meeting. Continued Development and Involvement for Health & Wellness programs.

Community Service and Education Committee Meetings May 12, 2014



MONTHLY REPORTING

Department: Historic Preservation

Dates: April 2014

Director: Brice Obermeyer

Location: Emporia State University

Narrative:

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Brice Obermeyer	Director	Part-time	2003
Greg Brown	NAGPRA Archaeologist	Part-time	2010
Jon Coffey	Intern	Part-time	2013
Blair Fink	Eastern Compliance Archaeologist	Part-time	2014
Susan Bacher	Eastern Compliance Archaeologist	Part-time	2014

Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
Documentation Grant	NAGPRA	\$90,000	July 2014

Pending Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Notification Date</u>	<u>Award Ceiling</u>	<u>Award Floor</u>

Complaints Received:

Person/Agency making complaint: _____ 0 _____

Date:

Nature of Complaint:

Improvement Plan:

Meetings/Trainings Attended:

<u>Title</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Cultural Affiliation Study of the Abbott Farm National Historic Landmark	Document the Cultural Affiliation of over 100 individuals removed from a National Historic Landmark near Trenton, NJ and are now curated in at least six different museums	Ongoing – We are beginning work on the Cultural Affiliation Study although nothing significantly new was added this month other than a discussion about the possibility of creating 3-D casts of certain objects
Repatriation of the Chambers Collection at Schonbrunn Historic Village	To repatriate and rebury the Chambers Collection in the Summer 2015	Ongoing – We have begun discussions with the Ohio Historical Society to rebury the Chambers Collection
Mitigation of the impact of Exit 3.4 to an archaeological site in Albany, NY	In collaboration with the St. Regis Mohawk and Stockbridge Munsee we are consulting on the planned mitigation via regular teleconferences	Ongoing – we are holding weekly phone conferences to remain updated as work progresses
Mitigation of the Million Dollar Beach Site near Fort William Henry, NY	In collaboration with the St. Regis Mohawk, we are consulting on the mitigation efforts at a multi-component archaeological site that is eligible for listing with the NRHP.	Ongoing – the plan is to build the road over the archaeological site in order to leave it in situ per the request of the St. Regis Mohawk
Tribal Monitoring for the Museum of the American Revolution (MoAR)	MoAR is being demolished and rebuilt and we may serve as paid consultants to provide monitors for the project	Ongoing-We began discussions with John Milner and Associates (JMA) to subcontract through them to provide monitoring services for this and other construction projects.

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Chambers Cultural Affiliation Study	February 20	We completed our cultural affiliation study of the Chambers Site. This was a major

		deliverable for our NAGPRA grant and a requirement to complete before moving forward with repatriation.

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Section 106 requests received (April 1-28)	94	40 received from Public Agencies
Section 106 letters for private companies (April 1-28)	54 (\$12,500 in total monthly revenue)	39 by the Emporia State Office; 13 by the Temple Univ. Office
Consultations	0	
Museum visits	0	
Repatriations in progress	0	
Reburials	0	

Future Plans (What is coming up for next month):

We have made some considerable changes in April, 2014 to accommodate the influx of cell tower reviews from private companies and Railroad (RR) companies. We introduced two additional part-time staff archaeologist(s) who now serve as our eastern extension office of the Delaware Tribe Historic Preservation Office on the campus of Temple University in Philadelphia. This office is in the process of taking over the consultation reviews for the states of Pennsylvania, New York, New Jersey, Delaware, Maryland, Virginia, Massachusetts and Vermont.

The RR companies are under federal mandate to have the towers installed by 2015 and are asking the tribes to expedite the reviews over the coming year. The RR companies have agreed to pay \$500/review and we anticipate to soon be asked to review several thousands of requests (\$500,000 in revenue for every 1,000 cell tower reviews).

Although not coming up next month: RECORD high numbers of consultation reviews continue to arrive and continue to grow substantially. Most months range between 40-60 reviews for private companies and we doubled this number in the months of February and March. January had a total of 86 Reviews and over \$18,000 in revenue and our revenue for February was increased by \$10,000 to \$28,150 in total. We are still getting reviews for the month of March but we have already reached a revenue of \$21,650 for this past month. This brings our year to date total to \$57,800 which is almost half of our anticipated annual budget. I anticipate this growth to continue as more railroad reviews start arriving.



MONTHLY REPORTING

Department: Housing

Dates: April

Director: Vickie Bratton

Location Bartlesville

Narrative: Status of the Housing Program

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Vickie Bratton	Manager	New	04/16/2014
CeCe Biggoose			10/17/2011
Michael Marshall			10/3/2013
Lacey Sousa			10/17/2011
Walter Dye			4/1/2013

Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
Housing Program	HUD		

Pending Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Notification Date</u>	<u>Award Ceiling</u>	<u>Award Floor</u>
Housing Program	HUD			

Complaints Received:

Person/Agency making complaint: _____ 0 _____

Date:

Nature of Complaint:

Improvement Plan:

Meetings/Trainings Attended:

<u>Title</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Completion of the Lodges	Finish scope of work	Developing scope of work
Review of 2013 IHP	Plan of action	Researching expenditures
Contracting Consultant	Expert opinion & training	Development of contract

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Inventory started	04/23/14	Listing of all real property & office inventory
Files updated	04/22/14	Reviewing files and putting in correct order

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>

Future Plans (What is coming up for next month):

Reconciling actual job duties of housing personnel with job descriptions.

Locating all paperwork (abstracts, IHP's, etc.)

As soon as we receive the Monitoring Audit from Cherokee Nation, we will review and should have ideas on how to proceed, and to correct and problems that may have arisen.

Developing a more streamline working relationship with DFMS.

Reviewing all policies and procedures.

Update the Housing website.

MONTHLY REPORTING

Department: Information Technology

Dates: March 29-April 28, 2014

Director: Greg Brown

Location: Bartlesville, OK

Summary of This Month's Work:

Several I.T. tasks were accomplished this month at the Bartlesville campus and the offices in Caney and Chelsea.

A new switch was installed at Caney, allowing additional users (Jim Creed, Tim Houseberg, and the Judges Room) to be attached to the network (the old switch only allowed 8 network connections, the new one allows another 16). The network was configured to allow access to printing through Quickbooks and other minor re-configurations, but we continue to have issues probably related to the quality of service on our DSL line at that location.

On April 24 Greg spent the morning in Chelsea fixing various computer issues at that location. The only issue left to address is the fax line out there, which has been interrupted by a problem with AT&T service (AT&T is going to address this on April 28, after which we should be able to re-install the fax).

On April 30 Greg and Curtis Zunigha will meet with Dave Siegel of Kanomele Telecommunications, our contact with AT&T, to discuss options for increasing our service at Caney and/or Chelsea and to make sure that all our bills are consolidated appropriately.

Consultant George Noblitt, at our request, evaluated our email system to see if we could reduce the amount of spam that we have been getting lately. Unfortunately, there seems to be little we can do at the moment. We did send a memo around stressing to staff and other users to avoid clicking on links that they do not recognize, as this is one way that the spam count is proliferated.

Finally, Human Resources with Greg's help has developed and posted a position description for a full-time I.T. Specialist, who will be able to handle desktop support and some of these network issues. We hope to hire someone by the end of May.

Narrative:

The Information Technology Department manages the Tribe's four servers and 32 workstations at three locations: the Bartlesville campus (three buildings), the Caney campus, and the Chelsea Housing office.

Staff:

NAME	TITLE	STATUS	DATE OF HIRE
Greg Brown	I.T. Director	Full-time/salaried	October 2011

Funding:

Our department receives no funding through grants or contracts but is solely dependent on Aid to Tribal Government funding through the Bureau of Indian Affairs and funds from indirect costs.

Pending Funding:

None.

Meetings/Trainings Attended:

None.

Special Projects:

Name of Project	Purpose	Status
Video conferencing equipment	Video conference software	Completed, tested; first conference is to be on May 6
Document management software	Records retention project	Shasheen continues to scan and index documents

Milestones Accomplished:

New switch at Caney location allowing all users to be connected to the network.

Clients Served:

Program	Number Served/Made	Notes (including costs)
Hardware/software purchases		Annual software maintenance for Kerio Mail Server (about \$800); new desktop machine for Housing Director Vickie Bratton, acquired using Housing budget
Equipment repaired		Viruses (adware) removed from several workstations; printers configured in Caney
User assistance		General assistance in various software issues
System maintenance		Several workstations moved to new locations, including a workstation for Allan Barnes in the Social Services Bldg
Recommended purchases		Doceri presentation software for use with new video conference equipment (\$30-60)

Future Plans (What is coming up for next month):

Teleconference with Delaware Water Gap officials and archaeologists on May 6. Hiring of I.T. Specialist in late May. Re-installation of fax at Chelsea; further testing of connectivity at Caney, including options for making the use of Quickbooks through Remote Desktop more efficient.