

DEPARTMENT REPORTS

For April 7, 2014 Meeting

- Child Support Services – Gina Roth
- Communications – Greg Brown
- Cultural Resources – Anita Mathis
- Enrollment – Leslie Fall-Leaf
- Health - Allan Barnes/Mickey Morrison
- Historic Preservation – Brice Obermeyer
- Housing – CeCe Biggoose/Bobbie Feeler/Mike Marshall
- Information Technology – Greg Brown
- Tribal Manager's Report (TO BE SUBMITTED SEPARATELY)



MONTHLY REPORTING

Department: Child Support Services

Month: March 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 currently reviewing Child Support Services codes for the both Oklahoma and Kansas and are working with each state 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>
Child Support Team CSS CSS Team Meeting	Child Support Team	03/11/14	Child Support Staff met with Tribal Judges to discuss program progress. CSS staff informed the judges about upcoming Tribal/State court dockets they could observe.
Observation of the Osage Nation Tribal Child Support Docket	Osage Nation Tribal Court	3/5/14	The Child Support Services Staff along with several Tribal Judges were able to observe the Osage Tribal Court Child Support Docket
DHS County Court	DHS Child Support	3/7/14	The Child Support Staff was able to view the state child support docket.
DHS Administrative Court	DHS Child Support	3/13/14	The Child Support Team was able to observe and ask questions at DHS administrative court. These hearings consisted of the parties (both parents) meeting with their case manager to modify or establish orders.
Kaw Nation Visit	Kaw Nation Child Support	3/25/14	The Child Support Team visited the Kaw Nation and was able to view Tribal court (Kaw and Ponca Tribe) and State court. Also, the team shadowed Kaw Nation CS Staff and asked them questions.

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Research County Courts and Community Programs in Service Area	To understand how local courts operate in regards to child support. The Child Support Team would also like to be able to refer their clients to available resources as needed.	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	In Progress

	these forms and new forms may be added. These forms are needed prior to going comprehensive.	
Child Support Policies and Procedures approval	The Child Support Team's consultants have completed the programs Policies and Procedures. A workshop is going to be held to explain these to the Tribal Council.	In Progress

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Child Support Program Codes approved	2/14/14	The Child Support Codes were approved during the Tribal Council meeting on February 3, 2014.

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 Program will continue to work on program development during the month of April. The Team will continue to research county courts, along with community resources. The Child Support Program is set to become comprehensive 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. The Child Support Team will continue to observe Tribal and County Child Support dockets and will invite Tribal Judges to view these hearings.

MONTHLY REPORTING

Department: Communications

Dates: February 21-March 28, 2014

Director: Greg Brown

Location: Bartlesville, OK

Summary of This Month's Work:

Main work this month was the quarterly production of the *Delaware Indian News*. This was delivered to the printer on Monday, March 24, and the 300 house copies were delivered by Stigler Printing to the tribal offices on Friday, March 28. Issues should be in the mail and arrive by April 1.

Like last month, work focused on updates to the web site. Many 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:

NAME	TITLE	STATUS	DATE OF HIRE
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	Completed; approx 5185 issues plus 300 house copies mailed out
Internet site	Communications with tribal members and others	Continuing to work on online gift shop
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>
Delaware Indian News	Approx 30	Stories and articles collected and edited for Delaware Indian News
Number of stories uploaded to the internet site	Approx 10	Several stories for front page; photos of several news events and local gatherings

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

Update of web site based on information gathered from Delaware Indian News. Changes to staff and officials contact pages, departmental pages. Working on upgrading Meetings and Minutes and Tribal Documents pages to provide access to authorized departmental monthly reports, minutes, and eventually resolutions. Continuing working on: (1) online gift shop; (2) greatly expanded interactive sections on web site under Culture and Language for Tribal Archives and Historic Preservation.



MONTHLY REPORTING

Department: Cultural Resources

Month: March, 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	07-15
Children's Books	Libri Foundation	\$1070.00	

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 finished Documentary has been completed. Hope to have a showing sometime in the next few weeks, maybe even during the powwow .

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Received the children's books from the Libri Foundation, they added a 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	12 books	
Library donations		
Library purchases	-0-	
Library visitors	3	
Archive acquisitions	Books /documents and some photos,	
Archive donations	-0-	
Archive purchases	-0-	
Archive visitors	12	
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):

Got the NPS (National Park Service) grant turned in by March 21st, 2014 for \$40,000.

Start a reading program with the children in the Day Care and the Elders once a month.

Start planning on setting up a gift shop booth for our 50th powwow.

Going to Ball State University in early April to see the preview of the documentary they have completed on the time the Delawares were in Indiana. Also maybe meet and speak to our Tribal members in the area.

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: Enrollment

Month: Feb 22-March 31, 2014

Director: Leslie Fall-Leaf

Location: Bartlesville, OK

Narrative (Brief overview of your department including all programs within your department):

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Leslie Fall-Leaf	Director		05/21/2012
Christopher Miller	Clerk		05/31/2011

Funding:

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

Pending Funding:

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

Complaints Received:

Meetings/Trainings Attended:

<u>Title</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>
KOFAX EXPRESS	Tribe/RICOH	3/26/14	Software application

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Base Roll Research	Entry of Base Roll Members into database	Ongoing...comparing base roll to cemetery listings, older rolls, known information, and cross referencing to Progeny for pre-existence of modern records.
Voter Registration	Voters from last election should automatically be registered to vote in the next election.	STILL awaiting Nov 2013 voter list from D. Glenn-election company should have data driven status report file that will plug into Progeny and automatically note records. Intend to aggressively pursue this info in coming weeks as it is VITAL to preregistration of tribal voters.
Upcoming Election	November 2014 Election	Awaiting election regulations to be approved and released

Milestones Accomplished:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Enrollment Applications received	32 (some of these were from as far back as Jan but only recently submitted all documentation required)	# Presented for approval on resolution.
Enrollment Applications Approved with I.D card sent	13	All new enrollees from March resolution have been issued cards
Enrollment Applications Denied	0	
Replacement Card Applications received by mail	12	
Total Membership Cards issued	63	
Addresses Updated	96	By phone, email, or paper request
Walk In photo I.D request		
Name changes requested		Attempting to get Progeny to track name changes
Name changes approved		
Returned DIN		
Names added to lost list	2	
Names removed from lost list	139	2118 total lost (2257 in March)
Afterborn/ Cobell inquiries	4	
Genealogy inquiries	Average 3 per day	This is proving to be difficult and

		tedious to track as it is an inherent and constant factor of the departmental tasks
Checks received for I.D cards/document returns	80.00	10.00 document return (charges being assessed to any applications received after Jan.1 st)
Employee Cards	5	

Report Notes:

The reason for this months large number of enrollees was not just the number of applications received but a push from our enrollment staff to contact and obtain the documentation needed to complete some incomplete applications that had been held over in waiting.

Sasheen Reynolds has also been added as a tribal staff member. Although Sasheen is not technically part of the enrollment staff she is working from our offices and is under my supervision. Sasheen's title is imaging clerk and she comes to us through the Cherokee Nation Work Training Program. Her main function is to scan and index historic tribal documents such as meeting minutes and financials using the Kofax software we recently purchased from RICOH our copier company. In the time between her start and becoming trained in this software we utilized Sasheen's presence with us by setting her to work doing filing and looking for Lost Delawares. Somewhat regrettably, she was able to locate a good number of these using the Social Security Death Index accounting for the pronounced drop in numbers on both total enrollment and the Lost List that you may have noticed.

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

Also researching reason for 1990 decision of BIA to deny and withdraw enrollment of a particular family for whom we have recently received several applications (12+). None of these have been approved.

MONTHLY REPORTING

Department: Health

Month: March 2014

Director: Vacant

Location: Bartlesville, OK

Narrative: During this past month, Mickey Morrison has returned to his duties as evening Wellness Attendant. Also, effective March 24th, Allan Barnes assumed the duties of the Indian Child Welfare Program. These responsibilities, in addition to Community Services and Education/Scholarship programs, created a need for eliminating Reception and Mail clerk duties, to provide the time necessary to perform the added workload. So, the following changes regarding the Wellness Center/Reception Desk occurred. Deanna Cummings, who was covering the Evening Wellness Attendant duties for Mickey, has been moved to Reception/Mail Clerk. This transition has occurred very smoothly as the members of the Wellness Center are acquainted with both Mickey and Deanna. Therapy Pool visits have continued to increase and the Fitness/Exercise Room has consistently seen an average of 10 or more users per day.

Staff:

NAME	TITLE	STATUS	DATE OF HIRE
Allan R. Barnes	Community Services/ICWA & Wellness	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:

Title	Funding Agency	Award Amount	End of Funding Period
Trust Board	Community Services	\$6,888.53 27 completed apps. 3 Declined	03/31/2014
Trust Board	Education	\$ 300.00 3 completed apps. 4 Pended	03/31/2014

Pending Funding:

Title	Funding Agency	Notification Date	Award Ceiling	Award Floor

Complaints Received:

Person/Agency making complaint: _None

Date: __ _

Program	Sponsor	Date	Subject
----------------	----------------	-------------	----------------

Community Service	Verna Crawford, Secr.	03-10-2014	Committee Meeting Chair
Education Assistance	Nicky Michaels, Chair	03-10-2014	Education Chair

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Choose to Lose	Wellness Weight Loss Program	Weigh-ins Begin 4-08-2014

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Community Service	03-10-2014	Monthly meeting
Education Committee	03-10-2014	Education Assistance

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Wellness Center Clients (total)	287	181day/96 evening
Visitors to the gym/therapy pool	3/51	Therapy pool Users(new/repeats)
New members	11	
Memberships renewed	5	
Applications Received/ Student Optical Assistance	4	
Applications Completed/Student Optical Assistance	4	Amt approved \$623.62
Applications Received/Dental Assistance	6	
Applications Completed/Dental Assistance	6	Amt approved \$ 1,970
Applications Received/Medical Assistance	1	
Applications Completed/Medical Assistance	1	Amt Approved \$200
Applications Received/Hospital Equipment Assistance	1	
Applications Completed/Hospital Equipment Assistance	0	Application Declined
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	4	
Applications Completed/Burial Program	4	Amount approved \$2000
Applications Received/Utility Assistance	5	
Applications Completed/Utility Assistance	5	Amount approved\$849.92
Applications Received/Rental Assistance3	3	
Applications Completed/Rental Assistance	3	Amount Approved \$600
Applications Received/Emergency Travel	2	
Applications Completed/Emergency Travel	1	Amount Approved \$200
Applications Received/emergency Assistance	4	
Applications Completed/Emergency Assistance	3	Amount approved \$444.99
Applications Received/School Supply Voucher Program	0	
Applications Completed/School Supply Voucher Program	0	Program Expired (9/30/13)
Applications Received/Education Assistance	3	2 pended
Applications Completed/Education Assistance	1	Amount approved \$50
Applications Received/Athletic Assistance	1	
Applications Completed/Athletic Assistance	0	1 pended
Applications Received/Academic Achievement Award	0	
Applications Completed/Academic Achievement Award	0	
Applications Received/Driver's Education Assistance	2	
Applications Completed/Driver's Education Assistance	1	Amount Approved \$50

Applications Received/Adult Vocational Training Assistance	1	
Applications Completed/Adult Vocational Training Assistance	1	Amount approved \$200
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):

April, 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 April 14, 2014



MONTHLY REPORTING

Department: Historic Preservation

Dates: March 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 Bachor	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>
OHS Museum/Interpretive Plan Consultation	Ohio Historical Society	March 6-10	Museum consulted with tribes to revise their statewide interpretive plan
Annual Meeting, Mid Atlantic Archaeological Conference	Mid Atlantic Archaeological Society	March 13-16	Current Archaeological Research of the Mid- Atlantic States

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; this month we added Michael Stewart to write the archaeology and biology section and Robert Grumet to write the geography, kinship and history section. Brice and Greg will edit and write the ethnographic, folklore, oral history, linguistic and all four will weigh in with expert opinion evidence
Cultural Affiliation Study of Kuskuskies Village (Chamber's Site)	Document the Cultural Affiliation of over 60 individuals removed from a cemetery near Pittsburgh, PA and are now curated in at least three different museums	Complete – The final draft of the cultural affiliation study is now complete. The Wyandotte Nation, Seneca and Cayuga and the Shawnee Tribe have indicated an interest in working with us on the eventual repatriation. Brice is planning to visit Gnaddenhutten in Ohio as a possible reburial location.
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

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.
Hired two part time archaeologists (Susan Bachor and Blair Fink) to carry out our Section 106 compliance work for the east coast states	April 1	We are transitioning with private and public agencies to introduce our new archaeologists

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Section 106 requests received	317 (160 February/157 March)	
Section 106 letters completed for private companies	204 (113 February/ 91 March)	Total income for February \$28,150(113 Reviews) and February \$21,650 (91 Reviews)= Two Month Total \$49,800
Consultations	1	Ohio Historical Society
Museum visits	1	Ohio Historical Society
Repatriations in progress	0	
Reburials	0	

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

We are looking at making some considerable changes in April, 2014 to accommodate the influx of cell tower reviews from private companies and Railroad (RR) companies that have already started to arrive in our office. We are introducing two additional part-time staff archaeologist(s) who will serve as our eastern extension office of the Delaware Tribe Historic Preservation Office on the campus of Temple University in Philadelphia. This office will take over the consultation reviews for the states of

Pennsylvania, New York, New Jersey, Delaware, Maryland, Virginia, Massachusetts and Vermont beginning April 1, 2014. We are also considering the need to hire an additional accountant and an Information Technology professional in order to be able to accomplish these reviews.

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.



DELAWARE TRIBE HOUSING PROGRAM

170 NE Barbara * Bartlesville, OK 74006

Office: 918 337-6572

Fax: 918 337-6535

March Housing Report 2014

CeCe BigGoose/Bobbie Feeler/Mike Marshall

2 Houses Conveyed

1 House Conveying in April

6 Vacant Units

2 Amerind Claims- 1 Water - 1 Fire Damage

9 Move-Ins

Processing applications

Processing recertifications

Placed Realtor sign up at Oologah property for sale

Delaware, OK house is in the process of closing by realtor

Bids requested for service to two Tornado Sirens and guide wires attached.

Bids requested for updated Surfacing at Secondine I & II playgrounds

MONTHLY REPORTING

Department: Information Technology

Dates: February 21-March 28, 2014

Director: Greg Brown

Location: Bartlesville, OK

Summary of This Month's Work:

Video conferencing equipment in Forsyth Hall and in the Social Services Conference Room was fully configured and tested. This equipment was acquired through the Historic Preservation department from funds associated with the S-R Line powerline project at Delaware Water Gap National Recreation Area.

Records Retention and Scanning project began in earnest with installation of Kofax scanning software through our contract with Ricoh. Training and installation of this software took place in late March. Shasheen Reynolds began scanning meeting minutes on March 26 or so.

Reconfiguration of the Caney office was required by the moving of the Child Support Services offices and additional needs of DFMS and DTFS, as well as setting up for the Tribal Court Room.

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:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Video conferencing equipment	Video conference software	Equipment was configured and tested
Document management software	Records retention project	Ricoh installed and trained on this software in late March

Milestones Accomplished:

Video conferencing equipment installed and tested.

Clients Served:

<u>Program</u>	<u>Number Served/Made</u>	<u>Notes (including costs)</u>
Hardware/software purchases		New switch for Caney office (approx \$350) to allow more computers to be attached to network; miscellaneous hardware for several workstations
Equipment repaired		Viruses (adware) removed from several workstations; printers configured in Caney
User assistance		General assistance in various software issues
System maintenance		Caney office reconfigured to move Ricoh printer to Child Support Services offices; normal system maintenance
Recommended purchases		None currently

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

Teleconference with Delaware Water Gap officials and archaeologists. Installation of new switch at Caney.