

**FOR TRIBAL COUNCIL MEETING – OCTOBER 20, 2014**

**(TRIBAL MANAGER MONTHLY REPORT  
DIRECTOR**

**REPORTING PERIOD: From\_September 16\_ To: October 15**

**DEPARTMENT SUMMARY:** Brief overview of what the department focused on this month, performance, new employees, special training, etc.

**Provide administrative and operational support to Election Board for Nov. 1 election.**

**Most activities have been centered on personnel. We hired Ron Scott and Laryssa Puryear in Housing. We met with Cherokee Nation Housing auditors last week to provide documents and information for their NAHASDA Sub-Recipient Agreement Monitoring Review. It went well.**

**We lost Chris Miller in Enrollment and John Moore in Accounting. We have not been able to find a viable candidate for Chief Financial Officer. I'm providing supervision to accounting department to produce monthly financials and maintain payables and payroll.**

**Worked with Jimmie Johnson in Environmental Programs to address management of BIA Roads money. Met with Barry Hughes to get technical support for spending plan (we want to include Caney property).**

**ACTIVITIES IN PROGRESS:** Also mention any issues/problems encountered for these activities.

**Develop and implement short-term employment contract with CPA to maintain adequate supervision of Accounting Department.**

**Contract with CPA to write and submit Indirect Cost Proposal.**

**Original Americans Foundation activities include awarding of two vehicles plus completion of walkway around stormwater pond. Cost estimates delivered to foundation.**

**ACCOMPLISHMENTS/PLANS:** These should relate to the Milestone, but more essay-type detail can be provided here.

**Publication of October issue of DIN**

**Assist in planning and execution of Delaware Days cultural event at pow wow grounds.**

**BIA 638 ATG contract with start-up costs included was approved and awarded.**

**Pine Family lease of Lawrence, KS house extended through 12/31/14. A new air conditioning unit had to be purchased for the upstairs level.**

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