

DEPARTMENT REPORTS

January 2014

- **Child Support Enforcement - Gina Roth**
- **Communications – Greg Brown**
- **Cultural Resources – Anita Mathis**
- **Enrollment - Leslie Fall-Leaf**
- **Environmental Program - Jimmie Johnson**
- **Health - Allan Barnes/Mickey Morrison**
- **Historic Preservation Office - Brice Obermeyer**
- **Information Technology – Greg Brown**
- **Social Services - Lacey Harris**
- **Tribal Manager's Report (TO BE SUBMITTED INDEPENDENTLY)**



MONTHLY REPORTING

Department: Child Support Services

Month: January 2014

Director: Gina Roth

Location: Caney, Kansas

Narrative: The Child Support Services Program continues to move forward with the development and implementation of the grant. All grant monthly objectives have been met and the department is on schedule to go comprehensive October 1, 2014.

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Gina Roth	Director	FTE	01/07/2013
Rachel Overmyer	Coordinator	FTE	07/23/2013
Kinzie Gomez	Administrative Asst	FTE	10/01/2013

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>
Lab Corp Certificate of Completion to conduct genetic/paternity testing	DHS Child Support Office	1/7/2014	Each member of the Child Support Staff completed Lab Corp's training requirements and is now certified to conduct genetic testing
<p>CSE Monthly Team Meeting with Judges:</p> <p>In attendance:</p> <p>Judge Charles Randall Judge Rick Barnes Judge Beverly Mclaughlin CSE Director – Gina Roth CSE Adm Asst – Kenzie Gomez</p> <p>Next CSE Team and Judges Meeting will be held February 3rd 2:00 – 3:30 (Prior to the Tribal Council Meeting) at the Caney Office</p>	Caney, Kansas CSE Office	1/15/2014	<p>The agenda included:</p> <ol style="list-style-type: none"> 1. A progress report of CSE Monthly Objectives (on target) 2. CSE Codes completed and waiting for approval from Tribal Council 3. Grants available to fund our court 4. Site Visits from Region 6 & 7 Fed Administrators – TBA; 5. Policy and Procedures in process of being developed and will be ready on the target date in March; 6. Director Gina Roth announced she was ask to serve on the committee to create a Oklahoma Tribal Child Support Service Association, there are now 9 tribes who have a Title IV-D program in Oklahoma.

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Research Grants for Kansas office	To establish a presence in Kansas	In Progress our team is int process researching and applying for grants to provide wrap around services for our clients

Researching location tools	Researching entities that provide location services to help locate non custodial parents	Our team is in the process of reviewing all available options to locate non-custodial parents, such as Clear Inc and Lexus/Nexus
----------------------------	--	--

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Tribal Council Workshop on Child Support Enforcement Code with Judge Marsh Harlan and Judge Charles Tripp; CSE Codes completed	1/23/14	Workshop providing an explanation of the codes and to address questions the Tribal Council may have prior to approval of Resolution February 3 rd , 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 Enforcement Team continues to meet monthly objectives/task on time and are on target to go comprehensive October 2014. We are currently working on a comprehensive plan. The comprehensive plan must be complete by July 31st in order to go operational in October. We have set a target date of June 31st to have the plan complete.

Indian Collaborative Consultant, Judge Marsha Harlan is currently working on the new CSE policy and procedures manual. The policy and procedures manual will be complete by the target date of March, 2014 and will be presented to the Tribal Council for approval.

Judge Harlan and Judge Tripp will be conducting training for our Judges. The training will be scheduled prior to going comprehensive in October.

Spring and summer months signal the start up of the conference and policy making season. The CSE Team has completed a conference calendar and will begin traveling in March. Staff members attend a variety of trainings and workshops on the average of every other month through November 2014. Conferences are not only essential for training, but for networking with colleagues.

MONTHLY REPORTING

Department: Communications

Dates: Dec 20, 2013-Jan 24, 2014

Director: Greg Brown

Location: Bartlesville, OK

Summary of This Month's Work:

Work focused on updates to the web site. A "News Ticker" and "Latest News" sections were added and enhanced. An online application form for Scholarship Assistance was added.

Several items and forms were added to the intranet site as well.

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>
Intranet site	Internal communications	Continuing to add documents, forms, and instructions to departmental pages
Internet site	Communications with tribal members and others	Continuing to work on online gift shop
Delaware Indian News	Quarterly newspaper	Jan issue finished and mailed out by Dec 31; April issue will be worked on in late March

Milestones Accomplished:

None this month.

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Number of stories uploaded to the internet site	5-6	Photos of several news events and local gatherings

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

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: January, 2014

Director: Anita Mathis
Bartlesville, OK

Location:

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

Pending Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Notification Date</u>	<u>Award Ceiling</u>	<u>Award Floor</u>
Children's Books	Libri Foundation	10-03-13	1070.00	1070.00

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>
Ball State University	Doc. On when the Delawares were in Indiana	The finished Documentary should be complete in Jan. 2014. Received some documents and pictures from the powwow and Delaware days on Oct.12 th . This can all be seen in the archives.

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Received Speck collection from the Seminoles from Florida	9-18-2013	The collection can be seen on the intranet. I will have some of the artifacts on display for General Council.
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	20	
Gift shop consignment items	4	
Library acquisitions	10 books	
Library donations	-0-	
Library purchases	-0-	
Library visitors	5	

Archive acquisitions	Books /documents and some photos	
Archive donations	-0-	
Archive purchases	-0-	
Archive visitors	10	
Museum acquisitions	Artifacts from Seminoles	
Museum donations		
Museum purchases	-0-	
Museum visitors	10	
Language program uploads to archives		
Language program students		

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

Working on a NPS (National Park Service) grant to be turned in by March 31st, 2014 for \$40,000

Cultural Resource

Library, Archives, Museum and Gift Shop

December 2013

Hello all, I hope everyone had a Merry Christmas and a great start in the New Year. Not a lot to report this month, the gift shop did very well during the month of December with sales close to \$1000.00 dollars. We have hired a part time helper, Joe Brown he will be putting in 8 hours a week and his pay is coming out of an IMLS grant. He is working on the artifacts from the Seminole Tribe. As of now he has put all the artifacts into the system, and now putting the Delaware archival numbers on the artifacts.

There are still donations coming in weekly for the archives as well as books for the Library.

My next work plan is do a reading program for children starting with the children from the day care. I have sent everything in for the Libri Grant and should received the children's books soon.

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: Dec 28, 2013-Jan. 28, 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:

One applicant who cannot prove descendency from Base Roll has made several comments on Facebook (Delaware Tribe for Better Governance). These comments have not come to much and other tribal members have pretty well shut the person down.

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>
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.
Veteran Information	Gathering of veteran info for records at request of tribal manager	Questionnaire has been developed with input of John Sumpter and tab has been created in Progeny to record data. Distribution of forms began at General Council and was continued at Veterans Day luncheon. They are now available along with other enrollment related forms.
Voter Registration	Voters from last election should automatically be registered to vote in the next election.	STILL attempting to get 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.

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Department duties and card issuance		We are still up to date and current on processing applications for new enrollment and card requests. To date over 700 of the new cards have been distributed!
New electronic signature pad in use		Allows tribal members to directly input signature into Progeny. Decreases time required to process walk in ID requests.

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Enrollment Applications received	20	20 Presented for approval on resolution. Working on research for one family group who has been found to have been denied

		previously.
Enrollment Applications Approved with I.D card sent	17	All new enrollees from January resolution have been issued cards
Enrollment Applications Denied	0	Expect 12+ in March (see next section)
Replacement Card Applications received by mail	5	
Total Membership Cards issued	46	
Addresses Updated	59	By phone, email, or paper request
Walk In photo I.D request	21	
Name changes requested		Attempting to get Progeny to track name changes
Name changes approved		
Returned DIN	ZERO!	January issue (GB- are returns going to printer rather than us?)
Names added to lost list	0	
Names removed from lost list		2261 total lost
Afterborn/ Cobell inquiries	6	
Genealogy inquiries	Average 5 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	1	10.00 document return (charges being assessed to any applications received after Jan.1 st)
Employee Cards	3	



MONTHLY REPORTING

Department: Environmental Programs

Month: December/January

Director: Jimmie Johnson

Location: Bartlesville, OK

Narrative:

Late November, Early December, was relatively quiet for DTEP. I received complaints regarding illegal dumping at the Tribal Cemetery on County Road 1300 north of Dewey. I, along with a group of volunteers, went to the cemetery and cleaned up the trash that had been dumped. Scheduled Training for January and February 2014.

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 Conference Call	Department of Fish and Wildlife	1-22-14	Conference call was held to introduce New Department of Interior Solicitor Frank Lupo. Mr. Lupo is getting up to speed on the case presently. Dates for initial meetings with the mining company were set in March. No dates have been confirmed yet.

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Recycling Expansion/Enhancement	Solid Waste Management/Recycling	Director Johnson is currently looking at recycling sorting stations to be placed in Tribal Facilities to replace the blue trash can style recycling sorting in the public areas. This is a grant deliverable line item purchase that will be made in the next 30 days.

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
Training	January	Director Johnson attended Northern Arizona University Institute for Tribal Environmental Professionals training "Introduction to Tribal Air Quality" in Flagstaff Arizona on January 14-17.

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
None	n/a	No Clients/Complaints were received during this reporting period

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

Beginning February 2014,

Recycling sorting stations will be purchased to replace the trash can style sorting containers in the common areas at the tribal facilities that are participating in the recycling project. These will not replace the blue trash can style recycling receptacles located in each office.

Grant proposals are being prepared for EPA GAP and EPA Clean Air Act 103, these proposals are due in March and April respectively. The EPA GAP funding ceiling has been cut to \$110k for 2014 from \$128k in 2013. This cut will not allow for the hiring of additional personnel through this grant and will limit expansion of the recycling program in the coming fiscal year. However, if funding is received for the CAA103 grant proposal, additional staff will be hired to perform the work on that grant. (Computer equipment has been purchased utilizing GAP grant funds from a previous year so budget cuts and new funding will not have to be used to equip new personnel, which is the purpose of the Capacity Building General Assistance Program (GAP) Grant.)

MONTHLY REPORTING

Department: Health

Month: January 2014

Director: Vacant

Location: Bartlesville, OK

Narrative:

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Allan R. Barnes	Intake Clerk	Full-time	06/24/13
Mickey Morrison	Wellness Attendant	Part-Time	08/12/12

Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
Community Services	Delaware Trust Fund	\$3,523.25 21 completed apps.	01/31/2014
Education Assistance	Delaware Trust Fund	\$ 275.00 (3 apps.)	01/31/2014

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: __ _____

Nature of Complaint:

Improvement Plan: Meetings/Trainings Attended:

<u>Title</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>
Community Service	Verna Crawford, Secr.	01-13-2014	Committee Meeting
Education Assistance	Nicky Michaels, Chair	01-13-2014	Committee Meeting

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Wellness Center Therapy Pool	Health- Low Impact Exercises	Participation growing
Spring 2014 Scholarship	Trust Fund Higher Education	Application Deadline 1-31-14*

*note as of 1-24-14 44 applications received		
--	--	--

Milestones Accomplished:

Subject	Date	Narrative
Community Service Workshop	12-16-2013	Line Item Budget Review
Education Comm. Workshop	12-16-2013	Revised GPA & Award Amount

Clients Served:

Program	Number Served	Notes
Wellness Center Clients (total)	226	112day/114 evening
Visitors to the gym/therapy pool	4/9	Therapy pool Users(multiple x's)
New members	4	
Memberships renewed	8	
Applications Received/ Student Optical Assistance		
Applications Completed/Student Optical Assistance		
Applications Received/Dental Assistance	2	
Applications Completed/Dental Assistance	2	Amt approved \$ 175
Applications Received/Medical Assistance	3	
Applications Completed/Medical Assistance	3	Amt Approved \$526.82
Applications Received/Hospital Equipment Assistance	1	
Applications Completed/Hospital Equipment Assistance	1	Amt Approved \$34.59
Applications Received/Elder Optical Assistance	2	
Applications Completed/Elder Optical Assistance	2	Amt Approved \$230
Applications Received/Elder Medication Assistance	5	
Applications Completed/Elder Medication	5	Amt approved \$905.49
Applications Received/Burial Program	1	
Applications Completed/Burial Program	1	Amt approved \$500

Applications Received/Utility Assistance	5	
Applications Completed/Utility Assistance	5	Amount approved \$831.05
Applications Received/Rental Assistance3	1	
Applications Completed/Rental Assistance	1	Amount Approved \$200
Applications Received/Emergency Travel		
Applications Completed/Emergency Travel		
Applications Received/emergency Assistance	2	
Applications Completed/Emergency Assistance	1	Amount approved \$120.30
Applications Received/School Supply Voucher Program	0	
Applications Completed/School Supply Voucher Program	0	Program Expired (9/30/13)
Applications Received/Education Assistance	1	
Applications Completed/Education Assistance	1	Amount approved \$50
Applications Received/Athletic Assistance		
Applications Completed/Athletic Assistance		
Applications Received/Academic Achievement Award	0	
Applications Completed/Academic Achievement Award	0	
Applications Received/Driver's Education Assistance	1	
Applications Completed/Driver's Education Assistance	1	Amt approved \$75
Applications Received/Adult Vocational Training Assistance	1	
Applications Completed/Adult Vocational Training Assistance	1	
Applications Received/Trust Fund Higher Education Scholarship	0	
Applications Completed/Trust Fund Higher Education	0	

Scholarship		
-------------	--	--

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

Trust Fund Higher Education Scholarship Spring 2014 Education Committee Meets Febr. 10, 2014

Community Service and Education Committee Meetings Febr. 10, 2014



MONTHLY REPORTING

Department: Historic Preservation

Dates: January, 2013

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

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:

Title	Sponsor	Date	Subject
Talk by the Stove	Grinter House, Kansas City, KS	Jan. 11	Presented a talk on the Delaware presence in Kansas for the Grinter House “Talk by the Stove” monthly series
NAGPRA Consultation	NAGPRA Grant	Jan. 15-18	Consultation with the American Museum of Natural History on their Abbott Farm collection

Special Project:

Name of Project	Purpose	Status
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 completed a consultation visit with the American Museum of Natural History (see above)
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	Ongoing – We are finishing the final draft of the cultural affiliation study. The Wyandotte Nation has 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
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
Section 106 Reviews of Implementation of Positive Train Control (PTC) nationwide	We are developing a plan for additional hires in order to accommodate increased Section 106 reviews related to the PTC initiative	Ongoing – Planning stages; consulting with Michael Stewart about the possibility of establishing a second tribal office at Temple University in Philadelphia to share the

		reviews.
--	--	----------

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
Section 106 requests received	233 November/December	
Section 106 letters completed	233 (133 private/100public)	Total income for December \$21,100 (86 Reviews) and January \$11,200 (47 Reviews)
Consultations	1 – Grinter House, Kansas City	
Museum visits	1 – American Museum of Natural History	We have now completed our consultation visits and thus have completed a one of our deliverables in the NAGPRA grant
Repatriations in progress	0	
Reburials	0	

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

We are looking at making some considerable changes in the coming months (possibly as soon as March, 2014) to accommodate the anticipated influx of cell tower reviews from Railroad (RR) companies installing towers along their right of way lines. We will need to add additional staff including archaeologists/historians, an 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.

MONTHLY REPORTING

Department: Information Technology

Dates: Dec 20, 2013-Jan 24, 2014

Director: Greg Brown

Location: Bartlesville, OK

Summary of This Month's Work:

Maintenance this month included visits Caney to configure workstations based on the new location of some offices, and repair of a couple of pieces of software and hardware.

A new videoconferencing system has been ordered using funds supplied by the National Park Service through the Historic Preservation program, and it will be installed at the end of January or so.

Research was also done on a document management software system produced by Ricoh, which will be used to continue the records retention project.

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:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
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>
Research on private network	Obtaining information needed	Consultant George Noblitt has

needed by Child Support Services	for purchase of equipment and services	reviewed; consultations continue with Gina Roth and others
Research on video conferencing equipment	Video conference software	Consultant Boomer Holtz has ordered equipment and will install when it is acquired
Research document management software	Records retention project	Ricoh is supplying specs for the software so that we can evaluate

Milestones Accomplished:

None.

Clients Served:

<u>Program</u>	<u>Number Served/Made</u>	<u>Notes (including costs)</u>
Hardware/software purchases		Video conference equipment ordered
Equipment repaired		Computers in Caney reconfigured to attach to ports in new offices; a couple of small software repairs
User assistance		General assistance in various software issues
System maintenance		Normal system maintenance
Recommended purchases		Ricoh document management software (quote is coming)

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

Video conferencing project will go into high gear in early February will the installation of the equipment.

Document management software will be fully evaluated and hopefully acquired in February.



MONTHLY REPORTING

Department: Social Services

Month: December

Director: Vacant

Location: Bartlesville, OK

Narrative:

Staff:

<u>NAME</u>	<u>TITLE</u>	<u>STATUS</u>	<u>DATE OF HIRE</u>
Lacey Harris	Manager	Full-time	1/17/2011

Funding:

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
REACH	ACF	\$45,143	2014
LIHEAP	ACF	\$35,148	2014
Title IV-B	ACF	\$33,271	2014
Title IV-B subpart 2	ACF	\$9,270	2015
LIHEAP	ACF	\$31,847	2015
Title IV-B	ACF	\$17,312	2015
Promoting Safe and Stable families	OKDHS	\$16,219	2015

Pending Funding:

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

Complaints Received: 0

Person/Agency making complaint: _____

Date: _____

Nature of Complaint:

Improvement Plan:

Meetings/Trainings Attended:

<u>Title</u>	<u>Sponsor</u>	<u>Date</u>	<u>Subject</u>
Planning Meeting with Osage Nation, Casey Familes, Angel Foster Families, OKDHS, and Tallgrass Family Services	Lacey Harris	1/24/14	Planning Committee Meeintg for the 1 st Annual Tribal Recruitment Fair
LIHEAP conference call	1/14/14		

Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Foster Recruitment Fair	Tribal collaboration	Pending for May 2014

Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
2014 Title IV-B Subpart 2 Grant	12/16/13	Awarded
2014 LIHEAP Grant	11/3/13	Awarded
2014 PSSF Grant	12/30/14	Awarded

Clients Served:

<u>Program</u>	<u>Number Served</u>	<u>Notes</u>
REACH applications received	1	
REACH applications approved	1	
ICW Cases Open	8	
LIHEAP applications received	23	
LIHEAP applications approved	23	
Delaware Foster Homes available	6	Four inquires by phone, two by Email.
Certified Delaware Foster Homes	n/a	
Housing Counseling	n/a	
ICW Court Hearings	0	
ICW Inquiries	15	
ICW Family Assistance	1	Purchased Car seat

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

February 24th, 2nd planning meeting with Osage Nation @ 1:00pm- Social Services Conference Room