

## **DEPARTMENT REPORTS**

- **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 [NO REPORT SUBMITTED]**
- **Tribal Manager's Report (TO BE SUBMITTED SEPARATELY)**



# MONTHLY REPORTING

**Department:** Child Support Services

**Month:** February

**Director:** Gina Roth

**Location:** Caney, Kansas

**Narrative:** The Child Support Services Program continues to move forward with the development and implementation of their program. This month, the Child Support program viewed tribal, administrative, and county court, which was very beneficial. The team has been researching location tools to help locate parents, both custodial and noncustodial. Also, the team has been working with their consultants to secure the passing of the Programs Civil Codes and Policies and Procedures.

## 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 Meeting	Child Support Team	02/03/14	Child Support Staff met with Tribal judges to discuss their programs progress. CS staff informed the judges about upcoming Tribal/State court dockets they could observe.
Genetic Testing	DHS Child Support	2/4/14	The Child Support Director was able to

observation			observe genetic testing at the local DHS office.
DHS County Court	DHS Child Support	2/7/14	The Child Support Staff was able to view the state child support docket.
DHS Administrative Court	DHS Child Support	2/13/14	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	2/18/14-2/20/14	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 these forms and new forms may be added. These forms are needed prior to going comprehensive.	In Progress
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	02/03/14	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 their program development during the month of March. The Team will continue to research county courts, along with community resources. The Child Support Program is set to become comprehensive October 1, 2014. Therefore, the team is looking into advertising opportunities to make the public aware of their presence prior to going comprehensive. 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

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**Department:** Communications

**Dates:** January 24-February 21, 2014

**Director:** Greg Brown

**Location:** Bartlesville, OK

## Summary of This Month's Work:

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](http://www.delawaretribe.org)), the Tribe's internal intranet site ([intra.delawaretribe.org](http://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>
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	No action; deadline for submission of stories for April issue is March 15

### 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	Approx 10-15	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:** February, 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 <sup>th</sup> , 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	-0-	
Gift shop consignment items	4	
Library acquisitions	83 books	
Library donations	\$350.00 donated for children's books	
Library purchases	-0-	
Library visitors	7	
Archive acquisitions	Books /documents and some photos	
Archive donations	-0-	
Archive purchases	-0-	
Archive visitors	16	
Museum acquisitions	Artifacts from Seminoles	
Museum donations	-0-	

Museum purchases	-0-	
Museum visitors	10	
Language program uploads to archives		
Language program students		

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

Getting the NPS (National Park Service) grant turned in by March 21<sup>st</sup>, 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 50<sup>th</sup> powwow.

## **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](mailto:amathis@delawaretribe.org)





# Monthly Reporting

**Department:** Enrollment

**Month:** Jan 21–Feb 21, 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 descendancy from Base Roll (Terrill) has made several comments on Facebook. These comments have not come to much and other tribal members have pretty well shut him 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. Have received returned ballots report and have checked those names against records.

### **Milestones Accomplished:**

<b><u>Program</u></b>	<b><u>Number Served</u></b>	<b><u>Notes</u></b>
Enrollment Applications received	13	Presented for approval on resolution.
Enrollment Applications Approved with I.D card sent	20	All new enrollees from February resolution have been issued cards
Enrollment Applications Denied	2	Applications believed to have been intended for Delaware Nation based on ancestors birthplace being Anadarko...applicants will be advised of such and apps forwarded to proper office if desired.
Replacement Card Applications received by mail	28	
Total Membership Cards issued	72	
Addresses Updated	97	By phone, email, or paper request
Walk In photo I.D request	24	
Name changes requested		Attempting to get Progeny to track name changes
<del>Name changes approved</del>		
Returned DIN	ZERO!	January issue

Names added to lost list	7	Including 4 Members addresses found in Picher (evacuated town)
Names removed from lost list		2257 total lost (2261 in Feb)
Afterborn/ Cobell inquiries	2	
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	90.00	10.00 document return (charges being assessed to any applications received after Jan.1 <sup>st</sup> )
Employee Cards	4	

### **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.

### **QUESTION FOR COUNCIL:**

Enrollment Act states one must be able to prove lineal descent from someone listed on the baseroll to qualify for enrollment. It does not specify that one cannot skip generations of unenrolled members to do so. Does this pertain to the Latecomers as well? In example if one can prove descendancy from Lewis Ketchum but that descendancy is through one of his daughters who stayed in Kansas, are those descendants eligible?



# MONTHLY REPORTING

**Department:** Environmental Programs

**Month:** December/January

**Director:** Jimmie Johnson

**Location:** Bartlesville, OK

## Narrative:

DTEP continues work in the areas of Solid Waste Management/Recycling, Environmental Enforcement (Dumping), and Renewable/Sustainable Energy Practices and projects, Utilizing Environmental Protection Agency General Assistance Program (GAP) funding to build capacity to administer these programs.

## 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 Meeting	Department of Fish	2-19-14	Meeting was held at Department of

	and Wildlife		Fish and Wildlife in Tulsa to discuss blocked out dates for initial meeting with Cypress/Amax (mining company) to initiated settlement negotiations. Trustee Council also began finalizing the power point presentation for meeting. Next meeting set for March, dates for settlement meeting were blocked out in April.
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### Special Project:

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Environmental Review for "The Lodges"	HUD Compliance	Ongoing

### Milestones Accomplished:

<u>Subject</u>	<u>Date</u>	<u>Narrative</u>
1 <sup>st</sup> Quarter Complete	January	Completed 1 <sup>st</sup> quarter of 2013 GAP grant, ongoing projects include, recycling enhancement by purchase of recycling stations, Energy Planning/Proposals for Energy Project, E-Recycling.

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

February/March 2014,

Department of Energy Webinar 2-26-14 Tribal Renewable Energy Series, Strategic Energy Planning, DTEP is looking to gain momentum in 2014 to engage in activities that were part of the Delaware Tribe Energy Plan that was developed last fall.

March 26-28<sup>th</sup>-Director Johnson will attend the (ITEC) Inter Tribe Environmental Council Tribal Summit in Dallas Texas.

DTEP is holding another E-Recycling Drive to run until Operation Clean House in April. Any and all electronic devices, hardware, cables, and peripherals can be brought to the DTEP office in the Social Services Building for proper recycling. This will be done free of charge to anyone wishing to participate.

# MONTHLY REPORTING

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**Department:** Health

**Month:** February 2014

**Director:** Vacant

**Location:** Bartlesville, OK

**Narrative:** Significant increases have been experienced in the Wellness Center, this past monthly Reporting Period. The number of visits to the Fitness/Exercise Facility rose from 226 to 298, a 32% increase. The Therapy Pool visits jumped from 9 to 26, an increase of 188%. Based on an average usage time of 30 minutes in the pool, there has been no waiting or scheduling issues and more participants are welcome and encouraged to explore and use our facility.

## **Staff:**

Deanna Cummings is currently filling in as our evening and Saturday, Wellness Attendant.

<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
Deanna Cummings	Wellness Attendant	Temporary	01/14/14

## **Funding:**

<u>Title</u>	<u>Funding Agency</u>	<u>Award Amount</u>	<u>End of Funding Period</u>
Trust Board	Community Services	\$3,857.51 20 completed apps.	02/28/2014
Trust Board	Education	\$ 240.00 (3 apps.)	02/28/2014
Trust Board	Spring Scholarships	\$ 14,550	01/31/2014

## **Pending Funding:**

<u>Title</u>	<u>Funding Agency</u>	<u>Notification Date</u>	<u>Award Ceiling</u>	<u>Award Floor</u>
Trust Board	Spring Scholarships	02/11/2014 Deadline 3/10/14	\$300	1 pended application

## **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.	02-10-2014	Committee Meeting Chair
Education Assistance	Nicky Michaels, Chair	02-10-2014	Education Chair

## **Special Project:**

<u>Name of Project</u>	<u>Purpose</u>	<u>Status</u>
Wellness Center Therapy Pool	Health- Low Impact Exercises	Participation growing

### Milestones Accomplished:

<b><u>Subject</u></b>	<b><u>Date</u></b>	<b><u>Narrative</u></b>
Community Service	02-10-2014	Monthly meeting
Education Committee	02-10-2014	Education Assistance & 2014 Spring Scholarships

### Clients Served:

<b><u>Program</u></b>	<b><u>Number Served</u></b>	<b><u>Notes</u></b>
Wellness Center Clients (total)	298	198day/166 evening
Visitors to the gym/therapy pool	4/26	Therapy pool Users(new/repeats)
New members	5	
Memberships renewed	4	
Applications Received/ Student Optical Assistance		
Applications Completed/Student Optical Assistance		
Applications Received/Dental Assistance	2	
Applications Completed/Dental Assistance	2	Amt approved \$ 434
Applications Received/Medical Assistance	2	
Applications Completed/Medical Assistance	2	Amt Approved \$351.30
Applications Received/Hospital Equipment Assistance	0	
Applications Completed/Hospital Equipment Assistance	0	
Applications Received/Elder Optical Assistance	2	
Applications Completed/Elder Optical Assistance	2	Amt Approved \$400
Applications Received/Elder Medication Assistance	1	
Applications Completed/Elder Medication	1	Amt approved \$41
Applications Received/Burial Program	0	
Applications Completed/Burial Program	0	
Applications Received/Utility Assistance	7	
Applications Completed/Utility Assistance	7	Amount approved\$1,345.21
Applications Received/Rental Assistance3	3	

Applications Completed/Rental Assistance	3	Amount Approved \$600
Applications Received/Emergency Travel		
Applications Completed/Emergency Travel		
Applications Received/emergency Assistance	2	
Applications Completed/Emergency Assistance	1	Amount approved \$200
Applications Received/School Supply Voucher Program	0	
Applications Completed/School Supply Voucher Program	0	Program Expired (9/30/13)
Applications Received/Education Assistance	2	
Applications Completed/Education Assistance	2	Amount approved \$100
Applications Received/Athletic Assistance	1	
Applications Completed/Athletic Assistance	1	Amount approved \$50
Applications Received/Academic Achievement Award	0	
Applications Completed/Academic Achievement Award	0	
Applications Received/Driver's Education Assistance		
Applications Completed/Driver's Education Assistance		
Applications Received/Adult Vocational Training Assistance	1	
Applications Completed/Adult Vocational Training Assistance	1	Amount approved \$90
Applications Received/Trust Fund Higher Education Scholarship	64	
Applications Completed/Trust Fund Higher Education Scholarship	51*	Amount approved \$14,550 *46 - Fulltime @ \$13,800 *5 – Part time @ \$ 750

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

Community Service and Education Committee Meetings Mar. 10, 2014

Continuing Investigation into Development and Expansion of programs for the Health and Wellness Department.





# MONTHLY REPORTING

**Department:** Historic Preservation

**Dates:** February 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

**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>
Taped Interview on Indians of Kansas	NPR	February 13	Served as discussant on the topic
Kansas Humanities Council, Speakers Bureau	KHC	February 24	Orientation

## Special Project:

<b><u>Name of Project</u></b>	<b><u>Purpose</u></b>	<b><u>Status</u></b>
<b>Cultural Affiliation Study of the Abbott Farm National Historic Landmark</b>	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
<b>Cultural Affiliation Study of Kuskuskies Village (Chamber's Site)</b>	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 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.
<b>Mitigation of the impact of Exit 3.4 to an archaeological site in Albany, NY</b>	In collaboration with the St. Regis Mohawk and Stockbridge Munsee we are consulting on the planned mitigation via regular teleconferences	Ongoing
<b>Mitigation of the Million Dollar Beach Site near Fort William Henry, NY</b>	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
<b>Section 106 Reviews of Implementation of Positive Train Control (PTC) nationwide</b>	We are setting up interviews with candidates for our new archaeologist position.	Ongoing – Conference Call with Temple University and have plans to hire an additional archaeologist there to carry out our reviews in the eastern states

## Milestones Accomplished:

<b><u>Subject</u></b>	<b><u>Date</u></b>	<b><u>Narrative</u></b>
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:

<b>Program</b>	<b>Number Served</b>	<b>Notes</b>
Section 106 requests received from Private Companies	156 (77 January, 79 February)	
Section 106 letters completed	253 (156 private/97public)	Total income for January \$18,050 (86 Reviews) and February \$19,450 (47 Reviews)
Consultations		
Museum visits		
Repatriations in progress	0	
Reburials	0	

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

We are looking at making some considerable changes in March, 2014 to accommodate the anticipated influx of cell tower reviews from Railroad (RR) companies that have already started to arrive in our office. We are going to add an additional part-time staff archaeologist(s) and establish an 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. 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 number of consultation reviews continue to arrive. Most months range between 40-60 reviews for private companies. January had a total of 86 Reviews and over \$18,000 in revenue and our revenue for February is already near \$20,000 and we are still getting reviews for this month. I anticipate this growth to continue as more railroad reviews start arriving.

# MONTHLY REPORTING

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**Department:** Information Technology

**Dates:** January 24-February 21, 2014

**Director:** Greg Brown

**Location:** Bartlesville, OK

## Summary of This Month's Work:

The most important I.T. accomplishments this month included installation of the new video conferencing equipment in Forsythe Hall and in the Social Services Conference Room. 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. The equipment will be fully installed by the end of February and should be ready to use after short training for several staff.

As part of the Records Retention and Scanning project, we have acquired Kofax scanning software through our contract with Ricoh. Training and installation of this software should occur early in March.

## 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 needed by Child Support Services	Obtaining information needed for purchase of equipment and services	Consultant George Noblitt has reviewed; consultations continue with Gina Roth and others
Video conferencing equipment	Video conference software	Consultant Boomer Holtz and his crew are installing this

		equipment during the last two weeks of February
Document management software	Records retention project	Ricoh will install and train us on this software by early March

### Milestones Accomplished:

None.

### Clients Served:

<u>Program</u>	<u>Number Served/Made</u>	<u>Notes (including costs)</u>
Hardware/software purchases		Carts, microphones for video conference system; printer for office in the Wellness Center; miscellaneous hardware for several workstations
Equipment repaired		Laptop outfitted for the temporary use of Assistant Tribal Manager
User assistance		General assistance in various software issues
System maintenance		Normal system maintenance
Recommended purchases		None currently

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

Training and initial use of video conferencing equipment, probably with a teleconference with Delaware Water Gap officials and archaeologists.

Installation and training of Kofax document management software.