

DEPARTMENT REPORTS
for
August 4, 2014 Tribal Council Meeting

- Child Support Enforcement - Gina Roth
- Cultural Resources – Anita Mathis
- Enrollment - Leslie Fall-Leaf
- Environmental Protection - Jimmie Johnson
- Health - Allan Barnes/Mickey Morrison
- Historic Preservation Office - Brice Obermeyer
- Housing – Vickie Bratton
- Information Technology – Johnny Barker
- Nutrition – Allan Barnes

MISSING REPORTS (as of 8/1/14)

- Communications –

FOR TRIBAL COUNCIL MEETING – 08/04/2014

CHILD SUPPORT SERVICES MONTHLY REPORT

GINA ROTH/DIRECTOR

REPORTING PERIOD: From: June 23, 2014 To: July 23, 2014

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

The Child Support Services Program continues to move forward with the development and implementation of their program. The team has been continuing their child support education by attending Tribal and State Conferences. One of the CSS team's main goals has been to reach out to the community and make them aware of the Delaware Child Support Program, which the team continues to do. Also, the team has been working with their consultants, ICC, to obtain necessary software and establish any necessary MOU's.

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

- The Child Support Program is continuing to reach out to the community and will do so at Oklahoma Indian Summer Festival.
- The Program is continuing to develop relationships with state CS programs.
- Delaware Child Support Services is working on obtaining their automated systems, and then will be trained.

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

On July 3rd, The Child Support Program held a Tribal Council Workshop in regards to submitting their Comprehensive Plan to their federal administrators. At this workshop the Tribal Council was able to ask questions and state any concerns they had. At the Tribal Council meeting on July 7th, the Council approved the plan, as long as a few amendments were made. On July 22nd, the Comprehensive Plan was completed and submitted.

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
CS held TC workshop	X		Completed	7/3/14
TC approved CS Comprehensive Plan	X		Completed	7/7/14
CS submitted Comprehensive Application	X		Completed	7/22/14

FUTURE PLANS: Report any long-range plans established; assign action log number(s) and enter into your monthly report it when it is started. Set a reminder on your calendar for that date.

- The team will visit the county CS office and court in Independence, Kansas, on July 28th.
- Delaware Child Support Services will attend and promote their program at Oklahoma Indian Summer from September 18-21.
- The Delaware CS team will attend the National Child Support Enforcement Association Conference from August 10-August 13.

FOR TRIBAL COUNCIL MEETING – 08/04/2014

**Cultural Resources: MONTHLY REPORT
DIRECTOR: Anita Mathis**

REPORTING PERIOD: From June 18 2014 _____
To: July 18 2014 _____

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

- July has been a busy month. We have had about \$1500.00 in on line sales. Have had several books donated for the library. And our Tribal members are still donating pictures, documents and artifacts.
- We have had two donations of artifacts from Suzanne Sadler, Surprise Az. Very nice artifacts related to the Whiteturkey family.

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

- I would still like to get the elders in a reading program with the children in daycare using our books. I would like to start this in the fall of this year. I will set up a meeting with the elders to see if they have any interest in this program.

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

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
<u>NPS Grant</u>		<u>x</u>	<u>Still waiting to hear if we were awarded, grant is for \$40,000.00</u>	<u>?</u>

FUTURE PLANS: Report any long-range plans established; assign action log number(s) and enter into your monthly report it when it is started. Set a reminder on your calendar for that date.

- Programs and projects:
- 1.) I would like in the future: A reading program for our children, and getting the elders involved.
- 2.) I am working on getting showcases to put in various locations throughout our campus to display our artifacts.
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FOR TRIBAL COUNCIL MEETING – August 4, 2014

**ENROLLMENT DEPARTMENT MONTHLY REPORT
DIRECTOR: Leslie Fall-Leaf**

REPORTING PERIOD:

From: June 25 , 2014

To: July 25, 2014

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

The Enrollment Department, as usual, focused on keeping itself up to date, providing documentation and cards to new and existing members as requested, assisting in research, and providing exemplary service to our members and potential members. According to reports from members and potential members our staff is doing a great job.

ACTIVITIES IN PROGRESS: Also mention any issues/problems encountered for these activities. Our Cherokee Nation employee, Sasheen Reynolds, whom I have been supervising, is nearing the end of her allotted time to work with us. We must now decide if we are going to hire Sasheen as a tribal employee and where to place her if that decision is made.

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

Training options-We must decide whether the best and most cost efficient manner of obtaining initial training for our new IT person and continued training for the Enrollment staff would be to bring a trainer here or for us to visit their headquarters. While training there would cost less money bringing a trainer to our campus would allow us to train on our own equipment with our own data set.

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
Decide on training options for staff and IT		x		

FUTURE PLANS: Report any long-range plans established; assign action log number(s) and enter into your monthly report it when it is started. Set a reminder on your calendar for that date.

Still working on gathering data on all Delaware Per Capita Roll signors (Base Roll)- While ever important this projects priority comes in AFTER keeping ourselves up to date and processing member requests

FOR TRIBAL COUNCIL MEETING –AUGUST 4, 2014

**ENVIRONMENTAL MONTHLY REPORT
DIRECTOR-Jimmie Johnson**

REPORTING PERIOD: From _____ **6-15-14** _____ **To:** _____ **7-29-14** _____

DEPARTMENT SUMMARY:

The Delaware Tribe Environmental Program operates on an EPA GAP Grant to provide funding for day to day office staffing and operations as well as planning and training.

ACTIVITIES IN PROGRESS: Energy Efficiency measures for Social Services building. Director Johnson is in the process of a lighting adjustment that could potentially save up to 15% on energy usage in tribal buildings by removing light bulbs that are unnecessary. Working with BIA to develop road project to expend roads monies earmarked for the Delaware Tribe that have been in que for several years. This roads project given to Jimmie Johnson from Curtis Zunigha could potentially be a cooperative project between existing county governments and the tribe to repair infrastructure that serves our tribal population. Department of Energy Grant announcement was made mid July. This grant is focusing on energy efficiency retrofits for existing tribal buildings. Although this grant has a 50% cost match a project will be developed and submitted in October.

ACCOMPLISHMENTS/PLANS: Development of Energy Efficiency Project Proposal for Department of Energy Grant. Procurement and purchase of multi use recycling trailer as per current grant. Procurement and purchase of recycling stations for use in tribal buildings to enhance current recycling capabilities.

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
<u>End of 3rd Quarter</u>	<u>Y</u>			<u>6-30-14</u>

FUTURE PLANS-

Development of Energy Efficiency Project for DOE Grant. BIA Roads project to be solidified to expend earmarked funds. EPA CAMEO GIS Training in Vinita in August. Completion of current grant year on 9-30-14, proposal has been approved by EPA Region 6 securing funding for 10-1-14 to 9-30-15.

FOR TRIBAL COUNCIL MEETING – August/04/2014

HEALTH-Wellness & Social Services MONTHLY REPORT
Allan R. Barnes, Interim Coordinator

REPORTING PERIOD: From June 16th To: July 16th

DEPARTMENT SUMMARY: Wellness Center Activity remained consistent with a minor decrease in visitors on Saturday's. Community Services revised programs and moratoriums announced on the Tribal Website and in the July issue of the Delaware Indian News decreased the number of applicants for the July 14th Community Services meeting.

ACTIVITIES IN PROGRESS: Currently, the Education Department has opened up the Fall Semester Trust Fund Scholarship program and applications are being accepted from 6-01-2014 to 7-31-2014.

ACCOMPLISHMENTS/PLANS: Funding for Medical related Community Services were revitalized and reinstated with the approval of funds from IHS. Burial assistance was given aid through Historical Preservation fund and Scholarships will be funded through the Lenape Scholarship Fund. This was a major act and demonstration of working together for the good of the Tribe.

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
<u>Wellness Center Visitors</u>	<u>X</u>		<u>323 Sign in Visits</u>	<u>7/15/2014</u>
<u>Community Service Meeting</u>	<u>X</u>		<u>\$1,908.20 Total Approved:</u> <u>Dental-3 @ \$993.20 , Optical –</u> <u>2 @ \$380 , Medical -3 @ \$535</u>	
<u>Education committee</u>	<u>X</u>		<u>\$ 350 Total Approved:</u> <u>Education Assistance \$50</u> <u>Scholarship \$300</u>	

FUTURE PLANS: Next Community Service and Education Committee Meeting August 11th, 2014.
Includes Trust fund Scholarship Meeting for 2014 Fall Semester.
Wellness/Fitness center to host Therapy Pool activities for Elders on Tuesday's and Thursday's at 10:00 AM Contact Wellness Ctr for further info.

FOR TRIBAL COUNCIL MEETING – 08/04/14
HISTORIC PRESERVATION OFFICE MONTHLY REPORT
BRICE OBERMEYER, DIRECTOR

REPORTING PERIOD: From 6/26/14 To: 7/30/14

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

Our department activities have been devoted to completing a draft of the Abbott Farm Cultural Affiliation Report while carrying out daily consultations with private and public agencies concerning the potential impacts to historic Delaware cultural resources. We have also added a replacement for our Jon Coffey, our student office assistant. Katelin Gibson began working as our new assistant this past month. Katelin has her bachelor's degree in Biology with a concentration in Anthropology. She will be a graduate student in the ESU biology department in the fall and hopes to pursue a career in Medical Anthropology. Although Jon will be leaving our office to pursue a graduate degree in archaeology, he is continuing to work with us to create a historic map of the Delaware Reservation in Kansas based on the 1855 survey maps made after Kansas Territory was established in 1854.

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

- Daily consultations with public and private agencies
- Abbott Farm National Historic Landmark Cultural Affiliation Report: Work continues on this report but we now have myself and two experts in the field contracted to complete the report.
- Mapping the Delaware Reservation in Kansas

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

This past month (June 28-July29) we completed a total of 68 consultation reviews (37 by the Emporia office and 31 by the Temple office) for private companies which generated \$17,450 in total revenue. We also carried out a similar number of consultations with public agencies.

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
Map of Leavenworth Co, KS 1855	<u>X</u>		Will be overlaid on a current map of Kansas	<u>7/25/14</u>

FUTURE PLANS: Report any long-range plans established; assign action log number(s) and enter into your monthly report it when it is started. Set a reminder on your calendar for that date.

- Abbott Farm National Historic Landmark Cultural Affiliation Report: We intend to finish this report by November, 2014
 - Mapping the Delaware Reservation in Kansas: We plan to finish this map by December, 2014
- Repatriation and Reburial of the Chambers Site (Kuskuskies): We are making arrangements to have the reburial at the Historic Schoenbrunn Village in Ohio by the summer

FOR TRIBAL COUNCIL MEETING – 08/04/14

**HOUSING MONTHLY REPORT
Vickie Bratton, DIRECTOR**

REPORTING PERIOD: From ____ July 15, 2014 ____ To: ____ August 15, 2014 ____

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

Walter Dye went to procurement training in OKC. Sending out requests for verifications for Annual and Interim Recertifications. Updating the Waiting List. Advertising for a Housing Specialist and an Intake Specialist. Meeting with a consultant to devise cleaning up the HDS system and training staff on the proper use of the HDS system. Making sure there is someone at the Chelsea office 3 days a week, cleaning up the Chelsea office. Sending in the Formula Response forms that haven't been sent for the last 3 years. Updating the square footage on all units to update the AMERIND coverage on all units. Getting the Payment in Lieu of Taxes current that haven't been paid in the last 3 years. Doing repayment plans for numerous tenants/residents who have not been paying on time.

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

Discovering that the files have not been correctly managed with paperwork that should have been put into the files, having to spend enormous amounts of time filing paperwork. Getting staff used to following the proper procedures for entering information into the HDS system along with the proper ways to do the Waiting List along with verifications for recertifications.

ACCOMPLISHMENTS/PLANS: These should relate to the Milestone, but more essay-type detail can be provided here. Training for all staff in HDS, policies and procedures, taking care of and answering tenants/residents questions and problems. Ensuring that all policies and procedures are in compliance with HUD regulations. Working with current consultants to clean up the financial statements for the Housing Program.

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
Annual Recertifications		X	Starting	August 31

FUTURE PLANS: Report any long-range plans established; assign action log number(s) and enter into your monthly report it when it is started. Set a reminder on your calendar for that date.

Revising 2014 IHP to ensure all units are rehabbed and repaired. Working on Annual Performance Report . Drawing down the funds still under the Cherokee Nation and ensuring that the funds are used appropriately per HUD regulations. All policies and procedures meet HUD guidelines. Staff is educated in the proper format of working in Indian Housing.

FOR TRIBAL COUNCIL MEETING – 08/04/2014

**IT MONTHLY REPORT
JOHNNY BARKER, MANAGER**

REPORTING PERIOD: From 04-Jul-14 To: 29-Jul-14

DEPARTMENT SUMMARY: This month has flown by quickly as I am learning all the IT systems as quickly as possible. Have visited both the Caney and Chelsea offices to determine those locations IT needs. There are 2 computers that required hardware repairs for dead power supplies. One has been repaired and the other will be in the coming weeks.

The web-site content management is still being managed by Greg, but I am actively working to gain a better handle on working with people in updating the web-site. I had the opportunity to video tape the tribal council meeting up in Lawrence, KS. I also was able to upload the same video to “YouTube” for the public to see, and is available now to anyone wishing to view the meeting.

Work has been completed on the Chelsea phone switch auto attendant to make inbound calls to the office, more user-friendly. A voice greeting is all that it is needed now.

ACTIVITIES IN PROGRESS: ESI voice-mail to email with audio file waiting for suggestion from ESI Technical support in-conjunction with Boomer Holtz to finalize the configuration and begin testing.

ACCOMPLISHMENTS/PLANS: Will begin to take a more active role with content management of information and posting it on the tribe’s official web-site.

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
ESI Mobile Messaging		<u>X</u>	Test and configuring Phone switch	<u>8/15</u>
Voice and Data		<u>X</u>	Preliminary work has begun and will take 2-3 months to install the new circuit.	<u>10/15</u>

FUTURE PLANS:

A project for the Child Services in Kansas is set to begin with the procurement of the Hardware & Software with Grant funding. The scope for this project is to allow for the collection of monies from court mandated individuals who are delinquent on their child support payments, in addition to the disbursement of said monies to the proper individual Children’s legal guardian.

FOR TRIBAL COUNCIL MEETING – August/04/2014
(Elder Nutrition) MONTHLY REPORT
Allan R. Barnes, Director

REPORTING PERIOD: From: June 16th, 2014 To: July 16th 2014_

DEPARTMENT SUMMARY:

On July 8th, Allan Barnes was named the new Elder Nutrition Program Director, replacing Judy Dull long-time Director. Her initial resignation announcement was in May and she was kind enough to stay until her replacement had the opportunity to orientate with the various duties required to make this transition as smooth as possible. Judy's last scheduled day is Friday July 25th.

ACTIVITIES IN PROGRESS:

In addition to the loss of Judy Dull as the Program Director, our fresh produce(Salad Bar) preparer and meal server, Arleena Whittenburg's last day will also be on Friday July 25th. This position is important and posed an immediate need for a replacement.

ACCOMPLISHMENTS/PLANS: On July 14th, an agreement was made with Grand Gateway, Title V Older Worker Program, which provides employment through their program, the Senior Community Service Employment Program (SCSEP). An interview was scheduled for the 15th and a new trainee was hired for the position, Josephine Little Sun. Her start date will be Monday, July 21st. She will be attending the Washington County Health Department's Food Handlers training class prior to her start date on July 17th to obtain her food handlers license.

Report monthly milestone completed; if not completed report status and new end date

MILESTONE FOR THIS MONTH	Completed		Status	End Date
	Yes	No		
<u>Meals Served in June</u>	<u>__X</u>		<u>898 Total Meals</u>	<u>6/30/2014</u>

FUTURE PLANS: Our Title VI Elder Nutrition program Part A has expanded to include the Older Americans Act Title VI, Part C – Native American Caregiver Support Program. Our first objective will be to provide a Resource guide to provide information and educate our Elder Public and families, regarding the leading chronic diseases which affects our Elders ability to take care of themselves. Functional Limitations as defined by Activities of Daily Living (ADL) will serve as indicators of those needs.

TRIBAL MANAGER REPORT

Submitted by Curtis Zunigha for the August 4, 2014 Tribal Council Meeting

1. Staff Meetings – the monthly All-Staff meeting conducted in the manner since I arrived in January 2012 has now changed. Department heads/program managers will meet on the Tuesday following the Tribal Council meeting for updates on TC actions the day before. Weekly staff meetings have been changed to one-on-one meetings I will have with individual department heads and program managers.
2. Personnel – hirings we anticipate during August:
Chief Financial Officer (advertising)
Tribal Accountant (filled; starting August 18)
Housing Intake Clerk - Chelsea (advertising)
Housing Specialist – Bartlesville (advertising)
ICW/Community Service/Education program Coordinator (temporary hire)
3. BIA Start-Up Costs proposal was submitted to Eastern Oklahoma Regional Office on July 17. It was then forwarded to Central Office in Washington, DC for review and approval of final budget amount. We are expecting a contract and funding to begin before the end of August.
4. Meetings:
July 29 – Tribal Council and I met with US District Attorney Trent Shores and other government personnel from the Justice Department in a “get acquainted” session. It was a very positive meeting with a lead on tribal court funding through the Office of Tribal Justice. I have spoken with Judge Randall about this since the meeting.
August 6 – Gina Carrigan-St. Clair, tribal attorney to discuss trust fund settlement. I have also scheduled a meeting with an ad-hoc committee to develop a program plan to utilize the iPads donated to the tribe for a language program.
August 14 – Paul Yates, Superintendent of the Miami (OK) BIA Agency will visit our campus.
5. Social Media – the tribe’s Facebook page was originally set up as if it were a “person” not an organization. It has now been reconstituted as an organizational page. We are making daily posts about the accomplishments of our tribal government and informing our friends and followers of news and upcoming activities & events.
6. Election Board – the administrative staff has been accommodating the logistical requests of our Election Board Chairperson (office, furnishings, mailbox, etc.)
