

TRIBAL MANAGER REPORT by Curtis Zunigha

TRIBAL COUNCIL MEETING JUNE 2, 2014

BIA 638 Contract for Aid to Tribal Government – Conference call set for June 3 at 2pm with Sherri Smith, BIA Self-Determination Officer. Discussion item is contract support start-up cost proposal due July 2. We are drawing down \$85,000 in contract funds this week to repay what we've used from our General Fund.

Fee-To-Trust Application Caney Property – Awaiting environmental review documents to update our application. The amended application will then receive an internal legal review before submission to BIA.

Tribal Court – Awaiting judges coordination for a workshop to develop a budget and submit an appropriation request to Tribal Council. Suggested budget would be for remainder of calendar year 2014, then a 12-month budget appropriation request starting with 2015. The biggest need is for a court clerk and other administrative needs plus travel and training.

Transportation funds – we are developing a checklist of needs to match \$20,000 in BIA construction funds. This would require another Cherokee Nation implementation agreement. One project in great need is a small bridge and access road repair job in Dewey. I'm working with CN Councilman Dick Lay on this.

Personnel –

1. We will be acquiring and implementing a new timekeeping software. It will produce more concise and uniform timekeeping for all employees and reduce man-hours to fill out and process the myriad of forms in our system. This will result in a cost savings over a two year period.
2. This week we will be hiring the accounting and IT positions recently advertised. We need to re-advertise the Title 6 coordinator position. Judy Dull will remain with us until we make a successful hire.
3. Our Human Resources Manager will be moving to a full-time position when the accounting positions are filled. This will allow him to stay current on personnel records management and develop additional staff training, new benefits programs and incentive programs.

Veterans – We have a request from the Tulsa Vet Center to provide some office space for group counseling of veterans and their spouses. I am consulting with the Veterans Committee to

consolidate various needs and locate a single space on our campus to provide veterans counseling and benefits services.

Internal Policies and Procedures – I am developing these for requests from tribal members and outside entities to access and copy records from tribal departments. Also there is a need to develop new procedures for the reception office when opening mail for staff and tribal officials.

Lawrence, KS property – I am working with KU surplus division to acquire office furniture for the Lawrence building. The offices are planned to be set up before proposed July 7 & 8 meetings.
