

FOR TRIBAL COUNCIL MEETING – 09/15/2014

**ADMINISTRATION MONTHLY REPORT
TRIBAL MANAGER**

REPORTING PERIOD: From August 5, 2014_ To: September 5, 2014_

DEPARTMENT SUMMARY:

PERSONNEL ISSUES – Managing personnel in areas where turnover is occurring. Support HR Manager.

PROGRAM MANAGEMENT – BIA 638 contract; HUD NA Program – agency interaction

TRIBAL HOUSING TRAINING – schedule staff and attend training in Tulsa

VETERANS COMMITTEE – provide support for conference attendance and fundraiser planning

CULTURAL PRESERVATION – Attend planning meeting for 2015 Lenape Delaware Gathering at Stockbridge-Munsee Reservation in Wisconsin.

FOUNDATION GRANTS – Received electronic equipment for Language Program; coordinate with Original Americans Foundation representative on completing walkway on premises.

ACTIVITIES IN PROGRESS:

Provide administrative support to DFMS work orders and billing.

Manage publication of October issue of DIN

Provide administrative support to Election Committee

Manage contractors in Accounting and Housing

Provide interim Housing Program management

Assist Secretary Crawford in development of Open Records Policy and Procedures

Maintain ongoing communication with HUD Office of NA programs re: NAHASDA activities

Maintain ongoing communication with Cherokee Nation re: NAHASDA Monitoring review

Planning and support for Delaware Days September 26-27

Hiring 5 employment positions including Chief Financial Officer

ACCOMPLISHMENTS/PLANS:

Received BIA 638 Start-up contract award on 9/5/14

FUTURE PLANS:

Provide support for 2014 General Council Meeting and Election

Fee-to-trust application – Caney property. Review and amend application line items concerns shared by BIA as we await application response.

