

Education Division
"Te-Tu-Koo" Resources

477 Annual Narrative Report
2014

Program Overview:

The Pawnee Nation of Oklahoma has integrated employment, training and related services through Public Law 102-477 to serve the Native American population in our service area. Although no additional federal dollars are associated with this law, it does allow and encourage combining of resources that has resulted in lowered administrative costs and more dollars reaching the participants, allowing more eligible applicants to be served. Under the P.L. 102-477, the Te-Tu-Koo Resources combines funding sources from the Department of Labor (DOL) for Comprehensive Services and Supplemental Youth programs and Bureau of Indian Affairs (BIA) programs and has the option to add Health & Human Services (HHS) programs. Te-Tu-Koo translates from the Pawnee language to mean "It's all right here." These words represent the Pawnee Nation's concept for clients to make only one stop. Other grants administered by the 477 office are the Library Services & Library Technical Grants, Thomas E. Moses Scholarship, and the Art Hines Scholarship. These programs are included in the Policies & Procedures and will be referred to as "additional programs".

Through Cooperative agreements with neighboring tribes, the Pawnee Nation 477 service area includes all of Pawnee County providing services to any enrolled member of a federally recognized tribe and Pawnee Nation members in Northern Payne County. All Departments administered by the 477 staff target the economically disadvantaged, unemployed, and under-employed. Additionally, clients who do not meet any of these requirements might be eligible for upgrading and/or retraining. An application is required for all services provided through the Education Division.

Once an applicant completes the application intake process, the appropriate department will be notified and the applicant will then be in an official client pool. At this point the client becomes part of the Pawnee Nation 477 team through an "Individual Education/Employment Plan" (IEEP) which is completed by the Client and the intake Specialist/Education & Training Technician. This plan is set up to motivate

the counseling team to assist clients in obtaining job skills, as well as finding and retaining a job that will lead to self-sufficiency. The IEEP will indicate that the services received will meet the 477 goals and objectives. The IEEP includes clear definitions of employment or education objectives and activities planned to reach those objectives. Receipt of any assistance is dependent upon an unmet need basis, specific program requirements, and availability of funding.

Intake of Employment and Training Applications are provided at the Education office in the Pawnee Nation Cultural Center, located at 657 Harrison Street in the downtown city of Pawnee, Oklahoma. The office is open and available Monday through Friday, 8:00 a.m. to 5:00 p.m. The direct phone number is (918) 762-3227. The fax number is (918) 762-3662.

Executive Summary:

Beginning in January and ending December as followed:

Adult Education & Training, Youth Education & Training, Youth Services

January

- (3) Clients successfully placed on work experience

February

- Client database updated to track clients more efficiently. Separated inactive and active client files to help track list. Database is created with detail to place prospective clients into fields of employment based on work experience and client needs
- (426) Total eligible clients were entered into database

March

- (8) Clients successfully placed on Work Experience
- (2) Clients were assisted with supportive services with clothing in the amount of \$100
- (2) Clients were assisted fuel reimbursements: (1) for school and (1) for a new job

April

- (10) Clients successfully placed on Work Experience

May

- Youth Services opened applications for summer work experience. Thirty (30) summer youth attended orientation week

June

- Youth Services started summer youth work employment program at work sites throughout the Pawnee Nation and community
- Summer "Pa Nee <a Koo Ku <u" camp for 17 youth

July

- (4) Clients successfully placed on Work Experience

August

- (0) Clients successfully placed on Work Experience

September

- (8) Clients have been successfully placed on Work Experience
- TERO Director position advertised
- Youth Services opened the applications process and enrolled (18) youth grades 3-5
- Began collaboration efforts with the Domestic Violence program; reserved one work experience slot for referred DV clientele
- Starting collaborative efforts between department and Pawnee Nation College
- Starting collaborative effort with the Title VII program at Pawnee Public Schools
- The Division of Education and the Housing Authority of the Pawnee Tribe collaborated to award housing scholarship opportunities through NAHASDA Grant Funds for students who are in a Vo-tech program, an associates or bachelor's program, and a graduate program
- New Education Division Director began work on September 15

October

- (10) Clients successfully placed on Work Experience

November

- (0) Clients successfully placed on Work Experience
- (1) client successfully enrolled at Tulsa Welding School

December

- (0) Clients successfully placed on Work Experience
- All 2014 (18) work experience contracts closed out for the year
- 11/14 worksites were of the Pawnee Nation including the Museum, THPO Office, Education Library, Education Youth Services, Title VI, Enrollment Office, Wellness Center, and the Pawnee Nation College
- 3/14 worksites were located in the City of Pawnee including Pawnee City Hall, All Wrapped Up, and Ideal Glass & Iron Work
- 5/18 work experience clients terminated (1) legal (1) health (1) personal reasons (1) and self-termination (1)
- 3/18 work experience clients were hired as temporary employees after their "WE" contracts ended on 12/31/2014.
- (1) Work experience client was hired on as a part time emergency temp and the other (2) Work experience clients were hired on as full time emergency temps.
- (9) Work experience clients from the 4th quarter completed their intake process for the 2015 year. Their supervisor's evaluation forms were well received and each supervisor requested to continue to use them through the work experience program

EMPLOYMENT & TRAINING SERVICES:

The Youth Services component ranges from work experience to summer enrichment camps. The work experience aspect of the program utilizes a variety of work sites with emphasis on basic work habits. In the summer enrichments camps, emphasis is placed on gaining entrepreneurial skills, leadership training, life skills, as well as participating in substance abuse and team work activities. Concurrent college enrollment is also encouraged for our eligible high school students. Referrals are made to the Oklahoma State; Vocational Rehabilitation Services, and the Iowa Tribe of Oklahoma Vocational Rehabilitation Program in both the classroom environment and work placements, emphasis are placed on maintaining self-esteem and personal responsibility.

The Education component includes funding to attend vocational training, as well as higher education grants to accredited two-year and four-year college and/or university programs. Students are welcome to take short-term classroom training classes and GED/Job Skills instruction. Past students have selected courses which include, but are not limited to, nursing, business, and computer programs. Basic classroom supplies may be provided as well as supplies specifically required by the course. All education assistance is based upon unmet need. Special considerations are made for students attending Pawnee Nation College (e.g. mapping career pathways, etc.).

The Employment component consists of work experience and on-the-job training programs. In some cases education participants utilize the employment component for vocational exploration. Opportunities include subsidized as well as unsubsidized employment. These opportunities range from clerical, construction, firefighting, maintenance, art apprenticeships, health and many others. Resume writing, job referral, and other employment related services are also provided. Both public and private businesses and organizations, as well as various tribal enterprises, have benefited from employees obtained from our 477 program.

Tribal Employment Rights Office (TERO) maintains a job skills database, which includes a list of tribal members and non-tribal members, specific job skills, licenses, and educational degrees. A list of Native American owned businesses is also available. This list is provided to employers conducting business with the Pawnee Nation.

Additional programs/services administered through the Education Division include miscellaneous, supplemental services and direct employment assistance. These programs are designed to assist eligible Native Americans who have obtained a job, but still need help with initial expenses, such as travel, meals, and specialized clothing during their job search, or until they receive their first pay check. Limited funding may also be provided to assist with the client's self-sufficiency needs as identified and incorporated in the client's IEEP.

OTHER PROGRAMS AND LINKAGES-BIA Social Services/ General Assistance, Vocational Rehabilitation (State and Iowa Tribe), WORKFORCE Oklahoma...

Client Day: Every Wednesday clients are welcome to drop in at any time during the day; however, if they need to have a face-to-face meeting or plans to meet after-hours with staff or other programs, they will need to have an appointment. Contact information will be located on a table visible and accessible for clients. Staff will have originals and surplus information stored in their offices and will distribute the contact information to the client from the contact table.

Monitoring of Clients includes counseling out-of-state students via phone, fax, or via e-mail. Should they need assistance, we will find out information and refer them to resources in their area that may further assist them. Those living in our service area may be referred to appropriate organizations or programs that are linkages to our E&T and PNO programs. We will follow up with those programs to see what assistance may be offered. Whenever possible, offer non-duplication of services for the client.

Contact information will be located on a table visible and accessible for clients. Staff will have originals and surplus information stored in their offices and will distribute the contact information to the client from the contact table.

BIA Social Services/General Assistance (918.762.2585) Staff will contact the BIA Social Services Worker. This worker is responsible for screening applicants to determine eligibility. Assistance may be offered for Housing, emergency living expense fund, etc. They have ever changing priorities and requirements and tend to do short-term assistance. All information is confidential. E&T does not track their services.

Vocational Rehabilitation Services- VRS programs offered by the Division of Vocational Rehabilitation and the Division of Visual Services help Oklahomans with disabilities get jobs in careers of their choice. DVR and DVS are divisions of the Oklahoma Department of Rehabilitation Services (DRS).

State Department of Rehabilitation Services-Vocational Rehabilitation and Visual Services (612:10-7-230.3) Self-Employment/Business Plans. Partners from the Stillwater office of the Oklahoma Department of Rehabilitation services (www.okrehab.org) may be reached by calling toll free 800.487.4042 and ask for the specialist. To be eligible for services, the clients must provide medical evidence. The E&T office staff may make copies and relay information to the service providers.

The Iowa Tribe of Oklahoma's Vocational Rehabilitation (ITOVR) Project provides vocational rehabilitation services to American Indians living in Pottawatomie, Lincoln, Payne, Pawnee, Logan, Kay, and Noble Counties. The ITOVR receives funding from the US Department of Education Office of Special Education and Rehabilitative Services (OSERS). Therefore, it must follow the OSERS guidelines and objectives; the primary objective being to assist disabled Indians to become gainfully employed. Rose Malone, Director of Human Services at 888.336.4692 or via e-mail humanservices@iowanation.org

WORKFORCE OKLAHOMA- Partnered in 2007 made a transition with the WIA grant previously administered through the City of Tulsa. The Board chose a new provider, Arbor Education and Training, instead of the City of Tulsa to administer the WIA funds for Osage, Pawnee, Creek, and Tulsa Counties in Oklahoma. Career Coaches will meet with the clients in Pawnee by agreement. Arbor Education and Training Career Coaches will be available for the In-School Youth, Out-Of-School Youth, Court-Involved Youth, Adult, and Dislocated Worker programs. Contacts: Lisa Perrigo, lisaperrigo@arboret.com. Amy Dwerlkotte, Career Coach amydwerlkotte@arboret.com

Stillwater Public Schools Adult Learning Center's partnership -This involves providing the funds to hire a certified teacher for the Adult Basic Education and Work-based Education classes for adults in Pawnee through the 477 office. Jennifer Tressler is the Adult Education Director at the Stillwater Learning Center
1224 N. Husband- Stillwater, 74075 and phone number is 405.533.6399.

THE YEAR of QUARTERLY GOALS AND OBJECTIVES

GOAL 1: To integrate the Pawnee Nation's employment, training, and related services in order to improve the effectiveness of those services. In order to consolidate our program services, the Education Division made one application to meet the needs of all applicants who apply for services in the 477 program. For example, when a potential applicant comes into this office seeking services, the intake coordinator/Education & Training Technician meets and greets the applicant. They are given an application to fill out. All required documentation is collected at this time, such as; photo identification, social security card, certificate of degree of Indian blood, proof of income and proof of residency. The application is considered complete once all the required documentation is received and the income is verified. The intake coordinator/E&T Technician then sits down and counsels the applicant and discusses the needs and wants of the applicant. If the applicant wants to go to college, attend a technology center, or get their GED; they are sent to the education component of the 477 program. If they are in need of food, housing, and/or childcare again they are sent to the appropriate department for those services. If they need some type of supportive services, we can assist if it falls under the scope of work, policies, objectives or goals. The Technician will also send the applicant to other departments, programs, and agencies that also provide supportive services. Under this system this is a true one stop operation.

Objective 1: Seek new programs to enhance services and maintain relations with partners who have committed to serve our clients.

ITVR-This program is within the ten-year cooperative agreement with ITVR in providing educational/employment opportunities for Pawnee tribal members and others living in the service area. Ron Baker, Counselor, and staff work out of their office in Perkins, Oklahoma. Every Wednesday Mr. Baker arrives at the Cultural Center at approximately 10:00am to meet with clients. Innovative approaches to accommodate clients into the work force are based on the client's specific needs, whether is through a work space modification or via specified equipment. Other comparable services are partnered with our program in monitoring/achieving client goals. By working together, we can help the clients better meet their needs and no one program carries all of the cost, which helps with funding budget costs, and there's no duplication of services. It is a huge plus for programs involved and the client is more that satisfied with the results.

DRS Oklahoma Department of Rehabilitation Services- Christy Barker, Visual Service Rehabilitation Specialist of Stillwater, Oklahoma began working with our 477 program in 2009 to serve clients who have visual impairments. She meets clients at the Cultural Center and at the Pawnee Nation College for intakes and to process the clients educational, training and business startup services. This particular program helped clients that qualify in the Pawnee Area with getting glasses; which improves their daily lives and job performance.

DRS Oklahoma Department of Rehabilitation Services- James Jones, VR # 44 Vocational Rehabilitation Specialist of Stillwater, Oklahoma began working with our 477 program early 2006 and has a broader client base. This particular program serves those with disabilities. It is startling to see how many clients qualify under his services, since so many of our clients have diabetes and other health related problems. He is able to serve the same clients as the Iowa Tribe, plus assist job bank

individuals and Pawnee Nation College students whom are non-Indian.

Work Force Oklahoma City of Tulsa-WIA- Pawhuska, Oklahoma branch office. They began working with our program in the third quarter of 2006 to serve the youth and adult clients attending school and gaining work experience.

Pawnee Community Food Bank- Located on the corner of highway 18 and Beck Drive and is open once a week on Tuesday's.

Stillwater Public Schools ABE/GED/ESL Program- Jennifer Tessler, Director, works through a memorandum of understanding that was set up in 1998. It allows a satellite program to be administered in partnership with our Pawnee Services. Stillwater Schools hires the instructor to teach. Mr. David Gruenwald was currently under contract to fulfill the ABE/GED/ESL program and requirements.

National Indian Council on Aging- Carolyn Hogan, Employee Specialists 909 S. Meridian, STE 405 Oklahoma City, OK 73112. The NICOA Senior Community Service Employment Program offers part-time paid work experience training in community agencies for older individuals who have limited incomes. Eligibility is based on age and total family income, and most-in-need characteristics. Those who are veterans, over the age of 65, and documented most-in-need are given preference for selection to be enrolled in SCSEP

GOAL 2: To reduce joblessness among Native American's within the Tribe's services area.

To meet this goal the department hosts job fairs at least twice a year. Tribal programs, local employers, local casinos, and State and Federal agencies all attend and set up booths, hand out job applications, and answer any questions. This department host workshops on job skills, work ethics, and baseline information on how to dress for a job interview, fill out job applications, and other important skills that our participants much know to secure a job. This Department has a "Work Experience" (WE) Component that enables clients to gain work experience if they have been out of the work force for a period of time or may have never worked before. This department also has "On the Job Training" (OJT) component which enables this program to get unemployed or underemployed clients full time positions. Under this OJT component this department drafts a contract between the program, client, and employer. This contract spells out everyone's roles and responsibilities in placing the client at the work site. At the end of the contract the employer hires the client on a full time basis with an increase in pay of the client.

OBJECTIVE 1: Job placement of not less than 15 adult participants per quarter. Currently Placed

1st Quarter: Pawnee Nation- 11, NICOA-2, TERO Referrals-6
2nd Quarter: Pawnee Nation-10, TERO Referrals-3
3rd Quarter: Pawnee Nation-8, NICOA-10, TERO Referrals-0
4th Quarter: Pawnee Nation-11, City of Pawnee 3, TERO Referrals-0

GOAL 3: To serve tribally-determined goals consistent with the policy of self-determination and self-governance.

To have 477 staff and its committees work together to implement all of the tribally determined goals. The Tribal Employment Rights Office (TERO) commissioners, Library and Education Committee members (higher Education) are appointed by the Pawnee Nation Business Council. The Title VII Indian Education Parent Committee and Johnson O'Malley (JOM) Parent Committee are voted in by the parents/guardians of Native American pre-K - 12 students. The 477 staff and all of those commissioners and committees are working together towards a common goal of working together to get our people ready for entering the workforce and looking after the needs and wants of our Native American School children. By these actions we are exerting our self-determination and self-governance, without any outside influence or help. TERO plays an important role in exercising and enforcing the tribe's sovereignty. TERO's aim is to access more employment and training opportunities for Indians and their families; to provide more business and economic opportunities for businesses owned by Indians.

TERO has a director and has a five member Board of Commissioners who meets once a month to discuss and plan TERO Activities. Contractors doing business within the jurisdiction of the Pawnee Nation must sign a compliance plan before the contractor begins any work. The compliance plan spells out the role and responsibilities of the contractor and the TERO Program. Workshops are a major component of the TERO program. TERO Workshops include contractors to educate them on TERO requirements. TERO also conducts workshops to the workforce geared to life and job skills training.

GOAL 4: To facilitate the growth of businesses, investments and jobs on the tribe's reservation. Special consideration will be given to using 477 resources in ways allowable under this plan which addresses this objective. This objective will have the highest priority for the use of available 477 resources.

OBJECTIVE 1: Successful support for at least one economic development project through the special services for job creation.

1ST Quarter: The TERO Program is also continuing work through the Residential Remodel and Repair Training Program

2nd Quarter: TERO Program is starting TDC Trading Post painting project employing 3

3rd Quarter: Worksites open at Pawnee Nation including the Museum, Tribal Historic Preservation Office, Education Library, Education Youth Services, Title VI, Enrollment Office, Wellness Center, and the Pawnee Nation College

4th Quarter: Worksites expanded for potential for prospective entrepreneur experience opportunities for work experience clientele include worksites located in the town Pawnee including Pawnee City Hall, All Wrapped Up (retail management), and Ideal Glass & Iron Work (graphic arts)

GOAL 5: To address the needs of Indian families within the Tribe's services area who are now dependent on public assistance.

The 477 program along with the TERO program helps with some supportive services to our clients living within our tribal jurisdiction, mainly to assist our clients relating to getting to work or if the client is in school, we will provide some assistance. For example, a client may need some work clothes, shoes, or some type of equipment in order for them to perform their job duties. We help with certifications and licenses that they might need as long as it will help the clients securing a job.

OBJECTIVE 1: Job placement in approved work activities for not less than 10 public assistance recipients. Without releasing any information, due to confidentiality issues, some of these individuals do receive commodities, DHS Services, Oklahoma Food Access Program (SNAP), and BIA social services.

1st Quarter: (8) clients receiving public assistance were placed in approved work activities

2nd Quarter: (10) clients receiving public assistance were placed in approved work activities

3rd Quarter: (11) clients receiving public assistance were placed in approved work activities

4th Quarter: (1) client receiving public assistance was placed in approved work activities

GOAL 6: Specifically, the tribe will provide special services to enable such Native American families to receive the education and training they need to become permanently productive in the workforce.

OBJECTIVE 1: Not less than 60 % of the participants who have been supported through the Tribal Higher Education Program for at least one full academic year will successfully complete one year of their approved program.

The Pawnee Nation receives requests for Higher Education grants through the 477 Education and Training Office throughout the year. However there are two deadlines currently established by the Higher Education Committee: July 31st for fall semester and December 31st for spring semester.

1st Quarter: There were fifty-five (58) student attending (35) Colleges or Universities throughout the country in the 2013 Spring Semester. There will be one graduate this semester.

3rd Quarter: There were seventy-seven (68) students attending forty-three (41) Colleges or Universities throughout the country in the fall semester.

OBJECTIVE 2: Not less than 60% of the youth assisted through the supported work program will remain in school or return to school.

1st Quarter: (1) student assisted with school fees ranging from science, Home Economics, and art fees totaling: \$16.32; (4) students assisted with Athletics, ACT and Sr. fees totaling: \$656.00; (15) students attend the afterschool homework assistance program

2nd Quarter: (22) students assisted with school fees ranging from Science, Home Economics, and Art fees: \$610.80; (15) students attend the After School Homework Assistance program. (30) youth were placed at worksites throughout Pawnee Nation and the community. (19) youth returning to high school, (7) will attend college fall 2014; and (4) are not attending in any educational institution; JOM gave (8) seniors an Apple Tablet and plan to attend college/university, school supplies bought/dispersed for eligible students in the amount of \$4,220.

3rd Quarter: (55) students completed applications were assisted with school fees in the amount of \$814 at Pawnee Public Schools; (3) students assisted with fees outside in the amount of \$120; (20) students attend the afterschool homework assistance program

4th Quarter: No students assisted this quarter

OBJECTIVE 3: At least 75% of students referred to the GED testing will successfully pass the state exam.

1st Quarter: (10) students were referred for GED testing and successfully passed the exam.

2nd Quarter: (10) students completed the GED testing and passed.

3rd Quarter: (0) students enrolled in GED classes. Testing is at the end of the semester.

4th Quarter: (2) students enrolled in GED classes testing coming up soon.

OBJECTIVE 4: Not less than 60% of the participants who have been supported through the Tribal Adult Education Program will successfully complete their approved program.

1st Quarter: (0) assisted clients with class certifications

2nd Quarter: (5) assisted clients with class certifications: Short term training Pioneer Vo-Tech, Pioneer Tech Nursing, Medical coding at Pawnee Nation College, Microsoft Office Certification

3rd Quarter: Assisted (2) clients with Class certifications. (2) students are in the process of receiving certifications from the schools: North East Technical Center & Tulsa Welding School

4th Quarter: (0) assisted clients with class certifications