

# Oneida Business Committee Meeting Agenda Request Form

[Deadlines](#)[Instructions](#)

1. Meeting Date Requested: 07 / 23 / 14

2. Nature of request

Session: ☒ Open ☐ Executive - justification required (see instructions.) Choose one:

Choose one:

Agenda header

(choose one): Report

Agenda item title (see instructions):

ACCEPT DOLM 3RD QUARTER REPORT

Action requested (choose one)

☐ Information only

☐ Action - please describe:

ACCEPT

3. Justification

Why BC action is required (see instructions):

REQUESTED ON AGENDA

4. Supporting Materials

[Instructions](#)

☐ Memo of explanation with required information (see instructions)

☐ Resolution ☐ Contract ☐ Report ☐ Other (please list):

1.

3.

2.

4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Ed Delgado, Tribal Chairman

Requestor (if different from above): PAT PELKY, INTERIM DIRECTOR DOLM

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

A copy of this document can be saved in a pdf format. Please e:mail this form and all supporting materials to [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org).

Save and e:mail



**MISSION: TO ACQUIRE ALL LANDS  
WITHIN THE 1939 RESERVATION  
BOUNDARIES AND DISTRIBUTE  
ACCORDING TO THE NEEDS OF THE  
GTC**

**3<sup>rd</sup> Quarter Report FY 2014**  
**April – June, 2014**

## **DIVISON OF LAND MANAGEMENT**



## OVERALL IMPRESSIONS OF THE THIRD QUARTER

The 3rd quarter was eventful, many changes and high expectations for the upcoming year, for the (DOLM) Division of Land Management are being anticipated. DOLM has increased communication and like services by combining Land Management with Environmental Health and Safety and Housing Authority.

We are still in the audit process and work cooperatively with any requests for information and updates as needed. We have been limiting expenses the first six months of the year and our budget is \$184,888 under budget in our expenses. We are on schedule with maintenance projects we had planned for FY 2014; preparing 3 DREAM Homes for Sale. These are homes were bought back from Tribal members and need repairs to make them move-in ready.

Team building is an essential part of communication for DOLM, being an efficient workplace for all employees and customers is our goal.

With all the changes happening this 3<sup>rd</sup> quarter, the staff have remained “Care Takers” working hard, being more productive and customer oriented.

### **Full-time Employees as of June 18, 2014:**

- 25 regular full-time employees.
- 1 Administrative Assistant on loan to Oneida Housing Authority.
- 1 Interim DOLM Division Director.
- 100% are enrolled Tribal Members

### **Accrual Time-Off Management for Staff:**

All of DOLM employees used their banked hours, meeting the target. We started with 6 employees with banked hours. We have three (3) employees that have between 200 and 205 hours for vacation and personal time accruals. Each of these employees is encouraged to take time off monthly by their supervisor and to review their hours on the Employee Self Services computer site.

## FINANCIAL AND BUDGETARY UPDATE

- 410 total loans = \$24,674,271 in loan receivables
- 12 new loans = \$1,033,300 in new loan receivables

## CARETAKING ASSET MANAGEMENT

**Property Management** manages and maintains tribally owned land and properties of the Oneida



Tribe, to create available services for our community members, such as: rentals, residential, commercial and agricultural leasing, to provide safe, sanitary buildings and land resource to the tribal memberships.

- 73 Rental Units including 8 Life Estates
- 633 Residential leases including 7 full fair for non-Oneida residing in home and 23 HBO 21 Trailer Court Lots
- 18 Standard Assignments
- 110 Commercial leases
- 51 Agricultural leases
- Work with Demo Team
- Maintenance Area overs sees all rental units, newly acquired DREAM Homes, and all other properties of DOLM
  - ❖ 1 Summer Intern in the Maintenance Area
- Posting properties and corners as needed
- Maintenance average 400 work requests (Includes everything from plumbing, home repairs) a month.
- Continue updating Standard Operating Procedures to improve on services
- 2 Easements – Service Line Agreements 2630 West Mason St. & N7887 Couty U

## MORE SERVICES

**Land Title & Trust** is responsible for providing

- 144 active Individual Trust files with approximately 445 owners
- Working with 24 individuals request for Trust to Trust Transfer, Development, and Fee to Trust. 4 Gift Conveyance went to BIA for approval. BIA completed the Site Inspection for one of the Individual fee to trust.
- 24 Title Reports completed
- 922 Probates files maintained , opened 4 new probates Attended 12 Probate hearings
- Oneida Register of Deeds recorded 96 documents for total of 8525
- 22 legal descriptions have been verified and entered into data base and indexed into On-base
- BIA TAAMS – Trust Asset Accounts Management System – encoded 5 new leases, 12 Form A's and printed 94 Title Status report and 2 documents



- Four TAAMS employees completed and passed the Required Annual TAAMS Testing
- And all other projects

**Bureau of Indian Affairs Auditor** will be here, June 24-27, 2014 for the Annual Audit. This Audit reviews activity files on the Trust Lands to ensure that we are in compliance with laws, regulations, policies and procedures.

## SOVEREIGNTY LAND BASE

- 39% of land owned from original reservation of 65,400
- Closed on 2 reacquisitions - Potential DREAM homes
- Improving Acquisition process
- Works closely with Land Commission

➤ **TOTAL LAND OWNED IS: 25,067.81 ACRES**

## AUDIT UPDATES

- Currently working on Acquisition area with DOLM Staff

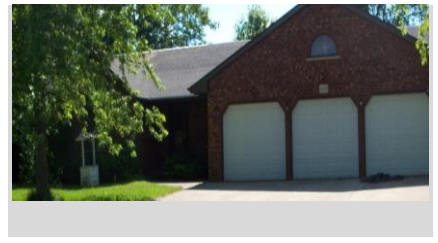
## TECHNOLOGY, EQUIPMENT AND INFORMATIONAL UPDATES (*Public Outreach*)

- Working with MIS for more efficient record keeping techniques/programs
  - ❖ WIFI is wired and will be coming soon
- Credit/Debit Card Machine Now up and Running
- Public notifications on: Kalihwisaks, Website and Facebook
- Assisting tribal members with advertising For Sale By Owner (FSBO)
- Assisting tribal members with Offers to Purchase
- Over 14,000 files in OnBase and 2,000 work requests a month
- Administrative Support assists over 500 customers a month

### Potential DREAM homes



**Reacquisition homes are homes reacquired from DOLM currently on leased tribal land**



## FEE-TO-TRUST

### ➤ Travel and Training

- Attended Housing Seminar Provided by the Seminole Tribe of Florida on April 1<sup>st</sup> and 2<sup>nd</sup>. Location: Radisson, Cost: personal vehicle and free registration.
- **Attended National Tribal Land Association Conference on April 7<sup>th</sup> to 10<sup>th</sup>.** Topics included BIA relationships, Fee to trust, Bureau of Land Management mapping, etc. **Location:** Mystic Lake Minnesota, **Cost:** Tribal vehicle for travel and registration paid by Brownfield.

### ➤ Public outreach

- April 21<sup>st</sup> to 25<sup>th</sup> BIA was on site for environmental site inspections and again
- June 9<sup>th</sup> to 12<sup>th</sup>. Letters were sent to residents to inform them of the activity.



April, 1 property in trust (commercial property Larsen Road).

- May, 5 properties in trust (4 homes and 1 agricultural property).

### ➤ Notable Accomplishments

- We added an additional 260+ acres to the trust land base
- Other than the increased acreage accepted into trust the amount of annual improvement taxes from these applications is \$37,000+.

### ➤ FY 14 Goals

- Complete 25 Fee to Trust applications by processing them to be accepted into trust.
  - *( So far this fiscal year 14 applications accepted into trust and 7 have Notices of Decisions that are awaiting an acceptance into trust status.)*
- Of those 25 Fee to Trust applications at least 20 will be residential homes.

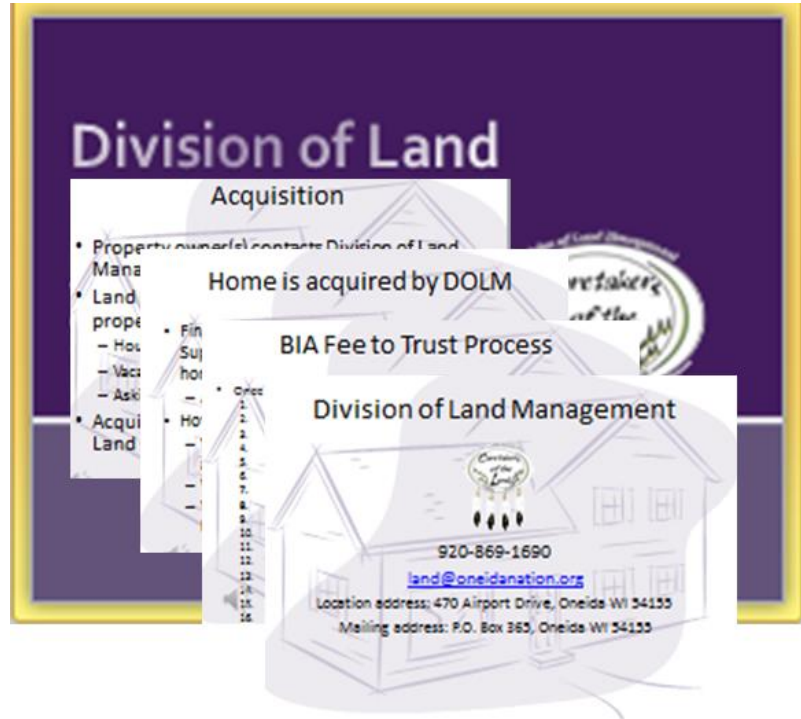




- (Within the 14 applications in trust 10 are residential homes.)

### Overall Highlights

- Compliments to our maintenance crew for the efficient services
- Acquisition to Fee to Trust process PowerPoint –submitted to Tribal Only Website for members to view



### 4<sup>th</sup> Quarter GOALS

- Procedural Exception to acquire 12 DREAM homes this FY
- Continue to work with Legislative Affairs and other outside entities on Service Agreements with surrounding communities
- Begin transferring Green Earth Trailer Court residents to Residential Leases
- Collaborating with Planning, OHA, Development, and all other departments concerning the response and follow-up to the GTC Land Use directive of June 16, 2014 due October 2014
- Continue to work with Audit
- Working with LUTU II Team to achieve our goal of 12 HBO sites to be designated for community members to build on
- Plan transition with the New Land Commission and Business Committee members

### EMERGING ISSUES FOR THE BUSINESS COMMITTEE

- Joint Meeting between Business Committee and Land Commission is scheduled for September 25, 2014
- Cost Containment and status updates
- Audit update



**Report Submitted By:**

Patrick Pelky, Interim DOLM Director

**Created by:**

Lori Elm, Office Manager

