Oneida Tribe of Indians of Wisconsin

Oneidas bringing several hundred bags of corn to Washington' s starving army at Valley Forge, after the colonists had consistently refused to aid them.

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possble.

BC Meeting Materials <u>January 14, 2015</u>

Open Session

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the following 167 pages are the Open Session meeting materials presented at a meeting duly called, noticed and held on the 14th day of JANUARY, 2015.

Lisa Summers, Tribal Secretary
Oneida Business Committee

Oneida Business Committee

Regular Meeting
9 a.m. Wednesday, Jan. 14, 2015
BC Conference Room, 2nd floor, Norbert Hill Center

Agenda

To get a copy of the agenda, go to: http://oneida-nsn.gov/

I. Call to Order and Roll Call

II. Opening

A. Presentation of framed Bill from the Seneca and Miccosukee Nations
Sponsor: Brandon Stevens, Councilman

III. Adopt the agenda

IV. Oaths of Office

V. Minutes

A. Approve December 10, 2014 regular meeting minutes

B. Approve December 12, 2014 special meeting minutes

C. Approve December 19, 2014 special meeting minutes

VI. Resolutions

A. Adopt resolution Amendment of BC Resolution # BC-9-25-81: Oneida Child Protective Board Ordinance
Sponsor: Lisa Summers, Tribal Secretary

VII. Appointments

A. Appoint Bridget John to the Oneida Library Board

B. Appoint Tracy Smith and Carol Elm to the Anna John Resident Centered Care Community Board

C. Appoint Patricia Powless, Nathalie Benton and Jeanette Archiquette-Ninham to the Pardon and Forgiveness Screening Committee

D. Appoint Patricia Powless to the Oneida Personnel Commission

E. Appoint Nathan Smith to the Oneida Nation Veterans Affairs Committee

F. Appoint Rosa Laster, Tonya Webster, and Jeremy King to the Oneida Pow Wow Committee

G. Appoint Kitty Melchert to the Oneida Library Board

H. Appoint Christina Cottrell, Linda Langen, and James Flores to the SEOTS Advisory Board

I. Rescind motion to appoint to Corinna Charles to the Oneida School Board
Sponsor: Lisa Summers, Tribal Secretary

VIII. Continuing Resolution Reports

A. Retail Enterprise – November exceptions to 09-24-14-A
Sponsor: Michele Doxtator, Retail Area Profit Manager

IX. Standing Committees

A. Legislative Operating Committee ***(No Requested Action)***

B. Finance Committee
Sponsor: Tribal Treasurer Trish King, Chairwoman
1. Approve Finance Committee meeting minutes of January 5, 2015

C. Community Development Planning Committee ***(No Requested Action)***

D. Quality of Life ***(No Requested Action)***

X. General Tribal Council

A. Petitioner Gina Powless: To create a support system of paralegals, advocates and attorneys to assist and advocate for Oneida enrolled Tribal Members that are engaged in any case with Oneida Judiciary.
Sponsor: Lisa Summers, Tribal Secretary
Excerpt from December 10, 2014: *Motion by Tehassi Hill to accept the update as FYI, seconded by Fawn Billie. Motion carried unanimously.*
Excerpt from November 26, 2014: *Motion by Jenny Webster to accept legislative analysis and to accept financial analysis status report as FYI, seconded by Lisa Summers. Motion carried unanimously.*
Excerpt from October 8, 2014: *Motion by Lisa Summers to direct the Law, Finance and Legislative Reference Offices submit the requested analyses to the Tribal Secretary's office within 45 days, and that a progress report be submitted in 30 days.*

XI. Unfinished Business

A. Approve sponsorship for business purposes
Sponsor: Joanie Buckley, Division Director/Internal Services

1. Green Bay Film Festival
Excerpt from November 26, 2014: *Motion by Brandon Stevens … to defer the Green Bay Film Festival sponsorship to a meeting with Joint Marketing for further discussion, seconded by Lisa Summers. Motion carried unanimously.*

XII. Tabled Business *(No Requested Action)*

A. Approve reorganization of Environmental, Health & Safety Division, Division of Land Management and Housing
Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman
Excerpt from November 26, 2014: *Motion by Jenny Webster to table this item, seconded by Brandon Stevens. Motion carried unanimously.*
Excerpt from September 10, 2014: *Motion by Lisa Summers to defer the Update on reorganization of Environmental, Health & Safety Division, Division of Land Management and Housing to a work meeting of the Business Committee scheduled for Thursday, September 25, seconded by Jenny Webster. Motion carried unanimously.*
Excerpt from August 13, 2014: *Motion by Vince DelaRosa to defer update on reorganization of Environmental, Health & Safety Division, Division of Land Management and Housing to the new council for their consideration, seconded by Tina Danforth. Motion carried with one opposed.*

XIII. New Business

A. Approve Gaming Facilities compliance inspections
Sponsor: Troy Parr, Asst. Div. Dir./Development

B. Approve capital expenditure exception for Pit Table Lifecycle
Sponsor: Louise Cornelius, Gaming General Manager

C. Approve Complaint Process for Direct Reports to the Business Committee SOP
Sponsor: Lisa Summers, Tribal Secretary

D. Approve Discipline Process for Direct Reports to the Business Committee SOP
Sponsor: Lisa Summers, Tribal Secretary

E. Community Reserve Fund Allocation
Sponsor: Trish King, Tribal Treasurer

XIV. Travel

A. Travel Reports *(No Requested Action)*

B. Travel Requests

1. **Business Committee – Region 5 HHS Tribal Consultation – Carleton, MN, February 17-19, 2015**
   Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

XV. Reports *(This section of the agenda is scheduled to begin at 1:30 p.m.)*

A. Operational Reports

1. **Development Division**
   Sponsor: Troy Parr, Asst. Div. Dir./Devel. & Bruce Danforth, Asst. Div. Dir./Devel. Oper.

2. **Division of Land Management**
   Sponsor: Patrick Pelky, Division Director/EH&S

3. **Environmental, Health & Safety**
   Sponsor: Patrick Pelky, Division Director/EH&S

4. **Oneida Housing Authority**
   Sponsor: Dale Wheelock, Housing Authority Exec. Director

5. **Comprehensive Health Division**
   Sponsor: Dr. Ravi Vir, Medical Director & Debra J Danforth, Operations Director

B. Corporate Reports ***(No Requested Action)***

C. Boards Committees and Commissions

1. **South Eastern Oneida Tribal Services Advisory Board** – Pamela Ninham, Chairwoman
   Liaison: Tina Danforth, Tribal Chairwoman
   Excerpt from December 10, 2014: *Motion by Jenny Webster that if a report is not submitted by the January 6th deadline next month, then we move forward with the dissolution of this board, seconded by Melinda J. Danforth. Motion carried unanimously.*
   Excerpt from November 26, 2014: (1) *Motion by Jenny Webster to continue to halt any and all stipends to the South Eastern Oneida Tribal Services Advisory Board until the delinquent report is submitted to the Business Committee and accepted by the Business Committee and for the Tribal Chairwoman Tina Danforth, liaison to the SEOTS Advisory Board, to notify the SEOTS Advisory Board of their delinquent report again, seconded by Lisa Summers. Motion carried unanimously.* ***(2)*** *Amendment to main motion by Lisa Summers to request the liaison to the SEOTS Advisory Board send written notice to the SEOTS Advisory Board, letting the board know that it fails to be in compliance for the third time, the Business Committee will consider further action, seconded by Trish King. Motion carried unanimously.*
   Excerpt from November 12, 2014: *Motion by Jenny Webster to continue to halt any and all stipends to the South Eastern Oneida Tribal Services Advisory Board until the delinquent report is submitted to the Business Committee and accepted by the Business Committee, seconded by Trish King. Motion carried unanimously.*
   Excerpt from October 22, 2014: (1) *Motion by Jenny Webster halt any and all stipends to the South Eastern Oneida Tribal Services Advisory Board until the delinquent report is submitted to the Business Committee and accepted by the Business Committee, seconded by Lisa Summers. Motion carried unanimously.* ***(2)*** *Motion by Lisa Summers to direct the Tribal Chairwoman Tina Danforth, liaison to the SEOTS Advisory Board, to notify the SEOTS Advisory Board of their delinquent report and ask that the report is submitted for the next Business Committee agenda, seconded by Tehassi Hill. Motion carried unanimously.*

2. **Oneida Election Board** – Michele Doxtator, Chairwoman
   Liaison: Melinda J. Danforth, Tribal Vice-Chairwoman

3. **Oneida Police Commission** – Bernard John-Stevens, President ***(No Report Submitted)***
   Liaison: Lisa Summers, Tribal Secretary

4. **Oneida Library Board** – Carol Elm, Chairwoman
   Liaison: Fawn Billie, Councilwoman

5. **Oneida Arts Board** – Nic Reynolds, Chairman ***(No Report Submitted)***
   Liaison: Jennifer Webster, Councilwoman

6. **Anna John Resident Centered Care Community Board** – Carol Elm, Chairwoman ***(No Report Submitted)***
   Liaison: Melinda J. Danforth, Tribal Vice-Chairwoman

7. **Oneida Child Protective Board –** Lois Strong, Chairwoman ***(No Report Submitted)***
   Liaison: Lisa Summers, Tribal Secretary

8. **Environmental Resources Board** – Richard Baird, Chairman
   Liaison: Tehassi Hill, Councilman

XVI. Executive Session

A. Executive Session meeting minutes of January 13, 2015

B. Reports

1. **Chief Financial Officer report** – Larry Barton, Chief Financial Officer
2. **Chief Counsel report** – Jo Anne House, Chief Counsel
3. **Officers' report** – Melinda J. Danforth, Tribal Vice-Chairwoman
4. **Intergovernmental Affairs and Communications** – Nathan King, Legislative Affairs Director

C. Audit Committee

Sponsor: Councilman Tehassi Hill, Chairman

1. **Approve regular Audit Committee minutes of October 23, 2014**
2. **Approve Internal Audit report of October w/attachment A**
3. **Approve five (5) audits: Title 31, Table Games, Gaming Contracts, Drop & Count, and Surveillance**
4. **Approve one (1) closeout report – Oneida Gaming Commission follow up audit**
5. **Accept 2014 Q4 High Risk Dash Board report**

D. Unfinished Business

E. Tabled Business ***(No Requested Action)***

1. **Compensation Adjustment Issue**
   Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman
   Excerpt from November 26, 2014: *Motion by Lisa Summers to table this item, seconded by Tehassi Hill. Motion carried unanimously.*
   Excerpt from November 12, 2014: *Motion by Tehassi Hill to defer this item to the next regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

F. New Business

1. **Pardon and Forgiveness Recommendation for Ashley Blaker**
   Sponsor: Lisa Summers, Tribal Secretary
2. **Pardon and Forgiveness Recommendation for Jerry Adams**
   Sponsor: Lisa Summers, Tribal Secretary
3. **Pardon and Forgiveness Recommendation for Todd Hill**
   Sponsor: Lisa Summers, Tribal Secretary
4. **Pardon and Forgiveness Recommendation for Victor Reyes**

Sponsor: Lisa Summers, Tribal Secretary

5. **Approve 42 new enrollments**
   Sponsor: Brandon Stevens, Councilman

6. **Status of Housing Investigation**
   Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

7. **Approve the Oneida Tribe's position on Safe Haven Law and Indian Child Welfare Act Conflict**
   Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

8. **Approve procedural exception for five (5) offers to purchase**
   Sponsor: Patrick Pelky, Division Director/EH&S

XVII. Adjourn

Posted on the Tribe's official website, www.oneida-nsn.gov, at 11:15 a.m. Friday, January 9, 2015, pursuant to the Open Records and Open Meetings Law, section 7.17-1. For additional information, please call the Business Committee Support Office at (920) 869-4364.

The meeting packet of the open session materials for this meeting is available to Tribal members by going to the Members-Only section of the Tribe's official website at: www.oneida-nsn.gov/MembersOnly

For information about this meeting, please call the Business Committee Support Office at (920) 869-4364 or (800) 236-2214.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Presentation of framed Bill from the Seneca and Miccosukee Nations

Action requested (choose one)

☐ Information only

☐ Action - please describe:

3. **Justification**

Why BC action is required (see instructions):

4. **Supporting Materials** Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Framed Bill
2.
3.
4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one):

Requestor (if different from above):

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Approve December 10, 2014 regular meeting minutes

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Approve December 10, 2014 regular meeting minutes

3. Justification

Why BC action is required (see instructions):

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. December 10, 2014 regular meeting minutes
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above):

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Business Committee

Regular Meeting
9 a.m. Wednesday, Dec. 10, 2014
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes - DRAFT

Present: Vice-Chairwoman Melinda J. Danforth, Treasurer Trish King, Secretary Lisa Summers, Council members Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster;
Not Present: Chairwoman Tina Danforth;
Others present: Chris Cornelius, Brad Graham, Bill Graham, Marjorie Stevens, Apache Danforth, Kaylynn Gresham, Bill Ver Voort, Vicki Cornelius, Joanie Buckley, Carol Elm, Twylite Moore, Jean Webster, Gerald L. Hill, Chad Wilson, Michele Doxtator, Louise Cornelius, Mari Kriescher, Marlene Summers, Wilbert Rentmeester, Mary Cornelissen, Eric Krawczyk, Debbie Danforth, Ravinder Vir, Bruce Danforth, Dennis Johnson;

I. Call to Order and Roll Call by Vice-Chairwoman Melinda J. Danforth at 9:00 a.m.

II. Opening by Councilman Tehassi Hill

A. Recognition of Marjorie "Marj" Stevens and presentation of WISDOT award – Melinda J. Danforth, Vice-Chairwoman

Special recognition by Melinda J. Danforth, Vice-Chairwoman

III. Adopt the agenda

Motion by Lisa Summers to adopt the agenda with one addition (II.A. Recognition of Marjorie "Marj" Stevens and presentation of WISDOT award) and two deletions (VIII.A. Internal Audit – hiring exceptions and XV.C.1. Approve extension of Interim Internal Audit Director), seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

IV. Oaths of Office administered by Secretary Lisa Summers

A. Pow-wow Committee – Vicki Cornelius

B. Oneida Land Claims Commission – Donald McLester

C. Oneida Land Commission – Bart Cornelius

V. Minutes

A. Approve November 26, 2014 regular meeting minutes

Motion by Lisa Summers to approve the November 26, 2014 regular meeting minutes, seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

VI. Resolutions

A. Adopt resolution Public Use of Tribal Land Law Amendments

Sponsor: Brandon Stevens, Councilman

Motion by Jenny Webster to adopt resolution 12-10-14-A Public Use of Tribal Law Amendments, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster

Not Present: Tina Danforth

B. Adopt resolution Office of Special Trustee – Sign Off Authority

Sponsor: Brandon Stevens, Councilman

Motion by Brandon Stevens to adopt resolution 12-10-14-B Office of Special Trustee – Sign Off Authority, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster

Not Present: Tina Danforth

VII. Appointments *(No Requested Action)*

VIII. Continuing Resolution Reports

~~A. Internal Audit – hiring exceptions~~

~~Sponsor: Donna Christenson, Internal Audit Director~~

Item deleted at adoption of agenda.

B. Internal Audit – contracting exception due to regulatory requirement

Sponsor: Donna Christenson, Internal Audit Director

Motion by Lisa Summers to accept the memorandum from Internal Audit dated December 5th regarding contracting exception due to regulatory requirement as FYI, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster

Not Present: Tina Danforth

C. Internal Audit – contracting exception due to Oneida Housing Investigation

Sponsor: Donna Christenson, Internal Audit Director

Motion by Jenny Webster to accept as FYI the contracting exception due to Oneida Housing Investigation, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster

Not Present: Tina Danforth

D. Retail Enterprise – exceptions to resolution 09-24-14-A

Sponsor: Michele Doxtator, Retail Area Profit Manager

Motion by Jenny Webster to accept the Retail Enterprise report as FYI, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster

Not Present: Tina Danforth

E. Gaming – Hiring Status/Activity report

Sponsor: Louise Cornelius, Gaming General Manager

Motion by Fawn Billie to accept the Gaming hiring status/activity report, seconded by Lisa Summers. Motion carried unanimously:

DRAFT

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

IX. Standing Committees

A. Legislative Operating Committee

Sponsor: Councilman Brandon Stevens, Chairman

1. Accept Legislative Operating Committee meeting minutes of November 19, 2014

Motion by Tehassi Hill to accept the Legislative Operating Committee meeting minutes of November 19, 2014, seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

B. Finance Committee

Sponsor: Tribal Treasurer Trish King, Chairwoman

1. Approve Finance Committee meeting minutes of December 1, 2014

Motion by Jenny Webster to approve the Finance Committee meeting minutes of December 1, 2014, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

C. Community Development Planning Committee *(No Requested Action)*

D. Quality of Life *(No Requested Action)*

X. General Tribal Council

A. Petitioners Leah Sue Dodge, Michael T. Debraska, Franklin L. Cornelius and Bradley Graham.: To hold a GTC Meeting to address various Tribal election issues

Sponsor: Lisa Summers, Tribal Secretary

Excerpt from November 26, 2014: *Motion by Jenny Webster to accept legal analysis and to defer the financial analysis to the next regular Business Committee meeting scheduled for December 10, 2014, seconded by Fawn Billie. Motion carried unanimously.*

Excerpt from November 12, 2014: *Motion by Brandon Stevens to accept the legislative analysis of the petition, seconded by Tehassi Hill. Motion carried unanimously.*

Excerpt from October 22, 2014: *Motion by Jenny Webster to accept the update as FYI, seconded by Tehassi Hill. Motion carried unanimously.*

Excerpt from September 10, 2014: *Motion by Melinda J. Danforth to direct the Law, Finance and Legislative Reference offices submit the requested analyses to the Tribal Secretary's office within 45 days, and that a progress report be submitted in 30 days, seconded by Lisa Summers. Motion carried unanimously.*

Motion by Lisa Summers to accept the financial analysis, to defer this item to the first Business Committee work meeting in January, and to direct the Tribal Secretary to determine the next available GTC meeting date where the petition can be considered, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

B. Petitioner Gina Powless: To create a support system of paralegals, advocates and attorneys to assist and advocate for Oneida enrolled Tribal Members that are engaged in any case with Oneida Judiciary.

Sponsor: Lisa Summers, Tribal Secretary

DRAFT

Excerpt from November 26, 2014: *Motion by Jenny Webster to accept legislative analysis and to accept financial analysis status report as FYI, seconded by Lisa Summers. Motion carried unanimously.*
Excerpt from October 8, 2014: *Motion by Lisa Summers to direct the Law, Finance and Legislative Reference Offices submit the requested analyses to the Tribal Secretary's office within 45 days, and that a progress report be submitted in 30 days.*

Motion by Tehassi Hill to accept the update as FYI, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

C. Petitioner Michelle Danforth: To change the Oneida Constitution and By-Laws in regards to membership

Sponsor: Lisa Summers, Tribal Secretary

Excerpt from November 12, 2014: *Motion by Melinda J. Danforth to accept the update as information and to direct the Tribal Secretary to provide a final recommendation on this item at the December 10, 2014, Business Committee meeting, seconded by Jenny Webster. Motion carried unanimously.*
Excerpt from October 22, 2014: *Motion by Melinda J. Danforth to accept the legislative, fiscal and legal analyses as provided for this petition and direct the Tribal Secretary to provide an update at the next Business Committee meeting on the update of the conversation with the petitioner, seconded by Tehassi Hill. Motion carried unanimously.*
Excerpt from October 8, 2014: *Motion by Trish King to defer Michelle Danforth's Petition to change the Oneida Constitution and By-Laws in regards to membership to the next regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.*
Excerpt from September 24, 2014: *Motion by Fawn Billie to defer Michelle Danforth's Petition to change the Oneida Constitution and By-Laws in regards to membership to the next regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.*
Excerpt from August 13, 2014: *Motion by Vince DelaRosa to accept the petition and send it on for the appropriate analyses to be completed and to come back to the Business Committee in 30 days, seconded by Melinda J. Danforth. Motion carried unanimously.*

Motion by Jenny Webster to accept the update as information and direct the Tribal Secretary to bring back the final recommendation when it is ready, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

D. Petitioner Madelyn Genskow: Request Saturday meeting to address 5 resolutions

Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to accept the verified petition submitted by Madelyn Genskow, to send the petition to the Law, Finance and Legislative Reference offices to begin work on the appropriate analyses, and that a progress report be submitted in 30 days, seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

E. Petitioner Yvonne Metivier: Raise employee salaries 99 cents for those under $65,000 and no layoffs

Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to accept the verified petition submitted by Yvonne Metivier, to send the petition to the Law, Finance and Legislative Reference offices to begin work on the appropriate analyses, and that a progress report be submitted in 30 days, seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

XI. Unfinished Business *(No Requested Action)*

XII. Tabled Business *(No Requested Action)*

A. Approve reorganization of Environmental, Health & Safety Division, Division of Land Management and Housing

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Excerpt from November 26, 2014: *Motion by Jenny Webster to table this item, seconded by Brandon Stevens. Motion carried unanimously.*

Excerpt from September 10, 2014: *Motion by Lisa Summers to defer the Update on reorganization of Environmental, Health & Safety Division, Division of Land Management and Housing to a work meeting of the Business Committee scheduled for Thursday, September 25, seconded by Jenny Webster. Motion carried unanimously.*

Excerpt from August 13, 2014: *Motion by Vince DelaRosa to defer update on reorganization of Environmental, Health & Safety Division, Division of Land Management and Housing to the new council for their consideration, seconded by Tina Danforth. Motion carried with one opposed.*

XIII. New Business

A. Communication plan for four Strategic Directions

Sponsor: Trish King, Tribal Treasurer

1. **Advancing Onʌyoteʔa·ká Principles**
2. **Committing to Build a Responsible Nation**
3. **Implementing "Good Governance" Processes**
4. **Creating a Positive Organizational Culture**

Motion by Lisa Summers accept the memorandum as information, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

B. Approve capital expenditure exception for Cannery dehydrator

Sponsor: Joanie Buckley, Division Director/Internal Services

Motion by Jenny Webster to approve the exception to the continuing resolution BC-09-24-14-A for the purchase of a dehydrator for the Cannery using 100% grant funding, seconded by Trish King. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth

Councilman Brandon Stevens is excused at 9:46 a.m.

C. Approve conceptual development of Adolescent Wellness Center

Sponsor: Jenny Webster, Councilwoman

Motion by Lisa Summers to approve supporting the conceptual development of the Adolescent Wellness Center with Jenny Webster as the primary contact and Lisa Summers as alternate contact, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth, Brandon Stevens

D. Approve Oneida Business Committee and Oneida Trust/Enrollment Committee Memorandum of Agreement

Sponsor: Brandon Stevens, Councilman

Motion by Lisa Summers to defer the Memorandum of Agreement to the Joint Business and Trust/Enrollment Committee meeting scheduled for December 16, 2014, and for the agreement to come back when it is finalized, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth, Brandon Stevens

DRAFT

E. Approve Wisconsin State – Department of Transportation Wetland Mitigation Bank Site Intergovernmental and Limited Waiver of Sovereign Immunity #2014-1336

Sponsor: Patrick Pelky, Division Director/EHS

Motion by Tehassi Hill to approve the Wisconsin State – Department of Transportation Wetland Mitigation Bank Site Intergovernmental agreement, seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth, Brandon Stevens

Chairwoman Tina Danforth arrives at 10:00 a.m. and assumes responsibilities of the Chair.

Motion by Tehassi Hill to approve the Limited Waiver of Sovereign Immunity #2014-1336 as part of the intergovernmental agreement, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

XIV. Travel

A. Travel Reports ***(No Requested Action)***

B. Travel Requests

1. Business Committee – MAST Impact Week – Washington, DC, March 8-11, 2015

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Melinda Danforth to approve the travel request for the Chairwoman, Councilwoman Jenny Webster and Councilwoman Fawn Billie to attend MAST Impact Week – Washington, DC, March 8-11, 2015, travel request, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

2. Appeals Commission – WI Tribal Judges Association quarterly meeting – Milwaukee, WI, January 8-9, 2015

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Lisa Summers to approve the request for two travelers to attend the WI Tribal Judges Association quarterly meeting – Milwaukee, WI, January 8-9, 2015, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

3. Judiciary – WI Tribal Judges Association quarterly meeting – Milwaukee, WI, January 8-9, 2015

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Melinda J. Danforth to approve the request for three travelers to attend the WI Tribal Judges Association quarterly meeting – Milwaukee, WI, January 8-9, 2015, seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

XV. Executive Session

A. Executive Session Meeting Minutes of December 9, 2014

Present: Chairwoman Tina Danforth, Vice-Chairwoman Melinda J. Danforth, Treasurer Trish King, Secretary Lisa Summers, Council members Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster;
Others Present: Jo Anne House, Wilbert Rentmeester;

DRAFT

1. **Call to order** by Chairwoman Tina Danforth at 9:00 a.m.

2. **Adopt the agenda**

Motion by Fawn Billie to adopt the agenda with XV.F.1. being addressed third, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster

3. **Executive discussion**

Motion by Tehassi Hill to go into executive session at 9:04 a.m., seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster

Treasurer Trish King is excused at 11:49 a.m.

Consensus to break at 12:13 p.m. and to reconvene at 1:30 p.m.

Executive session called back into order at 1:36 p.m. by Chairwoman Tina Danforth.

Council members Fawn Billie, Brandon Stevens and Trish King are not present.

Councilwoman Fawn Billie arrives at 1:38 p.m.
Councilman Brandon Stevens arrives at 1:42 p.m.
Treasurer Trish King arrives at 1:43 p.m.

Treasurer Trish King is excused at 2:10 p.m.

Motion by Brandon Stevens to go come out of executive session at 4:28 p.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Trish King

4. **Adjourn**

Motion by Melinda J. Danforth to adjourn at 4:28 p.m., seconded by Fawn Billie. Motion carried unanimously:

Ayes: Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Trish King

B. <u>Reports</u>

1. **Oneida Total Integrated Enterprises** – Butch Rentmeester, Chairman
   Excerpt from November 26, 2014: *Motion by Fawn Billie to defer the Oneida Total Integrated Enterprises report and the Oneida Engineering, Science, & Construction LLC report to the December 10 regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously*.

Motion by Tehassi Hill to accept the Oneida Total Integrated Enterprises report, seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

2. **Oneida Engineering, Science, & Construction LLC** – Jacquelyn Zalim, Chairwoman
   Excerpt from November 26, 2014: *Motion by Fawn Billie to defer the Oneida Total Integrated Enterprises report and the Oneida Engineering, Science, & Construction LLC report to the December 10 regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously*.

Motion by Lisa Summers to accept the Oneida Engineering, Science, & Construction LLC report, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

3. **Oneida Seven Generations Corporation** – Gene Keluche, Sagestone Management LLC

Motion by Tehassi Hill to accept the Oneida Seven Generations Corporation report, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

4. **Chief Counsel report** – Jo Anne House, Chief Counsel

Motion by Melinda J. Danforth to accept the Chief Counsel report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

Motion by Melinda J. Danforth to approve the third amendment to the attorney contract with Rebecca Webster, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

5. **Officers' report** – Melinda J. Danforth, Tribal Vice Chairwoman

Motion by Tehassi Hill to accept the Officers' report and to follow the requested actions outlined in the report, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

C. <u>Audit Committee</u>

~~**1. Approve extension of Interim Internal Audit Director**~~
~~Sponsor: Councilman Tehassi Hill, Chairman~~

Item deleted at adoption of agenda.

D. <u>Unfinished Business</u>

1. **Approve Limited Waiver of Sovereign Immunity for A&L Mini-Storage Contract #2014-1000**
   Sponsor: Tina Danforth, Tribal Chairwoman
   Excerpt from November 26, 2014: *Motion by Fawn Billie to defer the Limited Waiver of Sovereign Immunity for A&L Mini-Storage Contract #2014-1000 to the December 10 regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Melinda J. Danforth to deny the contract, per the recommendation from Intergovernmental Affairs and Communications, and that payment be made on any outstanding balance, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

E. <u>Tabled Business</u> ***(No Requested Action)***

1. **Compensation Adjustment Issue**
   Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman
   Excerpt from November 26, 2014: *Motion by Lisa Summers to table this item, seconded by Tehassi Hill. Motion carried unanimously.*

Excerpt from November 12, 2014: *Motion by Tehassi Hill to defer this item to the next regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

F. New Business

1. Finalize FY-2015 budget

Sponsor: Trish King, Tribal Treasurer

Motion by Melinda J. Danforth to defer this item to the special Business Committee meeting scheduled for Friday, December 12, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

Motion by Melinda J. Danforth to recess and return at 1:30 p.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

Called to order at 1:32 p.m. by Chairwoman Tina Danforth.

Councilman Brandon Stevens is not present.

XVI. Reports *(This section of the agenda is scheduled to begin at 1:30 p.m.)*

A. Operational Reports

1. Comprehensive Health Division quarterly report

Sponsor: Debbie Danforth, Division Director/Operations and Dr. Ravi Vir, Division Director/Medical

Motion by Lisa Summers to accept the Comprehensive Health Division quarterly report, seconded by Trish King. Motion carried unanimously:

Ayes: Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Trish King, Brandon Stevens

B. Corporate Reports

1. Oneida Total Integrated Enterprises – Butch Rentmeester, Chairman

Liaison: Tehassi Hill, Councilman

Excerpt from November 26, 2014: *Motion by Fawn Billie to defer the Oneida Total Integrated Enterprises report to the December 10 regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Melinda J. Danforth to accept the Oneida Total Integrated Enterprises report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Trish King, Brandon Stevens

2. Oneida Engineering, Science, & Construction LLC – Jacquelyn Zalim, Chairwoman

Liaison: Tehassi Hill, Councilman

Excerpt from November 26, 2014: *Motion by Lisa Summers to defer the Oneida Engineering, Science, & Construction LLC report to the December 10 regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Jenny Webster to accept the Oneida Engineering, Science, & Construction LLC report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

C. Boards Committees and Commissions

DRAFT

1. **South Eastern Oneida Tribal Services Advisory Board** – Pamela Ninham, Chairwoman ***(No Report Submitted)***

   Liaison: Tina Danforth, Tribal Chairwoman

   Excerpt from November 26, 2014: (1) *Motion by Jenny Webster to continue to halt any and all stipends to the South Eastern Oneida Tribal Services Advisory Board until the delinquent report is submitted to the Business Committee and accepted by the Business Committee and for the Tribal Chairwoman Tina Danforth, liaison to the SEOTS Advisory Board, to notify the SEOTS Advisory Board of their delinquent report again, seconded by Lisa Summers. Motion carried unanimously.* ***(2)*** *Amendment to main motion by Lisa Summers to request the liaison to the SEOTS Advisory Board send written notice to the SEOTS Advisory Board, letting the board know that it fails to be in compliance for the third time, the Business Committee will consider further action, seconded by Trish King. Motion carried unanimously.*

   Excerpt from November 12, 2014: *Motion by Jenny Webster to continue to halt any and all stipends to the South Eastern Oneida Tribal Services Advisory Board until the delinquent report is submitted to the Business Committee and accepted by the Business Committee, seconded by Trish King. Motion carried unanimously.*

   Excerpt from October 22, 2014: (1) *Motion by Jenny Webster halt any and all stipends to the South Eastern Oneida Tribal Services Advisory Board until the delinquent report is submitted to the Business Committee and accepted by the Business Committee, seconded by Lisa Summers. Motion carried unanimously.* ***(2)*** *Motion by Lisa Summers to direct the Tribal Chairwoman Tina Danforth, liaison to the SEOTS Advisory Board, to notify the SEOTS Advisory Board of their delinquent report and ask that the report is submitted for the next Business Committee agenda, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Jenny Webster that if a report is not submitted by the January 6th deadline next month, then we move forward with the dissolution of this board, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes:	Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present:	Brandon Stevens
For the record:	Melinda J. Danforth stated the SEOTS board has been notified since November[1] that their report has been delinquent. The Business Committee has sent several correspondences notifying them of the delinquent report and we did indicate in the last correspondence that dissolution of the board would be considered by the Committee and therefore we are going to move forward. There have been attendance problems as well as quorum issues and reporting issues from the SEOTS board for the past few years. I think it's time to evaluate whether or not this board is absolutely necessary.

2. **Oneida Child Protective Board** – Lois Strong, Chairwoman

   Liaison: Lisa Summers, Tribal Secretary

Motion by Melinda J. Danforth to accept the Oneida Child Protective Board report, seconded by Fawn Billie. Motion carried unanimously:

Ayes:	Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present:	Brandon Stevens

3. **Anna John Resident Centered Care Community Board** – Carol Elm, Chairwoman

   Liaison: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Lisa Summers to accept the Anna John Resident Centered Care Community Board report, seconded by Jenny Webster. Motion carried unanimously:

Ayes:	Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present:	Brandon Stevens

[1] For clarification, communication regarding the delinquent report has been occurring with the SEOTS Advisory Board since October 2014.

4. **Oneida Nation Commission on Aging** – Wesley Martin Jr., Chairman
   Liaison: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Melinda J. Danforth to accept the Oneida Nation Commission on Aging report, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

XVII. Adjourn

Motion by Fawn Billie to adjourn at 2:43 p.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda Danforth, Tehassi Hill, Jenny Webster
Not Present: Brandon Stevens

Minutes prepared by Lisa Liggins, Executive Assistant
Minutes approved as presented/corrected on _____.

_____
Lisa Summers, Tribal Secretary
ONEIDA BUSINESS COMMITTEE

DRAFT

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Approve December 12, 2014 special meeting minutes

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Approve December 12, 2014 special meeting minutes

3. Justification

Why BC action is required (see instructions):

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. December 12, 2014 special meeting minutes
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above):

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Business Committee

Special Meeting
9 a.m. Friday, Dec. 12, 2014
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes – DRAFT

Present: Vice-Chairwoman Melinda J. Danforth, Treasurer Trish King, Secretary Lisa Summers, Council members Fawn Billie, Tehassi Hill, Jenny Webster;
Not Present: Chairwoman Tina Danforth, Council member Brandon Stevens;
Others present: Troy Parr, Ralinda Ninham Lambries, Michele Doxtator, Pat Pelky, Larry Barton;

I. Call to Order and Roll Call by Vice-Chairwoman Melinda J. Danforth at 9:04 a.m.

II. Opening

III. Adopt the agenda

Motion by Lisa Summers to adopt the agenda as presented, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Tehassi Hill, Jenny Webster
Not Present: Tina Danforth, Brandon Stevens

Councilman Brandon Stevens arrives at 9:07 a.m.
Chairwoman Tina Danforth arrives at 9:12 a.m. and assumes responsibilities of the Chair.

IV. New Business

A. Approve proposed FY-2015 budget for GTC consideration

Sponsor: Trish King, Tribal Treasurer

Motion by Lisa Summers to approve the FY-2015 budget packet for the January 19, 2015, General Tribal Council meeting with the noted grammatical changes and adding the required OTIE financials into the reporting section, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster

V. Executive Session

A. New Business

1. Internal Services Division Complaint

Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to go into executive session at 10:12 a.m., seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster

Treasurer Trish King is excused at 10:12 a.m.

Motion by Brandon Stevens to come out of executive session at 10:35 a.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Trish King

Motion by Brandon Stevens to accept the Officers' recommendations in the December 11, 2014, report and to direct the Officers to follow through with the recommendations within the next week, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Trish King

VI. Adjourn

Motion by Lisa Summers to adjourn at 10:36 a.m., seconded by Tehassi Hill. Motion carried unanimously:
Ayes: Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Trish King

Minutes prepared by Lisa Liggins, Executive Assistant
Minutes approved as presented/corrected on _____.

_____
Lisa Summers, Tribal Secretary
ONEIDA BUSINESS COMMITTEE

DRAFT

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Approve December 19, 2014 special meeting minutes

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Approve December 19, 2014 special meeting minutes

3. Justification

Why BC action is required (see instructions):

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. December 19, 2014 special meeting minutes
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above):

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Business Committee

Special Meeting
2 p.m. Friday, Dec. 19, 2014
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes - DRAFT

Present: Chairwoman Tina Danforth, Treasurer Trish King, Council members Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster;
Not Present: Vice-Chairwoman Melinda J. Danforth, Secretary Lisa Summers;
Others present: Misty Jordan, Jenni Anderson, Lee Thomas, Chad Fuss, RaLinda Ninham Lamberies, Louis Cornelius, Racquel Hill;

I. Call to Order and Roll Call by Chairwoman Tina Danforth at 2:06 p.m.

II. Opening by Councilman Tehassi Hill

III. Adopt the agenda

Motion by Brandon Stevens to adopt the agenda as presented, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Melinda J. Danforth, Lisa Summers

IV. Resolutions

A. Adopt resolution Rules of Appellate Procedure Emergency Amendments
Sponsor: Brandon Stevens, Council Member

Motion by Brandon Stevens to adopt resolution 12-19-14-A Rules of Appellate Procedure Emergency Amendments, seconded by Jenny Webster. Motion carried unanimously:

Ayes: Trish King, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Melinda J. Danforth, Lisa Summers

V. Executive Session

A. <u>Audit Committee</u>

1. Approve 2014 Year-end audited financial statements presented by BDO USA auditors
Sponsor: Councilman Tehassi Hill, Chairman

Motion by Tehassi Hill to go into executive session at 2:22 p.m., seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Melinda J. Danforth, Lisa Summers

Vice-Chairwoman Melinda J. Danforth arrives at 2:23 p.m.

Motion by Tehassi Hill to come out of executive session at 3:05 p.m., seconded by Trish King. Motion carried unanimously:

Ayes: Trish King, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Lisa Summers

Motion by Jenny Webster to approve the 2014 Year-end audited financial statements presented by BDO USA auditors, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Lisa Summers

ii. Approve the GTC annual presentation material

Sponsor: Councilman Tehassi Hill, Chairman

Motion by Jenny Webster to approve the GTC audit presentation PowerPoint, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Trish King, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Lisa Summers

B. New Business

1. Appeals Commission Decision in BC Vacancy Special Election Case

Sponsor: Jo Anne House, Chief Counsel

Motion by Brandon Stevens to approve the special election date of January 10, 2015, with the final report coming to the Business Committee on January 28, 2015, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Lisa Summers

VI. Adjourn

Motion by Trish King to adjourn at 3:08 p.m., seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Lisa Summers

Minutes prepared by Lisa Liggins, Executive Assistant
Minutes approved as presented/corrected on _____.

_____
Lisa Summers, Tribal Secretary
ONEIDA BUSINESS COMMITTEE

DRAFT

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Resolution

Agenda item title (see instructions):

Amendments of BC Resolution # BC-9-25-81: Oneida Child Protective Board Ordinance

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Adopt the resolution which amends BC Resolution 9-25-81 regarding appeals of the Oneida Child Protective Board decisions

3. **Justification**

Why BC action is required (see instructions):

This is amending a prior BC resolution.

4. **Supporting Materials** Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☒ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Statement of Effect
2.
3.
4.

☒ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin

Oneidas bringing several hundred bags of corn to Washington' s starving army at Valley Forge, after the colonists had consistently refused to aid them.

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possble.

BC Resolution _____
Amendment of BC Resolution # BC-9-25-81: Oneida Child Protective Board Ordinance

WHEREAS, the Oneida Tribe of Indians of Wisconsin is a federally recognized Indian government and a treaty Tribe recognized by the laws of the United States of America; and

WHEREAS, the Oneida General Tribal Council is the duly recognized governing body of the Oneida Tribe of Indians of Wisconsin; and

WHEREAS, the Oneida Business Committee has been delegated the authority of Article IV, Section 1 of the Oneida Constitution by the Oneida General Tribal Council; and

WHEREAS, the Oneida Business Committee on September 25, 1981 passed a resolution entitled Oneida Child Protective Board Ordinance, which has not previously been amended or repealed; and

WHEREAS, the September 25, 1981 resolution delegated the powers conferred upon the Tribe by the Congress of the United States under the Indian Child Welfare Act to the Oneida Child Protective Board; and

WHEREAS, the September 25, 1981 resolution, in the second "be it enacted" paragraph, appears to delegate appeals of decisions of the Oneida Child Protective Board to be heard by the Oneida Business Committee, and if a person continues to be dissatisfied, then an appeal can be made to the General Tribal Council; and

WHEREAS, the current Oneida Business Committee recognizes that a Tribal judicial system is now in place and is the more appropriate forum to handle such appeals.

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee hereby amends Resolution # BC-9-25-1981 to require that all appeals of decisions of the Oneida Child Protective Board be filed with the Tribe's Court of Appeals of the Judiciary pursuant to its rules of Appellate Procedure.

Oneida Tribe of Indians of Wisconsin
Legislative Reference Office

Lynn A. Franzmeier, Staff Attorney
Taniquelle J. Thurner, Legislative Analyst
Candice E. Skenandore, Legislative Analyst

P.O. Box 365
Oneida, WI 54155
(920) 869-4376
(800) 236-2214
https://oneida-nsn.gov/Laws

Statement of Effect

Amendment of BC Resolution # BC-9-25-81: Oneida Child Protective Board Ordinance

Summary

This Resolution amends the "Oneida Child Protective Board Ordinance" Resolution which was adopted by the Oneida Business Committee on September 25, 1981. These amendments now identify the Tribe's Court of Appeals as the entity responsible for hearing appeals of decisions made by Oneida Child Protective Board.

Submitted by: Lynn A Franzmeier, Staff Attorney, Legislative Reference Office

Analysis from Legislative Reference Office

On September 25, 1981, the Oneida Business Committee adopted the "Oneida Child Protective Board Ordinance" Resolution. The 1981 Resolution delegated all the authorities and responsibilities conferred upon the Oneida Tribe by Congress under the Indian Child Welfare Act to the Oneida Child Protective Board. The Oneida Child Protective Board was directed to administer those authorities and responsibilities pursuant to the Indian Child Welfare Act and the Rules and Regulations promulgated under that Act. In addition, the 1981 Resolution directed that appeals from the Oneida Child Protective Board (Board) should be heard by the Oneida Business Committee and if the person is not satisfied with the Oneida Business Committee's decision, he/she can appeal to the General Tribal Council. No records have been found that show the Oneida Business Committee or General Tribal Council heard an appeal of a Board decision from 1981 to 1991.

In 1991, General Tribal Council adopted the Administrative Procedures Act (APA), and the addendum to the APA, which created the Oneida Appeals Commission to hear appeals under the jurisdiction of the Tribe. In addition, the Bylaws of the Oneida Child Protective Board direct that appeals from actions of the Board regarding an Indian Child Welfare matter or child care provider certification hearing be made to the Oneida Appeals Commission. On January 7, 2013, General Tribal Council adopted the Judiciary Law, which created a Trial Court and Court of Appeals. These courts will replace the Oneida Appeals Commission effective March 1, 2015. Adoption of the proposed Resolution would update the appeals process contained within the 1981 Resolution and require all appeals of decisions made by the Oneida Child Protective Board be filed with the Tribe's Court of Appeals, pursuant to the Rules of Appellate Procedure. These amendments are consistent with how appeals stemming from other Tribal Boards, Committees or Commissions are handled in accordance with the Judiciary Law.

Conclusion

This Resolution does not conflict with any Tribal laws.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Oneida Library Board Appointment

Action requested (choose one)

☐ Information only

☒ Action - please describe:

BC approval to appoint Bridget John to the Oneida Library Board.

3. **Justification**

Why BC action is required (see instructions):

According to the Comprehensive Policy Governing Boards, Committees and Commissions, Article VI. Appointed Positions, c. "forward choice of applicants to all Council members prior to appointment."

4. **Supporting Materials**

Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Oneida Tribe of Indians of Wisconsin
BUSINESS COMMITTEE

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

MEMORANDUM

TO: Oneida Business Committee

FROM: Chairwoman Tina Danforth CSD

DATE: December 16, 2014

RE: Oneida Library Board

There were four (4) applicants for one (1) vacancy on the Oneida Library Board. The applicants were Patricia Powless, Bridget John, Sandra Reveles, and Carol Elm.

All of the candidates are qualified to serve. In accordance with Article VI., Section 6-2(c) of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Bridget John be appointed to serve on the Oneida Library Board.

Thank You.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Anna John Resident Centered Care Community Board

Action requested (choose one)

☐ Information only

☒ Action - please describe:

BC approval to appoint Tracy Smith and Carol Elm to the Anna John Resident Centered Care Community Board.

3. **Justification**

Why BC action is required (see instructions):

According to the Comprehensive Policy Governing Boards, Committees and Commissions, Article VI. Appointed Positions, c. "forward choice of applicants to all Council members prior to appointment."

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Oneida Tribe of Indians of Wisconsin
BUSINESS COMMITTEE

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

MEMORANDUM

TO: Oneida Business Committee

FROM: Chairwoman Tina Danforth CSD

DATE: December 16, 2014

RE: Anna John Resident Centered Care Community Board

There were three (3) applicants for two (2) vacancies on the Anna John Nursing Home Board. The applicants were Dorothy Skenandore, Tracy Smith and Carol Elm.

All of the candidates are qualified to serve. In accordance with Article VI., Section 6-2(c) of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Tracy Smith and Carol Elm be appointed to serve on the Anna John Resident Centered Care Community Board.

Thank You.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Pardon and Forgiveness Screening Committee

Action requested (choose one)

☐ Information only

☒ Action - please describe:

BC approval to appoint Patricia Powless as the Community Member, Nathalie Benton as an alternate and Jeanette Archiquette-Ninham as the Elder Community Member.

3. **Justification**

Why BC action is required (see instructions):

According to the Comprehensive Policy Governing Boards, Committees and Commissions, Article VI. Appointed Positions, c. "forward choice of applicants to all Council members prior to appointment."

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Oneida Tribe of Indians of Wisconsin
BUSINESS COMMITTEE

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

MEMORANDUM

TO: Oneida Business Committee

FROM: Chairwoman Tina Danforth

DATE: December 16, 2014

RE: Pardon and Forgiveness Screening Committee

There were three (3) applicants for four (4) vacancies on the Pardon and Forgiveness Screening Committee. The applicants were Patricia Powless, Nathalie Benton, and Jeanette Archiquette-Ninham.

All of the candidates are qualified to serve. In accordance with Article VI., Section 6-2(c) of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Patricia Powless be appointed to serve as the Community Member and Nathalie Benton be appointed to serve as an alternate. I also recommend Jeanette Archiquette-Ninham be appointed to serve as the Elder Community Member on the Pardon and Forgiveness Screening Committee.

With these appointments there is still one (1) Elder Community Member alternate position available. I further recommend this vacancy be posted.

Thank You.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Oneida Personnel Commission Appointment

Action requested (choose one)

☐ Information only

☒ Action - please describe:

BC approval to appoint Patricia Powless to the Oneida Personnel Commission.

3. **Justification**

Why BC action is required (see instructions):

According to the Comprehensive Policy Governing Boards, Committees and Commissions, Article VI. Appointed Positions, c. "forward choice of applicants to all Council members prior to appointment."

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin
BUSINESS COMMITTEE

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

MEMORANDUM

TO: Oneida Business Committee

FROM: Chairwoman Tina Danforth CSD

DATE: December 16, 2014

RE: Oneida Personnel Commission

There were five (5) applicants for one (1) vacancy on the Oneida Personnel Commission. The applicants were Dakota Webster, Patricia Powless, Stacey Nieto, Laura Cornelius, Chris Cornelius.

All of the candidates are qualified to serve. In accordance with Article VI., Section 6-2(c) of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Patricia Powless be appointed to serve on the Oneida Personnel Commission.

Thank You.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Oneida Nation Veterans Affairs Committee (ONVAC) Appointment

Action requested (choose one)

☐ Information only

☒ Action - please describe:

BC approval to appoint Nathan Smith to the Oneida Nation Veterans Affairs Committee (ONVAC).

3. **Justification**

Why BC action is required (see instructions):

According to the Comprehensive Policy Governing Boards, Committees and Commissions, Article VI. Appointed Positions, c. "forward choice of applicants to all Council members prior to appointment."

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Oneida Tribe of Indians of Wisconsin

BUSINESS COMMITTEE

P.O. Box 365 • Oneida, WI 54155

Telephone: 920-869-4364 • Fax: 920-869-4040

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

MEMORANDUM

TO: Oneida Business Committee

FROM: Chairwoman Tina Danforth CSD

DATE: January 5, 2015

RE: Oneida Nation Veterans Affairs Committee

There was one (1) applicant for one (1) vacancy on the Oneida Nation Veteran Affairs Committee (ONVAC). The applicant was Nathan Smith.

The candidate is qualified to serve. In accordance with Article VI., Section 6-2(c) of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Nathan Smith be appointed to serve on the Oneida Nation Veterans Affairs Committee.

Thank You.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Oneida Pow Wow Committee Appointment

Action requested (choose one)

☐ Information only

☒ Action - please describe:

BC approval to appoint Rosa Laster, Tonya Webster and Jeremy King to the Oneida Pow Wow Committee.

3. **Justification**

Why BC action is required (see instructions):

According to the Comprehensive Policy Governing Boards, Committees and Commissions, Article VI. Appointed Positions, c. "forward choice of applicants to all Council members prior to appointment."

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Oneida Tribe of Indians of Wisconsin
BUSINESS COMMITTEE

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

MEMORANDUM

TO: Oneida Business Committee

FROM: Chairwoman Tina Danforth CSD

DATE: January 5, 2015

RE: Oneida Pow Wow Committee

There were three (3) applicants for three (3) vacancies on the Oneida Pow Wow Committee. The applicants were Rosa Laster, Tonya Webster and Jeremy King.

All of the candidates are qualified to serve. In accordance with Article VI., Section 6-2(c) of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Rosa Laster, Tonya Webster and Jeremy King be appointed to serve on the Oneida Pow Wow Committee.

Thank You.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Oneida Library Board Appointment

Action requested (choose one)

☐ Information only

☒ Action - please describe:

BC approval to appoint Kitty Melchert to the Oneida Library Board.

3. **Justification**

Why BC action is required (see instructions):

According to the Comprehensive Policy Governing Boards, Committees and Commissions, Article VI. Appointed Positions, c. "forward choice of applicants to all Council members prior to appointment."

4. **Supporting Materials**

Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1.
2.
3.
4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

Oneida Tribe of Indians of Wisconsin

BUSINESS COMMITTEE

P.O. Box 365 • Oneida, WI 54155

Telephone: 920-869-4364 • Fax: 920-869-4040

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

MEMORANDUM

TO: Oneida Business Committee

FROM: Chairwoman Tina Danforth CSD

DATE: January 5, 2015

RE: Oneida Library Board

There was one (1) applicant for one (1) vacancy on the Oneida Library Board. The applicant was Kitty Melchert.

The candidate is qualified to serve. In accordance with Article VI., Section 6-2(c) of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Kitty Melchert be appointed to serve on the Oneida Library Board.

Thank You.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

SEOTS Board Appointments

Action requested (choose one)

☐ Information only

☒ Action - please describe:

BC approval to appoint Christina Cottrell, Linda Langen, and James Flores to the SEOTS Board

3. **Justification**

Why BC action is required (see instructions):

According to the Comprehensive Policy Governing Boards, Committees and Commissions, Article VI. Appointed Positions, c. "forward choice of applicants to all Council members prior to appointment."

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin

BUSINESS COMMITTEE

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

MEMORANDUM

TO: Oneida Business Committee

FROM: Chairwoman Tina Danforth CSD

DATE: January 6, 2015

RE: SEOTS Board Appointments

There were five (5) applicants for three (3) vacancies on the SEOTS Board. The applicants were Christina Cottrell, Linda Langen, Kathleen Thomas, Carol Wenzel, and James Flores.

All of the candidates are qualified to serve. In accordance with Article VI., Section 6-2(c) of the Comprehensive Policy Governing Boards, Committees and Commissions, I recommend Christina Cottrell, Linda Langen, and James Flores be appointed to serve on the SEOTS Board.

Thank You.

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Follow Up

Agenda item title (see instructions):

Rescind motion to appoint to Corinna Charles to the Oneida School Board

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Rescind motion to appoint to Corinna Charles to the Oneida School Board

3. Justification

Why BC action is required (see instructions):

BC made the original appointment

4. Supporting Materials

Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above): _____

Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____

Name, Title / Dept.

Additional signature (as needed): _____

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin
BUSINESS COMMITTEE

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

MEMORANDUM

DATE: January 6, 2015

TO: Lisa Summers, Tribal Secretary

FROM: Kathleen M. Metoxen, Executive Tribal Clerk

SUBJECT: Oneida School Board vacancy

This memo is to let you know what happen with the Oneida School Board vacancy. I posted for the Oneida School Board vacancy per the Board's request. I had it put in the October 2, 2014 issue with the deadline of November 7, 2014. I got one (1) application and gave the application to Chairwoman Tina Danforth for her recommendation on November 14, 2014. She put her recommendation on the November 26, 2014 Business Committee agenda meeting.

At the meeting of November 26, 2014 the Business Committee made the motion to appointment the applicant but after the meeting it was brought to my attention that the applicant had a conflict of interest and that the Oneida School Board makes the appointment not the Tribal Chairwoman or the Business Committee per their by-laws.

I checked with the Oneida School Board to see if this was correct and it was per their by-laws. So I reposted the vacancy per the Board's request again and will forward any applications that come in to the Oneida School for their appointment. I posted it in the December 11, 2014 issue with the deadline of January 9, 2015.

My request is for the Business Committee to rescind their motion from the November 26, 2014 Business Committee meeting.

Not Present: Melinda J. Danforth

E. Oneida Engineering, Science, & Construction LLC – Jacquelyn Zalim, Chairwoman
Motion by Lisa Summers to defer the Oneida Engineering, Science, & Construction LLC report to the December 10 regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Melinda J. Danforth

IX. Boards Committees and Commissions

A. Appointments

Sponsor: Tina Danforth, Tribal Chairwoman

1. Appoint Vicki Cornelius to the Oneida Pow-Wow Committee

Motion by Lisa Summers to appoint Vicki Cornelius to the Oneida Pow-Wow Committee, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Melinda J. Danforth

2. Appoint Bart Cornelius to the Oneida Land Commission

Motion by Jenny Webster to appoint Bart Cornelius to the Oneida Land Commission, seconded by Trish King. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Melinda J. Danforth

3. Appoint Donald McLester to the Oneida Land Claims Commission

Motion by Jenny Webster to appoint Donald McLester to the Oneida Land Claims Commission, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Melinda J. Danforth

4. Appoint Corinna Charles to the Oneida Nation School Board

Motion by Fawn Billie to appoint Corinna Charles to the Oneida Nation School Board, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Brandon Stevens, Tehassi Hill, Jenny Webster
Not Present: Melinda J. Danforth

B. Quarterly Reports

1. South Eastern Oneida Tribal Services Advisory Board – Pamela Ninham, Chairwoman *(No Report Submitted)*

Liaison: Tina Danforth, Tribal Chairwoman

Excerpt from November 12, 2014: *Motion by Jenny Webster to continue to halt any and all stipends to the South Eastern Oneida Tribal Services Advisory Board until the delinquent report is submitted to the Business Committee and accepted by the Business Committee, seconded by Trish King. Motion carried unanimously.*

Excerpt from October 22, 2014: (1) *Motion by Jenny Webster halt any and all stipends to the South Eastern Oneida Tribal Services Advisory Board until the delinquent report is submitted to the Business Committee and accepted by the Business Committee, seconded by Lisa Summers. Motion carried unanimously.* ***(2)*** *Motion by Lisa Summers to direct the Tribal Chairwoman Tina Danforth, liaison to the SEOTS Advisory Board, to notify the SEOTS Advisory Board of their delinquent report and ask that the report is submitted for the next Business Committee agenda, seconded by Tehassi Hill. Motion carried unanimously.*

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 1 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Report

Agenda item title (see instructions):

Continuing Resolution Reports

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Approve Report

3. Justification

Why BC action is required (see instructions):

Reporting of any expenditures are outlined in Continuing Resolution 09-27-14-A.

4. Supporting Materials

Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. November Exception to Resolution 09-27-14-A
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Michele Doxtator, Division Director/Retail

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin – Oneida Retail Enterprise

Interoffice

MEMORANDUM

[redacted]

To: Oneida Business Committee
From: Michele Doxtator, Retail Area Profit Manager
Date: December 18, 2014
Subject: November Exception to Resolution 09-24-14-A

The external and internal Operational Expenses for each of the Retail Enterprise's business units were reviewed to assure compliance with the Continuing Resolution 09-27-14-A.

For the month of November the Operating Expenses (personnel costs not included) were $189,229 compared to the FY14 November budget of $282,447 a difference of $93,218.

The following Business Units were in compliance with the 25% reduction in expenses as required in the Continuing Resolution 09-27-14-A.

Oneida Retail Administration
Oneida One Stop Westwind
Oneida One Stop E&EE
Oneida One Stop Packerland
Oneida Smokeshop Casino
Oneida Smokeshop Bingo
Oneida Smokeshop Isbell

The following Business Units were not in compliance with the 25% reduction in expenses as required in the Continuing Resolution 09-27-14-A.

Oneida One Stop 54
Oneida Casino Travel Center
Oneida One Stop Larsen
Oneida Market

Operational Expenses

A summary of the findings by individual business units are in the tables below, expenses that are are not in compliance of Continuing Resolution 09-27-14-A are highlighted in **RED**:

Retail Administration – November is within the required 25% reduction of FY14 Budget.

Administration	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$2,023	$3,259	$2,444
Internal Expenses	$408	$750	$563
Total	$2,431	$4,009	$3,007

Westwind - November is within the required 25% reduction of FY14 Budget.

Westwind	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$29,728	$50,285	$37,714
Internal Expenses	$1,533	$2,762	$2,072
Total	$31,261	$53,047	$39,785

54 –November Internal expenses were more than the 25% reduction of the FY 14 budget by $113, due to:

Occupancy costs increased by $317

54	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$13,241	$22,154	$16,616
Internal Expenses	**$1,308**	$1,594	$1,196
Total	$14,549	$23,748	$17,811

EEE – November is within the required 25% reduction of FY14 Budget.

E&EE	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$11,677	$18,590	$13,943
Internal Expenses	$934	$1,311	$983
Total	$12,611	$19,901	$14,926

Oneida Casino Travel Center – November Internal Expenses were more than the 25% reduction of the FY14 Budget by $16 due to the following:

Supplies overspent by $381
Uniforms savings of $144
Promotions savings of $286

Travel Center	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$19,530	$26,846	$20,135
Internal Expenses	**$443**	$569	$427
Total	$19,973	$27,415	$20,561

Packerland - November is within the required 25% reduction of FY14 Budget.

Packerland	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$30,337	$46,802	$35,102
Internal Expenses	$777	$5,038	$3,779
Total	$31,114	$51,840	$38,880

Larsen – November External Expenses were more than the 25% reduction of the FY14 Budget by $5,002 due to the following:

Supplies overspent by $1,657
Licenses & Fees overspent by $1,292
Insurance overspent by $308

November Internal Expenses were more than the 25% reduction of the FY14 Budget by $6,443 due to the following:

Occupancy overspent by $6,426. The lease rate was amended to include repayment of the purchase of the land plus property taxes. The Budget for FY reflects the correct amount.

Larsen	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	**$33,700**	$38,264	$28,698
Internal Expenses	**$21,141**	$19,598	$14,699
Total	**$54,841**	$57,862	$43,397

Casino - November is within the required 25% reduction of FY14 Budget.

Casino	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$4,158	$7,455	$5,591
Internal Expenses	$1,069	$1,460	$1,095
Total	$5,227	$8,915	$6,686

Bingo - November is within the required 25% reduction of FY14 Budget.

Bingo	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$2,717	$5,367	$4,025
Internal Expenses	$415	$705	$529
Total	$3,132	$6,072	$4,554

Isbell - November is within the required 25% reduction of FY14 Budget.

Isbell	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$8,999	$19,108	$14,331
Internal Expenses	$2,013	$3,039	$2,279
Total	$11,012	$22,147	$16,610

Oneida Market - November Internal Expenses were more than the 25% reduction of the FY14 Budget by $417 due to:

Supplies overspent by $892
Promotions savings of $528

Oneida Market	FY15 Actual	FY14 Budget	25% of FY14 Budget
External Expenses	$2,089	$6,728	$5,046
Internal Expenses	**$989**	$763	$573
Total	$3,078	$7,491	$5,618

Hiring Freeze

Oneida Retail work force is based on seasonal business/operating needs. During the winter months there are a reduced number of employees required to staff all of the stores based on business needs. There are 105 Oneida Retail Employees: Eighty Five (85) Associates and Senior Associates; Eleven (11) Location Managers, Assistant Location Managers and Supervisors; and nine (9) Retail Administration Employees. In November there were three (3) Associate separations and five (5) Associates hired.

The Natural Health Retail Supervisor positon for the Oneida Market was filled on a permanent basis through a reassignment in November. The person reassigned had been filling the vacant positon on an interim basis.

The hiring of Retail Associates has been an issue – taking up to three and four weeks to hire. According to HRD hiring is an issue because applicants have not wanted to accept an Emergency Temporary employment.

Planning Note: Oneida Retail begins hiring for the summer season in March/April to have enough trained staff to cover the daily shifts and vacation requests.

Overtime

A total of 196.25 hours were paid out in overtime for the month of November for a cost of $2,020.96 (does not include fringe). The total payroll for the month of November Retail was $292,689 compared to prior year of $304,848.

Week Ending 11.1.14

DIVISION:	Enterprise	Week Ending 11.01.14							
DEPARTMENT NAME:	Retail								
Location	Job Position	Duties	Wage Scale	.T. Hou	H S R *	Justification	r Alter nativ	Explain Not Utilized	What is the cost of
Westw ind	Retail Associate	Retail Associate	NE03	2.25	R	Mandatory Training -Resp. Bev. Serv	N	Required Training	$20.34
Westw ind	Retail Associate	Retail Associate	NE03	1.75		w orked for call in 10/26/14	N	See Comment	$15.82
54	Retail Associate	Retail Associate	NE03	4.50		w orked for callin on 10/30/14	N	See Comment	$40.68
67	Retail Associate	Retail Associate	NE03	7.50		Covered for call in & open shift due approved vac	N	See Comment	$67.80
Packerland	Retail Associate	Retail Associate	NE03	3.75		Covered shift for emp. Atteding training	N	See Comment	$41.29
Packerland	Retail Associate	Retail Associate	NE03	0.75		Worked late to help cover & late out punches	N	See Comment	$9.98
Packerland	Assistant Location Mgr	Supervision/Customer Ser.	NE09	1.50		Inventory, complete procurement, Assist w /breaks	N	See Comment	$22.02
OCTC	Assistant Location Mgr	Supervision/Customer Ser.	NE09	2.00		Worked on 11/1/14 due to call in	N	See Comment	$36.38
Larsen	Retail Associate	Retail Associate	NE03	6.25	R	Mandatory Trng & covred open shift due to apprv va	N	See Comment	$56.50
Casino	Retail Associate	Retail Associate	NE03	4.25	R	Mandatory Training & covered open shift	N	See Comment	$36.55
Bingo	Retail Associate	Retail Associate	NE03	5.00		w orked for call in 10/28/14	N	See Comment	$59.80
Isbell	Retail Associate	Retail Associate	NE03	1.50		Closer complete closing duties - Early punch in/out.	N	See Comment	$12.90
Isbell	Retail Associate	Retail Associate	NE03	1.00		Closer complete closing duties - Early punch in/out.	N	See Comment	$8.60
Isbell	Assistant Location Mgr	Supervision/Customer Ser.	NE09	3.75		Inventory	N		$55.09
Market	Retail Associate	Retail Associate	NE03	1.75		Staffing shortage	N	See Comment	$17.13
	Department A TOTAL			47.50					$500.88

H-Health, R-Regulatory, S-Safety

Week Ending 11.08.14

DIVISION:	Enterprise	Week Ending 11.8.14							
DEPARTMENT NAME:	Retail								
Location	Job Position	Duties	Wage Scale	O.T. Hours	H S R *	Justification	Alternatives Y or N	Explain Not Utilized	What is the cost of
Westwind	Retail Associate	Retail Associate	NE03	0.50		Worked open shift due to employee separation	N	See Comment	$4.52
Westwind	Retail Associate	Retail Associate	NE03	0.25		Worked open shift due to employee separation	N	See Comment	$2.15
Westwind	Assistant Location Mgr	Supervision/Customer Ser.	NE09	0.75		Worked for call in on 11/3/14	N	See Comment	$11.22
54	Retail Associate	Retail Associate	NE03	7.00		Wrk. Shift for ill emp.; wrkd xtra staff shortage	N	See Comment	$60.20
EEE	Retail Associate	Retail Associate	NE03	1.75		Covered shift due to emp. Vacation 11/2/14	N	See Comment	$15.82
EEE	Retail Associate	Retail Associate	NE03	4.25		Covered shift due to emp. Vacation 11/3/14	N	See Comment	$52.19
Packerland	Retail Associate	Retail Associate	NE03	6.25		covered shift due to call in on 11/2 & 11/3, 2014	N	See Comment	$68.81
Packerland	Assistant Location Mgr	Supervision/Customer Ser.	NE09	2.50		Short staffed, inventory, procurement	N	See Comment	$36.73
OCTC	Retail Associate	Retail Associate	NE03	2.50		Started early - misread schedule	N	See Comment	$22.60
OCTC	Retail Associate	Retail Associate	NE03	0.75		Covered shift due to emp. Vacation 11/8/14	N	See Comment	$7.34
Larsen	Retail Associate	Retail Associate	NE03	2.75		covered shift for call in due to funeral 11/3/14	N	See Comment	$23.65
Larsen	Assistant Location Mgr	Supervision/Customer Ser.	NE09	1.50		Completed back office/paperwork. Punched in early	N	See Comment	$22.04
Casino	Retail Associate	Retail Associate	NE03	16.25		Covered open shifts on 11/2/14 & 11/4	N	See Comment	$146.90
ADMIN	POS Assistant	POS Assistant	NE09	1.50		On call - 11/2/14	N	See Comment	$24.96
	Department A TOTAL			48.50					$499.13

H-Health, R-Regulatory, S-Safety

Week Ending 11.15.14

DIVISION:	Enterprise	Week Ending November 15, 2014							
DEPARTMENT NAME:	Retail								
Location	Job Position	Duties	Wage Scale	O.T. Hours	H S R *	Justification	r Alternativ	Explain Not Utilized	What is the cost of
Westwind	Retail Associate	Retail Associate	NE03	3.00		worked part of an open shift due to staff shortage	N	See Comment	$27.12
54	Retail Associate	Retail Associate	NE03	3.50		covered open shift due to staff shortage	N	See Comment	$31.64
54	Retail Associate	Retail Associate	NE03	8.50		Worked late to assist with coverage for call in	N	See Comment	$73.10
54	Retail Associate	Retail Associate	NE03	3.25		Scheduled to cover shift due to emp. vacation	N	See Comment	$29.38
EEE	Retail Associate	Retail Associate	NE03	1.50		Worked extra shifts due to call ins	N	See Comment	$13.56
EEE	Retail Associate	Retail Associate	NE03	10.00		Covered shift due to emp. vacation & call ins	N	See Comment	$122.80
Packerland	Retail Associate	Retail Associate	NE03	4.00		Worked extra shifts due to call ins	N	See Comment	$44.04
Larsen	Retail Associate	Retail Associate	NE03	0.25		punched in early on 11/10/14	N	See Comment	$3.30
OCTC	Retail Associate	Retail Associate	NE03	0.50		Worked late because store was busy	N	See Comment	$4.52
Bingo	Retail Associate	Retail Associate	NE03	4.00		worked for emp. call in 11/14/14	N	See Comment	$36.16
ISBELL	Retail Associate	Retail Associate	NE03	2.00		Worked late to assist with coverage for call in	N	See Comment	$20.50
ISBELL	Retail Associate	Retail Associate	NE03	2.50		Scheduled to cover shift due to emp. vacation	N	See Comment	$24.55
ISBELL	Retail Associate	Retail Associate	NE03	0.75		Scheduled to cover shift due to emp. vacation	N	See Comment	$10.27
Casino	Retail Associate	Retail Associate	NE03	13.50		Covered open shifts & Call In	N	See Comment	$122.04
Casino	Retail Associate	Retail Associate	NE03	2.00		covered open shift due to staff shortage	N	See Comment	$19.64
Market	Retail Associate	Retail Associate	NE03	1.00		Staffing shortage	N	See Comment	$9.79
	Department A TOTAL			60.25					$592.41

H-Health, R-Regulatory, S-Safety

Week Ending 11.22.14

DIVISION:	Enterprise	Week Ending 11.22.14							
DEPARTMENT NAME:	Retail								
Location	Job Position	Duties	Wage Scale	O.T. Hours	H S R *	Justification	er Alte rnat	Explain Not Utilized	What is the cost of
Westw ind	Assistant Location Mgr	Supervision/Customer Ser.	NE09	1.25		Additoinal Coverage - Manager on vacation	N	See Comment	$18.36
54	Retail Associate	Retail Associate	NE03	3.75		covered forcall in on 11/17/14 at WW	N	See Comment	$32.25
54	Retail Associate	Retail Associate	NE03	2.75		Covered shift due to emp. vacation		See Comment	$24.86
EEE	Assistant Location Mgr	Supervision/Customer Ser.	NE09	3.50		covered nc/ns on 11/16, open store on 11/20	N	See Comment	$63.67
Packerland	Retail Associate	Retail Associate	NE03	0.75		Covered shift due to emp. vacation & call ins	N	See Comment	$8.26
Packerland	Retail Associate	Retail Associate	NE03	0.25		Late out punch on 11/21	N	See Comment	$2.15
Larsen	Assistant Location Mgr	Supervision/Customer Ser.	NE09	0.25		w orked for call in on 11/20/14	N	See Comment	$3.67
OCTC	Retail Associate	Retail Associate	NE03	2.50		Covered open shift at 54 on 11/17/14	N	See Comment	$22.60
Casino	Retail Associate	Retail Associate	NE03	7.75		covered open shift due to staff shortage	N	See Comment	$70.06
	Department A TOTAL			22.75					$245.88

H-Health, R-Regulatory, S-Safety.

Week Ending 11.29.14

DIVISION:	Enterprise								
DEPARTMENT NAME:	Retail								
Location	Job Position	Duties	Wage Scale	O.T. Hours	H S R *	Justification	Alterna tives Y or N	Explain Not Utilized	What is the cost of
54	Retail Associate	Retail Associate	NE03	4.50		w orked for call in on 11/24 & early punch in 11/28	N	See Comment	$38.70
54	Retail Associate	Retail Associate	NE03	3.25		Covered shift due to emp. vacation 11/27	N	See Comment	$29.38
EEE	Retail Associate	Retail Associate	NE03	8.25		Covered shift due to emp. vacation & resignation	N	See Comment	$99.66
Packerland	Retail Associate	Retail Associate	NE03	0.75		Covered shift due to emp. vacation at 54 on 11/25/14	N	See Comment	$8.26
Packerland	Retail Associate	Retail Associate	NE03	0.50		Late out punches on 11/25 & 11/26, 2014	N	See Comment	$6.66
	Department A TOTAL			17.25					$182.66

Should you have any questions on the information provided please contact me at your earliest convenience at 496-7301 or mdoxtat3@oneidanation.org

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Finance Committee

Agenda item title (see instructions):

FC Meeting Minutes of 01/05/15 & FC E-Poll Approving Minutes

Action requested (choose one)

☐ Information only

☒ Action - please describe:

OBC Approval of minutes

3. Justification

Why BC action is required (see instructions):

The Finance Committee is Standing Committee of the OBC

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. FC Meeting Minutes of 01/05/15
2. FC E-Poll Approving 01/05/15 Minutes
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Trish King, Tribal Treasurer

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin

Finance Administration
Phone: 920- 869-4325
FAO@oneidanation.org

MEMORANDUM

TO: Finance Committee
Oneida Business Committee

FR: Denise Vigue, Executive Assistant-Finance

DT: January 6, 2015

RE: **E-Poll Results of: FC Meeting Minutes of January 5, 2015**

An E-Poll vote of the Finance Committee was conducted on Jan. 5, 2015 and completed today to approve the Jan. 5, 2015 Finance Committee meeting minutes. The results of the completed E-Poll are as follows:

E-POLL RESULTS:

There was a Majority 5 YES votes from Larry Barton, Wesley Martin, Jennifer Webster, Chad Fuss, and Fawn Billie to approve the January 5, 2015 Finance Committee Meeting Minutes.

These minutes will be placed on the next BC agenda of January 14, 2015 for approval and the next Finance Committee agenda of January 19, 2015 to accept this E-Poll action.

Yawʌko

ONEIDA FINANCE COMMITTEE

January 5, 2015

Business Committee Executive Conference Room

REGULAR MEETING MINUTES

Members Present:

Trish King, Treasurer/FC Chair
Jenny Webster, BC Council Member
Chad Fuss, Gaming GM
Larry Barton, CFO/FC Vice-Chair
Fawn Billie, BC Council Member
Wesley Martin, Community Elder Member

Members Excused: Patrick Stensloff, Purchasing Director

Others Present: Nicole Rommel, Jeff Scofield, Paul Witek, Sam VanDen Heuvel, Mike Showers, David Emerson, Terry Cornelius, Matt Denny, Mark Powless and Denise Vigue, FC Recording Secretary

I. **Call to Order:** The Finance Committee meeting was called to order by the Chair at 10:00 A.M.

II. **Approval of the Agenda:** Motion by Larry Barton to approve the January 5, 2015 Finance Committee agenda with two ADD On requests under New Business. Seconded by Fawn Billie. Motion carried unanimously.

III. **Approval of the Minutes:**

1. **December 1, 2014 (Approved via E-Poll on 12/02/14):**

Motion by Chad Fuss to ratify the E-poll action of Dec. 2, 2014 approving the Finance Committee meeting minutes of Dec. 1, 2014. Seconded by Jennifer Webster. Motion carried unanimously.

IV. **Tabled Business:**

1. **NATOW Coffee Table Book Project**
   Cristina Danforth, Chairwoman

Motion by Jennifer Webster to remove from the table for discussion. Seconded by Wesley Martin. Motion carried unanimously.

Joanie Buckley was present to provide information on Joint Marketing's past involvement with this project; she noted that she has a contract, but there are no signatures yet in March she received a past due notice; in discussions with vendor he indicated Oneida would be included whether Oneida pays anything or not; vendor could not produce a signed contract either; from a Joint Marketing perspective this would not be marketing item but is more of a political showcase; so in discussions with the BC in the past she agreed Joint Marketing could pay half; but BC never took any formal action so she did not put in budget. There was discussion about no understanding of a payment or indication from any tribal entity in Oneida that agreed to a payment or a signed contract; and due to that should not be considered.

Motion by Jennifer Webster to deny the payment for the NATOW Coffee Table Book Project as there is no signed contract or understanding that the tribe would provide funds. Seconded by Wesley Martin. Motion carried unanimously.

V. **Capital Expenditures:** No requests submitted

VI. **Casino Expansion Project:**

1. **Miron Construction Draw #15 (Main) & #15-A (WMSC)**
   Wayne Metoxen, Project Manager

Paul Witek was present to provide updates for these draw requests. Most of work completed, still have small retainage for work to complete after MIS completes their work. There was discussion on project costs, retainage, and close outs.

Motion by Jennifer Webster to approve the Miron Construction draw request #15 for the Main Casino in the amount of $139,234.28 and for draw request #15-A for the West Mason Street Casino in the amount of $77,956.69. Seconded by Larry Barton. Motion carried unanimously.

VII. New Business:

1. Advanced Asbestos –Change Order #1
Sam Vanden Heuvel, Project Manager

Sam Vanden Heuvel explained this change order is for added asbestos removal that was found only after demolition of the tribal building. Everything has been removed and demolition completed.

Motion by Jennifer Webster to approve Change order #1 with Advanced Asbestos in the amount of $6,050.00. Seconded by Fawn Billie. Motion carried unanimously.

2. AgDirect Contract Renewal-Tractor Lease
Jeff Scofield, AgDirector

Jeff Scofield and RaLinda Ninham-Lamberies were present to provide details of this extension of lease agreement for the tractor. Discussion of lease verses purchase, the bid process, and possible cost fluctuations in years two and three.

Motion by Jennifer Webster to approve the three year contract for the lease of the tractor for the Farm and for the Purchase Order for FY2015 in the amount of $53,692.96. Seconded by Wesley Martin. Motion carried unanimously.

3. ADD ON: Tilth Agronomy Group Contract
Jeff Scofield, AgDirector

Jeff Scofield summarized; this is a three year consultant contract with Tilth Agronomy Group for services related to crop agronomics. There was discussion about yearly costs, inclusion of other tribal programs, and nature of consultation.

Motion by Fawn Billie to approve this three year contract and the Purchase Order for FY2015 payment in the amount of $52,580.00. Seconded by Jennifer Webster. Motion carried unanimously.

4. WI Label Corp DBA Slot Tickets- PO
David Emerson, Gaming Slots Director

Dave Emerson was present to explain request; every two years this service is bid out for the paper tickets used in the slot machines, this was the lowest bid; Gaming has worked with this vendor in the past and found them to be very reliable.

Motion by Fawn Billie to approve the Purchase Order for FY2015 for slot tickets from Wisconsin Label Corporation, DBA in the amount of $136,800.00. Seconded by Jennifer Webster. Motion carried unanimously.

5. Triad Construction – SEOTS Community Center
Michael Showers, Project Manager

Michael Showers provided details of the SEOTS Community Center progress; they are currently on schedule; doors, windows, wall, electrical, plumbing done; some painting electrical services and HVAC to do; this is the first pay application that is for payment through November 30th.

Motion by Larry Barton to approve payment to Triad Construction for construction work on the SEOTS Community Center in the amount of $134,376.55. Seconded by Chad Fuss. Motion carried unanimously.

6. ADD ON: JDW Construction -2nd Amendment
Nicole Rommel, DOLM

Nicole Rommel explained this is the second amendment within this contract and will be for work on 10 Dream Homes; this is a new process for DOLM that would in the past purchase homes and sell

"as is" now they are completing work on homes to make move in ready; they will be working with the OHA; currently DOLM has 16 vacant homes; 1 closing in 2 weeks, 3 already worked on. Discussion on costs and the Committee requested identification of the homes (addresses), Nicole will send.

Motion by Jennifer Webster to approve the second amendment to the JDW Construction contract increasing the total contract amount to $100,000.00. Seconded by Fawn Billie. Motion carried unanimously.

7. Callan Associates, Quarterly Report (P.E. 9/30/14)
Terry Cornelius, Chief Financial Advisor

Terry Cornelius provided booklets from Callan and provided an extensive update on the investment update for period ending Sept. 30, 2014. Included in the update was an overview of performance analytics and benchmarks investment managers were compared against. Terry noted these investment funds are tribal set asides and reserved for specific purposes and not general reserve funds. The update also does not include those investments that are overseen by the Trust Committee /Department. Terry also explained the September report will always be on target due to the per capita flush that is pulled from six of the managers who then settle trades, raise cash and transfer money to bank for per capita payment; after that they rebalance; Terry also detailed the 3 year averages of all the managers and provided details of Request for Proposal for one of the tribal investment managers. The Committee thanked Terry for his detailed update report.

Motion by Wesley Martin to accept the Callan Associates quarterly financial report for the period ending September 30, 2014. Seconded by Jennifer Webster. Motion carried unanimously.

VIII. Executive Session: No requests submitted

IX. Community Fund:

1. Seymour Lightning Strikes Volleyball Club fees

Motion by Jennifer Webster to approve the Seymour Lightning Strikes Volleyball club fees for the daughter of the requestor in the amount of $370.00. Seconded by Larry Barton. Motion carried unanimously.

2. Oneida Falling Leaves 4-H Club – Ed. Farm

Motion by Larry Barton to approve the Oneida Falling Leaves 4-H Club's request for funding for the educational farm in the amount of $500.00. Seconded by Fawn Billie. Motion carried unanimously.

3. Seymour Lightning Strikes Volleyball Club fees

Motion by Jennifer Webster to approve the Seymour Lightning Strikes Volleyball club fees for the daughter of the requestor in the amount of $388.00. Seconded by Wesley Martin. Motion carried unanimously.

4. Community Fund – 1st Quarter Update Report
Larry Barton, CFO

Motion by Jennifer Webster to accept the Community Fund First Quarter update report. Seconded by Fawn Billie. Motion carried unanimously.

X. Follow Up:

1. Oneida Gaming Commission–Relocation Update
Mark Powless, Oneida Gaming Commission

Mark Powless was present to provide an update to the OGC relocation; after meeting with Jacque Boyle, Paul Witek, and Tim Skenandore the OGC then took a look at the space in the Irene Moore Complex that space is located in the back where the old buffet was; this space will meet their needs and planning will need to begin for construction costs, moving costs and space allocation; currently the HR Gaming staff are at Airview, the OGC would like that staff

to also relocate in this space as they work closely with the OGC; those discussions and the breaking of lease will have to be done in the future. It will take some months to develop all the planning, put out RFP for contractors, meet with all the interested parties, and allocate funds to do this in FY2016 budget, so he is requesting approval of the remainder of the FY2015 lease as the move will not likely take place until next year.

Motion by Larry Barton to approve the remainder of the FY2015 lease payments for OGC with Seven Generations. Seconded by Wesley Martin. Motion carried unanimously.

XI. Thank You and/or FYI:

1. **FYI - Bally – (4) Alpha Pro2 UD video –lease agreement**
   Dave Emerson, Gaming Slots

Motion by Larry Barton to accept as FYI the Bally (4) Alpha Pro2 UD video lease agreement. Seconded by Jennifer Webster. Motion carried unanimously.

XII. Adjourn: Motion by Jennifer Webster to adjourn. Seconded by Chad Fuss. Motion carried unanimously. Meeting ended at 12:12 P.M. The next Finance Committee meeting is scheduled for Monday, January 19, 2015 at 10:00 A.M. in the BC-Executive Conference Room.

Minutes taken and transcribed by:
Denise Vigue, Executive Assistant in Finance
& Finance Committee Recording Secretary

Finance Committee E-Poll Minutes Approval Date: January 6, 2015

Oneida Business Committee FC Minutes Approval Date: _____

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): General Tribal Council

Agenda item title (see instructions):

Petitioner Gina Powless: To create a support system of paralegals, advocates and attorneys

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Accept the legal analysis

3. Justification

Why BC action is required (see instructions):

4. Supporting Materials

Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Legal Analysis
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Memo

To: Oneida Business Committee

From: Lisa Summers, Tribal Secretary

Date: January 6, 2015

Re: Petitioner Gina Powless: To create a support system of paralegals, advocates and attorneys to assist and advocate for Oneida enrolled Tribal Members that are engaged in any case with Oneida Judiciary.

Background

The above referenced petition was submitted to the Tribal Secretary's Office on September 8, 2014, and verified by the Enrollment Department. The petition was submitted to the Business Committee Agenda for the October 8, 2014, meeting.

At the Business Committee Meeting on October 8, 2014, the following action took place: ***Excerpt from October 8, 2014:*** *Motion by Lisa Summers to direct the Law, Finance and Legislative Reference Offices submit the requested analyses to the Tribal Secretary's office within 45 days, and that a progress report be submitted in 30 days.*

At the Business Committee Meeting on November 26, 2014, the following action took place:
Excerpt from November 26, 2014: *Motion by Jenny Webster to accept legislative analysis and to accept financial analysis status report as FYI, seconded by Lisa Summers. Motion carried unanimously.*

At the Business Committee Meeting on December 10, 2014, the following action took place:
Excerpt from December 10, 2014: *Motion by Tehassi Hill to accept the update as FYI, seconded by Fawn Billie. Motion carried unanimously.*

Status

On December 29, 2014, my office has received the legal analysis. The fiscal analysis is in process.

After the fiscal analysis is submitted and accepted by the OBC, the final step will be for the OBC to determine an available date GTC meeting date where the identified petition issues can be addressed.

Requested OBC Action

1. Accept the legal analysis.

JO ANNE HOUSE, PHD
CHIEF COUNSEL
JAMES R. BITTORF
DEPUTY CHIEF COUNSEL
REBECCA M. WEBSTER, PHD
SENIOR STAFF ATTORNEY

ONEIDA LAW OFFICE

N7210 SEMINARY ROAD
P.O. BOX 109
ONEIDA, WISCONSIN 54155

(920) 869-4327 FAX (920) 869-4065

PATRICIA M. STEVENS GARVEY
CAROYL J. LONG
KELLY M. MCANDREWS
MICHELLE L. MAYS

MEMORANDUM

TO: Oneida Business Committee

FROM: Jo Anne House, Chief Counsel

DATE: December 29, 2014

SUBJECT: Opinion – Petition – Powless – Advocates in Oneida Judiciary

---

You have requested a legal opinion regarding the above petition. The Enrollment Department has verified 55 of 56 signatures. The petition contains a request set forth in one sentence.

> "To create a support system of paralegals, advocates and attorneys to assist and advocate for Oneida enrolled tribal members that are engaged in any case with the Oneida Judiciary."

I have reviewed the Legislative Analysis, prior General Tribal Council action regarding employee advocates, the revenue and expenses related to the Legal Resource Center and Wisconsin Judicare, Inc., as well as Tribal laws in order to draft this legal opinion.

General Tribal Council Actions

In early 1994, the General Tribal Council convened to discuss employment complaints arising out of the gaming area. The General Tribal Council appointed a task force to investigate the issues and after a series of meetings, a resolution with several recommendations was proposed. The resolution was adopted by the General Tribal Council at the August 8, 1994, meeting and contained the following directive.

> "Compliance Department to develop a department for employee advocacy for all entities of the Tribe to transfer existing employee advocate positions into the Compliance Department."

There are no other General Tribal Council actions regarding advocacy or advocacy related services.

Employee Advocates

Resolution # GTC-8-8-94-A was implemented and employee advocates were consolidated and provided training within the Compliance Division.[1] This office focused on providing a review of

---

[1] There are employee advocates currently located in the gaming operations whose job title is "Employee Relations." These are personnel that remained from the 1994 directive and whose job duty at that time was described in a report to the General Tribal Council as follows.

the employee's disciplinary action and the related evidence, determining if there were options for an appeal of this discipline, and representing in the Personnel Commission if there were grounds for an appeal. An attorney was hired to assist the advocates and provide legal advice.

The Compliance Department has been re-organized on several occasions and the employee advocates and the attorney eventually became the Legal Resource Center. At some point, the attorney assigned to assist the paralegals advocating for employees began providing legal advice for other non-employment matters in the Oneida Appeals Commission and state courts. Although Tribal members were charged fees for these legal services, it was at a highly subsidized rate covered by significant Tribal contribution. The revenue generated by these services is included in the table below.

Legal Resource Center – Revenues and Tribal Contributions

	2010	2011	2012	2013
Criminal Misdemeanor	$ 1,650.00	$ 3,100.00	$ 1,600.00	$ 5,360.00
Criminal Felony	$ 1,000.00	$ 3,000.00	$ 1,025.00	$ 3,000.00
Will	$ 25.00	$ 50.00	$ 240.00	$ 180.00
Family - Paralegal	$ 275.00	$ 2,350.00	$ 1,975.00	$ 1,600.00
Family - Attorney	$ 2,500.00	$ 2,750.00	$ 3,600.00	$ 2,500.00
Eviction/Foreclosure	$ 250.00	$ 230.00		$ 100.00
Divorce - Attorney	$ 1,500.00			
Pro se Divorce	$ 100.00			
Miscellaneous	$ 360.00	$ 789.00	$ 847.00	$ 2,630.00
Total Revenue	**$ 7,660.00**	**$ 12,269.00**	**$ 9,287.00**	**$ 15,370.00**
Tribal Contribution	$ 369,456.00	$ 374,602.00	$ 379,484.00	$ 369,320.00
Total Budget	$ 377,116.00	$ 386,871.00	$ 388,771.00	$ 384,690.00
$ Allocated to Personnel	$ 300,072.00	$ 313,127.00	$ 322,103.00	$ 319,909.00
% = Revenue/Personnel	3%	4%	3%	5%

The attorney retired in 2014 and the position has not been filled. The paralegals continue to provide advice to employees in employment related matters. The office is renamed "Employee Advocacy" to reflect the narrower focus of the office, The November 2014 quarterly report for the Internal Services Division identified that there were 19 inquiries made regarding employment

"After discussion [with the Ad Hoc Task Force and the Oneida Business Committee] and listening to the intent of the recommendations it appears that the role of employee advocacy is the function that needs to be transferred to the Compliance Division and the Employee Relations position is a support function that should remain in the Gaming HRD scope of responsibility. …Employee Relations staff are needed to facilitate mediation and resolution of issues as the first line of support function. At the point issues appear that they will require further follow up in order to protect the rights and integrity of all parties is the point that employee advocacy would be delegated the role to act in the best interests and on behalf of the employee."

issues and one case went forward to the Personnel Commission. The remainder of the cases was either resolved prior to filing an appeal or no action was taken by the employee. In addition to the employment related calls, the office also received 26 calls related to non-employment legal issues involving name changes, bankruptcy, child support or custody, and probate questions. These were referred to local law offices and other resources.

Similar Legal Services Resource

Legal Services Corporation
The Legal Services Corporation is a federal chartered corporation created by law in 1974. Its purpose is to provide legal aid to "those unable to afford adequate legal counsel," *42 USC 2996(2)*. The corporation is funded by annual appropriations and utilizes these funds to provide grants to state chartered legal aid entities.[2] State chartered legal aid entities are required to agree to the same prohibitions that apply to the Legal Services Corporation in order to receive grant funding. In general, those legal aid entities are prohibited from –

- Participating in lobbying at the local, state or federal level.
- Making contributions to candidates, political parties or referendums.
- Participating in class action suits, appeals, or amicus curiae.
- Participating in criminal proceedings or civil proceedings arising out of matters related to criminal actions.
- Representing legal or illegal aliens.

The most recent annual report from the Legal Services Corporation contains the following facts.

60% of the cases are addressed through providing counsel or limited advice
16% of the cases are addressed through limited legal action

33% of the cases are family matters
- 12% of those are separation/divorce
- 9% of those are custody/visitation

27% of the cases are housing matters
- 15% of those are private landlord-tenant
- 5% of those are related to federally subsidized housing

12% of the cases are income maintenance matters
- 4% of those are related to SSI
- 3% are related to food stamps
- 2% are related to unemployment

11% of the cases are consumer matters
- 5% are collections
- 4% are bankruptcy

3% of all clients are Native American
83% of all clients are between the ages of 18 and 59

[2] In Wisconsin, there are two legal services corporations. Legal Action of Wisconsin, Inc. receives about 42% of its funding from federal grants, or about $3.7 million in 2013. Wisconsin Judicare, Inc. receives about 62% of its funding from federal grants, or about $1 milli0on. The remainder of funding for these corporations is received through donors, state funding, and IOLTA (interest on lawyer trust accounts) funds.

71% of all clients are women
5% of all clients are veterans

83% of cases in which attorneys were involved were provided pro bono

In addition to the above information, the Legal Services Corporation also reported on salary levels within all programs receiving federal funding. These are median and average salaries across all states.[3]

	Median – Avg Salary	Avg Years of Experience	1 Year of Experience	5 Years of Experience
Managing Attorney	$75,000-$75,453	23	$50,005	$55,792
Supervising Attorney	$73,000-$75,256	19	$50,860	$55,735
Staff Attorney	$52,332-$56,032	7	$43,141	$50,629
Paralegal	$39,132-$39,861	15	$27,360	$33,332

Wisconsin Judicare, Inc. – In General
Wisconsin Judicare, Inc. provides legal services to individuals who meet income guidelines and live within specified counties. The legal services provided include – bankruptcy, family law, health, housing, income maintenance, some Indian law issues, Social Security Disability and SSI, tax, and wills. There are limitations on the types of cases Wisconsin Judicare, Inc. may take. Although the legal services are provided with the fees paid by Wisconsin Judicare, Inc., there are some expenses that are covered by the individual.

The client/case load offered through Wisconsin Judicare, Inc., is significantly greater than the client/case load of the Oneida Tribe. However, for reference, a review of the 2012 tax filing for Wisconsin Judicare, Inc. shows the following levels of expenses during a calendar year.

- Compensation to employees related to program services $139,911.00
- Fees paid for legal services related to program services $251,679.00

Wisconsin Judicare, Inc. utilizes outside legal counsel to provide significant legal services. Attorneys charge a reduced rate and many charge off some of the time as pro bono.[4] Cases are authorized up to a specific amount of hours to be completed. In addition, attorneys are not compensated for any work other than the authorized service, even if other matters arise during the course of representation.

In addition, there are some types of cases in which Wisconsin Judicare, Inc. cannot provide representation for which some examples are – class action lawsuits; redistricting activities or litigation; representation in civil litigation or challenging the conditions of incarceration on behalf of an incarcerated person; representation in eviction cases where the client was charged with or convicted of sale, possession, and/or distributing a controlled substance; criminal cases; and juvenile matters.

[3] A review of the tax statements filed by Wisconsin Judicare, Inc. identifies that the salaries are consistent with these salary levels.
[4] There is no requirement that attorneys provide pro bono services. However, there are certain tax benefits to doing so that attorneys and law firms can take advantage of in filing state and federal business taxes. In some circumstances, the benefit may also include building networks and client bases.

Wisconsin Judicare, Inc. – Agreement with Ho-Chunk Nation
Wisconsin Judicare, Inc. and the Ho-Chunk Nation have entered into an agreement to provide services to Tribal members in state and tribal courts. The agreement identified a specific amount of funding provided to Wisconsin Judicare, Inc. which would be placed in a separate fund and utilized to provide legal services by attorneys employed by Wisconsin Judicare, Inc. and by retained law offices and attorneys.

Tribal members were required to meet income eligibility requirements. The agreement placed a maximum income at 200% of federal poverty guidelines. This amount was based on the effect of the per capita payments on the eligibility of Tribal members. The eligibility requirement of the standard program is 125% of federal poverty guidelines. The agreement also limits legal services primarily within the State of Wisconsin. The agreement also places a cap on the cost of any accepted case at $1000.00. Finally, the agreement prohibits some cases from being taken up by Wisconsin Judicare, Inc. which involve primarily cases against or involving the Tribe and family law issues.

The agreement has covered a little over 100 cases in a three year period. Most of the cases are family law and wills. Of the individuals served under the agreement, most clients were single, males and females were equally represented, and all age groups were also equally represented.

Oneida Appeals Commission

While there is no way to identify compensation agreements, there are a number of individuals who have provided representation in the Oneida Appeals Commission and there is no indication that such individuals would not also consider providing representation in the Judiciary. These individuals, excluding an individual appointed as a guardian ad litem, have been both attorneys and lay advocates.

Analysis

There is no requirement for the government to provide legal services on matters which are not criminal matters likely to result in detention. However, the federal government has created a corporation for the purposes of providing legal services to those who cannot afford legal services, i.e., those whose income is below 125% of the federal poverty levels. Today, the Legal Services Corporation provides grants to state legal aid entities which in turn accept restrictions on the types of legal services they can provide.

The Tribe has provided limited services of this type in the past. As identified above, those services were highly subsidized and were limited to the availability or ability of the staff attorney. Unlike legal aid services, there were no pro bono services provided by outside counsel and no income eligibility requirements. For example, Wisconsin Judicare, Inc. provides much of its legal services through outside counsel who are paid a very small fee capped at a specific number of hours. Many attorneys providing services do this on a pro bono basis.

If the Tribe wishes to consider the development of a legal aid entity it would be easier to enter into a contract with Wisconsin Judicare, Inc., similar to that between Wisconsin Judicare, Inc. and the Ho Chunk Nation. This will create an independent entity to confirm eligibility, provide legal services, and reduce overall costs.

If a tribal program is desired, it is recommended that a separate corporate entity be created similar to the legal aid entities described above. Such an entity could be staffed with the following personnel and funding levels based on an employee with five years of experience.

Managing Attorney	$55,792.00
Staff Attorney	$50,629.00
2 Paralegals	$66,664.00
Grant Writer	$40,844.00
Secretary/Clerical	$28,373.00
Estimated Personnel Cost	**$242,302.00**

This staffing level presumes that no outsourcing will occur and that paralegals can also provide a significant level of assistance to clients representing themselves and representing clients in the Judiciary. It is possible that these costs can be reduced by removing a staff attorney position given the case level in the current Oneida Appeals Commission as well as the case level reported in the Wisconsin Judicare, Inc. – Ho Chunk Nation contract. The costs above are related only to staffing and do not include costs associated with employer related taxes and fringe benefits, office space, filing fees, or office supplies.

Conclusion

There is no constitutional requirement for the Tribe to provide legal assistance to persons appearing in the Judiciary. However, if such an action is desired by the General Tribal Council, it is recommended that legal services be provided by an independent entity (such as a Tribal corporate entity set up similar to a legal aid entity) or via contract with existing legal aid services. If this is the direction taken by the General Tribal Council, the following action is recommended –

> Motion to direct the Oneida Business Committee to develop either an independent legal aid entity or to contract with an existing legal aid entity to provide legal services to Tribal members whose income is at or below 125% of federal poverty level and who have cases appearing before the Judiciary.

Such an action would require a two-thirds vote as it will have an impact on the current fiscal year, unless the direction is to begin providing services in the next fiscal year.

If you have further questions, please contact me.

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Follow Up

Agenda item title (see instructions):

Green Bay Film Festival Sponsorship Event

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Requesting approval of the sponsorship of the Green Bay Film Festival scheduled March 6-8, 2015.

3. **Justification**

Why BC action is required (see instructions):

OBC approval is needed due to the Continuing Resolution that is currently in place.

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

JOA 1/6/15

Authorized sponsor (choose one): Joanie Buckley, Division Director/Internal Services

Requestor (if different from above):

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin
Internal Services Division - Administration Office

Memo

To: Oneida Business Committee
From: Joanie Buckley, Director – Internal Services Division
Date: January 6, 2015
Re: Green Bay Film Festival Sponsorship

Approve sponsorships for business purposes
Sponsor: Joanie Buckley, Division Director/Internal Services

1. *Wine and Cheese*
2. *Green Bay Film Festival*

> *Motion by Brandon Stevens to approve the procedural exception to the continuing resolution for the Wine and Cheese event sponsorship and to defer the Green Bay Film Festival sponsorship to a meeting with Joint Marketing for further discussion, seconded by Lisa Summers.*

The above motion was made at the November 26, 2014 Business Committee meeting and the subsequent meeting with Joint Marketing for further discussion on the *Green Bay Film Festival Sponsorship*, along with all Joint Marketing sponsorships in general, was scheduled for Thursday, December 18, 2014. Unfortunately, the meeting had to be canceled and then the holidays began and schedules were limited for rescheduling the meeting.

For this reason, I am requesting reconsideration for approval of the *Green Bay Film Festival Sponsorship* event at the regular session meeting of January 14th in the hopes of this event not being overlooked for consideration before any more time passes and the 3-day film festival event is upon us, March 6-8, 2015.

I have included for your consideration and review a one-page Impact Statement/Return on Investment for the Green Bay Film Festival. If there is additional information I can provide regarding this event, please don't hesitate to contact me and I thank you in advance for your consideration of my approval request.

Attachment (1)

cc: Joint Marketing

Green Bay Film Festival - Impact Statement

Sponsorship: $10,000
Radisson Revenue Return: $8,870

Location of Venue: Radisson Complex currently hosts the event. If Oneida does not sponsor beyond 2015, then the event will move to the KI Center.

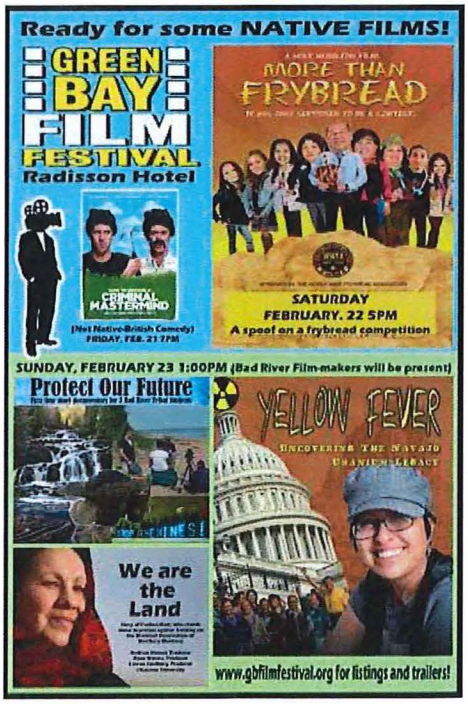
Positive Branding PR for Oneida: Oneida continues to need positive branding and press due to the Seven Gens project not being a success.
Logo Impressions: (Oneida Nation & Radisson Hotel) = 261,391+

Oneida Casino/Radisson Complex: 2014 Attendance: 1,450. The event continues to grow in attendance as the GB area understands what a film festival is and the fact that the Radisson. ***COMING 2015: DISNEY TO RELEASE THE RESTORED: 20,000 LEAGUES UNDER THE SEA TO PREMIERE IN GREEN BAY, WI***. It is important to realize that other casino complexes are engaged in bringing entertainment to their venues to attract visitors. It is everything from musical acts to cage fighting. The film festival brings foot traffic to the Casino/Radisson complex.

Event Creation: The total event Expenses are $29,450 Cash + $24,000 In-kind from North Coast for all event production and the help that Oneida provides. This is a well-organized event with 25 year round volunteers and an additional 30+ during the festival. With minimal money and effort Oneida can capitalize on building an event without expending cash.

Promotion of Native Films: As a requirement of the sponsorship, not only does the Radisson host the event but we require a Native Film Track. During the last film festival, 4 High School youth from the Bad River Chippewa Band came to Oneida with their parents and Patricia Loew PhD – UW-Madison. They presented their film on the controversial mining issue to save their water with a standing ovation. If no sponsorship beyond 2015, then the Native track is not guaranteed to continue.

Networking: Shirley Sneve, Vision Maker Media attended. Vision Maker is a funding source for up in coming film makers. Patricia Loew PhD, is a great resource and grant advisor on Native educational projects. WFRV stepped up beyond the paid commercials, and because of our current relationship to help promote this event.



Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Approval of Gaming Annual Letter to the State information

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Business Committee Approval of Gaming Facilities Compliance inspections to approve Gaming Commission to forward compliance letter to the State of Wisconsin

3. **Justification**

Why BC action is required (see instructions):

Regulatory compliance of Gaming Compact

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.
2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one):

Requestor (if different from above): Troy D. Parr AIA, Assistant Development Division Director

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin

ZONING DEPARTMENT

Location:
N7332 Water Circle Place
Oneida, WI 54155

Office: (920) 869-1600

Mailing Address:
P.O. Box 365
Oneida, WI 54155-0365

Toll Free: (800) 236-2868
Fax: (920) 869-1610

To: Oneida Business Committee
Oneida Gaming Commission

From: Troy D. Parr, AIA, LEED AP-BD+C – Zoning Administrator,
Assistant Development Division Director – Development Branch
Larry J. Cornelius – Senior Inspector / Fire Inspector

Subject: Compliance Inspection of Gaming Facilities

Date: November 4, 2014

In accordance with Article XIV, PUBLIC HEALTH AND SAFETY of the ONEIDA TRIBE / STATE GAMING COMPACT and WI STATS. 101.14 – Oneida Gaming Facilities have been found to be in substantial compliance with Tribal and State Codes in place for the protection of Public Health, Safety and Welfare.

Based on periodic and regularly scheduled semi-annual inspections, made within the past 12 months, at the facilities by Tribal Staff from DPW, Engineering, Zoning, Fire Inspectors, (SPS 314.01 (1)); the facilities are in substantial compliance as of November 4, 2014 based on inspection by Larry J. Cornelius – Oneida Zoning, Troy D. Parr, AIA – Development Division, Green Bay Fire Department, Town of Oneida Fire Department and Ashwaubenon Public Safety.

Items noted on the attached reports needing immediate attention, as they are life/safety issues, have been corrected.

Respectfully Submitted,

Troy D. Parr, AIA	10320-05	Registered Architect – State of Wisconsin
	30231682	American Institute of Architects – Architect Member
	1072082	WI Commercial Building Inspector, UDC Construction/HVAC
	10400571	LEED Accredited Professional – Building Design & Construction
Larry J Cornelius	N36125	Fire Inspector

Cc: Wilbert Rentmeester, P.E. – Development Division Director; file

Oneida Tribe of Indians of Wisconsin

ZONING DEPARTMENT

Location:
N7332 Water Circle Place
Oneida, WI 54155

Office: (920) 869-1600

Mailing Address:
P.O. Box 365
Oneida, WI 54155-0365

Toll Free: (800) 236-2868
Fax: (920) 869-1610

To: Troy D. Parr, AIA, LEED AP-BD+C – Zoning Administrator,
Assistant Development Division Director – Development Branch
Wilbert Rentmeester, P.E. – Development Division Director

Subject: Compliance Inspection of Gaming Facilities

Date: November 4, 2014

Staff from the Oneida Zoning Department, Engineering Department and appropriate serving Fire Departments has inspected the following tribal gaming facilities over the past twelve months for compliance with ARTICLE XIV of the Gaming Compact.

- Grand Casino — 2020 Airport Dr.
- IMAC — 2100 Airport Dr.
- Mason Street Casino — 2514 W Mason St.
- Packerland One Stop / Casino — 3120 S Packerland Dr.
- Hwy 54 One Stop / Casino — 180 State Hwy 54
- Oneida Travel Center — 5939 Old Hwy 29

These inspections include:

- Level II Semi Annual Life / Safety Fire Inspection completed within the last 12 months

A complete packet of each facility is enclosed for your easy reference and review. Upon completion of your review please forward unto the Oneida Business Committee for their review. Upon completion of the BC review and approval please have them forward to the Gaming Commission, the commission will then send a letter to the state.

Respectfully Submitted,

Larry J Cornelius N36125 Senior Inspector / Fire Inspector

Cc: file

2014
COMPLIANCE LETTER TO STATE

Casino Grand
- Fire Alarm
- Fire Inspection
- Generator Report
- Sprinkler Report

Casino West Mason
- Fire Alarm
- Fire Inspection
- Generator Report
- Sprinkler Report

IMAC
- Fire Alarm
- Fire Inspection
- Generator Report (east & west)
- Sprinkler Report

HWY 54
- Fire Inspection

Packerland
- Fire Alarm
- Fire Inspection
- Generator Report
- Sprinkler Report

Travel Center
- Fire Alarm
- Fire Inspection
- Generator Report
- Sprinkler Report
- Annual POWTS Evaluation

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Gaming Capital Expenditure - Pit Table Lifecycle

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Requesting BC approval for the purchase of (30) LCD Monitors from Heartland for $28,696.50 and (19) Casino Arm Assembly from Innovative Office Products for $3,241.35. Both purchases are part of the Pit Table Lifecycle to come out of Gaming MIS Cap Ex Budget.

3. **Justification**

Why BC action is required (see instructions):

Requires Business Committee approval to comply with BC Resolution 09-24-14-A "Continuing Resolution for Fiscal Year 2015" for Capital Expenditures.

4. **Supporting Materials** Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Capital Expenditure Follow Up Memorandum
2.
3.
4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Louise Cornelius, Gaming General Manager

Requestor (if different from above): Chad Fuss, AGM-Finance Chad F 3607

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Memo

To: Business Committee

From: Chad Fuss, Assistant Gaming General Manager- Finance

CC: Louise Cornelius- Gaming General Manager
Larry Barton- Chief Financial Officer
Frank Cornelius- Assistant Gaming General Manager- Operations
Don Dechamps- Manager MIS-Gaming

Date: January 9, 2015

Re: Retro Approval Capital Expenditure Item

The Gaming Division is respectfully requesting Retro-Approval for the purchase of (30) LCD Monitors from Heartland for the amount of $28,696.50 and (19) Casino Arm Assemblies from Innovative Office Products for $3,241.35.

The Gaming Division planned to replace the Monitors during the beginning of Fiscal Year 2015, but delayed due to BC Resolution 09-24-14-A. Currently we do not have any inventory of these monitors as we have utilized our remaining backups during the first quarter of Fiscal Year 2015. We are now running into a situation where Monitors are going down and there are not any replacements. We have had to bring PC's down into the Table Games area for a work around, but this will not work if anymore go down. This situation could potentially not allow us to open some of the games in the Table Games area, which would prohibit us from generating revenue.

The Monitor is what allows us to track all the Cash-Buy In and Player Activity. This information feeds into the Bally System and is utilized for cross checking Cash Buy-In for reasonableness. Table Games also uses this information to determine a players worth, in order to reinvest into the player accordingly.

The Retro-Approval was supported by the Chief Financial Officer as this could prohibit the Gaming Division from generating revenue.

MEMORANDUM

TO: Don DeChamps, MIS Gaming Manager

FROM: S. Jean Schuyler, Chairperson for Capital Expenditure Committee S. Jean Schuyler #232

Date: December 10, 2014

RE: Capital Expenditure Follow Up Memorandum

Following, for your information/action is an excerpt from the Gaming Capital Expenditure Meeting of Tuesday, December 9, 2014. Please remember that it is the Department's responsibility to follow through with any further action as required, i.e. Gaming Commission Approval, Law Office Review, Central Purchasing Approval, Finance Committee Approval, as well as entering any requisitions into the AS400 system, etc.

FOR APPROVAL: GAMING MIS – Don DeChamps
VENDOR: Heartland – Vendor #118967
PURCHASE: (30) Elo 1215L AccuTouch LCD Monitors
(30) Dell Wyse P25 Zero Client w/32 MB Flash and 512 MB RAM
TOTAL COMMITMENT: $27,330.00
EST. SHIPPING COSTS: $1,366.50 (not incl.)
CAP EX LINE ITEM: Pit Table Lifecycle
SSJ: This vendor is considered our sole source for the purchase requested. This vendor provides WSCA pricing. Cost efficient to utilize this vendor.

This is for the pit table lifecycle. There is a tablet at each table and the hardware is starting to fail as it is 6 years old. We have no spares and they are due for a lifecycle. The estimated shipping cost will be added to the total commitment amount for a total cost of $28,696.50.

Chad noted as an FYI any capital expenditure requests have to go the OBC for approval because of the continuing resolution on cost containments.

MOTION BY FRANK CORNELIUS TO APPROVE THE HEARTLAND PURCHASE FOR (30) LCD MONITORS FOR $28,696.50 TO COME OUT OF THE MIS "PIT TABLE LIFECYCLE" CAP EX LINE, SECONDED BY LORNA SKENANDORE, MOTION CARRIED.

FOR APPROVAL: GAMING MIS – Don DeChamps
VENDOR: Innovative Office Products – Vendor #134552
PURCHASE: (19) Casino Arm Assembly

TOTAL COMMITMENT: $3,087.00
EST. SHIPPING COSTS: $154.35 (not incl.)
CAP EX LINE ITEM: Pit Table Lifecycle
SSJ: Cost efficient and quality of service. This vendor has supplied this equipment in previous purchases.

This is part of the pit table lifecycle. The arm is a component to the tablet that holds the tablet in place. The gas chambers on the arms are shot and are 12 years old. The estimated shipping cost will be added to the total commitment amount for a total cost of $3,241.35.

There was question on why there were (30) LCD monitors and only (19) casino arm assembly's and the reason was they currently have arms stored at the warehouse, so only (19) are needed.

MOTION BY FRANK CORNELIUS TO APPROVE THE (19) CASINO ARM ASSEMBLY FOR THE AMOUNT OF $3,241.35 TO COME OUT OF THE MIS "PIT TABLE LIFECYCLE" CAP EX LINE, SECONDED BY TIM SKENANDORE, MOTION CARRIED.

If you have any questions, please feel free to call.

JS/cec

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Approve Complaint Process for Direct Reports to the Business Committee SOP

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Approve Complaint Process for Direct Reports to the Business Committee SOP

3. Justification

Why BC action is required (see instructions):

BC SOPs require BC approval

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Complaint SOP
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above): _____

Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____

Name, Title / Dept.

Additional signature (as needed): _____

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Memo

To: Oneida Business Committee

From: Lisa Summers, Tribal Secretary **LMS** (ES)

Date: January 6, 2015

Re: Complaint Procedure for Direct Reports to Oneida Business Committee

---

This memorandum serves as a request for the Oneida Business Committee (OBC) to approve the attached standard operating procedure (SOP) titled "Complaint Process for Direct Reports to the Business Committee."

Background

One of the many areas considered by the OBC upon taking office in this term was to ensure the infrastructure components of our responsibilities were addressed and completed. One of the many infrastructure pieces needed for the OBC is to have standard operating procedures in place which identify the processes the OBC will utilize to carry out our supervisory responsibilities in a systematic and consistent manner which aligns with tribal policy or law.

The SOP provided for your consideration identifies the process the OBC will utilize when complaints are submitted to us which relate to the individuals who are identified as our direct report positions. This SOP aligns with the Oneida's approved Personnel Policies and Procedures; it was reviewed and agreed upon by us during the December 5, 2014 OBC work meeting. A list of current OBC Direct Reports can be found on at G:\Business Committee\Direct Reports to BC\List of Direct Reports.

For your convenience, I have included a copy of the SOP. Please let me know if you have any questions. I can be reached at ext. 4478.

Requested Action

1. Motion to adopt the Oneida Business Committee Standard Operating Procedure titled "Complaint Process for Direct Reports to the Business Committee," and

2. Direct the Tribal Secretary to communicate this information to the OBC Direct Reports and the Human Resources Department.

cc: File

ONEIDA TRIBE OF WISCONSIN	TITLE: Complaint Process for Direct Reports to the Business Committee	Date: 11-26-12 Revision Date: 10/29/14 Effective Date:
***DIVISION*:** Non-Divisional	APPROVED BY: *Oneida Business Committee* See Attached OBC Meeting Minutes	DATE:
***DEPARTMENT*: Oneida Business Committee**	APPROVED BY:	DATE:
AUTHOR: Melinda J. Danforth	APPROVED BY:	DATE:
PAGE NO: 1 of 4 PRD #: Assigned by PRO	REVIEWED BY: *Compliance Review Team*	DATE:

1.0 PURPOSE

To create a standardized process for handling complaints for employees who are direct reports to the Oneida Business Committee (OBC) and are not Business Committee staff, nor Political Appointees.

This procedure is in alignment with the Oneida Personnel Policies and Procedures, OBC Resolution # 10-22-14-B and is a predecessor to the procedures "Disciplinary Process for Direct Reports to the Business Committee".

2.0 DEFINITIONS

2.1 Direct Reports: An Employee of the Oneida Tribe who reports directly to the Business Committee as defined in resolution BC-10-22-14-B, "Setting Supervision and Management of Direct Reports to OBC."

2.2 Oneida Business Committee Officers: Shall mean the Chairperson, Vice Chairperson, Treasurer, and Secretary.

2.3 Political Appointee: A full or part-time employee of the Oneida Business Committee whose position was filled through the political appointment process.

2.4 Work Day: Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays and weekends.

3.0 PROCEDURES

Receiving a Complaint – All Business Committee Members

3.1 All complaints must be written and addressed to the Oneida Business Committee.

3.2 Use stampers to acknowledge the receipt of the complaint:
- 3.2.1 Stamp "confidential" at the top of the document.
- 3.2.2 Stamp the month/day/year on the document it was received.

3.2 Scan the complaint as a copy to save for the councilperson's office that received the complaint.

3.3 Submit the original document to the Chairperson and a copy to the Vice-Chairperson, Treasurer and Secretary.

Receiving a Complaint – The Officers

3.4 The Secretary shall schedule a meeting with all Officers within five (5) working days to review the complaint to determine if the complaint has merit.

3.5 The Secretary shall add the complaint to the next Business Committee Executive Session agenda for an update and to determine future action.

3.6 When the Officers determine if the complaint has no merit, a written summary will be provided for Executive Session.

3.7 When the Officers, have determined a complaint has merit, they will notify the councilmembers at the next available Business Committee Executive Session.

3.8 The Secretary shall enter complaint information into the master complaint file, including all original(s), back up material and reports for each complaint.

Investigating a Complaint

3.4 After giving the update at Executive Session, the officers shall work together, in confidence, to investigate the complaint.

3.5 Within five (5) business days, the Officers shall:
- 3.5.1 Review the complaint to gain a background on the issue(s) presented.
- 3.5.2 Determine what relevant information is still needed relating to the complaint.
- 3.5.3 Initiate the investigation based on additional information that is needed.
- 3.5.4 Develop and agree to a list of questions which must be answered.
- 3.5.5 Develop a list of people, including the complainant, to interview.

3.6 Within forty-five (45) calendar days, the Officers shall make every attempt to conclude the investigation.

3.7 The Secretary shall add the complaint to the next Business Committee Executive Session agenda after conclusion of the investigation.
- 3.7.1 A written report shall include: a summary of the complaint, investigation methodology, results of the investigation, and recommended action.

DRAFT

3.8 At Executive Session, the Business Committee shall review the report and vote to accept further action.

3.8.1 The Business Committee shall accept the report, and in doing so shall accept the recommendation(s) of the Officers; modify the recommendations; or, reject the recommendations.

3.8.2 Officer(s) will be designated to follow through on approved action(s) that are outlined in the SOP – "Disciplinary Process for Direct Reports to the Business Committee".

Officers Duties and Responsibilities

3.9 Shall conduct themselves in accordance with the approved complaint process and may work with the Human Resource Department if additional assistance is required.

3.10 Shall recuse themselves if a potential conflict of interest exists.

3.11 There shall be a minimum of three Officers and/or Councilmembers conducting the investigation.

3.11.1 If there are recusal(s) the committee may determine if a fourth person shall be assigned to assist in the investigation or to not fill the assignment.

3.11.2 If there are recusal(s), the committee will vote to determine the third councilmember to assist in the investigation.

4.0 RECORDS

4.1 Record Maintenance

4.1.1 Complaint records shall be maintained by the Secretary's office

4.1.2 Complaint records will be made available for OBC members' review within a reasonable amount of time, upon request.

4.1.3 Records shall be held in accordance with the open records and meetings law.

6.0 REFERENCES

6.1 Human Resources Memorandum Dated 11-21-01

6.2 Human Resources Area Manager Interpretation dated 12-09-11

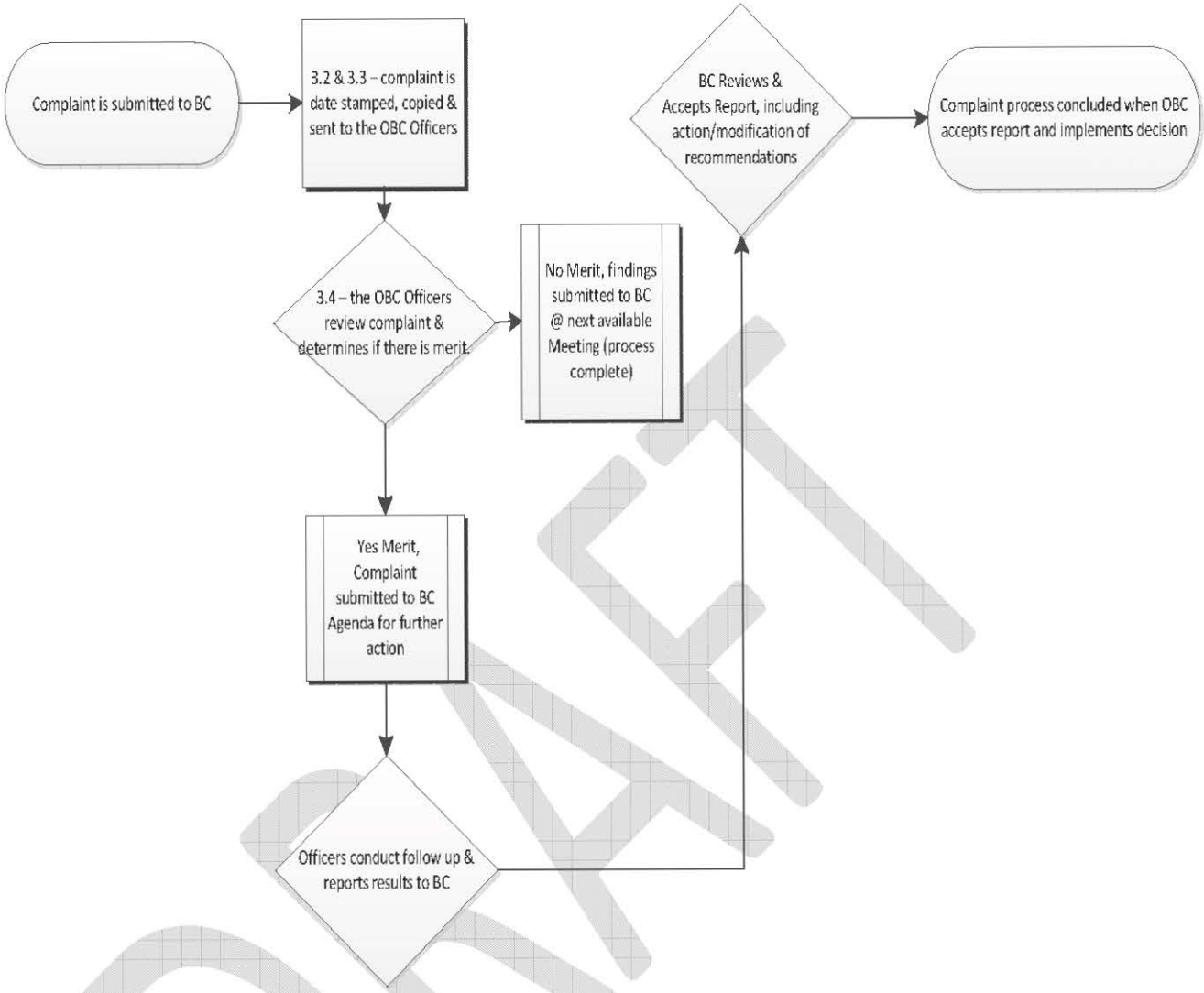
6.3 Personnel Policies & Procedures, Section V.D

6.4 Resolution 10-22-14-B

6.5 Disciplinary Process for Direct Reports of the Business Committee

7.0 FLOW CHART

DRAFT


Complaint is submitted to BC
3.2 & 3.3 – complaint is date stamped, copied & sent to the OBC Officers
3.4 – the OBC Officers review complaint & determines if there is merit.
No Merit, findings submitted to BC @ next available Meeting (process complete)
Yes Merit, Complaint submitted to BC Agenda for further action
Officers conduct follow up & reports results to BC
BC Reviews & Accepts Report, including action/modification of recommendations
Complaint process concluded when OBC accepts report and implements decision

DRAFT

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Approve Disciplinary Process for Direct Reports to the Business Committee SOP

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Approve Disciplinary Process for Direct Reports to the Business Committee SOP

3. Justification

Why BC action is required (see instructions):

BC SOPs require BC approval

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Complaint SOP
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Memo

To: Oneida Business Committee

From: Lisa Summers, Tribal Secretary **LMS** (ES)

Date: January 6, 2015

Re: Discipline Procedure for Direct Reports to Oneida Business Committee

---

This memorandum serves as a request for the Oneida Business Committee (OBC) to approve the attached standard operating procedure (SOP) titled "Disciplinary Process for Direct Reports."

Background

One of the many areas considered by the OBC upon taking office in this term was to ensure the infrastructure components of our responsibilities were addressed and completed. One of the many infrastructure pieces needed for the OBC is to have standard operating procedures in place which identify the processes the OBC will utilize to carry out our supervisory responsibilities in a systematic and consistent manner which aligns with tribal policy or law.

The SOP provided for your consideration identifies the process the OBC will utilize to complete discipline actions which relate to the individuals who are identified as our direct report positions. This SOP aligns with the Oneida's approved Personnel Policies and Procedures; it was reviewed and agreed upon by us during the December 5, 2014 OBC work meeting with one change (highlighted). A list of current OBC Direct Reports can be found on at G:\Business Committee\Direct Reports to BC\List of Direct Reports.

For your convenience, I have included a copy of the SOP. Please let me know if you have any questions. I can be reached at ext. 4478.

Requested Action

1. Motion to adopt the Oneida Business Committee Standard Operating Procedure titled "Disciplinary Process for Direct Reports," and

2. Direct the Tribal Secretary to communicate this information to the OBC Direct Reports and the Human Resources Department.

cc: File

ONEIDA TRIBE OF WISCONSIN	TITLE: Disciplinary Process for Direct Reports to the Business Committee	Date: 10-16-14 Revision Date: 10/29/14 Effective Date:
***DIVISION*:** Non-Divisional	APPROVED BY: *Oneida Business Committee* See Attached OBC Meeting Minutes	DATE:
***DEPARTMENT*: Oneida Business Committee**	APPROVED BY: *NA*	DATE:
AUTHOR: Melinda J. Danforth	APPROVED BY: *NA*	DATE:
PAGE NO: 1 of 4 PRD #: Assigned by PRO	REVIEWED BY: *Compliance Review Team*	DATE:

1.0 PURPOSE

To create a standardized process for processing a disciplinary action for employees who are direct reports to the Oneida Business Committee (OBC) as defined in OBC resolution #10-22-14-B

These procedures are in alignment with the Oneida Personnel Policies and Procedures.

2.0 DEFINITIONS

2.1 Direct Reports: An Employee of the Oneida Tribe who reports directly to the Business Committee as defined in OBC resolution 10-22-14-B.

2.2 Officers: Shall mean the Oneida Business Committee Chairperson, Vice Chairperson, Treasurer, and Secretary.

2.3 Work Day: Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays and weekends.

3.0 WORK STANDARDS

3.1 Disciplinary actions may be warranted to employees upon completion of an investigated complaint, documented poor performance, and/or policy or department standards violations.

3.1.1 Evidence of warranted disciplinary action must be included in disciplinary paperwork.

3.2 All disciplinary recommendations must be approved by a majority of the Officers prior to any action taken.

3.2.1 All suspensions and terminations must be mutually-determined by calling the Human Resources Department, Equal Employment Office.

PROCEDURES

3.3 An Officer(s) shall meet with the employee to explain the reason for the issued discipline and share evidence warranting discipline.

3.4 Complete Disciplinary Action Form from Intranet\Frequently Used Forms\HRD\Supervisor Forms\Disciplinary Action Form.
3.4.1 Follow all instructions on Disciplinary Action Form.

4.0 RECORDS

4.1 All disciplinary paperwork shall be filed at the Human Resources Department.

5.0 REFERENCES

5.1 Personnel Policies & Procedures, Section V.D
5.2 Resolution 10-22-14-B
5.3 SOP: Complaint Process for Direct Reports of the Business Committee
5.4 Disciplinary Action Form (HRD)

DRAFT

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 1 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): New Business/Request

Agenda item title (see instructions):

Community Reserve Fund Allocation

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Approve Ranking Schedule with allocation amounts

3. Justification

Why BC action is required (see instructions):

To allocate monies to fund units from the Community Reserve Fund (Positive Variance)

4. Supporting Materials

Instructions

☒ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Ranking sheet
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Trish King, Tribal Treasurer

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin
BUSINESS COMMITTEE

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

Office of the Treasurer Memorandum

To: Oneida Business Committee
From: Trish King, Treasurer TK
Date: 1/8/2015
Re: Community Reserve Fund – Executive Summary

The following "Executive Summary" outlines the process and scoring criteria utilized to reallocate a positive variance of $703,448. The positive variance was realized after all fund units submitted their budget requests for the FY' 2015 budget; and the $703,448 was placed into a line item titled, "Community Reserve Fund."

On December 16, 2014, the Oneida Business Committee determined that fund units be provided the ability to request allocation of monies which were cut during the FY' 2015 budget development process.

The O.B.C. created scoring criteria with a point system.

Basic Program Attributes (Topic Header) and points were provided according to:
- Whether there were mandates to administer the program,
- The allocation funding amount, and
- Number of clients served by the program

Influence to the O.B.C.'s Practical Vision (Topic Header) and points were provided according to What extent the program influenced the following:
- An engaged community
- Accountable & effective governmental design
- Leaders who promote positive social change
- Living a Good Mind – Kanikuh'liyo
- Volunteerism
- Long term sustainability plans
- Create economic systems

Influence to the O.B.C.'s First Year Accomplishments (Topic Header) and points were provided according to what extent the program influenced the following:
- Advancing On^yote'a.ka Principles
- Committing to Build a Responsible Nation
- Implementing Good Governance Processes
- Creating a Positive Organizational Culture

On December 16, 2014, the approved scoring sheet, accompanied by a memo from my office, was provided to O.B.C. direct reports, Non-Divisional areas, and Chairpersons of Boards, Committees, and Commissions. The information included the following timeline:

December 16, 2014	O.B.C. approves scoring system at O.B.C. Work Meeting
December 17, 2014	Treasurer's office sends invitation and scoring form to Fund Units
December 29, 2014	Fund Units provide completed spreadsheet and Executive Summary to Treasurer's Office
January, 30, 2014	O.B.C. reviews applications
January 14, 2015	O.B.C. approves final Allocation Report

The attached ranking chart is provided to the Oneida Business Committee for final approval.

Yaw^ko for your time and assistance in this matter.

Community Reserve Fund Ranking Chart – Allocation requests

33 Allocation requests received – 5:00 p.m. December 29, 2014
2 Allocation requests removed
3 Allocation requests received after deadline – 3:34 p.m. December 31, 2014

Ranked 1 – 42; 1 is the lowest ranking score and 42 received the highest ranking score

Rank	Fund Unit / Division	Allocation of monies will be for:	Allocation Request	Scores	Decision for:
1	Gaming Commission	Operational	$ 5,502	12	Denied
2	Gaming Commission	Operational	$ 1,800	13	Support
3	Gaming Commission	Operational	$ 2,100	13	Support
4	Youth Enrichment Services/GSD	Staffing	$ 97,808	13	Support
5	Community Ed Center/GSD	Programming	$ 7,000	19	Support
6	Gaming Commission	Operational	$ 1,000	20	Support
7	Gaming Commission	Operational	$ 1,200	20	Denied
8	Elderly Services	Operational	$ 45,000	26	Denied – Request submitted after deadline date
	Outreach/ Oneida Police Department	Operational	$ 7,200	24	Denied – New Program Request
	Outreach/ Oneida Police Department	Staffing	$ 38,400	26	Denied – New Program Request
	Outreach/ Oneida Police Department	Programming	$ 8,000	27	Denied – New Program Request
9	Employee Assistance Program	Staffing	$ 22,919	29	Support
10	Gaming Commission	Operational	$ 20,000	30	Support
11	Arts Program / G.S.D.	Programming	$ 19,200	30	Support
12	Cultural Heritage/GSD	Programming	$ 49,000	32	Support
13	Cultural Heritage THPO/GSD	Staffing	$ 13,350	32	Support Support

Rank	Fund Unit / Division	Allocation of monies will be for:	Allocation Request	Scores	Decision for:
14	Gaming Commission	Operational	$ 20,000	33	Support
15	Arts Program / G.S.D.	Programming	$ 13,400	33	Support
16	Environmental Resource Board	Staffing	$ 31,883	33	Denied – Shared staffing with O.B.C.
17	Gaming Commission	Operational	$ 11,000	34	Support
18	Gaming Commission	Operational	$ 2,500	34	Support
19	Retail	Operational	$ 1,500	34	Support – Request an R.O.I.
20	Arts Program / G.S.D.	Programming	$ 11,200	34	Support
21	Recreation/GSD	Programming	$ 8,000	36	Support
22	Recreation/GSD	Staffing	$ 29,240	36	Support with funds allocated to Internship program (H.R.D.)
23	Senior Center / GSD	Operational	$ 6,725	36	Denied – Request submitted after deadline date
24	Recreation/GSD	Programming	$ 2,000	37	Support
25	Recreation/GSD	Staffing	$ 4,566	37	Support
26	Recreation/GSD	Staffing	$ 6,848	37	Support
27	Senior Center / GSD	Operational	$ 50,000	37	Denied – Request submitted after deadline date
28	Parks/GSD	Operational	$ 1,467	38	Support
29	Parks/GSD	Staffing	$ 4,115	38	Support
30	Cultural Heritage/GSD	Staffing	$ 65,000	38	Support
31	ONCOA - Boards, Committees, Commissions	Operational	$ 5,224	42	Denied – New Operational Request

The O.B.C. supported organization requests to allocate $415,013.00. $288,435.00 shall be held as contingency if there is a budget shortfall in FY' 2015.

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Travel Request

Agenda item title (see instructions):

Region 5 HHS Tribal Consultation February 17-19, 2015 in Carleton, MN

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Request approval for Vice-Chairwoman Melinda J. Danforth and Councilwoman Jenny Webster to attend the consultation

3. Justification

Why BC action is required (see instructions):

Business Committee approves travel

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☒ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Consultation Notice
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Melinda J. Danforth, Tribal Vice Chairwoman

Requestor (if different from above): _____
Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____
Name, Title / Dept.

Additional signature (as needed): _____
Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

SAVE THE DATE

FEBRUARY 18-19, 2015

U.S. Department of Health & Human Services (HHS)
&
Midwest Alliance of Sovereign Tribes (MAST)

2015 MIDWEST TRIBAL CONSULTATION SESSION

Black Bear Casino Convention Center
1787 Hwy 210, Carlton, Minnesota

Wednesday, February 18 – Thursday, February 19, 2015

Day 1: 9:00 AM – Noon: One-on-One Meetings between Tribal Leaders and Federal Representatives
1:30 – 5:00 PM : Consultation
Day 2: 9:00 AM – Noon: Consultation

Questions – Contact HHS at 312-353-5160, or MAST at 715-787-4494

Oneida Business Committee Meeting
Agenda Request Form

Deadlines | Instructions

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list below:

Agenda Header (choose one): Executive Manager's Report

Agenda item title (see instructions):

Development Division Quarterly report

Action requested (choose one)

☒ Information only

☐ Action - please describe:

3. Justification

Why BC action is required (see instructions):

4. Supporting Materials Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. Quarterly Report
2.
3.
4.

☒ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Troy Parr, Asst. Div. Dir./Devel. & Bruce Danforth, Asst. Div. Dir. Devel. Oper.

Requestor (if different from above): _____
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. Save and e:mail

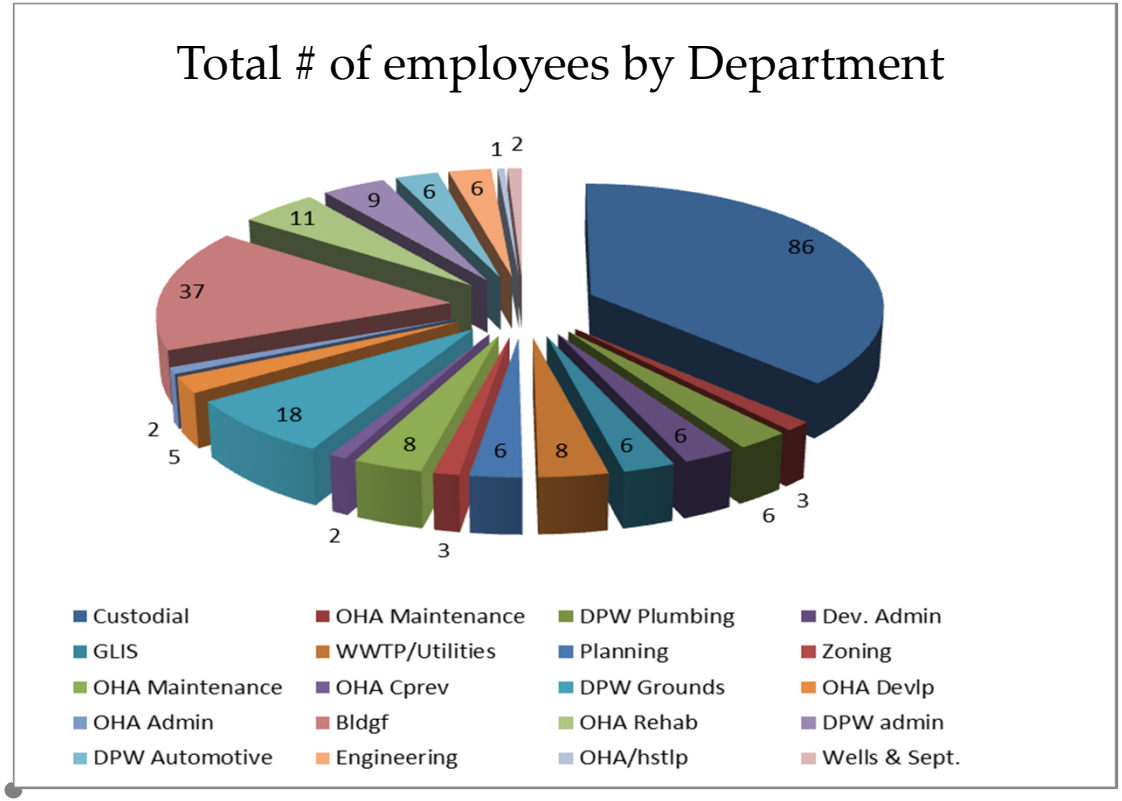
Development Division

Quarterly Report: December 10, 2014

Revised:12/10/14

Development Division – Quarterly report

- As of Friday, November 28, 2014 Mr. Wilbert Rentmeester has retired from his position as Development Division Director for the Oneida Tribe of Indian. Mr. Rentmeester has been instrumental in many accomplishments with the division, i.e. Sanger B. Powers, Waste Water Treatment Plant, Main Casino just to name a few.….We would like to thank "Butch" for his many years of service and dedication to his job and to the Oneida Tribe.
- The strategic mission of the Development Division supports the overall physical well-being of our nation as expressed by planning, designing, constructing and maintaining the Tribal facilities, space and physical systems and provide accurate corresponding data to the nation.
- The Development Division consists of GIS, Planning, Engineering, Zoning, Department of Public Works, Waste Water Treatment Plant/Utilities and the Community Wells and Septic and the Oneida Housing Authority. December 5, 2014 there are a total of two-hundred and thirty two (231) employees in the Development Division.



Custodial	86
OHA Maintenance	3
DPW Plumbing	6
Dev. Admin	6
GLIS	6
WWTP/Utilities	8
Planning	6
Zoning	3
OHA Maintenance	8
OHA Cprev	2
DPW Grounds	18
OHA Devlp	5
OHA Admin	2
Bldgf	37
OHA Rehab	11
DPW admin	9
DPW Automotive	6
Engineering	6
OHA/hstlp	1
Wells & Sept.	2

Development Division – Quarterly report

Oneida Housing Authority

OHA Grant Balances
As of: 10/31/2014

OHA Grant Obligations and Current Spend Down

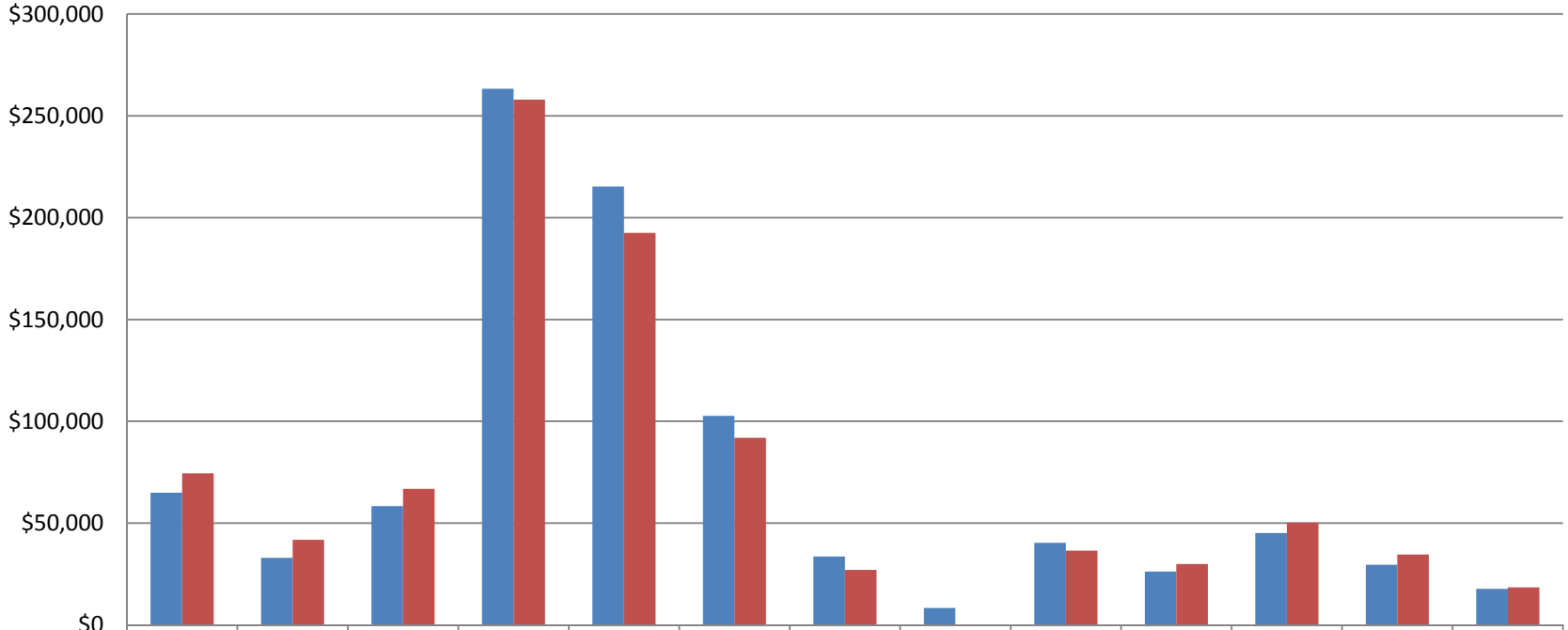
	PRT 00X	PRT 100	PRT 20X	PRT 300		PRT 100	
Grant	Admin/Resident Services TLP/Maintenance	Develpmt	Crime Prv	Rehab	Model Activity	Infrastructure	Total
10 IHBG		223,790.12				300,000.00	523,790.12
11 IHBG		1,494,342.06	73,651.19			600,000.00	2,167,993.25
11 ICDBG						74,821.70	74,821.70
12 IHBG		1,925,129.20	118,191.00	405,757.99		200,000.00	2,649,078.19
12 ICDBG						596,914.70	596,914.70
13 IHBG		2,196,347.53	118,960.00	590,806.00			2,906,113.53
14 IHBG	1,814,901.00	1,128,192.00	85,510.00	590,806.00			3,619,409.00
HCRI							0.00
HOME							0.00
TOTAL	$ 1,814,901.00	$ 6,967,800.91	$ 396,312.19	$ 1,587,369.99	$ -	$ 1,771,736.40	$ 12,538,120.49

GRANT SPEND DOWN

FY 2015	**$**	**9,905,655.49**
FY 2016	$	2,632,465.00
	$	**12,538,120.49**

Development Division – Quarterly report

Development Division - FY15
Budget to Actual
October 2014



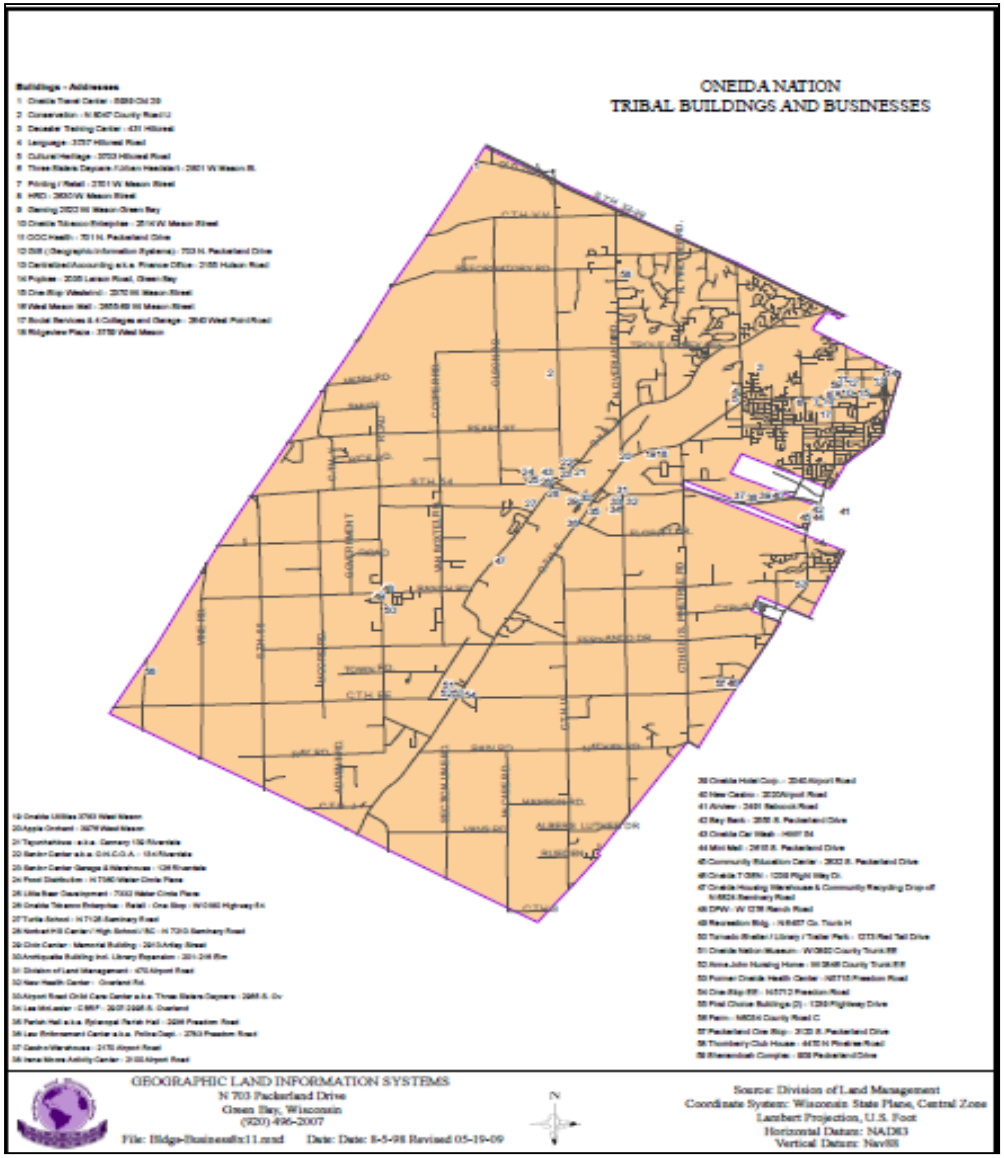
	Utilities	Plumb	DPW Admin	Custodial	Facilities	Grounds	Auto	BIA Roads	Planning	Engineer	GLIS	Zoning	Wells & Septic
Actual	$64,945	$32,963	$58,389	$263,282	$215,325	$102,693	$33,607	$8,379	$40,334	$26,256	$45,123	$29,525	$17,696
Budget	$74,452	$41,789	$66,891	$258,013	$192,500	$91,906	$27,035	$0	$36,488	$29,930	$50,210	$34,549	$18,473

Development Division – Quarterly report

FY Budget thru October 2014, the Development Division has a positive variance of 2.74%

Department	Budget	Actual	Variance	%
Utilities	$64,945	$74,452	-$9,507	-12.77%
Plumb	$32,963	$41,789	-$8,826	-21.12%
DPW Admin	$58,389	$66,891	-$8,502	-12.71%
Custodial	$263,282	$258,013	$5,269	2.04%
Facilities	$215,325	$192,500	$22,825	11.86%
Grounds	$102,693	$91,906	$10,787	11.74%
Auto	$33,607	$27,035	$6,572	24.31%
BIA Roads	$8,379	$0	$8,379	100.00%
Planning	$40,334	$36,488	$3,846	10.54%
Engineer	$26,256	$29,930	-$3,674	-12.28%
GLIS	$45,123	$50,210	-$5,087	-10.13%
Zoning	$29,525	$34,549	-$5,024	-14.54%
Wells & Septic	$17,696	$18,473	-$777	-4.21%
BIA Advanced Funding	-$3,079	-$7,162	$4,083	-57.01%
Transportation Planning	$0	$0	$0	0.00%
Tribal Transportation	$0	-$4,528	$4,528	-100.00%
Community Fire	$0	-$54	$54	-100.00%
Total FY14	$935,438	$910,492	$24,946	2.74%

Development Division – Quarterly report



The Map to your left depicts the names and location of buildings the Oneida Tribe is responsible for maintaining.

To view the map in larger format, please visit site: http://arcims.otiw.org/glis.html. Click on Maps then Oneida Buildings in the format desired.

Development Division – Quarterly report

- Communication for the Division - Even though the Division Director position is vacant, we continue to communicate on a daily basis to ensure work and information is always .
- Project List by department: (Please call Manager for specific questions on each project)
  - Engineering – (contact Paul Witek: 920-869-4543)
    - Health Center Miscellaneous
    - Duck Creek Trail
    - Oneida Fishery Restoration
    - Oneida Community Trails: Safe Routes to school
    - Park Upgrades Phase II
    - Green Earth Trailer Court Enhancements
    - Elder Village Cottages
    - Green Valley Houses
    - Oneida Community Trails: Wolf Path
    - Community Signage
    - Building Demolitions
    - Casino Clean Agent Systems
    - Oneida Judiciary Center

Development Division - Quarterly Report

- Engineering Continued
  - 54 One Stop Replacement
  - Oneida Public Transit Garage
  - SEOTS Community Center
  - Oneida Nation High School
  - Cemetery Improvements
  - OHA Assistance
  - Uskah Village Infrastructure
  - Uskah Village Apartments
  - OCHC Pharmacy Remodel
  - Early Headstart Building
- WWTP/Utilities

  I H S Water system analysis
- Planning
  - Lutu Part 2 – The department continues its role of processing LUTU – part 2 Land requests
  - Neighborhood Development – Uskah Village – The design of this housing development is underway.
  - Comp Plan Update – Measures have been gathered and were reported to OBC, also on GTC agenda for January 2015 meeting.
  - Parks Upgrade – LaCrosse Field CIP project being development
  - Transportation Planning – Transportation & Trail improvements: Green Earth Roadway Improvement, Safe routes to School trails.
  - Economic development – Working on Economic Development area.
  - Trail Hub – Duck Creek Trail Hub – Developing concept.

Development Division - Quarterly Report

- Planning continued..
  - Farmers Market- Currently development concepts.
  - Hwy 54 One stop – Hwy 54 design, currently involved in community meetings to gain additional community input. Also connecting to new "Oneida Harvest, Life Sustenance Center" concept.
  - Development Plans – Central Oneida, rural nest, West Mason Street Corridor, 29/32 Interchange & 29 Corridor, Airport Development, Border protection and expansion.

- GLIS
  - 911 – In process of updating with Premeir One, but we are currently installing maps on and on-demand bases.
  - Flyover – Complete and waiting for final layers to arrive.
  - Updating burial projects – Continuously ongoing.
  - Digital filing system – Getting all old files into an electronic filing system and further organizing physical data.
  - Serving tribal members and departments – We service all tribal member customers and 52 departments of the Oneida Tribe.
  - Community Resource Maps – Continually providing resource maps for members of our tribe and community, such as hunting maps, etc…
  - AS400 Training – Team member has completed AS400 training and continues to practice and further pursue.

Development Division - Quarterly Report

- Department of Public Works
  - NHC replaced elevator
  - NHC install gas fired stream kettles and remove old boiler
  - Replace fluorescent fixtures at Skenandoah
  - HVAC controls web interface and upgrade at various buildings
  - Replace and add surge protection at various buildings
  - Oneida High School security camera upgrade and expand system
  - Install new electrical service for MIS room upgrade and Skenandoah
  - Remodel for Judicial Center near completion

Development Division Quarterly Report

- **Below indicates Number of Work Orders for the reporting quarter: (This does not include the day to day routine daily required duties of each department.)**

	10/31/14	11/30/14	12/10/14	TOTAL
GLIS	539	421	30	990
Waste Water Treatment Plant	59	51	10	120
Automotive	118	56	22	196

Archibus Work Order Report from the Department of Public Works
DPW Archived Work Requests by Problem Type

		Month											
Problem Type		Total	2014-01	2014-02	2014-03	2014-04	2014-05	2014-06	2014-07	2014-08	2014-09	2014-10	2014-11
Total	Number of Requests	2,150	215	199	192	215	192	202	227	218	169	208	113
BLINDS	Number of Requests	5			2				1	2			
CARD ACCESS	Number of Requests	36	1		3	1	1	7	3	9	7	4	
CLEANING	Number of Requests	48	1	1	14	12	5	5	2	2	4	1	1
CONSTRUCTION	Number of Requests	9	1		2		1		1	1	2	1	
COOLER/FREEZER	Number of Requests	11						1		1	3	3	3
DAMAGE	Number of Requests	9		1	1			1	3		1	2	
DOOR-LOCKS-KEYS	Number of Requests	100	11	16	8	4	5	9	13	11	10	13	
ELECTRICAL	Number of Requests	110	13	15	7	28	3	1	22	17	2	1	1
ELECTRICAL PROB	Number of Requests	41	5	5	3	9	3	2	5	6	1	2	
FINISHES	Number of Requests	3						1			1	1	
FIRE SUPPRESSION	Number of Requests	2								2			
FLOORING/CEILING	Number of Requests	28	1	1	7	9	4	1	2	2		1	
FURINITURE RELAT	Number of Requests	191	35	19	22	21	14	11	16	12	10	18	13
GROUNDS	Number of Requests	48	19	2		1	18	4		2		2	
HVAC	Number of Requests	302	43	27	15	25	36	41	25	16	21	27	26
HVAC - INSTALL	Number of Requests	8				1	1	2	1	3			
HVAC-PM	Number of Requests	92		17	17			4	18	26	4	5	1
LIGHTING	Number of Requests	122	8	11	14	13	7	6	17	10	12	15	9
MAINTENANCE	Number of Requests	374	32	27	28	35	34	33	31	31	36	52	35
OFFICE MOVE	Number of Requests	31	3	1	5	3		1	5	5	2	5	1
OTHER	Number of Requests	237	20	27	13	17	18	23	23	34	19	30	13
PAINT	Number of Requests	19			1	1	3	1	3	6	3	1	
PARKING LOT	Number of Requests	6		1			3		1	1			
PLUMBING	Number of Requests	189	13	22	7	16	24	34	26	6	21	14	6
PREVENTIVE MAINT	Number of Requests	6	1		1		1				1	1	1
REMODELING	Number of Requests	8	2			1		2	1		1	1	
RODENTS-INSECTS	Number of Requests	37	1	1	8	14	1	2	4	2	3	1	
ROOF	Number of Requests	16	2	3	1		1	2	1	4	1	1	
SAFETY	Number of Requests	20	2	2	3		1	3	2	4	1	1	1
SECURITY	Number of Requests	5	1					2				2	
SIGNS	Number of Requests	8			1	2	2	1		1		1	
SPECIAL EVENT	Number of Requests	10			4		3	1					2
TABLES-CHAIRS	Number of Requests	16			3	2	2	1	1	2	3	2	
UNUSUAL NOISE	Number of Requests	1			1								
UNUSUAL SMELL	Number of Requests	1					1						
VANDALISM	Number of Requests	1			1								

Development Division Quarterly Report

AREAS of Responsibility	
Admin – DPW	
Assets maintained in Dollars	$600,000,000
Fleet Vehicles	195
Road Inventory in Mileage	312
Yearly Customers services	60,000
Plumbing	
Yearly Service Calls	600
Tribal buildings services	58
Automotive	
Average monthly vehicle serviced	190
Grounds-keeping	
Number of sites	55
Acres of Land	300
Total Acres of Lawn Maintained	250

Development Division – Quarterly Report

Groundskeeping ..continued	
Total miles of snowplowing	300
Square feet of parking lots	3,145,804
Facilities	
Number of facilities/structures maintained	82 (Includes occupied and storage facilities)
Square feet of facilities maintained	1,172, 800. Sq. Ft.
Value of facilities and improvements (est.)	$150,000,000
Custodial	
Number of 8 hour shifts	2
Square feet of buildings cleaned	1,500,000
Vans	7
Number of buildings services	62
Engineering	
Projects assigned yearly	20
Planning & Statistics	
Short Term Projects	170
Long Term Projects	40

Development Division –Quarterly Report

Planning and Statistics continued…	
Service meetings yearly	40
GLIS	
Customers Serviced Yearly	700
Maps generated	3,200
Zoning	
Fire Inspections	250
Commercial/Residence Inspections	1,800
Permits issued	FY 13 – 77
Wastewater Treatment Plant/Utilities	
Water Customers	633
Sewer Customers	558
Lift Stations	13
Well Houses	5
Other responsibilities include:	Centralized WWTP; Sand-hill Circle Wastewater Plant; AJNH Waste Water Treatment System; Site 1&2Water Booster station; Rolling Hills Water Tower; Little Bear Water Tower.

Development Division – Quarterly Report (Departmental Updates)

- GLIS : Cost containment is currently prohibiting employees from attending the necessary training classes, courses and conferences necessary for job requirements,(money that was in our budget). Their flyover is complete and the only thing we are currently waiting on are the final layers to arrive. Research Assistant Amy Doxtator has become trained in AS400 to assist the department. Also, maps are being distributed throughout the community. (Vacant positions: 0 ; Celene Elm, GIS/IP Manager)

- Engineering : Department employment status; We are understaffed for the number of projects we currently have making it very difficult to properly manage them. Project schedules have been sliding due to workload of Project Managers. Sign off levels on purchase order approvals is very limiting and adds a significant amount of time to project . Projects are. Oneida Judiciary Center – Construction has started; Resident Centered Care Community – Coordinating completion of warranty items and project closeout; Oneida Public Transit Garage – Assembling a CIP Package for the project; Duck Creek trail – Preparing bidding documents for Phase IA Scope of work; Oneida Fishery restoration – Preparing bidding documents for Phase IA Scope of work; Building Demolition – Project finding activated. Coordinating with DPW on demolitions, Asbestos, abatement out for bids; Oneida Community Trails – Safe Routes to School – Finalizing easement agreements to allow project bidding; Oneida Golf Enterprise Remodel – Scheduling remaining Exterior work with operations to minimize conflicts; SEOTS Community Center – Bids received, construction contract in approval process; Elder Village Infrastructure – Construction complete except for electric utility work; Wolf Path – Waiting on #09-013, will be bid at same time; Community Signage – Initialed building signs installed; Main Casino Expansion – Construction complete except data center; completing punchlist and closeout items.; 54 One Stop Replacement – Holding community meetings to gather input on food amenity per GTC. Design will resume after budget confirmed.

Development Division – Quarterly Report (Departmental Updates)

- Engineering continued: Numerous other CIP and Non CIP projects - Projects are in various stages of development or implementation. (Vacant positions: None. Senior Architect, Paul Witek)

- Planning & Statistics : We will continue to request funding to support planning efforts. With cost containment there is little opportunity to expand community engagement opportunities by providing an incentive (food, venue, other) to draw community to the event and gathering input. The department continues to engage the community in the Land Use Plan update for recommendations to bring back to GTC in July of 2015. Priorities are the Comprehensive Plan, Land Use Policy, Area Development Plans. The department completed the 2014 Measurement Reporting and presented to OBC in November 2014.The was approved to forward to GTC for January 2015. The department completed recommended improvements to the Land Use Plan and presented these to GTC on November 2014. The department will be working with the Land Commission to gather community input into updates needed to the Land Use Plan and also to develop the six area development plans for future Oneida Reservation Planning. (Vacant positions; 1 ; Manager; Troy Parr, Assistant Division Director – Development Branch.)

- WWTP/Utilities : Staff continues to be extremely busy with day to day activities and maintenance of Utilities and WWTP duties; We currently have 635 water customers/some are new some have been demolished. 563 Sewer customers. 563 are water residential and 497 are sewer residential. The rest are commercial or internal buildings. Projects: Water System Analysis – Test Well is complete. IHS is in the process of trying to secure EPA funding to build new pump house, two new community wells and also loop the water system from King Lane to County E South of OPD. We are replacing ten existing water/wastewater control panels.

Development Division – Quarterly Report (Departmental Updates)

- WWTP/Utilities continued. We have received the 6 lift station panels, installation is contingent on the availability of the DPW electricians, and also weather permitting. We continue to have a key employee's leaving on medical, which will leave us very short on employees for on call needs, emergencies, repairs and maintenance. We also need to get additional employees hired soon to be prepared for possible retiree's in the near future. (Vacant positions: 0 ; Scott Cottrell, Manager.)

- Department of Public Works: Facilities –The DPW Area provides preventative and on-demand maintenance of facilities. The facilities are maintained according to all building codes, licensing requirements, and funding agency specifications so that they may continue to support the delivery of a wide range of governmental services. By coordinating the maintenance, inspection, and permitting of the life safety systems through DPW Facilities, the tribe incurs financial savings through efficient scheduling, volume discounts on supplies, and extended life of equipment. The need for additional front line employees to perform the work required to adequately maintain the ever growing number of facilities, related systems, and additional grounds. We are not allowed to increase number of positions, although there is a tremendous need to add younger employees in this area due to many department employees approaching retirement age. Skilled workforce requires years of experience to perform the necessary duties. Completed flooring projects throughout various facilities.

  - Automotive – Completing Work orders for repairs and maintenance on departmental tribal vehicles in a timely manner. Continuing monitoring our monthly expenses. Wes Smith returned to work on November 24, 2014..

Department of Public Works continued:

- Custodial – Issues – We keep getting more older employees, employees that have to take time off because the have been here over the 15 years and have to take vacation/personal time so as not to loose it. Not enough labor hours being use to the best of our ability. Some locations short on staff. Some building having enough staff but because a lot of our employees have to take vacation/personal time as to not loose it we become short staffed. We have senior staff that are not as fast as they once was and do not do as much as they used to be able to do. With cost containment and us having to cut staff we were to to cut services to office area. The office employees do not understand and we keep getting calls everyday because a waste basket wasn't emptied or their floor was not dust mopped/wet mopped/ vacuum. Custodial workers are getting stressed and burned out from working short. Health works now has over 4000 members and that has cause extra work for our department. They are doing the best with what they have to work with. Customers do not understand why we have to cut back on our services.

- Plumbing - Our objective is to install and maintain plumbing to protect the public's health, safety, and welfare of our people and our customers. Service calls for the month of August 1 – Comm Wells and Septic; 4 – Elderly Services; 14 – Facilities Department; 11 – Oneida Housing Authority, 1 – Utilities/Wastewater Treatment Plant; 10 from the Oneida Community.

Department of Public Works continued:

- Zoning We have filled the Permit Processor position on September 15, 2014 with a fantastic new hire Susan K. Doxtator. Susan has greatly improved office operations and allowed the inspectors to have more time in the field by handling the permits administration. Winter Fire Inspections have begun. Permit SOP is being drafted and currently under review. On going inspections of construction sites. Permit Processor is developing "HOW TO" sheets for easy to use reference for Zoning Clients. Vacant positions: (0) Management staff include; Troy Parr, Assistant Division Director. Larry Cornelius, Senior Inspector; Susan Doxtator, Permit Processor.

- **Oneida Housing Authority – New Construction update**:
  - OHA New Construction Update
    - 504 Duplex's Metoxen Lane
      - The landscaping is the only remaining item to be finished. It will be completed in the spring/early summer 2015.
    - Green Valley II
      - Construction has started on the first duplex with completion currently scheduled for the end of February 2015.
      - The plan moving forward is to build the duplexes and then the three (3) split level homes. Multiple homes will be under construction in different phases as the project progresses.
      - A new home will start every three (3) to four (4) weeks. This means that a home will be completed every three (3) to four (4) weeks starting at the end of February 2015.
      - Substantial completion of Green Valley II project is planned for June 20, 2014
  - Elder Village
    - Elder Village & Green Valley II projects are being constructed under the same contract.
    - Because the footings and foundations were already installed for the Green Valley portion of the project, the Elder Village portion of the project will begin April 3, 2015.
    - The first unit is currently scheduled for occupancy July 1, 2015.
    - Substantial completion of the Elder Village Project is set for October 15, 2015.
  - Uskah Village Multi Family Housing Development
    - On Thursday, November 13, the first of three Design Charretts was completed. The second and third Charrettes are booked for December 3rd and December 19th.
    - A Charrette is a collaborative session in which a group is tasked with generating a design solution. In this case Uskah Village Multi Family Housing Development
    - The design for the project is scheduled to be completed the first part of April 2015.

Development Division – Quarterly Report (Departmental Updates)

- Community Wells and Septic's: Our urgent issue currently is to work with Housing Authority to install a 12 x 12 building for the water pump located near the farm. In November ran a discharge line of 400 feet for the Tall Feather Way Subdivision to resolve the basement flooding issues. Also installed 3 sump discharge drains for 3 homes, approximately 300 feet. IHS Inspections for Scattered Sites. Interdepartmental Work Projects: HIS Scatter Sites – 1 home served for well water systems; EPA/IHS BE-12-G98 database – Due to WE, weather sites will be moved to next sprint for install of POWTS. Oneida Cemetery on Adam Drive – Manager coordinated the Cemetery improvement project with Carl's Trucking. Some ditching and installed a culvert to help resolve some of the flooding issues at the Cemetery. Vacant positions: 0; (Manager - Dennis Johnson,) .

Comm. Well & Septic Customers August 2014 to September 2014	
Service	Home/Units
Septic Systems Installed	8
New Wells & Well renovation & New Water Supply	2
Emergency Well & Septic	39
WSLH & Badger Lab Water Samples	12
Emergency Pumping	10
Soil Evaluations	9

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): BCC Report

Agenda item title (see instructions):

1ST QUARTER DOLM REPORT

Action requested (choose one)

☐ Information only

☒ Action - please describe:

ACCEPT 1ST QUARTER REPORT

3. Justification

Why BC action is required (see instructions):

EACH QUARTER A REPORT IS SUBMITTED

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☐ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Patrick Pelky, Division Director/EHS

Requestor (if different from above): _____

Name, Title / Dept. or Tribal Member

Additional signature (as needed): _____

Name, Title / Dept.

Additional signature (as needed): _____

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Division of Land Management

FIRST QUARTER REPORT FY 15
(OCTOBER-DECEMBER, 2014)

As of December 31, 2014 our Oneida Nation owns approximately 25,072.48 acres or 38.3% of the 65,400 acres of the original boundaries.
7 Acres were acquired this fiscal year

The mission of the Division of Land Management is to acquire all lands within the 1838 original boundaries and distribute according to the needs of the GTC

1ST QUARTER REPORT FY 2015 DIVISION OF LAND MANAGEMENT

Overall Impressions of the 1ST Quarter

During the first quarter the Division of Land Management (DOLM) has taken the initiative to implement the "Move–In Ready" standards for all newly acquired homes. This will provide safe and low maintenance Dream Homes for community members. We will continue to coordinate and provide information in an effective and efficient manner by working with Planning, Zoning and other key areas of the Oneida Nation to develop more residential opportunities for our members. Currently, we have 15 homes in the initial steps of the DREAM Home Process, once they are finished, they will be advertised to the community.

The top priority of DOLM is to reacquire land within our original boundaries, as well as, uphold the "Caretakers of the Land" mission. We will do this by maintaining land responsibilities within our Oneida Nation. By doing this, we will enhance and strengthen our jurisdiction, not only as the Oneida Nation but as a division. DOLM also collaborated and contributed input to the Land Use Plan Presentation which was presented at the November GTC meeting.

As of December 22, 2014, DOLM is in a moratorium on DREAM homes until April 1, 2015, we will continue to acquire vacant properties, if they are approved by Land Commission. The audit is still pending and we continue to work cooperatively with all requests for information and updates, as needed. FY 2015 has the potential of being an excellent year for the community and DOLM. We continue to improve as a team and reinforce that communication an essential asset for DOLM.

See chart for an update of all properties vacant or in the process of demolition.

FINANCIAL AND BUDGET UPDATE

LOANS	EQUALS	LOAN RECEIVABLE
15 NEW	EQUALS	$1,135,285
432 TOTAL	EQUALS	$26,634,697

***INCREASED BY 7 NEW LOANS**
*** LOAN RECEIVABLE INCREASED $876.027.00**

POTENTIAL "MOVE-IN READY HOMES" GUIDELINES

1. **No deferred maintenance.**
2. **Large items such as roofing, furnace, air conditioner, flooring and windows do not need to be replaced in the near future or 3-5 years**
3. **House does not require painting inside or out until the buyer is ready to make the changes they envision. The envelope is neutral so their furnishings look good. There are no marks or chips in the paint.**
4. **Kitchen and bathrooms have been renovated or updated. The buyer can see themselves using the kitchen without making changes.**
5. **House is clean. The carpeting and tile is shampooed and stain free. The appliances are clean inside and out.**
6. **Yard maintenance has been kept up.**

Vacant and Demolition Update Oct-Dec 2014			
Type	**# of in Oct 14**	**# of in Nov 14**	**# of in Dec 14**
Demo Pending Residential only	15	15	15
Demo Complete Residential only	0	0	0
Vacant Homes	10	15	15
Vacant leases(Com & Ag)	0	0	0
HBO Sites	1	1	1
Rentals	2	2	3

Full-time Employees as of December 31, 2014

- 21.5 regular full-time employees
- 1 Administrative Assistant on loan to OHA
- 1 Interim DOLM Division Director
- 100% are enrolled Tribal Members

Accrual Time-Off Management for Staff:

- We have one employee that has over 200 hours for vacation and personal time accruals. This employee will be taking time off during the 2014 holiday season.

CARETAKING ASSET MANAGEMENT

- Property Management manages and maintains properties owned by the Oneida Nation, to create available services for our community members, such as: rentals, residential, commercial and agricultural leasing. Property Management also

provides safe and sanitary buildings, as well as, land resource to the Oneida membership.

- 72 Rentals Units including 7 Life Estates
- 636 Residential leases including 5 full fair for non-Oneida residing in home
- 23 HBO
- 21 Trailer court lots
- 18 Standard Assignments
- 111 Commercial leases
- 51 Agricultural leases
- Updating Standard Operating Procedures
- Working on easements and service line agreements

- Maintenance over sees all rental units, newly acquired DREAM Homes, and all other properties of DOLM
  - Assisting in demolitions and working on Demo Team
  - Walk through on new dream homes and do punch list of repairs and coordinate the repairs to get done so home can be sold.
  - Over 40 work request are completed by maintenance each month
  - Including plumbing, home repairs, landscaping, snow plowing/salting/shoveling duties and much more including all other duties assigned for properties

- Land title and Trust is responsible for providing
  - 144 active Individual Trust files and assisting over 455 Trust owners
  - Working with 15 individuals request for Trust to Trust Transfers, Development, and Fee to Trust
  - 5 Deeds went to the BIA for approval
  - 4 Deeds have been approved by the BIA.
  - 23 Title Reports completed and approved this quarter.
  - 935 Probates files maintained,
    - 5 New Probates Opened/6 Probates were closed.
    - 1 Probate hearing attended
    - 5 Probates submitted to the BIA and 1 Probate to the Land Commission
  - Oneida Register of Deeds recorded 83 documents for total of 8722
  - 4 legal descriptions have been verified, entered into data base and indexed into On-Base

- Processed 35 Utility Forms, 60 owner/address verifications
- Filed 1 Last Will and Testament.

BIA TAAMS – Trust Assets Accounts Management System – Activity this quarter has increased we have encoded 30 Leases and printed 25 Title Status reports and 5 documents.

HIGHLIGHT

✓ Public outreach

- **Oneida Land Commission decided at the December 22, 2014 Meeting to go into a moratorium on DREAM homes until April 1, 2015. They will continue to pursue vacant properties.**
- Facebook Social Media communication
- Kalihwisaks Article
- Trailer Court Community Meetings and Updates
- Collaborated presentation at the November 15, 2014 GTC Meeting, with other tribal departments concerning the June 16, 2014 Land Use Directive and continue to work towards the request.

"Land Use Plan Motion by Douglas Skenandore to develop a system through the Division of Land Management that provides opportunities for two (2) acre or less parcels for residential use on the reservation and bring the system back for GTC approval at the 2015 July Semi-Annual meeting, seconded by Nancy Skenandore. Motion carried by a show of hands." **DIRECTIVE FROM NOVEMBER 15, 2014 GTC MEETING**

✓ **Notable Accomplishments**

- Strategy Meetings with the Land Commission and other Internal Departments are complete, looking ahead at the next steps.
- Hosted Open Houses for a DREAM Home located at 4203 Merrimac. This is the first DREAM Home to be offered to the community in "move-in ready" condition. Community members who viewed the home had positive comments about the condition of the home.
- Coordinated Demolition of the BP gas station; this project shows how well the tribal departments work together as a team and by doing this, they save the tribe money and also show how much talent and experience our employees have. Great job to everyone involved.

- 2550 W. Mason Acquisition leased to Bay Bank
- We have assisted the local schools with their impact report by verifying 380 addresses, and land status.
- Continue working on Trailer Court upgrade and residential lease for Trailer Court
- LUTU II completed for Denney's property (Hill Drive) 2 more HBO Sites
  - 1 assigned to tribal member due to relocation with HWY 29 Project
  - 1 will be advertised in Kalihwisaks January, 2015

- Added an additional 1,643+ acres to the trust land base from those acres the taxes amounted to $12,500+ that is potentially saved.

Goals

- To provide and updated 2033 Plan with other departments input
- Streamline the process for getting homes in "move-in ready" condition. We have a backlog of vacant homes due to the time and effort it takes to get them in "move-in ready condition". This has been a learning experience and we will continue to improve so the homes will be sold by the end of the fiscal year 2015. In addition, we will work with the Acquisition Specialist to evaluate potential new home purchases so we do not add to the vacant home backlog. We will ensure new home purchases can be made "move-in ready" in a timely manner with the staffing and resources that are available according to the budget.
- Advertise and lease out New York Property located on Beacon Road
- To get PO'S in order and so we can complete the work in current Dream homes, so we can get them **move in ready** and sold
- To have 6 additional HBO sites to be identified and advertised to community members
- Tina is the new Register of Deed's; her goal is to improve the recording information, service, process and system.
- Complete 25 Fee to Trust applications by processing them to be accepted into trust- currently as of the 1st quarter we have 3 applications accepted into trust, within those 3 applications 1 is a home.
- Of those 25 Fee to Trust applications most will be residential homes
- Continue to work closely with Gaming and Retail to maintain economic development
- Continuously enhance DOLM policies to create a more efficient and effective services for the community
- Continue to review and approve probates, easements, leases and all other requests

- To enhance and protect our natural resources to fulfill Caretaking needs by working with OBC, Environmental Health and Safety, GLIS, Oneida Farms, DPW, Development Division and other areas
- Communicated with Division of Land Management staff and the Land Commission for effective and efficient services from both areas

BC Action Needed: Request BC to accept the 1st Quarter Report for the Division of Land Management

Oneida Business Committee Meeting
Agenda Request Form

1. **Meeting Date Requested:** 01 / 14 / 15

2. **Nature of request**

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one):

Agenda item title (see instructions):

EH&SD 1st Quarter Report

Action requested (choose one)

☒ Information only

☐ Action - please describe:

3. **Justification**

Why BC action is required (see instructions):

FYI EH&SD 1st Quarter Report

4. **Supporting Materials**

Instructions

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. **Submission Authorization**

Authorized sponsor (choose one): Cristina Danforth, Tribal Chairwoman

Requestor (if different from above): Patrick Pelky, EH&S Division Director

Name, Title / Dept. or Tribal Member

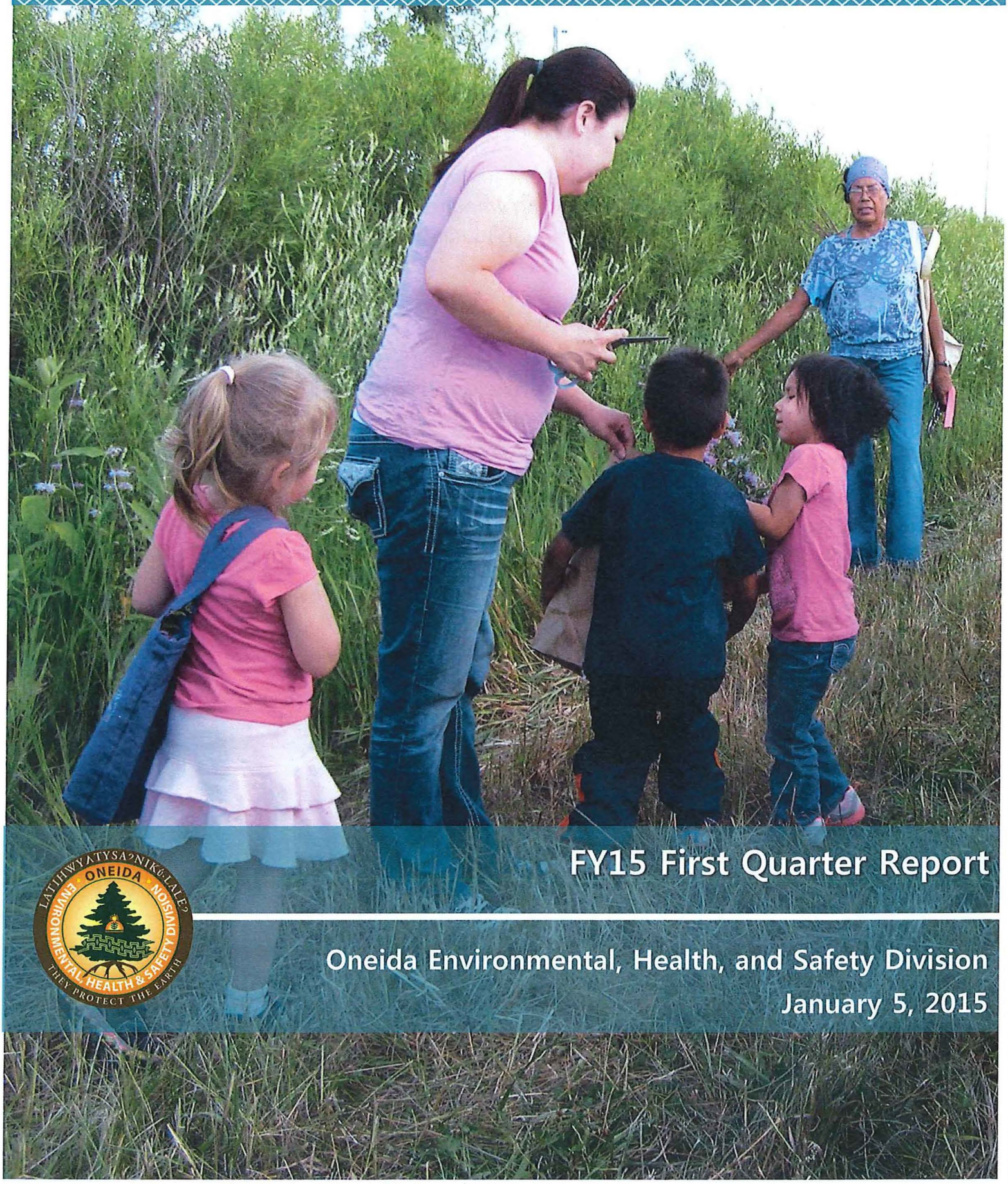
Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org



FY15 First Quarter Report

Oneida Environmental, Health, and Safety Division

January 5, 2015

Overall Impressions of the First Quarter

Oneida hunters had a successful nine day gun hunt. There were no reported injuries. There was almost a 15% increase in harvest numbers compared to last year. We are anticipating an over-all increase in harvest numbers from last year. The whitetail deer hunting season ends on January 31, 2015.

Cost containment continues to be challenging. We have shifted some vehicle maintenance costs to outside funding where allowable. The pheasant stocking program was also moved to an outside funding source.

Personnel

Full-time Employees as of January 5, 2015:

- 27 regular full-time employees, 3 seasonal employees
- Total workforce of 30: 63% are Oneida, 7% are members of other tribes totaling 70%

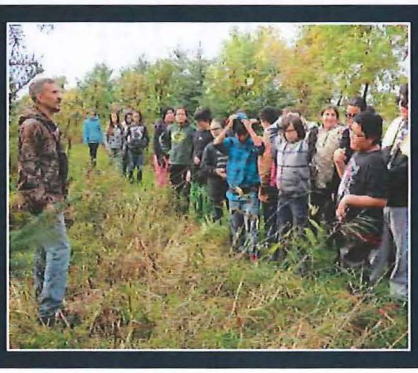
Accrual Time-Off Management for Staff:

We have 7 employees over the 200 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.

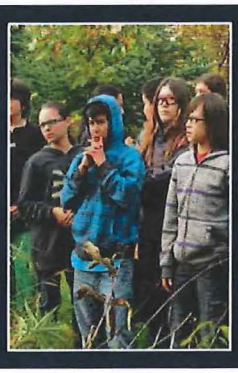
Travel & Training

**All quarter travel costs were either reimbursed back to the tribe or funded with 100% grant dollars.

EHSD Travel for 1st Quarter			
Staff	**Event**	**Location**	**Cost**
EHSD Director	WTCAC Meeting	Hayward, WI	Expense Free
EHSD Director	WTCAC Meeting	Odanah, WI	Expense Free
Program Evaluation Analyst	American Evaluation Assoc. Annual Conference	Denver, CO	$1,830.37
Environmental Area Manager	Tribal Science Council Business Meeting	Raleigh, NC	Expense Free

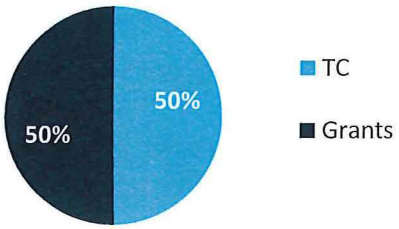


October: Wetland Ecology
EHSD, in collaboration with the Adventure Program took the O.N.E.S seventh graders to Where the Waterbirds Nest for a wetland ecology field trip.

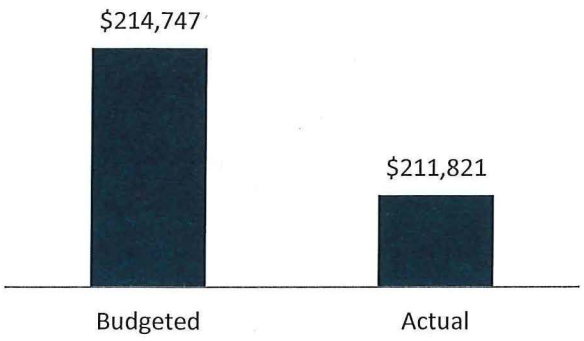


Budget Update

EHSD 1st Quarter Funding for Period Ending 11/30/14
TC= $211,821
Grants= $213,330



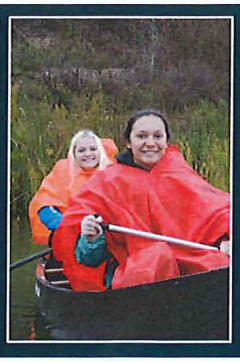
EHSD has a positive variance of $2,926 as of 11/30/14.



Grants Applied for or Received in the First Quarter		
Agency	**Activities**	**Amount**
EPA Clean Water Act 106 Grant	Build a comprehensive tribal water resources program to ensure safe clean and safe water. Submitted for FY15-16.	$325,500
EPA Brownfield Cleanup Grant	Cleanup the Hilltop BP site	$65,325
WDNR Hunter Recruitment Program	Introduce 10 women to the sport of hunting	$7,500

Public Outreach
October:

- Updated community about BP demolition with Kaliwisaks article, fact sheets, and Facebook.
- UWGB Chancellor was given a tour of the Duck Creek dam projects.
- Presented at the WisDOT Conference held in Oneida.
- Approximately 100 Headstart students came to Coyote Run Wetland for a field trip.



October: Planting Rice
EHSD took W. Depere High School students to Oneida Lake to plant rice. The lake will open to the public in the Spring of 2015.

November:

- 96 deer were registered during the nine day gun hunt
- Public meeting to discuss Brownfield Cleanup Grant- 5 attendees

December:

- Presented stream restoration projects to UWGB Stream Ecology class- 20 participants
- Provided the Yethiyatanunha Youth Group with a class on Pollution Prevention- 10 participants
- W. DePere High School YES Program- Native Daughters in Science presentation. Discussing college, careers, etc. 5 attendees.
- Slips, Trips, and Falls Prevention Class- 7 attendees.

Technology & Equipment

Nothing to report

Continuing Resolution

- **Hiring Freeze:** No hires
- **Suspend all Wage Increases:** No increases.
- **Overtime Reduced:** One employee received .25 of hour overtime. Supervisor talked to employee, punched in too early.
- **Elimination of Travel:** See table above
  - 2 Wisconsin Tribal Conservation Advisory Council-Expense Free (government travel)
  - 1 Tribal Science Council-Expense Free (government travel)
  - 1 American Evaluation Association which was processed before the resolution was adopted
- **Contracting:** Fore-Front Mechanical Contract was processed to save heating costs at the conservation office- 100% outside funded.
- **Donations and Sponsorships:** None
- **Capital Expenditures and Technology Set-Asides:** None
- **Capital Improvement Projects:** None

October: Head Start field trip
EHSD took Oneida Head Start students to Coyote Run to learn about wetland ecology. L-kids are learning tree leaf identification. R- kids learn about insects, fish, and invertebrates.

Notable Accomplishments

-No injuries reported during the nine day gun hunt.
-Investigated and developed report on the Lakeside Foods run-off on Pearl St.
-Investigated and developed report on the manure spill that impacted the Coyote Run Wetland in November.
-All permanent food services licensed and up to date for FY15.
-Hilltop BP demolition and tank removal project completed successfully. After the project, three project review meetings were held to improve similar projects in the future.
-EHSD assisted the Land Commission in prioritizing their activities- by holding three land strategy meetings.
-Completed the EHSD FY14 Annual Report

FY15 Second Quarter Goals

-Develop RFP for the restoration design for Silver Creek
-Complete 2012 benthos samples. Benthos samples are samples of aquatic organisms. They provide us with information regarding water quality, stream health, and diversity.
-Complete work on Oneida Nation Environmental, Safety & Health Protection Law.
-Develop a solid waste & recycling policy.
-Start recycling toner cartridges.
-Abatement of the Anna John Nursing Home/Health Center at Cty E&EE.

Current local or regional collaborations

-Wisconsin DNR
-Environmental Protection Agency-Brownfield Assessment Program
-Wisconsin DNR- Bureau of Remediation and Redevelopment and Wastewater
-Kansas State University
-Tribal Waste and Response Assistance Program

November: Wildlife
Hunters spotted a Black Bear in Oneida and reported it to EHSD. Warden Terry Metoxen and the hunters were able to find it again and get this photo.

November: Harvest
The 9 day gun hunt was safe and successful. Sequoya Rasmussen harvested this nine point buck and will provide food for his family this winter. Total deer harvest as of December 15 for bow, gun, and muzzleloader seasons is 135.

-Wise Women Gathering Place
-Brown County Health Department- Elevated Blood Lead Level patient
-MTERA
-Glacierland RC&D

Report Prepared By:

Patrick Pelky 1-5-15

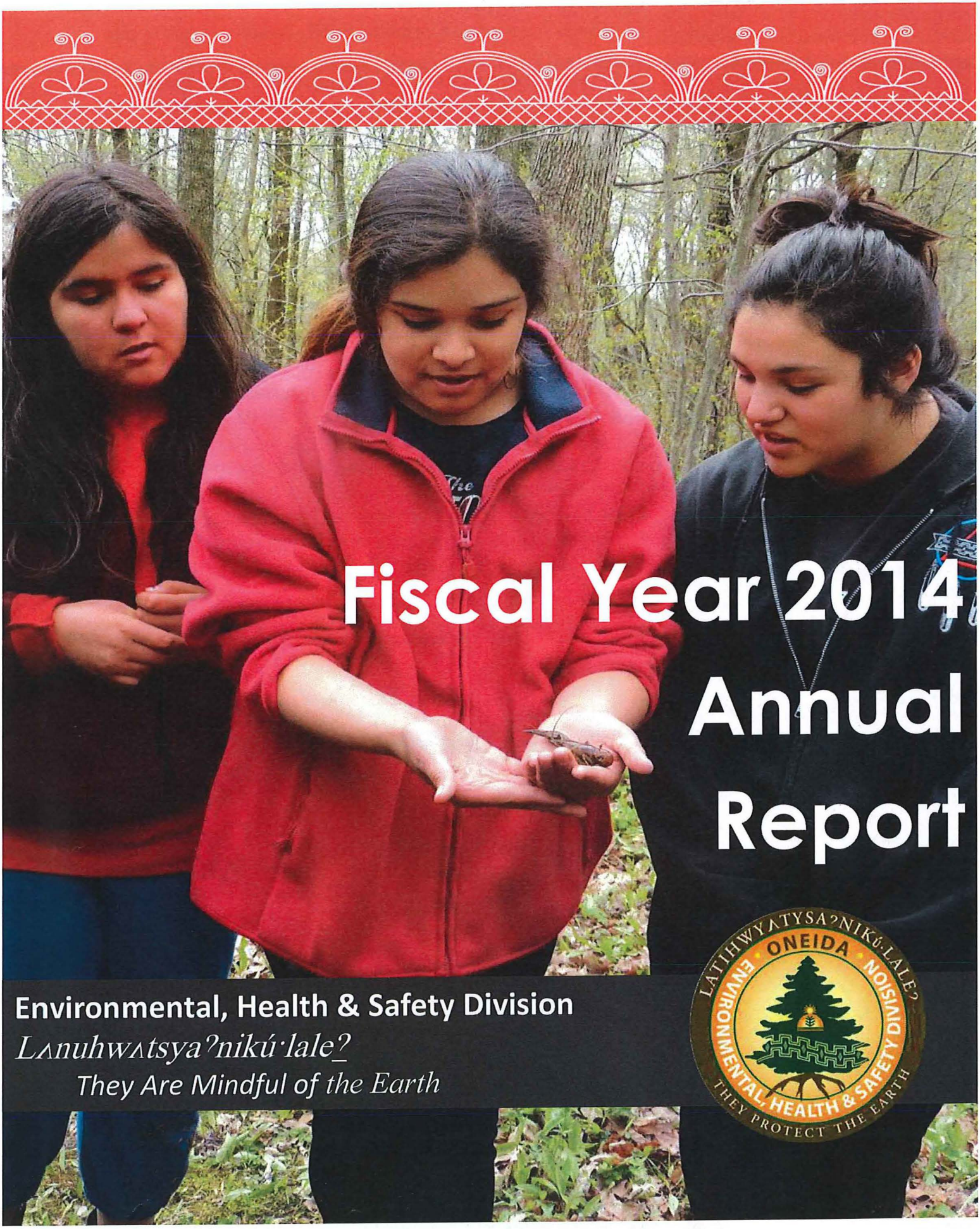
Patrick Pelky, EHSD Director Date

Jennifer A. Falck 1-5-15

Jennifer Falck, Program Evaluation Analyst Date

December: Protecting Groundwater

Ground Penetrating Radar Systems Inc. was hired to survey the former Hilltop BP gas station to verify that all the underground storage tanks or containers were removed. The radar can detect anything 30 feet below the surface. This is important in protecting groundwater.



Fiscal Year 2014 Annual Report

Environmental, Health & Safety Division

Lʌnuhwʌtsyaʔnikú·lale̱ʔ

They Are Mindful of the Earth

LATIHWYATYSAʔNIKú·LALEʔ ONEIDA ENVIRONMENTAL, HEALTH & SAFETY DIVISION THEY PROTECT THE EARTH

EHSD Mission
We provide high quality services that protect and improve the health of the human and natural environment, consistent with Oneida's culture and vision. We balance community, family, and work.

Table of Contents
Executive Summary
Community Outreach
FY14 Budget
Personnel
Travel & Training
Public Outreach
Project Highlights
FY14 Upcoming Projects

Contact Information
Patrick Pelky
EHSD Director
ppelky1@oneidanation.org
920-869-4590

Jeffrey Mears
Environmental Area Manager
jmears@oneidanation.org
920-869-4555

Shad Webster
Natural Resources Director
swebster@oneidanation.org
920-869-1450

Dan Brooks
Tribal Forester
dbrooks@oneidanation.org
920-869-1450

Michael Finney
Eco-Services Manager
mfinney@oneidanation.org
920-869-4576

Jim Snitgen
Water Resources Supervisor
jsnitgen@oneidanation.org
920-869-4589

Brenda Skenandore
Office Manager
bskenan6@oneidanation.org
920-869-4591

www.oneida-nsn.org/environment

facebook

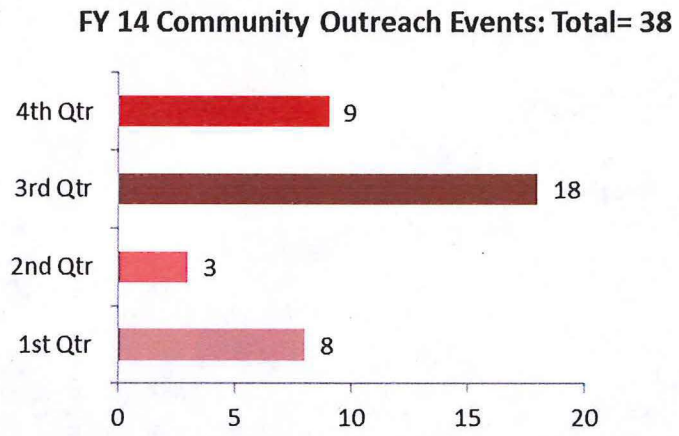
Executive Summary

FY14 was a very busy year for EHSD. Several large scale projects were implemented including the development of Oneida Lake, the Annual Household Clean Sweep, and the demolition and underground storage tank removal at the Hilltop BP gas station in central Oneida. The FY14 Annual Report is a snapshot of some of our accomplishments, and our plans for next year. Please contact us with any comments or questions you might have about the work we do.

Yawʌko,
Patrick Pelky, EHSD Director

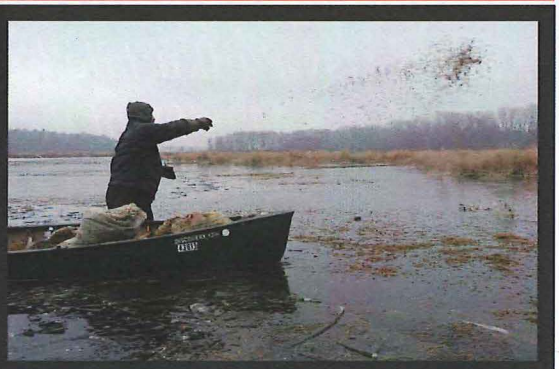
Community Outreach

EHSD provides many services to the Oneida Community. Outreach is a critical component for all the work we do. We provide classes, certifications, environmental education, and more. Examples of outreach include; Youth & Elder Fishing Day, Household Annual Clean Sweep, Hunter Safety, birding field trips, bergamot harvesting, restoration tours, and much more. EHSD reached over 1,000 people in FY14.



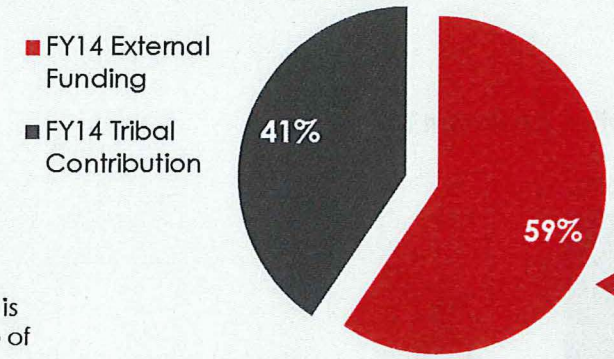
1st quarter

October 2013
Wild Rice was planted for a third year in a row with Oneida Nation High School Students at the Coyote Run Natural Area. Over 10 acres of rice have been established at the site.



Budget

The FY14 budget was $3,555,086.00.
59% or $2,097,500.00 was made up of external dollars.



Tribal contribution is primarily made up of casino revenue.

External Funding Breakdown

The BIA funds wildlife habitat and aquatic restoration projects. GLRI includes activities and restoration projects to improve water quality as it leaves the reservation and enters Green Bay.

$769,906 BIA/GLRI

The Environmental Protection Agency provides funds that protect human health and the environment by supporting implementation of federal environmental laws.

$682,314 EPA

Indian Health Service funds environmental health activities related to food safety, drinking water, home safety, and injury prevention.

$252,861 IHS

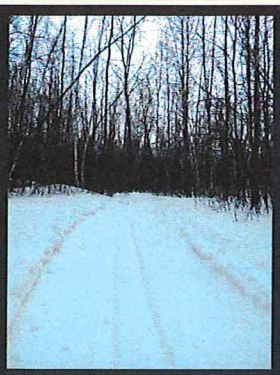
This category includes the First Nations Development Institute, The Nature Conservancy, the Wisconsin Department of Agriculture, Wisconsin DNR, & funds restoration and youth education projects.

$202,849 Other

The Department of Energy funds alternative energy projects including solar, wind, and renewable crops.

$184,177 DOE

2nd quarter

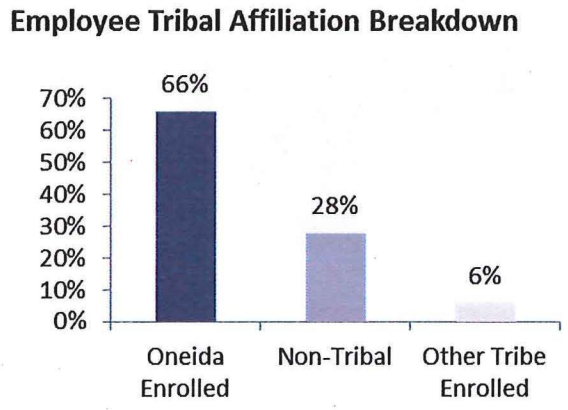


The Diabetes Prevention Program used grant dollars to purchase cross country ski trail grooming equipment for the Forestry and Trails Program. They began grooming trails at Quarry Park last winter.

The Injury Prevention Program provided home safety education and supplies to new parents.

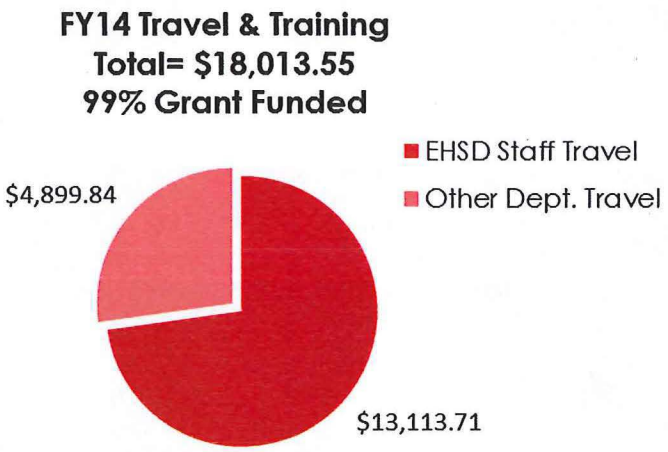
Personnel

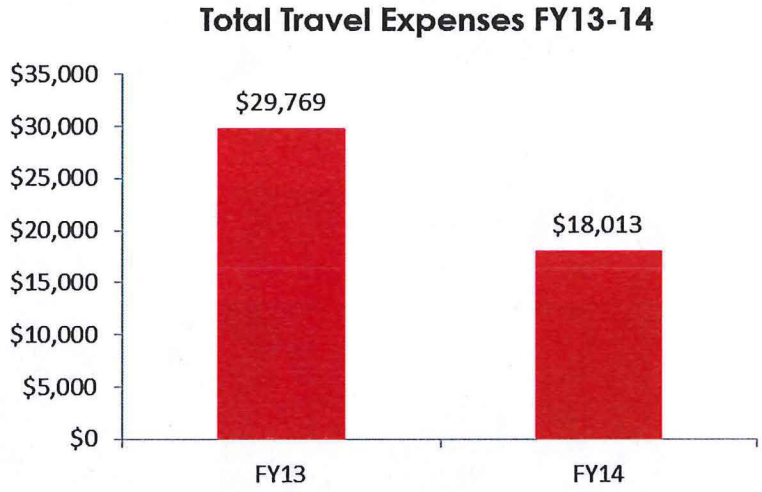
As of September 30, EHSD had 32 regular full-time employees. Throughout FY14 we had five seasonal employees, two summer interns, two volunteers from the Wisconsin Tribal Conservation Advisory Council, and 4 youth workers funded with a Wisconsin Department of Natural Resources grant program. The average number of full-time employees for FY14 was 28. At the end of FY14, 66% of our staff (all employees, interns, volunteers) were Oneida tribal members and 6% of our staff were members of other tribes.



Travel and/or Training

For FY14, EHSD spent a total of $18,013.55 on travel. This was a 40% decrease from our FY13 travel expenditures. The limits on travel and training in FY14 were prohibitive for the staff. Useful training and meetings were missed due to travel restrictions. $4,899.84 of the total, was spent on training and travel for other departments including the Law Office, Division of Land Management, and the Oneida Nation Elementary School. 99% of the travel and training expenses were paid for with external funding.





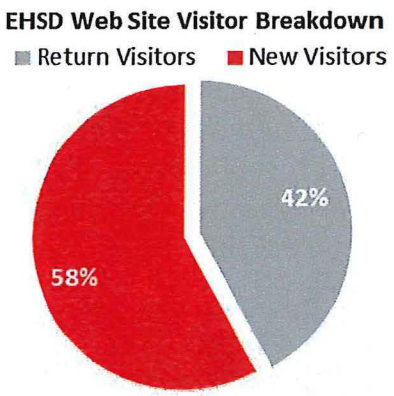
***Note:** While this chart does demonstrate a cost savings, it also represents a loss of training, meetings, and other missed opportunities for EHSD.

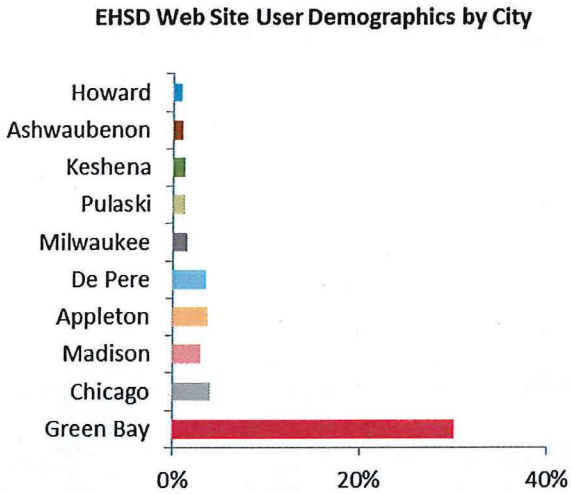
Public Outreach

Throughout the year EHSD participates in public outreach activities including attending events, publishing semi-annual newsletters, managing a web site, and using Facebook to update the community.

EHSD attended or hosted several events this year:

- 540 people attended our Green Cleaning and Composting Classes
- 20 ONHS students planted wild rice at the Coyote Run Natural Area
- 275 people attended the 15th Annual Youth & Elder Fishing Day
- 366 people attended the Oneida Gathering
- 51 students took our Hunter Safety Course





FY13 vs. FY14 EHSD Web Page Statistics			
	FY13	FY14	% Change
Sessions	4,014	4,302	+4.8%
Users	2,496	2,555	+2.3%
Pageviews	10,922	12,701	+14.0%
Pages/Session	2.72	2.81	+3.2%
Average Time/Session	2:07	2:22	+6.7%

Project Highlights

For FY14, EHSD is highlighting our native planting and harvesting activities and the BP Hilltop demolition and underground storage tank (UST) removal. While EHSD completes several exciting projects each year, these two projects exemplify our efforts to protect public health and the environment.

Prescribed prairie burn on Florist Dr. Burning native plant communities helps the plants to thrive.

Establishing Native Plant Communities for Harvesting

Many of the habitat restoration projects EHSD has completed in the past 10 years are full of healthy native plant communities. Getting native plant communities to thrive takes 3-5 years of intensive maintenance. This can include mowing, seeding, and even burning. Many of the plants we manage have cultural and medicinal properties.

Program & Project Highlights

Establishing Native Plant Communities for Harvesting Continued...

Kahʌtáklahse?
Bergamot or Number 6. Harvesting near the Buffalo Overlook.

Teyoneklastaláthehte?
Harvesting Sweetgrass on Seminary Rd.

Awʌ?ké·ne watnʌ?ʌ́·kwas
Planting wild rice at the Coyote Run Natural Area with ONHS students

BP Hilltop Shell Purchase and Demolition

The site located in downtown Oneida was purchased in July. The building was demolished and the underground storage tanks that held the station's petroleum were removed in September. The tank removal was 100% grant funded. The site is safe and ready for redevelopment. The purchase and demolition of the BP Hilltop Shell was strategic & will allow the tribe to determine the site's future land use. This project was a collaboration with EHSD, DOLM, DPW, Wells & Septic, and the OBC.

1. July 2014
Oneida Tribe purchased site.

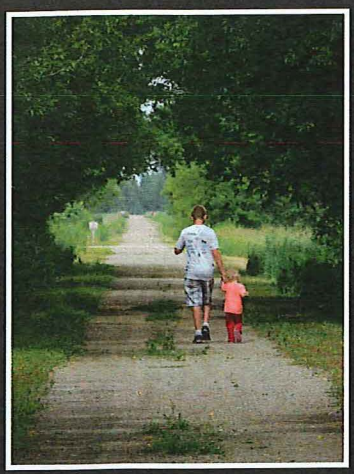
2. September 2014
Building has been demolished and underground storage tanks have been emptied and removed from the ground.

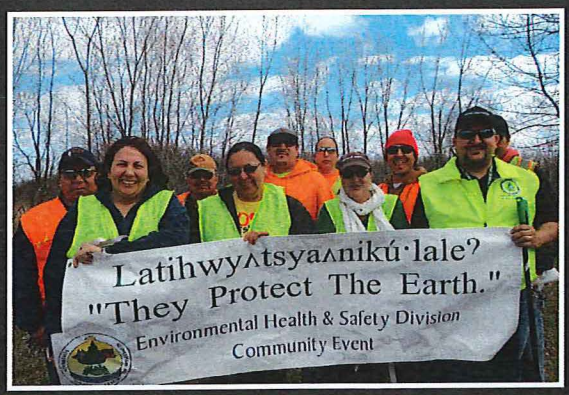
3. October 2014
Demolition, tank removal, and site clean up complete.

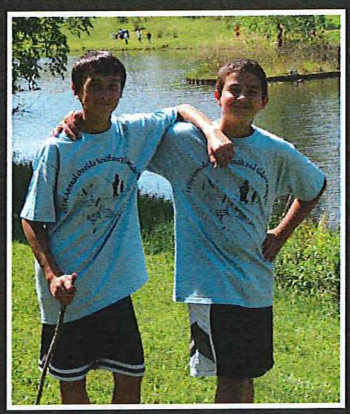
3rd quarter

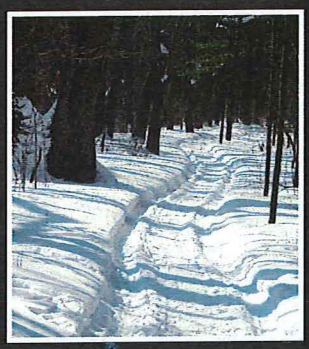
406 people participated in the Annual Household Clean Sweep.

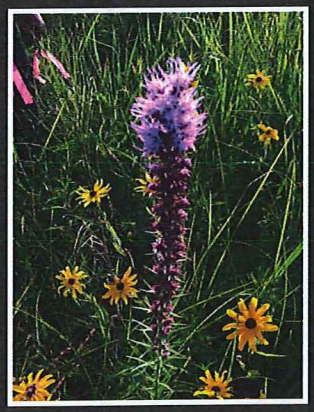
117 families participated in the Environmental Resource Board's Annual Earth Day Tree Giveaway in May. EHSD helped distribute 1,100 trees and edible berry plants.

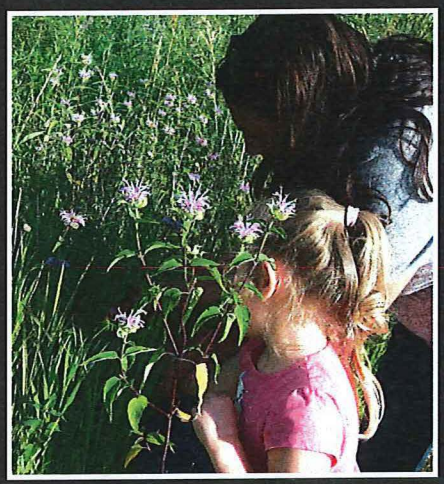



Latihwyʌtsyaʌnikú·lale?
"They Protect The Earth."
Environmental Health & Safety Division
Community Event









Coming Up in FY15

Demolitions

The White Building located on Ranch Rd. will be demolished this year, as will the old Anna John Nursing Home and Community Health Center located at the intersection of E/EE. Both buildings are beyond repair and are posing public safety risks. The Demolition Team is made up of staff from EHSD, DOLM, DPW, and Cultural Heritage. The team works together to identify sites that require demolition. They also find ways to recycle and reuse materials from demolition sites. One example of reuse is crushing concrete from building foundation– which can be used at other development sites.

South Branch of Suamico River Restoration

5,000 feet of this section of stream will be restored in an effort to improve the spawning habitat for the local Northern Pike population. This project will improve the overall health of the river, increase fish populations, and lead to more fishing opportunities. This project is grant funded by the National Resource Damage Assessment fund.

S. Branch of the Suamico River restoration will be completed in FY15. The project will improve spawning habitat, increase Northern Pike populations, and improve fishing opportunities on the reservation

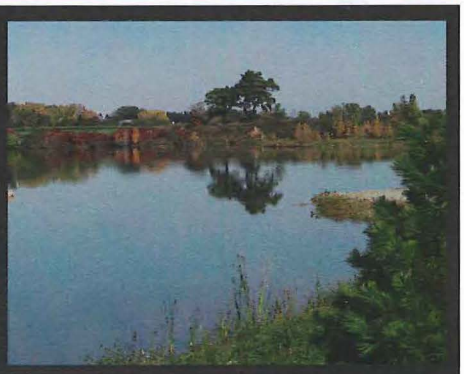
Hunter Recruitment, Development, Training & Education for Women

This project is designed to maintain our strong hunting tradition and strengthen families by teaching women to hunt safely and harvest food for their families. EHSD will build a team of experienced sportsmen/women to take 10 inexperienced hunters out to harvest game, clean, and process their harvest. Participants will learn outdoor preparation, safe firearm handling, accuracy/ marksmanship, and game processing. The group will hunt throughout the winter and spring of 2015-16 for waterfowl, pheasant, and turkey. After the hunt and game preparation, we will have a dinner for all the participants and a guest. Participants will receive a certificate for participation. This project is grant funded by the Wisconsin Department of Natural Resources.

The Hunter Recruitment Grant will teach women how to hunt and process game.

4th quarter

The Wisconsin DNR and U.S. Fish & Wildlife Service donated 2,400 walleyes for stocking Oneida Lake in September



Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Report

Agenda item title (see instructions):

Oneida Housing Authority

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Accept Oneida Housing Authority quarterly report

3. Justification

Why BC action is required (see instructions):

Required reporting

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1.
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one):

Requestor (if different from above): Dale Wheelock, Oneida Housing Authority Executive Director

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Memorandum

To: Oneida Business Committee/Tribally Designated Housing Entity

From: Dale Wheelock, Executive Director Oneida Housing Authority

Date: January 6, 2015

Subject: **OBC Direct Reports – Housing**

Demographic Information

The Oneida Housing Authority housing stock includes; 62 Homeownership units

291 Rental units

The number of persons served is **1,170**. Total **353 units**

The occupancy rate is **98%** of all the housing stock that is available. Vacant units reflect move outs and maintenance /or rehabilitation of the units is being conducted.

Internal Audit Findings

The last quarter provided no progress in resolving the Inventory System. The action needed is to hire an Inventory/Warehouse Mgr. and Inventory/Clerk to set up the implementation and maintenance of the system. Cost Containment to freeze all new hires stops all progress to complete this open audit finding since April, 2012. OHA has the financial resources to fund the positions and equipment necessary to close out this audit finding. Network connectivity of the warehouse with OHA office and Accounting is the secondary element that needs to close out the audit finding.

Acquisitions

There have been no acquisitions of housing in the Green Bay area by OHA since December, 2012. The previous OBC stopped all acquisitions involving OHA and City of Green Bay PILOT tax agreements. Note: the PILOT tax agreement allowed OHA to purchase housing at a very reasonable cost in Green Bay and paid only 10% of the rent receipts as the tax payment each year for each unit.

New Construction

Green Valley – Phase II

This project is in the lower portion of Green Valley. Access to the property is on Florist Drive. This project consists of the construction of 3 single-family Home Ownership units and 4 duplexes for the rental program. This project will produce 11 units in OHA's housing stock. This FY 2012 IHBG budget for development consists of $1,674,115 HUD funded resources.

Henry Road

In its original design the Henry Road development yielded six lots. Five duplexes were built and that remaining six lot will be under construction at the same time of Green Valley and under the same contract.

Elder Village Cottages

The Elder Village development is located southwest of Elder Services and consists of 32 lots. A contractor has been hired to construct the first phase of construction which consists of 8 cottages. Foundations are expected to be poured in spring 2015. This FY 2011 budget for development consists of $1,474,115 HUD funded resources.

Uskah Village

This is a multiplex development located south of Elder Services with the site entrance off South Overland Road and designed to serve single adults and adult couples. The first phase of this development is expected to yield 12-18 dwelling units. A townhouse style is the expected building design.

The project is currently in design phase with an architect and contractor hired to work through all phases of this development project to include; site analysis, site layout, engineering, infrastructure design, and physical construction. Infrastructure ground breaking is expected in the spring/summer of 2015. This FY 2013 budget for development consists of $1,597,026 HUD funded resources.

The FY 2014 budget for development consists of $1,980,541 HUD funded resources. The development plan for FY 2014 is to consist of 8-10 units in a combination of duplexes for income-based rental and single family homes for income based home ownership. These units will used to fill in at existing sites where infrastructure already exists.

Based on the Interim Reporting Assignments memo dated December 10, 2015 Mr. Troy Parr, Assistant Director has oversight of the Housing Authority New Construction area. The quarterly report would be provided by the Development Division for specific construction progress reports.

As some of the OBC/TDHE members are new regarding HUD requirements, I feel the tribe/TDHE needs to be aware of Total Development Cost (TDC). "The tribe/TDHE is responsible for ensuring that the amount of funds from all sources used to construct each unit does not exceed the TDC limits." "Units that improperly exceed TDC limits without appropriate HUD approval will not be deemed to be "affordable housing" and all IHBG funds expended on such units will be disallowed."

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 1 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Report

Agenda item title (see instructions):

Comprehensive Health Division 1st Quarter Report

Action requested (choose one)

☒ Information only

☐ Action - please describe:

3. Justification

Why BC action is required (see instructions):

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. 3.

2. 4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Melinda J. Danforth, Tribal Vice Chairwoman

Requestor (if different from above): Dr. Ravi Vir, Medical Director/Debra J Danforth, Operations Director

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Oneida Comprehensive Health Division
Oneida Community Health Center
Behavioral Health Services
Anna John Resident Centered Care Community
Employee Health Nursing

PO Box 365 **Oneida, WI 54155**

Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

ONEIDA COMPREHENSIVE HEALTH DIVISION
DR. RAVINDER VIR MEDICAL DIRECTOR
DEBRA DANFORTH, RN, BSN, OPERATIONS DIRECTOR
DIVISION UPDATE QUARTER 1
OCTOBER, NOVEMBER, DECEMBER, 2014

Executive Management Team:

Division Dir-Operations, Debra Danforth RN, BSN,	869-4807
Division Dir-Medical, Ravinder Vir, MD,	869-4808
Asst. Operations Director, Judi Skenandore,	869-4809
Executive Assistant, Mercie Danforth	869-4810
Business Operations Director, Jeff Carlson,	869-4805
Ancillary Services Director, Dave Larson,	869-4820
Director of Nursing-OCHC, Sandra Schuyler,	869-4906
Behavioral Health Manager, Mari Kriescher,	490-3737
Employee Health Manager, Mary Cornelissen	405-4492
AJRCCC Nursing Home Administrator, Nola Feldkamp,	869-2797
Public Health Officer, Eric Krawczyk,	869-4812

THE ONEIDA COMPREHENSIVE HEALTH DIVISION IS COMPRISED OF:

Oneida Community Health Center (OCHC)
Anna John Resident Centered Care Community (AJRCCC)
Oneida Behavioral Health (OBH)
Employee Health Services (EHS)

VISION:

We provide the highest quality, holistic health care to ensure the wellness of OUR Oneida Community.

VALUES:

Responsive Leadership: *Consistent attentive listening, honesty, doing the right thing, timely decision making and seeing issues resolved to completion.*

Culturally Sensitive: *Meeting people where they are and being sensitive to their unique needs as human beings within the Oneida Community.*

Continuous Improvement: *Striving to achieve a higher quality of health care and a higher performing workforce through our Commitment to Learning and Growth.*

Communication: *Fostering honest, respectful and timely communication with the appropriate level of transparency.*

Safety: *Striving for an environment that provides the highest level of physical and emotional safety for our patients, employees and community in an environment free of fear, retaliation and repercussion.*

Respect: *Create a welcoming and compassionate environment focused on the individual needs of OUR community and Health Care Team*

OUR 2013-2016 STRATEGIC PLAN IS FOCUSED IN FOUR SPECIFIC AREAS:

1. Improve Access to care across the Health Division
2. Continuous Quality Improvement
3. Optimize Technology
4. Enhance Our Workforce

OUR 2014-2015 INITIATIVES THAT WILL BE FOCUSED TO ACHIEVE OUR STRATEGIES:

1. **Accreditation:** The Comprehensive Health Division will validate and assure the community the delivery of the highest quality health care services in achieving AAAHC (Accreditation Association for Ambulatory Health Care) accreditation by September 2015 through team work, leadership and commitment.
2. **Advancing Technology:** Utilize innovative State of the Art technology and data analytics to continuously improve wellness and health outcomes.
3. **Optimize staffing processes:** To work collaboratively with HRD to enhance the Division processes for recruitment, hiring, and retention and provide recommendation (s) for change to the Oneida Business Committee by September, 2015.

IMPROVE ACCESS TO CARE ACROSS THE HEALTH DIVISION

Initiatives: Optimizing staffing processes and Accreditation

- Improving access to care by ongoing recruitment. Recruitment and retention of qualified healthcare professionals continues to be challenging in an environment of a nationwide shortage of healthcare providers. Wage stagnation continues to be a hindering factor in retention for many of the clinical staff.
    - The HR/OCHD Mgmt team has been meeting to develop a Recruitment and Retention Plan and have requested assistance of the CFO in reviewing the financial feasibility of such a proposal to be presented to the BC. This group will regroup after the holiday season.
- Dr. Dzubinkski, Psychiatrist resigned and his last day is 1/25/15.
- Dr. Hillary Wynn, Adolescent and Adult Psychiatrist started on October 1, 2014
- Actively Recruiting for Primary Care Physician, Psychiatrist, Psychologist and other various positions within the Comprehensive Health Division remains ongoing.
- Access to Care in Behavioral Health remains an ongoing challenge in order to meet the needs of the community without hiring of additional staff and maintaining a full staff. We are interviewing in January for the Youth Social Worker, Clinical Substance Abuse and Psychotherapist positions.
- One of the AODA Counselors has accepted the Dual Diagnosed Therapist position, which leaves us with another vacancy in AODA.
- We have one person that has been hired as an Emergency Temp for the Youth Social Worker position due to the Coordinated Service Team (CST) grant requirements.
- The (CST) Coordinated Service Team grant that will allow us to have dollars available in building the collaboration with the schools and any other youth service that the family may be using.
- We attended Advanced Training Trauma Focused Cognitive Behavioral Therapy (TF-CBT) collaboration with Outagamie County and are now building a team of professionals that are working with youth in our community. This is an ongoing initiative.

- OBH has been working with the School and community members to develop a concept proposal for the development of a State wide Adolescent Wellness Center. This concept was presented to the Oneida Business Committee in December and has received their support to present the concept at the Year-end State Consultation session. This will determine if there is enough support from the remaining Tribes to move the concept forward. This has been a discussion point that has been on the table with many of the Tribes for a number of years and the need for a Youth Adolescent Wellness Center for treatment of our troubled youth.

- **ANNA JOHN RESIDENT CENTERED CARE COMMUNITY (AJRCCC) UPDATE:**

  - The Congregate Mealsite hours of operation are Monday through Friday from 8:00 AM to 4:30 PM.
  - Shared activities between AJRCCC and Elder Services continue on a scheduled plan.
  - VA Contract status: as of this report, all financial information has been submitted to the VA to their satisfaction. The final process is to complete their on-site inspection of the facility which they requested by scheduled after the holidays. This date has not been finalized yet.
  - The following positions continue to be filled through the use of Agency staff to be in compliance with the State license requirements based upon patient acuity and number of admissions: Certified Nursing Assistants and some Nursing positions.
  - Current census is on average 40-44 as of December, 2014. There will be continued need for the use of Agency staffing based upon resident acuity and staffing needs. However, staff continues to work on reduction of OT and use of agency.
  - The AJRCCC revenues are steadily improving due to the addition of the LT Finance Coordinator. Having two people working on the Finances has helped tremendously to improve our ability to enhance our revenue streams within the AJRCCC through third party reimbursements.
  - AJRCCC has been working the Oneida Vets Depart on a different Veterans Program and we have had one community veteran that has been able to enhance his VA benefits that cannot be counted as income or towards his stay at AJRCCC. This benefits the AJRCCC revenues as it enables the Veteran to be able to pay towards their unpaid balances.

OPTIMIZE TECHNOLOGY

Initiatives: Advancing Technology and Accreditation

ELECTRONIC MEDICAL RECORD (EMR):

- The EMR continues its work within the Oneida Community Health Center and Oneida Behavioral Health. The Clinic continues ongoing review and updating of the system as we need quarterly upgrades to this system as a whole. Every update requires numerous testing and implementation to assure that all the kinks are worked through before going live each quarter. The most recent upgrade was made to Centricity Practice System (CPS-Version 12).
- We went live with the **GE Patient Portal** solution "My Health Oneida" on 12/31/14.
    - Revised communication has been ongoing in the Kalihwisaks informing patients that the patient portal is coming and when. Now the communication will be informing patients how to sign up and is included on our Tribal Website.
    - Patients who sign up for the Patient Portal will have access to view past and future appointments, see completed Lab results, and update addresses and phone numbers.
- **Electronic Signature Capture** has been installed and we are now in the process of looking at hardware that we will be using when implementing the Signature capture. This is currently scheduled for the first week of January 2015. Plans for communication will be forthcoming.
- **Immslink**-the selected vendor is assisting us with our interface with the Wisconsin Immunization Registry (WIR), which is waiting for the State to complete these processes.
- The EMR Team has been working with GE (our electronic medical record vendor) to determine what potential content is available for Physical Therapy. The specific templates that our Physical Therapy (PT) Providers, which are currently in use for evaluations of Extremities, Cervical Spine, Thoracic Spine, Lumbar Spine will need to be built to corresponding Centricity Clinical Content (CCC) Forms. There has been some discussion with the AJRCCC on the need to have PT notes listed within the AJRCCC Record System. This system is American Data Electronic Charting System (ECS). This is still being worked on at this time.
- We have compiled a spreadsheet that contains all the HIPAA Security Policies/Procedures that are required for compliance. Some of these we already have, or we have templates for and are in the review and implementation stages.
    - Some of the SOP's required legal review and discussion with the law office which is in process at this time.
- The EMR Team is in the process of updating the original project plan and revising timelines and/or closing out items on the project list that have been completed. The next phase of the EMR will be to begin moving toward Stage 3 requirements for Meaningful Use. (Meaningful use is divided into three stages. Stage 1, which began in 2010, focused on promoting adoption of Electronic Healthcare Records. Stage 2, finalized in late 2012, increases thresholds of criteria compliance and introduces more clinical decision support, care-coordination requirements and rudimentary patient engagement rules. Stage 3, which the Centers for Medicare & Medicaid Services (CMS) rule makers are writing from late 2014 through early-to-mid 2016, will focus on health information exchange as well as other more fully formed meaningful use guidelines introduced in earlier stages.)

- We are currently using Clinical Quality Reporting (CQR) systems for our MU reporting.
- There are still clinical departments that require access to the Electronic Medical Record. However, we are finishing getting the remainder of these areas access. These include the School Nurse, Community Health Nursing, Nutrition, Health Promotion, Physical Therapy and Home Care services which will soon be added.

CONCERNS and/or ACTIONS NEEDED BY THE OBC:
There remains a lack of future allocation of funding for ongoing resources & support of EMR. Oneida Comprehensive Health Division's (OCHD) Management recommends the long-term need for Clinical Applications Coordinators and the Link logic manager roles in the Medical and Behavioral Health environment. The Health information technology area remains under resourced resulting in potential risk for the division and the organization. These services are currently being provided through a combination of MIS resources and Oneida Comprehensive Health Division resources.

PATIENT MANAGEMENT SYSTEM (PMS)

- The Batch Eligibility process which determines coverage for patients with insurance, initially, with Wisconsin Medicaid/Forward Health and ultimately with other 3rd party carriers remains in progress. Our staff continues to work with Emedapps in ensuring the data submitted is accurate. Some of the problems include errors with the member identifications not coming through successfully. We are working to resolve these issues as quickly as possible. This module will allow us to assure our Medicaid population is recorded properly in our patient insurance files.
- We continue to use Encore as our Contract Health Services base software. In addition, we are upgrading our Medicare Like Rate software with our vendor and the new version should be available by calendar year end.
- We finished the FY 2014 with CHEF reimbursements of $348,255. New CHEF cases can be submitted within the next couple of months. This funding is competitive nation-wide, therefore it is even more critical that our claims be submitted timely as soon as the window for submission opens.
- Dental was upgraded to the Meaningful Use version of Dentrix. No Change for this quarter
- Optical was upgraded to the Meaningful Use version of Compulink.
- Server configurations remain ongoing for our testing environment. This is necessary to assure an update which seems ready for production is tested before it goes live. We have installed CPS version 12 which is Meaningful Use (MU) compliant. Due to the CMS changes, we earned a reprieve for MU reporting for FY 2013 due to all the revisions that were done for nationwide health reporting programs.

CONCERNS and/or ACTIONS NEEDED BY THE OBC: No formal action required, just continued awareness and support. Resources – human and financial resources for this project under satisfactory thresholds for both MIS and Clinical are an ongoing need. We are working cooperatively with Oneida Management Information Technology (MIS) for long term sustainability of our needs for the Division as a whole, however lack of adequate resources may eventually impact our ability to maximize our revenues due to the inability to keep our systems upgraded.

CONTINUOUS QUALITY IMPROVEMENT

Initiatives: Accreditation

- Accreditation is currently on hold as of this report. The additional wage approved for the combining of the QA and Safety Coordinator positions ended at the beginning of December per HR. The position has not been finalized to make this a permanent title change and completed wage analysis as of this report.

ENHANCE OUR WORKFORCE

Initiative: Optimizing our staffing processes

- **HUMAN RESOURCE MANAGEMENT**
- **Number As of 12/31/14 Comprehensive Health Division Employees: 294**
  - ****(4st quarter 2014-292)**
  - **98 Oneida Enrolled**
  - **25 American Indian/Alaskan**
  - **4 Black/African American**
  - **1 Asian**
  - **2 Hispanic/Latino**
  - **164 Caucasian/other**

- **Vacancies as of 12/31/14 :**

- **OCHC Medical Clinic**
  - Diabetes Supervisor
  - Certified Medical Assistant-on hold until after January, 2015
  - Physician Internal Medicine
  - Physician Family Practice (2)
  - Pediatrician
  - Nurse Practitioner

- **Dental**
  - Dental Hygienist
  - ET Dental Assistants
  - Dental Assistant

- **Behavioral Health**
  - Clinical Psychologist
  - Youth Adolescent SW
  - Dual Diagnosis Therapist (2)
  - Psychiatrist

- **Operations**
  - Administrative Assistant III-Filled with ET until after January, 2015

- **Pharmacy**
  - Pharmacist-posted but will not be filled until February/March, 2015

- **Optical**
  - Optometric Technician-posted but will not be filled until February/March, 2015

CONCERNS and/or ACTIONS NEEDED BY THE OBC: No formal action required at this time. Continued support and awareness of the need to continue to fill vacancies as they occur. Competitive wages continue to be a concern across the Division.

- The critical vacancies that will need to continue to be filled to achieve our Strategic Plan are all Direct Care Providers which are identified as Revenue generating.
- The need to remain competitive with wages is becoming more critical as we move into FY 2015. We are already beginning to have difficulties in filling positions and retaining positions due to wage stagnation and non-competitive wages. The ability to continue to fill critical vacancies will be crucial throughout the remainder of FY 2015 with the approval of the OBC.
- Use of Agency Staffing for AJRCCC continues to be a concern. If we are not able to utilize Agency staff, then we will be unable to fulfill the needs of our residents based upon our acuity levels which could jeopardize patient safety and patient care as well as our licensure for the AJRCCC.
- Use of Overtime is our only alternative to meeting patient needs in the absence of our ability to fill positions.
- As agreed upon following our last Quarterly update in December, we have posted the following positions and will not fill these positions until February 1 and March 1, 2105 due to cost containment. These positions are critical to the operations and we have made provisions within the personnel areas to allow for overtime to assure safe practice and patient care is provided:
    - **Pharmacist #09014**
    - **Optometric Technician #01319**
    - **2-Emergency Temp Dental Assistants-currently posted but not able to fill**

CASE MANAGEMENT/LONG TERM CARE:

Oneida Comprehensive Health Division has been working with Governmental Services Division to create an integrated case management system. The case management system is moving forward and the various parts of the system are beginning to come together. The Tribe received a $14,000 The Money Follows the Person grant which is intended to help Tribes administer their own Long Term Care Support System. Elder Services has posted a position for an ADR Specialist. The Tribal ADRC office will be composed of staff from Oneida Comprehensive Health Division, Elder Services and Income Maintenance. This office will work with both the Brown and Outagamie ADRC's. There will need to be some staff reorganization required in order to meet the federal requirements of the ADRC. The case management system is preparing for the Family Care expansion that will happen in 2015. The Tribe will move to Family Care at the same time as Brown County which is expected to be sometime in June, 2015.

Separately all of the Tribes are working on a Tribal option with the State that would allow the Tribes to run their own Long term Care system and not have to be involved with Family Care. This option requires approval from CMS and the time table and approval are uncertain at this time. There are three meetings scheduled with the State and CMS regarding the "Tribal Option". Meanwhile we are continuing to work with the State on Family Care issues.

FINANCIALS

YTD FINANCIAL Revenue REPORT
AS OF 11 /30/2014

	Tribal Contribution		Grants		Other Income		External Sales		TOTAL	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual
Consolidated Health	10	(30,509)	3,279,170	2,747,615	4,590	4,935	3,535,130	2,369,562	6,818,900	5,091,603
Anna John Nursing Home	102,373	102,066					631,690	666,054	734,063	768,120
Employee Health Nursing	134,347	0							134,347	0
Misc Grants	42,130	40,086	348,364	267,100					390,494	307,186
TOTAL	**278,860**	**111,643**	**3,627,534**	**3,014,715**	**4,590**	**4,935**	**4,166,820**	**3,035,616**	**8,077,804**	**6,166,909**

* NOTE: From Infinium Report DIVSUMHLT Budget and Actual Report

Annual TC Funding*	T/C	
Consolidated Health		0.00%
Anna John Nursing Home		0.00%
Employee Health Nursing		0.00%
Misc Grants		0.00%
TOTAL	**0**	**0.00%**

*Annual Tribal Contribution Budget not approved by GTC at this time.

SUCCESSES OR CELEBRATIONS:

- Pharmacy continues to have peaks of over 1000+ per day.
- Bi-monthly updates have been implemented with the committee. Scheduling has been somewhat sporadic primarily due to the holiday scheduling and budget needs but with the coming new year, scheduling should become more consistent.
- AJRCCC- Average occupancy fluctuates between 40-44 with full capacity at 48 beds. AR is steadily improving resulting in enhanced revenues for the facility.
- Valley Bay Therapy for Occupational Therapy and Speech Therapy patients have been steadily improving as well as the reimbursements.
- Completed development of new Mission Statement for Community Health Nursing- Population Based Programming.
- HPDP Just Move It Oneida events continue to grow exponentially due to the RAS points that Employees are earning as well as the community's desire to improve their health and well-being!
- Dr. Hillary Wynn, Adolescent and Adult Psychiatrist began October 1, 2014.
- 1615 employees completed their Health Risk Assessments (HRA) through Employee Health Nursing
- Completion of e-learning for standard, droplet, and contact precautions for all Comprehensive Health Division employees. Previously this training was completed face to face. The success of e-learning will save time and efficiency for the Division.

From:	BC_Agenda_Requests
To:	"Carol Wenzel"; BC_Agenda_Requests; Jackie Zalim; Jenna L. Skenandore; Mark W. Powless; Barbara Kuks; Mary C. Graves; Tina Danforth; Daniel Schiller; Kathleen M. Metoxen; Lisa M. Summers
Subject:	RE: Quarterly Report Jul-Sep 2014
Date:	Wednesday, December 17, 2014 10:42:00 AM
Attachments:	BC Agenda Request Form - 2014 Reader Enabled.pdf

Please complete the attached BC Agenda Request form and submit. Thanks.

Lisa Liggins

Assistant to:
Tribal Secretary, Lisa Summers
Oneida Business Committee

direct phone: (920) 869-4434
fax: (920) 869-4040
lliggins@oneidanation.org

From: Carol Wenzel [mailto:cwenzel48085@yahoo.com]
Sent: Tuesday, December 16, 2014 5:10 PM
To: BC_Agenda_Requests; Jackie Zalim; Jenna L. Skenandore; Mark W. Powless; Barbara Kuks; Carol Wenzel; Mary C. Graves; Tina Danforth; Daniel Schiller; Kathleen M. Metoxen; Lisa M. Summers
Subject: Quarterly Report Jul-Sep 2014

SEOTS ADVISORY BOARD
QUARTERLY REPORT (July-September 2014)
SOUTHEASTERN ONEIDA TRIBAL SERVICES ADVISORY BOARD

Submitted by:

Pamela Ninham-Chairwoman
Jackie Zalim-Vice Chairwoman
Valerie Webster-Secretary
Carol Wenzel- Advisory Board member
Kymme Goodrich-Advisory Board member
Chris Luttrell-Advisory Board member
Mark Powless- Director

Oneida Business Committee liaisons: Vince Delarosa, Ed Delgado- alt, Melinda Danforth-alt.

Minute's update- minutes are on file.

Financial- SEOTS continues to be under budget.

Programs: The SEOTS Cessation Program is having a continuation of clients. Two of our tribal members have completed the program, one is intent on quitting. Five clients have dropped out and six clients are currently participating in the program.

SEOTS hired an intern for the summer for our youth programs and he will also assist with other duties as assigned.

Community discussions were held at SEOTS during the first two weeks in August. The topics were Historical Trauma, Employment, Health, and Our Relationships with Oneida, Cultural Connections and Education. Participants were given a $10 Walmart Gift Card for attending these discussions. Three sessions were cancelled due to no participation from the community. The remaining sessions were well attended with great discussions from the group.

Deb Ushakow of the SEOTS office was at the Indian Summer Festival for the whole duration of the event to represent the Oneida Tribe with Oneida Cultural presentations. Oneida did not sponsor the Indian Summer Festival this year.

Special Events and Travel –SEOTS was invited to speak in Rochester, Minnesota about our work with the Smoking Cessation Program. All travel expenses were paid for the Spirit of E.A.G.L.E.S. Grant.

Comments- Gloria Lusis was hired through National Indian Counsel on Aging (NICOA) she will be working part-time at SEOTS. The Oneida Tribe hired for SEOTS a new Administrative Assistant Sarah, who is also working part-time. This was part of several discussions with the board to take on more staff and volunteers to help alleviate some of the staffing issues.

We passed a motion to retrieve and retain the $400,000 which was formally approved for the SEOTS building by the GTC. This sum had been taken from the SEOTS building budget, and now needs to be released and reallocated to the SEOTS building budget and confirmed by the OBC to make this happen per GTC action. We foresee this being essential to the remodel.

Goals and Objectives -1. Increase participation, have open communication and hear more voices. 2. Tabled - Explore a change from an "*advisory" board to a "full board" with appropriately more authority.* We need to first revisit our mission and vision and determine what governing model is best suited for continued achievement of these.

Meeting Requirements • By-Laws require 7 members, 2 meetings per month with Special and Emergency Meetings. Only 1 meeting per month is paid. Consider the need for bi-monthly meetings. Determine if another schedule is more appropriate for meeting our responsibilities and change bylaws if necessary.

Follow up- During this Quarter there were multiple meetings to achieve a consensus on the remodeling of the new SEOTS building floor plan. This was done in conjunction with the SEOTS office staff. We believe we are able to meet staff and community needs with the agreed upon design.

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 1 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): BCC Report

Agenda item title (see instructions):

Oneida Election Board 4th Quarter Report

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Accept Report

3. Justification

Why BC action is required (see instructions):

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. OEB FY14 4th Quarter Report
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Melinda J. Danforth, Tribal Vice Chairwoman

Requestor (if different from above): Michele Doxtator Election Board Chairwoman

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

ONEIDA ELECTION BOARD QUARTERLY REPORT
July – September 2014
December 5, 2014

Report Submitted By: Michele Doxtator, Chairperson
920.819.5765

Board Members: Michele Doxtator, Chairperson
Racquel Hill, Vice Chairperson
Melanie Burkhart, Secretary
Jon Frion
Constance Danforth
Barb Erickson
Teresa Schuman
Melinda K. Danforth
Lori Elm

BC Liaison: Melinda J. Danforth, Vice Chairwoman
Alternate Lisa Summers, Tribal Secretary

Meetings:

	Regular Meeting	Special Meeting	GTC Meeting	Caucus	Hearings	Primary Election	Special Election
July	2	4	1	1		1	
August		1			1		1
September		7	1				

Highlights for the quarter include:

1. General Election held on July 11, 2014. A total of 1,685 voters registered. 1,523 voted in Oneida and 162 voted in Milwaukee.
2. Preparations for the Judicial Special Election in August which was eventually held in September.
3. Special Judicial Election held on September 27, 2014. A total of 493 voters registered. 420 voted in Oneida and 73 voted in Milwaukee.
4. Preparations for the Special Election to fill 1 vacant Council position.

Goals and Objectives:

- Conduct Tribal Elections in compliance with Tribal law.
- Develop, adopt and review applicable standard operating procedures.
- Strive to serve the Oneida membership fairly while being fiscally responsible.

Meeting requirements: Currently the Board is meeting once per month; special meetings are scheduled as needed.

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): Report

Agenda item title (see instructions):

Oneida Library quarterly report for September, October, November 2014

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Request approval

3. Justification

Why BC action is required (see instructions):

Quarterly reports required.

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1.
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above): Carol Elm, Acting Chairperson

Name, Title / Dept. or Tribal Member

Additional signature (as needed): Carol Cornelius, Acting Secretary

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

ONEIDA COMMUNITY LIBRARY BOARD
QUARTERLY REPORT September, October, November, 2014

MISSION STATEMENT: Provide for the informational needs of the Oneida Community while building a collection that reflects our unique Oneida heritage. All persons will have access to current, balanced materials, services and programs that will enrich their information, cultural and recreational needs.

NAME OF BOARD: Oneida Community Library Board

CONTACT: Carol Elm, Chairperson

MEMBERS: Carol Elm, Chairperson
Dr. Carol Cornelius, Acting Secretary
Roxanne Anderson, Member
Melinda K. Danforth, Member

BC LIAISION: Fawn Billie

MINUTES:

The following meeting minutes have been approved by the Oneida Community Library Board and sent to Kathy Metoxen:

Sept. 10, 2014
Oct. 8, 2014
Nov 12, 2014

ACTION TAKEN:

The Board meets at the Library, the second Wednesday of the month at 4:30 p.m.

HIGHLIGHTS OF THE LIBRARY:

September 2014

Activities: annual Fiesta Sept. 13, Oneida Farmers Market dollars utilized to purchase fresh local produce to prepare salsa for the event.
Participated at the Oneida Apple Fest with 3 tables, at least 2,000 people stopped at the Oneida Library activity tables.
Patron count: 2,259

October 2014

Boo Bash, staff and volunteers manned the tables 1,200 attend Halloween celebration at Civic.
Green Earth library gained better/safer parking areas.
Division of Land Management discussed getting cameras on the outside of the building to combat vandalism..
Growing Wisconsin Readers is a state wide program to support early literacy. The program partners with public libraries to provide information and supports reading at every stage of development. In October, we offered literary projects for parents to take home and a workshop for making “play boxes” which are themed items put together to promote learning literacy through play,
Patron count: 2,315

November 2014

We have budget concerns with the proposed 12% decrease as this would mean reducing our staff.
We decided to plan an open house event for the Business Committee to see our renovated adult area. This will be held Dec. 6th from 11 to 1 pm.
Patron count: 2,020

FINANCIAL:
IMLS (Institute of Museum and Library Services) received for $150,000 over 2 years. These funds will be allocated for a limited term position library aide.

The Library will continue to apply for grants and will follow purchasing guidelines to stay within the budget. The Library is taking great care to abide by cost containment guidelines.

SPECIAL EVENTS AND TRAVEL:

Two staff attended the IMLS grant training on reporting procedures for administration of the grant.

UPCOMING EVENTS
The Library offers programs for youth Monday through Thursday. We have incentive-based reading programs, people of all ages can read and earn currencies of different types to earn prizes.

PERSONAL COMMENTS:

The Board would like to commend the Library Staff for the valuable services they provide to the community. The Oneida Library provides a safe, welcoming, and positive place for our young people and the community. The library is always a great place to see our children learning and interacting.

Oneida Business Committee Meeting
Agenda Request Form

1. Meeting Date Requested: 01 / 14 / 15

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list:

Agenda Header (choose one): BCC Report

Agenda item title (see instructions):

Environmental Resource Board FY'14 fourth quarter report

Action requested (choose one)

☐ Information only

☒ Action - please describe:

Motion to accept the report.

3. Justification

Why BC action is required (see instructions):

Mandatory quarterly reporting of ERB activities.

4. Supporting Materials

Instructions

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1.
2.
3.
4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Tehassi Hill, Council Member

Requestor (if different from above): Richard Baird, Chairman/Environmental Resource Board

Name, Title / Dept. or Tribal Member

Additional signature (as needed): Chad Wilson, Project Manager/Environmental Resource Board

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

1) Save a copy of this form in a pdf format.
2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

ENVIRONMENTAL RESOURCE BOARD

Quarterly Report 2014: October, November, December

NAMES

Richard Baird, Chair	Marlene Garvey, Vice-Chair	Nicole Steeber, Secretary
Gerald Cornelius	Ted Hawk	Gerald Jordan
Al Manders	Tom Oudenhoven	Megan White

Oneida Business Committee Liaison: Tehassi Hill

MINUTES

Action Taken October 2:

- Motion to approve ERB quarterly report
- Motion for letter of support to approve the grant funded Hunter Recruitment Program as proposed by the Conservation Department.
- Motion to approve Feast Permit

Action Taken November 6:

- Motion to approve suggested to changes to Hunting, Fishing, and Trapping Law as presented by Conservation Department and thanks to LRO Attorney Lynn Franzmeier.
- Motion to approve name change recommendations for Seven Natural Areas and forward to the Land Commission.
- Motion to approve ERB Semi-Annual Report.

Action December 4:

- Motion to approve recommended changes to the Hunting, Fishing, and Trapping Law

FINANCIAL

2014 Tribal Contribution	$255,858
Current Month Transactions – October 2014	$ 22,845.97
Current Month Transactions – November 2014	$ 18,554.63
Current Month Transactions – December 2014	$ TBD

Grant Contributions:

Safe Routes to School: $64,646.66 spent of $343,100 - Ends 6/31/15

GOALS AND OBJECTIVES

#	GOAL STATEMENT
1	To provide the Oneida community with environmental education through community events, workshops, and educational materials. These will include local, regional, and national issues.
2	Monitor environmental and other projects for compliance with community goals, support Sustainable Community development projects and energy efficiency program development, and appropriately manage grant and bonding commitments.
3	Completion of hearing responsibilities related to the Oneida Hunting, Fishing, and Trapping Law, the Domestic Animal Ordinance, the ATV Law, the Water Resources Ordinance, and the proposed Public Use of Tribal Lands Law.

#	OBJECTIVE STATEMENT	MEASUREMENT	COMPLETION DATE	GOAL # (above)
1	Oneida Earth Day and Tree Giveaway. Oneida Youth and Elder Fishing Opener, and Onyota'a:ka Lake opening.	Provide outreach and community event for over 500 tribal members	Events planning for May & June, 2015	**1**
2	Implement Wis-DOT grant funded Safe Routes to School trail and other Community Trails connections	Coordination with Facilities,Engineering, and Community Trails team	Completion for June, 2015	**2**
3	Signage and education/outreach for the Public Use of Tribal Lands law	Completed public hearings, access maps, and land designations	Ongoing since May, 2014	**3**

MEETING REQUIREMENTS

The ERB meets once a month per cost containment. Meetings are held on the 1st Thursday of each month. Hearings are held as required.