# *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>March 9, 2016</u>**

**Open Session**

**CERTIFICATION**

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the following 406 pages are the Open Session meeting materials presented at a meeting duly called, noticed and held on the 9th day of MARCH, 2016.

Lisa Summers, Tribal Secretary
Oneida Business Committee

# *Oneida Business Committee*

**Executive Session**
**9:00 a.m. Tuesday, March 8, 2016**
**Executive Conference Room, 2nd floor, Norbert Hill Center**

**Regular Meeting**
**9:00 a.m. Wednesday, March 9, 2016**
**BC Conference Room, 2nd floor, Norbert Hill Center**

**Agenda**

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

## I. CALL TO ORDER AND ROLL CALL

## II. OPENING

**A. Recognition of Amelia Cornelius for years of service to the Oneida Nation** *page 12*
Sponsor: Jennifer Webster, Councilwoman

## III. ADOPT THE AGENDA

## IV. OATHS OF OFFICE

**A. Southeastern Oneida Tribal Services Advisory Board –** Casey Houtsinger *page 13*

**B. Oneida Pow Wow Committee –** William King *page 15*

**C. Oneida Nation School Board –** Neset Skenandore *page 17*

## V. MINUTES

**A. Approve February 24, 2016, regular meeting minutes** *page 19*
Sponsor: Lisa Summers, Tribal Secretary

## VI. RESOLUTIONS

**A. Adopt resolution titled Appointing Representative to the State of Wisconsin Special Committee on State-Tribal Relations** *page 33*
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Trish King to defer the adoption of resolution titled Amending Resolution 09-24-14-H Appointing Representative to the State of Wisconsin Special Committee on State-Tribal Relations to the March 9, 2015, regular Business Committee meeting, seconded by Fawn Billie. Motion carried with one abstention.*

## VII. APPOINTMENTS

**A. Accept recommendation and appoint Tomas Escamea to the Oneida Personnel Commission** *page 36*
Sponsor: Tina Danforth, Tribal Chair

## VIII. STANDING COMMITTEES

**A. Legislative Operating Committee**
Sponsor: Councilman Brandon Stevens, Chair

1. **Approve February 17, 2016, Legislative Operating Committee meeting minutes** *page 38*
2. **Accept Legislative Operating Committee FY '16 1st quarter report** *page 42*

**B. Finance Committee**
Sponsor: Tribal Treasurer Trish King, Chair

1. **Approve February 29, 2016, Finance Committee meeting minutes** *page 47*

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

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

## IX. GENERAL TRIBAL COUNCIL

**A. Accept legal analysis regarding Petitioner Nancy Barton: Emergency food pantry** *page 54*
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to accept the verbal update from Chief Counsel and Chief Finance Officer on the status of the analyses and the item be deferred for sixty (60) days, seconded by Brandon Stevens. Motion carried unanimously.*
*EXCERPT FROM JANUARY 13, 2016: Motion by Lisa Summers to accept the legislative analysis, seconded by David Jordan. Motion carried unanimously.*
*EXCERPT FROM DECEMBER 23, 2015: Motion by Jennifer Webster to accept the progress report as information and to defer the legal and financial analyses to the February 24, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*
*EXCERPT FROM OCTOBER 28, 2015: Motion by David Jordan to accept the verified petition submitted by Nancy Barton: To open an Emergency Food Pantry; to send the verified petition to the Law, Finance, Legislative Reference, and Direct Report Offices for the legal, financial, legislative, and administrative analyses to be completed; to direct the Law, Finance, and Legislative Reference Offices to submit the analyses to the Tribal Secretary's Office within sixty (60) days, and that a progress report be submitted in forty-five (45) days; and to direct the Direct Report Offices to submit the appropriate administrative analyses to the Tribal Secretary's Office within thirty (30) days, seconded by Fawn Billie. Motion carried unanimously.*

**B. Accept petition submitted by Yvonne Metivier regarding per capita FY '17 through FY '21** *page 65*
Sponsor: Lisa Summers, Tribal Secretary

**C. Accept petition submitted by Michael Debraska regarding establishing a Health Care Board** *page 76*
Sponsor: Lisa Summers, Tribal Secretary

**D. Forward the Oneida Higher Education Scholarship (Law) to the General Tribal Council for consideration** *page 86*
Sponsor: Brandon Stevens, Councilman

**E. Approve meeting materials for the April 11, 2016, special General Tribal Council meeting** *page 130*
Sponsor: Lisa Summers, Tribal Secretary

## X. STANDING ITEMS

**A. Accept update regarding Work Plan for CIP # 14-002 Cemetery Improvements** *page 131*
Sponsor: Troy Parr, Assistant Division Director/Development

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Brandon Stevens to defer the update regarding Work Plan for CIP # 14-002 Cemetery Improvements to the March 9, 2016, regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously.*

## XI. UNFINISHED BUSINESS

**A. Approve request to reschedule March 23, 2016, regular Business Committee meeting date to March 30, 2016, with Executive Session discussion to be held on March 29, 2016** *page 135*
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

**B. Approve request to reschedule April 26, 2016, Executive Session meeting date to April 25, 2016** *page 138*
Sponsor: Kaylynn Gresham, Director/Emergency Management

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

**C. Approve request to post three (3) vacancies on the Oneida Arts Board** *page 142*
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

## XII. TABLED BUSINESS *(No Requested Action)*

## XIII. NEW BUSINESS

**A. Approve activation of $63,000 from approved FY 2016 CIP Budget for CIP # 14-002 Cemetery Improvements** *page 144*
Sponsor: Troy Parr, Assistant Division Director/Development Division

**B. Accept presentation regarding Oneida Sacred Burial Grounds per GTC Directive** *page 149*
Sponsor: Brandon Stevens, Councilman

**C. Approve activation of $395,000 from approved FY 2016 CIP Budget for CIP # 13-002 One Stop Replacement** *page 153*
Sponsor: Troy Parr, Assistant Division Director/Development Division

**D. Approve limited waiver of sovereign immunity – Brown County-Aging & Disability Resource Center – contract # 2016-0031** *page 157*
Sponsor: Don White, Division Director/Governmental Services Division

**E. Accept Operation plan from Language Department for language implementation as information** *page 174*
Sponsor: Don White, Division Director/Governmental Services Division

**F. Approve Chair or Vice-Chair to sign SBA Form 1010 regarding Mission Support Services' Annual Report to the Small Business Administration** *page 184*
Liaison: Tehassi Hill, Councilman

**G. Approve Chair or Vice-Chair to sign SBA Form 1010 regarding Sustainment & Restoration Services' Annual Report to the Small Business Administration** *page 192*
Liaison: Tehassi Hill, Councilman

**H. Approve Chair or Vice-Chair to sign SBA Form 1010 regarding Oneida Total Integrated Enterprises, LLC's Annual Report to the Small Business Administration** *page 200*
Liaison: Tehassi Hill, Councilman

**I. Enter e-poll results into the record for message approval regarding the implementation of the Constitutional Amendments for the February 20, 2016 General Tribal Council meeting** *page 208*
Sponsor: Lisa Summers, Tribal Secretary

**J. Enter e-poll results into the record for approval of request to reschedule March 23, 2016, regular Business Committee meeting date to March 30, 2016, with Executive Session discussion to be held on March 29, 2016** *page 214*
Sponsor: Lisa Summers, Tribal Secretary

**K. Enter e-poll results into the record for memo approval regarding Direct Reports allowing staff to attend Employment Law Information meetings** *page 218*
Sponsor: Lisa Summers, Tribal Secretary

## XIV. TRAVEL

**A. TRAVEL REPORTS** ***(No Requested Action)***

**B. TRAVEL REQUESTS**

1. **Approve travel request – Councilman Tehassi Hill – 2016 Tribal Environmental Program Management Conference – Chicago, IL – April 6-7, 2016** *page 223*

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

### A. OPERATIONAL REPORTS

1. **Accept Emergency Management FY '16 1st quarter report** *(1:30 p.m. – 1:40 p.m.)* *page 233*
   Sponsor: Kaylynn Gresham, Director/Emergency Management Department

2. **Accept Self-Governance FY '16 1st quarter report** *(1:40 p.m. – 1:50 p.m.)* *page 238*
   Sponsor: Chris Johns, Coordinator/Self-Governance Department

3. **Accept Ombudsman FY '16 1st quarter report** *(1:50 p.m. – 2:00 p.m.)* *page 247*
   Sponsor: Dianne McLester Heim, Ombudsman

   *EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the Ombudsman FY '16 1st quarter report to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

### B. CORPORATE REPORTS

1. **Defer Bay Bancorporation Inc. FY '16 1st quarter report to the March 30, 2016, regular Business Committee meeting** *page 254*
   President: Jeff Bowman
   Liaison: Tina Danforth, Tribal Chairwoman

2. **Accept Oneida Seven Generations Corporation FY '16 1st quarter report** *page 256*
   Agent: Pete King III *(2:00 p.m. – 2:20 p.m.)*
   Liaison: Tina Danforth, Tribal Chairwoman

3. **Accept Oneida Golf Enterprise FY '16 1st quarter report** *page 260*
   Agent: Janice Skenandore Hirth *(2:20 p.m. – 2:40 p.m.)*
   Liaison: Trish King, Tribal Treasurer

4. **Accept Oneida Airport Hotel Corporation FY '16 1st quarter report** *page 266*
   President: Janice Skenandore Hirth *(2:40 p.m. – 3:00 p.m.)*
   Liaison: Trish King, Tribal Treasurer

5. **Accept Oneida Total Integrated Enterprise FY '16 1st quarter report** *page 272*
   Chair: Butch Rentmeester *(3:00 p.m. – 3:20 p.m.)*
   Liaison: Tehassi Hill, Councilman

6. **Accept Oneida Engineering Science & Construction, LLC FY '16 1st quarter report** *page 292*
   Chair: Jacquelyn Zalim *(3:20 p.m. –3:40 p.m.)*
   Liaison: Tehassi Hill, Councilman

## C. BOARDS, COMMITTEES, AND COMMISSIONS

**1. Accept Land Claims Commission FY '16 1st quarter report** *page 300*
Vice-Chair: Loretta Metoxen ***(3:40 p.m. – 3:50 p.m.)***
Liaison: Brandon Stevens, Councilman

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the Land Claims Commission FY '16 1st quarter report to the March 9, 2016, regular Business Committee meeting and to request the Liaison to contact them and ask for a representative to be present, seconded by Brandon Stevens. Motion carried unanimously.*

**2. Accept Oneida Library Board FY '16 1st quarter report** *page 302*
Vice-Chair: Roxanne Anderson ***(3:50 p.m. – 4:00 p.m.)***
Liaison: Fawn Billie, Councilwoman

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Fawn Billie to defer the Oneida Library Board FY '16 1st quarter report, seconded by Trish King. Motion carried unanimously. Motion by Fawn Billie to halt the Oneida Library Board stipends until the FY '16 1st quarter report is received, seconded by Lisa Summers. Motion carried unanimously.*

## XVI. EXECUTIVE SESSION

### A. REPORTS

1. **Accept Intergovernmental Affairs & Communications report –** Nathan King, Director/ Intergovernmental Affairs & Communications *page 306*

   *EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

2. **Accept Chief Counsel report –** Jo Anne House, Chief Counsel *page 323*

   *EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

3. **Accept Chief Financial Officer report –** Larry Barton, Chief Financial Officer *page 325*

   *EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

4. **Defer Bay Bancorporation Inc. FY '16 1st quarter report to the March 30, 2016, regular Business Committee meeting** *page 332*
   President: Jeff Bowman
   Liaison: Tina Danforth, Tribal Chairwoman

5. **Accept Oneida Seven Generations Corporation FY '16 1st quarter report** *page 334*
   Agent: Pete King III ***(9:00 a.m. – 10:00 a.m.)***
   Liaison: Tina Danforth, Tribal Chairwoman

6. **Accept Oneida Golf Enterprise FY '16 1st quarter report** *page 348*
   Agent: Janice Skenandore Hirth ***(10:00 a.m. – 10:30 a.m.)***
   Liaison: Trish King, Tribal Treasurer

7. **Accept Oneida Airport Hotel Corporation FY '16 1st quarter report** *page 358*
   President: Janice Skenandore Hirth ***(10:30 a.m. – 11:00 a.m.)***
   Liaison: Trish King, Tribal Treasurer

8. **Accept Oneida Total Integrated Enterprise FY '16 1st quarter report** *page 399*
   Chair: Butch Rentmeester ***(11:00 a.m. – 11:30 a.m.)***
   Liaison: Tehassi Hill, Councilman

9. **Accept Oneida Engineering Science & Construction, LLC FY '16 1st quarter report** *page 407*
   Chair: Jacquelyn Zalim ***(11:30 a.m. – 12:00 p.m.)***
   Liaison: Tehassi Hill, Councilman

## B. STANDING ITEMS

1. **Land Claims Strategy** ***(No Requested Action)***

2. **Oneida Golf Enterprise – Ladies Professional Golf Association** *page 412*
   Liaison: Trish King, Tribal Treasurer

   *EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

## C. AUDIT COMMITTEE

Sponsor: Councilman Tehassi Hill, Chair

1. **Accept January 14, 2016, Audit Committee meeting minutes** *page 416*

## D. UNFINISHED BUSINESS

1. **Accept update regarding Native Diversification Network–Procurement Technical Assistance Center donation request and delete from agenda** *page 419*
   Sponsor: Lisa Summers, Tribal Secretary

   *EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*
   *EXCERPT FROM DECEMBER 23, 2015: Motion by Jennifer Webster to defer this item to the February 24, 2016, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.*
   *EXCERPT FROM NOVEMBER 25, 2015: **(1)** Motion by Lisa Summers to accept the request for support and to defer item to the Finance Committee to review the request; to identify funding source; and to bring back a final recommendation for the December 23, 2015, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously. **(2)** Motion by Lisa Summers to defer this item to a four (4) member Business Committee team to work with the presenters on other opportunities NDN-PTAC may be able to provide for the Tribe, seconded by Jennifer Webster. Motion carried unanimously.*

2. **Defer update regarding complaint # 2015-DR11-01** *page 422*
   Sponsor: Tina Danforth, Tribal Chairwoman

   *EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*
   *EXCERPT FROM DECEMBER 9, 2015: Motion by Lisa Summers to accept complaint # 2015-DR11-01 and to defer item to Chairwoman Tina Danforth, Councilman David Jordan, and Councilman Brandon Stevens for follow-up, seconded by Jennifer Webster. Motion carried unanimously.*
   *EXCERPT FROM DECEMBER 9, 2015: Motion by Lisa Summers to accept complaint # 2015-DR11-01 and to defer item to Chairwoman Tina Danforth, Councilman David Jordan, and Councilman Brandon Stevens for follow-up, seconded by Jennifer Webster. Motion carried unanimously.*

3. **Defer update regarding complaint # 2015-DR11-02** *page 424*
Sponsor: Tina Danforth, Tribal Chairwoman

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*
*EXCERPT FROM DECEMBER 9, 2015: Motion by Lisa Summers to accept complaint # 2015-DR11-02 and to defer item to Chairwoman Tina Danforth, Councilman David Jordan, and Councilman Brandon Stevens for follow-up, seconded by Fawn Billie. Motion carried unanimously.*

4. **Defer update regarding complaint # 2015-DR14-01** *page 426*
Sponsor: Tina Danforth, Tribal Chairwoman

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*
*EXCERPT FROM DECEMBER 9, 2015: Motion by David Jordan to defer complaint # 2015-DR14-01 to Chairwoman Tina Danforth, Councilman David Jordan, and Councilman Brandon Stevens for follow-up, seconded by Lisa Summers. Motion carried unanimously.*

5. **Approve next steps and timeline for filling Assistant Development Division Director position** *page 428*
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

6. **Authorize release of executive session documents to the Land Claims Commission** *page 433*
Sponsor: Jennifer Webster, Councilwoman

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

7. **Approve two (2) actions for the special project regarding economic development** *page 439*
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

8. **Approve three (3) actions regarding Sovereign Finance – Economic Development Training Proposal** *page 441*
Sponsor: Trish King, Tribal Treasurer

*EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*

## E. NEW BUSINESS

1. **Approve forty-two (42) new enrollments and two (2) relinquishments** *page 458*
   Sponsor: Brandon Stevens, Councilman

2. **Adopt resolution titled Regarding Pardon of Judith Saldana** *page 465*
   Sponsor: Lisa Summers, Tribal Secretary

3. **Adopt resolution titled Regarding Pardon of Tammy VanDenBloomer** *page 468*
   Sponsor: Lisa Summers, Tribal Secretary

4. **Approve attorney contract # 2016-0108** *page 471*
   Liaison: Lisa Summers, Tribal Secretary

5. **Review Oneida Investment Report** *page 483*
   Sponsor: Larry Barton, Chief Financial Officer

6. **Accept updated legal opinion regarding F. Cornelius petition and move to open session** *page 486*
   Sponsor: JoAnne House, Chief Counsel

7. **Enter e-poll results into the record for regarding approval of next steps and timeline for filling Assistant Development Division Director position** *page 501*
   Sponsor: Lisa Summers, Tribal Secretary

8. **Discussion regarding concern 2016-DR13-01** ***(scheduled for 1:30 p.m.)*** *page 511*
   Sponsor: Lisa Summers, Tribal Secretary

9. **Enter e-poll results into the record for regarding approval of two (2) actions for the special project regarding economic development** *page 517*
   Sponsor: Lisa Summers, Tribal Secretary

10. **Accept community complaint # 2016-CC-01 as information and forward to the appropriate area for follow up** *page 521*
    Sponsor: Lisa Summers, Tribal Secretary

## XVII. ADJOURN

Posted on the Tribe's official website, www.oneida-nsn.gov, at 1:30 p.m., on Saturday, March 5, 2016, 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 packet of the open session materials for this meeting is available to Tribal members by going on 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 Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Announcement/Recognition - Amelia Cornelius

☒ Accept as Information only

☐ Action - please describe:

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Jennifer Webster, Council Member

Primary Requestor/Submitter: Lisa Liggins, Executive Assistant II
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Oaths of Office

☐ Accept as Information only

☒ Action - please describe:

Administer Oath of Office to Casey Houtsinger to the SEOTS Board

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor: Kathleen M. Metoxen, Executive Tribal Clerk
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

The posting was in the December 17, 2015 issue of the Kalihwisaks for (1) vacancy on the SEOTS Board for a ( 2) year term with the deadline of January 15, 2016. There were (2) applicants for the (1) vacancy on the SEOTS Board. The appointment was made on the February 10, 2016 BC Agenda. At the February 24, 2016 meeting Casey Houtsinger wasn't present.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Oaths of Office

☐ Accept as Information only

☒ Action - please describe:

Administer Oath of Office to William King to the Oneida Pow Wow Committee

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor: Kathleen M. Metoxen, Executive Tribal Clerk
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

The posting was in the December 17, 2015 issue of the Kalihwisaks for (1) vacancy on the Oneida Pow Wow Committee for a (3) year term with the deadline of January 15, 2016. There were (3)applicants for the (2) vacancies on the Oneida Pow Wow Committee. The appointment was made on the February 10, 2016 BC Agenda. At the February 24, 2016 meeting William King wasn't present.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Oaths of Office

☐ Accept as Information only

☐ Action - please describe:

Administer Oath of Office to Neset Skenandore to the Oneida School Board.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor: Kathleen M. Metoxen, Executive Tribal Clerk
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Is being filled from the elections. Neset Skenandore wasn't present at the February 24, 2016 meeting.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Minutes

☐ Accept as Information only

☒ Action - please describe:

Approve February 24, 2016, regular meeting minutes

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. February 24, 2016, regular meeting minutes
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor/Submitter: Lisa Liggins, Executive Assistant II
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

**D R A F T**

# *Oneida Business Committee*

**Executive Session**
**9:00 a.m. Tuesday, February 23, 2016**
**Executive Conference Room, 2nd floor, Norbert Hill Center**

**Regular Meeting**
**9:00 a.m. Wednesday, February 24, 2016**
**BC Conference Room, 2nd floor, Norbert Hill Center**

**Minutes – DRAFT**

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**EXECUTIVE SESSION**
**Present:** Chairwoman Tina Danforth, Vice-Chairwoman Melinda J. Danforth, Treasurer Trish King, Secretary Lisa Summers, Council members: Fawn Billie, Brandon Stevens;
**Not Present:** Council members: Tehassi Hill, David Jordan, Jennifer Webster;
**Arrived at:** ;
**Others present:** Jo Anne House, Larry Barton, Janice Hirth Skenandore, Josh Doxtator;

**REGULAR MEETING**
**Present:** Chairwoman Tina Danforth, Treasurer Trish King, Secretary Lisa Summers, Council members: Fawn Billie, Brandon Stevens;
**Not Present:** Vice-Chairwoman Melinda J. Danforth, Councilman Tehassi Hill, Councilman David Jordan, and Councilwoman Jennifer Webster;
**Arrived at:** ;
**Others present:** Jo Anne House, Heather Heuer, Brad Graham, Bill Graham, Nancy Barton, Steve Webster, Don White, Geraldine Danforth, Bruce Danforth, Lora Skenandore, Mitch Metoxen, Susan White, Rhiannon Metoxen, Danelle Wilson, Kathy Metoxen, Debbie Danforth, Kaylynn Gresham, Rebecca Webster, Linda Dallas, Nic Reynolds, Susan House, Susan White, Chris Johnson, Madelyn Genskow, Apache Danforth, Paula King Dessart, Margaret Danforth, Bobbi Webster, Pat Pelky, Nathan King, Debbie Melchert, Norbert Hill Jr., Cathy Metoxen, Leyne Orosco, Larry Barton, Doug McIntyre, Krystal John, Mike Debraska, Michelle Mays, Gina Buenostro, Paul Witek, Dawn Moon-Kopetsky, Cheryl Stevens, Jeff Metoxen, Laura Manthe, Janice Hirth Skenandore, Sharon Mousseau, Lisa Liggins, Sandra Reveles, Bill Vervoort, Rena Metoxen, Linda Jenkins, Ken House, Wanita Decorah, Rose Melchert, Taylor Peters, Neal Cornelius, Judi Skenandore, Floyd Hill, Amanda Thayer, Susan Torres, Marsha Danforth, Simon White, Sherrole Benton, Maureen Perkins, Jerry Cornelius, Alicia Tisch, Diana Hernandez, Emerson Reed Jr., Nathan Smith, Dylan Benton, Shanna Torres;

## I. CALL TO ORDER AND ROLL CALL by Chairwoman Tina Danforth at 9:01 a.m.

For the record: Vice-Chairwoman Melinda J. Danforth is providing the welcome at the Wisconsin Wetlands Association Science Conference this morning at the Radisson. Councilman Tehassi Hill and Councilwoman Jennifer Webster are away on approved travel to the National Congress of American Indians Executive Winter Session in Washington D.C. Councilman David Jordan is on vacation.

**D R A F T**

## II. OPENING by Tribal Member Leander Danforth

**A. Recognition of Sr. Staff Attorney Rebecca Webster on publication of article titled "This Land Can Sustain Us: Cooperative Land Use Planning on the Oneida Reservation" in peer-reviewed journal Planning Theory & Practice**
Sponsor: Jo Anne House, Chief Counsel

**B. Recognition of Assistant Development Division Director Bruce Danforth's retirement**
Sponsor: Trish King, Tribal Treasurer

## III. ADOPT THE AGENDA (00:25:25)

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

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

## IV. OATHS OF OFFICE administered by Secretary Lisa Summers (00:19:50)

**A. Oneida Nation Veterans Affairs Committee –** James Martin, Floyd Hill, Kenneth House Sr.

**B. Southeastern Oneida Tribal Services Advisory Board –** Casey Houtsinger *(Not Present)*

**C. Oneida Library Board –** Dylan Benton

**D. Oneida Pow Wow Committee –** Heather Heuer, William King *(Not Present)*

**E. Oneida Personnel Commission –** Bradley Graham

**F. Oneida Nation School Board –** Neset Skenandore *(Not Present)*, Shanna Torres

## V. MINUTES (00:43:00)

**A. Approve February 10, 2016, regular meeting minutes**
Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to approve the February 10, 2016, regular meeting minutes, seconded by Trish King. Motion carried unanimously:

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

**D R A F T**

## VI. RESOLUTIONS (00:43:29)

**A. Adopt resolution titled Authorizing and Submitting a Grant Application to the State of Wisconsin/Department of Natural Resources for the 2016 Summer Tribal Youth Program Grant**
Sponsor: Patrick Pelky, Division Director/Environmental Health & Safety Division

Motion by Lisa Summers to adopt resolution 02-24-16-A Authorizing and Submitting a Grant Application to the State of Wisconsin/Department of Natural Resources for the 2016 Summer Tribal Youth Program Grant, seconded by Fawn Billie. Motion carried unanimously:

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

**B. Adopt resolution titled Administrative Procedures Act Adoption**
Sponsor: Brandon Stevens, Councilman

Motion by Lisa Summers to adopt resolution 02-24-16-B Administrative Procedures Act Adoption, seconded by Trish King. Motion carried unanimously:

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

**C. Adopt resolution titled Administrative Rulemaking Law Adoption**
Sponsor: Brandon Stevens, Councilman

Motion by Lisa Summers to adopt resolution 02-24-16-C Administrative Rulemaking Law Adoption, seconded by Brandon Stevens. Motion carried unanimously:

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

**D. Adopt resolution titled Amending Resolution 09-24-14-H Appointing Representative to the State of Wisconsin Special Committee on State-Tribal Relations**
Sponsor: Lisa Summers, Tribal Secretary

Motion by Trish King to defer the adoption of resolution titled Amending Resolution 09-24-14-H Appointing Representative to the State of Wisconsin Special Committee on State-Tribal Relations to the March 9, 2015, regular Business Committee meeting, seconded by Fawn Billie. Motion carried with one abstention:

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

## VII. APPOINTMENTS *(No Requested Action)*

**D R A F T**

## VIII. STANDING COMMITTEES (1:43:00)

### A. Legislative Operating Committee
Sponsor: Councilman Brandon Stevens, Chair

**1. Accept February 3, 2016, Legislative Operating Committee meeting minutes**

Motion by Lisa Summers to accept the February 3, 2016, Legislative Operating Committee meeting minutes, seconded by Trish King. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

Motion by Lisa Summers to recess at 11:09 a.m. until 11:19 a.m., seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

*Meeting called to order by Chairwoman Tina Danforth at 11:17 a.m.*

### B. Finance Committee
Sponsor: Tribal Treasurer Trish King, Chair

**1. Approve February 15, 2016, Finance Committee meeting minutes**

Motion by Fawn Billie to approve the February 15, 2016, Finance Committee meeting minutes, seconded by Brandon Stevens. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

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

### D. Quality of Life Committee
Sponsor: Councilwoman Fawn Billie, Chair

**1. Accept December 10, 2015, Quality of Life Committee meeting minutes**

Motion by Trish King to accept the December 10, 2015, Quality of Life Committee meeting minutes, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

## IX. GENERAL TRIBAL COUNCIL (2:29:05)

### A. Determine available General Tribal Council meeting date to address Petitioner Madelyn Genskow: three resolutions
**1) Oneida Business Committee Accountability**
**2) Repeal Judiciary Law**
**3) Open Records and Open Meetings Law**
Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to schedule Petitioner Madelyn Genskow: three resolutions to a Special General Tribal Council meeting on Monday, June 13, 2016, at 6:00 p.m., seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

**D R A F T**

**B. Accept financial analysis and determine available General Tribal Council meeting date to address Petitioner John E. Powless Jr.: Per capita payments**
Sponsor: Lisa Summers, Tribal Secretary

*EXCEPRT FROM JANUARY 27, 2016: Motion by Jennifer Webster to defer the financial analysis for two (2) weeks, seconded by Lisa Summers. Motion carried unanimously.*
*EXCERPT FROM JANUARY 13, 2016: Motion by David Jordan to accept the legal analysis and to note the financial analysis is due by the January 27, 2016, regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously.*
*EXCERPT FROM DECEMBER 23, 2015: Motion by Lisa Summers to defer the legal and financial analyses to the January 27, 2016, regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.*
*EXCERPT FROM SEPTEMBER 9, 2015: Motion by Jennifer Webster to provide an additional sixty (60) days for the legal analysis of Petitioner John E. Powless: Per capita payments, seconded by Lisa Summers. Motion carried unanimously.*
*EXCERPT FROM AUGUST 17, 2015: Motion by David Jordan to accept the legislative analysis for the regarding per capita payments submitted by petitioner John E. Powless Jr., seconded by Trish King. Motion carried unanimously.*
*EXCERPT FROM AUGUST 12, 2015: Motion by Lisa Summers to adjourn at 2:06 p.m. and to direct the Tribal Secretary to coordinate Business Committee special meeting date for the remainder of this agenda, seconded by Brandon Stevens. Motion carried unanimously.*
*EXCERPT FROM JUNE 24, 2015: Motion by David Jordan to acknowledge receipt of the verified petition submitted by John E. Powless, Jr.; to send the verified petition to the Law, Finance, Legislative Reference and Direct Report Offices for the legal, financial, legislative and administrative analyses to be completed; to direct the Law, Finance and Legislative Reference Offices to submit the analyses to the Tribal Secretary's office within sixty (60) days, and that a progress report be submitted in forty-five (45) days; and to direct the Direct Report Offices to submit the appropriate administrative analyses to the Tribal Secretary's office within thirty (30) days, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Lisa Summers to accept the financial analysis and to schedule Petitioner John E. Powless Jr.: Per capita payments to a Special General Tribal Council meeting on Monday, June 13, 2016, at 6:00 p.m., seconded by Fawn Billie. Motion withdrawn.

Motion by Brandon Stevens to schedule Petitioner John E. Powless Jr.: Per capita payments to a Special General Tribal Council meeting on Monday, May 23, 2016, at 6:00 p.m., seconded by Fawn Billie. Motion carried with one opposed:

| | |
|---|---|
| Ayes: | Fawn Billie, Trish King, Brandon Stevens |
| Opposed: | Lisa Summers |
| Not Present: | Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster |
| For the record: | Secretary Lisa Summers stated the reasons for my opposition are as stated earlier. It's more of the logistics and coordination. |
| For the record: | Councilman Brandon Stevens stated this is why the General Tribal Council Meetings Law is important and how we really process the petitions in a manner that's reflective of what the General Tribal Council wants, in the order and fashion that they want it as well. Right now, we have some outstanding ones that might jump in front of the other. There's not a finite process right now and General Tribal Council Meetings Law would help that. |

Motion by Lisa Summers to accept the financial analysis, seconded by Trish King. Motion carried unanimously:

| | |
|---|---|
| Ayes: | Fawn Billie, Trish King, Brandon Stevens, Lisa Summers |
| Not Present: | Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster |

**D R A F T**

Motion by Lisa Summers to recess at 12:05 p.m. until 1:30 p.m., seconded by Fawn Billie. Motion carried unanimously:

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

*Meeting called to order by Chairwoman Tina Danforth at 1:34 p.m.*

*Vice-Chairwoman Melinda J. Danforth, Councilman Tehassi Hill, Councilman David Jordan, and Councilwoman Jennifer Webster not present.*

**C. Request update on anticipated completion date regarding Petitioner Nancy Barton: Emergency food pantry (5:21:25)**
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM JANUARY 13, 2016: Motion by Lisa Summers to accept the legislative analysis, seconded by David Jordan. Motion carried unanimously.*
*EXCERPT FROM DECEMBER 23, 2015: Motion by Jennifer Webster to accept the progress report as information and to defer the legal and financial analyses to the February 24, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.*
*EXCERPT FROM OCTOBER 28, 2015: Motion by David Jordan to accept the verified petition submitted by Nancy Barton: To open an Emergency Food Pantry; to send the verified petition to the Law, Finance, Legislative Reference, and Direct Report Offices for the legal, financial, legislative, and administrative analyses to be completed; to direct the Law, Finance, and Legislative Reference Offices to submit the analyses to the Tribal Secretary's Office within sixty (60) days, and that a progress report be submitted in forty-five (45) days; and to direct the Direct Report Offices to submit the appropriate administrative analyses to the Tribal Secretary's Office within thirty (30) days, seconded by Fawn Billie. Motion carried unanimously.*

Motion by Lisa Summers to accept the verbal update from Chief Counsel and Chief Finance Officer on the status of the analyses and the item be deferred for sixty (60) days, seconded by Brandon Stevens. Motion carried unanimously:

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

Motion by Lisa Summers to recess at 3:55 p.m. until 4:00 p.m., seconded by Brandon Stevens. Motion carried unanimously:

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

*Meeting called to order by Chairwoman Tina Danforth at 4:04 p.m.*

## X. STANDING ITEMS (5:46:00)

**A. Accept update regarding Work Plan for CIP # 14-002 Cemetery Improvements**
Sponsor: Troy Parr, Assistant Division Director/Development

Motion by Brandon Stevens to defer the update regarding Work Plan for CIP # 14-002 Cemetery Improvements to the March 9, 2016, regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously:

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

**D R A F T**

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:

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

## XI. UNFINISHED BUSINESS *(No Requested Action)*

## XII. TABLED BUSINESS *(No Requested Action)*

## XIII. NEW BUSINESS

**A. Approve request to reschedule March 23, 2016, regular Business Committee meeting date to March 30, 2016, with Executive Session discussion to be held on March 29, 2016**
Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:

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

**B. Approve request to reschedule April 26, 2016, Executive Session meeting date to April 25, 2016**
Sponsor: Kaylynn Gresham, Director/Emergency Management

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:

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

**C. Approve request to post three (3) vacancies on the Oneida Arts Board**
Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:

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

**D. Acknowledge receipt of decision from the Interior Board of Indian Appeals regarding Docket No. IBIA 15-097 Madelyn Genskow v. Midwest Regional Director, Bureau of Indian Affairs (5:41:40)**
Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Lisa Summers to acknowledge the receipt of decision from the Interior Board of Indian Appeals regarding Docket No. IBIA 15-097 Madelyn Genskow v. Midwest Regional Director, Bureau of Indian Affairs, seconded by Brandon Stevens. Motion carried unanimously:

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

**D R A F T**

Motion by Lisa Summers to defer this item to the constitutional amendment team in order to start implementation and that this item become a standing item on the Business Committee agenda for reports beginning with the second regular Business Committee meeting in March, seconded by Brandon Stevens. Motion carried unanimously:

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

## XIV. TRAVEL

### A. TRAVEL REPORTS *(No Requested Action)*

### B. TRAVEL REQUESTS

1. **Approve travel request – Four (4) Oneida Color Guard Veterans – 26th Annual Washington University Pow Wow – St. Louis, MO – April 8-10, 2016 (5:38:25)**
   Sponsor: Jennifer Webster, Councilwoman

Motion by Lisa Summers to approve the travel request– Four (4) Oneida Color Guard Veterans – 26th Annual Washington University Pow Wow – St. Louis, MO – April 8-10, 2016, seconded by Fawn Billie. Motion carried unanimously:

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

2. **Approve travel request – Five (5) Oneida Color Guard Veterans – National Indian Gaming Association (NIGA) Annual Tradeshow and Convention – Phoenix, AZ – March 13-17, 2016**
   Sponsor: Jennifer Webster, Councilwoman

Motion by Lisa Summers to approve the travel request – Five (5) Oneida Color Guard Veterans – National Indian Gaming Association (NIGA) Annual Tradeshow and Convention – Phoenix, AZ – March 13-17, 2016, seconded by Fawn Billie. Motion carried unanimously:

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

3. **Approve travel request – Secretary Lisa Summers, Councilwoman Fawn Billie, and three (3) Business Committee Staff: Jessica Wallenfang, Lisa Liggins, and Nicolas Reynolds – Public Law 280 Training – Baraboo, WI – March 8-10, 2016 (5:30:30)**

Motion by Brandon Stevens to approve the procedural exception to the Travel & Expense Policy – Secretary Lisa Summers, Councilwoman Fawn Billie, and three (3) Business Committee Staff: Jessica Wallenfang, Lisa Liggins, and Nicolas Reynolds – Public Law 280 Training – Baraboo, WI – March 8-10, 2016, seconded by Trish King. Motion carried with two abstentions:

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

**D R A F T**

## XV. REPORTS (3:06:00) *(This section of the agenda is scheduled to begin at 1:30 p.m.)*

### A. OPERATIONAL REPORTS

**1. Accept Internal Services Division FY '16 1st quarter report**
Sponsor: Joanie Buckley, Division Director/Internal Services Division

Motion by Lisa Summers to accept the Internal Services Division '16 1st quarter report, seconded by Trish King. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

**2. Accept Ombudsman FY '16 1st quarter report**
Sponsor: Dianne McLester Heim, Ombudsman

Motion by Lisa Summers to defer the Ombudsman FY '16 1st quarter report to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

### B. CORPORATE REPORTS *(No Requested Action)*

### C. BOARDS, COMMITTEES, AND COMMISSIONS

**1. Accept Oneida Police Commission FY '16 1st quarter report**
Chair: Bernie John Stevens
Liaison: Lisa Summers, Tribal Secretary

*EXCERT FROM FEBRUARY 10, 2016: **(1)** Motion by David Jordan to defer the Oneida Police Commission FY '16 1st quarter report to the February 24, 2016, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously. **(2)** Motion by David Jordan to suspend Oneida Police Commission stipends until the FY '16 1st quarter report is submitted, seconded by Fawn Billie. Motion carried unanimously.*
*EXCERPT FROM JANUARY 27, 2016: Motion by Jennifer Webster to defer the Oneida Police Commission FY '16 1st quarter report to the February 10, 2016, regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously.*

Motion by Fawn Billie to accept the Oneida Police Commission FY '16 1st quarter report, seconded by Trish King. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

Motion by Fawn Billie to request the Liaison to follow-up with the Police Commission with the inquiries for the next report, seconded by Trish King. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

**D R A F T**

2. **Accept Land Claims Commission FY '16 1st quarter report**
   Vice-Chair: Loretta Metoxen
   Liaison: Brandon Stevens, Councilman

Motion by Lisa Summers to defer the Land Claims Commission FY '16 1st quarter report to the March 9, 2016, regular Business Committee meeting and to request the Liaison to contact them and ask for a representative to be present, seconded by Brandon Stevens. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

3. **Accept Environmental Resources Board FY '16 1st quarter report**
   Chair: Marlene Garvey
   Liaison: Tehassi Hill, Councilman

Motion by Lisa Summers to accept the Environmental Resources Board FY '16 1st quarter report, seconded by Brandon Stevens. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

4. **Accept Oneida Nation School Board FY '16 1st quarter report**
   Chair: Debra Danforth
   Liaison: Fawn Billie, Councilwoman

Motion by Fawn Billie to accept the Oneida Nation School Board FY '16 1st quarter report, seconded by Lisa Summers. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

5. **Accept Oneida Library Board FY '16 1st quarter report** ***(No Report Submitted)***
   Vice-Chair: Roxanne Anderson
   Liaison: Fawn Billie, Councilwoman

Motion by Fawn Billie to defer the Oneida Library Board FY '16 1st quarter report, seconded by Trish King. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

Motion by Fawn Billie to halt the Oneida Library Board stipends until the FY '16 1st quarter report is received, seconded by Lisa Summers. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

## XVI. EXECUTIVE SESSION

### A. REPORTS

1. **Accept Intergovernmental Affairs & Communications report –** Nathan King, Director/ Intergovernmental Affairs & Communications

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

**D R A F T**

2. **Accept Chief Counsel report –** Jo Anne House, Chief Counsel

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

3. **Accept Chief Financial Officer report –** Larry Barton, Chief Financial Officer

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

**B. STANDING ITEMS**

1. **Land Claims Strategy** ***(No Requested Action)***

2. **Oneida Golf Enterprise – Ladies Professional Golf Association**
Liaison: Trish King, Tribal Treasurer

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

**C. AUDIT COMMITTEE** ***(No Requested Action)***

**D. UNFINISHED BUSINESS**

1. **Accept update regarding Native Diversification Network–Procurement Technical Assistance Center donation request and delete from agenda**
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM DECEMBER 23, 2015: Motion by Jennifer Webster to defer this item to the February 24, 2016, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.*
*EXCERPT FROM NOVEMBER 25, 2015: **(1)** Motion by Lisa Summers to accept the request for support and to defer item to the Finance Committee to review the request; to identify funding source; and to bring back a final recommendation for the December 23, 2015, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously. **(2)** Motion by Lisa Summers to defer this item to a four (4) member Business Committee team to work with the presenters on other opportunities NDN-PTAC may be able to provide for the Tribe, seconded by Jennifer Webster. Motion carried unanimously.*

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

**D R A F T**

2. **Defer update regarding complaint # 2015-DR11-01**
   Sponsor: Tina Danforth, Tribal Chairwoman

   *EXCERPT FROM DECEMBER 9, 2015: Motion by Lisa Summers to accept complaint # 2015-DR11-01 and to defer item to Chairwoman Tina Danforth, Councilman David Jordan, and Councilman Brandon Stevens for follow-up, seconded by Jennifer Webster. Motion carried unanimously.*
   *EXCERPT FROM DECEMBER 9, 2015: Motion by Lisa Summers to accept complaint # 2015-DR11-01 and to defer item to Chairwoman Tina Danforth, Councilman David Jordan, and Councilman Brandon Stevens for follow-up, seconded by Jennifer Webster. Motion carried unanimously.*

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

3. **Defer update regarding complaint # 2015-DR11-02**
   Sponsor: Tina Danforth, Tribal Chairwoman

   *EXCERPT FROM DECEMBER 9, 2015: Motion by Lisa Summers to accept complaint # 2015-DR11-02 and to defer item to Chairwoman Tina Danforth, Councilman David Jordan, and Councilman Brandon Stevens for follow-up, seconded by Fawn Billie. Motion carried unanimously.*

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

4. **Review update regarding complaint # 2015-DR14-01**
   Sponsor: Tina Danforth, Tribal Chairwoman

   *EXCERPT FROM DECEMBER 9, 2015: Motion by David Jordan to defer complaint # 2015-DR14-01 to Chairwoman Tina Danforth, Councilman David Jordan, and Councilman Brandon Stevens for follow-up, seconded by Lisa Summers. Motion carried unanimously.*

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

**E. NEW BUSINESS**

1. **Approve next steps and timeline for filling Assistant Development Division Director position**
   Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

DRAFT

2. **Authorize release of executive session documents to the Land Claims Commission**
   Sponsor: Jennifer Webster, Councilwoman

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

3. **Approve two (2) actions for the special project regarding economic development**
   Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

4. **Approve three (3) actions regarding Sovereign Finance – Economic Development Training Proposal**
   Sponsor: Trish King, Tribal Treasurer

Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

## XVII. ADJOURN

Motion by Brandon Stevens to adjourn at 4:28 p.m., seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, Trish King, Brandon Stevens, Lisa Summers
Not Present: Melinda J. Danforth, Tehassi Hill, David Jordan, Jennifer Webster

Minutes prepared by Heather Heuer, Information Management Specialist
Minutes approved as presented/corrected on _____.

_____
Lisa Summers, Secretary
ONEIDA BUSINESS COMMITTEE

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** ~~2 / 24 / 16~~ 03 / 09 / 16

EXCERPT FROM FEBRUARY 24, 2016: Motion by Trish King to defer the adoption of resolution titled Amending Resolution 09-24-14-H Appointing Representative to the State of Wisconsin Special Committee on State-Tribal Relations to the March 9, 2015, regular Business Committee meeting, seconded by Fawn Billie. Motion carried with one abstention.

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Resolutions

☐ Accept as Information only

☒ Action - please describe:

Adopt resolution entitled Appointing Representative to the State of WI Special Committee on State-Tribal Relations

**3. Supporting Materials**

☐ Report ☒ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor/Submitter: Submitted by: Lisa Liggins, Executive Assistant to Tribal Secretary
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

The Legislature of the State of Wisconsin has created the Special Committee on State-Tribal Relations in accordance with Wis. Stat. 13.83(3) and the committee is made up of Tribal leaders and members of the Wisconsin Legislature.

BC Resolution 09-24-14-H appointed Melinda J. Danforth, Vice Chairwoman, to sit on the Special Committee on State-Tribal Relations and she'd like to transfer her seat on this special committee to Lisa Summers, Tribal Secretary.

Lisa Summers is agreeable with this change and Intergovernmental Affairs and Communications has also been made aware.

**NEW FOR 3/9/16 BC MEETING**
Per the BC's discussion at the last meeting and after consultation with Chief Counsel, the title of the resolution has been changed and an additonal resolve has been added indicating this resolution supersedes resolution # BC-09-24-14-H.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file 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 # _____**
**Appointing Representative to the State of Wisconsin Special Committee on State-Tribal Relations**

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

**WHEREAS,** the General Tribal Council has been delegated the authority of Article IV, Section I of the Oneida Tribal Constitution; and

**WHEREAS,** the Oneida Business Committee may be delegated duties and responsibilities by the Oneida General Tribal Council and is at all times subject to the review powers of the Oneida General Tribal Council; and

**WHEREAS,** the Legislature of the State of Wisconsin has created the Special Committee on State-Tribal Relations in accordance with Wis. Stat. 13.83(3); and

**WHEREAS,** the committee is made up of Tribal leaders and members of the Wisconsin Legislature; and

**WHEREAS,** the Special Committee on State-Tribal Relations studies issues related to American Indians and the American Indian tribes and bands in this state and develop specific recommendations and legislative proposals relating to these issues, *Wis. Stat. 13.83(3)(a)*; and

**WHEREAS,** Resolution # BC-09-24-14-H appointed Melinda J. Danforth, Vice Chairwoman, to sit on this special committee;

**WHEREAS,** the Vice Chairwoman wishes to transfer her seat on this special committee to Lisa Summers, Secretary;

**NOW THEREFORE BE IT RESOLVED** that Resolution # BC-09-24-14-H is superseded by this resolution.

**BE IT FURTHER RESOLVED** that the Oneida Business Committee ratifies the appointment of Lisa Summers, Secretary, to sit on the Special Committee on State-Tribal Relations.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: General Tribal Council

☐ Accept as Information only

☒ Action - please describe:

BC to approve Personnel Commission recommendation.

**note: posting closed on 2/8/2016.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. Memo
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Cristina Danforth, Tribal Chairwoman

Primary Requestor/Submitter: Submitted by Lora Skenandore, Assistant to Chairwoman
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

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**

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**

**TO:** **Oneida Business Committee**

**FROM:** **Chairwoman Tina Danforth** CSD

**DATE:** **February 25, 2016**

**RE:** **Oneida Personnel Commission**

**********

There were 3 applicants for 1 vacancy on the Personnel Commission. The applicants were Sylvia Cornelius, Marjorie E. Stevens and Tomas G. Escamea.

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

Thank You.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Standing Committees

☐ Accept as Information only

☐ Action - please describe:

Accept the February 17, 2016 LOC Meeting Minutes

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. Minutes
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Brandon Stevens, Council Member

Primary Requestor:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

The purpose of this request is to ask the OBC to accept the attached February 17, 2016 LOC meeting minutes. In accordance with the LOC Bylaws, all minutes shall be submitted to the Tribal Secretary's Office within 30 calendar days after approval by the LOC [See LOC Bylaws, 4-2(a)].

Action Requested:
Accept the LOC meeting minutes of February 17, 2016.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida Tribe of Indians of Wisconsin

**Legislative Reference Office**
P.O. Box 365
Oneida, WI 54155
(920) 869-4376
(800) 236-2214
http://oneida-nsn.gov/LOC

**Committee Members**
Brandon Stevens, Chairperson
Tehassi Hill, Vice Chairperson
Fawn Billie, Councilmember
David P. Jordan, Councilmember
Jennifer Webster, Councilmember

## LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES

Business Committee Conference Room-2nd Floor Norbert Hill Center
February 17, 2016 9:00 a.m.

**Present:** Brandon Stevens, Fawn Billie, Tehassi Hill and Jennifer Webster.
**Excused:** David P. Jordan.
**Others Present:** Taniquelle Thurner, Krystal John, Douglass McIntyre, Maureen Perkins, Rae Skenandore, Michelle Mays, Nancy Barton, Cathy Metoxen, Mike Debraska, Bonnie Pigman, Danelle Wilson, and Mary Cornelissen.

### I. Call to Order and Approval of the Agenda

Brandon Stevens called the February 17, 2016 Legislative Operating Committee meeting to order at 9:01 a.m.

Motion by Tehassi Hill to approve the agenda; seconded by Fawn Billie. Motion carried unanimously.

### II. Minutes to be approved

1. **February 3, 2016 LOC Meeting Minutes**
   Motion by Tehassi Hill to approve the February 3, 2016 LOC meeting minutes; seconded by Fawn Billie. Motion carried unanimously.

### III. Current Business

1. **Administrative Procedures Act Amendments** *(01:02-04:24)*
   Motion by Tehassi Hill to forward the Administrative Procedures Act Amendments to the Oneida Business Committee for consideration; seconded by Jennifer Webster. Motion carried unanimously.

2. **Cemetery Law Amendments** *(04:34-38:48)*
   Motion by Jennifer Webster to accept the legislative analysis for the Cemetery Law Amendments and defer to the sponsor pending the results of the hydrogeology study; seconded by Fawn Billie. Motion carried unanimously.

3. **Fitness For Duty Policy** *(38:50-54:35)*
   Motion by Jennifer Webster to forward the Fitness for Duty Policy to the Legislative Reference Office for a legislative analysis and to the Finance Department for a fiscal impact statement; seconded by Tehassi Hill. Motion carried unanimously.

4. **Marriage Law Amendments** *(54:41-55:14)*
   Motion by Fawn Billie to approve the public meeting packet for the Marriage Law Amendments and to forward to a public meeting date of March 17, 2016; seconded by Jennifer Webster. Motion carried unanimously.

5. **Removal Law Amendments** *(55:37-56:06)*
   Motion by Tehassi Hill to accept the Removal Law Amendments draft and forward to the Legislative Reference Office for an updated legislative analysis and to the Finance Department for a fiscal impact statement; seconded by Fawn Billie. Motion carried unanimously.

6. **Violence Against Women Act** *(56:12-01:13:23)*
   Motion by Jennifer Webster to accept the memorandum on the Violence Against Women Act; to leave the Violence Against Women Act on the Active Files List and to direct the Legislative Reference Office to research alternative options that could be implemented; seconded by Tehassi Hill. Motion carried unanimously.

7. **Administrative Rulemaking Law** *(01:13:25-01:35:11)*
   Motion by Jennifer Webster to forward the Administrative Rulemaking Law to the Oneida Business Committee for consideration noting that any substantial changes in the Fiscal Impact Statement would be sent to an e-poll; seconded by Fawn Billie. Motion carried unanimously.

**IV. New Submissions**

**V. Additions**

**VI. Administrative Updates**

**VII. Executive Session**

**VIII. Recess/Adjourn**

Motion by Fawn Billie to adjourn the February 17, 2016 Legislative Operating Committee meeting at 10:36 a.m.; seconded by Jennifer Webster. Motion carried unanimously.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Standing Committees

☐ Accept as Information only

☒ Action - please describe:

Accept the LOC quarterly report.

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Brandon Stevens, Council Member

Primary Requestor:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Per the quarterly reporting schedule developed by the Tribal Secretary's Office, the LOC is submitting to the OBC a quarterly report for the period of October 2015 to December 2015.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida Tribe of Indians of Wisconsin

**Legislative Reference Office**
P.O. Box 365
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**Committee Members**
Brandon Stevens, Chairperson
Tehassi Hill, Vice Chairperson
Fawn Billie, Councilmember
David P. Jordan, Councilmember
Jennifer Webster, Councilmember

**Quarterly Report**
**Legislative Operating Committee**
**October - December 2015**

## 1. Purpose and Mission

The purpose and mission of the Legislative Operating Committee (LOC) is to enhance the policymaking capability of the Oneida Business Committee (OBC) and the General Tribal Council (GTC) by drafting laws and policies and reviewing past and current laws, policies and regulations of the Oneida Tribe.

A legislative analysis is completed for proposed laws, policies, regulations, bylaws and amendments. Public meetings are facilitated by the LOC in accordance with the Legislative Procedures Act (LPA). A Resolution and Statement of Effect are prepared for all legislation that is presented for final adoption which is submitted to the OBC and/or GTC for approval.

## 2. Members

The LOC is comprised of the five council members of the OBC: Brandon Stevens (Chair), Tehassi Hill (Vice-Chair), Jennifer Webster, Fawn Billie, and David P. Jordan.

## 3. Contact Information

The LOC office is located on the second floor in the Norbert Hill Center. For more information, please contact the Legislative Reference Office (LRO) at (920) 869-4376 or e-mail LOCá oneidanation.org.

## 4. Meetings

The LOC holds regular meetings on the first and third Wednesday of every month. The meetings begin at 9:00 a.m., and are held in the Norbert Hill Center - Second Floor, Business Committee Conference Room.

## 5. Prioritization

The LOC continuously reviews the proposals on our Active Files List (AFL). Priorities are identified based on GTC Directive, OBC Directive and by LOC agreement/consensus.

## 6. Summary

During this reporting period (October, November, and December 2015), the LOC:

- Added 9 legislative items to the Active Files List (AFL) and completed processing one legislative item; bringing the total number of legislative items on the AFL to 56, as of January 1, 2016.

- Added one administrative item (a GTC petition) to the Active Files List and forwarded a statement of effect for this item to the OBC; bringing the total number of legislative analyses/statements of effect prepared for GTC petitions this term to 15.
- Held five Public Meetings.

**Legislative Items Added to the Active Files List**

Of the 9 legislative items added to the AFL during the reporting period, five are proposals that would create new Tribal laws; three would amend existing Tribal laws, and one would amend the bylaws for a Tribal entity:

1. **New Law: Probate Law.** This proposed law would set out a process for administering the estate of a deceased person, including resolving all claims and distributing the deceased person's property. Currently, the Real Property Law contains various provisions related to probate, but this Law would comprehensively address the topic. *Added to the Active Files List on 10/7/15.*
2. **New Law: Mortgage and Foreclosure Law.** This proposed law set out a process for how the Tribe administers mortgages and foreclosures. This law is being developed because the Land Commission's hearing responsibilities are being transferred to the Judiciary. *Added to the Active Files List on 10/7/15.*
3. **New Law: Landlord-Tenant Law.** This is a proposal for a new law to establish the roles and responsibilities of the Landlord and Tenant. This law is being developed because the Land Commission's hearing authority is being transferred to the Judiciary. *Added to the Active Files List on 10/7/15.*
4. **New Law: Research Protection Act.** This is a proposal for a new law that is intended to assist Oneida with consultation and research from Tribal members. The goal is to use intellectual brain power of Oneida college graduates who are willing to serve as a Tribal resource, ensuring future Tribal growth and prosperity. *Added to the Active Files List on 10/21/15.*
5. **New Law: Severance Law.** This proposal provides a process for the Tribe's offering of severance agreements to employees when it is determined that the financial conditions of the Tribe warrant a need to reduce the workforce. *Added to the Active Files List on 10/21/15.*
6. **Amendments: Marriage Law.** Proposed amendments were requested to provide for a way to waive the standard waiting period between applying for a license and solemnizing the marriage, provide for an administrative fee for amendments to an application after it has been submitted and to provide for a process to adopt a fee schedule. *Added to the Active Files List on 11/4/15.*
7. **Amendments: Vendor Licensing Law.** Amendments were requested because the SEOTS staff ran into issues when trying to obtain a new vendor. Additional changes are also being processed to update and streamline the law. *Added to the Active Files List on 11/18/15.*
8. **Amendments: Real Property Law.** The proposed amendments would, among other things, transfer all Land Commission hearing responsibilities to the Judiciary. Various sections of the Law would also be removed and separate laws would be created to address those topics. *Added to the Active Files List on 10/7/15.*
9. **Amendments: Land Commission Bylaws.** These amendments would remove the hearing authority from the Land Commission and transfer it to the Judiciary. *Added to the Active Files List on 10/7/15.*

**Legislative Items Completed**

One legislative item was completed during this reporting period and removed from the Active Files List – A new **Furlough Policy** was adopted by the OBC on November 10, 2015.

**Emergency Actions**

There are currently no laws or policies in effect on an emergency basis.

**Added/Processed Administrative Items**

**GTC Petitions.** During this quarter, one new GTC petition was deferred to the LOC for legislative analysis - on November 4, 2015, the LOC added **Petition: Food Pantry** to the Active Files List, and on January 6, 2016, the LOC forwarded the prepared statement of effect for this item to the OBC.

**Public Meetings**

The LOC held five Public Meetings during the reporting period:

- 10/29/15 – Higher Education Scholarship Policy
- 10/29/15 – Community Support Fund Policy Amendments
- 10/29/15 – Removal Law Amendments
- 10/29/15 – Public Use of Tribal Land Law Amendments
- 10/1/15 – Oneida Flag Policy

**Person responsible for this report and contact information**: Brandon Stevens, Legislative Operating Committee Chair. Phone: (920) 869-4378.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Standing Committees

☐ Accept as Information only

☒ Action - please describe:

BC approval of Finance Committee Meeting Minutes of February 29, 2016

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. FC Mtg Minutes of 2/29/16
2. FC E-Poll approving 2/29/16 Minutes
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Trish King, Tribal Treasurer

Primary Requestor: Denise Vigue, Executive Assistant /Finance Administration
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Oneida Business Committee approval is required to approve all Finance Committee meeting actions as the FC is a standing committee of the OBC.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# ONEIDA FINANCE COMMITTEE

**February 29, 2016 – 10:00 A.M.**

Business Committee Executive Conference Room

## REGULAR MEETING MINUTES

**Members Present:**

Patricia King, Treasurer/FC Chair
Jenny Webster, BC Council Member
Chad Fuss, Gaming AGM/FC Alternate
Larry Barton, CFO/FC Vice-Chair
Patrick Stensloff, Purchasing Director
Wesley Martin, Jr., Community Elder Member

**Excused:** David Jordan, BC Council Member

**Others Present:** Nicole Rommel, Dawn Moon-Kopetsky, Barb Ernst, Maria Danforth, Char Kizior, and Denise Vigue, FC recording secretary

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

II. **Approval of Agenda:** FEBRUARY 29, 2016

Motion by Wesley Martin, Jr. to approve the Finance Committee agenda for Feb. 29, 2016 with the addition of the FC meeting stipend to be discussed at the end of the meeting. Seconded by Larry Barton. Motion carried unanimously.

III. **Approval of Minutes:** FEBRUARY 15, 2016 (approved via FC E-Poll on 2/16/16)

Motion by Jennifer Webster to ratify the FC E-Poll action of Feb. 16, 2015 approving the Finance Committee meeting minutes of Feb. 15, 2015. Seconded by Patrick Stensloff. Motion carried unanimously.

IV. **Tabled Business:** No Tabled Business

V. **Capital Expenditures:**

1. MiCamp Solutions, LLC
   Chad Fuss, Gaming Admin (for Gaming MIS)

Chad Fuss explained the request is for or Hardware and Professional Services in updating the Point of Sales System at the food/beverage venues at Gaming and the Radisson; the hardware is the new reader machines for new credit cards that contain chips, the hardware also includes mobile devices servers can take to tables for payment. There was extensive discussion over requirements such as certification, declination letters and other associated backup that needs to be included in future requests; other questions related to the charge back and transaction fees, other gaming capital expenditure items, and biometrics in future technology were discussed.

Motion by Wesley Martin, Jr. to approve the Capital Expenditure request up to $92,508.87 with MiCamp Solutions, LLC for Hardware and Professional Services regarding the Point of Sales System upgrade to the food/beverage venues at Gaming and the Radisson. Seconded by Jennifer Webster. Patrick Stensloff abstained. Motion carried.

VI. **New Business:**

1. Home DePot – PO Increase
   Nicole Rommel, DOLM

Nicole Rommel was present to discuss this Purchase Order increase and provided handouts to the FC as backup documentation; the increase is for the costs associated with construction materials such as roofing, appliances, and carbon monoxide detectors for the rental and Dream Homes identified on the handouts; funds are from the current repairs and maintenance line and are within the FY16 budget. There were questions regarding tracking of cost for each unit, ROI, and date to rent or purchase; there was also discussion about communicating vacancies out to the public, and persons responsible for requisition creation, pick up of items, and receiving of items.

Motion by Wesley Martin, Jr. to approve the Purchase Order increase of $80,000.00 for Home De Pot for home materials related costs of improvements for the rental and Dream Homes. Seconded by Chad Fuss. Motion carried unanimously.

**VII. Executive Session:** No items submitted

**VIII. Community Fund:**

1. YMCA Camp U-Nah-Li-Yah fees for son

Motion by Wesley Martin, Jr. to approve this and the following request from the Community Fund for the YMCA Camp U-Nah-Li-Yah registration fees for the son and daughter of the requestor in the amount of $300.00 per child. Seconded by Larry Barton. Motion carried unanimously.

2. YMCA Camp U-Nah-Li-Yah fees for daughter

- See action in CF #1.

3. Rosemary Hill Beading Classes (BW)

Motion by Larry Barton to approved this and the following request from the Community Fund for the Rosemary Hill Beading classes registrations fees in the amount of $300.00 each and for request #5 in the amount of $225.00 for one beading class registration fee. Seconded by Chad Fuss. Motion carried unanimously.

4. Rosemary Hill Beading Classes (SG)

- See action in CF #3.

5. Rosemary Hill Beading Class (DH)

- See action in CF #3.

6. Green Bay Metro Hoops fees for daughter

Motion by Larry Barton to approve from the Community Fund the Green Bay Metro Hoops fees for the daughter of the requestor in the amount of $300.00. Seconded by Patrick Stensloff.

7. American Cancer Society-Relay-for-Life

Motion by Wesley Martin, Jr. to approve from the Community Fund Twenty (20) Cases of Coca-Cola product to be used at the Oneida Relay-for-Life Fundraising Event. Seconded by Chad Fuss. Jennifer Webster abstained. Motion carried.

8. March of Dimes- Pancake Fundraiser

Motion by Wesley Martin, Jr. to approve from the Community Fund Five Cases of Coca-Cola product to be used at the Oneida Pancake Fundraising Event. Seconded by Jennifer Webster. Motion carried unanimously.

9. WI Blizzard Basketball fees for son

Motion by Larry Barton to approve from the Community Fund the Wisconsin Blizzard Basketball registration fees for the son of the requestor in the amount of $300.00. Seconded by Jennifer Webster. Motion carried unanimously.

10. D-1 Boot Camp Class fees

Motion by Wesley Martin, Jr. to approve from the Community Fund the D-1 Boot Camp Class fees for the requestor in the amount of $300.00. Seconded by Jennifer Webster. Chad Fuss abstained. Motion carried.

11. Synergy Sports Performance class fees for son

Motion by Larry Barton to approve from the Community Fund $269.00 for Synergy Sports Performance class fees for son of requestor. Seconded by Patrick Stensloff. Motion carried unanimously.

12. Green Bay Elite Cheer fees for daughter

Motion by Larry Barton to approve this and the following request from the Community Fund the Green Bay Elite Cheer fees for the two daughters of the requestor in the amount of $300.00 each. Seconded by Chad Fuss. Motion carried unanimously.

13. Green Bay Elite Cheer fees for daughter

- See action in CF #12.

14. D-1 Boot Camp Class fees

Motion by Wesley Martin, Jr. to approve from the Community Fund the D-1 Boot Camp Class fees for the requestor in the amount of $300.00. Seconded by Jennifer Webster. Motion carried unanimously.

15. Oneida Teen Health Career Fair

Motion by Larry Barton to approve from the Community Fund Six Cases of Coca-Cola product to be used at the Oneida Teen Health Career Fair. Seconded by Jennifer Webster. Motion carried unanimously.

16. **ADD ON**: Chili Fundraiser for youth trip to Washington, D.C.

Motion by Wesley Martin Jr. to approve from the Community Fund Nine Cases of Coca-Cola product to be used at the fundraiser for the youth trip to Washington, D.C. Seconded by Patrick Stensloff. Motion carried unanimously.

## IX. Follow Up: NONE

## X. FYI and /or Thank You:

1. **Thank You:** Rawhide, Inc.-Donation
   John Solberg, Executive Director

Motion by Jennifer Webster to accept as FYI the thank you for the donation from Rawhide, Inc. Seconded by Patrick Stensloff. Motion carried unanimously.

2. **FYI:** IGT (5) participation games
   David Emerson, Gaming Slots Director

Motion by Wesley Martin, Jr. to accept as FYI the IGT (5) participation games information from Gaming Slots Department. Seconded by Larry Barton. Motion carried unanimously.

3. **ADD ON**: Meeting Stipend Discussion

There was a discussion of the Policy for Boards, Committees, and Commission relating to the stipend for community members that are appointed by the Business Committee to sit on these committees. Specifically discussed was the possibility of utilizing preparation time at home by community members as part of the time associated with meetings; some Finance Committee meetings were less than the stipulated one hour requirement, but pre-meeting preparation time is not addressed. At this time there is no specific language in the Policy regarding preparation time outside of the meetings and the FC By-Laws also mirror the language of the Policy; in order to make changes a process for policy development that will affect all these entities needs to be established and is being worked on within the overall development related to the Four Directions. Further discussion regarding the role of the Finance Committee and possible changes was also discussed.

**XI. Adjourn:** Motion by Jennifer Webster to adjourn. Seconded by Wesley Martin, Jr. Motion carried unanimously. The meeting ended at 11:15 A.M. The next Finance Committee meeting is scheduled for Monday, March 14, 2016 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:* February 29, 2016

*Oneida Business Committee- FC Minutes- Approval Date:* _____

**Oneida Tribe of Indians of Wisconsin**

Post Office Box 365

Phone: (920) 869-2214 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 possble.

# MEMORANDUM

**TO:** Finance Committee

**CC:** Business Committee

**FR:** Denise Vigue, Executive Assistant

**DT:** February 29, 2016

**RE:** **E-Poll Results of: FC Meeting Minutes of February 29, 2016**

An E-Poll vote of the Finance Committee was conducted to approve the February 29, 2016 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, Patrick Stensloff, Chad Fuss, Wesley Martin, Jr. and Jennifer Webster to approve the Feb. 29, 2016 Finance Committee Meeting Minutes.

The minutes will be placed on the next BC agenda of **March 9, 2016** for approval and the next Finance Committee agenda of **March 14, 2016** to ratify this E-Poll action.

YawΛko

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* Per the Finance Committee By-Laws Article III-Meetings, 3-4 Quorum. Four (4) members of the Finance Committee shall constitute a quorum & 3-6 Voting. (d) The Finance Committee shall act by a majority of vote of the quorum present at any meeting.

## IX. GENERAL TRIBAL COUNCIL

A. **Accept legal analysis regarding Petitioner Nancy Barton: Emergency food pantry**
   Sponsor: Lisa Summers, Tribal Secretary

B. **Accept petition submitted by Yvonne Metivier regarding per capita FY '17 through FY '21**
   Sponsor: Lisa Summers, Tribal Secretary

C. **Accept petition submitted by Michael Debraska regarding establishing a Health Care Board**
   Sponsor: Lisa Summers, Tribal Secretary

D. **Forward the Oneida Higher Education Scholarship (Law) to the General Tribal Council for consideration**
   Sponsor: Brandon Stevens, Councilman

E. **Approve meeting materials for the April 11, 2016, special General Tribal Council meeting**
   Sponsor: Lisa Summers, Tribal Secretary

*These agenda items contain information for Tribal Members only. Please visit the Business Committee Support Office on the second floor of the Norbert Hill Center with Tribal I.D. to obtain full packet materials. Materials may also be obtained after logging into the Tribal Members only portal at https://oneida-nsn.gov/members-only/gtc-portal/bc-meeting-materials-for-members-only/*

*For any questions, please call the Business Committee Support Office at (920)869-4364 or send an email to TribalSecretary@oneidanation.org. Thank you.*

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** ~~2 / 24 / 16~~ 03 / 09 / 16

EXCERPT FROM FEBRUARY 24, 2016: Motion by Brandon Stevens to defer the update regarding Work Plan for CIP # 14-002 Cemetery Improvements to the March 9, 2016, regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously.

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Unfinished Business

☒ Accept as Information only

☐ Action - please describe:

Accept update of Work Plan for Cemetery Improvements project #14-002.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. Work Plan
2. 
3. 
4. 

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Brandon Stevens, Council Member

Primary Requestor/Submitter: Troy Parr, Asst. Division Director/Development
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Paul J. Witek, Senior Tribal Architect/ Engineering Dept.
Name, Title / Dept.

Additional Requestor: Fawn Cottrell, Contract Processor/ Engineering Dept.
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Purpose:

Follow-up to item XII.A from December 9, 2015 OBC Meeting for a update to Work Plan.

Background:

On December 9, 2015 the Business Committee approved a motion to request the Cemetery Improvement Project #14-002 Work Plan be a standing item on the second regular Business Committee meeting agenda of each month starting in January of 2016 for updates.

Action Requesting:

1. Acceptance of Work Plan status update for Cemetery Improvements project #14-002.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# WORK PLAN

Cemetery Improvements Project
#14-002 2/16/16

| No. | Description | Notes | Tasks | Task Coordinator | Estimated Completion Date | Status |
|---|---|---|---|---|---|---|
| 1 | Continue data readings from monitoring wells. | Monthly readings. | a. Collect data. | CW&S Dept. | On-going | On-going |
| 2 | Install additional monitoring wells. | Install monitoring wells at existing raised plateaus and on property to east. | a. Draft and release Request For Proposals (RFP). | Engineering Dept. | 12/16/15 | Complete, issued 12/9/15; proposals received 12/16/15. |
| | | | b. Draft and award contract. | Engineering Dept. | 1/22/16 | Complete. |
| | | | c. Install monitoring wells | Vendor | 2/9/16 | 4 wells installed Feb. 8 & 9. Remaining 2 will be coordinated with Hydrogeology study. |
| 3 | Hydrogeology Study (ground-water study). | The study will review previous reports, existing data from monitoring wells, data from new monitoring wells and provide verification/recommendations of plan of action to address groundwater concerns. | a. Identify budget source for study. | Troy Parr | 12/14/15 | Transfer of funds from #07-009 Building Demolitions was approved by Finance Committee 12/14/15. |
| | | | b. Draft and release Request For Proposals (RFP). | Engineering Dept. | 1/28/16 | Issued 1/9/16; 4 proposals received and scored 1/28/16. |
| | | | c. Draft and award contract. | Engineering Dept. | Feb. 2016 | GEI Consultants, Inc. is high scoring firm. Contract in approval process. |
| | | Study duration is anticipated to be 6 months. | d. Conduct study. | Vendor | Summer 2016 | Waiting on completion of item 3.c. |
| 4 | Request funding for implementation. | Funding will be requested through the CIP Budget and amounts will be based upon estimates included in the Hydrogeology Study. | a. Include budget request in annual fiscal year CIP Budget request. | Engineering Dept. | T.B.D. | Waiting on Hydrogeology Study results. Will estimate cost and include a request in FY2017. |
| 5 | Additional drain tile installation. | Contingent upon results of Hydrogeology Study. If study results confirm this is an appropriate action, work will commence as funding allows. | a. Define specific scope of work with Technical Team. | Engineering Dept. | T.B.D. | Waiting on Hydrogeology Study results. |
| | | | b. Drain tile installation. | CW&S Dept. | T.B.D. | Waiting on completion of item 5.a. |
| 6 | Raise grades between existing plateaus. | Contingent upon results of Hydrogeology Study. If study results confirm this is an appropriate action, work will commence as funding allows. | a. Prepare Construction Documents to define scope of work and allow bidding of work. | Vendor/ Engineering Dept. | T.B.D. | Waiting on Hydrogeology Study results. |
| | | | b. Request bids and award construction contract. | Engineering Dept. | T.B.D. | Waiting on completion of item 6.a. |
| | | | c. Construction | Vendor | T.B.D. | Waiting on completion of item 6.b. |

# MEMO

**TO:** Oneida Business Committee

**FROM:** Patrick Pelky, EH&S Division Director/DOLM Director

**RE:** Clean-up Cost adjacent to the Oneida Scared Burial Grounds Site

**DATE:** February 29, 2016

The following information was submitted by Dennis Johnson, Community Wells & Septic, and Steve Linskens, Environmental, Health & Safety, from the Material Handling Team, who led the clean-up of the site adjacent to the Oneida Scared Burial Grounds:

Workers/Operators that were dedicated to the Adam Dr. clean up project were:

- Four (4) DPW Staff
- One (1) Community Wells & Septic
- One (1) EH&SD

In-Kind Hours Spend cleaning up the site. Total internal Staff/equipment hours = 56 hrs.:

- November 9, 2015 - 4 hours – 1 dump truck, pay loader, skidsteer. 4 hrs. x 3 operators = 12 total
  staff /equipment hours.
- November 10, 2015 - 7 hours - 2 dump trucks, pay loader, dozer. 7 hrs. x 4 operators = 28 total staff/equipment hours.
- November 11, 2015 - 8 hours – pay loader, dozer. 8 hrs. x 2 operators= 16 total staff/equipment hours.

Outside Hours Spent cleaning up the site:

- November 11, 2016 – plus 1 dump truck from Carl's Trucking @ 4.5 hrs. x $73/hr. = $ 328.50

Reviewed By:

Steve Linskens, EH&SD

Dennis Johnson, Community Wells & Septic

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16 ~~02 / 24 / 16~~

EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

Reschedule the March 23, 2016, regular Business Committee meeting to March 30, 2016, with executive session discussion held on March 29, 2016.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. March/April 2016 schedule with travel/vacation
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor/Submitter: Lisa Liggins, Executive Assistant II
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

TO: ONEIDA BUSINESS COMMITTEE
FROM: LISA SUMMERS, SECRETARY
DATE: FEBRUARY 17, 2016
RE: RESCHEDULE 2/23/16 BC MEETING

***BACKGROUND***
The following Business Committee members will not be in attendance for the regular Business Committee scheduled on March 23, 2016:

1) Chairwoman Tina Danforth - approved travel to RES Conference
2) Treasurer Trish King - approved travel to RES Conference
3) Councilwoman Jennifer Webster - approved travel to RES Conference
4) Secretary Lisa Summers - approved travel to CACIC Conference

At the February 10, 2016, regular BC meeting, Vice-Chairwoman Melinda J. Danforth was also approved to attend the CACIC Conference with the exception of March 23, 2016. The Vice-Chairwoman indicated a desire to hold both the regular meeting and executive session discussion together on one day.

The last week in March is a "free week" with no LOC or BC meeting scheduled. As of February 17, 2016, according to OutLook calendars, the following Business Committee members are on vacation the last week in March:

1) Councilwoman Fawn Billie

The requested action below is being presented as an alternate consideration o the "one-day" meeting.

***REQUESTED ACTION***
Consider rescheduling the March 23, 2016, regular Business Committee meeting to March 30, 2016, with executive session discussion held on March 29, 2016.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# March/April 2016

| *Sun* | *Mon* | *Tue* | *Wed* | *Thu* | *Fri* | *Sat* |
|---|---|---|---|---|---|---|
| **20** | **21** | **22**<br>Executive Session Discussion | **23**<br>Regular BC Meeting | **24** | **25**<br>Comp. Health Update<br>**1/2 - Good Friday** | **26** |
| | MJD@CACIC-------><br>LS@CACIC--------->><br>TD, TK, JW@RES-> | ----------\|<br>---------->><br>----------> | ----------><br>----------> | MJD@CACIC-------\|<br>----------\|<br>----------\| | | |
| **27**<br>**EASTER** | **28** | **29** | **30** | **31** | **1** | **2** |
| | FB-vacation----------> | ----------> | ----------> | ----------> | ----------\| | |
| **3** | **4** | **5** | **6**<br>LOC Meeting | **7** | **8** | **9** |
| **10** | **11** | **12** | **13**<br>Regular BC Meeting | **14** | **15** | **16** |

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16 ~~02 / 24 / 16~~

EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

Request approval of Executive Session meeting date from April 26th to April 25th, 2016.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. Invitation
2. 
3. 
4. 

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Kaylynn Gresham, Director Emergency Management

Primary Requestor/Submitter: _____
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

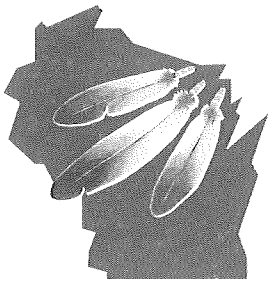
Describe the purpose, background/history, and action requested:

WiTEMA (Wisconsin Tribal Emergency Management Alliance) is hosting a Tabletop Exercise on April 26th, 2016; invitation attached. The exercise will be focusing on a Health related incident of significance originating in Oneida. This request is to change the Executive Session Meeting date from April 26th to April 25th to allow the Oneida Business Committee members the opportunity to participate in the Tabletop Exercise. To provide the opportunity for BC involvement the request for rescheduling is being submitted for consideration.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org



*Wisconsin Tribal Emergency Management Alliance*
*(WiTEMA)*
*"Protecting the past by preparing for the future."*

Kaylynn Gresham, Chairwoman  Mike Baker, Vice-Chairman  Josh Pyatskowit, Secretary

Wisconsin Tribal Emergency Management Alliance
c/o Oneida Tribe of Indians of WI Office of Emergency Management
2783 Freedom Road
Oneida, WI 54155

Dear Tribal Leaders, Emergency Managers and Public Health Professionals:

On Tuesday, April 26th, 2016 the Wisconsin Tribal Emergency Management Alliance (WiTEMA), in conjunction with Wisconsin Emergency Management (WEM) will be holding a tabletop exercise at the Pine Hills Golf Course, N9498 Big Lake Road, Gresham WI 54128; on the Stock Bridge Munsee Reservation. Registration will begin at 8am, the exercise is scheduled to begin at 9:00 am, and end with an after-action review from 1 – 2 pm. Lunch will be provided. A tentative timeline for the day is included with this invitation.

This exercise is the first of its kind in Wisconsin, drawing together invitees from the eleven federally-recognized tribes and tribal nations to discuss pertinent issues of Health related concerns potentially facing our communities. The exercise will focus on a Health Issue affecting multiple tribes and communities simultaneously with a common source. Through the use of communication sharing and inter-tribal mutual aid we will dialogue how a response would be coordinated.

In order to maximize the potential for tribal participation in this exercise we are sending you this **SAVE THE DATE** notice for **APRIL 26th, 2016**. To ensure a productive focused collaborative discussion we are limiting participation to three (3) individuals per Tribal Nation, we are asking Executive/Elected Officials, Emergency Management and Public Health be given priority to attend as participants. Additional attendees, (please limit to 3 individuals) will be allowed to observe the Tabletop Exercise. Those interested in attending please send an email to Kaylynn Gresham, Oneida Nation Emergency Management (kgresham@oneidanation.org).

Thank you, and if you have additional questions, you may contact Kaylynn Gresham, Oneida Nation Emergency Management at (920) 366-0411. If you have any questions in regards to the location of the Tabletop Exercise, please contact Roger Miller at (715) 793-5070.

We look forward to seeing you in April!

| | | |
|---|---|---|
| Kaylynn Gresham, Chairwoman<br>Oneida Tribe of Indians of WI | Mike Baker, Vice-Chairman<br>Forest County Potawatomi | Josh Pyatskowit<br>Menominee Nation |

## ***WiTEMA Inter-tribal Exercise (Health Related Incident)***

| | |
|---|---|
| 8:00 to 9:00 am | Registration |
| 9:00 – 9:15 am | Welcome and Introductions |
| 9:15 – 9:30 am | Introduction of the scenario |
| 8:30 – 10:15 am | Exercise commences |
| 10:15 – 10:30 am | Scheduled break |
| 10:30 – 12:00 pm | Completion of exercise |
| 12:00 – 1:00 pm | LUNCH PROVIDED |
| 1:00 pm – 2:00 pm | After-action/lessons learned debriefing |

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** ~~02 / 24 / 16~~ 03 / 09 / 16

EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the remainder of the agenda to the March 9, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

Request to post 3 vacancies on the Oneida Arts Board.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor: Kathleen M. Metoxen, Executive Tribal Clerk
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Board would like to add 3 more vacancies to the board. They currently have 7 and they can have up to 13 members.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

Activation of $63,000 from the approved FY 2016 CIP budget for CIP #14-002 Cemetery improvements.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. Project Budget Estimate #14-002
2. FY 2016 CIP Budget Activation
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☒ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Troy Parr, Asst. Division Director/Development

Primary Requestor/Submitter: Paul Witek, Senior Tribal Architect / Engineering
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Purpose:

The project team is seeking activation of the project's funding for Phase III. Funding is necessary to cover a portion of the costs for the continued improvements to the Sacred Burial Grounds.

Background:

The project continues improvements to the Sacred Burial Grounds to address ground water concerns that have been identified.

Partial funding for the project was previously allocated and activated from the FY2014 and 2015 CIP Budgets.

Additional construction funding was allocated within the FY2016 CIP Budget approved by GTC. The FY 2016 CIP Budget includes $63,000 for this project. The funds would be activated in the Project's CIP Budget and managed within that process.

The attached Project Budget Estimate identifies the scope items included in the budget amount and the attached CIP Budget Activations 2016 identifies the GTC approved CIP budget allocations.

Action Requesting:

1. Activation of $63,000 from the approved FY 2016 CIP budget for CIP #14-002 Cemetery improvements.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# PROJECT BUDGET ESTIMATE

CLIENT NAME: ONEIDA TRIBE of INDIANS of WISCONSIN
PROJECT NAME: **Cemetery Improvements - Phase III**
PROJECT No.: 14-002
DATE: 19-May-15

**SOFT and MISCELLANEOUS COSTS**

| | | | |
|---|---|---|---|
| Engineering Dept. Fees | | 5,000 | |
| Architect / Engineer Fees & Reimbursables | | 0 | |
| Soil Borings, Testing and Surveys | | 0 | |
| Agency Review and Approval Fees | | 0 | |
| Insurance - Builders Risk | | covered by property insurance | |
| Archaeological Survey & Site Monitoring | | 0 | |
| | Sub-total: | | 5,000 |

**CONSTRUCTION**

| | | | | |
|---|---|---|---|---|
| General Requirements | | | 0 | |
| Site Work & Landscape | | | 0 | |
| Oneida CW&S Estimate | | | 49,545 | |
| | | Sub-total: | 49,500 | |
| Oneida Preference Amount | | | 0 | |
| Sustainable Design Premium | | 0% | 0 | |
| Inflation Factor: | 0 years | 3% per year | 0 | |
| | | Sub-total: | | 49,500 |

**FIXTURES, FURNISHINGS AND EQUIPMENT**

| | | | |
|---|---|---|---|
| Division 10 - Specialties | | 0 | |
| Division 11 - Equipment | | 0 | |
| Division 12 - Furnishings | | 0 | |
| Division 27 - Communications | | 0 | |
| Division 28 - Electronic Safety & Security | | 0 | |
| | Sub-total: | | 0 |

| | | |
|---|---|---|
| TOTAL: | | 54,500 |
| Contingency: | 15.0% | 8,200 |
| Finance Costs: | 0.0% | 0 |

**ESTIMATED TOTAL PROJECT BUDGET: $ 63,000**

# Oneida Community Well & Septic Dept.

Estimate

**To:** **Dan Skenandore, Project Manager**

**From:** **Dennis Johnson, CW&S Manager**

**Re:** **2016 Phase III Estimate for Oneida Cemetery Improvement Project**

**CIP No. 14-002**

| Date | Estimate No. |
|---|---|
| 5/5/2015 | 2015-003 |

**Description Of Work**

Continue installations of drain tile, fill, grade and landscape all within Oneida Cemetery

| Item | DESCRIPTION | WORK BY | UNIT | Qty | UNIT COST | TOTAL |
|---|---|---|---|---|---|---|
| 1 | Install approximately 1700' of French drain along the south side of the cemetery road. Trench is 1' to 2' wide and average 6' deep. See site map for location. | CW&S | LF | 1700 | $8.85 | $15,045.00 |
| 2 | Horizontal Drill under Cemetery road for future French drain. Excavating and material provided by CW&S | Vendor | LS | 2 | $2,500.00 | $5,000.00 |
| 3 | Truck in fill material from Oneida Lake Project to fill in proposed area shown on site map. Truck in black dirt from one of our staging areas. Use a combination of Tribal and Vendor trucking & equipment. Final grade elevation will be similar to existing mounded areas | Tribe & Vendor | LS | To be determined | $29,500.00 | $29,500.00 |
| | | | | | **TOTAL** | **$49,545.00** |

Note: 1 This estimate is proposed for fiscal 2016 Phase III Oneida Cemetery Improvement Project

2 Regarding item 3: Monitoring well data will determine final grade elevation, however final elevation will likely not be above existing grade of mounded areas. Estimated fill is yet to be determined. The amount of work completed primarily depends on internal resources such as fill material, trucking and heavy equipment.

Attach: Attachment A site map

## CIP BUDGET ACTIVATIONS 2016

Revised: 01/11/16

| Project No. | Project Title | CIP $ App'd FY 2016 | Activated Amount | Date Activation Approved | Unactivated Balance | Notes |
|---|---|---|---|---|---|---|
| 13-002 | 54 One Stop Replacement | 395,000 | | | 395,000 | A |
| 14-002 | Cemetery Improvements | 63,000 | | | 63,000 | A |
| 14-014 | Oneida Golf Enterprise Remodel - Phase II | 265,000 | | | 265,000 | A |
| 16-001 | Cultural Heritage Site - Restrooms | 191,000 | | | 191,000 | A |
| TBD | One Stop - New Location | 100,000 | | | 100,000 | A |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **TOTALS:** | | **1,014,000** | **0** | | **1,014,000** | |

**Adjustments**

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
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| | | | | | | |
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| | | | | | | |

**Notes:**

A. Funding source: Tribal Contribution

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Oneida Sacred Burial Grounds Update

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

To accept the Oneida Sacred Burial Grounds Presentation as the update directed by the 2/20/16 GTC motion (accepted by a show of hands) to have the presentation provided at the next Business Committee meeting.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. 11/25/16 Draft OBC minutes page 7 of 15
2. 2/20/16 Draft Annual GTC Mtg Action Report pg 3
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☒ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Brandon Stevens, Council Member

Primary Requestor/Submitter: Susan White, Trust Director/ Trust Enrollment Department
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

This is a presentation that was originally requested for the 1/4/16 Annual GTC Meeting by the OBC on 11/25/15. The presentation provides an update on the Oneida Sacred Burial Grounds project since October 2013.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

**D. Approve January 4, 2016, Annual General Tribal Council meeting materials**
Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to approve the January 4, 2016, Annual General Tribal Council meeting packet materials; to include sections for updates on the Cemetery and the Dialysis Center; and to include a Litigation/Key Issues update to be done at the beginning of the meeting, seconded by Fawn Billie. Motion carried unanimously:
Ayes: Fawn Billie, David Jordan, Trish King, Lisa Summers, Jennifer Webster
Not Present: Melinda J. Danforth, Tehassi Hill, Brandon Stevens

Motion by David Jordan to add the nine (9) reports and to make a note that they were submitted late, seconded by Jennifer Webster. Motion carried unanimously:
Ayes: Fawn Billie, David Jordan, Trish King, Lisa Summers, Jennifer Webster
Not Present: Melinda J. Danforth, Tehassi Hill, Brandon Stevens

## X. Unfinished Business *(No Requested Action)*

## XI. Tabled Business (1:57:20)

**A. Adopt resolution titled No Trade Back for Cash for Fiscal Year 2016**
Sponsor: Trish King, Tribal Treasurer

*EXCERPT FROM OCTOBER 14, 2015: Motion by David Jordan to table to this item, seconded by Tehassi Hill. Motion carried with one opposed.*

Motion by Lisa Summers to take this item from the table, seconded by David Jordan. Motion carried unanimously:
Ayes: Fawn Billie, David Jordan, Trish King, Lisa Summers, Jennifer Webster
Not Present: Melinda J. Danforth, Tehassi Hill, Brandon Stevens

Motion by Lisa Summers to adopt resolution 11-25-15-A No Trade Back for Cash for Fiscal Year 2016, seconded by Jennifer Webster. Motion carried unanimously:
Ayes: Fawn Billie, David Jordan, Trish King, Lisa Summers, Jennifer Webster
Not Present: Melinda J. Danforth, Tehassi Hill, Brandon Stevens

Motion by David Jordan to direct the Human Resource Department and Division Directors to budget the Trade Back for Cash benefit to allow each eligible employee to trade back no more than forty (40) hours in Fiscal Year 2017, seconded by Lisa Summers. Motion carried unanimously:
Ayes: Fawn Billie, David Jordan, Trish King, Lisa Summers, Jennifer Webster
Not Present: Melinda J. Danforth, Tehassi Hill, Brandon Stevens

### D. Annual Report

Motion by Nancy Barton that the $5 million in the Standing Stone LLC account be transferred to the Minor's Children Fund and that all the Minor's Trust Accounts be managed by Bay Bank in interested bearing accounts and that all the same provisions apply. Seconded by Nancy Skenandore.

> Amendment to the main motion by Cathy Metoxen to conduct an independent investigation, from an outside entity, into Standing Stone LLC and Trust/Enrollment Committee members regarding all of the presented questions raised. Seconded by Nancy Barton. **Motion failed by show of hands**

Motion by Wes Martin to table the previous motion. Seconded by Loretta Metoxen. **Motion carried by show of hands**

Motion by Tsyosha>aht Delgado to direct the Business Committee to direct OTIE to put into place, within two (2) months, an enrolled Oneida Member as successor of OTIE. Seconded by Pearl McLester. **Motion carried by hand count: 849 support; 130 opposed; 76 abstained**

> Amendment to the main motion by Madelyn Genskow that a mailing goes out to all Oneida Households to advertise the position with the wage salary noticed in the mail out. Seconded by Stacy Grignon. **Motion carried by shows of hands**

Motion by Mike Debraska to have the petition being submitted to Secretary Lisa Summers with a complete copy to be made for Mike Debraska, that a Special GTC meeting be called within sixty (60) days, on a Saturday only, with this item being the only thing on the agenda to be heard, with or without the fiscal and legal analysis' if they are or aren't done, as this issue affects the entire enrolled population of Oneida and involves the health, safety, and welfare of our tribe. Seconded by Debbie Powless. **Motion failed by hand count: 446 support; 530 opposed; 61 abstained**

Motion by Jennifer Webster to accept the annual reports, to direct the Business Committee to follow-up with the five areas who did not submit a report, to accept the Dialysis Center Update on page 94, and to direct the Oneida Sacred Burial Grounds Update be presented at the next Business Committee meeting. Seconded by Mark Powless. **Motion carried by show of hands**

## 8. NEW BUSINESS

### A. Dialysis Center Update

Motion by Jennifer Webster to accept the annual reports, to direct the Business Committee to follow-up with the five areas who did not submit a report, to accept the Dialysis Center Update on page 94, and to direct the Oneida Sacred Burial Grounds Update be presented at the next Business Committee meeting. Seconded by Mark Powless. **Motion carried by show of hands**

### B. Oneida Sacred Burial Grounds Update

Motion by Jennifer Webster to accept the annual reports, to direct the Business Committee to follow-up with the five areas who did not submit a report, to accept the Dialysis Center Update on page 94, and to direct the Oneida Sacred Burial Grounds Update be presented at the next Business Committee meeting. Seconded by Mark Powless. **Motion carried by show of hands**

## 5. ADJOURN

Motion by Lisa Summers to adjourn at 2:05 p.m. Seconded Bob Miller. **Motion carried by voice vote**

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

Activation of $395,000 from the approved FY 2016 CIP budget for CIP #13-002 54 One Stop Replacement

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. Budget - GMP Analysis
2. FY 2016 CIP Budget Activation
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☒ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Troy Parr, Asst. Division Director/Development

Primary Requestor/Submitter: Paul Witek, Senior Tribal Architect / Engineering
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor / Engineering
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Purpose:

The project team is seeking activation of the project's remaining funding for Construction. Funding is necessary to cover the costs for the construction contract on the project, mainly contaminated soil remediation and soil correction items.

Background:

Funding for the project design and partial construction was previously allocated and activated from the FY2013 and 2014 CIP Budgets.

Additional construction funding was allocated within the FY2016 CIP Budget approved by GTC. The FY 2016 CIP Budget includes $395,000 for this project. The funds would be activated in the Project's CIP Budget and managed within that process.

The attached Budget - GMP Analysis identifies the scope items included in the budget amount and the attached CIP Budget Activations 2016 identifies the GTC approved CIP budget allocations.

Action Requesting:

1. Activation of $395,000 from the approved FY2016 CIP Budget for CIP #13-002 54 One Stop Replacement.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# BUDGET - GMP ANALYSIS

PROJECT NAME: **54 One Stop Replacement**
PROJECT No.: 13-002
DATE: 20-May-15

| | | Budget | GMP Estimate 5/19/15 | Under (over) Budget |
|---|---|---|---|---|
| **CONSTRUCTION** | | | | |
| | Building, Site, Fuel System | 2,316,700 | 2,493,449 | (176,749) |
| | D-B Pre-GMP Services Savings | 71,674 | | |
| | Sub-Total: | 2,388,374 | 2,493,449 | (105,075) |
| **ALLOWANCES** | | | | |
| | Contaminated Soil Remediation | | 20,000 | |
| | Existing Soils Removal & Structural Fill | | 110,000 | |
| | Stub Drains & Under Drains | | 40,000 | |
| | Winter Conditions | | 50,000 | |
| | Rework Bio Swales | | 65,000 | |
| | Permanent Utilities Install / Relocation | | 10,000 | |
| | Sub-total: | | 295,000 | |
| **ALTERNATES** | | | | |
| | Eliminate Applause TV from Fuel Dispensers | | (9,405) | |
| | Electrical - Fixture P2 dimmers controlled by daylight sensors | | 2,090 | |
| | Electrical - Reduce number of L1 fixtures (in front of coolers) | | (784) | |
| | Electrical - Install main disconnect in lieu of | | 3,135 | |
| | Sub-total: | | (4,964) | |
| | **Total:** | **2,388,374** | **2,783,485** | **(395,111)** |

## CIP BUDGET ACTIVATIONS 2016

Revised: 01/11/16

| Project No. | Project Title | CIP $ App'd FY 2016 | Activated Amount | Date Activation Approved | Unactivated Balance | Notes |
|---|---|---|---|---|---|---|
| 13-002 | 54 One Stop Replacement | 395,000 | | | 395,000 | A |
| 14-002 | Cemetery Improvements | 63,000 | | | 63,000 | A |
| 14-014 | Oneida Golf Enterprise Remodel - Phase II | 265,000 | | | 265,000 | A |
| 16-001 | Cultural Heritage Site - Restrooms | 191,000 | | | 191,000 | A |
| TBD | One Stop - New Location | 100,000 | | | 100,000 | A |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| **TOTALS:** | | **1,014,000** | **0** | | **1,014,000** | |

**Adjustments**

| | | | | | | |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
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| | | | | | | |
| | | | | | | |

**Notes:**

A. Funding source: Tribal Contribution

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

Approval to signature & return the agreement to the Brown County Aging & Disability Resource Center, Inc. as it relates to the S85.21 Specialized Transporation grant

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Don White, Division Director/GSD

Primary Requestor/Submitter: Florence Petri, Elder Services Program Director FP 2/18/16
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Debra Powless, Social Services Area Manager
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Per Legal Review contract requires Business Committee approval prior to execution, pursuant to limited waiver of sovereign immunity.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# ONEIDA LAW OFFICE

***CONFIDENTIAL: ATTORNEY/CLIENT WORK PRODUCT***

TO: Lisa Liggins, Business Committee
Marsha Danforth, Grants
Florence Petri, Elder Services

*Use this number on future correspondence:*

**2016-0031**

FROM: Kelly M. McAndrews, Staff Attorney

DATE: March 4, 2016

RE: Brown County-Aging & Disability Resource Center-2016 Agreement

*Purchasing Department Use*
_____ **Contract Approved**
_____ **Contract Not Approved**
*(see attached explanation)*

*If you have any questions or comments regarding this review, please call 869-4327.*

The attached agreement, contract, policy and/or guaranty has been reviewed by the Oneida Law Office for legal content only. Please note the following:

Related: 2015-0113

- ✓ The document is in appropriate legal form. *(Execution is a management decision.)*

- ✓ Requires Business Committee approval prior to execution, pursuant to ¶ 20, containing a waiver of immunity. *See* Sec. 20, Venue and Applicable Law.

  Generally, the BC asks for the below information when a contract/ agreement is submitted to the Oneida Business Committee for approval of a limited waiver of sovereign immunity, *Please be prepared to address #1 and the need for the grant along with the agenda review request and agreement.*

  1. Was there an attempt to negotiate with the vendor regarding the waiver of sovereign immunity?
  2. Were three bids obtained? If not, why not?
  3. Was any other vendor willing to remove sovereign immunity issues?
  4. What is the cost of going to another vendor?

- ✓ The Insurance requirements listed in Sec. 14 of the Agreement and Appendix A-1 are subject to review and approval by Risk Management.

___ Agency Copy ___ Provider Copy

# 2016 AGREEMENT BETWEEN AGING & DISABILITY RESOURCE CENTER OF BROWN COUNTY, INC. AND THE ONEIDA TRIBE

This Agreement ("Agreement") is made and entered into this 1st day of January, 2016 by and between the Aging & Disability Resource Center of Brown County, Inc., a private, non-profit corporation organized and existing under the laws of the State of Wisconsin, having its office at 300 South Adams Street, Green Bay, Wisconsin, ("ADRC") and the Oneida Tribe having its office at 2907 S. Overland Rd, Oneida, WI 54155. Hereinafter, ADRC and Oneida Tribe may be referred to collectively as "Parties" and singularly as "Party."

## RECITALS

WHEREAS, the ADRC administers the s.85.21 Wis. Stats. program for specialized transportation services in Brown County, Wisconsin; and,

WHEREAS, the specialized transportation services program is to promote the general public health and welfare by providing financial assistance to counties providing transportation services for elderly and disabled persons; and,

WHEREAS, this program improves and promotes the maintenance of human dignity and self-sufficiency by affording the benefits of transportation services to those people who would not otherwise have available or accessible methods of transportation; and,

WHEREAS, Oneida Tribe is located in Brown County, Wisconsin and agrees to provide transportation services for Oneida elders, seeking reimbursement for said expenses under the s. 85.21 Wis. Stats. Specialized Transportation services program.

NOW, THEREFORE, upon consideration of the mutual promises and covenants contained herein, the parties hereto, intending to be legally bound, do hereby agree as follows:

1. **RECITALS:** The above recitals are true, correct and incorporated herein.
2. **TERM OF AGREEMENT:** It is agreed among the Parties that this Agreement shall become effective January 1, 2016 and shall expire on December 31, 2020.
3. **SERVICES TO BE PROVIDED:** The Oneida Tribe agrees to provide transportation services for Oneida elders with bus passes and regular routes for nutritional activities such as rides to nutrition sites and shopping in accordance with the Project Description in Appendix B, which must be reviewed, updated and approved on an annual basis.
4. **PASSENGER REVENUE:** Program donations or income earned from the transportation services must be accounted for separately from income from non-transportation activities. Program income earned in a calendar year must be used to offset any expenses incurred in that same calendar year for transportation services.
5. **COST STANDARDS:** Expenditures shall be reimbursable if they meet all of the requirements set forth below and meet the cost standards listed in Appendix C.
   a. Be made in conformance with the services to be provided;
   b. Be necessary in order to accomplish the services to be provided;
   c. Be reasonable in amounts of goods and services purchased;
   d. Be actual costs;
   e. Be made for work performed;

f. Be in conformance with the cost standards set forth in the Attachment C to this Agreement;
g. Be satisfactorily documented and be treated uniformly and consistently.

6. **UNSPENT AIDS:** All grant dollars not spent on allowable costs must be returned to the ADRC.

7. **AGREEMENT MAXIMUM:** The Agreement for 2016 is not to exceed $6,000. Future years will be determined with the completion and approval of the annual 85.21 Specialized Transportation Application, Project Description and Budget.

8. **METHOD OF PAYMENT:** Reimbursements will be made quarterly in an amount not to exceed ¼ of the annual Agreement amount.

9. **REPORTING REQUIREMENTS:** The Oneida Tribe shall submit monthly reports using the form provided as Appendix D to the ADRC within fifteen (15) days following the end of each month.

10. **RECORD KEEPING REQUIREMENTS:** Accounts for specialized transportation services shall be maintained in a manner that distinguishes the expenses and revenues from other accounts. Properly executed payrolls, time records, invoices indicating the nature and propriety of the charges must support costs charged to this Agreement. Records shall be maintained for a period of four (4) years and shall be available upon request to the Department of Transportation, its officials, employees or designees for inspection and audit purposes during general business hours.

11. **RIGHT TO CONDUCT AUDIT**: The Wisconsin Department of Transportation and the ADRC, its officials or agents shall have the right to conduct an audit.

12. **DISCRIMINATION:** In connection with the performance of work under this Agreement, the Oneida Tribe agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, sexual orientation, developmental disability as defined in s.51.01(5), Wisconsin Statutes, national origin, marital status, ancestry, arrest record, conviction record, or membership in the National Guard, State Defense Force or any reserve component of the military forces of the United States or this state. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and section for training, including apprenticeship. The Oneida Tribe further agrees to take affirmative action to ensure equal employment opportunities. The Oneida Tribe agrees to post, in a conspicuous place available for employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause.

13. **AGENTS, EMPLOYEES AND REPRESENTATIVES OF ONE PARTY NOT AGENTS OR EMPLOYEES OF OTHER PARTY**: The parties to this Agreement specifically intend, agree and understand that no relation of employer-employee is created by this Agreement. No agent, employee, representative or contractor of the one party shall be or shall be deemed to be the agent, employee, representative or contractor of another party hereto.

14. See Appendices A-1 and A-2 for Indemnity and Insurance Requirements.

15. **AMENDMENT, ASSIGNMENT:** This Agreement may be amended from time to time upon mutual written agreement of the parties hereto and as may be required by applicable state and federal agencies and regulations, signed by each Parties duly authorized representative.

    No party hereto shall have the right to assign this Agreement or any part hereof to any person, firm or corporation, without the written consent of the other Parties, which written consent may not be arbitrarily withheld.

16. **TERMINATION:** This Agreement may be terminated during its Initial Term or during any Renewal Term thereafter by the mutual consent of the Parties hereto. Alternatively, any Party may terminate and cancel this Agreement during its Initial Term or during any Renewal Term thereafter by giving sixty (60)

days written notice to the other Parties of such termination and cancellation, without any further obligations to the other Party. In addition, any Party may terminate and cancel this Agreement, if the other Party fails to comply with the terms and conditions of this Agreement, by giving fifteen (15) days written notice to the other Parties of such default.

17. **FORCE MAJEURE:** If the performance of any part of this Agreement is delayed or rendered impossible by reason of natural disaster, flood, fire, riot, explosion, war or actions or decrees of governmental bodies, notice shall be given as soon as practicable to the other Party indicating the nature of such conditions and the extent of delay and shall do everything possible to resume performance. If the period of nonperformance exceeds twenty-one (21) days from the receipt of said notice of the Force Majeure Event, this Agreement may be terminated by giving written notice.

18. **NOTICE:** Any and all notices and demands shall be in writing delivered in person or by first class mail, registered or certified, postage paid, return receipt requested, or by recognized overnight courier and addressed to the appropriate Party as follows:

**ONEIDA TRIBE at:**
Cristina Danforth
2907 S. Overland Road
Oneida, WI 54155
(920) 496-7000

**ADRC at:**
Christel Giesen
300 South Adams Street
Green Bay, WI 54305-3600
Giesen_cd@co.brown.wi.us
(920) 448-4297

All other correspondence shall be addressed as above, but may be sent by "Regular Mail" or email and deemed delivered upon receipt by the addressee. Either Party may change the above contact information by giving the other Party notice as stated above of the same at any time.

19. **DISPUTE RESOLUTION:**
    (a) Negotiation. If either Party believes the other has failed to comply with the requirements of this Agreement, or if a dispute arises over the proper interpretation of any provisions of this Agreement, then either Party may initiate negotiation by serving a written notice on the other identifying the specific provision or provisions of this Agreement in dispute and specifying in detail the factual basis for any alleged non-compliance and/or the interpretation of the provision of this Agreement. Within thirty (30) days of service of such notice, representatives designated by each Party shall meet in an effort to resolve the dispute through negotiation.

    (b) Mediation. If either Party believes the other has failed to comply with the requirements set forth in this Agreement, or if there is a dispute over the proper interpretation of any provision of this Agreement, the Parties may agree in writing to settle the dispute by non-binding mediation.

20. **VENUE AND APPLICABLE LAW:** Any lawsuits related to or arising out of disputes under this Agreement shall be commenced and tried in the Circuit Court of Brown County, Wisconsin and the ADRC and Oneida Tribe shall submit to the jurisdiction of the Circuit Court for such lawsuits. In all respects, this Agreement and any disputes arising under it shall be governed by the laws of the State of Wisconsin.

21. **CONFLICT OF INTEREST:**

    A. Interest in Agreement - No officer, employee or agent of the ADRC who exercises any functions or responsibilities in connection with the carrying out of any services or requirements to which this Agreement pertains, shall have any personal interest, direct or indirect in this Agreement.
    B. Interest of Other Local Public Officials - No member of the governing body of the ADRC, who exercises any functions or responsibilities in the review or approval of the carrying

out of this Agreement, shall have any personal interest, direct or indirect, in this Agreement.

C. Interest of Corporation and Employees - If the Oneida Tribe is aware or becomes aware that any person described in Sections 10, A. or B. of this Agreement has any personal financial interest, direct or indirect, in this Agreement, the Oneida Tribe shall immediately disclose such knowledge to the ADRC. The Oneida Tribe further covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. The Oneida Tribe further covenants that in the performance of this Agreement no person having any conflicting interest shall be employed or subcontracted.

22. **SEVERABILITY:** The provisions of this Agreement are severable and if any provision is found to be invalid, unenforceable, or void by a court of competent jurisdiction, the remainder of the Agreement shall remain in full force and effect and shall not be affected, impaired or invalidated unless the effect of holding the provision invalid, unenforceable or void defeats the entire purpose of the Agreement.

23. **CONSTRUCTION:** All parties have contributed to the drafting of this Agreement. In the event of a controversy, dispute or contest over the meaning, interpretation, validity or enforcement of this document or any of its terms or conditions, there shall be no inferences, presumption or conclusion drawn whatsoever against any Party by virtue of that Party having drafted the document or any portion thereof.

24. **SIGNATURE AUTHORITY:** The persons signing this Agreement warrant that they have been authorized to enter into this Agreement by and on behalf of their respective Parties and that they have full and complete authority to bind their respective Parties by executing this Agreement.

25. **ENTIRE AGREEMENT:** This Agreement and attached Appendices constitutes the entire agreement among the ADRC and the Oneida Tribe with respect to the subject matter hereof and there is no other or further written or oral understandings or agreements with respect hereto. No variation or modification of this Agreement and no waiver of its provisions shall be valid unless in writing and signed by the duly authorized representatives of the ADRC and Oneida Tribe.

IN WITNESS WHEREOF, the Parties hereby have caused this Agreement to be executed by their respective duly authorized representatives on the date first above written.

ONEIDA TRIBE

_____ _____

Cristina Danforth, Tribal Chairwoman Date

AGING & DISABILITY RESOURCE CENTER
OF BROWN COUNTY, INC.

_____ _____

Marvin Rucker, Chairperson Date

_____ _____

Devon Christianson, Director Date

# ONEIDA TRIBE

## LISTING OF APPENDICES

Appendix A-1 – Purchaser Indemnity and Insurance Requirements

Appendix A-2 – Provider Certificate of Insurance

Appendix B – Transportation Project Description and Budget

Appendix C – Cost Standards

Appendix D - Monthly Invoice and Report Form

# ONEIDA TRIBE

## APPENDIX A-1

## PURCHASER INDEMNITY AND INSURANCE REQUIREMENTS

**Hold Harmless**

The Oneida Tribe hereby agrees to release, indemnify, defend and hold harmless the Aging & Disability Resource Center, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of personal injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this agreement by the Oneida Tribe, its officers, officials, employees, agent or assigns. The ADRC does not waive, and specifically reserves its right to assert any and all affirmative defenses and limitations of liability as specifically set forth in Wisconsin Statutes, Chapter 893 and related statutes.

The ADRC hereby agrees to release, indemnify, defend and hold harmless the Oneida Tribe, their officials, officers, employees and agents from and against all judgments, damages, penalties, losses, costs, claims, expenses, suits, demands, debts, actions and/or causes of action of any type or nature whatsoever, including actual and reasonable attorney's fees, which may be sustained or to which they may be exposed, directly or indirectly, by reason of person injury, death, property damage, or other liability, alleged or proven, resulting from or arising out of the performance under this Agreement by the ADRC, its officers, officials, employees, agents, or assigns. The Oneida Tribe does not waive its sovereign immunity, and specifically reserves its right to assert any and all affirmative defense and limitations of liability as available by applicable statutes or common law.

**Insurance Requirements**

The Oneida Tribe shall provide and maintain at its own expense during the term of their agreement, the following insurance policies covering its operations hereunder. Such insurance shall be provided by insurer(s) authorized to conduct business in the State of Wisconsin.

The Oneida Tribe shall not commence work under this Agreement until all insurance required under this paragraph is obtained and such insurance has been approved by a representative of the ADRC, nor shall the Oneida Tribe allow subcontractors to commence work on their subcontract until all similar insurance requirements have been obtained and approved by a representative of the ADRC.

**Explanation of Insurance Requirements**

The Oneida Tribe shall maintain the following types of insurance in the amounts at least equal to those specified.

**Worker's Compensation Insurance***,* in compliance with the laws of the State of Wisconsin and its statutory limits with Employer's Liability Insurance in an amount not less than $100,000 per claimant.

**General Liability Insurance***,* in an amount not less than $1,000,000 combined single limit for bodily injury and property damage for each occurrence for general liability and a $2,000,000 annual aggregate.

**Automobile Liability Insurance***,* in an amount not less than $1,000,000 combined single limit for bodily injury and property damage for each occurrence which includes all autos (owned, hired and non-owned).

**Additional Insured**
The Oneida Tribe agrees that the General Liability and Automobile Liability insurance policies shall be primary and shall be endorsed to name the ADRC as additional insured's as respects: liability arising out of activities performed by or on behalf of the Oneida Tribe: products and completed operations; premises owned, occupied or used; or automobiles owned, leased, hired or borrowed by the Oneida Tribe. The coverage shall contain no special limitations on the scope of protection to the ADRC.

**Wavier of Subrogation**
Insurers shall provide an endorsement waiving all subrogation rights against the ADRC on all policies listed on the insurance certificate.

**Cancellation Notice**
Oneida Tribe shall provide an endorsement with the insurance policies whereby the ADRC will be given thirty (30) days' written notice in advance of cancellation, non-renewal, or material change in insurance coverage.

**Proof of Insurance**
A valid Certificate of Insurance with endorsements shall be issued to "ADRC of Brown County" prior to commencement of work and meeting the requirements listed to avoid any interruption of normal business services and transactions. Certificates must bear the signature of the insurer's authorized representative.

The insurance certificate must be issued by companies licensed to do business in the State of Wisconsin or signed by an agent of the State of Wisconsin.

The certificates of insurance shall include a provision prohibiting cancellation of said policies except upon thirty (30) days prior written notice to the ADRC.

The certificate of insurance shall be delivered to the ADRC prior to the execution of the Agreement.

The certificate holder shall be noted as:

ADRC of Brown County
300 S. Adams Street
Green Bay, WI 54301

ONEIDA TRIBE

APPENDIX A-2

PROVIDER CERTIFICATE OF INSURANCE

Provider – Please insert copy.

# ONEIDA TRIBE

## APPENDIX B

## PROJECT DESCRIPTION & BUDGET

| | |
|---|---|
| Project Name | Oneida Tribe Elder Services |

**Type of Service**

Place an "x" next to the type of service you will be providing for this project.

| | | | |
|---|---|---|---|
| Volunteer Driver | | Voucher Program | |
| Vehicle Purchase | | Planning/Management Study | |

| | |
|---|---|
| Other (provide description) | Provide monthly bus passes and other transportation |

**General Project Summary**

Please provide a **brief** description of this project.

The purpose of this program is to provide monthly Oneida Transit bus passes to working Elders and transportation to congregate meal site, program activities and weekly banking and shopping.

**Geography of Service**

Please list the cities that are serviced though this project.

Within Reservation Boundaries:

Green Bay

Oneida

De Pere

Seymour

**Service Hours**

Please indicate your general hours of service for this project.

| | Sunday | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday |
|---|---|---|---|---|---|---|---|
| **Start time** | | 5:00 AM | 5:00 AM | 5:00 AM | 5:00 AM | 5:00 AM | |
| **End Time** | | 8:30 PM | 8:30 PM | 8:30 PM | 8:30 PM | 8:30 PM | |

**Service Requests**

Briefly describe how your service is requested for this project.

Elder's contact Elder Services Transportation Supervisor.

**Passenger Eligibility**

Briefly indicate passenger eligibility requirements for this project.

1. Must be age 55 years or older. 2. Show proof of residency 3. Provide proof of employment (Gainfully employed, serve on a commission, committee or board with paid stipends)

**Passenger Revenue**

Briefly indicate passenger revenue requirements for this project

There is no cost incurred by elder.

**PROJECT BUDGET - Project 3**

**Annual Expenditures**

Total Expenditures for this project

| | |
|---|---|
| **Total** | $41,089 |

**Annual Funding Sources**

Breakout By Funding Source

| | | |
|---|---|---|
| A. s.85.21 Funds from Annual Allocation | **Total** | $5,000 |
| B. s.85.21 Funds from Trust Fund | **Total** | |
| C. County Match Funds | **Total** | $1,000 |
| D. Passenger Revenue | **Total** | |
| E. Older American Act funding | **Total** | |

F. Other Funds (including Medicaid, other grants, or sources of funding) describe below and record the total amount

1. Tribal Contribution
6.

**Total** $35,089

# APPENDIX C

## COST STANDARDS

**Allowable Expenses**

LABOR: Wages paid to employees in exchange for labor. These are wages that are typically paid to drivers, passenger aides or escorts (but not volunteers), dispatchers, service coordinators or brokers, mechanics, and administrative, planning or other technical personnel.

FRINGE BENEFITS: Fringe benefits paid on behalf of the employees to other parties such as an insurance company or a governmental tax authority. These payments are for FICA, pension plans, medical and dental insurance, and other insurance plans. Fringe benefits may also include payments to employees for something other than work such as paid sick leave, paid holidays, and paid vacation.

MATERIALS AND SUPPLIES: The cost of materials or supplies consumed from inventory or purchased for immediate use. Materials and supplies include tangible products such as fuel and lubricants, tires, equipment maintenance supplies and spare parts, and office supplies. Freight charges and sales tax (unless purchasing agency is tax exempt) can be included.

UTILITIES: Payments to utility companies for their resources such as gas, water, sewer, electricity, radio repeater service, telephone service, etc. Note that only the portions of utility expenses that can be allocated to operating the s. 85.21 transportation service are allowable costs. Cable/satellite television is considered entertainment (unallowable cost) rather than a necessary utility.

LIABILITY AND CASUALTY COSTS: Payments for insurance programs that protect a project from losses incurred or caused by the project; payments to others for their losses caused by the project.

TAXES: Taxes levied on a project by federal, state, and local governments, but not including income taxes.

PURCHASED TRANSPORTATION SERVICE: Payments made to third parties for the provision of transportation service. Such organizations would typically be a Section 5310 grantee or other private, non-profit corporation; a public transit system; or private, such as a school bus operator, taxi service, or lift-equipped van service.

OTHER PURCHASED SERVICES: Payments made to third parties for services that support the provision of specialized transportation service. These services could include maintenance of vehicles or related equipment; professional and technical services such as training employees and volunteers; advertising or promotion; printing; custodial services; temporary help; accounting and auditing.

LEASES AND RENT: Payments for the use of equipment or facilities owned by other organizations. Items typically leased or rented include vehicles, two-way radio equipment, office space, or vehicle storage space.

PURCHASE OF EQUIPMENT: Purchase of equipment with which to provide specialized transportation service. Specialized transportation typically includes passenger-carrying vehicles; vehicle-mounted wheelchair loading and securement devices; two-way radio equipment; maintenance equipment; and other durable goods or equipment used in the provision of specialized transportation service. If equipment is shared with non-specialized transportation functions, then only that part of the equipment's cost which is proportional to its use in specialized transportation is an allowable expense.

TRAVEL: Eligible travel expenses include transportation, meals, out-of-town lodging, and related expenses such as parking, which are incurred by employees, volunteers and other individuals as authorized by the county. Travel is allowed for specialized transportation service provided by employees or volunteers to eligible passengers, official

project business, and travel by seniors and individuals with disabilities using personal or other available means of transportation when authorized by a county (includes fare assistance programs.)

INTEREST: Interest on money borrowed over a short term (one year or less) for operating expenses or over a long term (more than one year) for equipment purchases.

ADVERTISING: Cost of purchasing service advertisements in media such as newspapers, magazines, newsletters, radio, television, direct mailing, posters, handouts, etc. Allowable advertising subjects may include the recruitment of paid or volunteer personnel; solicitation of bids for goods and services; sale or disposal of property or services; and announcements of service information such as routes, schedules, contact persons, etc. All advertising expenses charged to s. 85.21 funds must pertain specifically to specialized transportation projects.

VOLUNTEER HONORARIUMS AND RECOGNITION EVENTS: Costs of gifts, mementos, dinners and ceremonies in recognition of volunteered services. However, only one event or group of presentations per project year is an eligible expense.

SUBSCRIPTIONS AND MEETINGS: Book purchases and periodical subscriptions are allowable expenses if they directly pertain to the management, planning, and operation of transportation services. Such items must be procured for agency, not individual, use. Meeting or conference fees are allowable expenses when the primary purpose of the meeting is the dissemination of technical information. Fees for conferences or meetings designed to influence legislation are not allowed.

Unallowable Expenses

DEPRECIATION: Depreciation accrued by public transit system operators, depreciation on facilities or equipment purchased with public (Federal, state or local) capital grants, depreciation on intangible assets, and depreciation in excess of the rate used for income tax purposes.

ENTERTAINMENT: The costs of amusement, social activities, and related activities.

FINES AND PENALTIES: Costs resulting from violations or failures to comply with laws and regulations.

CHARITABLE CONTRIBUTIONS AND DONATIONS

BAD DEBT: Losses resulting from uncollectible accounts or other claims.

RESERVE FUNDS FOR FUTURE EXPENSES: State aid may not be saved from one year to another for contingencies or general expenses.

LOBBYING: Program funds may not be used to cover the cost of any activity designed to influence law making.

ADVISORY COMMITTEES OR COUNCILS: The cost of advisory committees or councils is not allowed except when such groups are deemed necessary for the preparation of a technical study. The life or term of any such group may not exceed the term of the study.

GENERAL PUBLIC ADMINISTRATION: General county or local government operation costs as they incidentally pertain to the activities covered under the s. 85.21 program are not allowable expenses. Such costs would include those associated meetings of the county board and its subcommittees, and expenses of county officials whose regular duties do not include specialized transportation.

CONSTRUCTION: The cost of building or modifying fixed facilities such as garages, shelters, and storage buildings is not allowed.

LAND ACQUISITION

**APPENDIX D**

# 85.21 Specialized Transportation Program
# Monthly Invoice and Report Form

*(Monthly invoice is due by the 15th of the month following the month of service)*

| | |
|---|---|
| **Vendor Name:** | **Contact Name:** |
| **Street Address:** | **Contact Phone:** |
| **City, State & Zip Code:** | **Contact Email:** |
| **Month/Year of Service:** | **Invoice Date & Number:** |

| **Ambulatory Clients** | |
|---|---|
| **Elderly:** | |
| **Disabled:** | |
| **Total:** | |

**NOTE: totals for ambulatory & non ambulatory must equal total trips**

| **Monthly Trips By Purpose** | **NUMBER OF ONE WAY TRIP'S** |
|---|---|
| Medical | |
| Employment | |
| Nutrition | |
| Education | |
| Social/Rec. | |
| Day Care | |
| Other: | |
| Other: | |
| **Total Trips** | **0** |
| **Total Miles of those Trips** | **0** |

| **Non Ambulatory Clients** | |
|---|---|
| **Elderly:** | |
| **Disabled:** | |
| **Total:** | |

**NOTE: totals for ambulatory & non ambulatory must equal total trips**

| **Monthly Operating Expenses** | **$ Amount** |
|---|---|
| Personnel - Drivers/Mechanics | |
| Personnel - Admin | |
| Volunteer Reimbursement | |
| Repairs | |
| Fuel | |
| Office | |
| Other: | |
| Other: | |
| **Total Monthly Expenses** | **$0.00** |

| **Monthly Time In Service** | **Number** |
|---|---|
| Hours | |
| Days | |
| | |
| **Previous Month Invoice Payment to vendor from ADRC** | **$ Amount** |
| 85.21 Specialized Transportation Program | **$0.00** |

| **Monthly Operating Revenue** | **$ Amount** |
|---|---|
| Rider Fees | |
| Donations | |
| Fund Raising | |
| Community Support | |
| Other: | |
| Other: | |
| **Total Monthly Revenue** | **$0.00** |
| **Net Balance (Expenses – Revenue) for Monthly Invoice Payment** | **$0.00** |

**SUBMIT VIA EMAIL BY THE 15TH OF THE MONTH TO:**
**DEBRA BOWERS**
Bowers_dl@co.brown.wi.us

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

☒ Accept as Information only

☐ Action - please describe:

Operation plan from Language Department for language implementation

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. Operational Plan
2. Memo
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Don White, Division Director/GSD

Primary Requestor/Submitter:
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

The following documents are for your review and acceptance. This information is provided to you as follow up from the BC Strategic Work Meeting:

MOTION by Jenny Webster for a Language Implementation Plan created by GSD with timeliness and end-in-mind to be brought back to the March 9th Regular BC Meeting. Second by Brandon Stevens. Motion carried unanimously.

Excerpt from February 16th, 2016 BC Strategic Work Meeting: Motion by Jenny Webster for a Language Implementation Plan created by GSD with timelines and end-in-mind to be brought back to the March 9th Regular BC meeting. Second by Brandon Stevens. Motion carried unanimously.

Excerpt from January 19th, 2016 BC Strategic Work Meeting: Motion by Brandon Stevens to accept the report and to bring back recommendations for potential sites for the language house and cultural house staff. Second by Tehassi Hill. Motion carried unanimously.

Excerpt from December 15th, 2015 BC Strategic Work Meeting: Motion by Lisa Summers to direct Don White to create a plan for the Language Program and bring it back to the January 19th Strategic Work Meeting. Second by Tehassi Hill. Motion carried unanimously.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Memorandum

**To:** Fawn Billie, Strategic Work Meeting

**CC:** Nicolas Reynolds

**From:** Donald White, Director, Governmental Services Division

**Date:** 3/1/2016

**Re:** Follow up Report on Language Learning

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Attached please find the Operation Plan for Head Start and Language implementation. We have also included the big picture map of Language development, delivery and deployment. These categories all have, or will have similar Operational Plans which will help to provide cost accounting of services and providing correct allocations to directives, Resolutions and/ or mandates. These Operational Plans will help provide direction and accountability to the Language Department and language teaching and learning opportunities.

Attachments:
- Headstart Language operational plan
- Language development/ delivery map

FY2017-FY2019
Oneida Tribe of Indians of Wisconsin
Program Operational Plan Summary

| | | | |
|---|---|---|---|
| Division: | Governmental Services | 2017 Budgeted Service Level: | Expand Services Provided |
| Department(s): | Language | 2017 Proposed Total Budget: | 992,000 |
| Area: | Cultural Heritage | 2017 Tribal Contribution: | 992,000 |
| Program: | Language | 2017 Federal/State Grants: | |
| Fund/Business Unit Name: | Language Department | 2017 Internal/External Sales: | 0 |
| Fund/Business Unit Number: | 4225012 | 2017 Other Revenue: | 0 |

| | |
|---|---|
| Division Vision Statement: | Providing opportunities for human development |

| | |
|---|---|
| Department/Area/Program Mission Statement: | The Oneida Language Department will be recognized as a leader for quality comprehensive Oneida Language instruction committed to providing the highest quality, superior personalized service that advances Oneida Language education, research and the most efficient use of our resources. |

| | |
|---|---|
| Brief Description of Major Functions/Services: | Keep Oneida language alive and develop fluent, functional speakers by growing and maintaining second language speakers through strategic language planning; conduct language classes available for community members, families, children, schools, employees. Increase the number of speakers to conduct classes, ceremonies, funerals, ten day feasts, and assist with obtaining an Oneida name. Language development enhances the Oneida culture by increasing an understanding behind our stories, history and traditions to promote diginty and respect for the Oneida people. |

| | |
|---|---|
| 2015/2016 Major Activities Completed: | Oneida Language staff assisted others in conducting ceremonies; Represented our Nation in Confederacy protocol along with other Cultural Heritage staff; Continues cultivating strong relationships with Oneida speakers in the Thames located in Southwold, Ontario; Conducted presentations on our curriculum for Title IIV, WIEA, OneidaThames, YES Advocates & Turtle School. Started implementing curriculum in area schools. Met with others to strategize the most impact to develop Oneida Language speakers. Focus is Childcare, Headstart, Oneida Nation School System, along with other youth and family programming |

Staffing:

| | 2016 Actual | 2017 Proposed |
|---|---|---|
| Number of Full-Time Employees Budgeted: | 8 | 18 |
| Number of Part-Time Employees Budgeted: | 0 | 0 |

FY2017-FY2019
Oneida Tribe of Indians of Wisconsin
Program Operational Plan Summary

| Initiatives/Major Activities: | Priority: | Critical Success Factor: | Short Term Outcomes: | Intermediate Outcomes: | Long-Term Outcomes: |
|---|---|---|---|---|---|
| Assess all language speakers or learners on the Oneida Reservation | | A base number of speakers in the community and their level of fluency | Matrix on fluency to include current curriculum and 5 C's of langauge development | Identify fluent first language speakers to conduct assessments | Teachers for childcare, headstart, Oneida Nation School System, and other youth |
| Hire individuals to be located and teach at childcare, headstart, ONSS and other youth service departments | | Each location will have two individuals available to serve as speakers | Hire 10 individuals to serve as educators physically placed at locations | Educators are trained in teaching strategies leading to total immersion | Educational systems are stabilized and moving forward with language development |
| Training and development | | Teachers have ability to hold sessions long term for immersion | Identify needed training and trainers | Teacher materials and techniques are shared with all educators involved with language development inside and outside of the current Language Department | All Oneida educational systems are teaching and speaking in Oneida |
| Develop teaching videos of On^yote'aka Tsi nitwaw^not^ curriculum | | Upload videos for language learners onto several media | Choose which media platforms to upload video e.g. youtube, facebook, vlog | Long distance second language learners will find easy access to curriculum | Online On^yote'aka Tsi nitwaw^not^ langauge courses. |
| | | | | | |

| Major changes in FY2017 revenues or expenditures: | Additional cost for 10 educators, weekend and summer immersion (stipend for educators), training dollars, promotional, printing, technology (iPads), |
|---|---|

Must provide at least one measure in each of the 3 categories below.

FY2017-FY2019
Oneida Tribe of Indians of Wisconsin
Program Operational Plan Summary

Performance Indicators:

| | Measurement description: | FY2014 Actual | FY2015 Actual | FY2016 Projected | FY2017 Budget | FY2018 Plan | FY2019 Forecast |
|---|---|---|---|---|---|---|---|
| Input | Training and development for all Oneida speakers | | | | 60,000 | 60000 | 60000 |
| | | | | | | | |
| Output | Hire 10 additional educators | | | | 380000 | 380000 | 380000 |
| | | | | | | | |
| Efficiency/ Effectiveness | Educators have ability to hold sessions long term for immersion | | | | 18 | 37 | 67 |
| | | | | | | | |

FY2017-FY2019
Oneida Tribe of Indians of Wisconsin
Program Operational Plan Summary

**Definitions of Performance Indicators**

**INPUT MEASURE**

**Definition**: Measures of what an agency or manager has available to carry out the program or activity. These can include: employees (FTE), funding, equipment or facilities, supplies on hand, goods or services received, work processes or rules.

**OUTPUT MEASURE**

**Definition**: A tabulation, calculation, or recording of activity or effort that can be expressed in a quantitative or qualitative manner.

**Efficiency/Effectiveness Measures**

**Efficiency Definition:** The relationship between inputs and outputs. It is calculated by dividing units of output to units of input.

**Effectiveness Definition:** These measures are designed to report the results of both *quantity* and *quality* aspects of a service. How well a program achieves its stated goals and objectives. Effectiveness refers to the degree to which services are responsive to the needs and desires of a community.

## Operational Plan: Oneida Language and Culture Acquisition

# Oneida Head Start

## 2/23/16

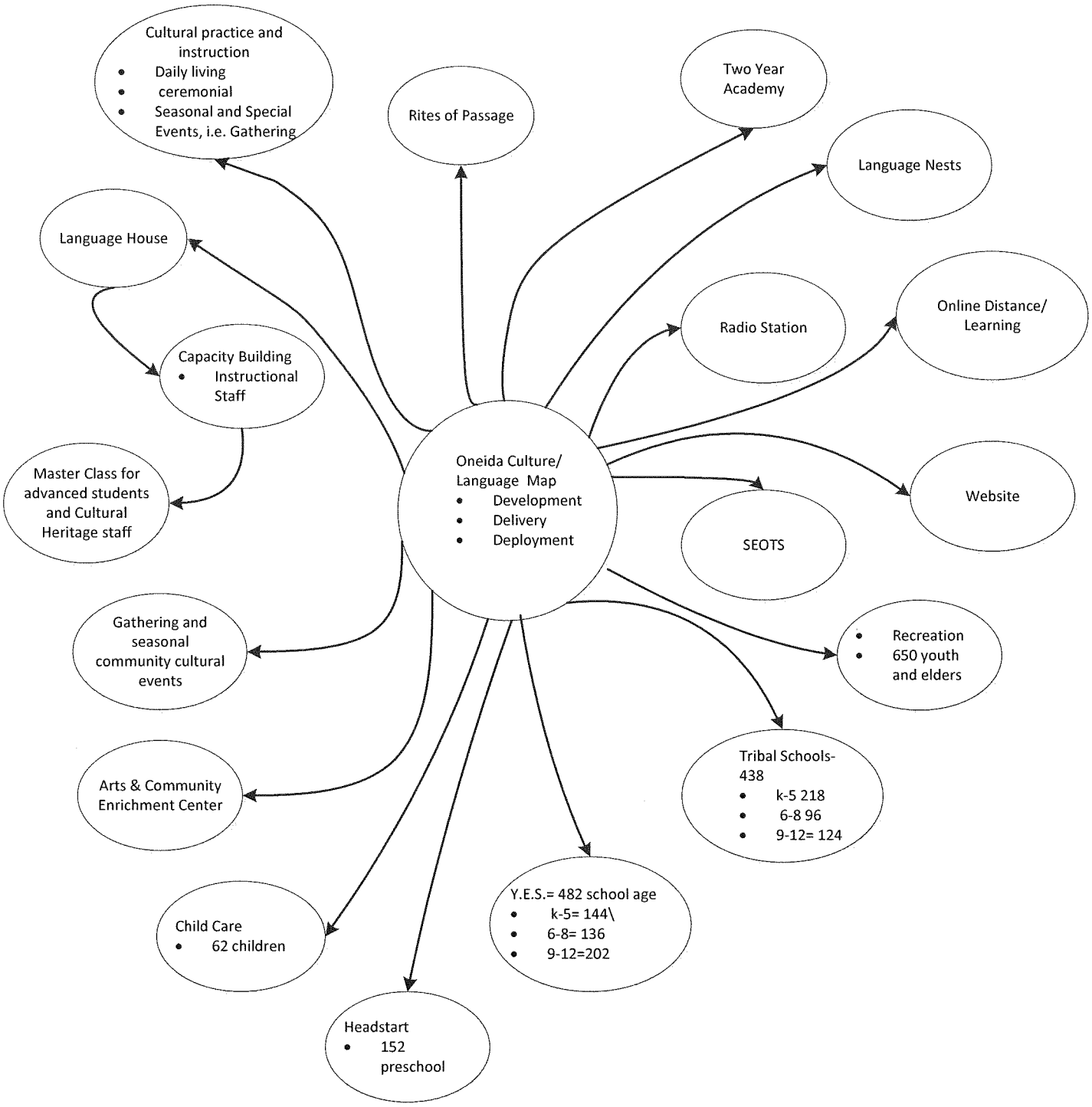
Currently the Oneida Head Start program is providing Oneida language and culture to the children in the program. In most of the classrooms the children are learning basic commands, traditional stories, and word identification. In two classrooms a volunteer, Jasmine House, comes to the classroom to work directly with the children on the language.

The Language Volunteer/Trainer is utilizing curriculum provided by the Language Department entitled "On^yote?aka Tsi? Nitwaw^not^" (required curriculum). This curriculum was given to the families of 20 students in the program in January 2016.

In a recent discussion with staff from Cultural Heritage, Head Start was asked what it needed to teach the children Oneida language and culture. Listed below are the supports that Head Start need to continue to build a solid Oneida Language and Culture program:

| Need for Head Start Program | Time Line | Expected Outcome |
|---|---|---|
| Head Start teacher's in-service training in all required curriculum by the Language Department with established training modules. | Projected:<br><br>**3 Sisters Headstart**<br>Beginning February 29, 2016 at 2p-230p.<br>**NHC Headstart**<br>Beginning March 2 at 130p-215p<br>(Weekly sessions)<br><br>**Two day training with Language House staff**<br>August 16 and 17 | Teachers will become more proficient in the required curriculum and pronunciation of Oneida words. |
| All Head Start teachers will be assessed by a written and oral pre and post assessment tool by the Language House Staff 3 times per school year. | May 16, 2016 for the current school year | Teachers will be aware of what parts of the curriculum they have mastered and what parts they still need to work on. |
| Head Start will develop an accountability system for teachers who work in the Head Start program. This will include a Standard Operating Procedure and a signed commitment by all staff | April 8, 2016 | Accountability of all staff to learning the curriculum and building on their word proficiency. |
| **Year 1**: Head Start students will be taught part one of the curriculums by the teaching staff. | Beginning April 8, 2016 (after the teachers have 4 training sessions) | Build on child proficiency in Oneida Language. |

| | | |
|---|---|---|
| **Year 2**: Head start staff will prepare for 2 language educators to be placed on location for daily lessons, support and proper pronunciation | Beginning September 1, 2016 | Build on child proficiency in Oneida Language |
| Contract with Jasmine House to compensate for her expertise | October 1, 2016 | Provide consistency in language development with teachers and students |
| 2 language educators will be placed with Headstart to assist and support Headstart staff and students | October 1, 2016 | Daily support for language development using cultural teachings as tools |
| Children will be assessed by Headstart Teachers and Language House staff at beginning and end of school year with a pre and post assessment tool and communicated to Head Start program in written format. | May 16, 2016 | The program will have data on the effectiveness of the implementation of the curriculum. |


Oneida Culture/ Language Map
• Development
• Delivery
• Deployment
Cultural practice and instruction
• Daily living
• ceremonial
• Seasonal and Special Events, i.e. Gathering
Rites of Passage
Two Year Academy
Language Nests
Language House
Capacity Building
• Instructional Staff
Radio Station
Online Distance/ Learning
Master Class for advanced students and Cultural Heritage staff
Website
SEOTS
Gathering and seasonal community cultural events
• Recreation
• 650 youth and elders
Tribal Schools- 438
• k-5 218
• 6-8 96
• 9-12= 124
Arts & Community Enrichment Center
Child Care
• 62 children
Y.E.S.= 482 school age
• k-5= 144\
• 6-8= 136
• 9-12=202
Headstart
• 152 preschool

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Business Committee approval that the Tribal Chair or Vice-Chair signs the attached forms which are required for Mission Support Services' Annual Report to the SBA.

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Tehassi Hill, Council Member

Primary Requestor: Jacquelyn Zalim, OESC Chairwoman of the Board
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Business Committee approval that the Tribal Chair or Vice-Chair signs the attached forms which are required for Mission Support Services' Annual Report to the SBA.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Approval No. OMB 3245-0331
Expiration Date: 04/30/2017

## American Indian Tribe Information

***The American Indian Tribe that owns at least 51 percent of the applicant business concern must complete this form. 13 C.F.R. § 124.109(b).***

***YOUR SIGNATURE ON THIS FORM INDICATES THAT YOU FULLY UNDERSTAND ALL QUESTIONS AND CERTIFIES THAT ALL RESPONSES AND DOCUMENTS ARE TRUTHFUL AND ACCURATE.***

Name of Applicant Business Concern (include any trade or d.b.a. names):
Mission Support Services, LLC

Name of American Indian Tribe (AIT): ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)
*Note: AIT means any Indian tribe, band, nation, or other organized group or community of Indians, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, or is recognized as such by the State in which the tribe, band, nation, group, or community resides. 13 C.F.R. § 124.3.*

Telephone: (___)_____ Fax: ( ___)_____ 920-869-4040

Address:
N7210 Seminary Road

City: Oneida County: Brown State: WI Zip: 54155

E-mail: _____ @ oneidanation.org

Mailing Address (if different from above)

Address:
POB 365

City: Oneida State: WI Zip: 54155

Indian Tribe percent ownership of applicant business concern: 100.00

***Please answer the following questions and provide the required documents:***

1. Has the Tribe previously established its economic disadvantaged status under the 8(a) BD Program? If yes, provide a copy of the SBA determination. If no, provide the following information for the tribe: ☒ Yes ☐ No
   - The number of tribal members.
   - The present tribal unemployment rate.
   - The per capita income of tribal members, excluding judgment

awards.

- The percentage of the local Indian population below the poverty level.
- The tribe's access to capital markets.
- The tribe's assets as disclosed in the current tribal financial statement, including those which are encumbered or held in trust; the status of assets encumbered or in trust must be clearly delineated.

2. Does the Tribe or subsidiary of the Tribe own 50% or more of another business other than the applicant business ? If yes, identify the names of any other business concern(s), the primary NAICS code of the other business concern(s), and which (if any) of the other business concerns have ever participated in the 8(a) BD Program. [x] Yes [ ] No

3. Does the Tribe own the applicant concern directly (rather than through a subsidiary)? [ ] Yes [x] No

4. Does the Tribe own the applicant business through a subsidiary? If yes, provide the name and address of that subsidiary. [x] Yes [ ] No
*Oneida ESC Group, LLC is a holding company owned directly by the Oneida Tribe of Indians of WI. Their address is: 2931 S. 108 St., Unit 131, West Allis, WI 53227.*

5. Is a tribal member the highest officer or designated manager of the applicant business? If yes, provide evidence of tribal membership. If no, provide a copy of the tribal management development plan. [x] Yes [ ] No

***Please provide the following documents***

- ❑ Evidence of the tribe's recognition as a tribe eligible for the special programs and services provided by the United States or by the Tribe's state of residence.
- ❑ Documentation showing the AIT's ownership of the applicant business firm.
- ❑ Copies of all governing documents, such as the tribe's constitution or business charter.
- ❑ Copies of the tribe's articles of incorporation and bylaws as filed with the organizing or chartering authority, or similar documents needed to establish and govern a non-corporate legal entity.

**NOTICE OF CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:** Under Title 18 U.S.C. § 1001 and Title 15 U.S.C. § 645, any person who misrepresents a business concern's status as an 8(a) Program participant, or makes any other false statement in order to influence the certification process in any way, or to obtain a contract awarded under the preference programs established pursuant to section 8(a), 8(d), 9 or 15 of the Small Business Act, or any other provision of Federal Law that reference Section 8(d) for a definition of program eligibility shall be: (1) Subject to fines and imprisonment of up to 5 years, or both, as stated in Title 18 U.S.C. § 1001; (2) subject to fines of up to **$500,000** and imprisonment of up to 10 years, or both, as stated in Title 15 U.S.C. § 645; (3) Subject to civil and administrative remedies, including suspension and debarment; and (4) Ineligible for participation in programs conducted under the authority of the Small Business Act.

**CERTIFICATIONS:** By signing this form, I certify that all information in this application, including all supporting documents, is true and complete to the best of my knowledge, and that I understand that SBA is relying on this information in making its determination of my company's eligibility for 8(a) BD Program.

Form must be signed by the Tribal Chief.

| Signature | Print Name | Date |
|---|---|---|

**PLEASE NOTE: The estimated burden for completing this form is 1 Hour per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416.**

**SBA Form 1010 – AIT (3/11)**

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Bay Bancorporation

**NAICS code of the business concern:**
522220 - Sales Financing

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Oneida Golf Enterprise Corporation

**NAICS code of the business concern:**
713910 - Other Amusement and Recreation Industries

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Seven Generations Corporation

**NAICS code of the business concern:**
531120 - Lessors of Nonresidential Buildings (except Miniwarehouses)

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Airport Hotel Corporation

**NAICS code of the business concern:**
721120 - Casino Hotels

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Oneida ESC Group, LLC

**NAICS code of the business concern:**
000000

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Oneida Total Integrated Enterprises, LLC

**NAICS code of the business concern:**
562910 - Environmental Remediation Services

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Current 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Sustainment & Restoration Services, LLC

**NAICS code of the business concern:**
237110 - Water and Sewer Line and Related Structures Construction

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Current 8(a) BD program participant.

**Form1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Is a tribal member the highest officer or designated manager of the applicant**

| |
|---|
| **business concern?**<br>Evidence of tribal membership attached. |

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Business Committee approval that the Tribal Chair or Vice-Chair signs the attached forms which are required for Sustainment & Restoration Services' Annual Report to the SBA.

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Tehassi Hill, Council Member

Primary Requestor: Jacquelyn Zalim, OESC Chairwoman of the Board
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Business Committee approval that the Tribal Chair or Vice-Chair signs the attached forms which are required for Sustainment & Restoration Services' Annual Report to the SBA.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Approval No. OMB 3245-0331
Expiration Date: 04/30/2017

**American Indian Tribe Information**

***The American Indian Tribe that owns at least 51 percent of the applicant business concern must complete this form. 13 C.F.R. § 124.109(b).***

***YOUR SIGNATURE ON THIS FORM INDICATES THAT YOU FULLY UNDERSTAND ALL QUESTIONS AND CERTIFIES THAT ALL RESPONSES AND DOCUMENTS ARE TRUTHFUL AND ACCURATE.***

Name of Applicant Business Concern (include any trade or d.b.a. names): Sustainment & Restoration Services, LLC

Name of American Indian Tribe (AIT): Oneida Tribe of Indians of Wisconsin (Oneida ESC Group)

*Note: AIT means any Indian tribe, band, nation, or other organized group or community of Indians, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, or is recognized as such by the State in which the tribe, band, nation, group, or community resides. 13 C.F.R. § 124.3.*

Telephone: (___) _____ Fax: ( ___) ___ 920-869-4040

Address: N7210 Seminary Road

City: Oneida County: Brown State: WI Zip: 54155

E-mail: _____ @ oneidanation.org

Mailing Address (if different from above)

Address: POB 365

City: Oneida State: WI Zip: 54155

Indian Tribe percent ownership of applicant business concern: 100.00

***Please answer the following questions and provide the required documents:***

1. Has the Tribe previously established its economic disadvantaged status under the 8(a) BD Program? If yes, provide a copy of the SBA determination. If no, provide the following information for the tribe: ☒ Yes ☐ No
   - The number of tribal members.
   - The present tribal unemployment rate.
   - The per capita income of tribal members, excluding judgment

awards.

- The percentage of the local Indian population below the poverty level.
- The tribe's access to capital markets.
- The tribe's assets as disclosed in the current tribal financial statement, including those which are encumbered or held in trust; the status of assets encumbered or in trust must be clearly delineated.

2. Does the Tribe or subsidiary of the Tribe own 50% or more of another business other than the applicant business ? If yes, identify the names of any other business concern(s), the primary NAICS code of the other business concern(s), and which (if any) of the other business concerns have ever participated in the 8(a) BD Program. ☒ Yes ☐ No

3. Does the Tribe own the applicant concern directly (rather than through a subsidiary)? ☐ Yes ☒ No

4. Does the Tribe own the applicant business through a subsidiary? If yes, provide the name and address of that subsidiary. ☒ Yes ☐ No
*Oneida ESC Group, LLC is a holding company owned directly by the Oneida Tribe of Indians of WI. Their address is: 2931 S. 108 St., Unit 131, West Allis, WI 53227*

5. Is a tribal member the highest officer or designated manager of the applicant business? If yes, provide evidence of tribal membership. If no, provide a copy of the tribal management development plan. ☒ Yes ☐ No

***Please provide the following documents***

- ☐ Evidence of the tribe's recognition as a tribe eligible for the special programs and services provided by the United States or by the Tribe's state of residence.
- ☐ Documentation showing the AIT's ownership of the applicant business firm.
- ☐ Copies of all governing documents, such as the tribe's constitution or business charter.
- ☐ Copies of the tribe's articles of incorporation and bylaws as filed with the organizing or chartering authority, or similar documents needed to establish and govern a non-corporate legal entity.

**NOTICE OF CRIMINAL PENALTIES AND ADMINISTRATIVE REMEDIES FOR FALSE STATEMENTS:** Under Title 18 U.S.C. § 1001 and Title 15 U.S.C. § 645, any person who misrepresents a business concern's status as an 8(a) Program participant, or makes any other false statement in order to influence the certification process in any way, or to obtain a contract awarded under the preference programs established pursuant to section 8(a), 8(d), 9 or 15 of the Small Business Act, or any other provision of Federal Law that reference Section 8(d) for a definition of program eligibility shall be: (1) Subject to fines and imprisonment of up to 5 years, or both, as stated in Title 18 U.S.C. § 1001; (2) subject to fines of up to **$500,000** and imprisonment of up to 10 years, or both, as stated in Title 15 U.S.C. § 645; (3) Subject to civil and administrative remedies, including suspension and debarment; and (4) Ineligible for participation in programs conducted under the authority of the Small Business Act.

**CERTIFICATIONS:** By signing this form, I certify that all information in this application, including all supporting documents, is true and complete to the best of my knowledge, and that I understand that SBA is relying on this information in making its determination of my company's eligibility for 8(a) BD Program.

Form must be signed by the Tribal Chief.

| Signature | Print Name | Date |
|---|---|---|

**PLEASE NOTE: The estimated burden for completing this form is 1 Hour per response. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. Comments on the burden should be sent to U.S. Small Business Administration, Chief, AIB, 409 3rd St., S.W., Washington D.C. 20416.**

**SBA Form 1010 – AIT (3/11)**

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**

**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**

**Name of the other business concern:**

Bay Bancorporation

**NAICS code of the business concern:**

522220 - Sales Financing

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**

Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**

**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**

**Name of the other business concern:**

Oneida Golf Enterprise Corporation

**NAICS code of the business concern:**

713910 - Other Amusement and Recreation Industries

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**

Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**

**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**

**Name of the other business concern:**

Seven Generations Corporation

**NAICS code of the business concern:**

531120 - Lessors of Nonresidential Buildings (except Miniwarehouses)

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**

Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**

**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**

**Name of the other business concern:**

Airport Hotel Corporation

**NAICS code of the business concern:**

721120 - Casino Hotels

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Oneida ESC Group, LLC

**NAICS code of the business concern:**
000000

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Not a current or former 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Oneida Total Integrated Enterprises, LLC

**NAICS code of the business concern:**
562910 - Environmental Remediation Services

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Current 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Mission Support Services, LLC

**NAICS code of the business concern:**
236220 - Commercial and Institutional Building Construction

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Current 8(a) BD program participant.

**Form1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Is a tribal member the highest officer or designated manager of the applicant**

| |
|---|
| **business concern?**<br>Evidence of tribal membership attached. |

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Business Committee approval that the Tribal Chair or Vice-Chair signs the attached form which is required for OTIE's Annual Report to the SBA.

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Tehassi Hill, Council Member

Primary Requestor: Wilbert Rentmeester, OTIE Board Chairman
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Business Committee approval that the Tribal Chair or Vice-Chair signs the attached form which is required for OTIE's Annual Report to the SBA.

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Approval No. OMB 3245-0331
Expiration Date: 04/30/2017

## American Indian Tribe Information

***The American Indian Tribe that owns at least 51 percent of the applicant business concern must complete this form. 13 C.F.R. § 124.109(b).***

***YOUR SIGNATURE ON THIS FORM INDICATES THAT YOU FULLY UNDERSTAND ALL QUESTIONS AND CERTIFIES THAT ALL RESPONSES AND DOCUMENTS ARE TRUTHFUL AND ACCURATE.***

Name of Applicant Business Concern (include any trade or d.b.a. names):
Oneida Total Integrated Enterprises, LLC

Name of American Indian Tribe (AIT): ONEIDA TRIBE OF INDIANS OF WISCONSIN
*Note: AIT means any Indian tribe, band, nation, or other organized group or community of Indians, which is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians, or is recognized as such by the State in which the tribe, band, nation, group, or community resides. 13 C.F.R. § 124.3.*

Telephone: (___)_____ Fax: ( ___)_____ 920-869-4040

Address:
N7210 Seminary Road

City: Oneida County: Brown State: WI Zip: 54155

E-mail: _____ @ oneidanation.org

Mailing Address (if different from above)

Address:
POB 365

City: Oneida State: WI Zip: 54155

Indian Tribe percent ownership of applicant business concern: 100.00

***Please answer the following questions and provide the required documents:***

1. Has the Tribe previously established its economic disadvantaged status under the 8(a) BD Program? If yes, provide a copy of the SBA determination. If no, provide the following information for the tribe: ☒ Yes ☐ No
   - The number of tribal members.
   - The present tribal unemployment rate.
   - The per capita income of tribal members, excluding judgment

awards.

- The percentage of the local Indian population below the poverty level.
- The tribe's access to capital markets.
- The tribe's assets as disclosed in the current tribal financial statement, including those which are encumbered or held in trust; the status of assets encumbered or in trust must be clearly delineated.

2. Does the Tribe or subsidiary of the Tribe own 50% or more of another business other than the applicant business ? If yes, identify the names of any other business concern(s), the primary NAICS code of the other business concern(s), and which (if any) of the other business concerns have ever participated in the 8(a) BD Program. ☒ Yes ☐ No

3. Does the Tribe own the applicant concern directly (rather than through a subsidiary)? ☒ Yes ☐ No

4. Does the Tribe own the applicant business through a subsidiary? If yes, provide the name and address of that subsidiary. ☐ Yes ☒ No

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***Please provide the following documents***

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Form must be signed by the Tribal Chief.

| Signature | Print Name | Date |
|---|---|---|

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**SBA Form 1010 – AIT (3/11)**

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**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**

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**Name of the other business concern:**

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**NAICS code of the business concern:**

721120 - Casino Hotels

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**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Oneida ESC Group, LLC

**NAICS code of the business concern:**
000000

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
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**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Mission Support Services, LLC

**NAICS code of the business concern:**
236220 - Commercial and Institutional Building Construction

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Current 8(a) BD program participant.

**Form 1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Does the Tribe or subsidiary of the Tribe own 50% or more of another business concern other than the applicant business concern?**
**Name of the other business concern:**
Sustainment & Restoration Services, LLC

**NAICS code of the business concern:**
237110 - Water and Sewer Line and Related Structures Construction

**Statement as to whether the other business concern is a current or former 8(a) BD program participant:**
Current 8(a) BD program participant.

**Form1010-AIT: ONEIDA TRIBE OF INDIANS OF WISCONSIN (ONEIDA ESC GROUP)**
**Is a tribal member the highest officer or designated manager of the applicant**

| |
|---|
| **business concern?**<br>Evidence of tribal membership attached. |

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: General Tribal Council

☐ Accept as Information only

☒ Action - please describe:

Motion to enter E-poll results into the record to approve Option 2 regarding the constitutional amendments. The Oneida Business Committee has determined that the amendments should be implemented immediately as a result of our earlier formal acceptance of the Secretarial Election results and in the interest of those members who wish to participate under the new constitutional language.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. email and memo
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor/Submitter: Submitted by: April Skenandore, Executive Assistant
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# ONEIDA NATION
## Office of the Tribal Secretary

**Location:**
*N7210 Seminary Road*
*Oneida, WI 54155*

*Phone: (920)869-2214*

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

*Fax: (920)869-4040*

MEMORANDUM

TO: Oneida Business Committee

FROM: Lisa Summers, Tribal Secretary

DATE: March 1, 2016

SUBJECT: Enter e-poll results into the record

On February 19, 2016 the following e-poll was conducted:

**Summary:**
The Oneida Business Committee received the decision of the Interior Board of Indian Appeals regarding Madelyn Genskow's appeal of the Secretarial Election results which approved the Tribe's constitutional amendments on Wednesday late afternoon. The decision upholds the Secretarial Election results and dismisses the appeal. Members of the Oneida Business Committee were able to meet on two different occasions since that time regarding implementation of those amendments.

This e-poll is requested as a result of our meetings, in order to provide direction to the Enrollment and volunteers registering members at the meeting this weekend. At our meetings we have determined that we would like to be able to provide a consistent message. Because of the nature of this e-poll (choose Option 1 or Option2) this will ultimately be a majority vote to provide guidance for this weekend and we will not be able to provide a consensus opinion.

**Requested Action:**
The Business Committee is requested to support one of the following options. Please reply to all as to whether you will be supporting Option 1 or Option 2.

Option 1

The Oneida Business Committee has not been able to schedule a special or emergency meeting to accept the decision which would result in the constitutional amendments being formalized. Further, we would not have been able to provide notice to those members ages 18, 19 and 20 in a timely manner for the General Tribal Council meeting scheduled February 20th, which was less than three days away. When we received the original notice, we had time to conduct notice mailing for the General Tribal Council meeting and the upcoming election.

The Oneida Business Committee will be formally accepting the results on February 24th at the meeting next week. We will then be able to identify how we will be meeting the notice provisions in the Ten Day Notice Policy for upcoming General Tribal Council meeting in April and accurately identifying qualifications for vacancies that may be posted in the next Special Election.

Option 2

We believe that members age 18, 19 and 20 should be able to participate in their government, especially attending General Tribal Council meetings. The Oneida Business Committee has determined that the amendments should be implemented immediately as a result of our earlier formal acceptance of the Secretarial Election results and in the interests of those members who wish to participate under the new constitutional language.

However, we do not have sufficient time to notify the membership or provide materials for the meeting scheduled this weekend. We have posted this notice on the Tribe's website and requested that it be placed on the Tribe's social media pages – Facebook, Twitter, and others. If you know of a member age 18, 19 or 20, please pass on this information.

We will provide formal notice at all subsequent General Tribal Council meetings. Thank you for your assistance in getting this information to others and understanding the process by which we were able to provide notice.

**Deadline for response:**

Please submit your response by **3:00 PM TODAY, Friday, February 26, 2016**.

Listed below are the results:

Support Option 1: Melinda J. Danforth, Jennifer Webster

Support Option 2: Lisa Summers, Brandon Stevens, Trish King, David Jordan

## April Skenandore

**From:** TribalSecretary
**Sent:** Friday, February 19, 2016 3:16 PM
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill
**Cc:** Jo A. House; Brian A. Doxtator; Danelle A. Wilson; Dawn M. Moon-Kopetsky; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Nicolas A. Reynolds; Rhiannon R. Metoxen
**Subject:** RESULTS: E-Poll Request: Constitutional Amendments

**Importance:** High

Good Afternoon,

E-POLL RESULTS

The E-poll results regarding the constitutional amendments is to approve Option 2. Option 2 is as follows:

We believe that members age 18, 19 and 20 should be able to participate in their government, especially attending General Tribal Council meetings. The Oneida Business Committee has determined that the amendments should be implemented immediately as a result of our earlier formal acceptance of the Secretarial Election results and in the interests of those members who wish to participate under the new constitutional language.

However, we do not have sufficient time to notify the membership or provide materials for the meeting scheduled this weekend. We have posted this notice on the Tribe's website and requested that it be placed on the Tribe's social media pages – Facebook, Twitter, and others. If you know of a member age 18, 19 or 20, please pass on this information.

We will provide formal notice at all subsequent General Tribal Council meetings. Thank you for your assistance in getting this information to others and understanding the process by which we were able to provide notice.

Listed below are the results:

Support Option 1: Melinda J. Danforth, Jennifer Webster,

Support Option 2: Lisa Summers, Brandon Stevens, Trish King, David Jordan

For the record: Brandon Stevens & Lisa Summers commented although we don't have any time for notice we should allow 18, 19 and 20 year olds to participate As it was an appeal that halted an already approved action that we began to implement we should continue to move forward as we were prior to the appeal. Social Media blasts aren't the standard for communicating to our membership but are utilized significantly by that population segment so I am in full agreement considering our limited timeline of option 2.

*April Skenandore*
*Executive Assistant*

*Business Committee Support Office (BCSO)*
*Office: (920) 869-4316*

**How can the BC Support Office help you?**
**Paula "Pogi" King Dessart (Executive Assistant)** – Budgeting, Processing Accounts Payable, GTC Meeting Prep
**April Skenandore (Executive Assistant)** – BC Scheduling & Travel
**Debbie Melchert (Administrative Assistant)** – Signature Log, Mail Log, Kronos
**Kathy Metoxen (Executive Tribal Clerk)** – Pardons, Boards, Committees and Commissions
**Heather Heuer (Information Management Specialist)** – BC Meeting Agenda Requests, Packets, and Minutes

***CONFIDENTIALITY NOTICE:*** *This message and any included attachments are intended only for the addressee. This message may contain privileged, confidential, or proprietary information. Unauthorized forwarding, printing, copying, distribution, or use of such information is strictly prohibited and may be unlawful. If you have received this message in error, please inform us promptly by reply e-mail, then delete the e-mail and destroy any printed copy.*

**From:** TribalSecretary
**Sent:** Friday, February 19, 2016 11:42 AM
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill
**Cc:** Brian A. Doxtator; Danelle A. Wilson; Dawn M. Moon-Kopetsky; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Nicolas A. Reynolds; Rhiannon R. Metoxen
**Subject:** E-Poll Request: Constitutional Amendments
**Importance:** High

Good Afternoon,

**Summary:**
The Oneida Business Committee received the decision of the Interior Board of Indian Appeals regarding Madelyn Genskow's appeal of the Secretarial Election results which approved the Tribe's constitutional amendments on Wednesday late afternoon. The decision upholds the Secretarial Election results and dismisses the appeal. Members of the Oneida Business Committee were able to meet on two different occasions since that time regarding implementation of those amendments.

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**Requested Action:**
The Business Committee is requested to support one of the following options. Please reply to all as to whether you will be supporting Option 1 or Option 2.

Option 1
The Oneida Business Committee has not been able to schedule a special or emergency meeting to accept the decision which would result in the constitutional amendments being formalized. Further, we would not have been able to provide notice to those members ages 18, 19 and 20 in a timely manner for the General Tribal Council meeting scheduled February 20th, which was less than three days away. When we received the original notice, we had time to conduct notice mailing for the General Tribal Council meeting and the upcoming election.

The Oneida Business Committee will be formally accepting the results on February 24th at the meeting next week. We will then be able to identify how we will be meeting the notice provisions in the Ten Day Notice Policy for upcoming

General Tribal Council meeting in April and accurately identifying qualifications for vacancies that may be posted in the next Special Election.

Option 2
We believe that members age 18, 19 and 20 should be able to participate in their government, especially attending General Tribal Council meetings. The Oneida Business Committee has determined that the amendments should be implemented immediately as a result of our earlier formal acceptance of the Secretarial Election results and in the interests of those members who wish to participate under the new constitutional language.

However, we do not have sufficient time to notify the membership or provide materials for the meeting scheduled this weekend. We have posted this notice on the Tribe's website and requested that it be placed on the Tribe's social media pages – Facebook, Twitter, and others. If you know of a member age 18, 19 or 20, please pass on this information.

We will provide formal notice at all subsequent General Tribal Council meetings. Thank you for your assistance in getting this information to others and understanding the process by which we were able to provide notice.

**Deadline for response:**
Please submit your response by **3:00 PM TODAY, Friday, February 26, 2016**.

*April Skenandore*
*Executive Assistant*
*Business Committee Support Office (BCSO)*
*Office: (920) 869-4316*

**How can the BC Support Office help you?**
**Paula "Pogi" King Dessart (Executive Assistant)** – Budgeting, Processing Accounts Payable, GTC Meeting Prep
**April Skenandore (Executive Assistant)** – BC Scheduling & Travel
**Debbie Melchert (Administrative Assistant)** – Signature Log, Mail Log, Kronos
**Kathy Metoxen (Executive Tribal Clerk)** – Pardons, Boards, Committees and Commissions
**Heather Heuer (Information Management Specialist)** – BC Meeting Agenda Requests, Packets, and Minutes

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# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

Motion to enter E-poll results into the record for approval to reschedule the March 23, 2016, regular Business Committee meeting to March 30, 2016, with executive session discussion held on March 29, 2016.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. email
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor/Submitter: Submitted by: April Skenandore, Executive Assistant
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

On February 25, 2016 the following e-poll was conducted:

Summary:
This is a request to reschedule the March 23, 2016, regular Business Committee meeting to March 30, 2016, with executive session discussion held on March 29, 2016.

This e-poll is requested to ensure timely notice of the change may be provided.

The following Business Committee members will not be in attendance for the regular Business Committee scheduled on March 23, 2016:
1) Chairwoman Tina Danforth - approved travel to RES Conference
2) Treasurer Trish King - approved travel to RES Conference
3) Councilwoman Jennifer Webster - approved travel to RES Conference
4) Secretary Lisa Summers - approved travel to CACIC Conference

At the February 10, 2016, regular BC meeting, Vice-Chairwoman Melinda J. Danforth was also approved to attend the CACIC Conference with the exception of March 23, 2016. The Vice-Chairwoman indicated a desire to hold both the regular meeting and executive session discussion together on one day. The last week in March is a "free week" with no LOC or BC meeting scheduled. As of February 17, 2016, according to OutLook calendars, the following Business Committee members are on vacation the last week in March:
1) Councilwoman Fawn Billie

Requested Action:
Reschedule the March 23, 2016, regular Business Committee meeting to March 30, 2016, with executive session discussion held on March 29, 2016.

Deadline for response:
Please submit your response by 10:00 AM on Friday, February 26, 2016. Please respond by using the voting button above. Thank you.

The following is the e-poll results:
Support: Lisa Summers, Trish King, Tehassi Hill, Jennifer Webster, Melinda J. Danforth, Fawn Billie, Brandon Stevens

Additional Comments:
Fawn Billie - Support but am unavailable for the meeting, on vacation.
Brandon Stevens - I have organizational employee meetings for the Employment Law scheduled for both afternoons. They are already noticed, if we can get the work done in the mornings I can agree to the change.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

## April Skenandore

**From:** TribalSecretary
**Sent:** Friday, February 26, 2016 10:37 AM
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill
**Cc:** Debbie J. Melchert; Kathleen M. Metoxen; Heather M. Heuer; Paula M. King Dessart; April Skenandore; Brian A. Doxtator; Danelle A. Wilson; Dawn M. Moon-Kopetsky; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Nicolas A. Reynolds; Rhiannon R. Metoxen
**Subject:** RESULTS: E-Poll Request: Reschedule March 23, 2016 regular Business Committee meeting to March 30, 2016, with Exec Session discussion to be held on March 29, 2016
**Attachments:** 13.A. Approve request to reschedule March 23, 2016 regular Business Committee meeting date to March 30, 2016, with Executive Session discussion to be held on March 29, 2016.pdf

**Importance:** High

Good Morning,

E-POLL RESULTS

The E-poll request to reschedule the March 23, 2016, regular Business Committee meeting to March 30, 2016, with executive session discussion held on March 29, 2016 is approved. Listed below is the results:

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

Additional Comments:
Fawn Billie - Support but am unavailable for the meeting, on vacation.
Brandon Stevens - I have organizational employee meetings for the Employment Law scheduled for both afternoons. They are already noticed, if we can get the work done in the mornings I can agree to the change.

---

**From:** TribalSecretary
**Sent:** Thursday, February 25, 2016 2:00 PM
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill
**Cc:** Brian A. Doxtator; Danelle A. Wilson; Dawn M. Moon-Kopetsky; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Nicolas A. Reynolds; Rhiannon R. Metoxen
**Subject:** E-Poll Request: Reschedule March 23, 2016 regular Business Committee meeting to March 30, 2016, with Exec Session discussion to be held on March 29, 2016
**Importance:** High

Good Afternoon,

**Summary:**
This is a request to reschedule the March 23, 2016, regular Business Committee meeting to March 30, 2016, with executive session discussion held on March 29, 2016.

This e-poll is requested to ensure timely notice of the change may be provided.

The following Business Committee members will not be in attendance for the regular Business Committee scheduled on March 23, 2016:

1) Chairwoman Tina Danforth - approved travel to RES Conference
2) Treasurer Trish King - approved travel to RES Conference
3) Councilwoman Jennifer Webster - approved travel to RES Conference
4) Secretary Lisa Summers - approved travel to CACIC Conference

At the February 10, 2016, regular BC meeting, Vice-Chairwoman Melinda J. Danforth was also approved to attend the CACIC Conference with the exception of March 23, 2016. The Vice-Chairwoman indicated a desire to hold both the regular meeting and executive session discussion together on one day. The last week in March is a "free week" with no LOC or BC meeting scheduled. As of February 17, 2016, according to OutLook calendars, the following Business Committee members are on vacation the last week in March:

1) Councilwoman Fawn Billie

**Requested Action:**
Reschedule the March 23, 2016, regular Business Committee meeting to March 30, 2016, with executive session discussion held on March 29, 2016.

**Deadline for response:**
Please submit your response by **10:00 AM on Friday, February 26, 2016**. Please respond by using the voting button above. Thank you.

*April Skenandore*
*Executive Assistant*
*Business Committee Support Office (BCSO)*
*Office: (920) 869-4316*

**How can the BC Support Office help you?**
**Paula "Pogi" King Dessart (Executive Assistant)** – Budgeting, Processing Accounts Payable, GTC Meeting Prep
**April Skenandore (Executive Assistant)** – BC Scheduling & Travel
**Debbie Melchert (Administrative Assistant)** – Signature Log, Mail Log, Kronos
**Kathy Metoxen (Executive Tribal Clerk)** – Pardons, Boards, Committees and Commissions
**Heather Heuer (Information Management Specialist)** – BC Meeting Agenda Requests, Packets, and Minutes

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# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☐ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: New Business

☐ Accept as Information only

☒ Action - please describe:

Motion to enter E-poll results into the record for approval to send memo to Direct Reports to allow staff to attend the Employment Law Informational Meetings if their schedules allow.

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☒ Other:

1. email and attached memo
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor/Submitter: April Skenandore, Executive Assistant
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

On February 17, 2016 the following e-poll was conducted:
Summary:
Councilman Brandon Stevens, as the LOC Chair and Sponsor of the Employment Law is beginning a series of "Employment Law Informational Meetings" the main purpose of these meetings is to seek input and garner support for the draft Employment Law from as many employees as possible. An E-poll is being requested in order to get this memo to the Direct Reports before the first Employee meeting which is scheduled February 22, 2016 and the next BC meeting is February 24, 2016

This first series includes; 2 meetings for Managers and 2 for employees, times are blocked out for 4 hours each. Although the entire amount of time may not be needed, we will find out after these initial meetings and determine approximately how long the meetings will take, what type of information is needed, how many employees are attending and what kind of feedback is being received.

Managers
2/17 1:30 PM at Skenandoah Conference Room
2/18 9:00 AM at Skenandoah Conference Room
Employees
2/22 1:30 PM at Skenandoah Cafeteria
2/25 9:00 AM at Skenandoah Cafeteria

The Community will be engaged through Kali articles and Public Meetings, anyone will be able to submit comments any time before then. The Draft law, handbook and flowcharts are currently on the Oneida website under "latest news". A direct link to the website is https://oneida-nsn.gov/Templates/Oneida.aspx?id=11127, where you can find all the necessary documentation needed for your review.

This memo to Direct Reports will assist in giving the "okay" for employees to attend meetings as schedules allow and for the purpose of giving input to the Drafting team, and with so many departments there will be options for people to attend different ones.

Requested Action:
Approve the Memo to Direct Reports

Deadline for response:
Please submit your response by 4:00 PM Thursday,February 25th, 2016. Please respond by using the voting button.

The following is the e-poll results:
Support: Tehassi Hill, Lisa Summers, Patricia King, Jennifer Webster, Melinda J. Danforth

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

## April Skenandore

**Subject:** FW: RESULTS: E-Poll Request: Employment Law Info Meetings
**Attachments:** Emp Info Mtg Support.pdf

**From:** April Skenandore
**Sent:** Wednesday, February 17, 2016 4:17 PM
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill
**Cc:** Brian A. Doxtator; Danelle A. Wilson; Dawn M. Moon-Kopetsky; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Nicolas A. Reynolds; Rhiannon R. Metoxen
**Subject:** RESULTS: E-Poll Request: Employment Law Info Meetings

Good Afternoon,

E-POLL RESULTS

The E-poll is approved to send the memo to Direct Reports to allow staff to attend the Employment Law Informational Meetings if their schedules allow. Listed below are the results:

Support: Tehassi Hill, Lisa Summers, Patricia King, Jennifer Webster, Melinda J. Danforth

**From:** TribalSecretary
**Sent:** Wednesday, February 17, 2016 12:02 PM
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill
**Cc:** Brian A. Doxtator; Danelle A. Wilson; Dawn M. Moon-Kopetsky; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Nicolas A. Reynolds; Rhiannon R. Metoxen
**Subject:** E-Poll Request: Employment Law Info Meetings

Good Afternoon,

**Summary**
Councilman Brandon Stevens, as the LOC Chair and Sponsor of the Employment Law is beginning a series of "Employment Law Informational Meetings" the main purpose of these meetings is to seek input and garner support for the draft Employment Law from as many employees as possible. An E-poll is being requested in order to get this memo to the Direct Reports before the first Employee meeting which is scheduled February 22nd, 2016 and the next BC meeting is February 24th, 2016

This first series includes; 2 meetings for Managers and 2 for employees, times are blocked out for 4 hours each. Although the entire amount of time may not be needed, we will find out after these initial meetings and determine approximately how long the meetings will take, what type of information is needed, how many employees are attending and what kind of feedback is being received.

**Managers**
2/17 1:30 PM at Skenandoah Conference Room
2/18 9:00 AM at Skenandoah Conference Room
**Employees**
2/22 1:30 PM at Skenandoah Cafeteria
2/25 9:00 AM at Skenandoah Cafeteria

The Community will be engaged through Kali articles and Public Meetings, anyone will be able to submit comments any time before then. The Draft law, handbook and flowcharts are currently on the Oneida website under "latest news". A direct link to the website is https://oneida-nsn.gov/Templates/Oneida.aspx?id=11127, where you can find all the necessary documentation needed for your review.

This memo to Direct Reports will assist in giving the "okay" for employees to attend meetings as schedules allow and for the purpose of giving input to the Drafting team, and with so many departments there will be options for people to attend different ones.

**Requested Action:**
Approve the Memo to Direct Reports

**Deadline for response:**
Please submit your response **by 4:00 PM Thrusday February 25th, 2016.** Please respond by using the voting button above. Thank you.

*April Skenandore*
*Executive Assistant*
*Business Committee Support Office (BCSO)*
*Office: (920) 869-4316*

**How can the BC Support Office help you?**
**Paula "Pogi" King Dessart (Executive Assistant)** – Budgeting, Processing Accounts Payable, GTC Meeting Prep
**April Skenandore (Executive Assistant)** – BC Scheduling & Travel
**Debbie Melchert (Administrative Assistant)** – Signature Log, Mail Log, Kronos
**Kathy Metoxen (Executive Tribal Clerk)** – Pardons, Boards, Committees and Commissions
**Heather Heuer (Information Management Specialist)** – BC Meeting Agenda Requests, Packets, and Minutes

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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**

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**

**To:** Direct Reports
**From:** Oneida Business Committee
**Date:** February 15, 2016
**Re:** Draft Employment Law Informational Meetings

The Legislative Operating Committee (LOC) and Legislative Reference Office (LRO) are pleased to announce their series of "Employment Law Informational Meetings" with tribal operations. Gathering input from the employee base is an approved accomplishment within the strategic direction titled, "Creating a Positive Organizational Culture" with a success indicator of improving personnel policies; and the strategic direction titled, "Committing to Build a Responsible Nation" with a success indicator of effective stream-lined processes.

The main purpose of these meetings is to seek input and garner support for the Draft Employment Law. As you may be aware the Tribe's current employment process as a whole, has not been updated in over 30 years. These employee meetings align to the practical vision titled, "Accountable & Effective Governmental Design" where the Oneida Business Committee prefers outreach initiatives vs. sending a message in order to better communication on all levels.

Therefore, we are requesting your commitment as part of the organization to be involved with attending these input-seeking meetings and allowing staff to take time to be informed and give their feedback if schedules allow. If schedules do not permit, written comments will gladly be accepted by the LRO office. The Employment Law is a priority for the Oneida Business Committee and input from tribal operations is pertinent to the success of the draft Employment Law.

Yaw^ko for your time and assistance in this matter. For more information on the Employment Law or for materials to review please contact the Office of Councilman Stevens or LRO Staff Attorney, Krystal John at (920) 869 – 4375 or via email kjohn4@oneidanation.rg.

# Oneida Business Committee Travel Request

**1. OBC Meeting Date Requested:** 03 / 09 / 16 ☐ e-poll requested

**2. General Information:**

Event Name: 2016 Tribal Environmental Program Management Conference

Event Location: Chicago, IL

Attendee(s): Tehassi Hill

Departure Date: Apr 6, 2016

Attendee(s):

Return Date: Apr 7, 2016

Attendee(s):

**3. Budget Information:**

☐ Funds available in indivdual travel budget(s)

☐ Unbudgeted

☒ Grant Funded or Reimbursed

Cost Estimate: $395.24

**4. Justification:**

☒ Liaison Appointment Responsibilities

To which Strategic Direction(s) does this travel relate?

☐ Advancing Principles

☐ Creating a Positive Organizational Culture

☒ Committing to Building a Responsible Nation

☐ Implementing Good Governance Processes

Describe the purpose of Travel and how it relates to the Strategic Direction(s) and/or your liaison area:

**5. Submission**

Sponsor: Tehassi Hill, Council Member

1) Save a copy of this form for your records.
2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.
3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

*Form approved by OBC on 03/25/2015*

# ONEIDA TRIBE OF INDIANS OF WISCONSIN
## TRAVEL AUTHORIZATION REQUEST

**General Travel Information**

| | | | | |
|---|---|---|---|---|
| Name of Traveler | Ron (Tehassi) Hill | | | |
| | Employee # | 3416 | Date of Birth | 6/19/80 |
| Destination | Chicago IL | | | |
| Departure date | April 6, 2016 | | Return date | April 7, 2016 |
| Purpose of travel | 2016 Tribal Environmental Program Management Conference | | | |
| Charged GL Account | 001-5230614-000-701000-XXX GAP Grant Funded | | | |

**GSA Rate Information for the destination**

| | | | |
|---|---|---|---|
| Per Diem rate per day | $ 74 | Lodging rate per day | $ 160 |

**Cost Estimate Information**

| Description | Rate | Factor | Days/ Miles | Total |
|---|---|---|---|---|
| Per Diem initial travel date | $ 74 | 75 % | 1 | $ 55.50 |
| Per Diem full day at destination | $ | 100 % | | $ |
| Per Diem return travel date | $ 74 | 75 % | 1 | $ 55.50 |
| Subtract included meals | | | | $ |
| Lodging including room rate plus taxes | $ 186.24 | | 1 | $ 186.24cc |
| Airfare plus $200 pending sign off | $ | + $200. | | $ |
| Private Car Mileage | $ gas | | | $ 50.00 |
| Taxi or car rental | $ parkin | | | $ 48.00cc |
| Luggage Fees | $ | | | $ |
| Registration – accept VISA? Yes / No | $ | | | $ |
| | | | **Total Cost Estimate** | $ 395.24 |

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance in not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

| | Signature | Date | Contact Phone # |
|---|---|---|---|
| Traveler | Ron Tehassi Hill | 3-1-16 | 4420 |
| Program Director | | | Not needed |
| General Manager | | | Not needed |

**Brenda L. Skenandore**

| | |
|---|---|
| **From:** | Victoria A. Flowers |
| **Sent:** | Tuesday, January 26, 2016 3:26 PM |
| **To:** | Brenda L. Skenandore |
| **Cc:** | Jeffrey M. Mears |
| **Subject:** | FW: Hotel Reservations Information for TEPM Conference - R5TOC Meeting During the Week of April 4 - 8, 2016 in Chicago |
| **Attachments:** | Travel Authorization Request Form - TEPM 2016 VF.pdf; Travel Authorization Request Form - TEPM 2016 JM.pdf; Travel Justification TEPM 2016.docx |
| **Importance:** | High |

**From:** Mack, Barbara [mailto:mack.barbara@epa.gov]
**Sent:** Tuesday, January 26, 2016 1:44 PM
**To:** andreajunker@fdlrez.com; Andy.Boyd@millelacsband.com; ccharwood@redlakenation.org; ccoger@ltbbodawa-nsn.gov; cspruce@kbic-nsn.gov; Charles F. Wheelock; deb.dirlam@lowersioux.com; Dee.allen@ldftribe.com; Desmond.berry@gtbindians.com; Douglas G. Cox; dsoulier@redcliff-nsn.gov; dwights@itcmi.org; eabinoniemi@mbpi.org; FBeaver@LRBOI.com; Frank.Shepard@fcpotawatomi-nsn.gov; Gabrielle Holman; George.beck@lvdtribal.com; gfrazer@mnchippewatribe.org; Gabriel Miller; gpenviro@boreal.org; greg.bunker@mohican-nsn.gov; hwestra@piic.org; Jennifer Kanine; Jeffrey M. Mears; Jody Lafriniere; jrodwan@nhbpi.com; Joel Smith; katies@stcroixtribalcenter.com; kbrosemer@saulttribe.net; kevin.gunderson@ho-chunk.com; Kyle Herdina; levib@lldrm.org; Matt Steinbach; mctwq@arvig.net; Melonee.montano@redcliff-nsn.gov; MikeNorthbird@lldrm.org; monicahm@whiteearth.com; rose.gurnoe-soulier@redcliff-nsn.gov; rrollenhagen@lrboi.com; scottw@uppersiouxcommunity-nsn.gov; Seth Moore; skniffen@sagchip.org; smckenney@mbpi.org; stan.ellison@shakopeedakota.org; swieting@hicservices.org; Tara Strey; Tina VanZile; Victoria A. Flowers; watkins@boreal.org; waynedupuis@fdlrez.com; wm_k01@hotmail.com; Andrea Junker; ccharwood@redlakenation.org; Deb Dirlam; Gabriel Miller; Gabrielle Holman; Gary Frazer; Heather Westra; Jared Wagner; Joel Smith; levib@lldrm.org; Linda Tibetts-Barto; Mike Northbird; Monica Hedstrom; Perry Bunting; Ryan.rupp@millelacsband.com; Seth Moore; Stan Ellison; Tara Geshick; Wayne Dupuis
**Cc:** Ambutas, Kestutis; Avant, Emma; Bezerra, Joana; Bolger, Kevin; Brody, Tom; Chapman, Burdell; Chou, Shem; Clarke, Rosita; Cozza, Daniel; DAVIS, TINA; Foreste, Paulette; Geyer, Rebecca; Giwojna, Benjamin; Hill, Kevin; Holloway, Shari; Horak, David; Jordan, Ronza; Kamke, Sherry; Lacka, Monika; Lofton, Debra; Mack, Barbara; Mangrum, Linda; Manville, Jennifer; Mayo, Kathleen; Meyer, Cynthia; Mulford, Eloise; Mysz, Amy; Nelson, Diane; Olson, Erik; Roberts, Lynne; Ruppel, James; Sadlon, Zenny; Samardzich, Daniel; Karner, Sandra (Sandy); Santos, Marco; Schilf, Julie; Sykes, Karen; Tong, Dolly; Wester, Barbara; Zywicki, Glynis
**Subject:** Hotel Reservations Information for TEPM Conference - R5TOC Meeting During the Week of April 4 - 8, 2016 in Chicago

Hot off the press!

**Club Quarters Hotel, Central Loop,** 111 West Adams Street next to the Rookery and near LaSalle, Chicago, IL 60603

You may begin reserving the rooms by calling **Club Quarters Member Services**.

Member Services can be reached at **203.905.2100** from Mon.-Fri. 7a-11p, Sat. 9a-5p and Sun. 10a-6p (EST).

Individuals should identify themselves with the **USEPA Region 5 ORA** & provide Group Code: **EPA404**

You or your group will need to provide a credit card at the time of booking.

All rates are exclusive of tax and based on single occupancy. Add $18 for each additional adult.

Check in April 4 – Check out April 8, 2016 - **$160.00** per night for a standard Queen Bed plus taxes $19.04 + hotel fee $7.20= $186.24 per night.

The following is your reservation link:
https://gc.synxis.com/rez.aspx?Chain=14601&HOTEL=58314&template=CQmain&shell=CQH&group=EPA404

Deadline date for Reservations - **March 4, 2016**.

**Policies** cancel/changes made after 12PM hotel time one day prior to arrival will incur a $50 fee. Cancel/changes after 12PM hotel time day of arrival will be charged one night and taxes to your credit card required to guarantee room.

**Other Hotels within walking distance of EPA Building- 77 West Jackson Blvd, Chicago, IL 60604:**

Hyatt Centric The Loop Chicago
**Website**
**Directions**
Address: 100 W Monroe St, Chicago, IL 60603
Phone:(312) 236-1234

Hotel Blake, An Ascend Hotel Collection Member
**Website**
**Directions**
Address: 500 S Dearborn St, Chicago, IL 60605
Phone:(312) 986-1234
3-star hotel

JW Marriott Chicago, Residence Inn Chicago Downtown/Loop
Website: http://www.marriott.com/hotels/hotel-photos/chirl-residence-inn-chicago-downtown-loop/
Address: 11 South LaSalle Street, Chicago Illinois 60603
Phone: 1-312-223-8500

Renaissance Blackstone Chicago Hotel
**Website**
**Directions**
Address: 636 S Michigan Ave, Chicago, IL 60605
Phone:(312) 447-0955

Union League Club
**Website**
**Directions**
Non-Profit Organization
Address: 65 W Jackson Blvd, Chicago, IL 60604
Phone:(312) 427-7800

Barbara Mack, Program Specialist-Project Officer
USEPA, Region 5, ORA
Indian Environmental Office
77 W. Jackson Blvd., R-19J

# 2016 Tribal Environmental Program Management (TEPM) Conference Agenda

DRAFT

| | |
|---|---|
| Track 1: Lake Michigan: | Water |
| Track 2: Illinois Room: | Land and Chemicals |
| Track 3: Lake Superior: | Air and Radiation |
| Track 4: Lake Huron: | Multi-Media Planning |
| Meeting Room | Lake Erie |
| Meeting Room | Lake Ontario |
| Meeting Room | Wisconsin |
| Meeting Room | Indiana Room |
| Computer Room | Computer Room A: |
| Computer Room | Computer Room B: STORET/WQX On-line Training (by |

**Monday, April 04, 2016**

| | | |
|---|---|---|
| | | |
| 12 noon to 5:00 pm<br>(Will include Lunch) | **Training: Regional Climate Change Monitoring Strategy Workshop**<br><br>Shane Bowe, Red Lake Band; Peter Jackson, EPA R5 Water Division (WD); and other invited speakers TBD | Lake Superior Room |
| 8 am to 5 pm<br>Monday through Wednesday | **STORET / WQX On-Line Training**<br><br>Jonathan Burian, EPA R5 WD<br>Burian.jonathan@epa.gov<br>(312) 886-2916 | Computer Room B<br>(By appointment) |
| 8 am to 5 pm | **Red Lake Breakout Meeting** | Lake Ontario Room |
| 8 am to 5 pm | **Red Lake Breakout Meeting** | Lake Erie Room |

**Tuesday, April 05, 2016**

| | | | | |
|---|---|---|---|---|
| 8:00 am - 12 noon | Registration | | | |
| 9:00 am - 10:30 am | **Plenary Session (Lake Michigan Room): *Conference Opening***<br><br>***Welcoming Remark and Status of EPA Region 5 Reorganization***<br>**Cheryl Newton, Acting Deputy Regional Administrator, EPA Region 5** | | | |
| 10:30 am - 10:45 am | MORNING BREAK | | | |
| 10:45 am - 11:45 am | **Silver Creek Pilot Watershed Project**<br><br>Jim Snitgen, Oneida<br>Jeff Smudde, NEW Water | **Oneida's Brownfield Cleanup effort using 128(a) and a Brownfield Cleanup Award**<br><br>Victoria A. Flowers, Oneida Tribe of Wisconsin | **Welcome and Introductions**<br><br>**Air Priorities Discussion**<br>George Czerniak, Director, EPA R5 Air and Radiation Division (ARD)<br>and<br>Pat Childers, Senior Tribal Air Program Manager, EPA Office of Air and Radiation (OAR) | **Exchange Network: Region 5 Tribal Consortium for Protection Manoonin (Wild Rice)**<br><br>Nancy Schuldt, Fond du Lac Band |
| 11:45 am - 1:00 pm | LUNCH BREAK - **Water Division Brown Bag / Meet & Greet / Open Forum**<br>**Lake Ontario Room** | | | |
| 1:00 pm - 2:15 pm | **Plenary Session (Lake Michigan Room): EPA National Advisory Council on Environmental Policy and Technology (NACEPT) and Citizen Science** -- Jeff Mears, Oneida Tribe of Wisconsin; Dr. Jay Benforado, EPA Office of Research and Development (ORD); and Dr. William Ross, NACEPT | | | |
| 2:15 pm - 2:30 pm | AFTERNOON BREAK | | | |

| | | | | |
|---|---|---|---|---|
| 2:00 pm – 3:00 pm | **Stormwater Overview/Update**<br>Brian Bell, EPA R5 WD<br><br>**CAFO presentation (Tentative)** | **Organics Management**<br>**Ho-Chunk Composting and Anaerobic Digestion Efforts**<br>Kevin Gunderson, Ho-Chunk Nation<br><br>**How to Ask the Right Questions for Anaerobic Digestion Feasibility Studies**<br>Carol Staniec, EPA R5 LCD | **Air Program Networking and Planning**<br>Region 5 Tribes | **Working Session: Treaty Rights in Everyday Decision-making**<br>Barbara Wester, EPA R5 ORC |
| 3:00 pm – 3:15 pm | AFTERNOON BREAK | | | |
| 3:15 pm – 5:00 pm | **Region 5 Tribal Caucus Planning Meeting** (Lake Michigan Room) | | | |
| 5:00 pm | Adjourn Day 3 | | | |

**Thursday, April 07, 2016**

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|---|---|---|---|---|
| 8:30 am - 9:30 am | **Plenary Session (Lake Michigan Room): *Leech Lake Band of Ojibwe, Who We Are***<br>Levi Brown, Environmental Director, Leech Lake Band | | | |
| 9:30 am - 10:30 am | **Great Lakes Fish Monitoring and Surveillance Program**<br><br>Elizabeth Murphy, EPA R5 WD<br><br>**Evaluation of Anthropogenic Micro pollutants in Waters and Subsistence Species used by the Minnesota Chippewas**<br><br>Seth Moore,<br>Grand Portage Band | **Brownfields: CERCLA Job Training Grant Program**<br>**(Tentative)**<br><br>Rosita Clarke, EPA R5 SFD | **IAQ Diagnostic Tools and Tribal Case Study**<br><br>Ernie Grooms, Air Quality Technician, Red Cliff Band | Available |
| 10:30 am - 10:45 am | MORNING BREAK | | | |
| 10:45 am - 11:45 am | **Working Session: Required Training for Obtaining & Maintaining Federal Inspector Credentials under the CWA**<br><br>Dean Maraldo, EPA R5 WD; Jim Snitgen, Oneida Tribe of Wisconsin; Shane Bowe, Red Lake Band; Perry Bunting and Ryan Rupp, Mille Lacs Band | **Brownfields: Addressing Meth/Drug Labs in Indian Country**<br>**(Tentative)**<br><br>Rosita Clarke, EPA R5 SFD | **Radon- Testing Methods and Training**<br><br>Michael Murphy, Health Physicist, EPA R5 ARD | Available |
| 11:45 am - 1:00 pm | LUNCH BREAK | | | |
| 1:00 pm - 4:00 pm | **Region 5 Tribal Operations Committee (R5TOC) Meeting**<br>(Lake Michigan Room) | | | |
| 3:45 pm - 4:00 pm | **AFTERNOON BREAK** | | | |
| 4:00 pm | **Tribal Leaders Meeting** | | | |

**Wednesday, April 06, 2016**

| | | | | |
|---|---|---|---|---|
| 8:30 am – 9:30 am | **Plenary Session (Lake Michigan Room): *EPA's Treaty Rights Guidance***<br>Barbara Wester, EPA R5 Office of Regional Counsel (ORC), and other Presenters to be identified | | | |
| 9:30 am – 10:30 am | **Plenary Session (Lake Michigan Room): *Climate Change***<br>Dr. Steven Running, Regents Professor of Ecology, Director, Numerical Terradynamics Stimulation Group, University of Montana | | | |
| 10:30 am - 10:45 am | MORNING BREAK | | | |
| 10:45 am - 11:45 am | **Water Quality Standards and related updates & panel discussion: WQS, 303(d), & TAS**<br><br>Kathy Mayo, Dave Werbach, and David Horak, EPA R5 WD; Barbara Wester, EPA R5 ORC | **The New Pesticide Rule: Worker Protection Standard**<br><br>Don Baumgarner, EPA R5 LCD Pesticide Section | **Clean Power Plan (Tentative)**<br><br>Alexis Cain, Environmental Scientist, EPA R5 ARD<br><br>**AirNow Tech**<br><br>EPA R5 ARD | Available |
| 11:45 am - 1:00 pm | LUNCH BREAK - **Water Division Brown Bag / Meet & Greet / Open Forum**<br>**Lake Ontario Room** | | | |
| 1:00 pm – 2:00 pm | **Developing a CWA 319 program: Assessment Report & Management Plan**<br><br>Janette Marsh, EPA R5 WD<br><br>**Wild Rice documentary film**<br><br>Shawn McKenney, Environmental Specialist, Gun Lake Tribe | **Innovative Strategies and Tools to Increase Sustainable Behaviors**<br><br>**Tribal Community-Based Social Marketing Training Guide and Recycling Toolkit**<br>Dolly Tong, EPA R5 LCD; Shannon Judd, Fond du Lac Band<br><br>**Food Too Good to Waste Toolkit**<br>Julie Schilf, EPA R5 LCD | **Treatment in the Same Manner as a State (TAS) for Clean Air Act Authorities**<br><br>Benjamin Giwojna, EPA R5 ARD | **Data-Driven Decision-Making the Exchange Network Way**<br><br>Victoria Flowers, Oneida Tribe of Wisconsin |

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|---|---|---|---|---|
| 2:30 pm - 3:30 pm | **Tracking Climate Trends in Our Waters: Climate Change Monitoring in Region 5**<br><br>Britta Bierwagen, EPA ORD; Pete Jackson, EPA R5 WD; Jen Stamp, Tetra Tech; and Shane Bowe, Red Lake Band | **Overview of the New Underground Storage Tank (UST) Regulations**<br><br>Mark Restaino, EPA Region 5 Land and Chemical Division (LCD) UST Program | **Air Monitoring: Site Determination and Air Sensors**<br><br>Michael Compher, EPA R5 ARD | **Grants Management: Recurring Issues, Experiences with the PPG Rule, and Opportunity for Questions**<br><br>Marco Santos, EPA R5 Resource Management Division (RMD) Grants |
| | **Incorporating Wetlands into Watershed Planning - Case Study, Lake County Wetland Restoration and Preservation Plan**<br><br>Glenn H Westman, PWS CFM Principal Wetland Specialist Lake County Stormwater Management Commission | | | |
| 3:30 pm - 4:30 pm | **Reversing 100 Years of Railway Impact on a Regionally Valuable Aquatic Habitat**<br><br>Angela Waupochick, Stockbridge-Munsee Community | **Brownfields: Developing Clean-Up Standards (Tentative)**<br><br>Rosita Clarke, EPA R5 Superfund Division (SFD) | **Emission Inventory: Case Study**<br><br>Jon Mauchmar, Air Quality Specialist, Little Traverse Bay Bands of Odawa Indians | Available |
| | **Using Biological Data to Measure and Communicate Restoration Success in a Dam Removal Project in Redby MN**<br><br>Shane Bowe, Red Lake Band | | **Midwest Clean Diesel Initiative**<br><br>Anthony Maietta, Life Scientist, EPA R5 ARD | |
| 4:30 pm | Adjourn | | | |

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Accept as FYI - Emergency Management Quarterly Report

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. Quarter 1 FY 2016 (Oct - Dec)
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Melinda J. Danforth, Tribal Vice Chairwoman

Primary Requestor/Submitter: Kaylynn Gresham/Emergency Management Director
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Emergency Management 1st Quarter FY 2016 Report

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Oneida Tribe of Indians of Wisconsin
Office of Emergency Management
2783 Freedom Road, Oneida WI 54155
o-920-869-6650, c-920-366-0411,
kgresham@oneindanation.org

TO: Oneida Business Committee

FM: Emergency Management

REF: FY 2016 Quarter 1 (Oct – Dec 2015) Report/Update

Date: March 1, 2016

**General Overview:**

The Emergency Management Department works to ensure the Oneida Nation is in a constant state of readiness through the use of efforts focusing on preparedness, mitigation, response and recovery. Coordinating and cooperating with numerous divisions and departments within the Tribal organization as well as differing jurisdictional response agencies/entities EM focuses on providing a coordinated timely response to emergencies and/or disasters that threaten the life safety of community members, the environment and/or assets of the Oneida Nation. Through a shared vision of coordination and cooperation emergency/disaster plans have been developed using shared principles of response initiatives; EM is the go-between for response agencies/entities of the Oneida Tribe of Indians of WI and the numerous surrounding jurisdictions when an emergency/disaster that affects the Oneida Nation or the Oneida Community occurs.

**Executive Summary:**

The purpose of this report is to report the activities of the Emergency Management Department during the months of October, November and December 2015. During these months the Emergency Management Department participated in a number of different activities discussed throughout the following information:

**October –** The Director submitted the FY 2015 EMPG Grant to the Regional Director for approval. All of the deliverable of the grant were met, the required signatures were obtained and submitted. Oneida will be notified of approval of the grant in February 2016.

The Director attended the Annual Wisconsin Emergency Management Association (WEMA) conference as well as the Annual County/Tribal All-Hands meeting for Emergency Management in Oshkosh, WI. The Director attended a Mass Care Training Exercise at Pine Hills Golf Course, sponsored by Stock Bridge Munsee Tribe in cooperation with the Red Cross, the training discussion focused on the establishment of a Mass Care facility in response to a disaster. Discussions centered on the resources the Red Cross has to offer as well as how the Red Cross and Emergency Management can work together to develop a MARC (Multi-Agency Resource Center). The Director also attended Determining Roles in Family Assistance Centers training at the Brown County EOC. This training focused its discussion on the importance of establishing a Family Assistance Center in response to an event of significance and the resources that would be needed to properly staff and equip the center.

Outreach for the month of October was accomplished through the donation of emergency response items at the Boo Bash held at the Civic Center for Oneida Community youth. Emergency Management also provided several Pre-programmed Weather Radio's to Elder Services to distribute to the residents.

The Director attended several meetings with different departments finalizing the location of the relocation of the previous 54 One Stop Warning Siren. The Director also attended several standing monthly meetings throughout the month. The Pre-Disaster Mitigation Planning team did not meeting during this month, all updates to the plan were coordinated via email through the necessary departments as scheduled.

**November** - During November the Warning Siren was relocated next to the Water Tower across the road from Little Bear Development Center. This relocation is credited to coordination between several departments within the Oneida Organization: Planning, Development, Historic Preservation, Electrical, Utilities, DPW, the Land Commission, and Outagamie County Emergency Management. Through the coordinated efforts of all these departments and Outagamie County the siren was able to be relocated in an efficient and timely manner. Emergency Management thanks all of those involved in the project.

Most of the month of November the Director concentrated on updating ESF's (Emergency Support Function) 5 - Emergency Management, 13 – Public Safety, and 14 – Long Term Recovery and Mitigation. Upon completion of the coordinated updates the ESF's were sent to the respective departments for signatures. Emergency Management also coordinated with Oneida Nation Farm and Tsyunhehkwa to discuss updates to their Emergency Action Plans in reference to chemicals (if any) stored on each property.

During November the Director also worked on updating the Oneida Nation Emergency Response Plan, focusing on Service Agreement currency dates; during the update Oneida Nation updated its 211-Agreements with Brown County and developed a 211-Agreement with the Fox Valley. All other Service Agreements with surrounding jurisdictions are up to date and current. Emergency Management continues to participate with other tribal departments to update of the Workplace Violence Policy SOP.

Outreach for the month of November consisted of providing a cold weather preparedness presentation at the Oneida Nation Library for youth. The presentation provided awareness handouts and interactive activities for the youth in attendance. EM also provided outreach materials and incentives to the library to assist with the cold weather preparedness outreach activities they conducted through their website.

The Director attended several standing monthly meetings throughout the month; the monthly Regional Emergency Management Meeting, the EMPG Workgroup as the Tribal Representative, the WiTEMA meeting as the Chairwoman, and a BC meeting to deliver a Quarterly Report. The Pre-Disaster Mitigation Planning team met on November 20th to update sections 1, 2 and 3 of the Pre-Disaster Mitigation Plan. The plan up-date is on track to be presented for public comment in April or May.

**December** – During the month of December the Director focused on working with the East Central Regional EM Director and a state Exercise Officer to develop a Tabletop Exercise for the Oneida Nation Elementary School.

The Director also worked on developing EOC (Emergency Operation Center) Activation Procedures for the Oneida Nation EOC. Following up on the AAR (After Action Report) provided from the Tabletop Exercise held with the BC in September; the Director developed a checklist of needed materials and supplies for "Go Boxes" which will be located in the EOC. These Go-Boxes will be developed for each department/area that will have staff in the EOC in the event of an event of significance.

The Director attended HRD Training: 7 Habits of Highly Effective Managers, this training was the second half of a training attended in June. The Director also attended two Tabletop exercises in Oshkosh. One tabletop exercise was in coordination with the DOT (Department of

Transportation focusing on weather related road closures; the second was with the area Health Care Coalition focusing on Food Bourne Illness Response.

The Director attended several standing monthly meetings throughout the month; the monthly Regional Management Meeting, the EMPG Workgroup as the Tribal Representative, and the WiTEMA meeting as the Chairwoman. The Pre-Disaster Mitigation workgroup did not meet this month, updates were coordinated via email. The last full week of the month of December the Director was on pre-approved vacation.

In review, during the 1st quarter of FY 2016 the Emergency Management Department coordinated with numerous departments to finalize the relocation and installation of the Emergency Warning Siren located at Water Tower Circle. EM participated in and provided community outreach through the distribution of preparedness supplies and informational material. EM updated and submitted for approval Emergency Support Function (ESF) 14 – Long Term Recovery and Mitigation to the Regional Director for credit towards deliverables of the EMPG, the update was completed and signed off by the respective entities for approval and update acknowledgement. ESF 5 – Emergency Management is in the process of obtaining all required signatures. EM continues to work on the Annual required updates to the Oneida Emergency Response (ERP) plan through the validation of call-trees, updates to geographic and population changes as well as ensuring information contained within the ERP continues to be relevant and up to date.

---------- End of Report ----------

Kaylynn Gresham
Director Emergency Management
Oneida Nation

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Accept Self-Governance FY '16 1st quarter report

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Christopher Johns, Self-Governance Coordinator

Primary Requestor:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

**Oneida Tribe of Indians of Wisconsin**

Post Office Box 365

Phone: (920) 869-2214 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 possble.

Tribal Self-Governance Quarterly Report
to the
Oneida Business Committee

Submitted By:
Christopher Johns, SG Coordinator

March 1, 2016

## BUDGET

***Restore FY 2012 sequestration cuts and exempt Tribal funding from future sequestrations.***

Tribes experienced heavy budgetary cuts as a result of the 2012 sequester. The cuts affected direct services to Tribal citizens. Among the services affected were public safety, social welfare, and health care services. As Congressional members debate the FY 2016 appropriations, Self-Governance Tribes must continue to urge Congress to restore these funds to at least their pre-sequestration levels. We also must continue to insist that the Federal Government uphold their trust responsibility and amend the Budget Control Act of 2011 to exempt Tribal funding from future sequestrations.

***WASHINGTON -- On February 9, 2016, the President released his FY 2017 budget, which reflects the fiscal 2017 discretionary spending caps agreed to in the budget deal with former House Speaker John Boehner. However, the current House Speaker, Paul Ryan (R-Wis.), has admitted he is having trouble getting the Republican majority in the House to adhere to the budget deal. Given the current election process, it is highly unlikely that the President's Budget Request will be enacted in full and much more likely that another deal will have to be brokered between a "lame-duck" President and a Congress engaged in extreme party politics.***

***Nevertheless, Indian Country still has the opportunity to build upon the progress made under President Obama over the last several years. The President's Budget Request for 2017 includes a 5% increase in funding for Interior's Bureau of Indian Affairs and an 8% increase in funding for Health and Human Services' Indian Health Service. A strong, concerted effort by Tribal Leaders throughout Indian Country will be needed to support the proposed budget.***

***Authorize mandatory funding and fully fund Contract Support Costs and expedite payments to Tribes.***

Self-Governance Tribes support the President's current budget proposal to fully fund Contract Support Costs (CSC) in FY 2016 and to shift CSC from discretionary funding to mandatory funding. Self-Governance Tribes expressly support the shift in funding to remedy the need for Administrators to make fiscal decisions without consultation from Congressional members and Tribal leaders. Additionally, mandatory funding protects appropriations that are allocated for direct services in Tribal communities.

***The President's Budget Request for 2017 honors the President's pledge to fully-fund Contract Support Costs. Joint Tribal-Federal Workgroups have been busy working out new federal policies to manage the process since the old policies were based on the assumption that Congress would only appropriate a portion of the overall need for CSC funds. Tribal Consultations on the new policies will begin within the next few weeks.***

***Preserve authority to include one-time or short-term resources in Self-Governance Funding Agreements.***

Self-Governance Tribes have noticed a troubling trend that DOI is moving one-time funding to grants that cannot be included in Self-Governance Funding Agreements and are restrictive in nature – undermining core Self-Governance tenets. This trend allows DOI to heavily regulate and restrict the inclusion of indirect costs to administer Tribal programs; and hinders Tribal governments' ability to re-design programs to better meet the needs at the local level.

***Enact Advanced Appropriations for the Indian Health Service.***

Since FY 1998, there has been only one year (FY 2006) when the Interior, Environment and Related Agencies budget, which contains the funding for IHS, has been enacted by the beginning of the fiscal year. Late funding creates significant challenges to Tribes and IHS provider budgeting, recruitment, retention, provision of services, facility maintenance and construction efforts. Providing sufficient, timely, and predictable funding is needed to ensure the federal government meets its obligation to provide health care for American Indian and Alaska Native people. Enacting advanced appropriations will provide more stable funding and sustainable planning for the entire Indian Health Care system by appropriating funding two years in advance.

White Papers

Policy priorities and goals do not often change, but strategy to implement the priorities change as external decisions are made, new data is reported, or progress is reported. The White Papers below provide the most up-to-date administrative and legislative actions as well as new strategy ideas.

- Analysis of DOI Budget Equity for Self-Governance Tribes
- Advanced Appropriations
- Sequestration

**POLICIES**

Administrative policies often directly affect Self-Governance Tribes and the programs they choose to manage. Many of the policy priorities identified in the National Tribal Self-Governance

2015-2017 Strategic Plan & Priorities are critical to efficiently manage programs and leverage external opportunities to improve Tribal programs.

There are many competing policy goals for Self-Governance Tribes, however those listed below have momentum or support outside of Self-Governance Tribes. To see the full list of policy priorities, download the full version of the National Tribal Self-Governance 2015-2017 Strategic Plan & Priorities.

***Revise and streamline each agency's Contract Support Costs Policy.***

After years of advocacy, CSC funding has changed monumentally in the last twelve months. As a result of full funding and Presidential support for mandatory funding, each agency must identify, assess, and implement modifications to each agency's CSC policy that reflects recent legislative and funding changes. Each agency has a Tribal-Federal Workgroup that made several recommendations to update the CSC policy. Self-Governance Tribes urge each agency to review those recommendations begin updating the policy as quickly as possible.

***The most pressing issue facing the Indian Health Service CSC Workgroup is to develop a workable process of reconciling estimated CSC needs, and the resulting payments, to "incurred costs." While the agency must fully fund CSC, the IHS must also be a "responsible steward of federal funds" and avoid overpayments. Bob McSwain, IHS Acting Director, has assured the group that IHS does not contemplate a five-year reconciliation process. Rather, it can conclude as soon after the performance period as "actual costs" can be determined. Unfortunately, Mr. McSwain's pervasive use of the incurred-cost terminology confirmed that the agency remains committed to reconciling funding to expenditures, a misinterpretation of the Indian Self-Determination and Education Assistance Act (ISDEAA) that threatens to wreak havoc with tribal accounting and budgeting processes.***

***Expand Tribal consultation on allocation and formula distribution of Bureau of Indian Affairs.***

In 2012, Self-Governance Tribes published the Program Formulas Matrix Report, which identifies areas where the formulas and methodologies currently used by the Bureau of Indian Affairs (BIA) for distribution can be improved and provide recommendations for eleven programs. Action on these recommendations has stalled in the last several years. However, as DOI seeks to move funding to one-time grants, the Formula Matrix Report recommendations are increasingly important. Continued consultation and discussion with BIA officials and Tribes is needed to implement changes recommended in the report.

***Foster greater transparency announcing new DOI funding opportunities.***

Access to program and initiative funding is critical as Tribes work to meet the needs of their citizens locally. As such, Self-Governance Tribes encourage DOI agencies to streamline their grant and funding announcements so that all Tribes have equal opportunity for one-time funding and support.

***The Office of Self-Governance (OSG) in the Interior Department and the Office of Tribal Self-Governance (OTSG) in Health and Human Services have both established systems whereby new funding opportunities will be communicated to SG Tribes through the Education and Communication website and email as those opportunities are announced. All new funding opportunities are referred on to the Grants Office and the appropriate program director.***

***Include Purchase and Referred Care in all VA-IHS reimbursement agreements.***

When the IHS and the Veterans Administration (VA) negotiated the first national agreement, required under the Indian Health Care Improvement Act (IHCIA), the agencies only included reimbursement for direct care provided by IHS facilities. This agreement has become the model for Tribal programs in negotiating with local VA facilities. However, it does not adequately address the specialty care Tribal systems provide eligible veterans. After two years of implementation and changes to the Veterans Administration health care delivery, Self-Governance Tribes believe the time is right to revisit the reimbursement agreement and include specialty and referred care.

***Institute a Tribal Advisory Committee for Office of Management and Budget.***

Given the role the Office of Management and Budget (OMB) plays in the Tribal funding – from guiding the President's annual budget request to distributing appropriations to all federal agencies – a Tribal Advisory Committee could prioritize Tribal needs and requests. Other advisory committees have assisted in educating and building momentum within agencies and departments to further Tribal sovereignty and priorities.

***Update the IHS Facilities Construction Policy to include broad Tribal input.***

The IHS Health Care Facilities Design and Construction Policy does not currently reflect new authorities available under IHCIA, nor does it accurately reflect the tenants of Self-Governance. Additionally, the Facilities Appropriations Advisory Board (FAAB) recently decided to review and possibly update the Policy to reflect new authorities and make recommendations to the prioritization system. Self-Governance Tribal leadership believes the time is ripe to make changes that have broad Tribal support and allow for greater flexibility in construction projects.

***Evaluate the Indian-specific provisions of the Patient Protection and Affordable Care Act (ACA) and continue consultation to implement outstanding provisions.***

After nearly five years of implementation, an assessment is needed to ensure that Indian-specific provisions of the ACA are working effectively and efficiently. Additionally, some provisions continue to require Tribal consultation and technical fixes that may be successful through negotiated rulemaking process.

Supporting White Papers

Policy priorities and goals do not often change, but strategy to implement the priorities change as administrative and legislative changes occur. The White Papers below provide the most up-to-date administrative and legislative actions as well as new strategy ideas.

- Implementation of the Patient Protection and Affordable Care Act (ACA) P.L. 111-148
- Implementation of the Violence Against Women's Act
- Self-Governance Concept for the Environment Protection Agency
- Self-Governance in Tribal Transportation
- Streamline and Expedite Grants authorized by Special Diabetes Program for Indians (SDPI)
- Implementation of the Tribal Law and Order Act
- Wildland Fire

## LEGISLATION

Legislation is critical to expanding Self-Governance and reaffirming its tenants throughout the Federal government. Self-Governance Tribes seek to further the self-determination across the spectrum of Tribal programs, while building local capacity to meet local needs. Self-Governance Tribes are interested in a vast number of legislative ideas, but identified the items below as their key priorities for the 114th Congress.

### *Amend Title IV of the Indian Self-Determination and Education Assistance Act.*

Amending Title IV of the Indian Self-Determination and Education Assistance Act (ISDEAA) has been a top legislative priority for Self-Governance Tribes for over a decade. Over the past 35 years, the ISDEAA has been one of the most successful mechanisms allowing Tribes to develop the capacity for government-building activities. Self-Governance Tribes must continue to advance the vision of the ISDEAA by working to amend Title IV of the ISDEAA to create consistency between Title IV Self-Governance in the DOI and Title V Self-Governance in the Department of Health and Human Services (HHS) to create administrative efficiencies for Self-Governance Tribes.

### *Reauthorize the Native American Housing Assistance and Self-Determination Act.*

Current authorization of the Native American Housing Assistance and Self-Determination Act of 1996 (NAHASDA) expired on September 30, 2013. NAHASDA is the main authorization of Tribal housing programs. Tribal programs under NAHASDA have been successful in allowing Tribes the self-determination necessary to provide effective programs for Tribal citizens. Tribes are now exercising their right to self-determination by designing and implementation their own housing and other community development infrastructure programs. Reauthorization of NAHASDA is critical to continue to support Tribal housing authorities that build keystone housing and community infrastructure in Tribal communities.

### *Enact legislation that strengthens and reaffirms the original tenets of Public Law 102-477.*

The 477 Program provides Tribal governments with the flexibility to design employment, training, and economic development plans that utilize funding from several federal programs to best meet the needs of their local communities. While PL 102-477 is still technically a "demonstration project," the 477 Program has existed for over two decades and currently over 250 Tribes and Tribal organizations consolidate multiple programs into a single 477 Plan. Despite nearly two decades of success, the viability of the 477 Program was jeopardized by two Federal agency actions. Legislation is necessary to make the 477 Program permanent and remove administrative burdens for Self-Governance Tribes.

### *Expand Self-Governance to the Department of Transportation.*

Congress has sought to address transportation infrastructure deficiencies in Indian Country by increasing funding available to Tribes, broadening eligibility for direct Tribal participation in Federal transportation programs and by extending the ISDEAA to several of those programs. With increased funding and expanded authority, Tribes have demonstrated that they are best positioned to ensure the effective and efficient use of federal transportation infrastructure funds. Despite these results, the Departments of Transportation (DOT) and Interior have been unwilling to extend the ISDEAA framework into new program areas, such as transit and highway safety. However, reauthorization of transportation legislation expires in May 2015 and Tribal advocates are urging Congressional members to expand Self-Governance tenants to the DOT.

***The FAST Act authorizes of a version of the Department of Transportation (DOT) Tribal Self-Governance Program that Tribes have been advocating for several years. Essentially this provision would extend many of the Self-Governance provisions of Title V of the Indian Self-Determination and Education Assistance Act (ISDEAA) to DOT.***

***The first step toward implementing the FAST Act is to establish a "negotiated rule-making" committee. This committee would be responsible for interpreting and setting forth regulations which would govern the process by which tribes would assume a Self-Governance program with the DOT.***

***Permanently reauthorize and provide full funding for the Special Diabetes Program for Indians.***

Congress established the Special Diabetes Program for Indians (SDPI) in 1997 as part of the Balanced Budget Act to address the growing epidemic of diabetes in American Indians and Alaska Natives communities. SDPI programs have become the nation's most strategic and comprehensive effort to combat diabetes. Self-Governance Tribes believe the success of these programs require the permanent reauthorization and supporting funding for SDPI.

***On April 14, 2015, the U.S. Senate passed a two (2) year renewal for the Special Diabetes Program for Indians (SDPI). The renewal was contained in a larger bill called: "H.R. 2 - The Medicare Access and CHIP Reauthorization Act of 2015." The measure was passed the Senate by a bipartisan vote of 92-8. This follows action by the House of Representatives on March 26, 2015, which also passed the legislation by a bipartisan vote. President Obama signed the legislation into law. The legislation funds SDPI at $150 million per year but will expire on September 30, 2017.***

***Enact Medicare-Like Rates for IHS outpatient services for IHS, Tribal and Urban facilities.***

IHS, Tribes and Tribal organizations currently cap the rates they will pay for hospital services to what the Medicare program would pay for the same service (the "Medicare-Like Rate" or "MLR"). Currently, this MLR cap applies only to hospital services, which represent only a fraction of the services provided through the Purchase and Referred Care system. Proposed legislative fixes would amend Section 1866 of the Social Security Act to expand application of the MLR Cap. It would direct the Secretary to issue new regulations to establish a payment rate cap applicable to medical and other health services in addition to the current law's cap on services provided by hospitals. It would make the MLR cap apply to all Medicare-participating providers and suppliers. Self-Governance Tribes support this legislative fix to leverage the limited resources provided to IHS, Tribal and Urban health programs.

***Advance legislation to expand Self-Governance to other Health and Human Services agencies and programs.***

Title VI of the ISDEAA required the Secretary of HHS to conduct a study to determine the feasibility of a Tribal Self-Governance demonstration project for appropriate HHS PSFA in agencies other than IHS. HHS submitted the required report to Congress in March of 2003. The report concluded that the demonstration project was feasible. Although Congress has considered legislation to authorize a Self-Governance demonstration project, legislation has not been enacted into law to date. HHS has since convened a Self-Governance Tribal Federal Workgroup (SGTFW) and issued a final report in September 2014. After repeated attempts to reconstitute the SGTFW to continue working on the report recommendations, Self-Governance Tribes will seek out legislative proposals to implement recommendations outlined in the report.

Supporting White Papers

Legislative priorities and goals do not often change, but strategy to move legislation forward changes based on external opportunities and information available. The White Papers below provide the most up-to-date administrative and legislative actions as well as strategy changes. .

- Contract Support Costs
- Amending Title IV of ISDEAA
- P.L. 102-477, Indian Employment and Training Act
- Education

Additional Resources

In addition to the White Papers identified above, the following documents are available upon request.

- 2015 – 2017 National Strategic Plan
- Self-Governance Acronyms
- Self-Governance Definitions
- Self-Governance Major Statutes
- HIS - OTSG Funding Agreement Components
- DOI/OSG Financial Operations
- DOI - Federal Financial Systems
- SGAC Protocols
- TSGAC Protocols
- White Paper – Budget Equity
- White Paper – HIS Advance Appropriations
- White Paper – Sequestration
- White Paper – Contract Support Costs
- White Paper – Amending Title IV
- White Paper – 477 Program
- White Paper – Streamline SDPI Process
- White Paper - TLOA
- ACA Implementation
- VAWA Update
- Tribal Transportation Update
- Expanding SG to EPA

2016 Self-Governance Meetings

| | | |
|---|---|---|
| ~~Jan. 26-28, 2016~~ | ~~1st Quarter SG Advisory Committees Meeting~~ | ~~Washington D.C.~~ |
| Mar. 29-31, 2016 | 2nd Quarter SG Advisory Committees Meeting | Washington D.C. |
| April 24-28, 2016 | SG Annual Consultation Conference | Orlando FL |
| July 19-21, 2016 | 3rd Quarter SG Advisory Committees Meeting | Washington D.C. |
| Sept. 7-8, 2016 | SG Tribal Strategic Planning Conference | TBD |
| Oct. 25-27, 2016 | 4th Quarter SG Advisory Committees Meeting | Washington D.C. |

***Emerging Issues:***

***A significant number of tribes have expressed concern about potential threats to their information systems, the data within those systems and the security of the***

***communication networks that are used to share tribal data with the federal government. Additionally, some of those tribes have also expressed concern about the data shared with the federal government and the recent reports of hacking going on between agencies of the federal government. Many tribes do not have the resources to prevent unauthorized access to their information systems and are requesting assistance from the federal government. The federal government – particularly the BIA and the Indian Health Service do not have the resources to assist tribes with this potentially huge and serious threat.***

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Accept report as information and accept call back SOP.

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☒ Other:

1. Call Back SOP
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor/Submitter: Dianne McLester-Heim, Tribal Ombudsman
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

Oneida Tribe of Indians of Wisconsin

Oneida Nation Ombudsman
P.O. Box 365
Oneida WI 54155
Phone: (920)-490-3717
Toll Free: 1-888-490-2457
Fax: (920)-490-3799

# Oneida Office of the Ombudsman
# Quarter 1 Report/Update FY16
# October, November December; 2015

Dianne McLester-Heim; CO-OP Ombudsman

**General Overview:**

The Oneida Tribe of Indians of Wisconsin created the Office of the Ombudsman (OoO) via a directive of General Tribal Council (GTC) on July 11, 2005. The directive specifically stated that an Ombudsman was to be created to "listen to the concerns of the employees of the health center and tribal community members." The OoO seeks to promote fairness and equity by functioning as a designated neutral advocating for "fair process" and positive resolution at the lowest level possible. In this capacity the OoO does not represent any party or entity in the pursuit of just, fair, and equitable administration of process and delivery of services for all.

As an independent impartial party, the OoO receives ongoing oversight from a top level of management (currently the Oneida Business Committee) while being ultimately accountable and responsible to GTC. As an informal and confidential party, the OoO does not participate in formal actions and holds the highest level of confidentiality possible for those with whom it has contact. The OoO also does not demand actions but rather assists in the identification of concerns, potential resolutions, and offers services and recommendations to reach resolution and positive improvement.

**Vision:**

To ensure the consistent application of utilizing equality, fairness, respect, value, and objectivity for all in the development of systematic processes and the provision of services across the Oneida Nation.

**Mission:**

To provide a confidential, neutral, and informal route for individuals or groups to bring forward questions, concerns, complaints, or suggestions for the purpose of preventing or resolving problems in a fair and equitable manner. The Oneida Ombudsman addresses issues in an impartial and objective manner to assist with the development of options and suggestions to resolve problems, develop processes, and ensure services are provided in a fair and equitable manner.

**Strategic Priorities:**

1. Organizational excellence ú exhibiting 'best practices' in performance and service
2. Improve public administration
3. Awareness, Accessibility, ú Responsiveness
4. Promote administrative justice/improvement

**Actions and activities:**

The OoO works on initiatives andactivities which fall within the four strategic priorities that have been identified by the office. The strategic priorities have been set to align with the Four Strategic Directions as identified by the Oneida Business Committee. Overall, the initiatives andactivities of the OoO are based upon the concept of continuous growth and positive development of the Oneida Nation.

1. **Organizational excellence and 'best practice'**
    - Review and revision of office SOP's. A call back SOP has ben developed for the office of the Tribal Ombudsman and is attached for review and acceptance of the OBC.
    - Renewal of membership with International Ombudsman Association.
    - Maintain connection with professional network of Ombudsman to stay abreast of current hottopics, tools, and resources
        - Continually seeking andpreparing for professional development opportunities both local and those connected to the International Ombudsman Association and professional facilitation and mediation groups. This is for the purpose ofoffice use and continuation of certification asa Certified Organizational Ombudsman Practitioner.
2. **Improve public administration**
    - Work with areas and departments within the organization to assist in collaborative initiatives for organizational growth and development.
        - Elder Services and CHD, Community Service Team via Behavioral Health, Budget sessions, Long-term Care initiative, Dialysis Center review, and CHD with HRD regarding hiring and compensation.
3. **Awareness, Accessibility, and Responsiveness**
    - Identify work to be done in the next fiscal year to help improve community and organizational awareness of the Office of the Tribal Ombudsman
        - Begin the outline ofa communication plan for the Oneida Community and Organization to become more aware of the Office of the Tribal Ombudsman.
    - Continue to create and implement plans for increasing the interaction ofthe OoOwith specific organizational areas such as Comprehensive Health departments (including Behavioral Health), Human Resource, Child Care departments, and other potential areas where collaboration can increase the effectiveness ofservice delivery
        - Input on policy development from the perspective ofthe OoO to decrease future conflict or discrepancy
        - General facilitation of collaborative work between departments
        - Facilitation of organizational and community interactions
    - General numbers of individual matters coming to the Office of the Tribal Ombudsman by organizational area:
        - Comprehensive Health Division 13all issues are closed
            - Provider/staff related 3
                - Customer service interactions
            - Pharmacy services 3
                - Understanding Policy
            - Purchased Referred Care 5
            - Access to Service 2
        - Internal Services 6 all issues closed
            - Referral for direct contact to address questions
                - Insurance related
                - Hiring related
            - Internal process questions
                - Formal complaint information provided

- Governmental Services 6all issues closed
  - Child Support 4
    - Still related to failure ofthe website to beupdated
  - Economic Support 2
- General Resource Questions 7 issues were referrals to entities and are closed
  - Resource questions regarding tribal services

4. **Promote administrative justice/improvement**
   - Work with various aspects of the Oneida Tribal Organization in the development of policy, procedure, andprocess by providing the services of an Organizational Ombudsman as an identified neutral as matters are worked on.
   - Facilitate conversation andinteraction between service components of the Oneida Tribal organization for the purpose ofimproving working relationships and collaborative work as organizational, policy, and process changes are explored for the improvement of service delivery and functionality ofthe Oneida Tribe.
     - Specifically advancing work within the area of Governmental Services

**<u>Identified actions going forward:</u>**

- Continue to work on the updates to office process and procedure. Some delay hasbeen experienced within this area as the OBC continues to roll out the reorganization plan. Where the Office of the Tribal Ombudsman is placed within the organizational structure has a direct impact on office processes and procedures. Finalization is needed by the Office of the Tribal Ombudsman in order for the Tribal Ombudsman to complete updates in this area.
- Increased interaction with the LOC asidentified and suggested by OBC members as process and policy development occurs to increase communication between trending data ofthe OoO and Oneida's Legislative process.
- Revamp of the structure ofthe OoO reports for the improvement of clarity and understanding to meet the identified requested information from leadership and the Oneida Community to be implemented with FY16. This is ongoing asagain, the alignment ofthe Oneida Tribal Organization hasa direct impact on howthe reports are formatted to ensure goals and expectations are being met.

| ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE | TITLE: Call Back | ORIGINATION DATE:<br><br>REVISION DATE:<br><br>EFFECTIVE DATE:<br>After last signature |
|---|---|---|
| AUTHOR:<br>Dianne McLester-Heim | APPROVED BY: | DATE: |
| DEPARTMENT:<br>Tribal Ombudsman | APPROVED BY: | DATE |
| DIVISION: | APPROVED BY: | DATE: |
| | APPROVED BY: | DATE: |
| EEO REFERENCE NUMBER: | COMPLIANCE REVIEW BY: *EEO* | DATE: |
| PAGE NO: 1 of 2 | APPROVED BY: *HRD Manager* | DATE: |

**1.0 PURPOSE**

1.1 To establish a standardized procedure for the Office of the Tribal Ombudsman to utilize in when receiving contact from parties seeking the service or assistance of the Office of the Tribal Ombudsman.

1.1.1 This process is primarily intended for use with individual parties or groups contacting the Office of the Ombudsman for service and/or assistance

1.1.2 This process may not be applicable with respect to addressing systemic matters within the organization.

**2.0 DEFINITIONS**

2.1 All terms contained within are used with standard meaning

**3.0 WORK STANDARDS / PROCEDURES**

Work Standards

3.1 Contact with the Oneida Tribal Ombudsman's Office shall be accepted by phone, e-mail, mail, or delivered in person to the Office of the Tribal Ombudsman.

3.2 All service related contact made with or by the Office of the Tribal Ombudsman's Office shall be documented for accountability purposes in a general log.

3.2.1 Documented information shall only include general demographic information such as date, time, general nature of the contact made, and outcome of contact if appropriate.

3.2.2 No specific identifying information will be maintained in an accountability log.

3.3 All contact with the Office of the Tribal Ombudsman's Office for service must be made by an individual directly involved or affected by the matter, or by the guardian of such an individual.

3.3.1 The Tribal Ombudsman **does not** have the authority to act on any matter related to a specific individual without the specific individual's knowledge or consent.

3.3.2 The Tribal Ombudsman **does** have the authority to receive a referral for service and make contact to individuals whom may be directly involved and/or affected for the purpose of offering services.

3.4 Contact received by the Office of the Tribal Ombudsman that is of a third party nature shall be treated as a referral for service.

3.4.1 The individual(s) specifically involved or affected by the matter has the authority to accept or decline services offered by the Office of the Tribal Ombudsman.

3.4.2 Such result of offered service shall be documented for accountability purposes.

3.5 All contacts received by the Office of the Tribal Ombudsman, and the information contained within conjunction to are considered property of the Office of the Tribal Ombudsman and covered by the Confidentiality and Privileged Information SOP for the Office of the Tribal Ombudsman.

3.6

Procedures

**Contact made to the Office of the Tribal Ombudsman**

3.7 Document date, method, and time (if possible) in which contact was received by the Office of the Tribal Ombudsman on the Intake Data Form (or into an established data base).

3.8 Document the contacting parties name and contact information on the Intake Data Form (or into an established data base).

3.9 Document any information relating to the purpose for contacting the Office of the Tribal Ombudsman on the Intake Data Form (or into an established data base).

3.10 Acknowledge receipt of contact by returning a call to the contacting party and documenting action on the Intake Data Form (or into an established data base).

3.10.1 Acknowledgement responses shall be made within 3 business days of receipt of contact by the Office of the Tribal Ombudsman.

3.10.2 Acknowledgement responses shall be made by phone unless no phone contact information was provided by the contacting party.

3.10.2.1 If the contacting party provided another means of contact, the Office of the Tribal Ombudsman will attempt contact via the method provided within 3 business days.

3.10.3 Three (3) separate attempts will be made to reach a contacting party by the Office of the Tribal Ombudsman.

3.11 Document all attempts made to reach the contacting party on the Intake Data Form (or into an established data base).

3.12 Following three (3) failed attempts to reach a contacting party, Closure will be

assigned to the identified original contacting information.

3.12.1 Closure will be noted on the Intake Data Form (or into an established data base).

3.12.1.1 This note will include the date on which closure was determined and the reason for closure as lack of follow up by contacting party.

## 4.0 REFERENCES

4.1 General Tribal Council Directive from July 11, 2005 (GTC Minutes, 07-11-05)

4.2 Oneida Code of Laws Chapter 3 – Code of Ethics (BC-09-27-06-E)

4.3 Oneida Code of Laws Chapter 7 – Open Records and Open Meetings (BC-10-14-09-B)

4.4 Confidentiality and Privileged Information SOP of the Office of the Tribal Ombudsman

4.5 International Ombudsman Association – Code of Ethics

4.6 International Ombudsman Association – Standard of Practice

## 5.0 FORMS

5.1 Intake Data Form

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Defer Bay Bancorporation Inc. FY '16 1st quarter report to the March 30, 2016, regular Business Committee meeting

**3. Supporting Materials**

☐ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: David Jordan, Council Member

Primary Requestor/Submitter: Lisa Liggins, Executive Assistant II
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Jeff Bowman, President/Bay Bancorporation Inc
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Per Councilman David Jordan, alternate liaison to Bay Bancoporation Inc., Jeff Bowman, President, will out on work-related travel and is respectfully requesting the deferral of the FY '16 1st quarter report to the March 30, 2016, regular Business Committee meeting.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 9 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☒ Accept as Information only

☐ Action - please describe:

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. Narrative Report 123115
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Cristina Danforth, Tribal Chairwoman

Primary Requestor/Submitter: Pete King, III; Managing Agent OSGC
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Attached is the Narrative Report for Oneida Seven Generations for the Business Committee meeting Wednesday, March 9th, 2016.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Oneida Seven Generations Corporation

## Narrative Report:

**Explanation of the core of the Corporation's business practices:**

The purpose of Oneida Seven Generations Corporation (OSGC) is to engage in activities related to commercial leasing. OSGC manages commercial developments such as the Bellin facility on Commanche Avenue, the Schneider facility on Glory Road, the Badger Sheet Metal Works facility on Partnership Drive, and the West Mason and Packerland business malls. As of June 30, 2015 we have three properties with lease space available; they are half of the former Tower Foods facility, the restaurant space at the Travel Center, and an office facility on Flightway Drive. We have spoken to a number of potential tenants on the restaurant site. There are fifteen properties under OSGC's management; with over thirty leasable areas.

The Wisconsin Supreme Court ruled in favor of OSGC on our lawsuit against the City of Green Bay for the waste-to-energy plant.

**Explanation of the Corporation's market information:**

*Property Management*: OSGC employs one part-time tribal elder member who assists in managing approximately 30 tenant leases. In addition to monitoring the leases, the leasing person assists in making sure the corporation buildings are insured and that tenants insure their occupancy, implementing property management procedures, and compiling data information.

**Identification of the primary goals and targets of the Corporation and progress made towards accomplishment of the same:**

The vision for OSGC is to increase the profitability of the company's real estate income base. This will occur by reducing expenses.

We are marketing our properties through Facebook and other social media outlets. We have seen an increase in properties being marketed through the internet which is less costly and has the ability to reach more businesses looking for space. In order to remain competitive we are moving into this market area.

Oneida Seven Generations Corporation

**Identification of medium (two to five year) and long (greater than five year) prospects and sustainability of the Corporation given present status, strategies and risks:**

Our medium to long range goals includes the following:

- To dissolve OSGC, per the GTC motion, once it's economically feasible due to the current lawsuits.

**Summary of the assets of the Corporation, including but not limited to its financial, physical, employee, customer, brand or intellectual property, and supply assets:**

**Financial / Physical:** Checking accounts; buildings; other business ventures

**Employees:** OSGC has two employees; one full-time and one part-time.

**Main Customers:** Bellin Health Systems; Schneider National; Badger Sheet Metal Works; United States Postal Services and Oneida Tribe of Indians of Wisconsin

**Summary and status update of any pending legal action to which the Corporation is a party and any relevant government regulation to which the Corporation may be subject:**

OSGC won in the appeal process with the City of Green Bay regarding our rescinded permit. The Wisconsin Supreme Court ruled in favor of OSGC.

OSGC is awaiting a decision form the Appellate Court in Cook County on a case filed by ACF.

OSGC is in the preliminary stages of arbitration with a former tenant.

OSGC is also in the preliminary stages of arbitration with a former vendor.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Motion to accept the OGE 1st Quarter Report for FY16

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. OGE 1st Quarter Report
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Trish King, Tribal Treasurer

Primary Requestor/Submitter: Janice Skenandore-Hirth - President
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

To update the Business Committee on the performance of Oneida Golf Enterprise d/b/a Thornberry Creek at Oneida for the 1st Quarter of FY16.

Request a motion to accept the OGE 1st Quarter Report for FY16.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

**Oneida Golf Enterprise Corporation**

**Fiscal year-To-Date Reporting for period Ending:**

**December, 2015**

The Oneida Golf Enterprise Corporation (OGEC) is a corporation of the Oneida Tribe of Indians of Wisconsin established to oversee and manage the business known as Thornberry Creek at Oneida.

**Narrative Report**

Business Practice, Market Overview, Place Within Market:

- Thornberry Creek at Oneida (TCO) is a 27 hole premier golf course settled in a rural prestigious housing development on the Oneida reservation.
- TCO is the Official Golf Course of the Green Bay Packers.
- TCO is one of 10 Official PGA Family golf courses in Wisconsin offering tees for kids based upon skill level and ability to further enjoy the game.
- TCO includes a banquet facility, practice range, golf shop and sports pub & grill.
- TCO is considered a leader in charitable golf event hosting and a leading choice for future brides.
- TCO hosted 127special events in the fourth quarter

Competitive Analysis:

GOLF

- Area competitors in this market for public golf courses with 9 holes is Village Green in Howard; 27 holes includes Mid Vallee in De Pere; 18 holes include Brown County and Crystal Springs.
- Outside our 10 mile radius are other courses such as Royal St. Patrick's, Ledgeview, The Woods, and Northbrook. Courses outside the area but still considered competitors include The Bull in Sheboygan and Blackwolf Run/Whistling Straits in Kohler.
- Our nearest competitor, Brown County Golf Course, had temporary greens due to winter damage and have renovated and rebuilt all their greens to be ready for opening in spring 2014. **Competitive analysis was completed in August of 2015 and the course conditions left a lot to be desired. Paired with non-existent service, Brown County has little to no perceived value and should not be considered a threat.**

Banquet

- Thornberry Creek at Oneida has 7,000 square feet of flexible banquet space with large windows and spectacular views. This space will accommodate 300 guests at round tables.

We also future a porch room that accommodates up to 40 people. Included in this space is the Cupola available for smaller wedding ceremonies and intimate gatherings.

- Thornberry Creek at Oneida also offers a full range of conference equipment and amenities for the corporate client.
- Our large bar and grill offers full coverage on all 24 HDTV flat screen televisions for all sporting events and seats up to 160 customers.
- Area competitors in this market include Rock Gardens and the Radisson.

Strategies for Improved Value:

- *Drone Hub Media* completed work on the golf course providing high definition video of the entire property, this will be utilized on the website including trade shows for 2016
- The Annual Halloween Cash bash was a success and included well over 100 attendees and an additional 30+ contestants
- Released Packer Performance Pricing and it continued to be a hit through early December when the course finally closed
- Our annual Big Cup brought about record participation at a higher rate
- The Packer Radio show continues to bring significant impact to the restaurant with approximately 120 in attendance weekly
- Our brand image continues to be elevated as we're seen and heard across all the major networks: FOX, CBS, NBC and WIXX
- We met with IBS, Integrated Business Systems, to discuss an overall upgrade to our software that would eliminate and integrate all business units into one
- Facebook reviews grew significantly in the 4th quarter and our overall rating improved by almost a full point
- The Annual Ugly Sweater party brought over 100 guests and continues to be a successful event in our annual lineup
- OGEC went into a sanctioning agreement with the LPGA to host a brand new event starting in 2017, this event will bring about national awareness and engagement and ultimately catapult the Oneida Nation in the category of destinations
- The newly remodeled Golf Shop was up 49% in sales in its first quarter for FY 2016 over last year
- Tobacco sales continue to grow as sales were up 117% over the first quarter in 2015
- On course food and beverage was up 52% in the first quarter over 2015
- TCO continues to donate rounds of golf to various charities in the area and is becoming a leader in giving
- TCO continues to see engagement from outside markets with Chicago being #3 in Google Analytics

Material Changes or Developments in Market/Business:

- Preliminary discussions are in place with 3 general contractors discussing the possible renovations of the entire facility
- Rick Jacobsen, the original golf course architect, has been onsite discussing possible design ideas
- We are exploring new ideas for team member engagement and loyalty as this proves to be a difficult area
- Retaining the good team members is proving difficult as the area is experiencing an all-time low concerning unemployment
- With the addition of the LPGA tournament in 2017 we have focused our efforts on the elevation of the brand in all platforms
- Banquet and special event business continues to decline and we're exploring the opportunity to hire a sales task force to help supplement the winter season
- The Pub continues to see growth in both food and beverage sales; our loyalty amongst guests continues to grow

Market Growth:

- Our social media presence continues to grow, up 85% since May of 2014 and up 13% in the first quarter of 2016
- Our special event series continues to generate revenue and overall attendance continues to grow year over year
- Wedding inventory for 2016 is almost completely sold out and we have dates in 2017 sold as well
- Golf course revenue has been greatly impacted due to the weather; golf rounds were up 24% and round revenue up 67% over 2015
- Golf shop sales grew 49% over 2015 in the first quarter
- Josh Doxtator was nominated for a Future 15 award by the Green Bay Chamber of Commerce, Current Young Professionals
- TCO continues to elevate their brand through campaigns in both social and market media

Pending Legal Action:

- No litigation pending.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Motion to accept the OAHC 1st Quarter Report for FY16.

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. OAHC d/b/a Radisson 1st Quarter Report
2. Three Clans Airport d/b/a Wingate 1st Qtr Report
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Trish King, Tribal Treasurer

Primary Requestor/Submitter: Janice Skenandore-Hirth - President
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

To update the Business Committee on the performance of OAHC d/b/a Radisson Hotel & Conference Center and Three Clans Airport d/b/a Wingate by Wyndham for the 1st Quarter of FY16.

Request a motion to accept the OAHC 1st Quarter Report for FY16.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Oneida Airport Hotel Corporation
Radisson Hotel & Conference Center
Quarterly Report
For the quarter ended: December 31, 2015

**Narrative Section**

Business practice, market overview, place within market:

- STR report shows for the Quarter that we are down in Occupancy YOY -2.4% index, down in ADR YOY -2.5% index with a result of -4.8% index YOY for RevPAR; group rooms had great pick up for October, due to 2 less Packers games in YOY during same time period was a factor in negative occupancy numbers and ADR.
- Sales team attended a Madison sales blitz in October; Radisson hosted Boomers in Group Conference at the Radisson at the end of October; The sales team continues to be at events including Chamber Networking breakfasts monthly; BNI meetings weekly; Current luncheons/events monthly; Management Women events monthly; WSAE event quarterly; WBTA event quarterly – to gain leverage for the Radisson in the Green Bay market.

Competitive analysis:

- Casino's non-tribal food outlets continue to be revenue competition for hotel F&B.

Strategies for improved value:

- Developed packaging in Corporate/Association Meetings, Tour & Travel, Wedding, Travel Agents and Transient markets to gain short term bookings for Q1 and other need months
- Working with Radisson Corporate in all Sales markets to gain leverage and recognition
- Working with Aimbridge Regional properties to gain leverage and recognition
- Working closely with Green Bay CVB in markets to keep hotel top of mind initiatives to ensure ROI

Material changes or developments in market/business:

- KI Convention Center Expansion opened September 2015, adding 23,000 square ft. meeting space will have total of 80,000.
- Appleton will be adding a Convention Center on land near the Radisson Appleton

Market growth:

- Green Bay downtown remodeling Northland Hotel 147 room complimenting KI Convention Center expansion, due to open July 2016

- Ashwaubenon new construction Residence Inn 100 room property located Hwy 172 and the Fox River due to open 2017
- Ashwaubenon new construction 4-Star 200 room property adjacent the Lambeau Field–Lodge Kohler due to open 2017
- Ashwaubenon new construction Home 2 Suites on Holmgren Way across from Grainger. No date set at this time.
- Green Bay West side new construction TBD property Broadway near The Cannery

Pending legal action:

- None

Oneida Airport Hotel Corporation
Three Clans Airport, LLC
Quarterly Report
For the quarter ended: December 31, 2015

Business practice, market overview, place within market:

- Ranking for the 1st quarter from the STR Report the Wingate is 1 out of 5 based on REVPAR and 1 out 5 based on Occupancy. The Wingate's strategy of growing through occupancy is the contributing factor of being number 1 in each of these areas.
- The Wingate averaged an occupancy of 74.1% which grew by 7.1% year over year.
- The Wingate was also able to increase REVPAR by 1.2% to end 1st quarter at $60.78.

Competitive analysis:

- The competitors ran a REVPAR of $85.29 to Wingate's $60.78 for the quarter.
- The competitive set had an occupancy of 62.9% to the Wingate's 74.1%.

Strategies for improved value:

- Focused strategy to grow rate on higher demand dates and ~~to~~ offer less discounted rates on slower dates.
- The Wingate continues to use all third party booking channels to increase bookings on low demand dates.
- Continues to run last minute deals on Expedia and Hotels.com to increase weekend short term bookings.
- The Radisson Sales team continues to cross sell the hotel. We have begun to see new leads and new bookings from this joint effort.
- Negotiated in October new contract with a new airline Endeavor leading to an occupancy 1st quarter increase.

Material changes or developments in market/business:

- Recognizing an industry-wide trend many corporate travel entities utilizing Travel Agent services. Wingate experienced an increase travel agent bookings and slight decrease in third party website bookings.
- Successfully negotiated rates with new local companies to add to the Wingate's preferred list. Two examples Alter Trading and Suominin Corporation.

Market growth:

- For the 1st Quarter, the Wingate ended with 71.3% REVPAR Index which grew by 7.2% year over year.
- Revenues for the first quarter were $441381 which were up from prior year by $216.00.

Pending legal action:

- None

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Business Committee approval of report

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Tehassi Hill, Council Member

Primary Requestor: Wilbert Rentmeester, OTIE Board Chairman
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Corporate reporting requirement - Business Committee approval of report

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida Total Integrated Enterprises

# 1st Quarter Report 2016
## February 17, 2016

***Prepared by:***

Nick Ni, PE, President

***Submitted to:***

OTIE Board of Managers: Butch Rentmeester, Chairperson,
Jeff House, Jackie Zalim, Wayne Metoxen, Leslie Wheelock

OTIE Report 01-20160217

OTIE
Oneida Total Integrated Enterprises

## Narrative Report

a. Explanation of the core of the Corporation's business practices and market overview

Oneida Total Integrated Enterprises (OTIE) provides environmental, remediation, construction, engineering, and munitions response services to government agencies, as well as commercial clients in the United States and across the world. OTIE's services evolve in response to clients' changing needs. Our core services contribute a majority of OTIE's backlog in response to federal and state project requirements, changing infrastructure demands, and the often accompanying regulatory challenges. We provide solutions that allow our customers to cost-effectively achieve their mission while adapting to evolving performance parameters.

As a service-based company, OTIE revenue is primarily derived through the labor-based contracts and task orders, rather than capital-intensive project requirements.

Our revenue potential is driven by our ability to retain existing clients as well as attract new ones, provide quality and responsive value-oriented project management at competitive rates, and identify and retain a qualified roster of dedicated employees.

OTIE directs our primary business pursuits from a stable customer base concentrated in federal, State and municipal government entities. Our tribal business, aerospace industry (commercial), and electric utility company contracts are exceptions to OTIE's heavy reliance on government contracting, and in all cases our customer base offers outstanding opportunity for securing projects and targeting:

- long-term, high-dollar contracts to offer steady and profitable backlog
- low risk contracts to stabilize the Company's business base
- capturing market share in emerging or expanding growth markets

OTIE operates in a fiercely competitive, expanding market that seeks diversity and economic vitality through government contracting. Our advantage over emerging small business competitors is maintained through steadfast conformance with quality, safety and contracting/acquisition requirements and regulations imposed by the federal government.

As reported in prior Quarterly Reports, the market for our services remains highly competitive. An abundance of Architecture / Engineering / Construction (AEC) firms provide similar services offered by OTIE. Competitive factors for our success include performance reputation, price, geographic location and availability of technically skilled personnel. We are pleased with our accomplishments and continue the drive to becoming a top-tier competitor.

OTIE
Oneida Total Integrated Enterprises

b. Explanation of the Corporation's current place within the market

OTIE is a Native American, tribally-owned, SBA-certified 8(a) small disadvantaged business (SDB). Other small business (SB) categories in the marketplace include: HUB-Zone; Woman-owned; Veteran-owned; Service Disabled Veteran-owned; Alaskan Native Corporation; Native Hawaiian Owned; and Native American-owned.

OTIE operates in a fiercely competitive, expanding market that seeks diversity and economic vitality through government contracting. Our advantage over emerging small business competitors is maintained through steadfast conformance with quality, safety and contracting/acquisition requirements and regulations imposed by the federal government. We pride ourselves in offering "no drama" project performance, and continued requests for OTIE project leadership occurs.

We face substantial competition in each of our business profiles as markets crowd and customers become more price-sensitive. Within Small Business circles, OTIE remains a sturdy, medium-sized competitor. Some competitors are large firms with vast financial resources, requiring OTIE to be selective in our marketing and sales efforts and more adept in developing strategic partnerships to enhance our competitive advantage.

Looking at the 8(a) market, OTIE is distinguished from others by our size and longevity as a company. Now in our third decade of business operations, we are a mature, tested and proven SB with infrastructure that rivals many large businesses. Some of our SB competitors have similar performance tenure in our industry; others in the market are emerging businesses aiming to secure their first federal contracts. We believe that our present size and diversified service offerings - relative to the smaller, niche companies - are advantageous to OTIE.

Our success in key growth areas demonstrates our ability to broaden our market positions in spite of stiff competition. In two key technical areas OTIE gained traction and increased our visibility and competitive posture in the market:

- ***Engineering Services –*** Responding to our USAF customer's requirements by adding new engineering disciplines and licensed staff. OTIE fortified our mechanical, electrical and structural engineering capabilities and we now self-perform challenging engineering projects that would have previously been subcontracted to team partners.
- ***Environmental Response*** – OTIE won the re-compete of EPA Region 4's Small Business START contract. This win represents long-term revenue opportunity and promotes employee retention where, without this contract, employees would have been furloughed or relocated.
- ***Environmental Compliance –*** OTIE won a contract for site investigations in 22 locations for an emerging groundwater contaminant known as perfluorinated compounds (PFCs). This project offers follow-on potential if executed to the client's expectations.

The company's position in the marketplace remains healthful and configured for future success. Our financial and project performance are coequal metrics that are tracking along gradual improvement vectors, and are indicative of steady growth instead of punctuated spikes that are harder to sustain.

c. Explanation of the outlines of strategies by the Corporation for improved value in the market

To improve OTIE's value and position in the marketplace we identify opportunities with government and other customers where funding is reliable and alignment with our core competencies is commensal. Examples include engineering services, Munitions Response Services (MRS), and design/construction contract management. We also target areas that we believe are attractive for building professional development for our staff. With enhanced capabilities we form effective and efficient teams that deliver on successful projects, such as Military Family Housing design (Title I) and construction phase services (Title II). Evidence of our improved value in the marketplace includes OTIE's AE services in Asia, and engineering studies and assessments for improvements in energy efficiency, and facility upgrades.

Specifically, the following elements drive our strategy going forward:

**1) Pursuing larger contract opportunities.** With continued development of a strong infrastructure and expanded engineering capabilities, we focus on pursuing larger prime contracts and expanding our pool of opportunities. We continue to strengthen our relationships with other firms to create teaming arrangements that better serve our clients, but our goal remains prime contracts instead of team-sub positions.

**2) Leveraging of our services.** OTIE has diverse services to offer to a growing customer base. We leverage OTIE capabilities and remain vigilant for 8(a) set-asides for OTIE. The combination of our multiple skill sets and broad service offerings allows us to work efficiently in a new economic environment, whether selling services, or via effective use of our design and construction management skills supporting DoD and bridging such skills to other customers such as state and municipal government.

**3) Expanding our international footprint.** OTIE is one of AFCEC's select, "go-to" AE firms for Title I and Title II services. Our forward operating Guam presence has strengthened OTIE's position in Asia/Pacific, and based on superior performance in theater, PACAF has contacted OTIE to ensure that we are configured and ready to propose for an upcoming Environmental Services Contract.

**4) Investing in our people.** We are committed to building on our employee's accomplishments while expanding our reach through new hires. Continued profitable growth is projected to occur through our carefully executed hiring strategies. OTIE attracts and hires staff that enhance our relationship-building and improve our competitive position in the marketplace.

**5) Geographic and client expansion through acquisition.** We will direct an active acquisition strategy focused on expanding our ability to offer our technical services in new geographic areas and with new clients (e.g., NAVFAC and USACE) through the acquisition of complementary businesses. While we continue to invest in our people, we must continue to pursue strategically and financially sound acquisitions. Being disciplined in valuing and structuring the transactions, OTIE avoids acquisitions merely for the sake of revenue.

Overall, OTIE's strength in the market is built on relationships with key customers, and our ability to discover new opportunities early in the acquisition cycle and respond with discipline and direction. OTIE's strategy is to:

- Get in front of the right people
- Present compelling information and arm the company with winning tactics
- Partner with proven industry leaders preferred by the customer
- Reinforce our sales tactics with proven past performance.

By marketing to the right decision-makers, and conducting objective determinations on potential for success, OTIE fiercely competes when probability for success is high, and we forego opportunities where we see minimal chance of success. Using this focused approach reduces costs and improves our win percentage, both of which are key components of building value in the marketplace.

d. Explanation of the Corporation's relative performance vs. competitors and identification of key competitors within the market

OTIE's SBA-approved 8(a) competitors include Alaskan Native Corporations (ANCs); Native American, tribally-owned SBs; and Native Hawaiian Organizations (NHOs). Each of these business concerns is treated in a category of SBs that may be awarded prime contracts without competition. OTIE also competes against other 8(a) firms for set-aside acquisitions, including SBs that are categorized as Woman-Owned, HUBZone, Service Disabled Veteran Owned SB, and others.

Typical competitors for OTIE include:

- Small Business firms with fewer than 500 employees in NAICS 562910 (e.g. EA; Baywest; Insight; Stell Environmental and others) plus regional transportation engineering firms in Wisconsin.
- Current 8(a) small businesses (Ayuda, Earth Resources Technology; Prudent Technologies; Dawson Group; CTI & Associates and others).
- 8(a) "graduates" (e.g., Bhate, Cabrera, CAPE, ERRG, HydroGeoLogic, Nobis, Terranear PMC, Tidewater and others). These SBs are now mature businesses developing past performance and earning customers that keep them "entrenched" in specific situations.

OTIE continues to be viewed by other SBs as extremely competitive on major ID/IQ prime acquisitions. Our federal agency customers have commended OTIE on the high quality of our ID/IQ contract proposals, as well as the ease of negotiations and businesslike interactions. In general, our customers view OTIE as a robust, durable and agile Small Business that acts like a large business.

Regarding task order proposals, OTIE has struggled against other Small Business competitors to win work under Multiple Award Task Order contracts (MATOC). We fair better under Best Value procurements and tend to lose out on opportunities awarded based in Low-Price, Technically Acceptable evaluation.

Viewing OTIE's competitive position from a geographic perspective, we remain very well positioned for continued DoD work overseas. We are ideally suited to deliver AE Services in Asia/Pacific under the recently AFCEC AE13 DCS contract awarded to the Joint Venture of OTIE-RS&H. The Defense Department's force posture in Asia aligns with OTIE's planned growth: We are pre-positioned for lucrative contract performance in the Asia/Pacific theater where DoD focus has pivoted, and we are reaping the rewards of the long-term vision and investments made.

OTIE has garnered nationwide (and international) attention as a vigorous small business competitor. We hold a wide variety of diverse federal contracts, and our performance on these contracts sets us apart from most of our competitors.

e. Explanation of any material changes or developments in the market or nature of business the Corporation is primarily engaged in since the last reporting period

In FY15 we witnessed the continued, government-wide preference to procure MATOCs as the default contract type and acquisition strategy. Observations by our customers over past few years indicate a favorable bid climate, which is forcing contractors to sharpen their fee proposals and cut costs wherever possible.

One of the last agencies to adopt MATOC strategies is USEPA, whose Remedial Action Contract (RAC) acquisition strategy for decades has relied on single awards in each EPA Region. Under the new Remedial Action Framework (RAF) a Design and Engineering Services (DES) contract is being acquired across three large "zones" and with up to seven firms per zone. OTIE will pursue a prime contract award for EPA Regions 8, 9 and 10; we will be in a sub-contractor role for EPA Regions 4, 5, 6 and 7; and we will forego pursuit in EPA Regions 1, 2 and 3. Future Small Business contracts under the RAF will include an Environmental Services and Operations (ESO) and Remediation Environmental Services (RES). For the ESO and RES pursuits OTIE will team with our SBA Mentor Protégé Program partner, CH2M.

As a 25+ year experienced 8(a) firm, OTIE counterbalances the impact of a bias toward MATOCs through an ID/IQ contract portfolio blending MATOC and single-award 8(a) contracts (where competition is not required for task order assignment). Going forward an acknowledged risk post-2017 is the loss of an 8(a) contracting option for OTIE, and a probable continuation of MATOC acquisitions.

Perhaps the most significant development in NAICS 562910 (Environmental Remediation) is the Rule Change by SBA to increase the Small Business size standard (i.e. definition) from its current 500 employee maximum to 750 employees. SBA has published their final regulation on January 26, 2016 and the change is effective February 26, 2016. OTIE will now compete against firms that are larger and that have access to far more resources.

To counteract the increase in OTIE's Small Business Size Standard, it becomes critical that the Oneida Tribe continue to support OESC's new 8(a) subsidiary companies. The invested capital can help our "sister" companies become stronger, and better positioned to build a performance history to compete for more direct awards. With strengthened financials each company becomes a competitive entity offering contracting options with our federal customers. Promoting diversified primary NAICS codes, the Tribe enjoys breadth of competitive, SB possibilities.

An emerging development in our industry has the potential to adversely affect many of the small business Munitions Response Services providers like OTIE. The DoD anticipates ratifying a costly certification protocol for Advanced Geophysical Classification of subsurface anomalies. Firms seeking certification would be required to dispatch their geophysics staff, equipment, and other support personnel to a test scenario/examination location in Maryland. We expect an unintended stratification in the munitions response market: Certified providers of Advanced Geophysical Classification may be afforded more contract opportunities, and collateral damage may result, including reduced MRS opportunities for Small Business concerns.

OTIE owns none of the equipment required to deliver Advanced Geophysical Classification, and we presently subcontract geophysics requirements on MRS task orders. Our plan is to remain actively engaged with DoD on this potential certification protocol and position ourselves to minimize any competitive harm to the company.

In spite of changes in our industry, our ability to adapt to the evolving needs of the marketplace has enabled us to build a resilient business that is closely aligned to the spending priorities of our federal clients. Because we are accustomed to competing against formidable small and large businesses, OTIE is configured to succeed in an atmosphere of increased competition and reduced budgets. Our business development strategies aim to collect early information on upcoming procurements, affording us time to develop winning strategies and allowing us to sharpen our pricing.

f. Identification of the primary goals and targets of the Corporation and progress made towards accomplishment of the same

***Goals for OTIE***

Growth is the primary business goal for OTIE. Success for OTIE comes when we align and invest along growth profiles and manage/measure accordingly to make sure that our clients prosper.

In the first fiscal quarter of 2016, OTIE executed new contracts that were fewer in number, but vigorous in terms of the work scope, nature of the contract, and with customers in key growth areas, all of which arms us to gain traction against some competitors. We are seeing some former competitors exit the marketplace through M&A actions, insolvency, or tough decision-making regarding withdrawal and re-focus in other areas. OTIE is seizing opportunities to flourish through gradual expansion of service delivery and staff counts, and our accomplishments in the first fiscal quarter exemplify the performance achievements that have brought us continued success.

Some of the larger, long-term new contract wins in 1QFY16 include:

- Contract for Site Inspections of Aqueous Film Forming Foam (AFFF) groundwater contamination at multiple USAF installations in EPA Regions 6 and 9
- Contract for Hazardous Waste Operations and Spill Response at Fort Bliss, TX
- Task Order for Engineering Services to equip EMCS and fiber optic cable at Yokota AB, Japan.
- Work Assignment at the AMCO Superfund Site in Northern California under our USEPA 8(a) Site-Specific RAC.
- Multiple new TOs under the USAF 45th Space Wing Range AE Inspection Services (RAEIS) program in Florida.

These federal task order awards were augmented by other contract starts with the Oneida Tribe and Wisconsin Department of Transportation. In addition, OTIE executed a sublease for an office in Honolulu, Hawaii to continue serving the Pacific Air Forces and the Hawaii Electric Company projects.

In the second and third fiscal quarters, a more stable funding cycle will drive a tempo of steadiness in activity, but corporate caution will endure such that we avoid the exuberance that has brought hard times onto some of our Small Business competitors. Our experience has shown that carrying momentum into the later part of each FY pays dividends and reduces exposure to the cyclic nature of the government spend.

Over the next two years OTIE faces two challenges:

- SBA 8(a) status “graduation,” and
- SBA size standard increase from 500 employees to 750 staff

OTIE will be competing against firms that are larger and that have access to far more resources.

Going forward, OTIE will leverage opportunities and advantages of our SB status—we will pursue three avenues: identify and secure 8(a) direct awards; compete in the

8(a) set aside contract category from existing and new customers; and compete for SB awards and occasionally unrestricted competitions.

***Targets for OTIE***

OTIE targets growth in government contracting where our skills and experience align with our customers' mission priorities. In the aggressive market of federal agency contracting - especially in times of budgetary uncertainty - every advantage is crucial to maintain OTIE's position in the elite levels of SB contracting. Gaining a competitive advantage takes strategic planning and research to focus on opportunities that are robust (high confidence customer spend) and enduring (affording long-term growth opportunity). We pursue emerging or growing markets and seek entry and profit in these areas, while closely monitoring entry costs and barriers. Identified market segments or locations for expansion by OTIE include:

- Facility/infrastructure engineering and asset management
- Diversified environmental services
- Munitions Response Services (MRS)
- Expansion of USEPA services, contracts and Regions
- Growth in the Asia/Pacific region

Described below are the accomplishments for OTIE's targets.

Facility/infrastructure engineering and asset management – aging DoD real property/infrastructure is a target with legitimate potential for sustained growth. Over the last five years OTIE has expanded the engineering services we provide to our customers. Presently we have engineering projects in the mainland US plus Hawaii and Alaska and at DoD installations in Japan and Korea. We are winning engineering projects for facility/infrastructure design improvements that have typically been awarded to competing engineering giants like Jacobs Engineering, AECOM, and CH2M Hill. *On the new AE13DCS contract, OTIE-RS&H JV has been awarded a multi-disciplined services supporting PACAF requirements.*

Diversified environmental services – OTIE holds prime contracts in USACE Districts that are serving the US Air Force's needs for base-wide environmental services. We are under contract for fence-to-fence (F2F) environmental services and we anticipate proposing on similar opportunities in FY16. We are positioning for a forthcoming USAF Pacific Air Forces (PACAF) Environmental Services Contract (ESC). *The Tulsa District chose OTIE for an 8(a) Direct Award for PFC Site Investigations.*

Munitions Response Services (MRS) – OTIE is one of the only 8(a) firms with broad capability and past performance in MRS, affording significant competitive advantage to OTIE. This service line and its growth profile are "target rich" and we will compete for small- and large projects going forward. Contract spending by DoD has been slow, and existing contract capacities are virtually spent. This means new opportunity for ID/IQ contracts in FY16 and beyond. We see Advanced Classification

(AC) Treatability Studies (TS) as a 'coming of age' Business Development opportunity as DoD hustles to leverage new technologies for detection and removal of ordnance. Approximately 500 sites need AC TS and OTIE is leveraging our AC experience in combination with our 8(a) status to USACE, USAF and NAVFAC by targeting AC TS and other requirements. *OTIE won a contract for munitions response services addressing advanced classification treatability studies at Mt. Owen*.

Expansion of services/contracts with USEPA – OTIE was awarded a significant work assignment at the AMCO site in Northern California under the USEPA Region 9 8(a) site-specific RAC. In addition, we won the START in EPA Region 4, and we are positioned for new contracts in late 2016. *Long-term, high dollar contracts are targeted by OTIE, and in FY16 we will compete for Design and Engineering Services (DES) in several EPA Regions under the revised Remedial Action Framework.*

Growth in the Asia/Pacific region – Over the last ten years we have systematically expanded the service offerings and the level of self-performance by OTIE instead of team subcontractors on contracts that we have with the Air Force and USACE. *AFCEC awaits award of the second of two, worldwide AE Services contracts. OTIE was the only small business to win both contracts. Our newest project location with AFCEC is on Maui in Hawaii, where we anticipate a one-year follow-on project for Title II services*

g. Identification of key elements for success in strategies given, including risks, resources and relations available and needed in order to successfully fulfill outlined strategies

To uphold and fulfill OTIE's value and position in the marketplace we focus on those opportunities where the federal government continues funding and that clearly align with OTIE's customers, such as engineering services, Munitions Response Services (MRS), and design/construction contract management. We also continue to focus on areas that we believe offer attractive enough returns to our clients that they will continue to fund efforts, such as Military Family Housing design (Title I) and construction type services (Title II) including infrastructure improvements internationally, and studies and assessments for improvements in energy efficiency, and facility upgrades.

We have gradually grown OTIE into elite, highly capable small business, and we have out-competed small and large businesses for some of our industry's most prized contracts. As a very credible competitor, our staff growth and geographic distribution enhances our win potential and our resources to serve customers. Going forward a challenge for our Regional Managers and Business Unit Managers is to identify and equip project-level staff to continue to grow the business. We are committed to sustaining internal efforts, such as investment in our people, such that "seller-doers" have the necessary training and tools to identify and win new work.

Our service lanes are sturdy and rich in potential. However, risks in business are a constant, and lasting companies endure risks with careful plotting for avoidance, and

calculated mitigation once the risks are encountered. Acknowledged risks for OTIE include:

- We operate in highly competitive industries and contracting is often erratic and unpredictable; a reduction or delay in pending awards by government agencies could adversely affect us
- Our inability to win or renew government contracts could adversely affect us
- We are exposed to risks associated with operating internationally
- Our failure to properly manage projects may result in additional costs or claims
- An economic downturn may adversely affect our business
- In order to succeed we need to keep up with a variety of rapidly changing technologies
- We are highly dependent on key personnel
- Future acquisitions may not go as expected and may have unexpected costs and consequences
- The government may adopt new contract laws or regulations at any time.

Fundamental keys to our success are our personnel, infrastructure, financial strength, and cost-consciousness. If any one of these requirements is neglected, OTIE will miss our goals and targets, and competitors may capitalize on weaknesses and gain market advantage. These key OTIE features mold our strategies and processes for identifying growth opportunities that align our business – services, customers, channels and geographic areas – and augment the largest proportion of revenue and profits.

The primary key to OTIE's continued success is to remain customer focused, sensitive to the mission, and adaptable to change. More specific customer focused factors for sustained growth include:

- A growth strategy that is based on OTIE's existing customers. This strategy involves creating High Impact Value Propositions for new customer sub-segments. What we sell is a service wrapped in value, and the foundational strategy relies on 1) customers viewing OTIE through alternative lenses, opening windows of opportunity for business performance across other OTIE disciplines, and 2) cross-marketing OTIE's other service capabilities to new sub-segments of our long-standing customer base. For example, the USACE Sacramento District continues award new contracts to expand the services that they expect OTIE to provide, directing work away from our competitors. Under several MESA and POCA contracts, Sacramento District reached OTIE for Advanced Classification / Treatability Studies, essentially bridging to OTIE's MRS service line.

- A customer-focused strategy that penetrates agencies with strong strategic links to OTIE's core – creating adjacent business lanes. OTIE's USAF customers are relying on us for delivering AE requirements to support their space launch missions, with economic and environmental benefits. In the remaining years on the contract, we will emphasize and activate a clear link to OESC companies, pre-positioning us for follow-on work under the Range AE Inspection Services (RAEIS) program and 8(a) competition.
- Customer and contract-focused strategies are key for new ID/IQ contracts. Despite having won an abundance of prime 8(a) contracts, two challenges face us: 1) we have suffered losses on competitive task order proposals awarded under prime contract tools, losing on both cost and technical approach; and 2) backfilling 8(a) contracts so that we continue to be valued and demanded by our customers. OTIE's strategy to remain customer-focused on ID/IQ proposals will incorporate a performance assessment to evaluate proposal responsiveness, win or lose. Mindful of where we can improve, we mitigate potential performance or business risks, and this behavior begins at the proposal and Work Plan phases on all projects.

OTIE's organizational structure aligns with client expectations and industry standards. Being customer focused, we grow the business by implementing principles and strategies to:

- Organize work around results that customers consider valuable
- encourage operational accountability and concentration on high-quality achievements;
- create streamlined and flexible relationships in response to customers' evolving needs; and
- provide employees with corporate support required to create opportunities and grow our company.

As an expanding SB enterprise, OTIE successfully strengthens our market position based on our systematic business development and responsive value-added proposals. We generate revenue and profit after successfully winning work under our hard-fought proposals. And we provide an outstanding level of service delivery, which ultimately determines our customers' propensity and desire to continue a business relationship with OTIE. Supporting all that we do is sturdiness in our finance and accounting capabilities – a key infrastructure component that often retards growth by our smaller competitors.

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Oneida Total Integrated Enterprises

**OTIE Educational and Other Outreach Programs**

OTIE continues to implement its outreach programs with the Oneida community and membership that focuses on the Oneida youth, elders and veterans. Our support in educational activities and opportunities for Oneida youth to encourage their consideration of careers in engineering and science will include: 1) sponsorship of up to two Oneida high school students to attend a Milwaukee School of Engineering summer camp session to learn more about engineering and a potential career in the engineering field; 2) award up to two $5000 merit scholarships to an Oneida-member high school senior and/or a college-level senior for excellent academic performance and the desire to study the sciences for a potential career in engineering or environmental sciences; 3) sponsorship of math and technology activities for Oneida middle school students; 4) OTIE is exploring the opportunity to provide internship(s) for Oneida students.

OTIE will also continue to sponsor ongoing tai chi and chair yoga exercise classes for the Oneida elders to support the health and well-being of the elders. This sponsorship is accomplished with the assistance of Oneida Elder Services and the Oneida Fitness Center. OTIE will explore available sponsorship options with the Oneida Veterans group.

h. Identification of medium (two to five year) and long (greater than five year) prospects and sustainability of the Corporation given the present status, strategies and risks

Despite slow economic growth and the budget challenges facing our government clients, we are encouraged by trends in the other key markets that make up our balanced business. Our backlog has grown and our utilization is very high — an indicator that being diversified as a company serves to safeguarded The Oneida Tribe's investment.

We have successfully groomed long-term business relationships with key DoD agencies for services delivered in the Continental US and around the world, and we are poised to benefit from an anticipated recovery and continued "rebalancing" to the Asia/Pacific theater. With a solidified agreement by the US Congress on federal budget initiatives, government contracting remains an exceptionally reliable market in terms of payment, stability, and growth opportunity. Our medium- and long-term prospects reinforce our projections for steady, sustained growth.

***Medium-term prospects***

OTIE's prospects in the two- to five-year term rely on our sturdy performance in engineering, science and construction to existing clients; adjacent clients/services and geographic areas; and new service offerings to new clients.

OTIE's increased focus and investment in business development and talent acquisition has allowed us to significantly increase both new task orders and backlog going into FY16. We continue to strongly believe that OTIE's capabilities and strengths align well with the future needs and demands of our clients.

*Existing Services/Existing Clients*

Maintaining quality service to existing clients is a top priority for OTIE. Common business vernacular repeats the mantra that our best business development is with the customers we already serve. Outstanding performance allows our good reputation to flourish and paves the way for follow-on contracts and task order opportunities.

OTIE will continue providing services to our existing customers, aiming to exceed expectations and become the preferred provider. Internationally and locally we see very strong alignment between our capabilities and the services our customers require, including WisDOT, Oneida Tribe, DoD and EPA.

In FY16 we will continue to reinforce key growth areas for DoD customers. Examples include: Munitions Response Services and traditional engineering services; and strategic actions by the company that provide legitimate growth and align with our customers' spending trajectory.

- **Munitions Response Services (MRS)** – OTIE has invested in this growth market but the activity has been slow to kick in. Real property encumbered by MEC will not get magically remedied, and OTIE is poised to capture market share in MRS in spite of the slow start that our industry has experienced. Our challenge is to become better recognized as a safety- and quality-focused "go-to" MRS provider in any location. Additionally, the combination of our core capabilities is an important MRS selling feature as customers look for a single source to meet their needs. OTIE is competitive among the firms that combine MRS with environmental engineering design and construction capabilities in "one package." Our acquisition of OER and their technical capabilities has expanded our ability to deliver broader capabilities in a full range of situations, and with support from specialty providers, such as geophysics. We will actively pursue customers that require combined services as we leverage our capabilities into the changing economic environment.
- **Engineering Services** – coupled with OTIE's consistent performance for WisDOT and other engineering customers, our new Asset Management task orders open significant growth potential in engineering services. Firms that engage early in the asset management process have the advantage of time and knowledge. By knowing the spending priority for capital investments and infrastructure sustainment, restoration and modernization, OTIE will gain crucial intelligence and position for design contract opportunities. The deferred maintenance on building systems remains a phenomenal growth opportunity in the next several years. With higher direct labor utilization than construction type projects (where subcontracting is a substantial portion of project budgets) OTIE can expect strong financial performance in Engineering Services. The higher labor utilization can drive down overhead, so a "flywheel effect" is created, permitting re-investment and continued growth in Engineering Services.

Customers will continue to rely on OTIE as integral to their success — by delivering their most valuable projects safely, on time, within budget, and to their quality requirements. In the two- to five-year term we will work closely with them to find practical and innovative solutions, adding tactical value.

*"Adjacent" Clients, Services and Geographic Locations*

Bridging out to new clients or offering new services to existing clients is an important component of our vision for growth. In FY15 we merged the skills offered to one customer into new client groups and geographic areas, including the housing neighborhood design project for the Oneida Tribe. We featured OTIE's multi-year performance with design and construction quality assurance for DoD, where we have been prime on over 2,000 Military Family Housing unit designs or construction QA. In the two- to five-year term we will follow and build upon this initial success.

OTIE's two- to five-year strategy is to start this process by focusing on current customers whom have strong strategic links to the core of our business. Meetings with the most creative/innovative customers can be a valuable source of potential opportunity for OTIE.

*New/Strategic Services, Clients and Geographic Locations*

OTIE is expanding to meet customer requirements by adding engineering disciplines including electrical, mechanical and structural engineering. We see these key areas as having growth potential in the near future with current and future clients.

During FY16 OTIE will collaborate with a Joint Venture partner, RS&H to chase AE projects in geographic areas like Europe where OTIE has only limited work experience. We will also market to NASA, USF&WS, and Army Environmental Center customers to identify opportunities for additional penetration and competitive traction.

In geographic regions like the US Southeast, OTIE is better positioned to find business growth by hiring key personnel.

These and other new customers and locations present outstanding opportunities for service growth and diversification. In FY16 OTIE will continue the drive to target customers and new markets for additional projects.

***Long-term prospects***

In spite of considerable budget constraints in FY14 and FY15, OTIE envisions steady growth with our DoD and USEPA customers over the long term. Considering that over one-third of the federal budget is devoted to defense spending, OTIE delivers projects where funds historically flow and our competitive posture has continued to improve in the last decade.

Continued reliance on low-price awards is a known risk, and we continue to adjust OTIE's pricing structure to ensure that we remain competitive across all business segments, while remaining conscious of the need to deliver profitable performance.

Similarly, we are concentrating our marketing efforts on maximizing our return on investment through expanding support for existing customers, developing tasks under existing contracts, and collaborating with firms that need either SB participation or our specialized expertise.

We believe that the five year period from 2016 to 2020 will be strong years for OTIE. Being well positioned in key markets and critical geographic locations, we are confident that the long-term strategy of diversifying our offerings, maintaining geographic reach, and focusing on our customers' business objectives will continue to serve us well. The prospects look particularly optimistic in the Asia/Pacific region, where OTIE has methodically expanded our presence and our service offerings.

For the last two years of OTIE's 8(a) status our primary business objective will remain capturing and safely delivering on 8(a) contracts. As a small business of substantial size, OTIE differentiates ourselves from the emerging 8(a) firms that lack the infrastructure, experience, and resources in the federal marketplace.

OTIE is prepared for graduation from 8(a) status. We know from experience not to rely on "graduation gifts" and that the best success strategy is to be prepared and to be experienced competing for work. A standing agenda topic in Executive Management meetings will be OTIE's exit from the 8(a) program.

i. Explanation of market growth (if any) experienced by the Corporation, identifying sources of growth (i.e., organic growth through market share increase, volume of business increase, acquisition of competition or other assets, etc.)

Growth in FY15 was primarily organic or internal for OTIE. Organic growth presents sales and BD potential only if we hire top-caliber employees with connections, knowledge and experience in the market.

In FY16 OTIE will add staff to meet the increased workload under contracts such as the AFCEC AE13ES and AE13DCS contracts. We have already identified new hires to support Title II contract performance in Japan. Such organic growth will remain our primary method of expanding business volume and market share.

In addition to internal or organic growth, our current strategy involves growth through additional acquisitions of complementary businesses, as well as growth from acquisitions that would diversify our current service offerings. We frequently engage in *ad hoc* evaluations of potential acquisitions which, if warranted are further explored. Ultimately, and if consummated, new acquisitions could be significant to OTIE's growth.

As a top-tier contractor to the federal government, OTIE has a large and diverse blend of federal, State, municipal, tribal and commercial business customers. We provide science, engineering, construction, and specialized technical services to DoD, USEPA, WisDOT and other customer groups in support of a wide range of mission-critical programs. Having one highly sought-after contract in FY15, we see outstanding potential for market growth internationally and in the Continental US.

j. Summary of the assets of the Corporation, including but not limited to its financial, physical, employee, customer, brand or intellectual property, and supply assets.

| OTIE ASSETS |
|---|
| **Financial (On Balance Sheet)**<br>Cash –Checking Accounts<br>Accounts Receivable from Customers<br>Work In Process on Current Projects<br>Fixed Assets such as Vehicles, Furniture and Fixtures, Survey Equipment, Monitoring Equipment<br>Goodwill from the purchase of T N & Associates<br>Other Assets such as Prepaid Expenses, Investment in Joint Ventures<br><br>**Employees**<br>Total of 322 Employees<br>88 Engineers<br>77 Scientists<br>19 Construction Professionals<br>26 Technicians<br>6 Skilled Trades<br>43 Administrative<br>4 Land Surveyors<br>7 Marketing<br>39 MMRP/UXO Specialists<br>13 Military Base Security Specialists<br><br>**Customers**<br>77% of Revenue from our Federal clients, such as the Department of Defense, which includes the Air Force, Navy, and Corps of Engineers. Other Federal clients include the Environmental Protection Agency<br>6% Commercial –WE Energies, Raytheon<br>8% State and Municipal – WI Department of Transportation, California National Guard, Ventura County, City of San Marcos, Division of State Facilities<br>9% from Oneida Nation |

k. Summary and status of any pending legal action to which the Corporation is a party and any relevant government regulation to which the Corporation may be subject.

OTIE is named as a defendant in a lawsuit filed by the artist of a mural. The case is Kammeyer v. USACE.

In 1976, Kammeyer painted a mural on a dam in California after winning a contest. The mural was painted as part of the bicentennial celebration. Over time, the paint began to flake off, thereby contaminating the environment around the dam. The USACE Los Angeles District recently determined that the paint used to create the mural was lead-based. OTIE was hired by USACE to remove a mural to stop the lead-based paint contamination. Several months after the contract was awarded,

Kammeyer filed a lawsuit against USACE and OTIE to prevent the destruction of the mural. Shortly after filing the lawsuit, Kammeyer filed a temporary restraining order against USACE and OTIE in June, which was granted by a judge one day before OTIE was to begin removing the mural. OTIE demobilized from the site at USACE's direction.

OTIE has hired local counsel to represent OTIE's interests in the lawsuit. OTIE requested plaintiff's counsel to remove OTIE from the lawsuit by not including OTIE as a defendant in plaintiff's second amended complaint. Plaintiff's counsel refused. On August 24, the court granted the plaintiff's motion for a preliminary injunction. The court found in favor of the plaintiff on nearly every issue, but did not address any of the claims against OTIE. It is expected that the project will not move forward for some time, if at all. OTIE's next step is to decide whether to file a motion to dismiss.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 3 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

Business Committee approval of report

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Tehassi Hill, Council Member

Primary Requestor: Jacquelyn Zalim, OESC Chairwoman of the Board
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Corporate reporting requirement - Business Committee approval of report

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

# Oneida ESC Group, LLC

## 1st Quarter Report – FY 2016

## February 17, 2016

**OESC Board of Managers:**

**Jacquelyn Zalim, Chair**

**Wilbert Rentmeester**

**Jeffrey House**

Oneida ESC Group, LLC (OESC), was formed in 2012 as the catalyst for continued growth for Oneida owned firms doing business in Construction NAICS codes for federal government contracts. Oneida Total Integrated Enterprises (OTIE) has exceeded the $33.5M limit in certain NAICS codes and is unable to bid and obtain contracts that fall within these NAICS codes as a prime contractor under the small business or 8(a) business categories in the federal procurement process. OESC and its subsidiaries are positioned to bid and pursue small business or 8(a) contracts where OTIE has exceeded size standards.

OESC and its subsidiaries are supported by OTIE with general management and administrative functions, including accounting and contracting management, human resource management, IT support, overall management, and marketing, bid and proposal. Below is a summary of OESC and its subsidiary's activities.

**Narrative Report**

**a. Explanation of the core of the Corporation's business practices and market overview**

OESC was created to serve as a holding company for subsidiary limited liability companies with an 8(a) certification. This type of holding company structure is modeled after the Alaskan Native Corporations (ANC) and other Native American Tribes that have created similar entity structures. This holding company structure allows ANCs and Native American Tribes to perpetually establish different 8(a) companies with different primary NAICS codes.

OESC currently has two subsidiaries, Mission Support Services (MS2) and Sustainment & Restoration Services (SRS). MS2 obtained its 8(a) certification in 2013. SRS received its 8(a) certification in 2014.

As part of the overall strategic plan for continued growth, OTIE will be moved under OESC as a third subsidiary upon OTIE's graduation from the 8(a) program in 2017.

**b. Explanation of the Corporation's current place within the market**

MS2 is focused on construction contracts with a size standard not to exceed $33.5M. SRS is pursuing contracts with a size standard not to exceed $14.5M. Only firms with less than $33.5M or $14.5M on average over a 3-year period can compete as a prime contractor. Since OTIE can no longer compete as a prime contractor under the small business or 8(a) business category under that size standard, OESC and its subsidiaries are strategically positioned to compete with OTIE support.

OTIE is currently focusing on developing both MS2 and SRS. The financial and technical resources that OESC needs are provided by OTIE.

**c. Explanation of the outlines of strategies by the Corporation for improved value in the market**

OESC's strategy is to develop its subsidiaries. The initial pursuits will take advantage of OTIE's existing networking capability and MS2's and SRS' key personnel who have existing relationships with federal clients. These federal clients have various federal facilities nationwide.

OTIE has been supporting MS2 and SRS to recruit several employees including managers or staff that have proven past performance and existing working relationships with many federal clients. OTIE has led MS2 and SRS to their existing clients. Those clients have the work and usually will procure under the small or 8(a) category under the applicable NAICS code. This advantage will help MS2 and SRS to develop their capabilities rather quickly.

Currently MS2 is working in California, Florida, Delaware and Illinois. MS2's current projects include sustainment, restoration, and modernization (SRM) projects for general facilities, asset/energy management and safety consulting. Additional projects will be pursued in civil construction, utilities, energy management, and general facilities engineering requirements. More competencies will be added as opportunities are sought.

SRS is currently pursuing work to provide waste management services for multiple clients in California. SRS established an office in Santa Barbara to pursue this opportunity. SRS established an office in Chicago, Illinois for pursuit of a US EPA Region V 8(a) START contract proposal and SRS was awarded this contract in November 2015.

**d. Explanation of the Corporation's relative performance vs. competitors and identification of key competitors within the market**

OESC and its subsidiaries are start-up companies. It will be difficult for them to compete with established small businesses that are active in the industry market. To offset this disadvantage, OTIE will support and lead OESC and its subsidiaries to take advantage of existing relationships already built by MS2's and SRS' key employees or from OTIE's networking. While competition will be very challenging for OESC and its subsidiaries, OTIE's support will help to overcome those challenges through the years. With OTIE's support, OESC can reach a point where its subsidiaries can become more competitive and sustainable in their industries.

**e. Explanation of any material changes or developments in the market or nature of business the Corporation is primarily engaged in since the last reporting period**

None.

**f. Identification of the primary goals and targets of the Corporation and progress made towards accomplishment of the same**

Opportunities continue to exist in geographies where OTIE, MS2, or SRS key personnel have successful past performance, and where personnel involved in such projects have established strong relationships with teaming partners and clients in those locations. Downstream opportunities continue to emerge based on MS2 project performance and combined efforts of OTIE and MS2's marketing and sales efforts. Target clients continue to include Vandenberg AFB, NAVFAC SW, NAVFAC SE, NAVFAC Great Lakes, and NAS Pensacola.

Additional new target clients include Naval Base Ventura County, USACE Jacksonville, the US Army Joint Munitions Command (JMC), Edwards AFB, the Air Force Civil Engineering Center.

With SRS' recently awarded work, SRS target clients include EPA Region V and Naval Station Great Lakes. Additional new targets include USACE LA District and EPA Region VI.

OTIE is supporting MS2 and SRS on many marketing and proposal efforts. MS2 and SRS have been introduced by OTIE to many potential government clients, and as a result, more opportunities are within reach so that they can recruit more capable people to support each federal agency's mission as well as increase their technical capabilities. The following is the assistance that OTIE has provided to MS2 and SRS:

- MS2 and SRS have performed some projects as a subcontractor to OTIE.
- MS2 has submitted proposals and was awarded three projects which will sustained staff at Vandenberg AFB through FY15 and additional work is expected.
- OTIE's senior managers continue to introduce MS2 and SRS to different federal facilities in different states and continue to help M2 and SRS pursue several contract opportunities.

MS2 has been awarded the following contracts, with the most recent Edwards AFB being awarded in the 1st quarter. These contracts were awarded in part due to OTIE's support and using OTIE's resources. Additionally, we continue to receive task orders under these contracts.

1) Great Lakes Naval Station Construction Project – design/build facility construction project.
2) Great Lakes Naval Station – project to replace facility gates in Green Bay, WI
3) Joint Munitions Command, IA – facility electrical services contract that we anticipate ongoing work for the next one to two years.
4) Naval Air Station, Pensacola, FL – construction contract that includes renovation of HVAC and lighting.
5) Dover Air Force Base, DE – continued study work that follows upon previous MS2 work conducted at the base. MS2 expects that design work will follow the study.
6) Naval Base Ventura County – Job Operations Contract (JOC) – received three task orders for facility renovation work including utilities, civil and site development.
7) Joint Munitions Command – contract to provide three full-time explosive safety personnel.
8) Edwards AFB – contract for facility demolition and abatement awarded to MS2-MEC JV. Contract kick off and seed project start up anticipated for 2Q FY16. (1st quarter award).

SRS completed its first prime contract with the Federal government for an above ground storage tank removal in Green Bay by Naval Station Great Lakes.

SRS was also awarded the Hazardous Material Storage Locker Refurbishment contract from Naval Station Great Lakes. More than 70 storage lockers will be transported to a facility in Mequon, WI to be cleaned, refurbished, painted and then shipped back to their point of origin.

SRS was awarded an 8(a) START contract from EPA Region V. Kick off meetings were held in December 2015 and work on that contract commenced in January 2016.

**g. Identification of key elements for success in strategies given, including risks, resources and relations available and needed in order to successfully fulfill outlined strategies**

The primary strengths at the outset will be personnel-related. MS2 and SRS key personnel understand federal construction and construction-related professional services, and have strong knowledge of competitors, target clients, and strong business relationships in several geographies.

The primary risk includes lack of immediately available resources and bonding capacity, limited availability of cash on hand, and demonstrated past performance. These must be off-set or mitigated by client knowledge of key MS2 and SRS personnel, pursuit of realistic project opportunities, and timely support from the owners or parent company with respect to bonding requirements.

**h. Identification of medium (two to five year) and long (greater than five year) prospects and sustainability of the Corporation given the present status, strategies and risks**

Same as (g) above.

**i. Explanation of market growth (if any) experienced by the Corporation, identifying sources of growth (i.e., organic growth through market share increase, volume of business increase, acquisition of competition or other assets, etc.)**

As a start-up organization, OESC and its subsidiaries intend to grow organically through the methods identified above.

**j. Summary of the assets of the Corporation, including but not limited to its financial, physical, employee, customer, brand or intellectual property, and supply assets.**

| OESC ASSETS |
| --- |
| **Financial (On Balance Sheet)**<br>Cash –Checking Account<br>Work In Process on Current Projects<br>Fixed Assets such as Vehicles, Furniture and Fixtures, and Miscellaneous Equipment<br>Other Assets such as Prepaid Expenses, Investment<br><br>**Employees**<br>OESC - 0 employees<br>MS2 -20 employees<br>SRS - 11 employees<br><br>**Customers**<br>95% of Revenue from Federal clients. |

**k. Summary and status of any pending legal action to which the Corporation is a party and any relevant government regulation to which the Corporation may be subject.**

No current pending legal action.

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** ~~02 / 24 / 16~~ 03 / 09 / 16

EXCERPT FROM FEBRUARY 24, 2016: Motion by Lisa Summers to defer the Land Claims Commission FY '16 1st quarter report to the March 9, 2016, regular Business Committee meeting and to request the Liaison to contact them and ask for a representative to be present, seconded by Brandon Stevens. Motion carried unanimously.

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Other - LCC quarterly report

Agenda Header: Reports

☐ Accept as Information only

☒ Action - please describe:

To approve Land Claims 1st quarterly report as written

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. LCC quarterly report
2.
3.
4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Jennifer Webster, Council Member

Primary Requestor/Submitter: Dakota Webster, Land Claims Commission acting Secretary
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

ONEIDA LAND CLAIMS COMMISSION
QUARTERLY REPORT
October 2015 – December 2015

Submitted by Dakota Webster, LCC acting Secretary

**LAND CLAIMS COMMISSIONERS:**
Chairwoman Amelia Cornelius, Vice Chairwoman Loretta Metoxen, acting Secretary Dakota Webster, new elected Commissioners Jay Rasmussen, Donald McLester

**PURPOSE:**
Make recommendations to the Business Committee on ways to foster General Tribal Council participation in the decision making process regarding the settlement of the Oneida Land Claims in New York State. Article I Authority 1-b LLC By-Laws

**OBJECTIVES:**
The Oneida Land Claims Commission is an elected governing body that does strive to meet the needs of the GTC. The Oneida Land Claims Commission strives to help educate GTC on the status of our land claim options and educate GTC to learn more about the Upstate New York our original homelands and why they are significant.

**ACTIVITES:**
Land Claims Executive Assistant Jennifer Stevens resigned. Land Claims has distributed her duties within the Commission members. The Commission has been highlighting significant Oneida treaties with New York State and other tribes in an attempt to bring light to any opportunities for our tribe in moving forward with the Claims situation. Land Claims Commission has been working on updating the By-Laws.

**MEETINGS:**
Land Claims Commission has been meeting once a month on a regular basis as scheduled, the third Thursday of every month at 5PM. All meetings are open to the public.

**FOLLOW UP:**
- LCC is working on getting a joint meeting with the BC
- Consolidation of all files related to Land Claims
- LLC needs a status on its request to fill open positions

# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 03 / 09 / 16

**2. General Information:**

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Agenda Header: Reports

☒ Accept as Information only

☐ Action - please describe:

Please accept the FY2016 First Quarter Report of the Oneida Library Board.

**3. Supporting Materials**

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

**4. Budget Information**

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison: Fawn Billie, Council Member

Primary Requestor/Submitter: Nicolas A. Reynolds/BC Executive Assistant
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Carol Cornelius/Library Board Secretary
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.

# Oneida Business Committee Agenda Request

**6. Cover Memo:**

Describe the purpose, background/history, and action requested:

Per the request of the Library Board, the following report is being submitted for consideration and approval by the Business Committee.

1) Save a copy of this form for your records.

2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

**ONEIDA COMMUNITY LIBRARY BOARD**
**QUARTERLY REPORT October, November, December 2015**

**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:** Melinda K. Danforth, Chairperson Resigned

**MEMBERS:** Roxanne Anderson, Vice Chairperson
Dr. Carol Cornelius, Secretary
Kitty Melchert Member Resigned
Bridget John , Member

**BC LIAISION:** Fawn Billie

**MINUTES:**
The following meeting minutes have been approved by the Oneida Community Library Board and sent to Kathy Metoxen:

Oct. 21, 2015
Nov. 18, 2015
Dec. 16, 2015

**ACTION TAKEN:**

The Board meets at the Library, the second Wednesday of the month at 430 p.m.

**HIGHLIGHTS OF THE LIBRARY:**

Oct. 2015

. * Lou Williams, Library Manger reported on the ATALM 2015 International conference on Indigenous Archives, Libraries, and Museums. He attended 10 sessions and was impressed with the speakers who shared ideas, stories, and some of the same issues as other libraries. A list of Native American authors was shared and our library has many of these books and will select more titles from the list. There was also a list of Native American authors back to the 1800s
* Resignation of chairperson Melinda K. Danforth
* Continue work to provide safer surveillance equipment for Green Earth Branch Library, and invited the DARE officer to speak with children.
*Patron count: 2214

Nov. 2015

* Presentation by Kymberly Pelky who is the Library liaison to the Department of Public Instruction's Public Library Division for Special and Youth Service. This grant provides kits for STEAMMY (Science, Technology, Engineering, Art, Math, Music, Youth) to promote literacy.
*Two additional staff, one grant funded and one light duty worker assist with the desk will these "drop in" activities take place on Saturdays.
* Celebrate Native American month was celebrated with Native children's picture books, corn husk doll making, decorating a picture of moccasins and corn soup.
* Green Earth hosted 80 preschool children ages 3-4 from Headstart and the Face program for Early Literacy Story time. Other activities included Boo Bash, apple fest "Makers Monday" made pickles.
* Rising Nation Motorcycle Club, Rezurrected Ridez Car Club, donated $200 Festival Foods card to purchase healthy food for children after school.

*Patron Count 2,592

December 2015

* Presentation by Eliza Skenandore on language materials she has created for young families.
*The Library Board accepted Kitty Melchert resignation,
*Security camera system for Green Earth is in the process of being ordered.
* Oneida Language classes will begin on Jan. 5th, Tuesday and Thursdays at 4 pm
* There are now 7 classrooms from FACE program and Headstart who go to the Green Earth Branch Library for monthly activities promoting literacy.
Patron count: 2,871

**FINANCIAL:**

All library budgets have a positive variance.
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:**

Reference Highlights of the Library above.

**UPCOMING EVENTS**

Planning a series of workshops on climate change with the Environmental department.

**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 Oneida Library provides a hub of activities for families and the community.
Library Patron Count remained steady even though the construction made it an adventure to get to the Library.

HANDOUT FOR ITEM - XIII.B.

# Oneida Sacred Burial Ground

February 20, 2016
GTC Meeting
Radisson Hotel &
Conference Center

HANDOUT FOR ITEM - XIII.B.

# Cemetery Working Group

- Trust/Enrollment Department
- Development Division
  - Planning
  - Engineering
  - Community Wells & Septic
- Environmental Division
- Land Management Division

HANDOUT FOR ITEM - XIII.B.

# History

**9/2/1988**

- OBC Burial Resolution 9-2-88-A established a parcel of land for the burials of Oneida tribal members & created the Oneida Tribal Cemetery Board.

**01/14/2009**

- Cemetery Board dissolved by Oneida Business Committee.

**05/08/2009**

- Enrollment Department given responsibility of Oneida Cemetery.

**10/21/2013**

- Water concerns were brought forward by community members. Joint Meeting to review roles and responsibilities of cemetery.

**11/01/2013**

- A Technical Team was assembled to address surface and ground water concerns. This resulted in creating the Cemetery Working Group, which has met continually the last 2+ years.

# Community Meetings

We scheduled seven (7) community meetings to inform the community how the surface and ground water concerns were being addressed.

| Meeting Date | Attendance |
|---|---|
| 12/18/2013 | 15 |
| 01/15/2014 | 3 |
| 02/19/2014 | 6 |
| 03/18/2014 | 3 |
| 05/21/2014 | 0 |
| 09/17/2014 | 0 |
| 12/17/2014 | Cancelled |

# Business Committee Officers' Cemetery Action Plan - November 5, 2015

| Issue/Item | Requested Action | Responsible Entity | Completion Date |
|---|---|---|---|
| Encasement | Request the LOC to review the Cemetery Law as it relates to the requirement of having encasements as part of burial mandate(s) and provide a recommendation | Legislative Operation Committee | 2/1/2016 or sooner |
| Follow through with Cemetery Working Group to hire a Cemetery Grounds Keeper (w/backup) | 1. Request a position analysis be developed for groundkeeper and/or cemetery manager, including a reporting structure in the law<br><br>2. Identify funding for position | 1. Cemetery work group and Legislative Operating Committee<br><br>2. Cemetery work group, HRD & Finance | 1/1/2016<br><br>2/1/2016 |

# Business Committee Officers' Cemetery Action Plan - November 5, 2015 Cont....

| Issue/Item | Requested Action | Responsible Entity | Completion Date |
|---|---|---|---|
| Geological/ Hydraulic Study | 1. Present the work plan to complete an appropriate geological/hydraulic study to validate information and confirm future mitigation need(s) to the drain system<br><br>2. Identify funding for study and budget | 1. Troy Parr, Development<br><br>2. Troy Parr, Development & Finance Committee | 12/9/2015 BC Meeting |
| Cemetery Work Group | Support the Cemetery Technical Team recommendation(s) identified in memorandum dated 10-30-2015 | Cemetery Technical Team (OBC) | 11/10/2015 BC Meeting |
| Maintenance of Cemetery | Require the Trust/Enrollment Committee continue to maintain cemetery in accordance with current law | Trust/Enrollment Committee | current law is being followed |

# Improvements

- Lowered water level at "Where The Water Birds Nest" wetland pond
- Installed drain tile system
- Installed monitoring wells in various locations

# Improvements Cont....

- Groundwater discharge readings are recorded monthly
- Surface water monitoring indicates the installed drainage system is working
- Feb/Mar 2016 additional monitoring wells added
- Replaced culvert at dirt road access to assist with storm water drainage
- Contracted with vendor to maintain the cemetery

HANDOUT FOR ITEM - XIII.B.

SOUTH SIDE OF LBDC
DECEMBER 14, 2015

RANCH RD FACING WEST TO MOORE RD

DECEMBER 14, 2015

HANDOUT FOR ITEM - XIII.B.

COUNTY H & GOVERNMENT RD
DECEMBER 14, 2015

SOUTHERN PART OF CEMETERY ALONG WOODS

DECEMBER 14, 2015

HANDOUT FOR ITEM - XIII.B.

NORTHEAST PART OF CEMETERY AL0NG ADAM DRIVE

DECEMBER 14, 2015

HANDOUT FOR ITEM - XIII.B.

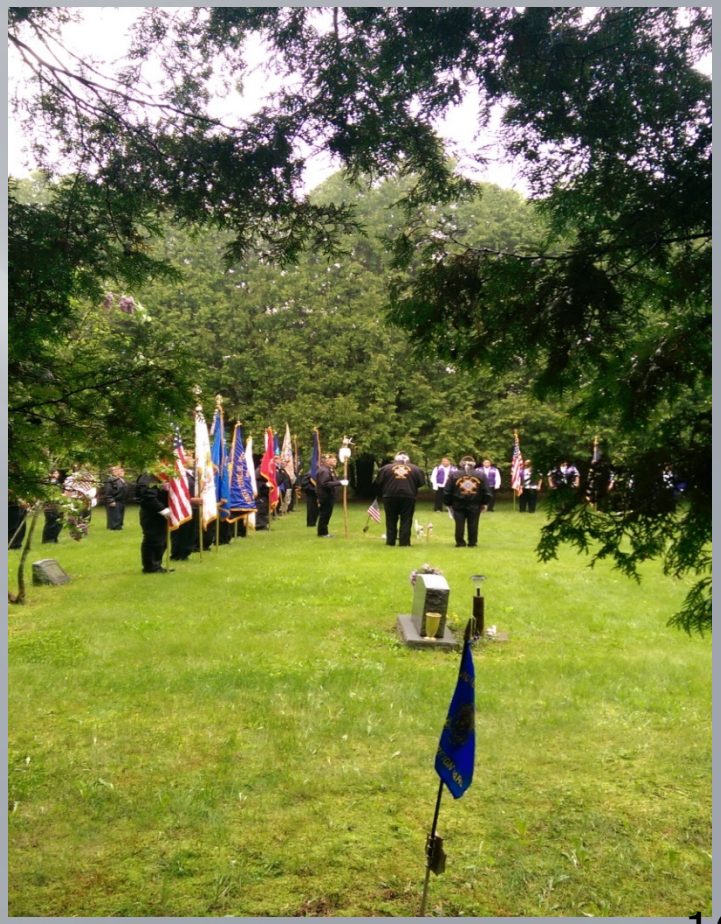
SOUTH OF CEMETERY ROAD ALONG WOODS

DECEMBER 14, 2015

# Future Improvements

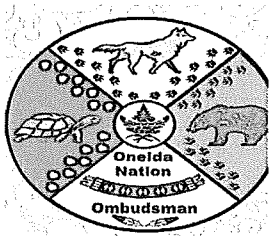
- Data collection must occur over several years to determine if remedies are successful and/or if more improvements are needed
- Initial Hydrogeology study — 2016
  - Install additional drain tile, monitoring wells and re-grade various sections of the cemetery (Contingent upon hydrogeology study findings)

# We are all family and we want the best we can provide for one another



# Yawʌʔkó
## (Thank you)

For more information, please contact the
Enrollment Department
(920) 869-6200 * 1-800-571-9902
or visit our website:
www.oneidanation.org/enrollment/




Oneida Tribe of Indians of Wisconsin

Oneida Nation Ombudsman
P.O. Box 365
Oneida WI 54155
Phone: (920)-490-3717
Toll Free: 1-888-490-2457
Fax: (920)-490-3799

# Oneida Office of the Ombudsman
# Quarter 1 Report/Update FY16
# October, November December; 2015

Dianne McLester-Heim; CO-OP Ombudsman

**General Overview:**

The Oneida Tribe of Indians of Wisconsin created the Office of the Ombudsman (OoO) via a directive of General Tribal Council (GTC) on July 11, 2005. The directive specifically stated that an Ombudsman was to be created to "listen to the concerns of the employees of the health center and tribal community members." The OoO seeks to promote fairness and equity by functioning as a designated neutral advocating for "fair process" and positive resolution at the lowest level possible. In this capacity the OoO does not represent any party or entity in the pursuit of just, fair, and equitable administration of process and delivery of services for all.

As an independent impartial party, the OoO receives ongoing oversight from a top level of management (currently the Oneida Business Committee) while being ultimately accountable and responsible to GTC. As an informal and confidential party, the OoO does not participate in formal actions and holds the highest level of confidentiality possible for those with whom it has contact. The OoO also does not demand actions but rather assists in the identification of concerns, potential resolutions, and offers services and recommendations to reach resolution and positive improvement.

**Vision:**

To ensure the consistent application of utilizing equality, fairness, respect, value, and objectivity for all in the development of systematic processes and the provision of services across the Oneida Nation.

**Mission:**

To provide a confidential, neutral, and informal route for individuals or groups to bring forward questions, concerns, complaints, or suggestions for the purpose of preventing or resolving problems in a fair and equitable manner. The Oneida Ombudsman addresses issues in an impartial and objective manner to assist with the development of options and suggestions to resolve problems, develop processes, and ensure services are provided in a fair and equitable manner.

**Strategic Priorities:**

1. Organizational excellence & exhibiting 'best practices' in performance and service
2. Improve public administration
3. Awareness, Accessibility, & Responsiveness
4. Promote administrative justice/improvement

**Actions and activities:**

The OoO works on initiatives and activities which fall within the four strategic priorities that have been identified by the office. The strategic priorities have been set to align with the Four Strategic Directions as identified by the Oneida Business Committee. Overall, the initiatives and activities of the OoO are based upon the concept of continuous growth and positive development of the Oneida Nation.

1. **Organizational excellence and 'best practice'**
    - Review and revision of office SOP's. A call back SOP has been developed for the office of the Tribal Ombudsman and is attached for review and acceptance of the OBC.
    - Renewal of membership with International Ombudsman Association.
    - Maintain connection with professional network of Ombudsman to stay abreast of current hot topics, tools, and resources
        - Continually seeking and preparing for professional development opportunities both local and those connected to the International Ombudsman Association and professional facilitation and mediation groups. This is for the purpose of office use and continuation of certification as a Certified Organizational Ombudsman Practitioner.
2. **Improve public administration**
    - Work with areas and departments within the organization to assist in collaborative initiatives for organizational growth and development.
        - Elder Services and CHD, Community Service Team via Behavioral Health, Budget sessions, Long-term Care initiative, Dialysis Center review, and CHD with HRD regarding hiring and compensation.
3. **Awareness, Accessibility, and Responsiveness**
    - Identify work to be done in the next fiscal year to help improve community and organizational awareness of the Office of the Tribal Ombudsman
        - Begin the outline of a communication plan for the Oneida Community and Organization to become more aware of the Office of the Tribal Ombudsman.
    - Continue to create and implement plans for increasing the interaction of the OoO with specific organizational areas such as Comprehensive Health departments (including Behavioral Health), Human Resource, Child Care departments, and other potential areas where collaboration can increase the effectiveness of service delivery
        - Input on policy development from the perspective of the OoO to decrease future conflict or discrepancy
        - General facilitation of collaborative work between departments
        - Facilitation of organizational and community interactions
    - General numbers of individual matters coming to the Office of the Tribal Ombudsman by organizational area:
        - Comprehensive Health Division 13 all issues are closed
            - Provider/staff related 3
                - Customer service interactions
            - Pharmacy services 3
                - Understanding Policy
            - Purchased Referred Care 5
            - Access to Service 2
        - Internal Services 6 all issues closed
            - Referral for direct contact to address questions
                - Insurance related
                - Hiring related
            - Internal process questions
                - Formal complaint information provided

- Governmental Services 6 all issues closed
  - Child Support 4
    - Still related to failure of the website to be updated
  - Economic Support 2
- General Resource Questions 7 issues were referrals to entities and are closed
  - Resource questions regarding tribal services

4. **Promote administrative justice/improvement**
   - Work with various aspects of the Oneida Tribal Organization in the development of policy, procedure, and process by providing the services of an Organizational Ombudsman as an identified neutral as matters are worked on.
   - Facilitate conversation and interaction between service components of the Oneida Tribal organization for the purpose of improving working relationships and collaborative work as organizational, policy, and process changes are explored for the improvement of service delivery and functionality of the Oneida Tribe.
     - Specifically advancing work within the area of Governmental Services

**Identified actions going forward:**

- Continue to work on the updates to office process and procedure. Some delay has been experienced within this area as the OBC continues to roll out the reorganization plan. Where the Office of the Tribal Ombudsman is placed within the organizational structure has a direct impact on office processes and procedures. Finalization is needed by the Office of the Tribal Ombudsman in order for the Tribal Ombudsman to complete updates in this area.
- Increased interaction with the LOC as identified and suggested by OBC members as process and policy development occurs to increase communication between trending data of the OoO and Oneida's Legislative process.
- Revamp of the structure of the OoO reports for the improvement of clarity and understanding to meet the identified requested information from leadership and the Oneida Community to be implemented with FY16. This is ongoing as again, the alignment of the Oneida Tribal Organization has a direct impact on how the reports are formatted to ensure goals and expectations are being met.

| ONEIDA TRIBE OF WISCONSIN STANDARD OPERATING PROCEDURE | TITLE: Call Back | ORIGINATION DATE:<br>REVISION DATE:<br>EFFECTIVE DATE:<br>After last signature |
|---|---|---|
| AUTHOR:<br>Dianne McLester-Heim | APPROVED BY: | DATE: |
| DEPARTMENT:<br>Tribal Ombudsman | APPROVED BY: | DATE |
| DIVISION: | APPROVED BY: | DATE: |
| | APPROVED BY: | DATE: |
| EEO REFERENCE NUMBER: | COMPLIANCE REVIEW BY: *EEO* | DATE: |
| PAGE NO: 1 of 2 | APPROVED BY: *HRD Manager* | DATE: |

**1.0 PURPOSE**

1.1 To establish a standardized procedure for the Office of the Tribal Ombudsman to utilize in when receiving contact from parties seeking the service or assistance of the Office of the Tribal Ombudsman.

1.1.1 This process is primarily intended for use with individual parties or groups contacting the Office of the Ombudsman for service and/or assistance

1.1.2 This process may not be applicable with respect to addressing systemic matters within the organization.

**2.0 DEFINITIONS**

2.1 All terms contained within are used with standard meaning

**3.0 WORK STANDARDS / PROCEDURES**

Work Standards

3.1 Contact with the Oneida Tribal Ombudsman's Office shall be accepted by phone, e-mail, mail, or delivered in person to the Office of the Tribal Ombudsman.

3.2 All service related contact made with or by the Office of the Tribal Ombudsman's Office shall be documented for accountability purposes in a general log.

3.2.1 Documented information shall only include general demographic information such as date, time, general nature of the contact made, and outcome of contact if appropriate.

3.2.2 No specific identifying information will be maintained in an accountability log.

3.3 All contact with the Office of the Tribal Ombudsman's Office for service must be made by an individual directly involved or affected by the matter, or by the guardian of such an individual.

3.3.1 The Tribal Ombudsman **does not** have the authority to act on any matter related to a specific individual without the specific individual's knowledge or consent.

3.3.2 The Tribal Ombudsman **does** have the authority to receive a referral for service and make contact to individuals whom may be directly involved and/or affected for the purpose of offering services.

3.4 Contact received by the Office of the Tribal Ombudsman that is of a third party nature shall be treated as a referral for service.

3.4.1 The individual(s) specifically involved or affected by the matter has the authority to accept or decline services offered by the Office of the Tribal Ombudsman.

3.4.2 Such result of offered service shall be documented for accountability purposes.

3.5 All contacts received by the Office of the Tribal Ombudsman, and the information contained within conjunction to are considered property of the Office of the Tribal Ombudsman and covered by the Confidentiality and Privileged Information SOP for the Office of the Tribal Ombudsman.

3.6

<u>Procedures</u>

**Contact made to the Office of the Tribal Ombudsman**

3.7 Document date, method, and time (if possible) in which contact was received by the Office of the Tribal Ombudsman on the Intake Data Form (or into an established data base).

3.8 Document the contacting parties name and contact information on the Intake Data Form (or into an established data base).

3.9 Document any information relating to the purpose for contacting the Office of the Tribal Ombudsman on the Intake Data Form (or into an established data base).

3.10 Acknowledge receipt of contact by returning a call to the contacting party and documenting action on the Intake Data Form (or into an established data base).

3.10.1 Acknowledgement responses shall be made within 3 business days of receipt of contact by the Office of the Tribal Ombudsman.

3.10.2 Acknowledgement responses shall be made by phone unless no phone contact information was provided by the contacting party.

3.10.2.1 If the contacting party provided another means of contact, the Office of the Tribal Ombudsman will attempt contact via the method provided within 3 business days.

3.10.3 Three (3) separate attempts will be made to reach a contacting party by the Office of the Tribal Ombudsman.

3.11 Document all attempts made to reach the contacting party on the Intake Data Form (or into an established data base).

3.12 Following three (3) failed attempts to reach a contacting party, Closure will be

assigned to the identified original contacting information.

3.12.1 Closure will be noted on the Intake Data Form (or into an established data base).

3.12.1.1 This note will include the date on which closure was determined and the reason for closure as lack of follow up by contacting party.

## 4.0 REFERENCES

4.1 General Tribal Council Directive from July 11, 2005 (GTC Minutes, 07-11-05)

4.2 Oneida Code of Laws Chapter 3 – Code of Ethics (BC-09-27-06-E)

4.3 Oneida Code of Laws Chapter 7 – Open Records and Open Meetings (BC-10-14-09-B)

4.4 Confidentiality and Privileged Information SOP of the Office of the Tribal Ombudsman

4.5 International Ombudsman Association – Code of Ethics

4.6 International Ombudsman Association – Standard of Practice

## 5.0 FORMS

5.1 Intake Data Form

HANDOUT FOR ITEM - XV.C.02.

**ONEIDA COMMUNITY LIBRARY BOARD**
**QUARTERLY REPORT October, November, December 2015**

**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:** Melinda K. Danforth, Chairperson Resigned

**MEMBERS:** Roxanne Anderson, Vice Chairperson
Dr. Carol Cornelius, Secretary
Kitty Melchert Member Resigned
Bridget John , Member

**BC LIAISION:** Fawn Billie

**MINUTES:**
The following meeting minutes have been approved by the Oneida Community Library Board and sent to Kathy Metoxen:

Oct. 21, 2015
Nov. 18, 2015
Dec. 16, 2015

**ACTION TAKEN:**

The Board meets at the Library, the second Wednesday of the month at 4:30 p.m.

**HIGHLIGHTS OF THE LIBRARY:**

Oct. 2015

. * Lou Williams, Library Manger reported on the ATALM 2015 International conference on Indigenous Archives, Libraries, and Museums. He attended 10 sessions and was impressed with the speakers who shared ideas, stories, and some of the same issues as other libraries. A list of Native American authors was shared and our library has many of these books and will select more titles from the list. There was also a list of Native American authors back to the 1800s.
* Resignation of chairperson Melinda K. Danforth
* Continue work to provide safer surveillance equipment for Green Earth Branch Library, and invited the DARE officer to speak with children.
*Patron count: 2,214

Nov. 2015

* Presentation by Kymberly Pelky who is the Library liaison to the Department of Public Instruction's Public Library Division for Special and Youth Service. This grant provides kits for STEAMMY (Science, Technology, Engineering, Art, Math, Music, Youth) to promote literacy.
*Two additional staff, one grant funded and one light duty worker assist with the desk will these "drop in" activities take place on Saturdays.
* Celebrate Native American month was celebrated with Native children's picture books, corn husk doll making, decorating a picture of moccasins and corn soup.
* Green Earth hosted 80 preschool children ages 3-4 from Headstart and the Face program for Early Literacy Story time. Other activities included Boo Bash, apple fest "Makers Monday" made pickles.
* Rising Nation Motorcycle Club, Rezurrected Ridez Car Club, donated $200 Festival Foods card to purchase healthy food for children after school.

*Patron Count: 2,592

December 2015

* Presentation by Eliza Skenandore on language materials she has created for young families.
*The Library Board accepted Kitty Melchert resignation,
*Security camera system for Green Earth is in the process of being ordered.
* Oneida Language classes will begin on Jan. 5th, Tuesday and Thursdays at 4 pm.
* There are now 7 classrooms from FACE program and Headstart who go to the Green Earth Branch Library for monthly activities promoting literacy.
Patron count: 2,871

**FINANCIAL:**

All library budgets have a positive variance.
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:**

Reference Highlights of the Library above.

**UPCOMING EVENTS**

Planning a series of workshops on climate change with the Environmental department.

**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 Oneida Library provides a hub of activities for families and the community.
Library Patron Count remained steady even though the construction made it an adventure to get to the Library.

**Business Committee Meeting**
9:00 A.m. Wednesday, March 9, 2016
**Thank you for printing clearly**

BRAD GRAHAM
BILL GRAHAM
Loretta V. Metoxen
Maxine Thomas
Bevy Skenandore
Bina Bourostio
PAUL WITEK
TROY D. PARR
Kathy Metoxen
Marsha Danforth
Rae Skenandore
SHEILA HUNTINGTON
Marilyn Genskow
Jamie Betters
Joyce Hoos
[illegible]
Simon White
Cheryl Skolaski
Julie Denny
Bonnie L. Green
C. J. Metoxen
Jackie Zalim

Nicole Rommel
[illegible]
Daniel Brooks
Lisa Vieg
Don McIlay
DAN W. SKENANDORE
Jay Rasmussen
Anita F Barber
Krystal John
Thet Skenandore
Tehathwa Skenandore
TRACY WILL
Maureen Kaye
DeBorie Daye
Math W Denny
Donald L. Webster
ROXANNE ANDERSON
Thaylynn Grotrian
[illegible]
Dianne McLester-Heim

**Business Committee Meeting**
9:00 A.m. Wednesday, March 9, 2016
**Thank you for printing clearly**

Christopher Johnny
Jennifer Hoffman