

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 03 / 30 / 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:

Acceptance of 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:

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:

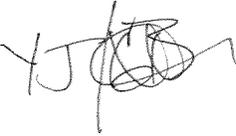
Describe the purpose, background/history, and action requested:

Quarterly Report for the First quarter of the fiscal year 2016, on behalf of the Oneida Personnel Commission.

- 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 PERSONNEL COMMISSION
 FY 2016 Quarterly Report First Quarter
 October, November and December 2015
 Submitted by: Yvonne Jourdan

NAMES

Officers: Yvonne Jourdan, Chairperson 
 Gary Smith-Chairperson
 Sharon Alvarez, Treasurer
 Rochelle Powless, Secretary

Members: Arlene Danforth
 Clifford Danforth
 Julie Clark
 Sandra Dennett
 Eric Krawczyk
 Pearl Webster

Carol Smith
 Gary Smith

MINUTES

All approved minutes have been submitted to the Office of the Tribal Secretary.

October 13, 2015 Regular Meeting (Approved)
 November 10, 2015 Regular Meeting (Approved)
 December 8, 2015 Regular Meeting (Approved)

FINANCIAL

See attached R&E statements for the months of October, November and December 2015.

SPECIAL EVENTS AND TRAVEL

No out-of-state travel/training occurred during this quarter.

LOCAL TRAINING

Training for the first quarter of this fiscal year included standard initial reviews, grievance hearings, and grievance decisions training which took place in October, November and December.

ACTIVITY REPORT

Oneida Personnel Commission

Activity	October	November	December	Totals
Pre-Screens	18	16	18	52
Interviews	8	15	13	36
Reassignments	5	3	2	10
Initial Reviews	1	1	1	3
Grievances	2	2	0	4
Deliberations	1	2	0	3
Decision Writing	1	1	0	2
Motion Decisions	1	0	3	4

Regular Meetings	1	1	1	3
Special Meetings	0	0	0	0
Training*	2	3	4	9
Non-Gaming Employees with an advocate	0	1	0	1
Non-Gaming Employees without an advocate	0	1	0	1
Gaming Employees with an advocate	1	0	0	1
Gaming Employees without an advocate	0	1	0	1
Non-Gaming Management with an advocate	0	0	0	0
Non-Gaming Management without an advocate	0	1	0	1
Gaming Management with an advocate	1	1	0	2
Gaming Management without an advocate	0	0	0	0

Training could mean attending out-of-state, local training, or in-house training. New commissioners are mentored by existing commissioners during Initial Reviews, Grievance Hearings, Decision Writing, Hearing Officer Responsibilities, and Motion Decisions. This type of involvement is also considered training.

PERSONAL COMMENTS - Yvonne Jourdan, Chairperson - OPC

This Commission has reviewed and continues to review the proposed Employment Law (draft #15), that is currently at the Legislative Operating Committee (LOC). We have taken the position that this new Law is not favorable to the employment base. We have taken the position that we would inform General Tribal Council (G.T.C) of the Commission's perspective and bring awareness to both G.T.C. and the employment base, we are doing this through our articles placed in our Tribal newspaper. The Commission continues to review current policies that have been approved and passed by the Oneida Business Committee (OBC) along with the Human Resource Department,(HRD) with the expectation that there can be improvements and discussion with both the OBC and HRD. The Personnel Commission is currently waiting for the Oneida Business Committee to approve the attorney contract for our attorney he has experience and working knowledge of employment law as well as Indian Federal Law and also Oneida Tribal Law. The Personnel Commission continues to review the by-laws, SOP's, and training manual for accuracy and relevance to the laws and policies of the Oneida Tribe. We have completed work on updating the qualifications for future Commissioners, which will be reflected in

our By-Laws, and are currently pending at the LOC.

GOALS AND OBJECTIVES – FY2016

- | | |
|--|--------------------------|
| 1. Personnel Commission By-Laws | REVISIONS |
| 2. Training Manual | IN PROGRESS |
| 3. Updating Qualifications for Commissioners | REVISIONS PENDING AT LOC |
| 3. Interdepartmental Relationships | NEEDS IMPROVEMENT |
| 4. Updating Personnel Commission SOP's | IN PROGRESS |

OBJECTIVE STATEMENT – FY 2016

1. Optimize organizational efficiency and effectiveness
2. Learning and growth perspective
3. Owner/customer/stakeholder perspective

MEETING REQUIREMENTS

Oneida Personnel Commission By-Laws, Article III. Meetings.

3-1 *Regular Meetings.* The OPC officers shall establish a schedule of regular meetings for the upcoming year beginning in November. Notice of meeting location, agenda and materials shall be forwarded by the Chairperson with the assistance of the Administrator. Robert's Rules of Order shall be used as a guideline for conducting meetings.

3-2 *Special Meetings.* Special meetings shall be called not less than three (3) days prior to the date of the special meeting.

3-3. *Emergency meetings.* Emergency meetings shall be scheduled as needed and provide details of the emergency.

3-4 *Legislative Sessions.* When considering revisions or suggestions to the OPC regarding the labor laws of the Tribe, a Legislative Session may be scheduled to devote a focused exclusive convened working meeting of the OPC to specifically address amendment or revision of existing or proposed labor laws of the Tribe. An internal OPC SOP may be drafted governing the procedures to be followed in implementing such Legislative Session.

3-5 *Quorum.* A quorum shall consist of a majority of the OPC members. In the absence of the Chairperson and the Vice-Chairperson, the members present at the meeting shall elect a Chairperson *Pro Tem* to preside over the meeting.

FOLLOW-UP

- Meeting with the Personnel Commission's alternate Liaison, David Jourdan, Tribal Councilman, regarding issues and concerns of the Commission.
- Meeting with Brandon Stevens, Tribal Councilman in reference to the proposed Employment Law.

PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 13, 2015 – Noon
East Wing Conference Room

Mission Statement

To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

A. Call To Order; Attendance

Yvonne Jourdan called the OPC Meeting to order at 12:01p.m.

GATE KEEPER: Eric Krawczyk

OPC MEMBERS IN ATTENDANCE

Yvonne Jourdan, Chairwoman	Clifford Danforth, OPC Member
Gary Smith, OPC Vice Chairman	Julie Clark, OPC Member
Rochelle A. Powless, Secretary	Carol Smith, OPC Member
Sharon Alvarez, OPC Member	Pearl Webster, OPC Member
Eric Krawczyk, OPC Member	Sandra Dennett, OPC Member
Patricia Denny, OPC Member	Arlene Danforth, OPC Member

EXCUSED: Kevin Shilka, OPC Treasurer

OTHERS:

Gina Buenrostro	OPC Administrator
Bridget Mendolla-Cornelius	OPC Executive Assistant I
Bob Sweeney	OPC Attorney

MOTION: Rochelle A. Powless motioned to approve the attendance.

SECOND: Sandra Dennett seconded the motion.

MOTION CARRIED

B. Approval of Agenda (5 minutes)

Add 1.e. Stipend (2 minutes)

Employment Law Handout (FYI ONLY) ADD ON

MOTION: Sandra Dennett motioned to approve the addition to the agenda of

Add 1.e. Stipend (2 minutes)

Employment Law Handout (FYI ONLY) ADD ON

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

AGENDA

C. Review\Approval Minutes – September 8, 2015 OPC REGULAR MEETING MINUTES

Rochelle A. Powless (10 minutes)

MOTION: Sandra Dennett motioned to approve the OPC Regular Meeting Minutes of August 11, 2015 with corrections.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 13, 2015 – Noon
East Wing Conference Room

D. Tabled Business (None)

E. Old Business (2)

1. **Proposed Amendments to the OPC Bylaws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission 20 minutes)**

The Oneida Personnel Commission reviewed changes and revisions during this meeting. The final version of the proposed amendments to the OPC Bylaws and Qualifications for the Oneida Personnel Commission will be brought back to the OPC for review at a later date.

2. **Update on Declaratory Ruling (Entire Commission 5 minutes)**

On October 16, 2015, 10:00a.m., Bob Sweeney, OPC Attorney, will appear before the Judiciary to respond to the request of Chief Justice Jerry Hill.

F. New Business (4)

1. **Scheduling Initial Reviews, Grievances Reassignments, and Housekeeping – (Gina Buenrostro 30 minutes)**

MOTION: Arlene Danforth motioned to go into Executive Session at 12:30p.m.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

MOTION: Rochelle A. Powless motioned to come out of Executive Session at 12:37p.m.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

a. **Training with Julie Clark for October, 2015\Training Matrix REVIEW\FYI ONLY**

-Rules of Civil Procedure, Tuesday, 10/20/15, 11:30a.m.-1:30p.m., Bob Sweeney, OPC Attorney, Training

-Judiciary Codes, Procedures, and Case Review with Bob Sweeney, OPC Attorney, Training on Tuesday, 11/24/15, 11:00a.m.-1:00p.m.

b. **Resignation of Kevin Shilka (entire Commission 5 minutes)**

MOTION: Rochelle A. Powless motioned to accept Kevin Shilka's Resignation.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

MOTION: Julie Clark motioned to post Kevin Shilka's OPC Position.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

c. **Appoint OPC Treasurer's Position**

MOTION: Julie Clark motioned to add Treasurer's appointment to the October 13, 2015 Agenda.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 13, 2015 – Noon
East Wing Conference Room

Appoint OPC Treasurer's Position

MOTION: Patricia Denny motioned to appoint Sharon Alvarez as replacement for the unexpired term of the Treasurer.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

ABSTAIN: Sharon Alvarez abstained.

d. Stipend Request – Julie Clark – Procedural Exception (Julie 5 minutes)

MOTION: Arlene Danforth motioned to approve stipend payment for Julie Clark, \$125.00.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

e. EEO Certification Training Feedback (Arlene 15 minutes)

MOTION: Arlene Danforth motioned for the OPC Chairperson to send a letter to HRD regarding substandard EEO training and request upgraded training.

SECOND: Sandy Dennett seconded the motion.

MOTION CARRIED

ABSTAIN: Eric Krawczyk, Julie Clark, and Gary Smith abstained.

OPPOSED: Carol Smith opposed.

2. Financial Report – August, 2015 (Entire Commission 5 minutes)

MOTION: Eric Krawczyk motioned to approve the Financial Report – August, 2015.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

3. Activity Report – September, 2015

(Gina Buenrostro and Bridget Cornelius 10 minutes)

MOTION: Eric Krawczyk motioned to approve the September, 2015 Activity Report.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

4. Training Log – September, 2015

(Bridget Cornelius 5 minutes)

MOTION: Eric Krawczyk motioned to approve the Training Log – September, 2015.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

5. Report to LOC-FYI (Gina 5 minutes)

Labor Law – Strategic Planning Meeting, Brandon Stevens, OBC, removing OPC with adoption of the Judiciary. Meeting was a change management process.

The tribe's administration is planning for 15 years out. They are looking at positions due to retirement of existing employees. Presenters: HRD, GSD, GAMING, Comprehensive Health, ALL DIRECTORS. Issue: Workforce Development

PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 13, 2015 – Noon
East Wing Conference Room

Prioritize recruitment, open Q & A, Brainstorming, hiring, training, recruitment. Employee Law could possibly fix problems.

A strategic meeting was held with the Division Directors, OBC, HRD, etc.
The Oneida Personnel Commission was not invited. Introduction of Directors, Work Force Development – look at the numbers, need staff levels, How many people will be needed. Projections of future labor needed. Educate GTC in Kaliwisaks regarding this information.
MOTION: Sandra Dennett motioned to extend the discussion 10 minutes @ 1:44p.m.
SECOND: Arlene Danforth seconded the motion.
MOTION CARRIED

MOTION: Julie Clark motioned to extend the discussion for 10 more minutes @ 1:52p.m.
SECOND: Sandra Dennett seconded the motion.
MOTION CARRIED

Ad Hoc Committee to Advocate for the Role of the OPC in the Oneida Tribe Members:
Yvonne Jourdan, Rochelle A. Powless, Arlene Danforth, and Pearl Webster.
Lisa Summers Special Meeting with ad hoc committee for discussion in regard to the future roles of the OPC.

- Meet with Lisa Summers, OPC Liaison
- Strategic Issues of Nick Reynolds\Lisa Summers
- Negative Comments October 12, 2015
- Update for every month to OPC – Bring information to the table.

MOTION: Sandra Dennett motioned to approve the Ad Hoc Committee to Advocate for the Role of the OPC in the Oneida Tribe - composed of Yvonne Jourdan, Rochelle A. Powless, Arlene Danforth, and Pearl Webster.

SECOND: Gary Smith seconded the motion.

ABSTAIN: Carol Smith and Julie Clark

MOTION CARRIED

6. Oneida Personnel Commission Quarterly Report, 4th Quarter (Entire Commission 15 minutes)
**** Will be handout ****

MOTION: Gary Smith motioned to approve the FY2015 Oneida Personnel Commission Quarterly Report, 4th Quarter.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

7. **Employment Law ADD ON (FYI ONLY - Handout)**

G. Correspondence; Primarily distributed into PC Members mailboxes.

H. Standing and Special Committee Reports:

1. FY Budget Planning – Chairperson, Treasurer, Administrator

PERSONNEL COMMISSION REGULAR MEETING

OCTOBER 13, 2015 – Noon

East Wing Conference Room

2. Quarterly Reports due to the OBC – Due 2nd Wednesday of the Month in January, April, July, and October.
3. Semi-Annual and Annual Reports due to G.T.C. – Due October and April.

I. Other:

1. Next OPC REGULAR MEETING – November 10, 2015
2. POTLUCK – PERSON IN CHARGE: Sharon Alvarez

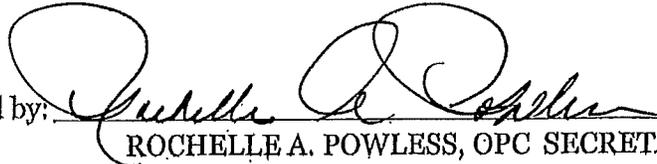
MOTION: Eric Krawczyk motioned to adjourn at 2:17 p.m.

SECOND: Julie Clark seconded the motion.

MOTION CARRIED

ADJOURN TIME: 2:17 p.m.

Respectfully Submitted by:


ROCHELLE A. POWLESS, OPC SECRETARY

Approved/Revised: November 10, 2015 OPC Regular Meeting

Submitted by Yvonne Jourdan, OPC Chairwoman

G: rpowless\OPC Minutes\101315 Regular Meeting
OPC:rap

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 10, 2015 – Noon
East Wing Conference Room

Mission Statement

To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

- A. Call To Order: Attendance
Yvonne Jourdan called the OPC Meeting to order at 12:01p.m.

GATE KEEPER: Julie Clark

OPC MEMBERS IN ATTENDANCE

Yvonne Jourdan, Chairwoman	Clifford Danforth, OPC Member
Gary Smith, OPC Vice Chairman	Julie Clark, OPC Member
Rochelle A. Powless, Secretary	Carol Smith, OPC Member
Sharon Alvarez, OPC Treasurer	Pearl Webster, OPC Member
Eric Krawczyk, OPC Member	Sandra Dennett, OPC Member
Arlene Danforth, OPC Member	

EXCUSED: Patricia Denny, OPC Member

OTHERS:

Gina Buenrostro	OPC Administrator
Bridget Mendolla-Cornelius	OPC Executive Assistant I
Bob Sweeney	OPC Attorney

MOTION: Rochelle A. Powless motioned to approve the attendance.

SECOND: Eric Krawczyk seconded the motion.

MOTION CARRIED

- B. Approval of Agenda (5 minutes)

Add under NEW BUSINESS

- e. December Training (10 minutes)
- f. Time Off for Clifford Danforth
- g. FYI – New Commissioners (2 minutes)

MOTION: Sharon Alvarez motioned to approve the additions to the agenda of

Add under NEW BUSINESS

- e. December Training (10 minutes)
- f. Time Off for Clifford Danforth
- g. FYI – New Commissioners (2 minutes)

SECOND: Arlene Danforth seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 10, 2015 – Noon
East Wing Conference Room

AGENDA

C. Review\Approval Minutes -- October 13, 2015 OPC REGULAR MEETING MINUTES

Rochelle A. Powless (10 minutes)

MOTION: Eric Krawczyk motioned to approve the OPC Regular Meeting Minutes of October 13, 2015.

SECOND: Clifford Danforth seconded the motion.

MOTION CARRIED

ABSTAIN: Rochelle A. Powless

D. Tabled Business (None)

E. Old Business (2)

1. Proposed Amendments to the OPC Bylaws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission 20 minutes)

Doug McIntyre Letter received. Clean and corrected copy will be distributed for the OPC Members binders.

MOTION: Julie Clark motioned to approve present changes of OPC Bylaws.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

2. Update on Declaratory Ruling (Entire Commission 5 minutes)

The Judiciary turned Review of Bond Request down. GTC is the next step. Petition with 50 signatures is needed.

3. OBC Resolution for Direct Reports

Bob Sweeney, OPC Attorney, provided an updated history on the Declaratory Ruling.

MOTION: Arlene Danforth motioned to add 15 minutes to the OBC Resolution for Direct Reports discussion.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

MOTION: Julie Clark motioned to have a status update\report regarding the OBC Resolution for Direct Reports by next Regular Meeting, December 8, 2015.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

F. New Business (6)

1. Scheduling Initial Reviews, Grievances Reassignments, and Housekeeping – (Gina Buenrostro 30 minutes)

MOTION: Rochelle Powless motioned to go into Executive Session at 1:17p.m.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 10, 2015 – Noon
East Wing Conference Room

MOTION: Sharon Alvarez motioned to come out of Executive Session at 1:25p.m.
SECOND: Carol Smith seconded the motion.
MOTION CARRIED

a. Training with Julie Clark for 2015\Letter
OPC discussion only.

b. ADHOC Status

MOTION: Sandy Dennett motioned to dissolve the Ad Hoc Committee regarding the
Employment Law.
SECOND: Eric Krawczyk seconded the motion.
MOTION CARRIED

c. EEO Certification Training – FYI
Gina Buenrostro, OPC Administrator, will be sending letter to Barb Kolisch,
HRD Trainer.

d. Veterans Day – Reassignments (move to November 12, 2015)

e. December Training – Sandy Dennett and Julie Clark – Team Building
• Bring a White Elephant Gift to exchange wrapped, December 22, 2015 –
11:00a.m.-1:00p.m., Chip in to buy a lunch \$5.00 each\Chicken plus sides\Copps Food
Store.

f. Time Off for Clifford Danforth

MOTION: Julie Clark motioned to approve Clifford Danforth's absence for the
Month of December, 2015.
SECOND: Sandy Dennett seconded the motion.
MOTION CARRIED

g. FYI – New Commissioners – Mary Graves appointment to Dorothy A. Skenandore's
term. Pearl Webster reported that Mary Graves appointment was denied at OBC's
Meeting (11\11\15). Kevin Shilka's position remains vacated.

2. Employment Law (Entire Commission 30 minutes)

The Employment Law supports oversight by the OBC. HRD interprets the law and
oversight by the OBC.

MOTION: Arlene Danforth motioned to extend the discussion for 15 more minutes.
SECOND: Sandy Dennett seconded the motion.
MOTION CARRIED

(12:50p.m. Sharon Alvarez takes over the meeting. Yvonne Jourdan returned at 12:55p.m.)

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 10, 2015 – Noon
East Wing Conference Room

Sandy Dennett recommended forming a small amount of people to make recommendations regarding today's discussion on petition language concerning OPC existence to GTC. In depth research on the Declaratory Ruling is required.

MOTION: Sandy Dennett motioned to form a working group to formulate GTC Petition Language concerning efforts within the tribe to dissolve the OPC,

VOLUNTEERS: Sandy Dennett, Clifford Danforth, Pearl Webster, and
Arlene Danforth

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

ABSTAIN: Carol Smith

3. Draft Article for the Kahliwisaks (hand out at meeting-20 Minutes)

MOTION: Arlene Danforth motioned for Gina Buenrostro and Bridget Cornelius, OPC Staff, to continue drafting the Employment Law Articles regarding employee's rights and approve the Kahliwisaks Article with changes submitted November 10, 2015 by Bridget Cornelius,

SECOND: Sandy Dennett seconded the motion.

MOTION CARRIED

4. Financial Report – September, 2015 (Entire Commission 5 minutes)

MOTION: Carol Smith motioned to approve the Financial Report – September, 2015.

SECOND: Clifford Danforth seconded the motion.

MOTION CARRIED

5. Activity Report – October, 2015

(Gina Buenrostro and Bridget Cornelius 10 minutes)

MOTION: Julie Clark motioned to approve the October, 2015 Activity Report.

SECOND: Sandy Dennett seconded the motion.

MOTION CARRIED

6. Training Log – October, 2015

(Bridget Cornelius 5 minutes)

MOTION: Sandy Dennett motioned to approve the Training Log – October, 2015.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

G. Correspondence: Primarily distributed into PC Members mailboxes,

H. Standing and Special Committee Reports:

I. Other:

1. FY Budget Planning – Chairperson, Treasurer, Administrator

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 10, 2015 – Noon
East Wing Conference Room

2. Quarterly Reports due to the OBC – Due 2nd Wednesday of the Month in January, April, July, and October,
3. Semi-Annual and Annual Reports due to G.T.C. – Due October and April.

J. Other:

1. Next OPC REGULAR MEETING – December 8, 2015
2. POT LUCK – PERSON IN CHARGE: Julie Clark – Sloppy Joes

MOTION: Clifford Danforth motioned to adjourn at 2:10 p.m.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

ADJOURN TIME; 2:17 p.m.

Respectfully Submitted by:



ROCHELLE A. POWLESS, OPC SECRETARY

Approved/Revised: DECEMBER 8, 2015 OPC REGULAR MEETING

Submitted by Yvonne Jourdan, OPC Chairwoman

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 8, 2015 -- Noon
East Wing Conference Room

Mission Statement

To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

A. Call To Order: Attendance

Yvonne Jourdan called the OPC Meeting to order at 11:45p.m.

GATE KEEPER: Eric Krawczyk.

OPC MEMBERS IN ATTENDANCE

Yvonne Jourdan, Chairwoman

Gary Smith, OPC Vice Chairman	Julie Clark, OPC Member
Rochelle A. Powless, Secretary	Carol Smith, OPC Member
Sharon Alvarez, OPC Treasurer	Pearl Webster, OPC Member
Eric Krawczyk, OPC Member	Sandra Dennett, OPC Member
Arlene Danforth, OPC Member	

ABSENT: Patricia Denny, OPC Member

EXCUSED: Clifford Danforth, OPC Member

OTHERS:

Gina Buenrostro	OPC Administrator
Bridget Mendolla-Cornelius	OPC Executive Assistant I
David Jordan	OBC Liaison

MOTION: Eric Krawczyk motioned to approve the attendance.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

B. Approval of Agenda (5 minutes)

Addition under E. OLD BUSINESS

1.a. Alternate Meeting Date Request for OBC LIAISON, David Jordan, OBC.

2.a. Training in Two Weeks (10 minutes)

Addition under F. NEW BUSINESS,

1. d. Patricia Denny (5 minutes)

1. e. Kevin Shilka Request to return to the OPC (5 minutes)

MOTION: Gary Smith motioned to approve the additions to the agenda of

Addition under E. OLD BUSINESS

1.a. Alternate Meeting Date Request for OBC LIAISON, David Jordan, OBC.

2.a. Training in Two Weeks (10 minutes)

Addition under F. NEW BUSINESS,

1. d. Patricia Denny (5 minutes)

1. e. Kevin Shilka request to return to the OPC (5 minutes)

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 8, 2015 – Noon
East Wing Conference Room

12:00p.m. Break for Lunch
12:16p.m. Return to Meeting

C. Review\Approval of Minutes -- November 10, 2015 – Regular

Rochelle A. Powless, OPC Secretary

MOTION: Eric Krawczyk motioned to approve the OPC November 10, 2015 Regular Minutes.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

ABSTAIN: Rochelle A. Powless

D. Tabled Business (0)

E. Old Business (1)

1. Alternate Meeting Date Request for OBC LIAISON, David Jordan, OBC.
David Jordan made a request to switch the OPC Meeting to another date,
the 3rd Tuesday of the Month, January 19, 2016.

MOTION: Gary Smith motioned to Go into EXECUTIVE SESSION at 1:20p.m.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

F. NEW BUSINESS (6)

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-(Gina Buenrostro –
30 minutes)

MOTION: Rochelle A. Powless motioned to Come out of EXECUTIVE SESSION at 1:30p.m.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

a. Request from Commissioner Dennett

MOTION: Eric Krawczyk motioned to approve Sandy Dennett's request to leave from
December 15, 2015 to January 25, 2016.

SECOND: Sharon Alvarez seconded the motion.

ABSTAIN: Sandy Dennett

MOTION CARRIED

b. FYI ONLY - Gina Buenrostro Re: MLOA

Gina Buenrostro will be on Medical Leave of Absence for necessary surgery. 5 days
Hospital Stay. FYI ONLY – Gina Buenrostro will keep the OPC updated as to her status.

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 8, 2015 – Noon
East Wing Conference Room

c. Patricia Denny, OPC Member

Patricia Denny, OPC Member, has been a NO SHOW for OPC,

MOTION: Carol Smith motioned for the Chairperson to write a letter to Patricia Denny Stating OPC responsibilities and ask for her resignation.

SECOND: Pearl Webster seconded the motion.

ABSTAIN: Yvonne Jourdan

MOTION CARRIED

d. Kevin Shilka Request

Kevin Shilka requested to return to the Personnel Commission. He will be unable to sit through full day Hearings, however. He is losing his voice and is going through therapy to regain voice.

MOTION: Arlene Danforth motioned for the Chairperson to send Kevin Shilka a letter explaining the process and responsibilities of a Personnel Commissioner.

SECOND: Sandra Dennett seconded the motion.

MOTION CARRIED

Carol Smith requested to be trained as a Hearing Officer,

Clifford Danforth needs more time for training as Hearing Officer.

2. Employment Law Draft 11 (Entire Commission – 20 minutes)

LOC is writing laws here they are in the Employment Law, Article II will be sent in Draft. Get your recommendations into the office.

3. Internal Audit Request on HRD (Entire Commission – 20 minutes)

(Page 10 of this agenda) Internal Audit – request on HRD Audit (Confidential). This Is in lieu of a petition. Lucinda Conway, Internal Audit Manager. Mary Graves, Assistance Managers for Internal Audit. “Forensic or Performance” activities. Performance shows procedures. Add performance.

MOTION: Sandy Dennett motioned to submit request on HRD Audit to Internal Audit and add “Performance” in the first paragraph.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

4. Financial Report October, 2015 (Entire Commission – 10 minutes)

MOTION: Arlene Danforth motioned to defer until January 19, 2016 Meeting.

SECOND: Sharon Alvarez seconded the motion.

MOTION CARRIED

5. Activity Report – November, 2015

MOTION: Gary Smith motioned to approve Activity Report for November, 2015.

SECOND: Eric Krawczyk seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 8, 2015 – Noon
East Wing Conference Room

6. **Training Log – May, 2015 – April, 2016** (Bridget Cornelius 5 minutes)

MOTION: Gary Smith motioned to approve Training Log – May, 2015 – April, 2016.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

G. Correspondence: Primarily distributed into PC Members mailboxes.

H. Standing and Special Committee Reports:

I. Other:

1. **FY Budget Planning – Chairperson, Treasurer, Administrator**
2. **Quarterly Reports due to the OBC – Due 2nd Wednesday of the Month in January, April, July, and October.**
3. **Semi-Annual and Annual Reports due to G.T.C. – Due October and April.**

J. Other:

1. **Next OPC REGULAR MEETING – January 19, 2016**

2. **POT LUCK – PERSON IN CHARGE: Arlene Danforth**

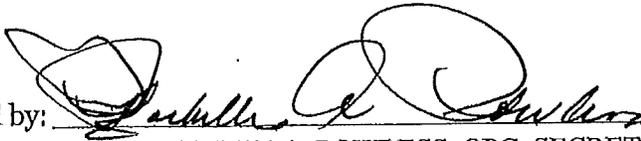
MOTION: Sandy Dennett motioned to adjourn at 1:58 p.m.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

ADJOURN TIME: 2:17 p.m.

Respectfully Submitted by: _____


ROCHELLE A. POWLESS, OPC SECRETARY

Approved/Revised: JANUARY 19, 2016 OPC REGULAR MEETING

Submitted by Yvonne Jourdan, OPC Chairwoman

EPORT NAME: BD_T_FISCL
 EF:C

4273007 - PERSONNEL BOARD
 REPORT FOR COMPLETE FISCAL YEAR
 AND Y-T-D INFORMATION

Year To Date figures
 as of OCT 2016

rocessing Instruction: Submit for last closed month.

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2013 ACTUAL	FISCAL 2014 ACTUAL	Y-T-D 2015 ACTUAL	Y-T-D 2015 BUDGET	ANNUAL 2015 BUDGET	ANNUAL 2015 PROJECTED	ANNUAL 2016 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	49	40					
Sub-Total		49	40					
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000		10					
TRIBAL CONTRIBUTION	000-458100-000	303,159	225,911	19,719	25,065	300,989	295,643	336,871
INTRA/SAME SERVICE FEE REVENUE	000-480001-000		150					
Sub-Total		303,159	226,071	19,719	25,065	300,989	295,643	336,871
Labor/Payroll Expense								
PERSONNEL	000-502100-000	72,549	75,680	5,770	7,263	87,156	85,663	91,275
WAGE ACCRUAL EXPENSE	000-502100-999	327	341	1,002			1,002	
SALARIES - TRAINING	000-502110-000	143	38	36			36	
PAID TIME OFF	000-504000-000	12,339	11,138	876			876	
FRINGE BENEFIT	000-505000-000	34,445	33,870	2,608	2,928	35,202	34,882	38,153
FRINGE ACCRUAL EXPENSE	000-505000-999	129	131	391			391	
Sub-Total		119,932	121,198	10,683	10,191	122,358	122,850	129,428
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	2,430	1,478	95	70	840	865	360
COPY CHARGES	000-700010-000	388	562		36	410	374	410
TRANSP. & PER DIEM	000-701000-000							2,000
OUTSIDE SERVICES	000-702010-000	791	749	18	67	760	711	1,240
LEGAL SERVICES	000-702400-000	42,000			3,500	42,000	38,500	42,000
TRAINING & EDUCATION	000-705010-000				163	2,000	1,837	2,000
RENTAL USAGE	000-705202-000	1,231	1,568	129	94	1,150	1,185	1,150
HEAT & LIGHTS	000-705211-000	4,309	4,508	129	375	4,500	4,254	4,500
WATER & SEWER	000-705212-000	81	82	6	5	60	61	60
TELEPHONE	000-705213-000	435	574	13	34	430	409	430
BUSINESS EXPENSE	000-705300-000				13	200	187	
STIPENDS	000-705305-000	70	275					
INSURANCE	000-705500-000	687	663	57	54	670	673	660

29

EPORT NAME: BD_T_FISCL
 EF:C

4273007 - PERSONNEL BOARD
 REPORT FOR COMPLETE FISCAL YEAR
 AND Y-T-D INFORMATION

Year To Date figures
 as of OCT 2016

rocessing Instruction: Submit for last closed month.

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2013 ACTUAL	FISCAL 2014 ACTUAL	Y-T-D 2015 ACTUAL	Y-T-D 2015 BUDGET	ANNUAL 2015 BUDGET	ANNUAL 2015 PROJECTED	ANNUAL 2016 PROPOSED BUDGET
STIPENDS	100-705305-000	63,120	42,507	3,250	5,300	63,578	61,528	84,750
STIPENDS	200-705305-000				413	5,000	4,587	
STIPENDS	400-705305-000	6,250	5,500	550	688	8,300	8,162	8,300
STIPENDS	500-705305-000	34,920	23,220	2,600	2,085	25,042	25,557	34,780
STIPENDS	600-705305-000	9,000	4,100	600	440	5,280	5,440	6,600
Sub-Total		165,712	85,786	7,447	13,337	160,220	154,330	189,240
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000		394		12	100	88	100
I/T - PRINTING	000-750009-000	216	1,266		12	100	88	100
I/T RENT EXPENSE	000-755201-000	3,459	3,453	287	288	3,500	3,499	3,500
INDIRECT COSTS	000-758300-000	13,835	13,958	1,128	1,225	14,711	14,614	14,503
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	53	55	175			175	
Sub-Total		17,563	19,126	1,590	1,537	18,411	18,464	18,203
NET PROFIT OR (LOSS)		1	1	(1)			(1)	

EPORT NAME: BD_T_FISCL
 EF:C

4273007 - PERSONNEL BOARD
 REPORT FOR COMPLETE FISCAL YEAR
 AND Y-T-D INFORMATION

Year To Date figures
 as of NOV 2016

rocessing Instruction: Submit for last closed month.

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	40	90					
Sub-Total		40	90					
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	10	30					
TRIBAL CONTRIBUTION	000-458100-000	225,911	248,510	34,882	56,141	336,871	315,612	342,615
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	150	30					
Sub-Total		226,071	248,570	34,882	56,141	336,871	315,612	342,615
Labor/Payroll Expense								
PERSONNEL	000-502100-000	75,680	74,757	13,108	15,215	91,275	89,168	91,275
WAGE ACCRUAL EXPENSE	000-502100-999	341	334	(652)			(652)	
SALARIES - TRAINING	000-502110-000	38	36					
PAID TIME OFF	000-504000-000	11,138	12,067	2,591			2,591	
FRINGE BENEFIT	000-505000-000	33,870	35,738	6,453	6,363	38,153	38,243	37,697
FRINGE ACCRUAL EXPENSE	000-505000-999	131	160	(276)			(276)	
Sub-Total		121,198	123,092	21,224	21,578	129,428	129,074	128,972
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,478	1,324	168	60	360	468	840
COPY CHARGES	000-700010-000	562	1,027		70	410	340	410
TRANSP. & PER DIEM	000-701000-000				330	2,000	1,670	2,000
OUTSIDE SERVICES	000-702010-000	749	527	(5)	210	1,240	1,025	760
LEGAL SERVICES	000-702400-000		14,903	(903)	7,000	42,000	34,097	42,000
TRAINING & EDUCATION	000-705010-000				330	2,000	1,670	2,000
RENTAL USAGE	000-705202-000	1,568	1,561	257	190	1,150	1,217	1,150
HEAT & LIGHTS	000-705211-000	4,508	3,721	451	750	4,500	4,201	4,500
WATER & SEWER	000-705212-000	82	91	14	10	60	64	60
TELEPHONE	000-705213-000	574	432	76	70	430	436	430
BUSINESS EXPENSE	000-705300-000							200
STIPENDS	000-705305-000	275						
INSURANCE	000-705500-000	663	619	95	110	660	645	660

EPORT NAME: BD_T_FISCL
 EF:C

4273007 - PERSONNEL BOARD
 REPORT FOR COMPLETE FISCAL YEAR
 AND Y-T-D INFORMATION

Processing Instruction: Submit for last closed month.

Year To Date figures
 as of NOV 2016

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
STIPENDS	100-705305-000	42,507	37,000	4,000	14,120	84,750	74,630	85,750
STIPENDS	200-705305-000							5,000
STIPENDS	400-705305-000	5,500	6,300	1,100	1,380	8,300	8,020	8,300
STIPENDS	500-705305-000	23,220	32,250	4,250	5,800	34,780	33,230	34,780
STIPENDS	600-705305-000	4,100	7,575	1,200	1,100	6,600	6,700	6,600
Sub-Total		85,786	107,330	10,703	31,530	189,240	168,413	195,440
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	394	75		20	100	80	100
I/T - PRINTING	000-750009-000	1,266			20	100	80	100
I/T RENT EXPENSE	000-755201-000	3,453	3,442		580	3,500	2,920	3,500
I/T UTILITIES EXPENSE	000-755210-000		1					
I/T DEPRECIATION ALLOCATION	000-755216-000			574			574	
INDIRECT COSTS	000-758300-000	13,958	14,662	2,495	2,413	14,503	14,585	14,503
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	55	56	(114)			(114)	
Sub-Total		19,126	18,236	2,955	3,033	18,203	18,125	18,203
NET PROFIT OR (LOSS)		1	2					

32

EPORT NAME: BD_T_FISCL
 EF:C

4273007 - PERSONNEL BOARD
 REPORT FOR COMPLETE FISCAL YEAR
 AND Y-T-D INFORMATION

rocessing Instruction: Submit for last closed month.

Year To Date figures
 as of DEC 2016

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	40	90					
Sub-Total		40	90					
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	10	30					
TRIBAL CONTRIBUTION	000-458100-000	225,911	248,510	53,601	84,214	336,871	306,258	342,615
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	150	30					
Sub-Total		226,071	248,570	53,601	84,214	336,871	306,258	342,615
Labor/Payroll Expense								
PERSONNEL	000-502100-000	75,680	74,757	19,016	22,821	91,275	87,470	91,275
WAGE ACCRUAL EXPENSE	000-502100-999	341	334	397			397	
SALARIES - TRAINING	000-502110-000	38	36					
PAID TIME OFF	000-504000-000	11,138	12,067	3,681			3,681	
FRINGE BENEFIT	000-505000-000	33,870	35,738	9,268	9,542	38,153	37,879	37,697
FRINGE ACCRUAL EXPENSE	000-505000-999	131	160	141			141	
Sub-Total		121,198	123,092	32,503	32,363	129,428	129,568	128,972
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,478	1,324	168	90	360	438	840
COPY CHARGES	000-700010-000	562	1,027	306	104	410	612	410
TRANSP. & PER DIEM	000-701000-000				497	2,000	1,503	2,000
OUTSIDE SERVICES	000-702010-000	749	527	12	313	1,240	939	760
LEGAL SERVICES	000-702400-000		14,903	(903)	10,500	42,000	30,597	42,000
TRAINING & EDUCATION	000-705010-000				497	2,000	1,503	2,000
RENTAL USAGE	000-705202-000	1,568	1,561	386	286	1,150	1,250	1,150
HEAT & LIGHTS	000-705211-000	4,508	3,721	730	1,125	4,500	4,105	4,500
WATER & SEWER	000-705212-000	82	91	21	15	60	66	60
TELEPHONE	000-705213-000	574	432	114	106	430	438	430
BUSINESS EXPENSE	000-705300-000							200
STIPENDS	000-705305-000	275						
INSURANCE	000-705500-000	663	619	142	165	660	637	660

EPORT NAME: BD_T_FISCL
 EF:C

4273007 - PERSONNEL BOARD
 REPORT FOR COMPLETE FISCAL YEAR
 AND Y-T-D INFORMATION

Processing Instruction: Submit for last closed month.

Year To Date figures
 as of DEC 2016

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
STIPENDS	100-705305-000	42,507	37,000	5,500	21,183	84,750	69,067	85,750
STIPENDS	200-705305-000							5,000
STIPENDS	400-705305-000	5,500	6,300	1,550	2,072	8,300	7,778	8,300
STIPENDS	500-705305-000	23,220	32,250	6,850	8,698	34,780	32,932	34,780
STIPENDS	600-705305-000	4,100	7,575	1,700	1,650	6,600	6,650	6,600
Sub-Total		85,786	107,330	16,576	47,301	189,240	158,515	195,440
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	394	75					
I/T - PRINTING	000-750009-000				28	100	72	100
I/T RENT EXPENSE	000-755201-000	1,266			28	100	72	100
I/T UTILITIES EXPENSE	000-755210-000	3,453	3,442		872	3,500	2,628	3,500
I/T DEPRECIATION ALLOCATION	000-755216-000		1					
INDIRECT COSTS	000-758300-000	13,958	14,662	861			861	
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	55	56	3,607	3,622	14,503	14,488	14,503
Sub-Total		19,126	18,236	4,521	4,550	18,203	18,174	18,203
NET PROFIT OR (LOSS)		1	2	1			1	