

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 13 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Motion to accept the HRD FY '14 4th quarter report

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

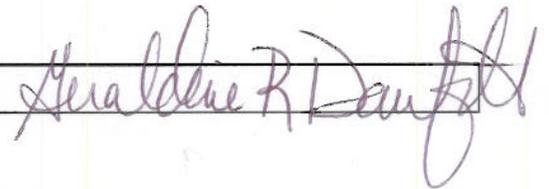
Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Geraldine Danforth, HRD Area Manager



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:

Submission of missing HRD 4th Quarter FY'14 Quarterly 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

HUMAN RESOURCES DEPARTMENT

4th Quarter Report July – Sept FY2014

Geraldine R. Danforth, HR Area Manager

DEPARTMENTAL UPDATES

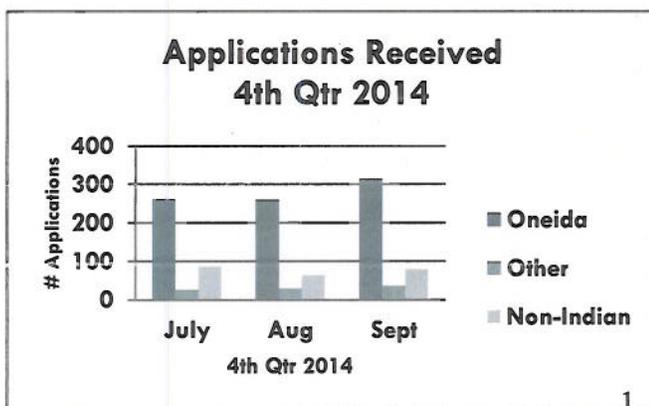
Administration

- **Strategic plan**
 - Submit a three-year Divisional strategic plan including Goals, Objectives, Activities, and Performance Measures.
 - i. Develop continuous improvement processes for efficiencies and to maximize resources, benchmarking best practices.
 - ii. Become a learning organization promoting best practices.
 - iii. Create and maintain a Workforce Development Program.

- **Financial – Thru September, 2014:**

	<u>Budget</u>	<u>Exp YTD</u>	<u>Balance</u>
HRD	\$2,311,576	\$2,060,876	\$ 250,700
EAP	\$ 192,068	\$ 183,771	\$ 8,297
Workforce Dev	\$266,237	\$ 190,726	\$ 75,511

- **Communication** - Human Resources provides communication to the organization through the monthly HR Communicator. Other communication for urgent or time sensitive matters is sent out on Tribal e-mail.
- Administration consists of Geraldine Danforth-HR Area Manager, Maureen Metoxen-Executive Assistant, Shirley Hall-Administrative Assistant, Olivia Danforth-Administrative Assistant/Skenandoah Reception and Yasiman Metoxen-Administrative Assistant/Skenandoah Reception
- **Human Resource Management/ Staff Updates:**
 - Total Employees – 34 Human Resources Employees
 - Employee Assistance Program – 2 positions
 - Employees on leave - None
 - New Hires: None



Reception Staff at Skenandoah Complex
Left to Right: Yasiman Metoxen and Olivia Danforth



Human Resources Information Systems (HRIS)/Records - July-September, 2014

The team consists of Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist, Vicki Cornelius-Records Technician and Evander Delgado-Records Technician.

We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. We are responsible to for entering all personnel data into the HR/Payroll System (Infinium), provide personnel data reports (Cognos) to management, complete verification of employment requests and oversee the Human Resources personnel files (OnBase).

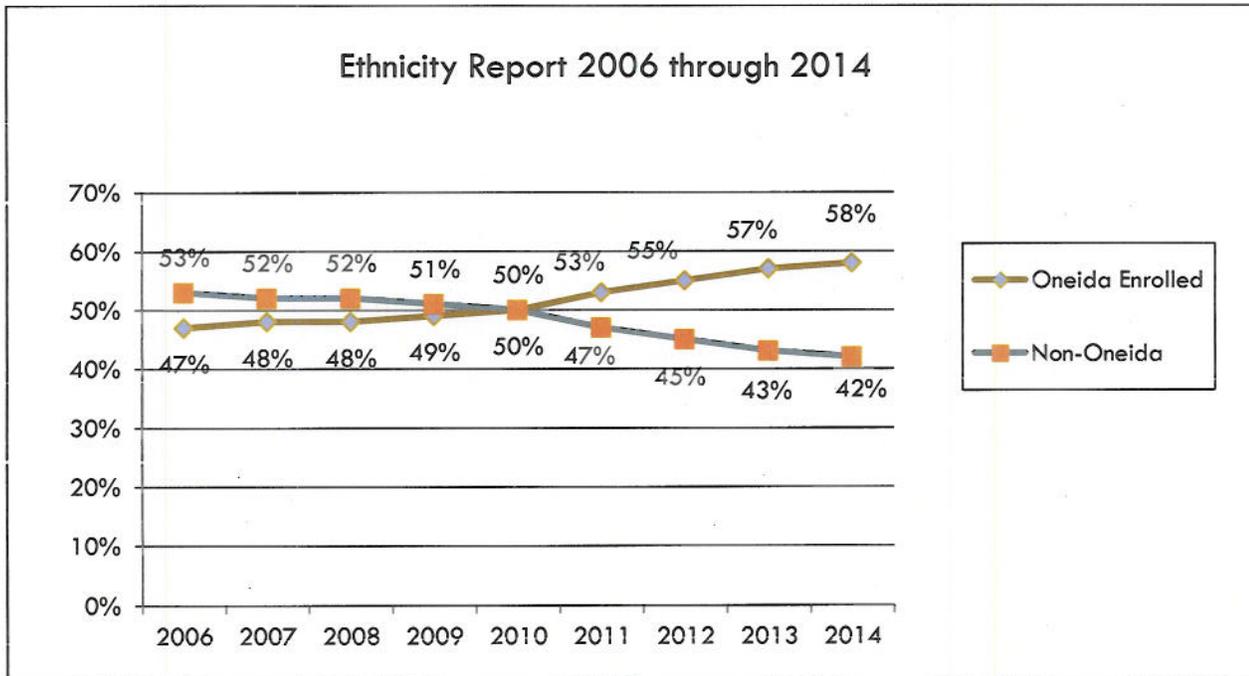
Functions	July	Aug	Sept	Total
HR/Payroll Entry Transactions	*1113	*1952	*748	3813
Employee Self-Service Entries	43	44	44	131
Employment Verifications	280	206	247	733

*July/Aug/Sept include Annual Evaluation Data Entries

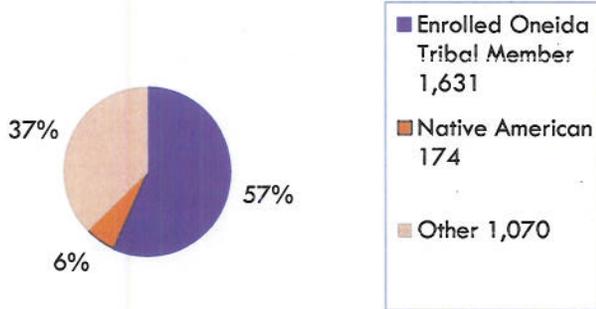
High Performing Workforce: A team was put together as a result of the Skatnikulat Score Card initiative. The lead for the project team is Melinda K. Danforth.

- This project was placed on hold as of July 2, 2014.

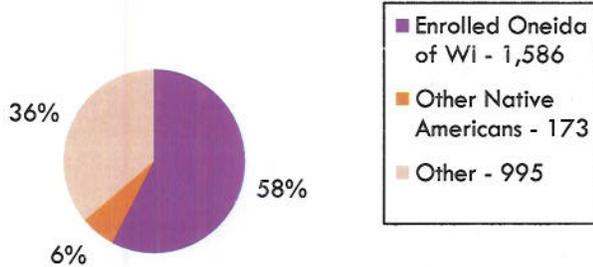
Compensation, Employment and Workforce Development Jul-Aug-Sept 2014



Ethnic Report - Sept. 2013



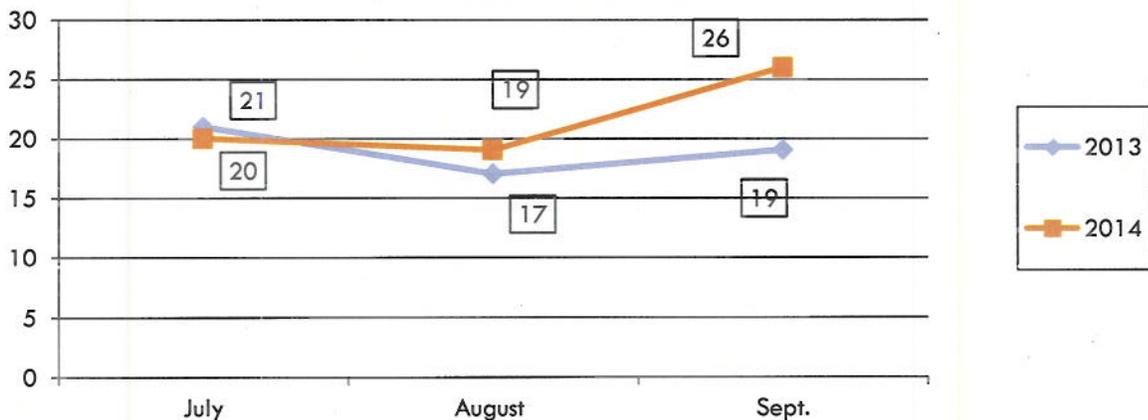
Ethnic Report - Sept. 2014



The hiring of enrolled Oneida Tribal members increased by 1% in the past year, from 57% to 58%. If you review the above chart, this is contributed to revising the Oneida and Indian Preference Policy, first by emergency resolution in 2010 by the Oneida Business Committee and then approval of this policy from General Tribal Council in 2011. There were 2,875 employees in Sept 2013 and 2,754 employees in Sept 2014.

NOTE: This is a reduction of 121 employees from Sept 2013 to Sept 2014.

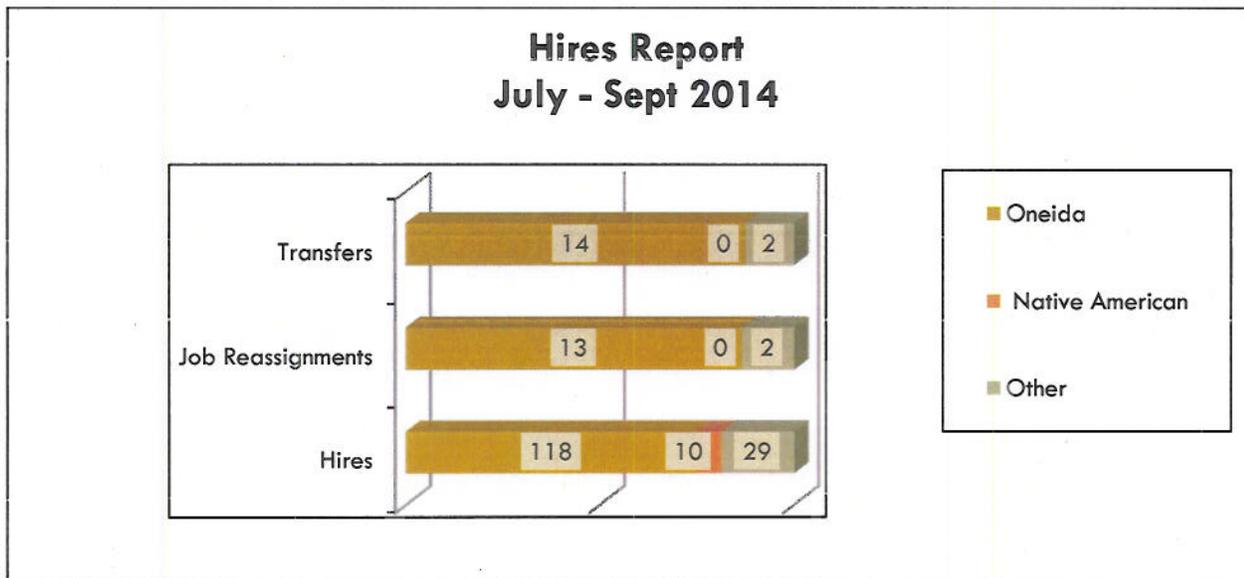
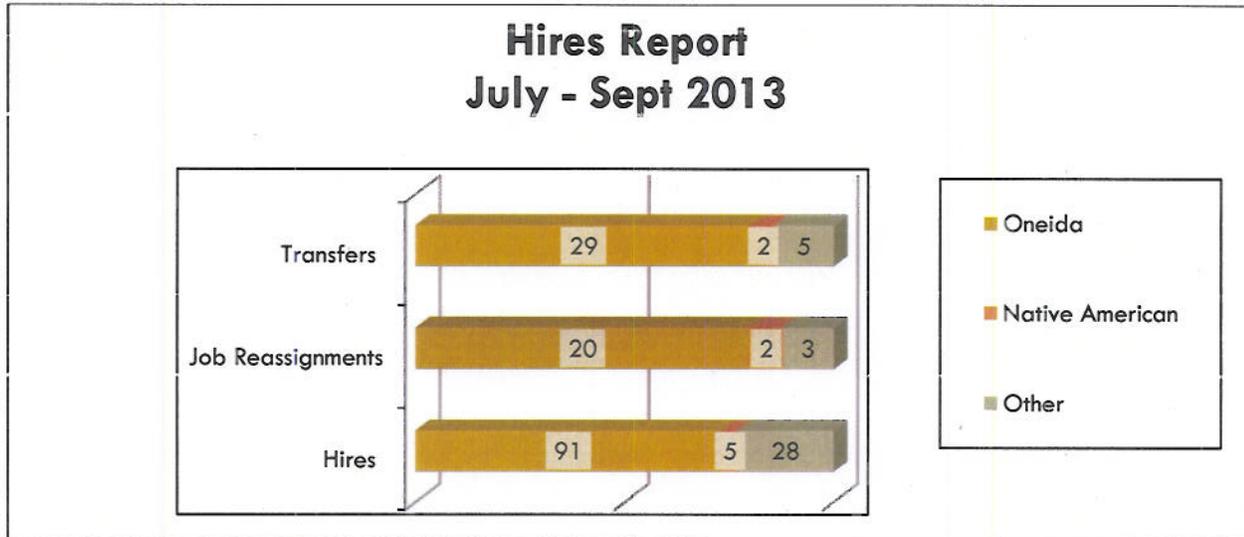
Job Postings for July, August and September 2013 and 2014



There were 57 jobs posted for the last quarter of FY2013 compared to 65 jobs posted for the last quarter of FY2014.

During the months of July – September 2014, all job postings were reviewed and approved by the Senior Management Team prior to posting a job.

One of the reasons for the increase in job posting is the majority of entry level positions in the Gaming Division were changed to pool positions and posted in September. The Oneida Business Committee approved the Continuing Budget Resolution 09-24-2014-A which stated there will be no job postings after October 1, 2014 due to a Comprehensive Hiring Freeze until the FY2015 budget is approved by General Tribal Council in January 2015.

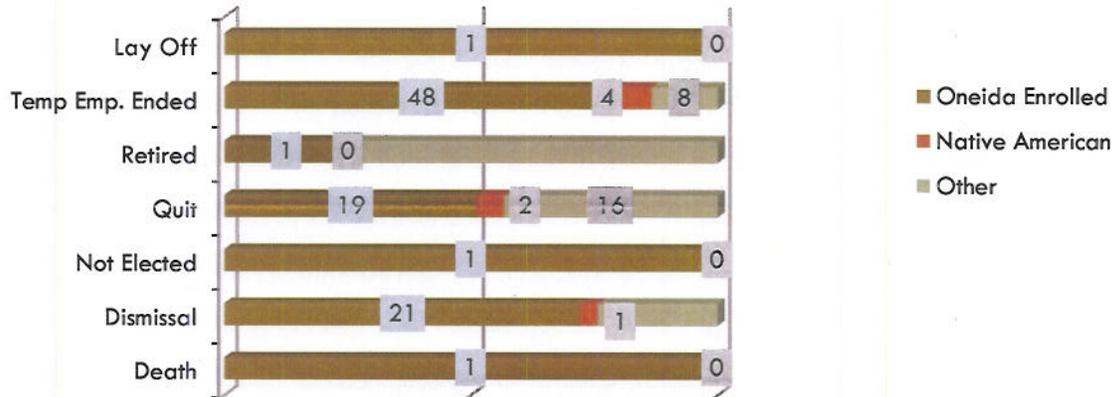


Although there were more hires in 2014, there were fewer transfers and job reassignments compared within this same time period in 2013.

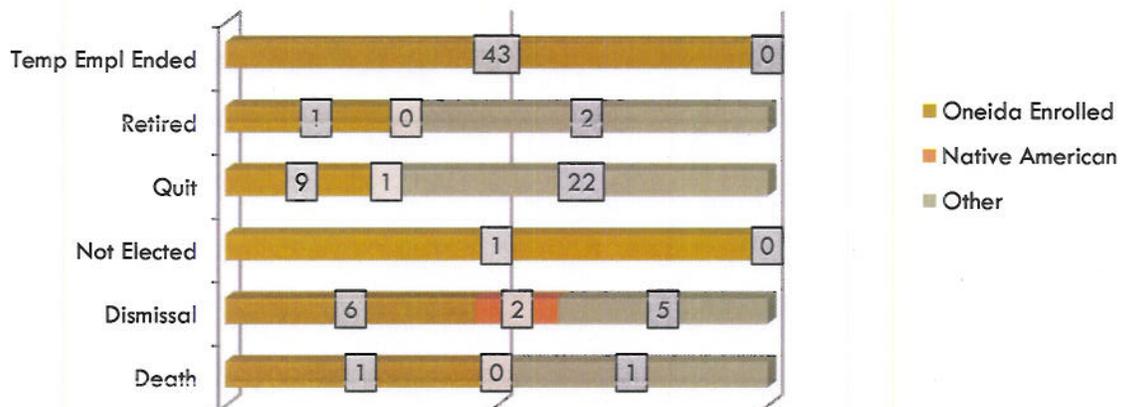
For July – Sept 2014:

- 87% of all transfers will filled by enrolled Oneida Tribal members,
- 87% of all job reassignments were filled by enrolled Oneida Tribal members,
- 75% of all hires were filled by enrolled Oneida Tribal members.

Employee Separations Report for July - Sept 2013 by Ethnicity - 133 Total Separations



Employee Separations Report for July - Sept 2014 by Ethnicity - 94 Total Separations



Of the 94 Total Separations during this quarter (July-Sept 2014):

- 42 were student interns and youth workers
- 2 employees retired
- 32 employees quit
- 1 employee was not elected
- 13 employees were dismissed
- 2 employees passed away

Workforce Development July-September, 2014

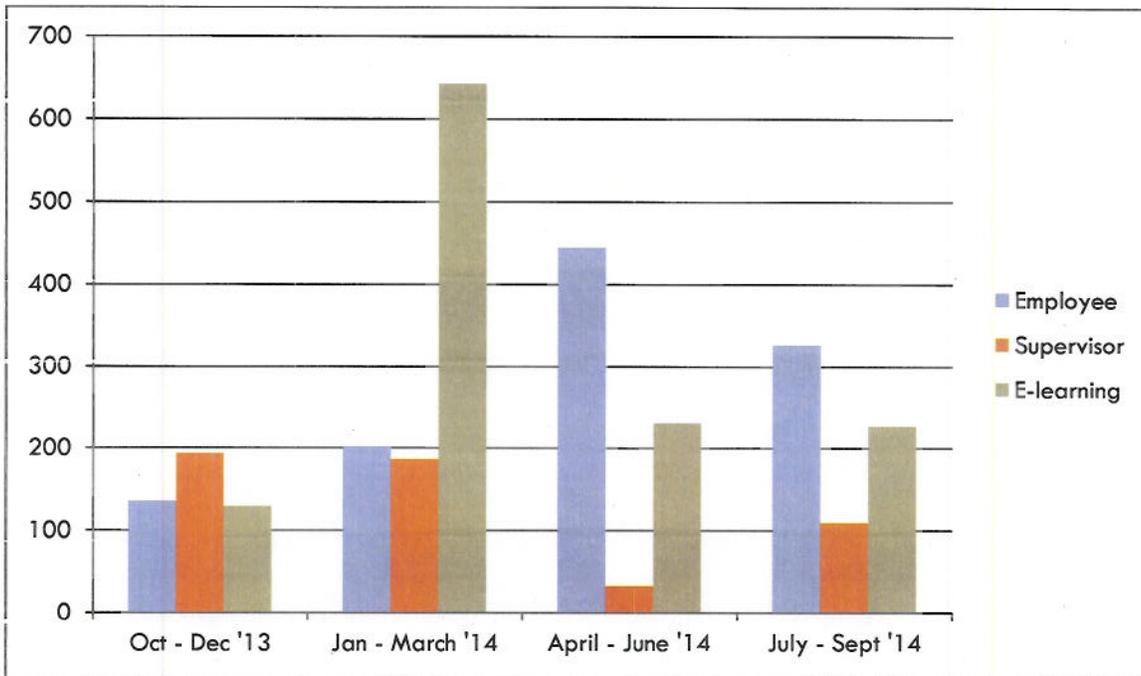
In July, we were working on the collaboration with Forward Service Corporation, which is a branch of Workforce Development state program to finalize another class with the Transportation Alliance for New Solutions (TRANS). This program trains participants to prepare for entry-level positions in the construction industry. The program offers 120-160 hours of Industry Awareness Class; Instruction includes: OSHA-10, Flag certification, and CPR/AED & first aid Certification. We had 23 students graduate. 18 of these 23 graduates were placed in jobs within two weeks after graduation. The starting wages ranged from \$10-\$40 per hour. The participants are NOT compensated for their time in class. Because of the success of this program we entered into another partnership in September.

We have worked with the following:

- Oneida Conservation Department to provide two (2) weeks of classes on Youth Employment Success Solutions (YESS). This program focus was on seven (7) modules which included: Reading comprehension, Basic Math Functions, Using Computers, Communications, Preparing for Your Employment Work Expectations, Money Management Basics, and Career Planning. We are also will be working with the Youth-At-Risk Program that starts in September thru January on Tuesday and Wednesday each week.
- Fox Valley Technical College (FVTC) to offer a four week CDL class in November to 18 participants. Requirements for this class are: 18 years of age, DOT Physical from an approved provider, pass a Drug test, have a valid Wisconsin Driver's License, have a Commercial Driver's License instruction permit, a clean driving record, and to attend Stand Out Applicant training.
- NWTC on another class of An Introduction to Health Care Careers which is a 3 credit classes to start in January 2015. We are recruiting 20 students.
- College of Menominee College (CMN) for a Math class in January 2015
- Met with three different Elder programs (WISE, NICOA, N.E.W. Curative) looking for placement for Elders.
- Workforce Development of Green Bay on participating in Training-the-Trainer for Work Certified. This training was re-scheduled to November 2014. We were provided with five (5) spots to fill.

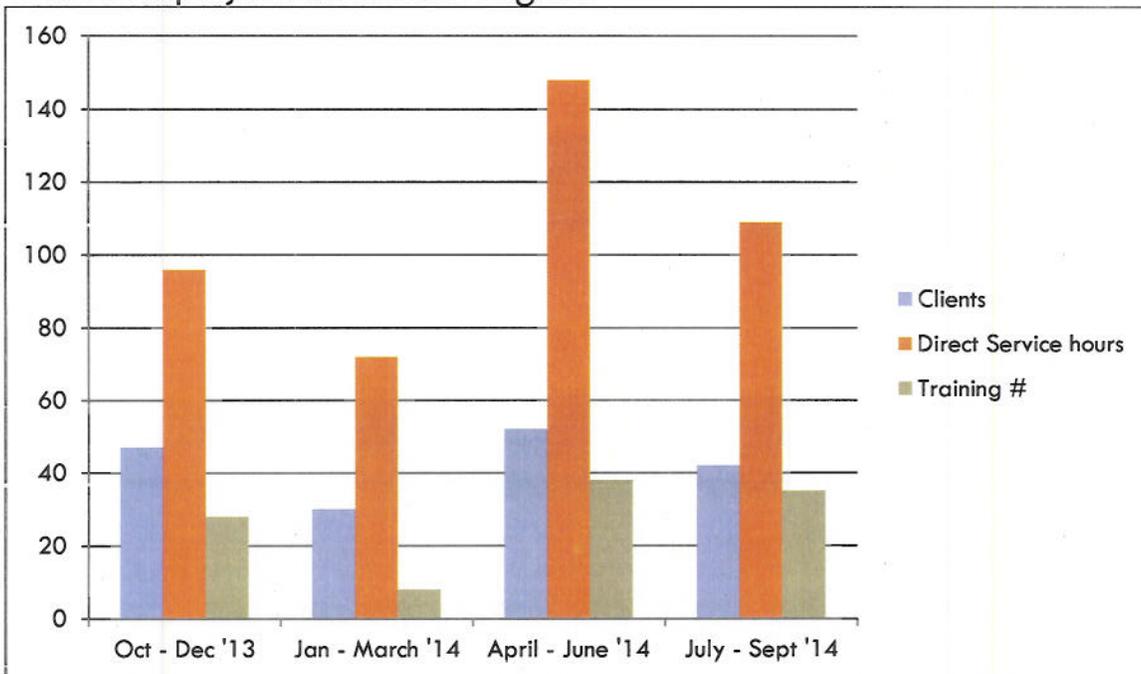
We continue to send out flyers, post flyers at a variety of locations, advertise in the Kalihwisaks, recruit for classes and provide updates on our Workforce Development Department [Facebook page](#) . (Highlight and right click and select Open Link)

HRD Employee Training July-Sept, 2014



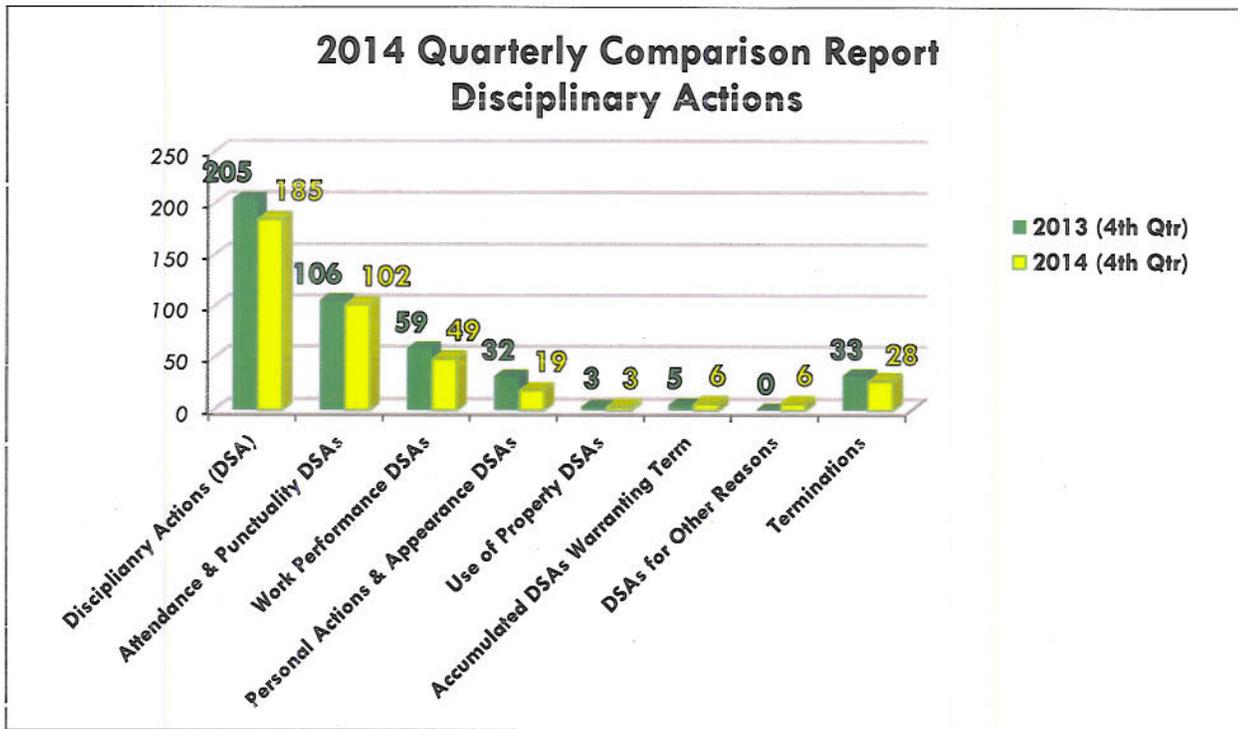
*E-learning was highest during Jan-March period due to mandatory training which also notified employees of training they had not yet completed. The spike in training for employees in April-June due to Customer Service for Comprehensive Health Division. The numbers in Jan – March do NOT include e-learning for DAFWP rollout. Additional information on this can be requested through the HRD Training & Development Director.

Oneida Employee Assistance Program



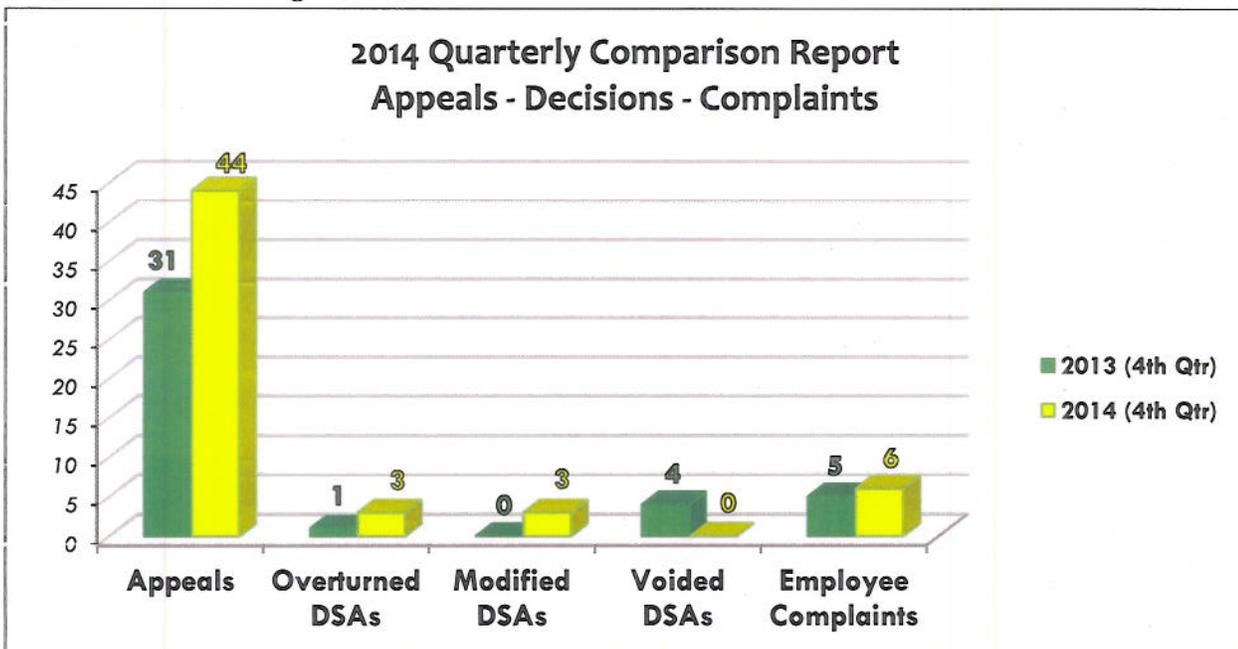
EAP Training includes: Book Club, EAP Training for Supervisors, Team Resilience Training (hosted)

Equal Employment Opportunity (EEO) July-September, 2014



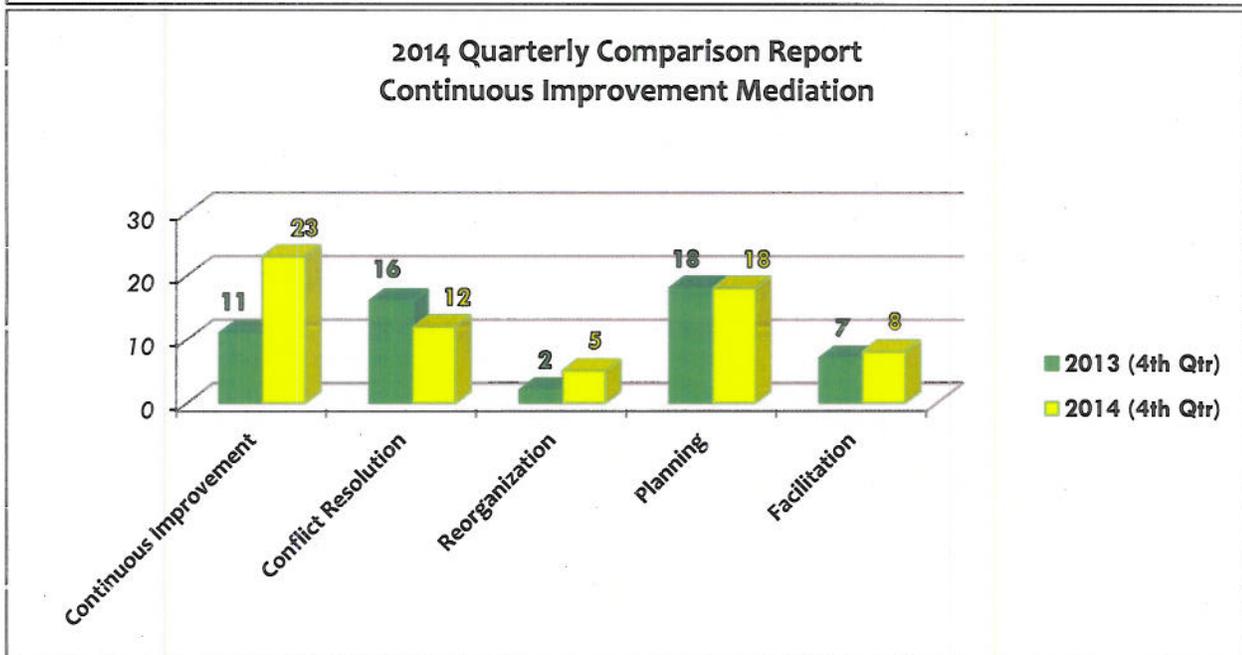
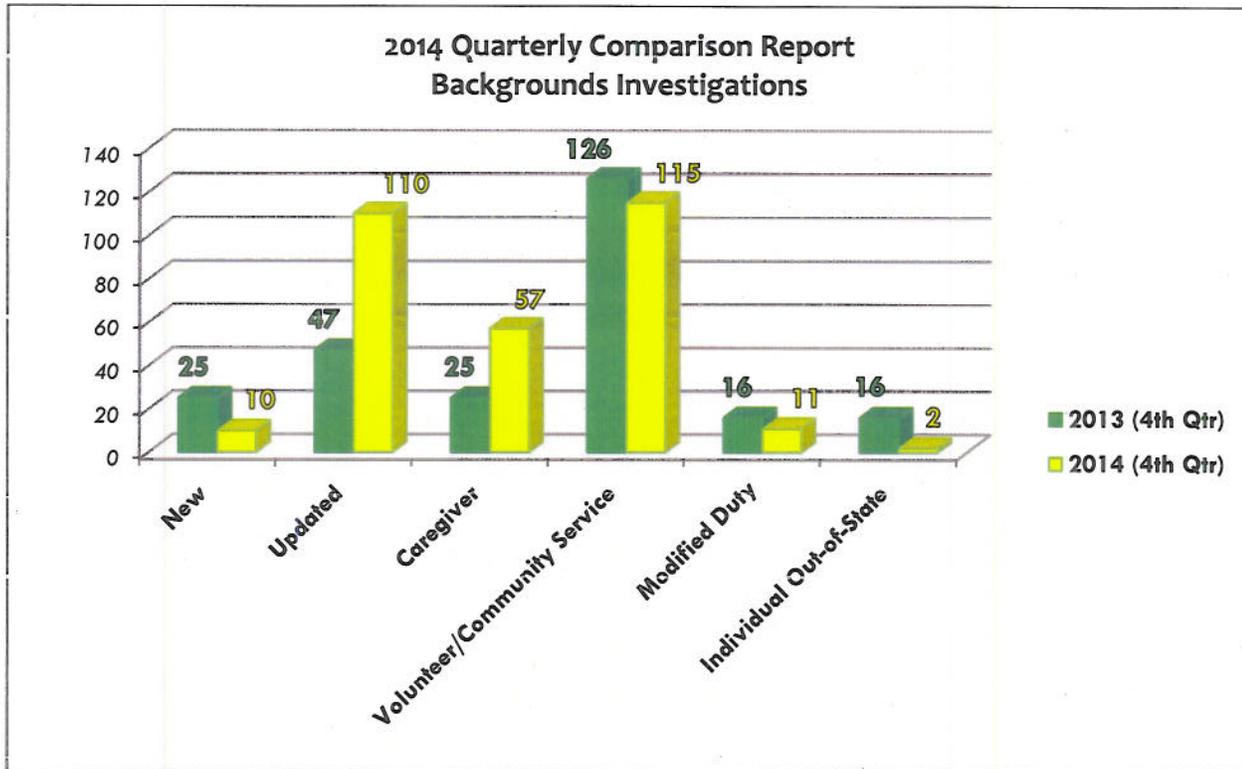
During the 4th quarter of 2014, the 6 disciplinary actions issued to employees for reasons other than disciplinary reasons were as follows:

1. Unable to return from a Leave of Absence = 4
2. Loss of Driver's License = 1
3. Loss of Gaming License = 1



During the 4th quarter of 2014, there were 3 disciplinary actions overturned, 3 disciplinary actions were modified, and 6 complaints were filed:

1. Overturned DSAs = 1 warning, 1 suspension, & 1 term.
2. Modified DSAs = 3 terminations modified to suspensions.
3. Complaints = 5 for harassment & 1 for sexual harassment.



Employee Insurances July-September, 2014

During the fourth quarter of FY14, the Employee Insurance Department is preparing for open enrollment (medical, dental, vision, voluntary benefits, and flex spending) and year end activities (making the necessary changes/enrollments in the system). The last couple of months of the year are generally the busiest time of the year.

The Employee Insurance Department provides benefit administration and employee assistance for: medical, dental, vision, disability, retirement plans, voluntary benefits, flex spending, orientation, and workers compensation.

MONTHLY INSURANCE COUNT September 2014

Breakdown	Employee Count	COBRA count	Breakdown	Employee Count	COBRA count
401K	1,566		Medical - Single	801	5
LIF52	2,536		Medical - Limited Family	471	
Short Term Disability	2,150		Medical - Family	615	
Long Term Disability	2,121				
Delta Dental - Single	751	8	Vision - Single	735	7
Delta Dental-Limited Family	552		Vision - Limited Family	555	0
Delta Dental - Family	740		Vision - Family	733	0

The Insurance team consists of: Christina Blue Bird, Kimberly Schultz, and Josh Cottrell