

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 12 / 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:

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:

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 HRD 3rd Quarter FY'15 Quarterly Report

[Empty text box for cover memo content]

- 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

3rd Quarter Report Apr-June, FY2015

Geraldine R. Danforth, HR Area Manager

❖ Administration

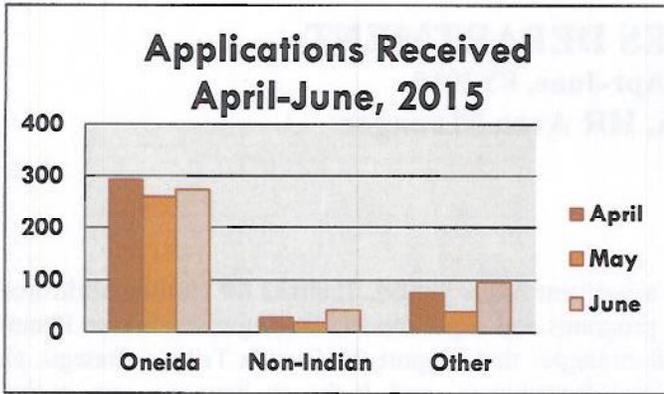
- **STRATEGIC WORKFORCE PLANNING** covers a 3–5 year future period. It aligns the current workforce to meet the desired business needs and outcomes of the programs and departments. Strategic Workforce Planning looks at functions performed, system-wide issues and strategies that support the Oneida Tribe’s strategic plan, addresses workforce factors that affect our programs/departments, and looks at how we can maintain organizational capacity, be effective and efficient.
- To do this, we need to start with our tribal strategies and look at where we are right now and where we want to be in terms of functions performed by the employees. We look at opportunities to improve employee skills, ratio of management to employees, skills we need, and identify what accountability will look like for all.
- Closing the gap may mean re-skilling, re-deploying, re-training or letting go of employees who choose not to perform or who are not working with us to build a strong Oneida Nation. Strategic Workforce Planning looks at the functions performed by employees that are needed to build a strong Oneida Nation. This is the model we will be working from for strategic workforce planning:

Budget: HRD submitted the following budget for FY 15:

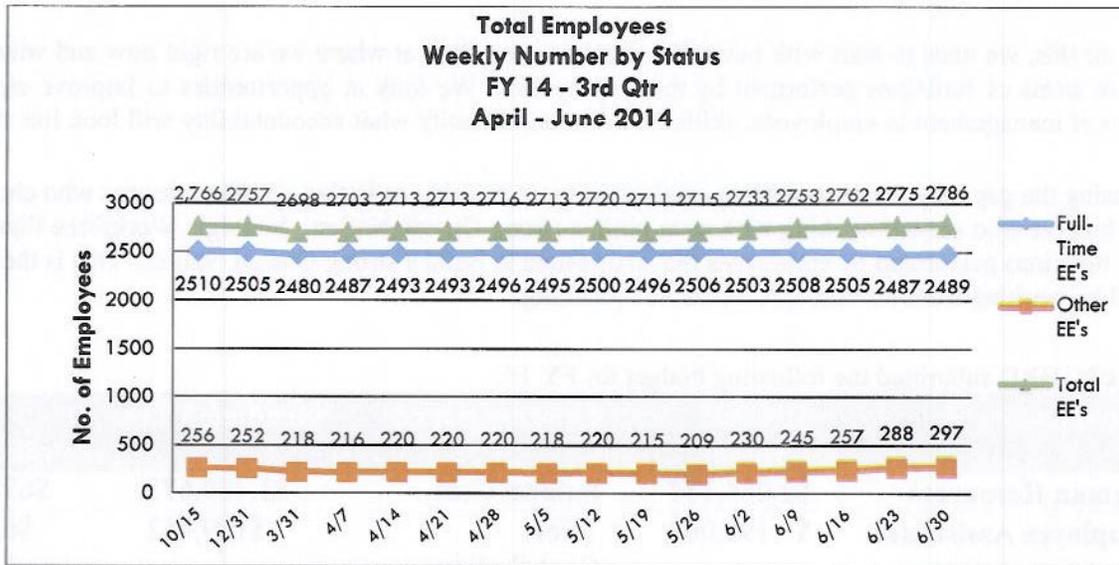
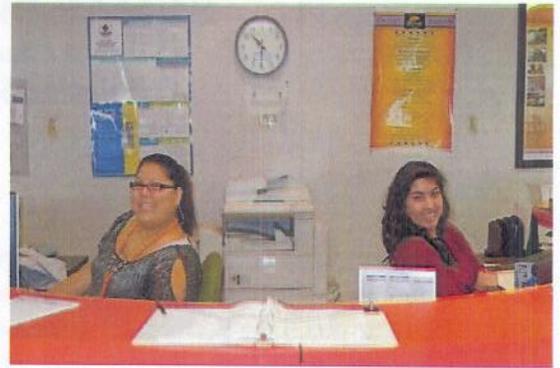
Department	Budget Amount	Funding Source	Spending YTD	Variance
Human Resources	\$2,034,187	Indirect Cost	\$1,469,673	\$678,062
Employee Assistance	\$ 192,068	Tribal Contribution	\$129,452	\$62,616
Workforce Development	\$ 325,161	Grant 79% & TC	\$190,269	\$134,892
Student Intern Program	\$ 124,935	Tribal Contribution	\$0	\$0
Employee Incentive & Testing	\$ 4,469	Tribal Contribution	\$2692	\$1,777

This year, Human Resources (HR) added the Employee Incentive and Testing budget. This budget will be used to recognize employees who have 25, 30, 35, and 40 years of service or more with a Years of Service gift. This past year, the Tribe had employees who reached their 40th year of service with the Tribe. We do not have the funds to retro gifts for employees from previous years. The Human Resources Department decreased the budget by \$276,392 from FY 14.

EMPLOYEES: HR has 33 employees, Workforce Development has 3 employees and EAP has 2 employees. Three positions were eliminated in the budget process.



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



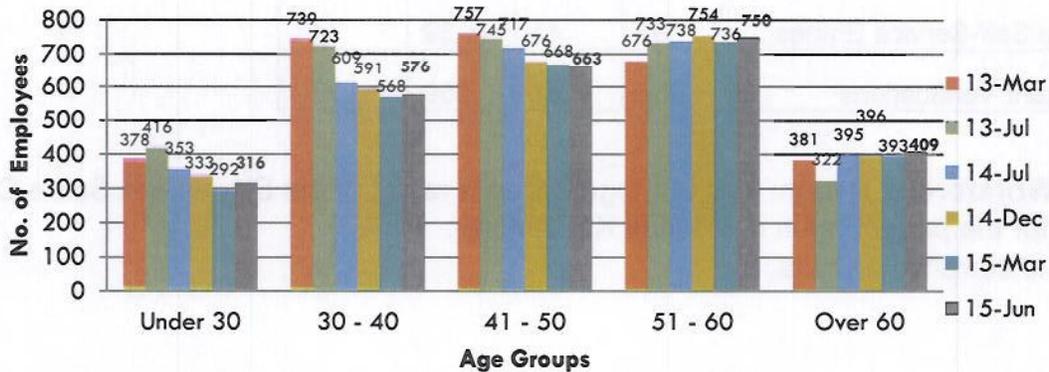
The 3rd quarter total number of employees for the Tribe is increasing slightly. During the month of June, employees are routinely laid off due to the nature of their work. The summer months bring on students and youth. The Intern program hired 30 college-level students. The youth programs hired approximately 30 students. Most of the students will be done by the end of July. The maximum number of employees allowed per GTC resolution is 2950 full time equivalents.

ACCRUED VACATION AND PERSONAL HOURS

The report below represents the total number of accrued hours and the costs associated with the hours. The number of employees at the maximum amount of hours and those nearing the max are monitored on a monthly basis. The employees tend to use their accrued hours during the months of November, December and January.

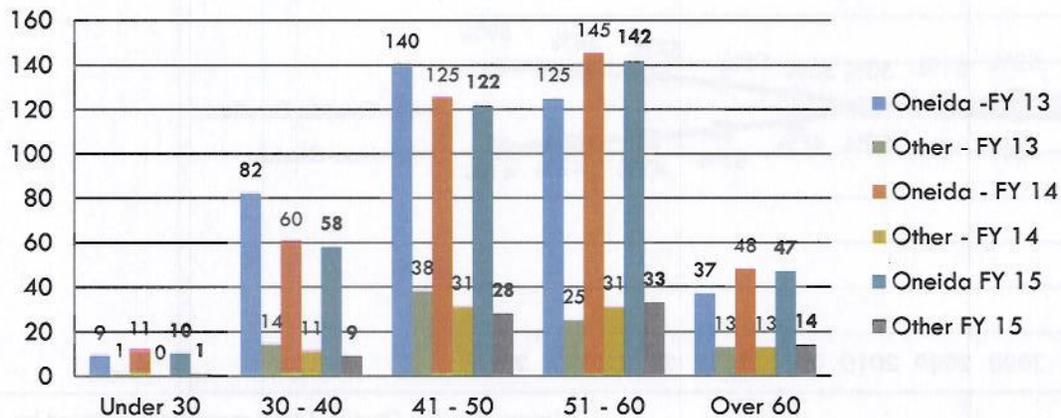
Employee Vacation and Personal Time Accruals For the Period of October 2014 to June 2015										
FY 15	14-Sep	Oct-14	Nov-14	Dec-14	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15
Total EE's	2608	2655	2,628	2605	2578	2581	2598	2615	2621	2627
Total Hours	260,572	272,528	275,222	273,804	270,261	272,367	273,367	275,107	280,165	279,890
Total Payout	\$5,271,854	\$5,816,635	\$5,872,834	\$5,824,162	\$5,724,093	\$5,766,782	\$5,769,416	\$5,773,757	\$5,861,484	\$5,824,830
No. of EE's @ Max 280 Hours	29 \$202,833	47 \$512,908	44 \$475,162	39 \$410,455	29 \$272,957	28 \$270,512	33 \$ 295,092	34 \$327,195	46 \$398,722	40 \$307,912
No. of EE's @ 250-279 Hours	125 \$748,801	142 \$923,710	167 \$1,062,499	157 \$1,045,620	153 \$978,978	167 \$1,106,199	184 \$1,256,928	183 \$1,139,395	186 \$1,121,159	188 \$1,217,539
No. of EE's @ 200-249 Hours	270 \$1,343,423	276 \$1,455,966	282 \$1,483,262	282 \$1,497,602	285 \$1,570,624	284 \$1,506,987	277 \$1,392,435	280 \$1,456,707	267 \$1,436,246	269 \$1,384,299
Avg Hours	99.91	102.65	104.73	105.11	104.83	105.53	105.22	105.2	106.89	106.5
Avg Payout	\$2,021	\$2,191	\$2,235	\$2,236	\$2,220	\$2,234	\$2,221	\$2,208	\$2,236	\$2,217

Employment Base by Age June 2015 - Total Emp 2714



The largest number of employees falls in the 51-60 age range at 27.70%. The second highest is 41-50 age range at 25.14%. There are 409 employees who could potentially retire or leave workforce in the immediate future to 15 years. The HR trends in the workforce are predicting that all the baby boomers will be out of the workforce by 2030.

Supervisors by Age and Ethnicity June 2015 - Total Supervisors 464



There are 464 total supervisors. Of the 464, Oneida supervisors account for 379 of these supervisory positions.

❖ Human Resources Information Systems (HRIS)/Records April-June 2015

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

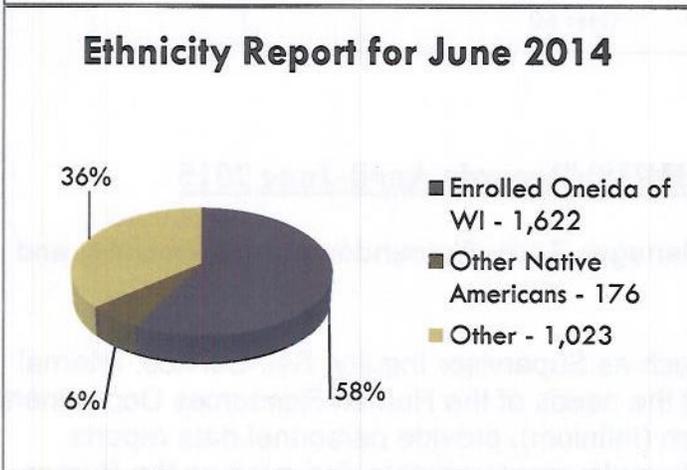
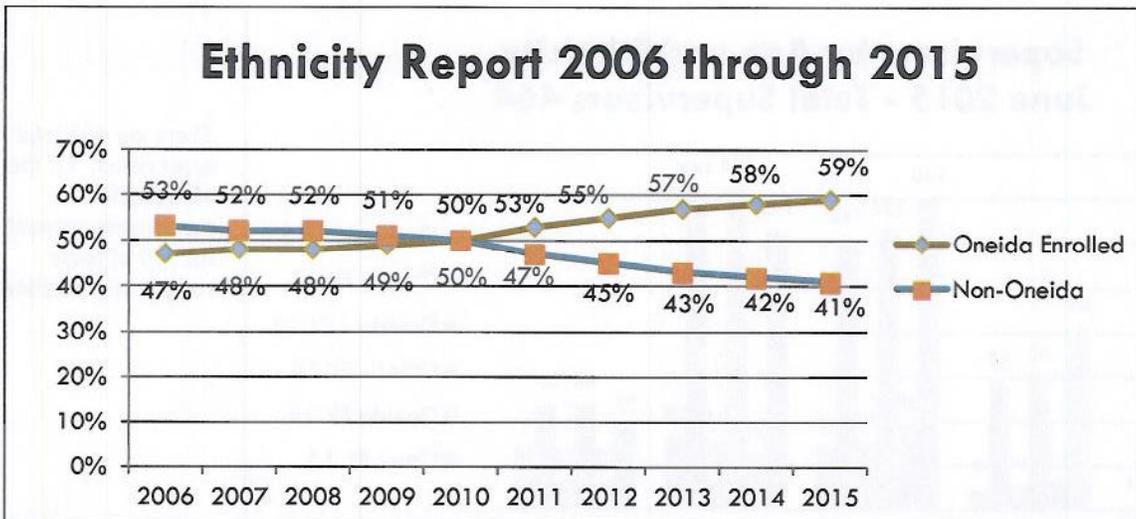
We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Infinium), provide personnel data reports (Cognos) to management,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

Functions	Apr	May	June	Total
HR/Payroll Entry Transactions	447	399	437	1283
Employee Self-Service Entries	31	41	39	111
Employment Verifications	266	247	259	772

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 is currently on hold.

❖ **Compensation, Hiring and Workforce Development April – June 2015**

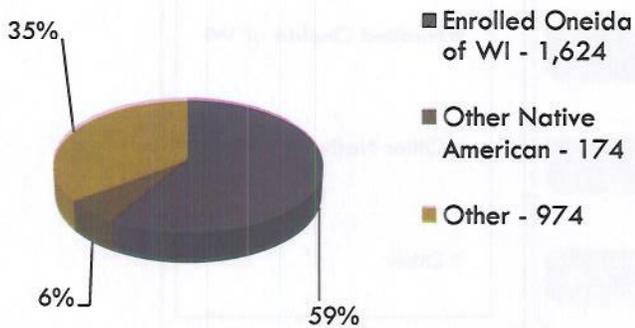


Hiring enrolled Oneida Tribal members increased by 1% in June 2015 compared to the previous month. A year ago, the rate was 58%.

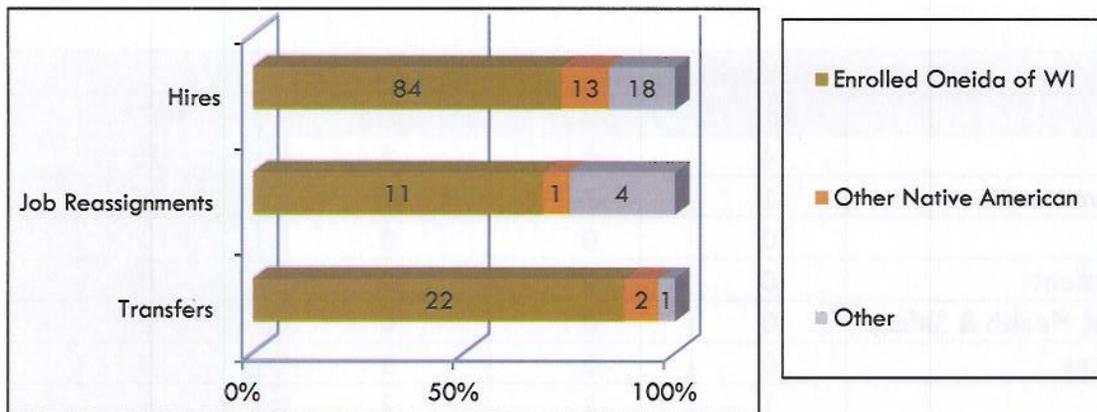
If you review the above chart, this is contributed to revising the Oneida and Indian Preference Policy, first by emergency resolution in 2010 by the Oneida Business Committee and then approval of this policy from General Tribal Council in 2011.

Reduction - Total Number of Employees. There were 2,821 employees in June 2014 and 2772 employees in June 2015. This is a reduction of 49 employees in comparison to the previous year.

Ethnicity Report for June 2015 (Third Quarter of FY2015)



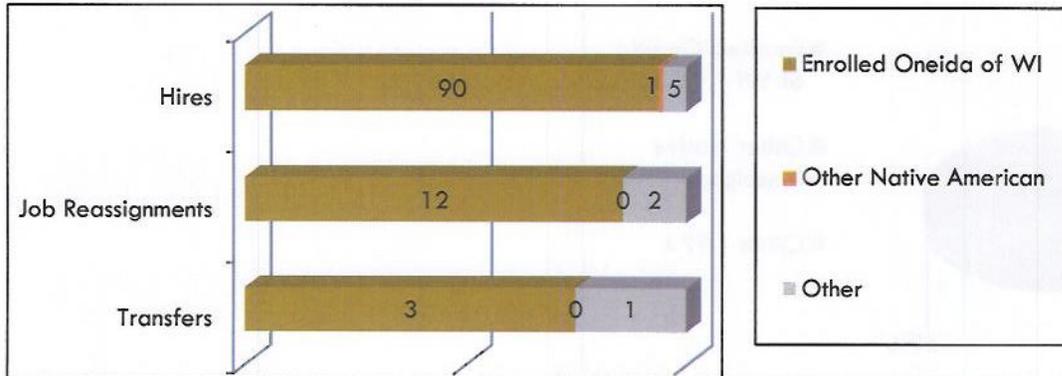
Hires Report April - June 2014



For April – June 2014

- 73% of all hires were filled with enrolled Oneida Tribal members.
- 69% of all job reassignments were filled with enrolled Oneida Tribal members.
- 88% of all transfers were filled with enrolled Oneida Tribal members.

Hires Report April - June 2015



For April – June 2015

- 94% of all hires were filled with enrolled Oneida Tribal members.
- 86% of all job reassignments were filled with enrolled Oneida Tribal members.
- 75% of all transfers were filled with enrolled Oneida Tribal members.

Job Postings by Division for April, May and June 2014

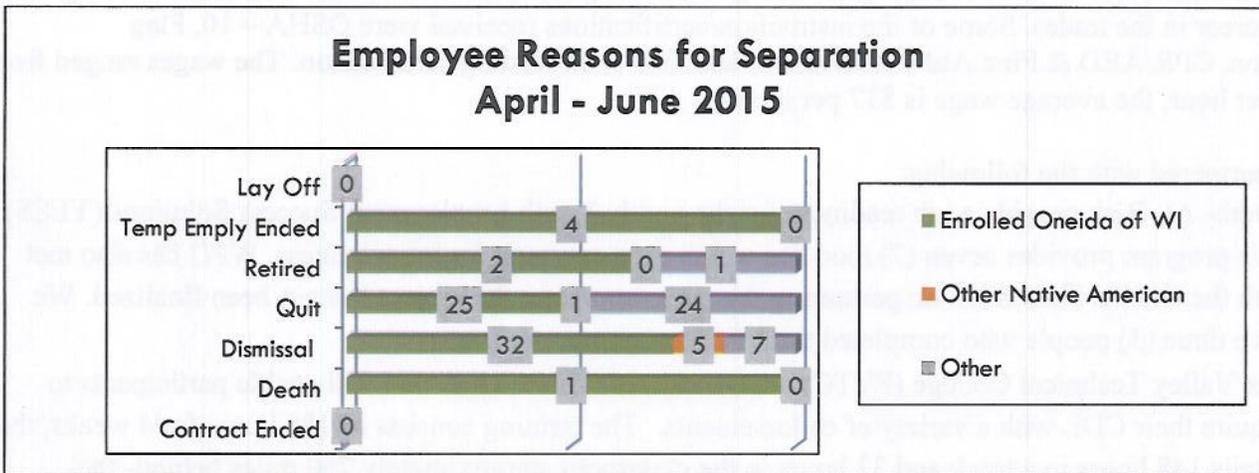
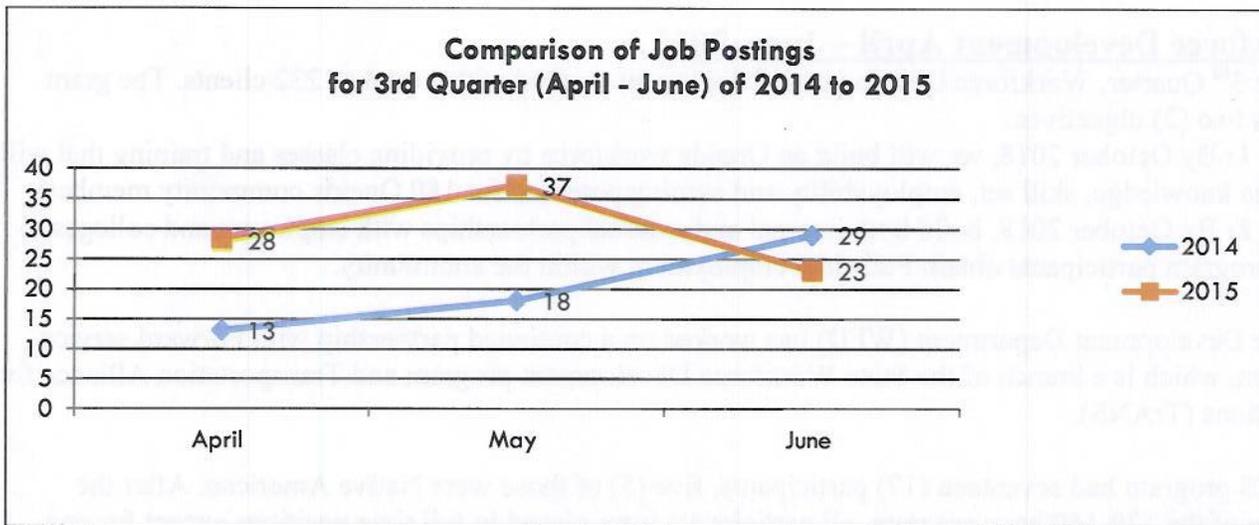
	April	May	June	TOTAL
Gaming	4	8	4	16
Comprehensive Health	1	2	13	16
Development	0	0	0	0
Land Management	0	0	0	0
Environmental, Health & Safety	0	0	0	0
Internal Services	0	0	3	3
Enterprise	1	2	2	5
Finance	0	0	0	0
Non-Divisional	6	4	5	15
Governmental Services	1	2	2	5
Total	13	18	29	60

Job Postings by Division for April, May and June 2015

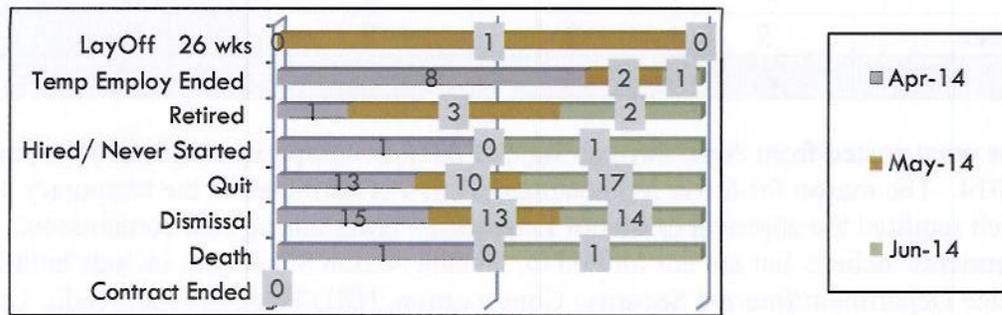
	April	May	June	TOTAL
Gaming	5	5	3	13
Comprehensive Health	8	7	3	18
Development	0	2	0	2
Land Management	0	1	1	2
Environmental Health & Safety	0	1	1	2
Internal Services	2	3	1	6

Enterprise	0	0	0	0
Finance	0	2	0	2
Non-Divisional	4	8	6	18
Governmental Services	9	8	8	25
Total	28	37	23	88

A total of 88 positions were posted from April through June of 2015 in comparison with 60 jobs posted during this same period in 2014. The reason for fewer job postings in 2014 is attributed to the temporary posting approval process which required the approval of Senior Leadership Team during cost containment. Non-Divisional departments include, but are not limited to, Oneida Nation Schools to include both Elementary and High School, Police Department/Internal Security/ Conservation, HRD/EAP, Internal Audit, Legislative Operating Committee, Business Committee, Law Office, Gaming Commission/ Surveillance, Judiciary/Appeals, and Trust and Enrollments, etc.



Reasons for Employee Separations April - June 2014



There were a total of 104 employee separations for the period of April through June 2014 in comparison to 102 employee separations for April – June 2015.

❖ Workforce Development April – June, 2015

During the 3rd Quarter, Workforce Development Department worked with a total of 232 clients. The grant project has two (2) objectives:

Objective 1: By October 2018, we will build an Oneida workforce by providing classes and training that will increase the knowledge, skill set, employability and earning potential for 180 Oneida community members

Objective 2: By October 2018, build both internal and external partnerships with employers and colleges to help 120 program participants obtain Full-time employment within the community.

Workforce Development Department (WFD) has worked on a continued partnership with Forward service Corporation, which is a branch of the State Workforce Development program and Transportation Alliance for New Solutions (TrANS).

The TrANS program had seventeen (17) participants, five (5) of those were Native American. After the completion of the 120-160 hour program, all participants were placed in full time positions except for one which chose to go on to school. This program has given these participants confidence and some building tools to start a career in the trades. Some of the instruction/certifications received were OSHA – 10, Flag Certification, CPR/AED & First Aid Certification, and blue print reading certification. The wages ranged from \$13-\$20 per hour, the average wage is \$17 per hour.

We have partnered with the following:

- Youth- At- Risk provide a job readiness for the youth, Youth Employment Success Solutions (YESS). This program provides seven (7) modules which prepare youth for job readiness. WFD has also met with the Oneida Nation HS on partnering this program there; the project has not been finalized. We have three (3) people who completed the YESS program.
- Fox Valley Technical College (FVTC) – CDL classes. This is class that will enable participants to acquire their CDL with a variety of endorsements. The training consists of 180 hours for 4 weeks, this entails 148 hours in a truck and 32 hours in the classroom, approximately 750 miles behind- the-wheel, at least 40 hours of backing. At the completion of this training the individual will be prepared to go with a road trainer. Currently we have 3 Oneida's that have completed the program and all are currently employed.
- College of Menominee (CMN) –WFD provided assistance for six (6) students.

- Bay Area Workforce Development Board – WFD partnered with them to provide Work Certified class for fifteen (15) students. Of the 15, twelve (12) completed the program.

WFD works with clients on resumes, mock interviews, filling out applications, assists in job placement searches, career assessments, and research job trends. WFD did soft-skills training for thirty (30) Student Interns on Friday mornings for six (6) weeks.

WFD continues to communicate the services offered by sending out flyers, posting flyers at various locations, recruiting internal/externally, and advertising in Kalihwisaks. We provide updates on our Workforce Development [Facebook page](#) on events as well as tips on various soft-skills employers who are interested in hiring. (Ctrl and click in link to open)

❖ **Employee Insurances April - June, 2015**

During the third quarter of FY15, the Employee Insurance Department posted and interviewed for an HR Assistant. The HR Assistant is expected to start in July 2015.

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.

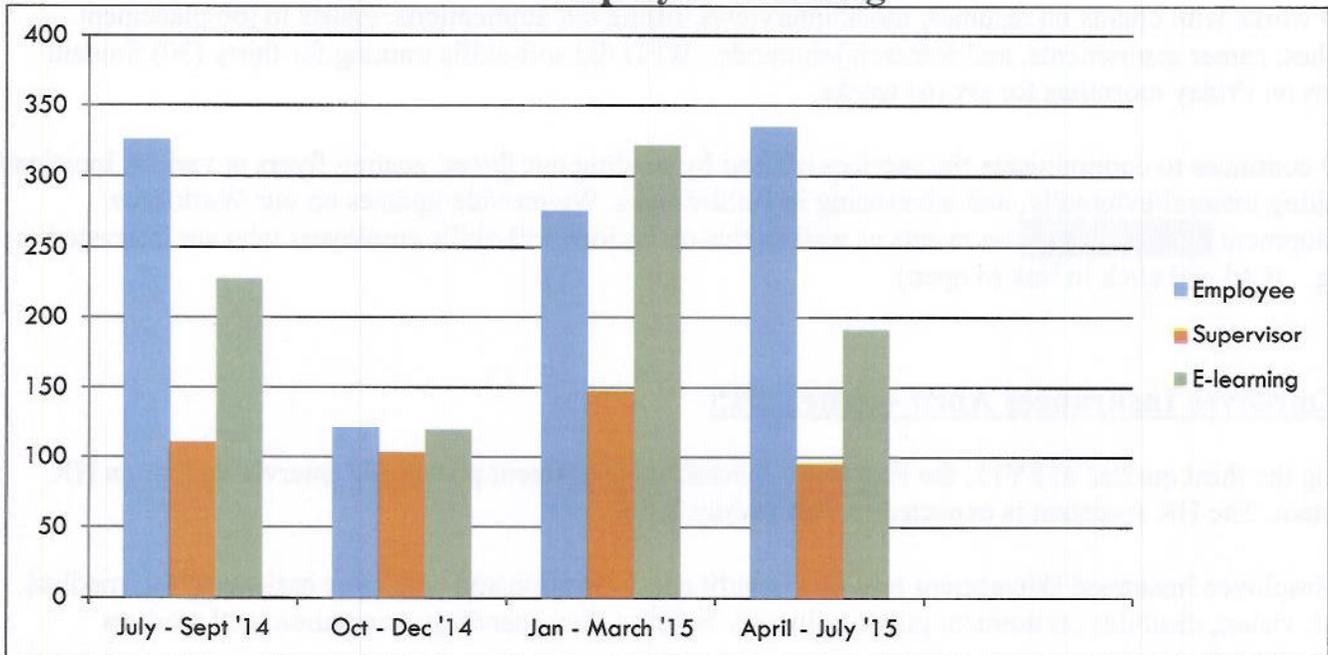
**MONTHLY INSURANCE COUNT
June 2015**

Breakdown	Employee Count	COBRA count	Breakdown	Employee Count	COBRA count
401K	1,648		Medical – Single	821	1
LIF52	2,488		Medical - Limited Family	471	
Short Term Disability	2,100		Medical – Family	634	
Long Term Disability	2,086				
Delta Dental – Single	633	4	Vision - Single	742	4
Delta Dental-Limited Family	454		Vision - Limited Family	538	
Delta Dental - Family	630		Vision - Family	731	
Dental Associates – Single	125				
Dental Associates – Limited Family	86				
Dental Associates - Family	113				

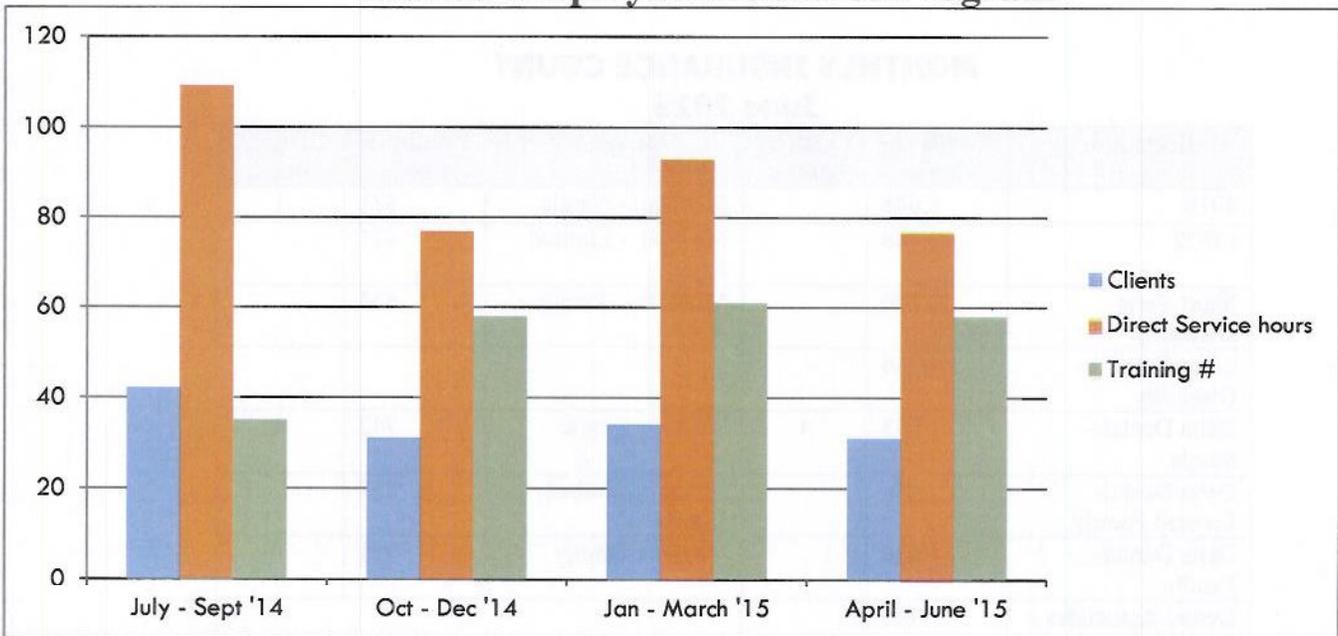
The Insurance team consists of: Christina Blue Bird, Kimberly Schultz, and Josh Cottrell

❖ Training & Development - April – June, 2015

Employee Training



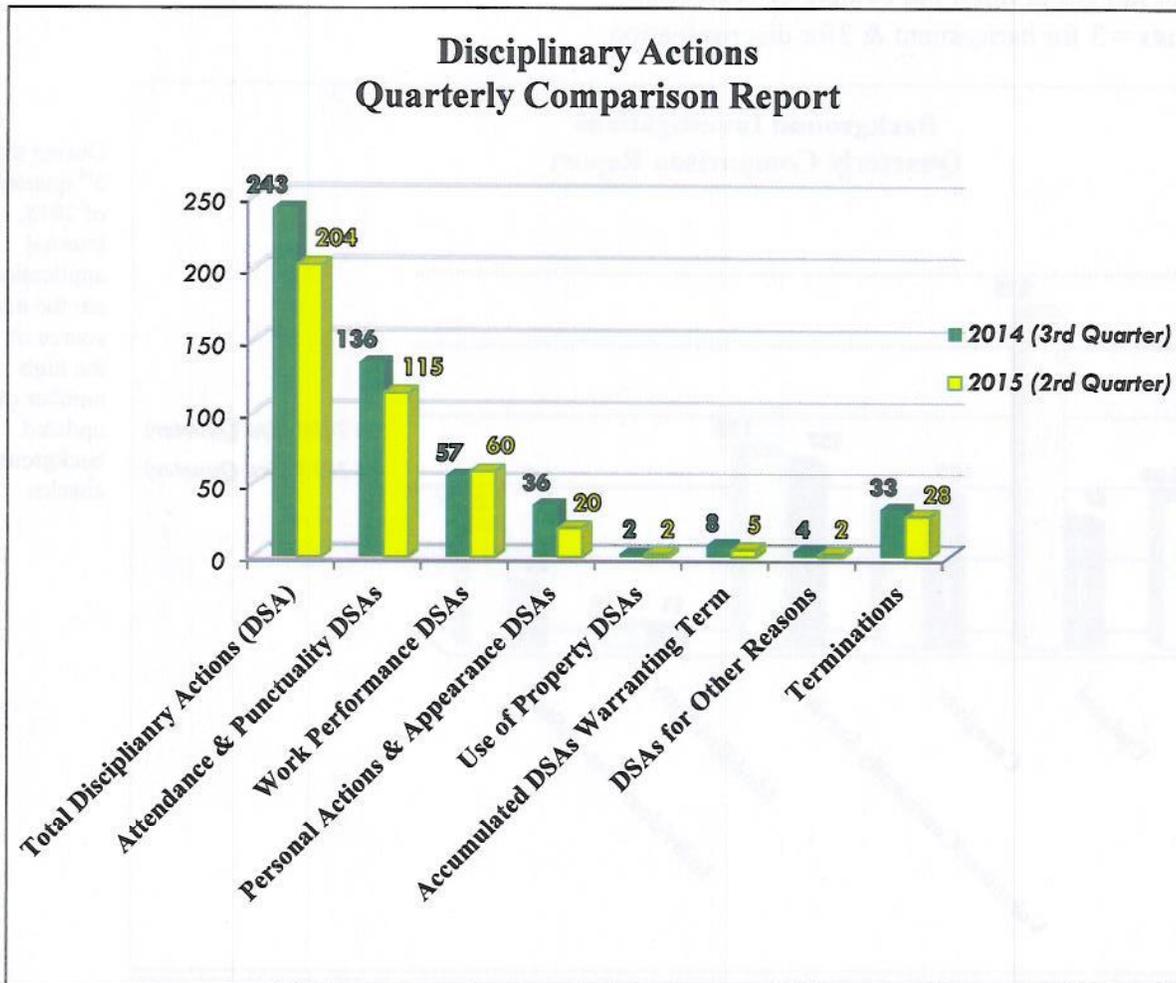
Oneida Employee Assistance Program



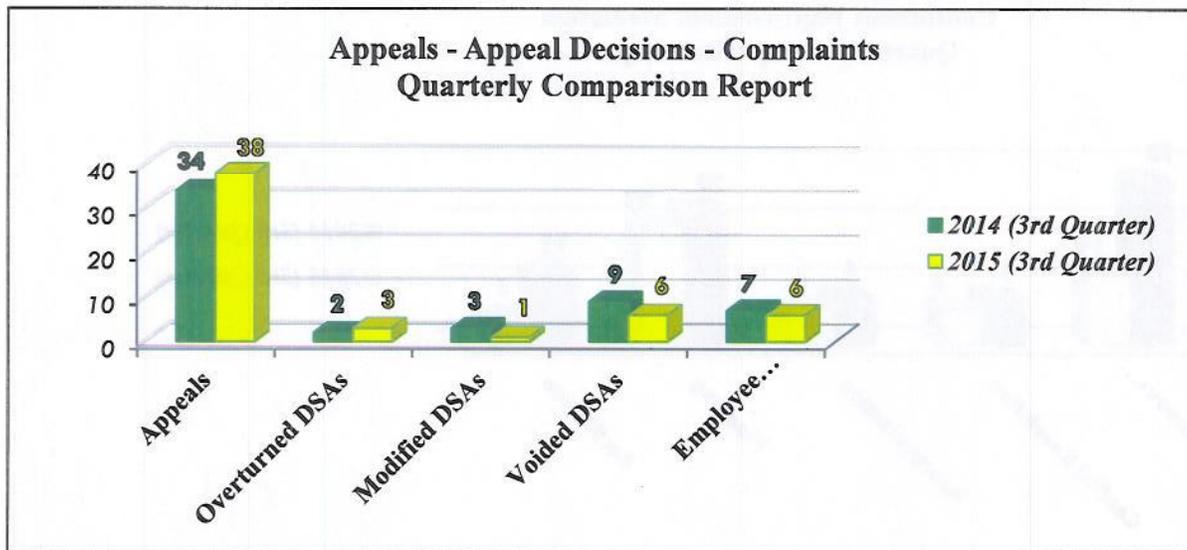
EAP Training includes: Book Clubs, Brown Bag lunch topics, Stress Management

*There were two Return to Work Agreements this quarter

❖ Equal Employment Opportunity (EEO) April – June, 2015



During the 3rd quarter of 2015, the 2 disciplinary actions issued to employees for reasons other than disciplinary reasons were as follows:
Loss of Gaming License = 2

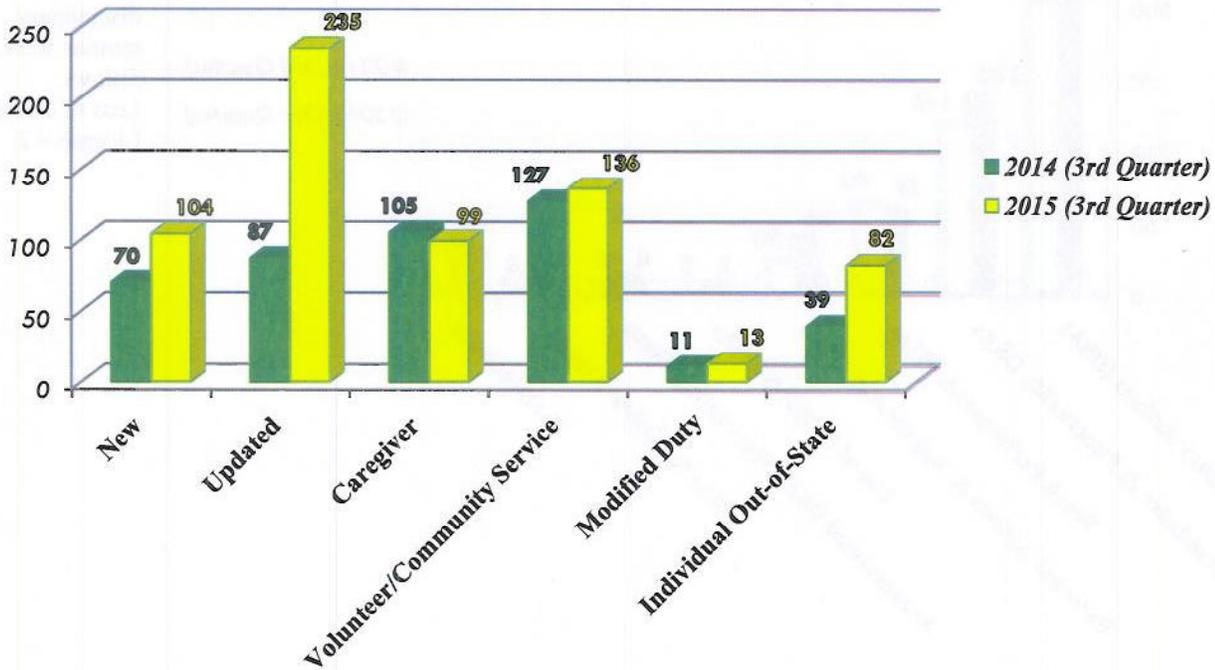


During the 4th quarter of 2015, there were 3 disciplinary actions overturned, 1 disciplinary action was modified, 6 disciplinary actions were voided, and 6 complaints were filed:

1. Overtured DSAs = 3 written warnings.

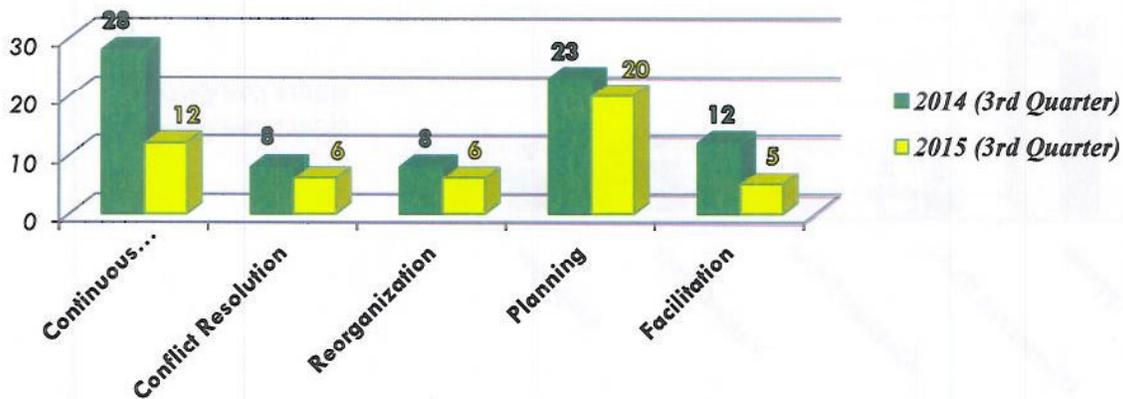
2. Modified DSAs = 1 written warning modified to a verbal.
3. Voided DSAs = 3 terminations & 3 written warnings. 4 were voided for being untimely and 2 were voided for not being filled out completely/correctly.
4. Complaints = 3 for harassment & 3 for discrimination.

Background Investigations Quarterly Comparison Report



During the 3rd quarter of 2015, internal applications are the main source of the high number of updated background checks.

Continuous Improvement Mediation Quarterly Comparison Report



Unemployment Insurance Quarterly Comparison Report

