

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 06 / 10 / 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 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:

Melanie Burkhart, Organizational Development Specialist

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: Melanie Burkhart

Re: Quarterly Report

Submission of Quarterly report.

Motion to accept Quarter 2 report requested.

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](mailto:BC_Agenda_Requests@oneidanation.org)

Quarterly Report  
to the  
Oneida Business Committee  
For the period January 2015 – March 2015

Melanie Burkhart  
Organizational Development Specialist

#### Custodial Department

- Updated current SOP's for the department
- Created new SOP's for department
- Sent SOP's to HRD for approval
- Updated Custodial Handbook

#### Tribal Secretary Reorganization

- Continue assisting the Tribal Secretary's office with the department's roles and responsibilities
- Attend staff meetings to track progress on the updated roles and responsibilities
- Continue working with Records Management and Executive Tribal Clerk on the Boards Committees and Commission process. Created flowchart to identify the current process and look for opportunities for improvement. Next step is to work with LRO on the Comprehensive Policy governing Boards, Committees and Commissions

#### Tribal Treasurer Office

- Continuing research on Per Capita and the GTC Stipends as part of the budget team
  - Reviewing all past GTC meetings that pertain to Per Capita and GTC Stipends
  - Documenting the GTC actions in historical order
  - Working with Records Management to find all the information
- Prepared for Budget Kickoff meeting
- Work team continue to meet on all GTC Mandates

#### OBC Strategic Directions

- Started to meet with the BC on the Reorganization
- Research and put together a historical analysis on past reorganization efforts

#### Facilitation Request

- Conducted a Conflict resolution session with a department.
- During the session the department came to consensus. Provided the department with all agreements

