

# Oneida Business Committee Meeting Agenda Request Form

Deadlines

Instructions

1. Meeting Date Requested: 04 / 09 / 14

## 2. Nature of request

Session:  Open  Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list below:

Agenda Header (choose one): BCC Report

Agenda item title (see instructions):

Oneida Personnel Commission 2nd Quarterly Report Jan-Mar 2014

Action requested (choose one)

Information only

Action - please describe:

Acceptance of Report

## 3. Justification

Why BC action is required (see instructions):

## 4. Supporting Materials

Instructions

Memo of explanation with required information (see instructions)

Report  Resolution  Contract (check the box below if signature required)

Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1. R & E's

3.

2. Minutes

4.

Business Committee signature required

## 5. Submission Authorization

Authorized sponsor (choose one): Melinda Danforth, Council Member

Requestor (if different from above): Julie Clark, Vice-Chairperson, Oneida Personnel Commission

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

ONEIDA PERSONNEL COMMISSION  
FY 2014 Quarterly Report Second Quarter  
January, February and March 2014  
Submitted by: Julie Clark

**NAMES**

Officers: Melanie Burkhart, Chairperson  
Julie Clark, Vice-Chairperson  
Yvonne Jourdan, Secretary  
Richard Moss, Treasurer

Members:	Tonya Boucher	Eric Krawczyk
	Arlene Danforth	Rochelle Powless
	Clifford Danforth	Kevin Shilka
	Susan Daniels	Carol Smith
	Sandra Dennett	Gary Smith

**MINUTES**

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

January 14 <sup>th</sup> , 2014	Regular Meeting	(Meeting Canceled due to weather)
February 11 <sup>th</sup> , 2014	Regular Meeting	(Approved)
March 11 <sup>th</sup> , 2014	Regular Meeting	(Not Approved)

**FINANCIAL**

See attached R&E statements for the months of January, February and March 2014. (March's R & E's have not been received from Accounting at the time of this submission.)

**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 January, February and March.

**ACTIVITY REPORT****Oneida Personnel Commission**

Activity	January	February	March	Totals
Pre-Screens	11	9	10	30
Interviews	8	6	2	16
Reassignments	1	3	8	12
Initial Reviews	5	1	1	7
Grievances	7	5	5	17
Deliberations	0	1	0	1
Decision Writing	3	2	2	7
Motion Decisions	4	2	3	9
Regular Meetings	0	1	1	2
Special Meetings	0	0	0	0
Training*	0	0	0	0
Non-Gaming Employees with an advocate	2	0	3	5
Non-Gaming Employees without an advocate	0	0	0	0
Gaming Employees with an advocate	2	0	1	3
Gaming Employees without an advocate	0	0	0	0
Non-Gaming Management with an advocate	0	0	2	2
Non-Gaming Management without an advocate	2	0	0	2
Gaming Management with an advocate	2	0	1	3
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 - Julie Clark, Vice-Chairperson - OPC**

This past quarter there was two resignations from the Personnel Commission; Melanie Burkhart, OPC Chairperson, and Richard Moss, OPC Treasurer. As Vice Chair, Julie Clark has taken on the duties of the Chair until the April 8<sup>th</sup>, 2014, meeting when the entire commission will appoint a new Chair and Treasurer. One leave of absence has been approved by the Personnel Commission. The Commission is reviewing the expectations and attorney contract in preparation of seeking a new attorney. The Personnel Commission is continuing to review the by-laws, SOP's, and training manual for accuracy and relevance to the laws and policies of the Oneida Tribe.

### **GOALS AND OBJECTIVES – FY2014**

- |  |                   |
|--|-------------------|
| 1. Personnel Commission By-Laws        | REVIEWING         |
| 2. Training Manual                     | IN PROGRESS       |
| 3. Interdepartmental Relationships     | NEEDS IMPROVEMENT |
| 4. Updating Personnel Commission SOP's | IN PROGRESS       |

### **OBJECTIVE STATEMENT – FY 2014**

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**

- Initiatives to meet with the Chairman and Secretary's office to look at the Personnel Commission By-Laws once revisions are made.
- Initiatives started with 2 sub-teams to review Personnel Commission By-Laws.
- Requesting periodic updates from Councilwoman Melinda J. Danforth on the Employment with the entire Personnel Commission.

4273007 - PERSONNEL BOARD

STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE

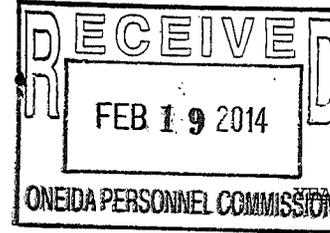
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ONEIDA TRIBE OF INDIANS OF WISCONSIN

REPORT NAME: PRG\_REVEXP

4273007 - PERSONNEL BOARD  
REVENUE AND EXPENSE SUMMARY  
FOR THE PERIOD ENDING: 1/31/2014

CURRENT MONTH



CBRUNE01  
04JAN/2014

CLASS DESCRIPTION	PRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
REVENUE							
TRIBAL CONTRIBUTION	000-458100-000	23,193.52	27,939.00	4,745	78,157	111,741	33,584
TOTAL REVENUE		23,193.52	27,939.00	(4,745)	78,157	111,741	(33,584)
EXPENSES (LABOR/PAYROLL)							
PERSONNEL	000-502100-000	6,141.10	7,263.00	1,122	23,131	29,052	5,921
WAGE ACCRUAL EXPENSE	000-502100-999	1,117.71		(1,118)	1,452		(1,452)
SALARIES - TRAINING	000-502110-000	38.38		(38)	38		(38)
PAID TIME OFF	000-504000-000	884.92		(885)	5,223		(5,223)
FRINGE BENEFIT	000-505000-000	2,643.93	2,881.00	237	11,067	11,518	451
FRINGE ACCRUAL EXPENSE	000-505000-999	402.48		(402)	533		(533)
TOTAL LABOR/PAYROLL EXP.		11,228.52	10,144.00	(1,084)	41,444	40,570	(874)
EXPENSES (PURCHASES)							
TOTAL PURCHASES							
EXPENSES (EXTERNAL & INTERNAL)							
SUPPLIES & MATERIALS	000-700001-000	414.58	70.00	(345)	415	280	(135)
COPY CHARGES	000-700010-000	74.12	34.00	(40)	74	138	64
TRANSP. & PER DIEM	000-701000-000		167.00	167		664	664
OUTSIDE SERVICES	000-702010-000	138.04	63.00	(75)	202	256	54
LEGAL SERVICES	000-702400-000		3,500.00	3,500		14,000	14,000
TRAINING & EDUCATION	000-705010-000		167.00	167		664	664
RENTAL USAGE	000-705202-000	128.59	96.00	(33)	539	382	(157)
HEAT & LIGHTS	000-705211-000	472.86	375.00	(98)	1,247	1,500	253
WATER & SEWER	000-705212-000	5.52	5.00	(1)	18	20	2
TELEPHONE	000-705213-000	42.37	36.00	(6)	157	142	(15)
BUSINESS EXPENSE	000-705300-000		17.00	17		64	64
STIPENDS	000-705305-000				275		(275)
INSURANCE	000-705500-000	58.82	56.00	(3)	235	222	(13)
I/T SUPPLIES & MATERIALS	000-750001-000		8.00	8		36	36
I/T - PRINTING	000-750009-000		8.00	8		36	36
I/T RENT EXPENSE	000-755201-000	288.24	292.00	4	1,153	1,164	11
INDIRECT COSTS	000-758300-000	1,135.24	1,198.00	63	4,563	4,797	234
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	179.62		(180)	233		(233)
STIPENDS	100-705305-000	7,377.00	7,146.00	(231)	19,382	28,582	9,200

4273007 - PERSONNEL BOARD

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CBRUNE01

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4273007 - PERSONNEL BOARD  
REVENUE AND EXPENSE SUMMARY  
FOR THE PERIOD ENDING: 1/31/2014

CURRENT MONTH

YEAR TO DATE

CLASS DESCRIPTION	PRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
STIPENDS	200-705305-000		417.00	417			
STIPENDS	400-705305-000		692.00	692		1,664	1,664
STIPENDS	500-705305-000	1,650.00	2,898.00	1,248	1,650	2,764	1,114
STIPENDS	600-705305-000		550.00	550	4,870	11,596	6,726
TOTAL EXT./INT. EXPENSES		11,965.00	17,795.00	5,829	1,700	2,200	500
TOTAL EXPENSES		23,193.52	27,939.00	4,745	36,713	71,171	34,458
NET TOTALS					78,157	111,741	33,584

4273007 - PERSONNEL BOARD

STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE

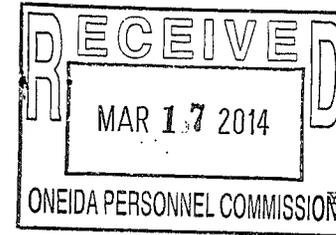
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ONEIDA TRIBE OF INDIANS OF WISCONSIN

CBRUNE01  
05FEB/2014

REPORT NAME: PRG\_REVEXP

4273007 - PERSONNEL BOARD  
REVENUE AND EXPENSE SUMMARY  
FOR THE PERIOD ENDING: 2/28/2014



CURRENT MONTH

CLASS DESCRIPTION	PRT-ACCNT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
REVENUE							
TRIBAL CONTRIBUTION	000-458100-000	17,187.02	27,939.00	10,752	95,344	139,680	44,336
TOTAL REVENUE		17,187.02	27,939.00	(10,752)	95,344	139,680	(44,336)
EXPENSES (LABOR/PAYROLL)							
PERSONNEL	000-502100-000	5,896.12	7,263.00	1,367	29,027	36,315	7,288
WAGE ACCRUAL EXPENSE	000-502100-999	(553.14)		553	899		(899)
SALARIES - TRAINING	000-502110-000				38		(38)
PAID TIME OFF	000-504000-000	785.48		(785)	6,009		(6,009)
FRINGE BENEFIT	000-505000-000	2,605.55	2,881.00	275	13,673	14,399	726
FRINGE ACCRUAL EXPENSE	000-505000-999	(176.49)		176	356		(356)
TOTAL LABOR/PAYROLL EXP.		8,557.52	10,144.00	1,586	50,002	50,714	712
EXPENSES (PURCHASES)							
TOTAL PURCHASES							
EXPENSES (EXTERNAL & INTERNAL)							
SUPPLIES & MATERIALS	000-700001-000	69.00	70.00	1	484	350	(134)
COPY CHARGES	000-700010-000		34.00	34	74	172	98
TRANSP. & PER DIEM	000-701000-000		167.00	167		831	831
OUTSIDE SERVICES	000-702010-000	58.02	63.00	5	260	319	59
LEGAL SERVICES	000-702400-000		3,500.00	3,500		17,500	17,500
TRAINING & EDUCATION	000-705010-000		167.00	167		831	831
RENTAL USAGE	000-705202-000	128.59	96.00	(33)	668	478	(190)
HEAT & LIGHTS	000-705211-000	535.58	375.00	(161)	1,782	1,875	93
WATER & SEWER	000-705212-000	6.21	5.00	(1)	24	25	1
TELEPHONE	000-705213-000	37.71	36.00	(2)	195	178	(17)
BUSINESS EXPENSE	000-705300-000		17.00	17		81	81
STIPENDS	000-705305-000				275		(275)
INSURANCE	000-705500-000	58.82	56.00	(3)	294	278	(16)
I/T SUPPLIES & MATERIALS	000-750001-000		8.00	8		44	44
I/T - PRINTING	000-750009-000		8.00	8		44	44
I/T RENT EXPENSE	000-755201-000	288.24	292.00	4	1,441	1,456	15
INDIRECT COSTS	000-758300-000	1,073.72	1,198.00	124	5,636	5,995	359
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	(88.89)		89	144		(144)
STIPENDS	100-705305-000	3,862.50	7,146.00	3,284	23,245	35,728	12,483

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4273007 - PERSONNEL BOARD  
REVENUE AND EXPENSE SUMMARY  
FOR THE PERIOD ENDING: 2/28/2014

CURRENT MONTH

YEAR TO DATE

CLASS DESCRIPTION	PRT-ACCNT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
STIPENDS	200-705305-000		417.00	417		2,081	2,081
STIPENDS	400-705305-000	600.00	692.00	92	2,250	3,456	1,206
STIPENDS	500-705305-000	2,000.00	2,898.00	898	6,870	14,494	7,624
STIPENDS	600-705305-000		550.00	550	1,700	2,750	1,050
TOTAL EXT./INT. EXPENSES		8,629.50	17,795.00	9,165	45,342	88,966	43,624
TOTAL EXPENSES		17,187.02	27,939.00	10,751	95,344	139,680	44,336
NET TOTALS							