

Oneida Business Committee Meeting Agenda Request Form

Deadlines

Instructions

1. Meeting Date Requested: 07 / 23 / 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):

Agenda item title (see instructions):

Action requested (choose one)

Information only

Action - please describe:

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. <input type="text"/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>

Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one):

Requestor (if different from above):
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 Third Quarter
 April, May and June 2014
 Submitted by: Yvonne Jourdan

NAMES

Officers: Yvonne Jourdan, Chairperson
 Julie Clark, Vice-Chairperson
 Kevin Shilka, Treasurer

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

MINUTES

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

April 8 th , 2014	Regular Meeting	(Approved)
May 13 th , 2014	Regular Meeting	(Approved)
June 10 th , 2014	Regular Meeting	(Approved)

FINANCIAL

See attached R&E statements for the months of April, May and June 2014. (June'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 third quarter of this fiscal year included standard initial reviews, grievance hearings, and grievance decisions training which took place in April, May and June.

ACTIVITY REPORT

Oneida Personnel Commission

Activity	April	May	June	Totals
Pre-Screens	12	12	19	43
Interviews	15	6	17	38

Reassignments	3	2	5	10
Initial Reviews	4	0	1	5
Grievances	5	1	0	6
Deliberations	0	1	0	1
Decision Writing	4	2	0	6
Motion Decisions	3	1	0	4
Regular Meetings	1	1	1	3
Special Meetings	0	0	0	0
Training*	1	0	0	1
Non-Gaming Employees with an advocate	0	2	0	2
Non-Gaming Employees without an advocate	1	1	0	2
Gaming Employees with an advocate	1	0	0	1
Gaming Employees without an advocate	0	0	0	0
Non-Gaming Management with an advocate	1	3	0	4
Non-Gaming Management without an advocate	0	0	0	0
Gaming Management with an advocate	1	0	0	1
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 past quarter we have had one resignation from the Personnel Commissioner; Tonya Boucher. The Commission is reviewing 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 looking for an

attorney, and will be initiating the RFP process as well as maintaining the Indian Preference laws and policies. 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.

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.