

# Oneida Business Committee Meeting Agenda Request Form

1. Meeting Date Requested: 10 / 08 / 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:

Agenda Header (choose one): Report

Agenda item title (see instructions):

Oneida Personnel Commission Quarterly Report

Action requested (choose one)

- Information only  
 Action - please describe:

Accept Quarterly 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):

Requestor (if different from above): Yvonne Jourdan, Chairwoman, Oneida Personnel Commission

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

- 1) Save a copy of this form in a pdf format.
- 2) Email this form and all supporting materials to: BC\_Agenda\_Requests@oneidanation.org

ONEIDA PERSONNEL COMMISSION  
 FY 2014 Quarterly Report Fourth Quarter  
 July, August and September 2014  
 Submitted by: Yvonne Jourdan

**NAMES**

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

Members: Arlene Danforth  
 Clifford Danforth  
 Susan Daniels  
 Sandra Dennett  
 Eric Krawczyk  
 Pearl Webster

Carol Smith  
 Gary Smith  
 Dorothy Skenandore



**MINUTES**

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

July 8 <sup>th</sup> , 2014	Regular Meeting	(Approved)
August 12 <sup>th</sup> , 2014	Regular Meeting	(Approved)
September 9 <sup>th</sup> , 2014	Regular Meeting	(Not Approved)

**FINANCIAL**

See attached R&E statements for the months of July, August, and September 2014. (September'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	July	August	September	Totals
Pre-Screens	20	16	13	49
Interviews	15	16	9	40
Reassignments	5	4	5	14
Initial Reviews	0	1	6	7
Grievances	0	1	1	2
Deliberations	0	1	8	9
Decision Writing	0	0	1	1

Motion Decisions	0	1	4	5
Regular Meetings	1	1	1	3
Special Meetings	0	0	0	0
Training*	1	3	9	13
Non-Gaming Employees with an advocate	0	0	0	0
Non-Gaming Employees without an advocate	0	1	11	12
Gaming Employees with an advocate	0	0	0	0
Gaming Employees without an advocate	0	0	0	0
Non-Gaming Management with an advocate	0	0	1	1
Non-Gaming Management without an advocate	0	1	1	2
Gaming Management with an advocate	0	0	0	0
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**

At the end of June, Pearl Webster and Dorothy Skenandore were sworn in as our newest Personnel Commissioners. Both bring a wealth of experience working with the Tribe, and having expertise in the employment related areas that this Commission is engaged in. The Commission continues to review 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 that has experience and working knowledge of employment law as well as Indian Federal Law and also Oneida Tribal Law. 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. We are currently working on updating the qualifications for future Commissioners, which will be reflected in our By-Laws.

## **GOALS AND OBJECTIVES – FY2014**

- |  |                   |
|--|-------------------|
| 1. Personnel Commission By-Laws              | REVIEWING         |
| 2. Training Manual                           | IN PROGRESS       |
| 3. Updating Qualifications for Commissioners | 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.
- Meeting with the Personnel Commission's newly appointed Liaison, Lisa Summers, Tribal Secretary.

Oneida Personnel Commission  
 Social Services – 1<sup>st</sup> Floor East Wing Conference Room  
 Regular Meeting Minutes  
 July 8, 2014

A. Call to Order: 12:04 PM

Yvonne Jourdan - Chairperson, called the meeting to order at 12:04 PM

Name & Title	Attendance P = Present A = Absent E = Excused UE = Unexcused	Name & Title	Attendance P = Present A = Absent E = Excused UE = Unexcused
Julie Clark	P	Rochelle Powless	P
Arlene Danforth	P	Kevin Shilka	A & E
Clifford Danforth	P	Dorothy Skenandore	P-arrived at 12:10 p.m.
Susan Daniels	A & E	Carol Smith	P
Sandra Dennett	P	Gary Smith	P
Yvonne Jourdan	P	Pearl Webster	P
Eric Krawczyk	P		

Also in attendance: Gina Buenrostro, OPC Administrator.

**Rochelle Powless moved to approve the attendance, excusing Susan Daniels and Kevin Shilka, and un-excusing Dorothy Skenandore seconded by Gary Smith, motion was carried unanimously.**

B. Approval of Agenda:

**Changes: Appoint a secretary, add to New Business F., Housing Keeping (c).**

**Medical Leave changes, add to New Business F., Housing Keeping (d).**

**Eric Krawczyk made a motion to approve the agenda with the changes, seconded by Gary Smith. Motion carried unanimously.**

C. Review/Approval of Minutes – June 10, 2014 Regular Meeting

**Gary Smith made a motion to approve the June 10, 2014, meeting minutes with changes, seconded by Rochelle Powless. Motion carried.**

D. Tabled Business:

1. Proposed Amendments to the OPC By-Laws and Qualification for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels 20 minutes) Update – Left on the Table

2. Process Flow for grievances  
**Rochelle Powless moved to take from the table, seconded by Sandy Dennett, motion carried.**  
**Rochelle Powless moved to defer this item to next month's agenda, seconded by Gary Smith. Motion carried unanimously.**
3. OPC Orientation – Julie Clark  
**Rochelle Powless moved to take off the table, seconded by Gary Smith, motion carried unanimously.**  
**Rochelle Powless moves that new commissioners shadow commissioners on reassignments only until EEO I and EEO II are completed, 2<sup>nd</sup> by Gary Smith. Motion Carried. One opposed-Arlene Danforth**  
**Sandy Dennett moves that Julie Clark bring back corrected version of OPC Orientation to the August 12<sup>th</sup>, 2014, meeting, 2<sup>nd</sup> by Rochelle Powless. Motion carried unanimously.**
4. Reassignment Issues-(Arlene Danforth and Tonya Boucher-Executive Session 20 minutes)  
**Rochelle Powless moves to take off the table, seconded by Eric Krawczyk. Motion carried unanimously.**  
**Gary Smith moves to remove this item from the agenda, 2<sup>nd</sup> by Carol Smith. Motion carries. Two abstentions- Rochelle Powless and Julie Clark.**

E. Old Business:

1. Update on Attorney-No Update

F. New Business

1. Scheduling Initial Reviews, Grievances, and Reassignments and housekeeping  
**Sandy Dennett made a motion to go into executive session, seconded by Rochelle Powless. Motion was carried unanimously. Time 1:26 p.m.**  
**Clifford Danforth made a motion to come out of executive session, seconded by Gary Smith. Motion carried unanimously. Time 1:47 p.m.**
- a. Status of Declaratory Ruling : **Gary Smith moved that the Oneida Personnel Commission move forward with the Declaratory Ruling instead of meeting with HRD, 2<sup>nd</sup> by Rochelle Powless. Motion Carried. Two abstentions Julie Clark, Carol Smith.**
- b. Updating Training Calendar: **Sandy Dennett moves that in the beginning of September the OPC will start holding a talking circle to discuss one topic on**

**the training schedule, and that we are trying the talking circle for three (3) months, 2<sup>nd</sup> by Carol Smith. Motion carries. One abstention-Dorothy Skenandore. Arlene Danforth moves to take a 10 minute break, 2<sup>nd</sup> by Julie Clark. Motion carries unanimously. Time: 2:10 p.m.**

**c. Secretary Position: Eric Krawczyk moves to have Rochelle Powless take over the Secretary duties, 2<sup>nd</sup> by Gary Smith. Motion carries. One abstention-Rochelle Powless.**

**d. Medical Leave: FYI-Arlene Danforth**

2. Drug and Alcohol Free Workplace Policy

No Action.

3. Financial Report – May 2014, Including proposed budget for 2015

**Carol Smith moves to approve the financial report including the proposed budget for 2015, 2<sup>nd</sup> by Rochelle Powless. Motion carried unanimously.**

4. Activity Report-June 2014

**Eric Krawczyk moves to approve the activity report, seconded by Carol Smith. Motion carried unanimously.**

5. 3<sup>rd</sup> Quarter, Quarterly Report

**Eric Krawczyk moves to approve the quarterly report, 2<sup>nd</sup> by Carol Smith. Motion carries unanimously.**

G. Correspondence: Primarily distributed into PC members mail boxes

H. Standing and Special Committee Reports;

1. FY Budget Planning – Chairperson, Treasurer, Administrator

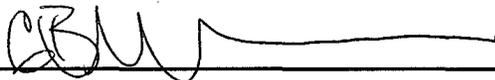
2. Quarterly Reports due to the OBC – Due 2<sup>nd</sup> Wednesday of the month in January, April, July and October

3. Semi-Annual and Annual Reports to G.T.C. – Due October and April

I. Other:

1. Next Regular Meeting – August 12<sup>th</sup>, 2014 at noon. Pot Luck –Rochelle's in charge.

**Gary Smith made a motion to adjourn the meeting, seconded by Rochelle Powless. Motion carried unanimously. Time: 2:46 P.M.**



---

**Submitted by Gina Buenrostro for the Oneida Personnel Commission Secretary**

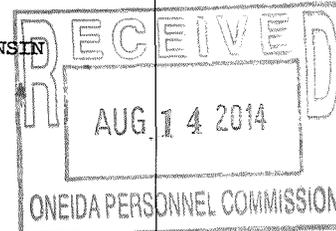
4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 REPORT RUNDATE/TIME: 8/13/2014 11:36:41

ONEIDA TRIBE OF INDIANS OF WISCONSIN

CBRUNE01  
 10JUL/2014

REPORT NAME: PRG\_REVEXP

4273007 - PERSONNEL BOARD  
 REVENUE AND EXPENSE SUMMARY  
 FOR THE PERIOD ENDING: 7/31/2014



CURRENT MONTH

YEAR TO DATE

CLASS DESCRIPTION	PRT-ACCNT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
<b>REVENUE</b>							
SERVICE FEE REVENUE	000-400001-000	40.00		(40)	40		(40)
I/T SERVICE FEE REVENUE	000-450001-000				10		(10)
TRIBAL CONTRIBUTION	000-458100-000	18,303.95	27,939.00	9,635	187,353	279,375	92,022
INTRA/SAME SERVICE FEE REVENUE	000-480001-000				90		(90)
<b>TOTAL REVENUE</b>		<b>18,343.95</b>	<b>27,939.00</b>	<b>(9,595)</b>	<b>187,493</b>	<b>279,375</b>	<b>(91,882)</b>
<b>EXPENSES (LABOR/PAYROLL)</b>							
PERSONNEL	000-502100-000	6,166.96	7,263.00	1,096	61,288	72,630	11,342
WAGE ACCRUAL EXPENSE	000-502100-999	1,002.70		(1,003)	1,010		(1,010)
SALARIES - TRAINING	000-502110-000				38		(38)
PAID TIME OFF	000-504000-000	514.64		(515)	10,496		(10,496)
FRINGE BENEFIT	000-505000-000	2,605.54	2,881.00	275	28,004	28,804	800
FRINGE ACCRUAL EXPENSE	000-505000-999	391.01		(391)	392		(392)
<b>TOTAL LABOR/PAYROLL EXP.</b>		<b>10,680.85</b>	<b>10,144.00</b>	<b>(538)</b>	<b>101,228</b>	<b>101,434</b>	<b>206</b>
<b>EXPENSES (PURCHASES)</b>							
<b>TOTAL PURCHASES</b>							
<b>EXPENSES (EXTERNAL &amp; INTERNAL)</b>							
SUPPLIES & MATERIALS	000-700001-000		70.00	70	1,019	700	(319)
COPY CHARGES	000-700010-000		34.00	34	181	342	161
TRANSP. & PER DIEM	000-701000-000		167.00	167		1,666	1,666
OUTSIDE SERVICES	000-702010-000	18.03	63.00	45	553	634	81
LEGAL SERVICES	000-702400-000		3,500.00	3,500		35,000	35,000
TRAINING & EDUCATION	000-705010-000		167.00	167		1,666	1,666
RENTAL USAGE	000-705202-000		96.00	96	1,182	958	(224)
HEAT & LIGHTS	000-705211-000	252.84	375.00	122	3,868	3,750	(118)
WATER & SEWER	000-705212-000	5.37	5.00		70	50	(20)
TELEPHONE	000-705213-000	33.53	36.00	2	473	358	(115)
BUSINESS EXPENSE	000-705300-000		17.00	17		166	166
STIPENDS	000-705305-000				275		(275)
INSURANCE	000-705500-000	56.54	56.00	(1)	577	558	(19)
I/T SUPPLIES & MATERIALS	000-750001-000		8.00	8	265	84	(181)
I/T - PRINTING	000-750009-000		8.00	8	1,061	84	(977)
I/T RENT EXPENSE	000-755201-000	286.87	292.00	5	2,880	2,916	36

4273007 - PERSONNEL BOARD

STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE

REPORT RUNDATE/TIME: 8/13/2014 11:36:41

ONEIDA TRIBE OF INDIANS OF WISCONSIN

CBRUNE01  
10JUL/2014

REPORT NAME: PRG\_REVEXP

4273007 - PERSONNEL BOARD  
REVENUE AND EXPENSE SUMMARY  
FOR THE PERIOD ENDING: 7/31/2014

CURRENT MONTH

YEAR TO DATE

CLASS DESCRIPTION	PRT-ACCNT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
I/T UTILITIES EXPENSE	000-755210-000	.07					
INDIRECT COSTS	000-758300-000	1,073.72	1,198.00	124	11,542	11,985	443
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	161.13		(161)	162		(162)
STIPENDS	100-705305-000	1,375.00	7,146.00	5,771	36,632	71,458	34,826
STIPENDS	200-705305-000		417.00	417		4,166	4,166
STIPENDS	400-705305-000	495.00	692.00	197	4,550	6,916	2,366
STIPENDS	500-705305-000	3,805.00	2,898.00	(907)	18,725	28,984	10,259
STIPENDS	600-705305-000	100.00	550.00	450	2,250	5,500	3,250
TOTAL EXT./INT. EXPENSES		7,663.10	17,795.00	10,131	86,265	177,941	91,676
TOTAL EXPENSES		18,343.95	27,939.00	9,593	187,493	279,375	91,882
NET TOTALS							

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
AUGUST 12, 2014 – NOON  
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary: Rochelle A. Powless

A. Call to Order: Attendance (12:02p.m.) Gate Keeper: Julie Clark  
Yvonne Jordan, Chairwoman, called the meeting to order at 12:02p.m.

B. Approval of Agenda (5 minutes)

Yvonne Jourdan	Chairwoman
Julie Clark	Vice Chairwoman
Rochelle A. Powless	Secretary (Temporary)
Arlene Danforth	Member
Clifford Danforth	Member
Susan Daniels	Member
Eric Krawczyk	Member
Dorothy Skenandore	Member
Carol Smith	Member

**EXCUSED:**

Sandy Dennett	Member
Kevin Shilka	Member
Pearl Webster	Member
Gary Smith	Member

**MOTION:** Susan Daniels motioned to approve the attendance.

**SECOND:** Carol Smith seconded the motion.

**MOTION CARRIED**

**AGENDA**

**MOTION:** Susan Daniels motioned to approve the agenda with changes:

**New Business** – Add 1.c. Training Updates

**SECOND:** Eric Krawczyk seconded the motion.

**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
AUGUST 12, 2014 – NOON  
East Wing Conference Room

**C. Review\Approval of Minutes: July 8, 2014, OPC Regular Meeting  
(Gina Buenrostro 10 minutes)**

**MOTION:** Arlene Danforth motioned to approve the July 8, 2014 OPC Regular Meeting Minutes with changes. Page 4, Motion to approve attendance. Excuse Susan Daniels and Kevin Shilka only. Remove Dorothy Skenandore from the excused motion because she came in later.

**SECOND:** Carol Smith seconded the motion.

**ABSTAIN:** Dorothy Skenandore

**ABSTAIN:** Susan Daniels

**MOTION CARRIED**

**D. Tabled Business (4)**

**1. Proposed Amendments to the OPC By-Laws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels).**

**MOTION:** Julie Clark motioned to remove Qualifications for Oneida Personnel Commissioners from the table.

**SECOND:** Carol Smith seconded the motion.

**MOTION CARRIED**

**MOTION:** Julie Clark motioned to approve the OPC Qualifications for Oneida Personnel Commissioners as is and direct Sue Daniels to develop a Job Description and bring to the September 9, 2014 OPC Regular Meeting,

**SECOND:** Rochelle A. Powless seconded the motion.

**OPPOSE:** Arlene Danforth, once we develop a job description we will need to test everyone who applies for the position.

**MOTION CARRIED**

**2. Process Flow for Grievances (Yvonne Jourdan)**

**MOTION:** Susan Daniels motioned to remove the 2. Process Flow For Grievances from the Table.

**SECOND:** Rochelle A. Powless seconded the motion.

**MOTION CARRIED**

**MOTION:** Susan Daniels motioned to approve the 2. Process Flow For Grievances Brochure.

**SECOND:** Julie Clark seconded the motion.

**MOTION CARRIED**

**3. OPC Orientation (Julie Clark)**

**MOTION:** Susan Daniels motioned to remove OPC 3. Orientation (Julie Clark) from the Table.

**SECOND:** Carol Smith seconded the motion.

**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
AUGUST 12, 2014 – NOON  
East Wing Conference Room

**MOTION:** Susan Daniels motioned to approve 3. OPC Orientation (Julie Clark) effective August 12, 2014 with Pearl Webster and Dorothy Skenandore's placement on the OPC.

**SECOND:** Rochelle A. Powless seconded the motion.

**MOTION CARRIED**

**(Susan Daniels volunteers as Pearl Webster or Dorothy Skenandore's OPC Member to mentor).**

4. Training Request – Formal Training on writing decisions (Arlene Danforth) Excerpt from the April 8, 2014 OPC Meeting: "Arlene Danforth made a motion to table this item until the August Meeting, seconded by Clifford Danforth. Motion carried unanimously."

**MOTION:** Arlene Danforth motioned to remove from the Table due to lack of funds:

5. Training Request – Formal Training on writing decisions (Arlene Danforth) Excerpt from the April 8, 2014 OPC Meeting: "Arlene Danforth made a motion to table this item until the August Meeting, seconded by Clifford Danforth. Motion carried unanimously."

**SECOND:** Dorothy Skenandore seconded the motion.

**MOTION CARRIED**

**E. Old Business (1)**

1. Update on attorney (Julie Clark 10 minutes)

**MOTION:** Susan Daniels motioned to Leave on the Table until September 9, 2014 OPC Regular Meeting.

**SECOND:** Julie Clark seconded the motion.

**MOTION CARRIED**

**F. New Business (4)**

1. Scheduling Initial Reviews, Grievances, Reassignmens and Housekeeping- (Gina Buenrostro 10 minutes)
  - a. Medical Leave of Absence (Kevin Shilka 5 minutes)
  - b. Declaratory Ruling Decision (Entire Commission 20 minutes)
  - c. Training Updates (Gina Buenrostro 5 minutes)

**MOTION:** Susan Daniels motioned to go into Executive Session at 1:25p.m.

**SECOND:** Julie Clark seconded the motion.

**MOTION CARRIED**

**MOTION:** Susan Daniels motioned to come out of Executive Session at 1:52p.m.

**SECOND:** Rochelle A. Powless seconded the motion.

**MOTION CARRIED**

**MOTION:** Dorothy Skenandore motioned to extend the Declaratory Ruling Discussion for 5 minutes.

**SECOND:** Arlene Danforth seconded the motion.

**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
AUGUST 12, 2014 – NOON  
East Wing Conference Room

**MOTION:** Dorothy Skenandore motioned to go back into Executive Session at 1:53p.m.  
**SECOND:** Arlene Danforth seconded the motion.  
**MOTION CARRIED**

**MOTION:** Susan Daniels motioned to come out of Executive Session at 1:58p.m.  
**SECOND:** Dorothy Skenandore seconded the motion.  
**MOTION CARRIED**

a. Medical Leave of Absence (Kevin Shilka 5 minutes)

**MOTION:** Susan Daniels motioned to approve a Medical Leave of Absence of 3 months for Kevin Shilka, OPC Member.  
**SECOND:** Dorothy Skenandore seconded the motion.  
**MOTION CARRIED**

b. Declaratory Ruling Decision (Entire Commission 20 minutes)

**MOTION:** Arlene Danforth motioned for Gina Buenrostro to file a Clarification or Appeal of July 31, 2014 signed document for Declaratory Decision, Docket 14-TC103, within the prescribed timelines.  
**SECOND:** Rochelle A. Powless seconded the motion.  
**MOTION CARRIED**

c. Training Updates (Gina Buenrostro 5 minutes)

**MOTION:** Susan Daniels motioned to accept Training Update for 8/26/4, 5:00p.m.- 7:00p.m., Training Manual. Delete 9/23/14 Training. Susan Daniels will act as OPC Facilitator. Read OPC Manual beforehand and bring questions.  
**SECOND:** Dorothy Skenandore seconded the motion.  
**MOTION CARRIED**

**MOTION:** Susan Daniels motioned to approve Financial Report.  
**SECOND:** Eric Krawczyk seconded the motion.  
**MOTION CARRIED**

**MOTION:** Susan Daniels motioned to approve the Activity Report.  
**SECOND:** Julie Clark seconded the motion.  
**MOTION CARRIED**

**MOTION:** Rochelle A. Powless motioned to take a 10 minute break.  
**SECOND:** Arlene Danforth seconded the motion.  
**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING

AUGUST 12, 2014 – NOON

East Wing Conference Room

**MOTION:** Susan Daniels motioned to approve Julie Clark's Stipend for 8/12/14.

**SECOND:** Clifford Danforth seconded the motion.

**ABSTENTION:** Julie Clark abstains.

**OPPOSED:** Arlene Danforth opposed.

**MOTION CARRIED**

**MOTION:** Eric Krawczyk motioned to invite Melinda Danforth, OBC Liaison, to the next meeting.

**SECOND:** Rochelle A. Powless seconded the motion.

**ABSTAIN:** Arlene Danforth abstains.

**ABSTAIN:** Dorothy Skenandore abstains.

**MOTION CARRIED**

**MOTION:** Dorothy Skenandore motioned for Sue Daniels to contact other hearing bodies to find out their concerns regarding the LOC steps toward removing their hearing processes.

**SECOND:** Arlene Danforth seconded the motion.

**MOTION CARRIED**

**MOTION:** Susan Daniels motioned to adjourn at 2:36p.m.

**SECOND:** Carol Smith seconded the motion.

**MOTION CARRIED**

RP/GBU

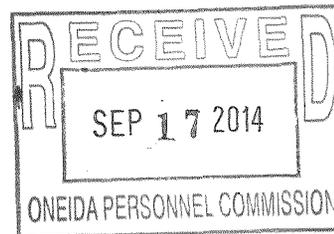
REPORT NAME: PRG\_REVEXP

4273007 - PERSONNEL BOARD  
 REVENUE AND EXPENSE SUMMARY  
 FOR THE PERIOD ENDING: 8/31/2014

CURRENT MONTH

YEAR TO DATE

CLASS DESCRIPTION	PRT-ACCNT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
REVENUE							
SERVICE FEE REVENUE	000-400001-000				40		(40)
I/T SERVICE FEE REVENUE	000-450001-000				10		(10)
TRIBAL CONTRIBUTION	000-458100-000	16,444.38	27,939.00	11,495	203,797	307,314	103,517
INTRA/SAME SERVICE FEE REVENUE	000-480001-000				90		(90)
TOTAL REVENUE		16,444.38	27,939.00	(11,495)	203,937	307,314	(103,377)
EXPENSES (LABOR/PAYROLL)							
PERSONNEL	000-502100-000	8,044.96	7,263.00	(782)	69,333	79,893	10,560
WAGE ACCRUAL EXPENSE	000-502100-999	(1,336.78)		1,337	(327)		327
SALARIES - TRAINING	000-502110-000				38		(38)
PAID TIME OFF	000-504000-000	307.04		(307)	10,803		(10,803)
FRINGE BENEFIT	000-505000-000	3,258.44	2,881.00	(377)	31,262	31,685	423
FRINGE ACCRUAL EXPENSE	000-505000-999	(521.29)		521	(129)		129
TOTAL LABOR/PAYROLL EXP.		9,752.37	10,144.00	392	110,980	111,578	598
EXPENSES (PURCHASES)							
TOTAL PURCHASES							
EXPENSES (EXTERNAL & INTERNAL)							
SUPPLIES & MATERIALS	000-700001-000		70.00	70	1,019	770	(249)
COPY CHARGES	000-700010-000	139.63	34.00	(106)	321	376	55
TRANSP. & PER DIEM	000-701000-000		167.00	167		1,833	1,833
OUTSIDE SERVICES	000-702010-000	137.96	63.00	(75)	691	697	6
LEGAL SERVICES	000-702400-000		3,500.00	3,500		38,500	38,500
TRAINING & EDUCATION	000-705010-000		167.00	167		1,833	1,833
RENTAL USAGE	000-705202-000	257.27	96.00	(161)	1,439	1,054	(385)
HEAT & LIGHTS	000-705211-000	263.69	375.00	111	4,132	4,125	(7)
WATER & SEWER	000-705212-000	7.03	5.00	(2)	77	55	(22)
TELEPHONE	000-705213-000	70.64	36.00	(35)	544	394	(150)
BUSINESS EXPENSE	000-705300-000		17.00	17		183	183
STIPENDS	000-705305-000				275		(275)
INSURANCE	000-705500-000	56.54	56.00	(1)	633	614	(19)
I/T SUPPLIES & MATERIALS	000-750001-000		8.00	8		265	(173)
I/T - PRINTING	000-750009-000		8.00	8	1,061	92	(969)
I/T RENT EXPENSE	000-755201-000	286.87	292.00	5	3,167	3,208	41



4273007 - PERSONNEL BOARD

STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE

REPORT RUNDATE/TIME: 9/15/2014 08:05:00

ONEIDA TRIBE OF INDIANS OF WISCONSIN

CBRUNE01  
11AUG/2014

REPORT NAME: PRG\_REVEXP

4273007 - PERSONNEL BOARD  
REVENUE AND EXPENSE SUMMARY  
FOR THE PERIOD ENDING: 8/31/2014

CURRENT MONTH

YEAR TO DATE

CLASS DESCRIPTION	PRT-ACCNT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
I/T UTILITIES EXPENSE	000-755210-000	.05					
INDIRECT COSTS	000-758300-000	1,342.15	1,198.00	(144)	12,884	13,183	299
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	(214.82)		215	(53)		53
STIPENDS	100-705305-000	1,000.00	7,146.00	6,146	37,632	78,604	40,972
STIPENDS	200-705305-000		417.00	417		4,583	4,583
STIPENDS	400-705305-000	450.00	692.00	242	5,000	7,608	2,608
STIPENDS	500-705305-000	2,495.00	2,898.00	403	21,220	31,882	10,662
STIPENDS	600-705305-000	400.00	550.00	150	2,650	6,050	3,400
TOTAL EXT./INT. EXPENSES		6,692.01	17,795.00	11,102	92,957	195,736	102,779
TOTAL EXPENSES		16,444.38	27,939.00	11,494	203,937	307,314	103,377
NET TOTALS							

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
SEPTEMBER 9, 2014 – NOON  
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

- A. Call to Order:** Gate Keeper: Erik Krawczyk Interim Secretary: Rochelle A. Powless  
Julie Clark, Vice Chairwoman, called the meeting to order at 12:05p.m.

**ATTENDANCE**

Julie Clark	Vice Chairwoman
Rochelle A. Powless	Secretary (Interim)
Arlene Danforth	Member
Clifford Danforth	Member
Susan Daniels	Member
Eric Krawczyk	Member
Dorothy Skenandore	Member
Carol Smith	Member
Sandy Dennett	Member
Gary Smith	Member

**EXCUSED:**

Yvonne Jourdan	Chairwoman
Kevin Shilka	Member
Pearl Webster	Member

**MOTION:** Susan Daniels motioned to approve the attendance.

**SECOND:** Gary Smith seconded the motion.

**MOTION CARRIED**

**B. Approval of Agenda**

**MOTION:** Erik Krawczyk motioned to approve the agenda with additions.

**SECOND:** Dorothy Skenandore seconded the motion.

**MOTION CARRIED**

**C. Review\Approval of Minutes: August 12, 2014, OPC Regular Meeting  
(Gina Buenrostro 10 minutes)**

**MOTION:** Susan Daniels motioned to approve the August 12, 2014 OPC Regular Meeting Minutes

**SECOND:** Carol Smith seconded the motion.

**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
SEPTEMBER 9, 2014 – NOON  
East Wing Conference Room

**D. Tabled Business (4)**

**1. Proposed Amendments to the OPC By-Laws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels).**

**MOTION:** Rochelle A. Powless motioned to remove Qualifications for Oneida Personnel Commissioners from the table.

**SECOND:** Gary Smith seconded the motion.

**MOTION CARRIED**

**MOTION:** Dorothy Skenandore motioned for Sue Daniels to prioritize the OPC Qualifications List on Page 10, and develop the next steps.

**SECOND:** Rochelle A. Powless seconded the motion.

**MOTION CARRIED**

**E. Old Business (1)**

**1. Update on attorney (Julie Clark 10 minutes)**

Julie Clark has returned to school. Sandra Dennett and Gary Smith have agreed to take the responsibility of procuring an attorney. Sole Source Proposal was agreed upon. Robert Sweeney will meet with OPC Members.

**MOTION:** Susan Daniels motioned to place on the October Agenda for an update on attorney from Sandy Dennett and Gary Smith.

**SECOND:** Rochelle A. Powless seconded the motion.

**MOTION CARRIED**

**MOTION:** Sue Daniels motioned to extend the discussion for 5 more minutes.

**SECOND:** Sandy Dennett seconded the motion.

**MOTION CARRIED**

**MOTION:** Gary Smith motioned to set up a meeting with ONCOA Members.

**SECOND:** Arlene Danforth seconded the motion.

**MOTION CARRIED**

**F. New Business**

**1. Procedural Exception – Payment B.S.**

**MOTION:** Sue Daniels motioned to approve Procedural Exception to pay Brenda Skenandore (9 stipends @ \$125.00 each).

**SECOND:** Gary Smith seconded the motion.

**MOTION CARRIED**

**G. Executive Session**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING

SEPTEMBER 9, 2014 – NOON

East Wing Conference Room

**MOTION:** Sue Daniels motioned to go into Executive Session at 1:12p.m.

**SECOND:** Rochelle A. Powless seconded the motion.

**MOTION CARRIED**

**MOTION:** Sue Daniels motioned to come out of Executive Session at 1:25p.m.

**SECOND:** Rochelle A. Powless seconded the motion.

**MOTION CARRIED**

**1. OPC Updates (Gina Buenrostro 5 minutes)**

**a. Update on OBC Liaison – None**

**b. Medical Leave, Sue Daniels, September 16, 2014 – until further notice.**

**MOTION:** Erik Krawczyk motioned to approve Sue Daniels Medical Leave starting September 16, 2014 until further notice.

**SECOND:** Gary Smith seconded the motion.

**MOTION CARRIED**

**c. Shannon Hill is new OPC Member and will be at the October 14, 2014 OPC Regular Meeting.**

**d. Ed Delgado Letter – GM eliminated.** OPC Decisions were then sent to Chairman's Office. Stop sending OPC Decisions to Ed Delgado, FYI ONLY.

**2. HRD EEO Training, September 15, 2014, 8:30a.m.-3:30p.m., Employee Services Building**

**3. Training Matrix Update**

**a. October, November, and December Training,** Sandy Dennett, Facilitator, Talking Circles – Gina Buenrostro, Facilitator, OPC Hearing Policies and Procedures.

**MOTION:** Sue Daniels motioned to approve the Training Matrix and Facilitator's Identified (Sandy Dennett, Facilitator, Talking Circles, and Gina Buenrostro, Facilitator, OPC Hearing Policies and Procedures).

**SECOND:** Sandy Dennett seconded the motion.

**MOTION CARRIED**

**b. OPC Training Manual Update**

Give your manuals to Bridget Cornelius before the October Meeting. Bridget will update all manuals with current information.

- Stand Alone Policies are in the OPC Office
- Blue Book Policies are in the OPC Office

**MOTION:** Sue Daniels motioned to approve the process, September 9, 2014. Page 9, OPC Regular Agenda, and hand OPC Manuals into Bridget Cornelius, OPC Office, before October 14, 2014 OPC Regular Meeting.

**SECOND:** Dorothy Skenandore seconded the motion.

**MOTION CARRIED**

**H. Activity Report – July 2014 (Gina Buenrostro 5 minutes)**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING

SEPTEMBER 9, 2014 – NOON

East Wing Conference Room

**MOTION:** Erik Krawczyk motioned to approve the Activity Report.

**SECOND:** Sue Daniels seconded the motion.

**MOTION CARRIED**

**I. Financial Reports, July, 2014**

**MOTION:** Sue Daniels motioned to approve the Financial Reports, July, 2014.

**SECOND:** Dorothy Skenandore seconded the motion.

**MOTION CARRIED**

**J. Training Log**

**MOTION:**

**SECOND:**

**MOTION CARRIED**

**K. Announcements**

1. UCLA Decision Writing Training Online\Scholarships\Free Book. Debbie Harry, Director of Indigenous People's Coalition on Biocolonialism.

**L. Standing and Special Committee Reports**

1. FY Budget Planning-Chairperson, Treasurer, Administrator
2. Quarterly Reports due to the OBC – Due 2<sup>nd</sup> Wednesday of the Month in January, April, July, and October
3. Semi-Annual and Annual Reports to GTC – Due October and April

**M. Other**

1. Next Regular Meeting – October 14, 2014 at Noon.
2. Pot Luck Person in Charge: \_\_\_\_\_
3. Adjourn Time: 1:52 p.m.

**MOTION:** Susan Daniels motioned to adjourn at 1:52p.m.

**SECOND:** Gary Smith seconded the motion.

**MOTION CARRIED**

Adjourn Time: 1:52 p.m.

Submitted by: Rochelle A. Powless  
Interim Secretary

Approved/Revised: October 14, 2014

RP / 