

Oneida Business Committee Meeting Agenda Request Form

1. Meeting Date Requested: 01 / 28 / 15

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:

Acceptance by the OBC

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. minutes	3.
2. R & E's	4.

Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Lisa Summers, Tribal Secretary

Requestor (if different from above): Susan Daniels, Chairperson for the 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 2015 Quarterly Report First Quarter
 October, November and December 2014
 Submitted by: Susan Daniels

NAMES

Officers: Susan Daniels, Chairperson
 Yvonne Jourdan, Vice-Chairperson
 Kevin Shilka, Treasurer
 Rochelle Powless, Secretary

Members: Arlene Danforth
 Clifford Danforth
 Julie Clark
 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.

October 14, 2014	Regular Meeting	(Approved)
November 11, 2014	Regular Meeting	(Approved)
December 9, 2014	Regular Meeting	(Approved)
December 29, 2014	Special Meeting	(Approved)

FINANCIAL

See attached R&E statements for the months of October, November and December 2014.
 (December'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 October, November and December.

ACTIVITY REPORT

Oneida Personnel Commission

Activity	October	November	December	Totals
Pre-Screens	16	2	3	21
Interviews	17	2	2	21
Reassignments	2	1	1	4
Initial Reviews	4	3	1	8
Grievances	2	5	2	9

Deliberations	0	1	1	2
Decision Writing	0	2	2	4
Motion Decisions	4	0	0	4
Regular Meetings	1	1	1	3
Special Meetings	0	0	1	1
Training*	1	1	2	4
Non-Gaming Employees with an advocate	0	1	0	1
Non-Gaming Employees without an advocate	0	1	0	1
Gaming Employees with an advocate	1	1	3	5
Gaming Employees without an advocate	0	0	0	0
Non-Gaming Management with an advocate	0	0	0	0
Non-Gaming Management without an advocate	0	1	0	1
Gaming Management with an advocate	1	2	3	6
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 - Susan Daniels, Chairperson - OPC

The Oneida Personnel Commission is engaged in developing new qualifications and a revised training plan this quarter. The commission acknowledges with the advent of the judiciary system, measures are required to have our commissioners trained in the area of new legislation, e.g. Rules of Civil Procedures. The commission has approved qualifications, vetting process and a training plan.

The Oneida Personnel Commission is also pursuing its appeal with the Oneida Judiciary System in its efforts to address internal posting concerns. The OPC has filed a brief for a Declaratory Ruling in order to understand how these matters should be interpreted.

The Oneida Personnel Commission is making inquiry into representation for supervisors and managers during the OPC hearing process. At one time, the effort was to make sure employees had representation, now that concern has flipped. Oftentimes, managers, as Respondents, appear before the commission without representation.

The Oneida Personnel Commission is currently in the process of retaining an attorney who has provided interpretation of the newly adopted laws and how they apply to the work performed by the commission.

GOALS AND OBJECTIVES – FY2015

- | | |
|--|-------------------|
| 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 2015

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

- Meeting scheduled with OBC liaison to present approved qualifications, vetting process and training plan.
- Amendment of OPC by-laws to incorporate approved commissioner qualifications.
- Bring forward findings of statistical analysis regarding advocates/representatives for supervisors and managers during OPC hearing process.
- Follow up and tracking of training to be provided by judges of the Oneida Judiciary
- Tracking of status of Declaratory Ruling filed with the Oneida Judiciary

4273007 - PERSONNEL BOARD
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE
 REPORT RUNDATE/TIME: 11/14/2014 14:47:44
 ONEIDA TRIBE OF INDIANS OF WISCONSIN

CSRUNE01
 01OCT/2015

4273007 - PERSONNEL BOARD
 REVENUE AND EXPENSE SUMMARY
 FOR THE PERIOD ENDING: 10/31/2014

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	FRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
REVENUE							
TRIBAL CONTRIBUTION	000-458100-000	19,718.68	25,065.00	5,346	19,719	25,065	5,346
TOTAL REVENUE		19,718.68	25,065.00	(5,346)	19,719	25,065	(5,346)
EXPENSES (LABOR/PAYROLL)							
PERSONNEL							
WAGE ACCRUAL EXPENSE	000-502100-000	5,769.72	7,263.00	1,493	5,770	7,263	1,493
SALARIES - TRAINING	000-502100-999	1,002.38		(1,002)	1,002		(1,002)
PAID TIME OFF	000-504000-000	875.76		(876)	876		(876)
FRINGE BENEFIT	000-505000-000	2,607.56	2,928.00	320	2,608	2,928	320
FRINGE ACCRUAL EXPENSE	000-505000-999	391.19		(391)	391		(391)
TOTAL LABOR/PAYROLL EXP.		10,682.73	10,191.00	(492)	10,683	10,191	(492)
EXPENSES (PURCHASES)							
TOTAL PURCHASES							
EXPENSES (EXTERNAL & INTERNAL)							
SUPPLIES & MATERIALS	000-700001-000	95.03	70.00	(25)	95	70	(25)
COPY CHARGES	000-700010-000		36.00	36		36	36
OUTSIDE SERVICES	000-702010-000	17.75	67.00	49	18	67	49
LEGAL SERVICES	000-702400-000		3,500.00	3,500		3,500	3,500
TRAINING & EDUCATION	000-705010-000		163.00	163		163	163
RENTAL USAGE	000-705202-000	128.68	94.00	(35)	129	94	(35)
HEAT & LIGHTS	000-705211-000	128.90	375.00	246	129	375	246
WATER & SEWER	000-705212-000	6.17	5.00	(1)	6	5	(1)
TELEPHONE	000-705213-000	13.46	34.00	21	13	34	21
BUSINESS EXPENSE	000-705300-000		13.00	13		13	13
INSURANCE	000-705500-000	56.54	54.00	(3)	57	54	(3)
I/T SUPPLIES & MATERIALS	000-750001-000		12.00	12		12	12
I/T - PRINTING	000-750009-000		12.00	12		12	12
I/T RENT EXPENSE	000-755201-000	286.87	288.00	1	287	288	1
I/T UTILITIES EXPENSE	000-755210-000	.09					
INDIRECT COSTS	000-758300-000	1,127.84	1,225.00	97	1,128	1,225	97
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	174.62		(175)	175		(175)
STIPENDS	100-705305-000	3,250.00	5,300.00	2,050	3,250	5,300	2,050
STIPENDS	200-705305-000		413.00	413		413	413

4273007 - PERSONNEL BOARD
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE
 REPORT RUNDATE/TIME: 11/14/2014 14:47:44
 REPORT NAME: PRG_REVEXP
 ONEIDA TRIBE OF INDIANS OF WISCONSIN
 4273007 - PERSONNEL BOARD
 REVENUE AND EXPENSE SUMMARY
 FOR THE PERIOD ENDING: 10/31/2014
 CBRUNE01
 01OCT/2015

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	PRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
STIPENDS	400-705305-000	550.00	688.00	138	550	688	138
STIPENDS	500-705305-000	2,600.00	2,085.00	(515)	2,600	2,085	(515)
STIPENDS	600-705305-000	600.00	440.00	(160)	600	440	(160)
TOTAL EXT./INT. EXPENSES		9,035.95	14,874.00	5,837	9,037	14,874	5,837
TOTAL EXPENSES		19,718.68	25,065.00	5,345	19,720	25,065	5,345
NET TOTALS					(1)		(1)

4273007 - PERSONNEL BOARD
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE
 REPORT RUNDATE/TIME: 12/10/2014 16:10:24
 ONEIDA TRIBE OF INDIANS OF WISCONSIN
 4273007 - PERSONNEL BOARD
 REVENUE AND EXPENSE SUMMARY
 FOR THE PERIOD ENDING: 11/30/2014
 CURRENT MONTH

CBRUNE01
 02NOV/2015

YEAR TO DATE

CLASS DESCRIPTION	PRET-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
REVENUE							
TRIBAL CONTRIBUTION	000-458100-000	16,130.16	25,084.00	8,954	35,849	50,149	14,300
TOTAL REVENUE		16,130.16	25,084.00	(8,954)	35,849	50,149	(14,300)
EXPENSES (LABOR/PAYROLL)							
PERSONNEL							
WAGE ACCRUAL EXPENSE	000-502100-000	7,169.20	7,263.00	94	12,939	14,526	1,587
SALARIES - TRAINING	000-502100-999	(1,670.54)		1,671	(668)		668
PAID TIME OFF	000-502110-000				36		(36)
FRINGE BENEFIT	000-504000-000	1,182.80		(1,183)	2,059		(2,059)
FRINGE ACCRUAL EXPENSE	000-505000-000	3,259.43	2,934.00	(325)	5,867	5,862	(5)
	000-505000-999	(651.94)		652	(261)		261
TOTAL LABOR/PAYROLL EXP.		9,288.95	10,197.00	909	19,972	20,388	416
EXPENSES (PURCHASES)							
TOTAL PURCHASES							
EXPENSES (EXTERNAL & INTERNAL)							
SUPPLIES & MATERIALS	000-700001-000		70.00	70	95	140	45
COPY CHARGES	000-700010-000		34.00	34		70	70
OUTSIDE SERVICES	000-702010-000	57.56	63.00	5		130	55
LEGAL SERVICES	000-702400-000		3,500.00	3,500	75	7,000	7,000
TRAINING & EDUCATION	000-705010-000		167.00	167		330	330
RENTAL USAGE	000-705202-000		96.00	96	129	190	61
HEAT & LIGHTS	000-705211-000	467.75	375.00	(93)	597	750	153
WATER & SEWER	000-705212-000	6.46	5.00	(1)	13	10	(3)
TELEPHONE	000-705213-000	38.01	36.00	(2)	51	70	19
BUSINESS EXPENSE	000-705300-000		17.00	17		30	30
INSURANCE	000-705500-000	56.54	56.00	(1)	113	110	(3)
I/T SUPPLIES & MATERIALS	000-750001-000		8.00	8		20	20
I/T - PRINTING	000-750009-000		8.00	8		20	20
I/T RENT EXPENSE	000-755201-000	286.87	292.00	5	574	580	6
I/T UTILITIES EXPENSE	000-755210-000	.21					
INDIRECT COSTS	000-758300-000	1,409.80	1,236.00	(184)	2,538	2,451	(87)
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	(281.99)		282	(107)		107
STIPENDS	100-705305-000	3,750.00	5,298.00	1,548	7,000	10,598	3,598
STIPENDS	200-705305-000		417.00	417		830	830

4273007 - PERSONNEL BOARD
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 REPORT RUNDATE/TIME: 12/10/2014 16:10:24

CBRUNE01
 02NOV/2015

REPORT NAME: PRG_REVEXP

4273007 - PERSONNEL BOARD
 REVENUE AND EXPENSE SUMMARY
 FOR THE PERIOD ENDING: 11/30/2014

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	PRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
STIPENDS	400-705305-000	500.00	692.00	192	1,050	1,380	330
STIPENDS	500-705305-000	300.00	2,087.00	1,787	2,900	4,172	1,272
STIPENDS	600-705305-000	250.00	440.00	190	850	880	30
TOTAL EXT./INT. EXPENSES		6,841.21	14,887.00	8,045	15,878	29,761	13,883
TOTAL EXPENSES		16,130.16	25,084.00	8,954	35,850	50,149	14,299

NET TOTALS

(1)

(1)

4273007 - PERSONNEL BOARD
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE
 REPORT RUNDATE/TIME: 1/15/2015 07:47:11
 ONEIDA TRIBE OF INDIANS OF WISCONSIN

CBRUNE01
 03DEC/2015

REPORT NAME: PRG_REVEXP
 4273007 - PERSONNEL BOARD
 REVENUE AND EXPENSE SUMMARY
 FOR THE PERIOD ENDING: 12/31/2014

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	PRT-ACCNT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
REVENUE							
TRIBAL CONTRIBUTION	000-458100-000	18,921.54	25,084.00	6,162	54,770	75,233	20,463
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	30.00		(30)	30		(30)
TOTAL REVENUE		18,951.54	25,084.00	(6,132)	54,800	75,233	(20,433)
EXPENSES (LABOR/PAYROLL)							
PERSONNEL							
WAGE ACCRUAL EXPENSE	000-502100-000	5,638.80	7,263.00	1,624	18,578	21,789	3,211
SALARIES - TRAINING	000-502100-999	1,002.24		(1,002)	334		(334)
PAID TIME OFF	000-502110-000				36		(36)
FRINGE BENEFIT	000-504000-000	1,042.80		(1,043)	3,101		(3,101)
FRINGE ACCRUAL EXPENSE	000-505000-000	2,606.89	2,934.00	327	8,474	8,796	(322)
	000-505000-999	391.03		(391)	130		(130)
TOTAL LABOR/PAYROLL EXP.		10,681.76	10,197.00	(485)	30,653	30,585	(68)
EXPENSES (PURCHASES)							
TOTAL PURCHASES							
EXPENSES (EXTERNAL & INTERNAL)							
SUPPLIES & MATERIALS							
COPY CHARGES	000-700001-000		70.00	70	95	210	115
OUTSIDE SERVICES	000-700010-000		34.00	34		104	104
LEGAL SERVICES	000-702010-000	17.77	63.00	45	93	193	100
TRAINING & EDUCATION	000-702400-000		3,500.00	3,500		10,500	10,500
RENTAL USAGE	000-705010-000		167.00	167		497	497
HEAT & LIGHTS	000-705202-000	257.36	96.00	(161)	386	286	(100)
WATER & SEWER	000-705211-000	212.31	375.00	163	809	1,125	316
TELEPHONE	000-705212-000	9.39	5.00	(4)	22	15	(7)
BUSINESS EXPENSE	000-705300-000	37.78	36.00	(2)	89	106	17
INSURANCE	000-705500-000	56.54	17.00	(39)		47	47
I/T SUPPLIES & MATERIALS	000-705500-000		56.00	56	170	166	(4)
I/T - PRINTING	000-750001-000		8.00	8		28	28
I/T RENT EXPENSE	000-750009-000		8.00	8		28	28
I/T UTILITIES EXPENSE	000-755201-000	286.87	292.00	5	861	872	11
INDIRECT COSTS	000-755210-000	.16					
INDIRECT COST ACCRUAL EXPENSE	000-758300-000	1,127.84	1,226.00	98	3,665	3,677	12
STIPENDS	000-758300-999	163.76		(164)	56		(56)
	100-705305-000	3,375.00	5,298.00	1,923	10,375	15,896	5,521

4273007 - PERSONNEL BOARD
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE
 REPORT RUNDATE/TIME: 1/15/2015 07:47:11

CBRUNE01
 03DEC/2015

REPORT NAME: PRG_REVEXP

4273007 - PERSONNEL BOARD
 REVENUE AND EXPENSE SUMMARY
 FOR THE PERIOD ENDING: 12/31/2014

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	PRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
STIPENDS	200-705305-000		417.00	417		1,247	1,247
STIPENDS	400-705305-000	500.00	692.00	192	1,550	2,072	522
STIPENDS	500-705305-000	550.00	2,087.00	1,537	3,450	6,259	2,809
STIPENDS	600-705305-000	1,675.00	440.00	(1,235)	2,525	1,320	(1,205)
TOTAL EXT./INT. EXPENSES		8,269.78	14,887.00	6,617	24,146	44,648	20,502
TOTAL EXPENSES		18,951.54	25,084.00	6,132	54,799	75,233	20,434

NET TOTALS 1 1

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 14, 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:** Yvonne Jourdan, Chairwoman, called the meeting to order at 12:00p.m. No Gatekeeper had been assigned. Interim Secretary: Rochelle A. Powless

ATTENDANCE

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

EXCUSED:

Susan Daniels	Member
Kevin Shilka	Member

MOTION: Rochelle A. Powless motioned to approve the attendance.

SECOND: Julie Clark seconded the motion.

MOTION CARRIED

B. Approval of Agenda

Gina Buenrostro added D. Update of Declaratory Ruling, E. Stipends, and F. Advocacy Issues.

MOTION: Julie Clark motioned to approve the agenda with additions and revisions.

SECOND: Dorothy A. Skenandore seconded the motion.

MOTION CARRIED

**C. Review\Approval of Minutes: September 9, 2014, OPC Regular Meeting
(Gina Buenrostro 10 minutes)**

MOTION: Sandy Dennett motioned to approve the September 9, 2014 OPC Regular Meeting Minutes

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 14, 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: Dorothy A. Skenandore motioned to remove Qualifications for Oneida Personnel Commissioners from the table.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

MOTION: Sandy Dennett motioned for Sue Daniels to prioritize the OPC Qualifications List on Page 10, and develop the next steps. (Sue Daniels was excused and not present at this OPC Regular Meeting.)

SECOND: Eric Krawczyk seconded the motion.

MOTION CARRIED

E. Old Business (1)

1. Update on attorney (Gina Buenrostro - 10 minutes)

Robert Sweeney met with OPC Members. Gina Buenrostro informed Attorney Sweeney that there was a freeze on contracts until January. Gina Buenrostro notified the attorney that the OPC would process his contract as a Sole Source Contract in January, 2015 after GTC Budget Approval. Rate per hour is \$170.00 – he reduced it from \$200.00 per hour which he normally receives from clients. The OPC Budget Line is \$42,000.00.

MOTION: Eric Krawczyk motioned to include the rate of \$170.00 per hour, Accept the submission of Conflict of Interest Form, and continue the process of Sole Source for Attorney, Robert Sweeney's Contract for FY15 Budget.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

F. New Business

EXECUTIVE SESSION

MOTION: Sandy Dennett motioned to go into Executive Session at 12:32p.m.

SECOND: Dorothy A. Skenandore seconded the motion.

MOTION CARRIED

1. Scheduling Initial Reviews, Grievances, Reassignments

MOTION: Rochelle A. Powless motioned to come out of Executive Session at 12:42p.m.

SECOND: Dorothy A. Skenandore seconded the motion.

MOTION CARRIED

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 14, 2014 – NOON
East Wing Conference Room

a. OBC Liaison, Lisa Summers, cannot attend OPC Meetings on Tuesdays.

MOTION: Arlene Danforth motioned for Gina Buenrostro to contact Lisa Summers for open dates in November, 2014 to meet with the Oneida Personnel Commission. **(Regular Meeting date to be determined by schedule with Lisa Summers, OBC Liaison).**

SECOND: Julie Clark seconded the motion.

MOTION CARRIED

b. Training Updates

October 28, 2014, has been recommended for review and discussion on the "Legislative Procedures Act" - Effective Date: November 1, 2014. Special Meeting Time has been rescheduled to Noon – 2:00 p.m. Gina Buenrostro and Bridget Cornelius will facilitate.

MOTION: Sandy Dennett motioned that the October 28, 2014 meeting time be moved to 12:00p.m.-2:00p.m.

SECOND: Arlene Danforth seconded the motion.

ABSTENSIONS: Eric Krawczyk
Gary Smith

MOTION CARRIED

c. Election of Officers

MOTION: Eric Krawczyk motioned to hold Elections of Officers at the next scheduled OPC Regular Meeting **(Regular Meeting date to be determined by schedule with Lisa Summers, OBC Liaison).**

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

d. Update on Declaratory Ruling

The response, if available, is in Gina Buenrostro's Office.

The new Judiciary is operating November 1, 2014.

Jerry Hill, Chief, Appeals Court

Denice Beans, Judge, Chief Trial Court

Sharon House, Judge

Chad Hendricks, Judge

Diane House, Judge

Jennifer Hill-Kelly, Judge.

Layatalati Hill, Judge

John Powless, Judge

MOTION: Arlene Danforth motioned to forward the Declaratory Ruling onto the new Judiciary.

SECOND: Gary Smith seconded the motion.

ABSTENTIONS: Carol Smith
Julie Clark

MOTION CARRIED

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 14, 2014 – NOON
East Wing Conference Room

e. Stipends - FYI ONLY

Stipends will not be paid until October 26, 2014 due to late Quarterly Report. Necessary numbers are not received from Accounting in time for submission of the Quarterly Report. Gina Buenrostro is going to ask for a reschedule date in order to submit numbers timely.

f. Advocacy Issues

The Law Office is refusing to represent Program Supervisors. Program Administration has no representation for their Supervisors. It is becoming a problem because OPC Hearings are held up until supervisors can obtain legal counsel or they may dismiss the case. This causes unnecessary expense. Supervisors are not trained as legal counsel or in legal procedures. This is not fair to either side. The discussion needs to be how to solve this problem - recommendation for an informal meeting to discuss this issue (OBC Chairperson to OPC Chairperson).

MOTION: Clifford Danforth motioned for Yvonne Jourdan, OPC Chairwoman, to have an informal meeting with Tina Danforth, OBC Chairwoman, to discuss Advocacy Issues.

SECOND: Sandy Dennett seconded the motion.

MOTION CARRIED

MOTION: Rochelle A. Powless motioned for a seven minute Break at 1:55p.m..

SECOND: Dorothy A. Skenandore seconded the motion.

MOTION CARRIED

2. 4th Quarter OPC Report – needs approval (Gina Buenrostro 10 minutes)

MOTION: Eric Krawczyk motioned to approve the 4th Quarter OPC Report.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

3. BC RESOLUTION 09-24-14-Q, BC RESOLUTION 09-24-14-a,

BC Resolution 09-24-14-B. (Entire Commission 15 minutes).

Starts page 13 of agenda documents for 10/14/14. Review and discussion.

4. Oneida Judiciary Rules of Civil procedure (Entire Commission 30 minutes)

October 28, 2014 is recommended for review and discussion on Legislative Procedures Act, Effective Date: November 1, 2014. Special Meeting Time has been rescheduled Noon – 2:00 p.m. Gina Buenrostro and Bridget Cornelius will facilitate.

5. Case Review – Chenoa Webster vs Joanne King and Jeff Witte vs William (Butch) Rentmeester (Entire Commission 15 minutes)

Gina Buenrostro received the responses. Both cases upheld.

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
OCTOBER 14, 2014 – NOON
East Wing Conference Room

6. Financial Report – August 2014 (Gina Buenrostro 5 minutes)

MOTION: Dorothy A. Skenandore motioned to approve the August Financial Report.

SECOND: Julie Clark seconded the motion.

MOTION CARRIED

7. Activity Report and Training Log – September 2014
(Gina Buenrostro and Bridget Cornelius 10 minutes)

MOTION: Sandy Dennett motioned to approve the September, 2014 Activity Report.

SECOND: Dorothy A. Skenandore seconded the motion.

MOTION CARRIED

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 2nd Wednesday of the Month in January, April, July, and October
3. Semi Annual and Annual Reports to GTC – Due October and April

I. Other:

Next Regular Meeting – November, 2014 at Noon (**Regular Meeting date TO BE DETERMINED by schedule with Lisa Summers, OBC Liaison**).

1. Pot Luck – Person In Charge: Gary Smith
2. Next Regular Meeting – **TBA** - **Unscheduled**. Gina Buenrostro will schedule with Lisa Summers, OBC LIAISON, for November 14, 2014 at Noon and inform the the OPC Members of agreed upon date.
3. Pot Luck Person in Charge: Gary Smith
4. Adjourn Time: 2:16 p.m.

MOTION: Rochelle A. Powless motioned to adjourn at 2:16 p.m.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

Respectfully Submitted by:


Rochelle A. Powless, OPC Secretary

Approved/Revised: November 14, 2014 OPC Regular Meeting

Submitted by: Sue Daniels, OPC Chairwoman

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 14, 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: Attendance (12:00p.m.) Gate Keeper assigned: Kevin Shilka
Yvonne Jourdan, Chairwoman, called the meeting to order at 12:00p.m. Interim
Secretary: Rochelle A. Powless.

Arlene Danforth	Member
<u>ATTENDANCE</u>	
Carol Smith	Member
Clifford Danforth	Member
Dorothy A. Skenandore	Member
Erik Krawczyk	Member
<u>EXCUSED</u>	
Gary Smith	Member
Julie Clark	Vice Chairwoman
Kevin Shilka	Member
Pearl Webster	Member
Rochelle A. Powless	Secretary (Interim)
Sandy Dennett	Member
Sue Daniels	Member
Yvonne Jourdan	Chairwoman

MOTION: Julie Clark motioned to approve the attendance of November 14, 2014.

SECOND: Sandy Dennett seconded the motion.

MOTION CARRIED

- B. Approval of Agenda (5 minutes)

MOTION: Carol Smith motioned to approve agenda with the following changes:

B. Approval Agenda

a. Lisa Summers, OBC Liaison

b. October 14, 2014 OPC Regular Meeting Minutes

add under:

F. New Business,

d. Advocacy Update

e. Update Staff Issues

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 14, 2014 – Noon
East Wing Conference Room

AGENDA

1. Lisa Summers, OBC LIAISON – Q & A

- Communication and update information from OBC to OPC. The OBC felt that regular attendance is not always necessary at meetings. Go back to Resolution regarding OBC Liaison's duties. Lisa Summers will send Gina Buenrostro a copy of the resolution – consistent from term to term\All Boards, Committees, and Commissions should be able to go to for information and follow up.
- The OPC requested that Lisa Summers, OBC Liaison, read OPC Meeting Minutes, Quarterly Reports\Semi-Annual reports. If OBC Liaison is not readily available – Lisa Summers has no preference for questions of herself or Lisa Liggins, Executive Assistant.
- Financial Report\2nd Meeting of the Month is received\Reports are due to OBC. Stipend Issue – the OPC has never been late in reporting to the OBC. This entity is not being disrespectful to the OBC. The OPC has never been late with reports beforehand. Reports have been deferred. The OPC was never warned by anyone. Never had an issue for report provided to the OBC. We've had a good communication with past OBC Secretary. No disrespect meant. Reality is that stipends may be the only income that commissioners depend upon. 3 Warning Method would be good. All the departments across the board have been disrespectful in their reporting. No one was singled out.

Expectations are public – everybody across the board. The new OBC transmits information with department. No transitions are made from Secretary to the new OBC Secretary.

LOC will transfer information to the new members of LOC. The OBC is trying to correct issue now. Cathy Metoxen, Paula King, and Priscilla Dessart – are support staff for OBC as a whole.

- October 7, 2014 Letter to Lisa Summers. Method of Communication – email with OPC Chairperson, available by phone and email. Communication needs to be put in writing. There will be a 24 hour turnaround for responses. Utilize Lisa Liggins, Executive Assistant, also. Use alternate OBC Members (Lisa Summers will notify the OPC of who the Alternate OBC Member is).
- LOC – current legislation – Lisa Summers has not been briefed by LOC as yet. Lisa Summers is not aware of impact on the OPC.
- Judiciary – Standard Appeals Commission. Personnel Policies and Procedures (buck stops here). The previous Appeals Commission stated OPC Decisions are appealable.
- GTC made it clear that past cases take precedent. The new Judiciary could overturn the Appeals Commission decisions on OPC Decisions being appealable.
- Role of OPC – how does OPC fit into the new Judiciary? The OBC Liaison has not been briefed on this yet. Lisa Summers will ask LOC the question.

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 14, 2014 – Noon
East Wing Conference Room

- Update on qualifications of new OPC Members – the OPC is working with HRD. The OPC will need to change Bylaw terms and make revisions. The next step – OPC will revise qualifications for new OPC members. Introduce more efficient and streamline the process for applicants. The OPC will provide an open-ended Interview Process for new OPC applicants.
- Lisa Summers will make sure OPC gets through LOC Process.
- Lisa Summers plans on a 24 hour response time-generic-follow up as soon as possible. Plans to update often and to respond within a week. If she does not respond, please follow up and remind her office of response.
- OPC Member Removal – OPC went through the process for removal of a member in 2014. The information was submitted to the OBC Chairman, Ed Delgado. Nothing has ever been responded to. There was no action taken by the OBC or information placed on the agenda. Kathy Metoxen, Executive Assistant, takes care of requesting a term\appointment removal.
Lisa Summers will document to OPC an update on this matter.
- Advocacy Issue: 1990's Petitioner's didn't have advocates. Respondents can't find an Advocate. Gaming is good. Supervisor's go to the Law Office. Blue Book: Supervisors are entitled to representation. In past, the Law Office represented – now they are not representing supervisors. Supervisor's don't know Legal Process for OPC Hearings. The Law Office does not help – they do not offer representation or assistance. Resistance from the Law Office. Asked Law Office for training. Joanne House said “No, go to Jerry Hill or Denice Beans”.
- Lisa Summers said that “OPC is not a court system, legalize is not necessary. Lawyers are not required and not mandatory for supervisors. Supervisor's should be able to tell the story”.
- Legal terminology is not necessary. The OBC Liaison feels this should be an informal process. “Terms” used by OPC. OPC can work with HRD to get a training program for Supervisors- Managers. Basic Training 101 can be done with trainers. Trainers can design a program for OPC for Supervisors.
- Intranet is also recommended for training. The OPC can have forms on Intranet. Employees should be able to go to this area and information should be provided for legal process for OPC Hearings.
- Legislative vs Judiciary – The Judiciary makes the decisions (2 people for training in December) on how the resolution precedes OPC decisions.
- All Original Hearing Procedures – Rules of Civil Procedure – OPC must follow it. Not “Lay Person Friendly”. The OPC is required by law to do so.
- Speaking in interviews – in Laymen's Terms this is what I'm going to do – communicate with people\Education that goes along with Hearing, for example, “Petitioner vs Respondent”.
- Fine line for professional behavior. OPC test it out and see if we can communicate to employees and supervisors. Place on Intranet “How to” or “OPC Brochure”.

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 14, 2014 – Noon
East Wing Conference Room

- Take “Civil Rules of Procedure” a short 15 minute video on what to expect in a Hearing, etc. Terminology in layman’s language would be more acceptable. Legal EEO violations will be decided in the court system.
- Employment Issues are separate. Three (3) Day Warnings are OPC levels.
- Lisa Summers is open to phone conference, absolutely. More informal communication.
- The OPC believes that managers need more training, less hearings. There is a breakdown in communication. Matter of lack of communication – mandatory training of management styles. Different leadership styles. Can circumvent so many hearings.
- The Mediation Process training for OPC Members was discussed. There is a certified Mediator, Sandy Dennett. She has 40 hours of classroom plus practice, observation, and mediation.
- Employment Cases accepted by the Judiciary will start January 1, 2015. The Judiciary will determine whether or not they will accept the cases at that time.
- All Employment Cases that may be transferred – OPC will need to ask the new Judiciary. Have a Get Together with the new Judiciary to discuss these issues and a meet and greet.
- Next Regular Meeting is December 9, 2014.
- The Quarterly Reporting Schedule will go out by the end of the month.

MOTION: Sue Daniels motioned to take a seven (7) minute break at 1:40p.m.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

C. Review\Approval Minutes - October 14, 2014 OPC Regular Meeting Minutes
Rochelle A. Powless (10 minutes)

Sue Daniels mentioned that she was excused from this meeting.

Under D. Tabled Business (1)

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

MOTION: Sandy Dennett motioned for Sue Daniels to prioritize the OPC Qualifications List on Page 10, and develop the next steps. **(Sue Daniels was excused and was not present when this motion was made).**

SECOND: Eric Krawczyk seconded the motion.

MOTION CARRIED

Gina Buenrostro pointed out incorrect figure in the budget line item for attorney. It needs to be \$42,000.00 for Budgeted Line Item for attorney. The Secretary will make these corrections.

MOTION: Sue Daniels motioned to approve the October 14, 2014 OPC Regular Meeting Minutes with corrections.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 14, 2014 – Noon
East Wing Conference Room

D. Tabled Business (1)

MOTION: Clifford Danforth motioned to take off the table Proposed Amendments to the OPC Bylaws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels 20 minutes)

SECOND: Kevin Shilka seconded the motion.

MOTION CARRIED

MOTION: Clifford Danforth motioned to table Proposed Amendments to the OPC Bylaws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels 20 minutes) till December 9, 2014 OPC Regular Meeting.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

E. Old Business (1)

1. Update on Attorney (Gina Buenrostro 5 minutes)

Bob Sweeney, Attorney has offered to do the 11/25/14 Rules of Civil Procedures for FREE. Gina Buenrostro updated Attorney Sweeney regarding the status of the Budget Process of the Tribe. Gina Buenrostro will forward a copy of Attorney Sweeney's Contract for review to all commissioners before the meeting.

MOTION: Sue Daniels motioned to defer Attorney Sweeney's Contract for review until December 9, 2014 OPC Regular Meeting Agenda and accept his offer to do the 11/25/14 Rules of Civil Procedures for FREE. Time: 11:00a.m.-1:00p.m.

SECOND: Sandy Dennett seconded the motion.

MOTION CARRIED

F. New Business (5)

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-
Gina Buenrostro 45 minutes)

MOTION: Sue Daniels motioned to go into Executive Session at 2:08p.m.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

MOTION: Sue Daniels motioned to come out of Executive Session at 2:15p.m.

SECOND: Julie Clark seconded the motion.

MOTION CARRIED

a. Liaison-Lisa Summers (Placed first on the agenda)

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 14, 2014 – Noon
East Wing Conference Room

b. ELECTION OF OFFICERS

OPEN FOR NOMINATIONS FOR CHAIRPERSON:

Clifford Danforth (Declines)

Yvonne Jourdan (Declines)

SUE DANIELS (ACCEPTS)

MOTION: Clifford Danforth motioned to close the nominations for Chairperson.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

OPEN FOR NOMINATIONS FOR VICE CHAIRPERSON:

Carol Smith (Declines)

YVONNE JOURDAN (ACCEPTS)

Gary Smith (Declines)

Julie Clark (Declines)

Pearl Webster (Declines)

Rochelle A. Powless (Declines)

MOTION: Sue Daniels motioned to close the nominations for Vice Chairperson.

SECOND: Sandy Dennett seconded the motion.

MOTION CARRIED

OPEN FOR NOMINATIONS FOR TREASURER:

KEVIN SHILKA (ACCEPTS)

Julie Clark (Declines)

MOTION: Carol Smith motioned to close the nominations for Treasurer.

SECOND: Sue Daniels seconded the motion.

MOTION CARRIED

OPEN FOR NOMINATIONS FOR SECRETARY:

ROCHELLE A. POWLESS (ACCEPTS)

Carol Smith (Declines)

Gary Smith (Declines)

MOTION: Sue Daniels motioned to close nominations for Secretary.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

c. 2015 Budget Updates

Budget Meeting scheduled in January, 2015.

MOTION: Sue Daniels motioned to approve 2015 Budget Report.

SECOND: Clifford Danforth seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
NOVEMBER 14, 2014 – Noon
East Wing Conference Room

d. Advocacy Updates

Yvonne Jourdan, OPC Chairwoman, was unable to schedule an informal meeting with Tina Danforth, OBC Chairwoman. Gina Buenrostro sent a letter to Tina Danforth, and Joanne House. The Law Office response is yes, they do advocate for supervisors and managers. In reality, they do not represent or advocate for supervisors and managers.

MOTION: Sandy Dennett motioned to bring up discussion on Advocacy Issues at the next Regular Meeting on December 9, 2014.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

e. Update Staff Issues

New member of the staff is Rhianna Boyd. She is working in the OPC Offices and is placed on Medical Restrictions while she recuperates. She has already signed a Confidential Statement.

MOTION: Sue Daniels motioned to refer the rest of the agenda to the December 9, 2014 OPC Regular Meeting.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

MOTION: Sue Daniels motioned to adjourn at 2:50p.m.

SECOND: Julie Clark seconded the motion.

MOTION CARRIED

G. Correspondence: Primarily distributed into PC Members mailboxes.

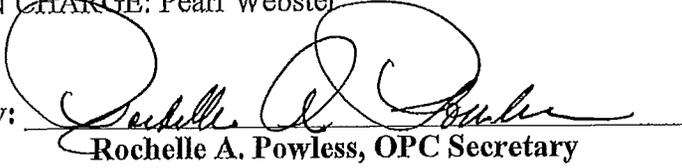
H. Standing and Special Committee Reports:

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

I. Other:

1. Next OPC REGULAR MEETING – December 9, 2014 - Noon
2. POT LUCK – PERSON IN CHARGE: Pearl Webster

Respectfully Submitted by:


Rochelle A. Powless, OPC Secretary

Approved/Revised: December 9, 2014 OPC Regular Meeting

Submitted by Yvonne Jourdan, OPC Chairwoman

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 9, 2014 – Noon
East Wing Conference Room

A. Call to Order: Attendance (12:00p.m.) Gate Keeper assigned: Kevin Shilka

ATTENDANCE

Sue Daniels	Chairwoman
Yvonne Jourdan	Vice Chairwoman
Kevin Shilka	Treasurer
Rochelle A. Powless	Secretary
Julie Clark	Member
Pearl Webster	Member
Carol Smith	Member
Clifford Danforth	Member
Arlene Danforth	Member
Gary Smith	Member

EXCUSED

Dorothy A. Skenandore	Member
Eric Krawczyk	Member
Sandy Dennett	Member

AGENDA

B. Approval of Agenda (5 minutes)

ADD ONS: Under B. New Business, 1. d. Medical Leave, e. Notice of Appeal, and 2. Oneida Judiciary Rules of Civil Procedures (10 minutes)

MOTION: Rochelle A. Powless motioned to approve the agenda with additions: ADD ONS:
Under B. New Business, 1. d. Medical Leave, e. Notice of Appeal, and
2. Oneida Judiciary Rules of Civil Procedures (10 minutes).

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

C. Review\Approval Minutes – November 14, 2014 OPC Regular Meeting Minutes
by Rochelle A. Powless, Secretary, (10 minutes)

MOTION: Carol Smith motioned to approve the November 14, 2014 OPC Regular Meeting Minutes by Rochelle A. Powless; Secretary.

SECOND: Gary Smith seconded the motion.

ABSTENTION: Arlene Danforth abstains because she was absent this meeting.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 9, 2014 – Noon
East Wing Conference Room

D. Tabled Business (2)

1. Proposed Amendments to the OPC Bylaws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels - 20 minutes)

MOTION: Julie Clark motioned to remove Proposed Amendments to the OPC Bylaws and Qualifications for Oneida Personnel Commissioners\Page 12 of this agenda (Oneida Personnel Commission and Susan Daniels - 20 minutes)

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

DISCUSSION:

- Go forward with next steps for Qualifications of Commissioners
- Proposed to building up OPC Commissioner Criteria for applicants
- Research Probationary item
- Lack of Training Budget for Commissioners
- Amend Bylaws to reflect these criteria updates for Commissioners

MOTION: Julie Clark motioned to add seven (7) more minutes to the agenda for discussion.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

MOTION: Julie Clark motioned to approve the Proposed Amendments to the OPC Bylaws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels) and go forward with OPC Qualifications.

SECOND: Kevin Shilka seconded the motion.

MOTION CARRIED

MOTION: Julie Clark motioned to move the Proposed Amendments to the OPC Bylaws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels) to E. Old Business.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

1. Advocacy Issue-(Susan Daniels, Gina Buenrostro, and Bridget Cornelius – 10 minutes).
11/14/14 Minutes: Motion by Sandy Dennett to have Sue Daniels work with Gina Buenrostro and Bridget Cornelius to determine number of supervisors not represented by advocate, and include numbers who have to be presented at the December meeting.
(NO ACTION TAKEN)

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 9, 2014 – Noon
East Wing Conference Room

E. Old Business (4)

1. Annual Report-Retroactive Approval\Page 22 of December Agenda (Yvonne Jourdan – 10 minutes).

MOTION: Rochelle A. Powless motioned to retroactively approve the OPC Annual Report.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

2. Oneida Judiciary Rules of Civil Procedures – Training 12\8\14 Update (Entire Commission – 5 minutes) UPDATED DISCUSSION - OPC MEMBERS

MOTION: Carol Smith motioned to delete the Oneida Judiciary Rules of Civil Procedures from the OPC Regular Meeting Agenda 12\09\14.

SECOND: Julie Clark seconded the motion.

MOTION CARRIED

3. Financial Report – September, 2014\Page 19 & 20 (Gina Buenrostro – 5 minutes)

MOTION: Gary Smith motioned to approve the Financial Report of September, 2014.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

4. Activity Report and Training Log – October, 2014 (Gina Buenrostro and Bridget Cornelius – 10 minutes)

MOTION: Yvonne Jourdan motioned to approve the Activity Report and Training Log of October, 2014.

SECOND: Rochelle A. Powless seconded the motion.

MOTION CARRIED

F. New Business (4)

1. Scheduling Initial Reviews, Grievances, Reassignments, and Housekeeping – (Gina Buenrostro – 45 minutes)

MOTION: Julie Clark motioned to go into Executive Session at 1:00p.m.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

MOTION: Rochelle A. Powless motioned to come out of Executive Session at 1:05p.m.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 9, 2014 – Noon
East Wing Conference Room

- f. Update on Declaratory Ruling – Discussion
Declaratory Hearing will be forwarded to the Judiciary January, 2015. The OPC will expect to hear a response in February, 2015.
Gina Buenrostro will send PDF to OPC Commissioners:
1) Sue Daniels
2) Pearl Webster
3) Kevin Shilka
4) Gary Smith
5) Rochelle A. Powless
- g. Post Vacancy
Sue Daniels has accepted the OPC Chairwoman's position until her term ends in April 1, 2015 upon which time it will be necessary for her to reapply as an OPC Commissioner to continue her term as Chairwoman. The request to repost this position is to decrease the down time of not having a Commissioner in that position.
MOTION: Julie Clark motioned to request the OBC to repost Sue Daniels position.
SECOND: Carol Smith seconded the motion.
MOTION CARRIED
- h. Training Updates
Sue Daniels and Julie Clark will facilitate working on the Training Matrix.
MOTION: Clifford Danforth motioned to approve the Training Matrix for 12/16/14.
SECOND: Gary Smith seconded the motion.
MOTION CARRIED
- i. Medical Leave
Sandy Dennett is requesting a Medical Leave for 8 weeks starting December 1, 2014.
MOTION: Arlene Smith motioned to approve Sandy Dennett's Medical Leave for 8 weeks starting December 1, 2014.
SECOND: Gary Smith seconded the motion.
MOTION CARRIED
- j. Notice of Appeal
Re: Gary Thompson vs Rose Melchert OPC Decision. The decision was to overturn his termination without Back Pay. There is a January 5th Deadline – (Sandy Dennett is out on Medical Leave). The OPC will meet before training to approve the final brief on December 16, 2014, 11:00a.m.-1:00p.m. Sue Daniels and Julie Clark are Facilitators for Team Building Training.

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 9, 2014 – Noon
East Wing Conference Room

2. Oneida Judiciary Rules of Civil Procedures, Yvonne Jourdan
Yvonne Jourdan quoted this excerpt from the Oneida Judiciary Rules of Civil Procedures “153.4-6. *Application of this Law*. This Law shall be followed by the Court, except where other Court rules are more specific, then those laws shall supersede. This Law shall apply to proceedings conducted by the Tribe’s Personnel Commission, except where the Tribe’s personnel policies and procedures are more specific, then those shall supersede. This Law shall not apply the Mediation or Peacekeeping divisions of the Trial Court. (*emphasis added*)”

Set Up AD HOC COMMITTEE. Educate the Employee Base by notifying the Kaliwisaks of changes that the OPC is proposing to the Blue Book. The OPC proposes to keep the system more Employee User Friendly.

The Oneida Judiciary Rules of Civil Procedures is too stringent and not user friendly for employees. It creates greater obstacles and additional paper work for Petitioner’s to make an Appeal. Using the amendments to the Blue Book would benefit advocates. Advocates have 15 years of experience and knowledge of the Blue Book. The OPC can opt out of the Oneida Judiciary Rules of Civil Procedures because the Blue Book is more specific to employees and supervisors.

The Administrative Procedures Act is more specific than the Blue Book. (APA)
The majority of commissioners agree to opt out of the Oneida Judiciary Rules of Civil Procedures. This commission is more sensitive to employee issues and need to align ourselves in a unique format.

There is 3 weeks before the Oneida Judiciary Rules of Civil Procedures goes into effect. There is an agreement to stay the status quo and amend the Blue Book. Ad Hoc Committee: Arlene Danforth, Gary Smith, Pearl Webster, Clifford Danforth, Rochelle A. Powless. Update by December 16, 2014.

3. Financial Report and Training Log, November, 2014 (Gina Buenrostro and Bridget Cornelius – 10 minutes)

MOTION: Gary Smith motioned to approve the November, 2014 Financial Report.

SECOND: Carol Smith seconded the motion.

MOTION CARRIED

MOTION: Arlene Danforth motioned to approve the November Activity Report.

SECOND: Julie Clark seconded the motion.

MOTION CARRIED

- G. Correspondence: Primarily distributed into PC Members mailboxes.

PERSONNEL COMMISSION REGULAR MEETING
DECEMBER 9, 2014 – Noon
East Wing Conference Room

H. Standing and Special Committee Reports:

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

I. Other:

1. Next OPC REGULAR MEETING – JANUARY 13, 2014
2. POT LUCK – PERSON IN CHARGE: JULIE CLARK

Adjourn Time: 2:40p.m.

MOTION: Carol Smith motioned to adjourn at 2:40p.m.

SECOND: Kevin Shilka seconded the motion.

MOTION CARRIED

Respectfully Submitted by:



Rochelle A. Powless, OPC Secretary

Approved/Revised: JANUARY 13, 2015 OPC REGULAR MEETING

Submitted by: Sue Daniels, OPC Chairwoman

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
DECEMBER 29, 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.

- I. **CALL TO ORDER (12:00p.m.)**
 1. Gate Keeper assigned: None Assigned
- II. **ATTENDANCE**
- III. **APPROVAL OF AGENDA**
- IV. **MINUTES**
- V. **TABLED BUSINESS**
- VI. **OLD BUSINESS**
- VII. **NEW BUSINESS (1)**
 1. Approval of OPC Grievance Hearing Procedures
- VIII. **CORRESPONDENCE**
 1. Mail primarily distributed into PC Members mailboxes.
- IX. **STANDING AND SPECIAL COMMITTEE REPORTS**
 1. FY Budget Planning – Chairperson, Treasurer, Administrator
 2. Quarterly Reports due to the OBC – Due 2nd Wednesday of the Month in January, April, July, and October.
 3. Semi-Annual and Annual Reports due to G.T.C. – Due October and April.
- X. **OTHER**
 1. Next OPC Regular Meeting - January 13, 2015
 2. Pot Luck – Person In Charge - Julie Clark
- XI. **ADJOURN**

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
DECEMBER 29, 2014 – Noon
East Wing Conference Room

I. CALL TO ORDER (12:00p.m.)

Yvonne Jourdan, Vice Chairwoman, called the meeting to order at 11:59a.m.

1. Gate Keeper assigned: None Assigned

II. ATTENDANCE

Yvonne Jourdan, Vice Chairwoman	Arlene Danforth, Member
Clifford Danforth, Member	Julie Clark, Member
Pearl Webster, Member	Gary Smith, Member
Carol Smith, Member	Rochelle A. Powless, Secretary
Kevin Shilka, Member	

EXCUSED

Susan Daniels, Chairwoman	Sandra Dennett, Member
Eric Krawczyk, Member	Dorothy A. Skenandore, Member

OTHERS

Gina Buenrostro, Executive Assistant

MOTION: Rochelle A. Powless motioned to approve the attendance.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

III. APPROVAL OF AGENDA

MOTION: Arlene Danforth motioned to approve the agenda with additions:

VII. NEW BUSINESS, 2. Initial Review (After Meeting),

3. Update on Brandon Stevens, OBC Meeting, G. Smith

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED

MOTION: Arlene Danforth motioned to submit the approve the amendments made during this meeting to the APA Rough Draft – OPC Hearing Procedures, VII. NEW BUSINESS, F. 1., and submit the final version to the LOC to amend the Blue Book.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

IV. MINUTES – NONE SUBMITTED

V. TABLED BUSINESS

VI. OLD BUSINESS

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
DECEMBER 29, 2014 – Noon
East Wing Conference Room

VII. NEW BUSINESS (1)

1. Approval of OPC Grievance Hearing Procedures

MOTION: Arlene Danforth motioned to approve the APA Rough Draft and OPC Hearing Procedures and submit to LOC to amend the Blue Book.

SECOND: Gary Smith seconded the motion.

MOTION CARRIED

MOTION: Gary Smith motioned to approve the OPC Hearing Procedures including 25. The Administrative Procedures that are not included shall be governed by the Rules of Civil Procedures.

SECOND: Kevin Shilka seconded the motion.

MOTION CARRIED

MOTION: Gary Smith motioned to forward the amended OPC Hearing Procedures to the LOC in order to amend the Blue Book.

SECOND: Kevin Shilka seconded the motion.

MOTION CARRIED

2. Initial Review (Yvonne Jourdan, Kevin Shilka, Rochelle A. Powless, Pearl Webster\Trainee)

3. Update on Brandon Stevens, OBC Meeting, Gary Smith, OPC Member

The Employee Law has been scrapped. It is a long way from completion.

MOTION: Gary Smith motioned for Susan Daniels, OPC Chairwoman, to write a letter recapping their meeting with Brandon Stevens, OBC, to clarify information that may have been misinterpreted.

SECOND: Arlene Danforth seconded the motion.

MOTION CARRIED

VIII. CORRESPONDENCE

1. Mail primarily distributed into PC Members mailboxes

IX. STANDING AND SPECIAL COMMITTEE REPORTS

1. FY Budget Planning – Chairperson, Treasurer, Administrator

2. Quarterly Reports due to the OBC – Due 2nd Wednesday of the Month in January, April, July, and October.

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

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
DECEMBER 29, 2014 – Noon
East Wing Conference Room

X. OTHER

1. Next OPC REGULAR MEETING – JANUARY 13, 2015
2. POT LUCK – PERSON IN CHARGE: JULIE CLARK

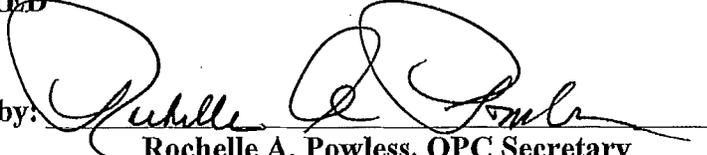
XI. ADJOURN

MOTION: Clifford Danforth motioned to adjourn at 1:20p.m.

SECOND: Arlene Danforth seconded the motion.

MOTION CARRIED

Respectfully Submitted by:



Rochelle A. Powless, OPC Secretary

Approved/Revised: JANUARY 13, 2015 OPC REGULAR MEETING

Submitted by: Sue Daniels, OPC Chairwoman