

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~07~~ / ~~22~~ / ~~15~~

Motion by Jennifer Webster to defer the rest of the agenda items to the next regularly scheduled Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.

## 2. General Information:

Session:  Open  Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

Accept as Information only

Action - please describe:

## 3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

## 4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

## 5. Submission

Authorized Sponsor / Liaison:

Primary Requestor:   
Your Name, Title / Dept. or Tribal Member

Additional Requestor:   
Name, Title / Dept.

Additional Requestor:   
Name, Title / Dept.

## Oneida Business Committee Agenda Request

### 6. Cover Memo:

Describe the purpose, background/history, and action requested:

3rd Quarterly Report FY 2015, submitted by the Oneida Personnel Commission. Needs Business Committee acceptance.

- 1) Save a copy of this form for your records.
- 2) Print this form as a \*.pdf *OR* print and scan this form in as \*.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)

ONEIDA PERSONNEL COMMISSION  
 FY 2015 Quarterly Report Third Quarter  
 April, May and June 2015  
 Submitted by: Yvonne Jourdan

**NAMES**

Officers: Yvonne Jourdan, Chairperson  
 Dorothy Skenandore, 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  
 Patricia Denny  
 Sharon Alvarez



**MINUTES**

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

April 14, 2015	Regular Meeting	(Approved)
May 12, 2015	Regular Meeting	(Approved)
June 9, 2015	Regular Meeting	(Approved)

**FINANCIAL**

See attached R&E statements for the months of April, May and June 2015. (June 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	April	May	June	Totals
Pre-Screens	24	29	28	81
Interviews	22	23	25	70
Reassignments	4	8	6	18
Initial Reviews	4	1	3	8
Grievances	4	4	0	8
Deliberations	1	2	1	4

Decision Writing	2	2	1	5
Motion Decisions	3	2	2	7
Regular Meetings	1	1	1	3
Special Meetings	0	0	0	0
Training*	5	4	0	9
Non-Gaming Employees with an advocate	0	1	0	1
Non-Gaming Employees without an advocate	0	0	0	0
Gaming Employees with an advocate	2	1	0	3
Gaming Employees without an advocate	0	1	0	1
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	2	2	0	4
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**

The Oneida Personnel Commission welcomes two newly appointed commissioners, Patricia Denny and Sharon Alvarez. We are confident that they both bring their experience and knowledge working within the Oneida Nation employment base.

The Oneida Personnel Commission is currently utilizing our a new training plan which was approved. This training affords a concise, a comprehensive schedule pulling from all available resources within the Tribe.

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. This

case is still pending and the Oneida Personnel Commission recently received notice from the Oneida Judiciary that they will need an extension until July 17, 2015. This case was filed with the Oneida Appeals Commission in May 2014, this process with the induction of the new judiciary has taken over one year to get through the process.

The Oneida Personnel Commission has consistently made inquiries 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. A request was made to both the Oneida Law Office and our liaison. A deadline date for response from the Oneida Law Office was given for the end of January. To date, we have received no response. The Personnel Commission relies on the Oneida Nation's Personnel Policy and Procedure Manual, which is not silent on this issue. Section V.D.6.5) states very clearly “. . .The respondent and/or area manager who is party to the grievance action shall have access to an advocate for consultation and/or representation. . .”

The Oneida Personnel Commission had inquired with the Oneida Law Office, specifically, Chief Council about training pertaining to the Oneida Judiciary's Rules of Civil Procedures in late October 2014. At that time, Chief Council recommended that the Judicial Judges Beans and Hill provide that training, due to possible conflicts of interest with the Oneida Law Office. In November 2014, a second request was made, contact from the Oneida Law Office was made to the Judiciary, inquiring about that specific training. This Commission is pursuing that training with the Judiciary.

The Oneida Personnel Commission is currently working with Jacque Boyle to determine yet our space and permanent physical location. Although our office was temporarily located from the NHC to the OLC for what was to be a six month period, six years have transpired and we are currently faced with yet another situation that creates a transient environment. Administrative staff of the OPC is working with appropriate internal departmental staff to identify a more permanent location that is conducive to the work done by the OPC.

#### **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**

- Amendment of OPC by-laws to incorporate approved commissioner qualifications.
- 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

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES  
APRIL 14, 2015 – 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 (11:59p.m.) Gate Keeper: None  
Susan Daniels, Chairwoman, called the meeting to order at 11:59p.m.

B. Approval of Agenda (5 minutes)

Susan Daniels	Chairwoman
Yvonne Jourdan	Vice Chairwoman
Rochelle A. Powless	Secretary
Clifford Danforth	Member
Julie Clark	Member
Carol Smith	Member
Sandra Dennett	Member
Dorothy A. Skenandore	Member
Pearl Webster	Member
Gary Smith	Member

**EXCUSED:**

Kevin Shilka	Member
Eric Krawczyk	Member
Arlene Danforth	Member

**OTHERS:**

Gina Buenrostro	Administrator
Bridget Cornelius	Executive Assistant
Lisa Summers	OBC Liaison

**MOTION:** Gary Smith motioned to approve the attendance.

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

**MOTION CARRIED**

**AGENDA**

**MOTION:** Sandra Dennett motioned to approve the agenda with additions: Delete F.d. Sandy Dennett Resignation from the agenda. Add under New Business, F.d. Vacation – Julie Clark May 8-18, 2015, and Vacation – Gary Smith, May 11-15, 2015.

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

**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES  
APRIL 14, 2015 – NOON  
East Wing Conference Room

**C. Review\Approval of Minutes: March 10, 2015 - OPC Regular Meeting  
(Gina Buenrostro 10 minutes)**

**MOTION:** Carol Smith motioned to approve the March 10, 2015 OPC Regular Meeting Minutes

**SECOND:** Yvonne Jourdan seconded the motion.

**MOTION CARRIED**

**OBC Liaison, Lisa Summers will appear FIRST ON THE AGENDA by consensus of the Oneida Personnel Commission.**

- The OBC requests that the Lawyer Retainer language be redone. Total paid up front, billed towards dollars up front. How do we recover left over amount? Billed and paid as finished. The OBC wants the contract to be clear about language and the process of Retainer not to exceed \$42,000.00
- Employment Law Draft submitted and proceeding. Lisa Summers asked for an overview of draft to be published.
- Space and Furniture – Lisa Summers followed up with Jackie. The OPC must go to the Facilities Manager. Ms. Summers is not sure how to address the Furniture question to work in a good faith effort.
- The third floor of NHC has furniture for OPC. It is being used by CFO and his assistant in the third floor wing. Furniture has not been taken care of. The Police Commission owns the tables in the OPC Conference Room that we are borrowing from OPD.
- The Appeals Commission deserted furniture. It is uncertain how to gain access to the furniture. There has been water damage in the building. Not sure who to contact for responsibility for taking care of the furniture in the Appeals Plaza Area, or the NHC MIS (3<sup>rd</sup> Floor) Area.
- Options for furniture – Tour to see what is available. Hearings and meetings – space in both areas. Jackie says there is no space available other than that.
- Facilities Management – Care for furniture?
- Ridgeview Plaza – What are future plans of this building?
- Budget Concerns – Most questions answered through Budget Core Team. Can sit with OPC Budget Strategies and how we are moving forward. Trish King and Brian Doxtator work with a 3 year Forecast on the Budget. Fit in 4 Strategic Areas\then you are cut out. 5 Budget Meetings-Kickoff\No other invitations. Ralinda Ninham (name) sends notices to OPC.
- Budget Core Team – Trish King and Brian Doxtator (plus sub-teams) can make presentation of current information. Current Program access. Intent overall procedure to see\understand what departments do\who are our customers? Who do they service? Not once did we say we would cut anyone out.
- Clarification on Wheelock Decision? Day to Day Decision. Read. No input to OBC. Supervisory responsibilities to fulfill\Annual Evaluations\Vacation Requests. Necessary responsibilities to be carried out I department. 1982 Legal Opinions for the OBC. Doesn't usurp OBC authority to act as a Supervisor.

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East Wing Conference Room

- The OBC is taking that approach until Reorganization (working on later at the end of this month).
- Judiciary Standpoint – OPC needs to follow Judiciary Standpoint. OBC will act as Supervisor. OPC obligated to comply by Judiciary Clarification or Interpretation.
- Comply with order interpretation of Resolution Plan B\GTC outlines Supervisory Decision.
- In Judiciary Law – ask for clarification on Wheelock Case. Set by Appeals Decision that states the OBC cannot act in a Supervisory Position.
- OPC is standing on decision in order to make proactive decisions to clarify future issues in coming hearings.
- How does the Appeals Decision effect day to day responsibilities\decisions from 1982? The Law Office is talking about this issue. They didn't actually make a decision. The OBC has supervisory responsibilities. Who oversees top leaders in our organization. Clear cut responsibilities as a Supervisor?
- The OBC's responsibility does not affect lower departments. Entrance rules. Perspective is based on outcomes. The OBC has supervisory responsibilities and does not direct the staff. The OBC acts in an oversight role over the Area Manager.
- Advocacy for Managers and Supervisors – Non Gaming Departments. The Law Office believes that Supervisors\Managers should be able to tell the OPC why they made their decisions. They should have enough knowledge to get through the OPC Hearings.
- Issue is that the OBC\LOC Attorney had advocates from the Law Office. Has this been since August? Yes, this has been since August.
- Scope of the issue went beyond having an Attorney. The Area Manager didn't use the Blue Book. Manager could not answer questions of the OPC. An Advocate would need to answer or inform the manager\supervisor of terms and language used during an OPC Hearing. Supervisors\Managers need to have advocates when they come to OPC Hearings.
- Ms. Summers offered that there is training offered by the tribe when coming before the OPC Hearings. There is no training offered by the tribe when coming before the OPC Hearings. Cases were lost because they didn't know the Hearing Processes. Supervisors\Managers don't know these kinds of responsibilities they need to do in hearings. They need more information. They don't have money to get an Advocate or Resources. Resource Center turned down cases. Dorothy A. Skenandore used to take cases for free.
- Lisa Summers said this was good feedback. Supervisors\Managers don't have a component to have training before they get to the OPC Level. This information can be included in the Reorganization Process and can be incorporated.
- Recertification Process for an Advocate to be licensed. Training needs to be done for these Advocates.

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APRIL 14, 2015 – NOON  
East Wing Conference Room

- Wheelock Case – Needs to figure out how to proceed. Considered the matter done with. Making an effort to proceed in the best way possible.
- Suggestions: OBC is open to recommendations to solve the problem. Lisa Summers recommended getting an opinion from the Law Office for the Wheelock Case.

**Tabled Business (4)**

1. **Interview Concerns-Indian Preference (Kevin Shilka and Pearl Webster) (15 Minutes)**  
**Excerpt from the March 10, 2015, OPC Meeting**  
**“Sandy Dennett motioned to TABLE. Commissioners must read report handed out at today’s meeting, and bring back recommendations on the Interview Concerns for Indian Preference at the next regular meeting, April 14, 2015.**  
**Second: Gary Smith**  
**Motion Carried”**  
**(REMAINED TABLED UNTIL MAY 12, 2015 OPC REGULAR MEETING)**
2. **Revision of the Complaint Process (due on the April 14, 2015 agenda-Gina Buenrostro)**  
**MOTION:** Sandra Dennett motioned to remove Revision of the Complaint Process & due on the April 14, 2015 Agenda-Gina Buenrostro-10 minutes)  
**SECOND:** Carol Smith seconded the motion.  
**MOTION CARRIED**

**D. Old Business (4)**

1. **Proposed Amendments to the OPC By-Laws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels-20 minutes)**
2. **Update on Declaratory Ruling (Entire Commission-5 minutes)**  
Nothing Has Been Received To Date.

**E. New Business (4)**

1. **Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping- (Gina Buenrostro 10 minutes)**  
**EXECUTIVE SESSION IN**  
**MOTION:** Rochelle A. Powless motioned to go into EXECUTIVE SESSION at 1:43p.m.  
**SECOND:** Gary Smith seconded the motion.  
**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES  
APRIL 14, 2015 – NOON  
East Wing Conference Room

**EXECUTIVE SESSION OUT**

**MOTION:** Julie Clark motioned to come out of EXECUTIVE SESSION at 1:45p.m.

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

**MOTION CARRIED**

- a. Space Issues
- b. Meeting with OBC Liaison-Lisa Summers (see attachment)
- c. SOP-Comprehensive Health Division Hiring Process & meeting Minutes (Draft) & Letter.

**MOTION:** Dorothy A. Skenandore motioned for Pearl Webster and Sandy Dennett to rewrite letter pursuant to Comprehensive Health Division Hiring Process Draft Standard Operating Procedures. Deadline of April 20, 2015.

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

**MOTION CARRIED**

**MOTION:** Gary Smith motioned to invite Don White to talk about Peace Keeping.

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

**MOTION CARRIED**

- d. Commissioner Resignation – REMOVED FROM THE AGENDA
- e. Attorney Sweeney's Contract-Update.

**(1:25-1:32p.m. BREAK)**

2. Chapter 154 Rules of Appellate Procedure (Entire Commission-20 minutes)

**MOTION:** Rochelle A. Powless motioned to TABLE until May 12, 2015 OPC Regular Meeting.

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

**MOTION CARRIED**

3. Financial Report-February, 2015 (Entire Commission-5 minutes)

**MOTION:** Julie Clark motioned to TABLE until May 12, 2015 OPC Regular Meeting.

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

**MOTION CARRIED**

4. Activity Report and Training Log for March , 2015 (Gina Buenrostro and Bridget Cornelius-10 minutes)

**MOTION:** Gary Smith motioned to approve the Activity Report and Training Log for March, 2015.

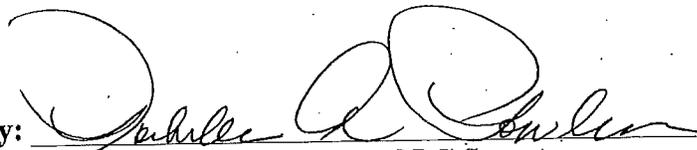
**SECOND:** Carol Smith seconded the motion.

**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES  
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- F. Correspondence: Primarily distributed into PC members mail boxes**
- G. 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 Report to GTC-Due October and April**
- H. OTHER:**
- 1. Next Regular Meeting – May 12, 2015 at Noon.**
  - 2. Pot Luck-Person In Charge: Yvonne Jourdan**
- I. ADJOURNMENT**
- MOTION:** Clifford Danforth motioned to adjourn at 2:25p.m.
- SECOND:** Julie Clark seconded the motion.
- MOTION CARRIED**

Respectfully Submitted by:

  
Rochelle A. Powless, OPC Secretary

Approved/Revised: MAY 12, 2015 OPC REGULAR MEETING

Submitted by: Yvonne Jourdan, Chairperson

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES  
MAY 12, 2015 – 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: Kevin Shilka  
Yvonne Jourdan, Chairwoman, called the meeting to order at 12:00p.m.

B. Approval of Agenda (5 minutes)

Yvonne Jourdan	Chairwoman
Rochelle A. Powless	Secretary
Clifford Danforth	Member
Carol Smith	Member
Dorothy A. Skenandore	Member
Pearl Webster	Member
Kevin Shilka	Member
Arlene Danforth	Member

**EXCUSED:**

Julie Clark	Member
Eric Krawczyk	Member
Gary Smith	Member
Sandra Dennett	Member

**OTHERS:**

Gina Buenrostro	Administrator
Bridget Cornelius	Executive Assistant
Don White	Governmental Services Division Director

**MOTION:** Carol Smith motioned to approve the attendance.

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

**MOTION CARRIED**

**AGENDA**

**MOTION:** Clifford Danforth motioned to approve the agenda with additions: Add Under

F. NEW BUSINESS,

d. Scheduling Appointments

e. Training for End of Month

f. Susan Daniels Exit Letter – 04/29/15

g. Pearl Webster Letter – Hiring SOP's – 04/07/15

**SECOND:** Kevin Shilka seconded the motion.

**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES  
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**MOTION:** Arlene Danforth motioned to move Don White, Governmental Services Division Director to first on the agenda.

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

**MOTION CARRIED**

**C. Review\Approval of Minutes: April 14, 2015 - OPC Regular Meeting  
(Gina Buenrostro 10 minutes)**

**MOTION:** Clifford Danforth motioned to approve the April 14, 2015 OPC Regular Meeting Minutes

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

**ABSTENIONS:** Kevin Shilka and Arlene Danforth

**MOTION CARRIED**

**DON WHITE, GOVERNMENTAL SERVICES DIVISION DIRECTOR will appear FIRST ON THE AGENDA by consensus of the Oneida Personnel Commission.**

- The Judiciary is letting go of the Peace Making Service.
- Peace Making gets the employees to come together to resolve their problems
- Resolution benefits the Oneida Tribe's Customers
- Requesting the OPC to adopt the Peace Making Services
- There are 6 Dimensions of Wellness Model .
- 1) Occupational Wellness focuses on the integration of various components of the wellness framework into planning for a healthy future, such as career, family and future wellness. It develops the understanding that decisions and values may change as new information and experiences are attained.
- 2) Physical Wellness encourages regular physical activities, proper nutrition and health care, such as exercise or sports, and personal hygiene. This type of physical activity discourages dependence on tobacco, alcohol and other drugs (prescription or street).
- 3) Social Wellness involves developing friendships, healthy sexual behaviors, the ability to interact comfortably with others and generally works for harmony in personal and community environments.
- 4) Intellectual Wellness is the strong desire to learn from challenges and experiences. It encourages ongoing intellectual growth, and creative yet stimulating mental activities which provide the foundation to discover, process, and evaluate information.
- 5) Spiritual Wellness is the willingness to seek meaning and purpose in human existence; being open to diverse multi-cultural beliefs and backgrounds. Being spiritually sound enables one to seek out the perfect harmony between that, which lies within one's own spirit as well as with outside forces that coexist.
- 6) Emotional Wellness is having the ability to acknowledge and accept a wide range of feelings in oneself as well as in others. It is being able to freely express and manage one's own feelings to develop positive self-esteem in

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order to arrive at personal decisions based upon the integration of one's attitudes and behaviors. By applying the model, a person becomes aware of interconnectedness of each dimension and how they contribute to healthy living.

**MOTION:** Pearl Webster motioned for the Yvonne Jourdan, OPC Chairwoman, to write a letter supporting the concept of Peace Making as an option through the tribe to be sent to Don White, Governmental Services Division Director, by Friday, May 15, 2015.

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

**MOTION CARRIED**

**Tabled Business (3)**

1. Interview Concerns-Indian Preference (Kevin Shilka and Pearl Webster)  
(15 Minutes)

**Excerpt from the March 10, 2015, OPC Meeting**

**"Sandy Dennett motioned to TABLE. Commissioners must read report handed out at today's meeting, and bring back recommendations on the Interview Concerns for Indian Preference at the next regular meeting, April 14, 2015.**

**Second: Gary Smith**

**Motion Carried"**

**MOTION:** Dorothy A. Skenandore motioned to remove Excerpt from March 10, 2015 OPC Meeting, Interview Concerns for Indian Preference.

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

**MOTION CARRIED**

2. Chapter 154 Rules of Appellate Procedure (Entire Commission – 20 minutes)

**MOTION:** Rochelle A. Powless motioned to take Chapter 154 Rules of Appellate Procedure from the TABLE.

**SECOND:** Pearl Webster seconded the motion.

**MOTION CARRIED**

**MOTION:** Dorothy A. Skenandore motioned to place Chapter 154 Rules of Appellate Procedure back on the TABLE.

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

**MOTION CARRIED**

3. Financial Report, February, 2015 (Entire Commission – 5 minutes)  
**(REMAINED TABLED UNTIL JUNE 9, 2015 OPC REGULAR MEETING)**

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**F. Old Business (2)**

1. Proposed Amendments to the OPC By-Laws and Qualifications for Oneida Personnel Commissioners (Oneida Personnel Commission and Susan Daniels-20 minutes)
2. Update on Declaratory Ruling (Entire Commission-5 minutes)  
Nothing Has Been Received To Date.

**G. New Business (5)**

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping- (Gina Buenrostro 10 minutes)

**EXECUTIVE SESSION IN**

**MOTION:** Dorothy A. Skenandore motioned to go into EXECUTIVE SESSION at 2:02 p.m.

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

**MOTION CARRIED**

**EXECUTIVE SESSION OUT**

**MOTION:** Carol Smith motioned to come out of EXECUTIVE SESSION at 2:07p.m.

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

**MOTION CARRIED**

**(2:08p.m. – 2:15p.m. BREAK)**

- a. SOP-Comprehensive Health Division Hiring Process and Meeting Minutes (Draft) and letter.
- b. Attorney Sweeney's Contract-Update – Gina Buenrostro
- c. Appoint Chairperson and Vice Chairperson

**MOTION:** Carol Smith motioned to appoint Yvonne Jourdan as OPC Chairperson.

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

**MOTION CARRIED**

**MOTION:** Rochelle A. Powless motioned to appoint Dorothy A. Skenandore as OPC Vice Chairperson.

**SECOND:** Kevin Shilka seconded the motion.

**MOTION CARRIED**

- d. Scheduling Appointments

**MOTION:** Arlene Danforth motioned for Yvonne Jourdan, OPC Chairperson, to remind HRD that OPC Members are not available on the second Tuesday of the Month due to OPC REGULAR MEETINGS .

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

**MOTION CARRIED**

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e. Training – End of Month

**MOTION:** Kevin Shilka motioned for Training Times to be 11:00a.m.- 1:00p.m. on the fourth Tuesday of the month.

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

**MOTION CARRIED**

f. Susan Daniels Exit Letter (04/29/15) – CORRECTION NOTED

An OPC Initial Review Panel will be called and they determine what will become of the complaint or refer somewhere else. OPC Staff does not refer complaints from employees to other departments.

2. Peace Making proposed by Don White, Governmental Services Division Director  
(MOVED TO FIRST ON THE AGENDA)

3. Financial Report-March, 2015 (Entire Commission-5 minutes)

**MOTION:** Arlene Danforth motioned to TABLE until JUNE 9, 2015 OPC Regular Meeting.

**SECOND:** Pearl Webster seconded the motion.

**MOTION CARRIED**

4. Activity Report and Training Log for April, 2015 (Gina Buenrostro and Bridget Cornelius-10 minutes)

**MOTION:** Arlene Danforth motioned to approve the Activity Report and Training Log for April, 2015.

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

**MOTION CARRIED**

5. Retroactive Approval of 2<sup>nd</sup> Quarterly Report (Entire Commission)

**MOTION:** Rochelle A. Powless motioned Retroactive Approval of 2<sup>nd</sup> Quarterly Report.

**SECOND:** Kevin Shilka seconded the motion.

**MOTION CARRIED**

**D. Correspondence: Primarily distributed into PC members mail boxes**

**E. 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 Report to GTC-Due October and April**

**F. OTHER:**

1. **Next Regular Meeting – JUNE 9, 2015 at NOON.**

2. **Pot Luck-Person In Charge: ERIC KRAWCZYK**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES  
MAY 12, 2015 – NOON  
East Wing Conference Room

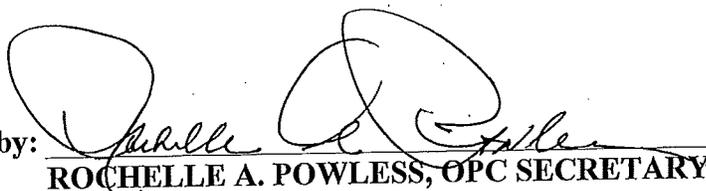
**G. ADJOURNMENT**

**MOTION:** Carol Smith motioned to adjourn at 2:30p.m.

**SECOND:** Kevin Shilka seconded the motion.

**MOTION CARRIED**

Respectfully Submitted by:

  
**ROCHELLE A. POWLESS, OPC SECRETARY**

Approved/Revised: JUNE 9, 2015 OPC REGULAR MEETING

Submitted by: YVONNE JOURDAN, CHAIRPERSON

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
JUNE 9, 2015  
EAST WING CONFERENCE ROOM

**Mission Statement**

**To develop an employment system that is orderly and fair and one that will benefit the individual workers and strengthen Tribal Programs and Tribal Government.**

**A. CALL TO ORDER (12:02p.m.)**

**Yvonne Jourdan, Chairwoman, called the meeting to order at 12:02p.m.**

**1. Gate Keeper assigned: Julie Clark**

**B. ATTENDANCE:**

Yvonne Jourdan, Chairwoman  
Kevin Shilka, Treasurer  
Clifford Danforth, Member  
Eric Krawczyk, Member  
Gary Smith, Member

Rochelle A. Powless, Secretary  
Julie Clark, Member  
Sandy Dennett, Member  
Carol Smith, Member  
Pearl Webster, Member

**EXCUSED:**

Dorothy A. Skenandore, Member  
Arlene Danforth, Member

**MOTION:** Rochelle A. Powless motioned to approve OPC attendance, June 9, 2015.

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

**MOTION CARRIED**

**C. APPROVAL OF AGENDA (5 minutes)**

**MOTION:** Carol Smith motioned to approve the agenda with the addition of  
1. d. Leave of Absence Request, Dorothy A. Skenandore.

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

**MOTION CARRIED**

**D. MINUTES (2) (10 minutes)**

**1. MAY 12, 2015 OPC Regular Meeting Minutes,**

**Rochelle A. Powless, OPC Secretary**

**MOTION:** Clifford Danforth motioned to approve the May 12, 2015 OPC Regular Meeting Minutes by Rochelle A. Powless, OPC Secretary.

**SECOND:** Pearl Webster seconded the motion.

**ABSTAIN:** Sandy Dennett  
Julie Clark

**MOTION CARRIED**

**E. TABLED BUSINESS (2)**

**1. Chapter 154 Rules of Appellate Procedure (Entire Commission ~ 20 minutes)**

Bob Sweeney, Attorney Contract, has been approved. Gina Buenrostro will schedule Bob Sweeney, Attorney, to train OPC Members for Chapter 154 Rules of Appellate Procedure Training.

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
JUNE 9, 2015  
EAST WING CONFERENCE ROOM

**MOTION:** Rochelle A. Powless motioned to remove Chapter 154 Rules of Appellate Procedures from the TABLE.

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

**MOTION CARRIED**

**MOTION:** Clifford Danforth motioned to approve Gina Buenrostro's status update of Bob Sweeney, Attorney's Contract. Chapter 154 – Rules of Appellate Procedure Training will be scheduled – TBA, Bob Sweeney, Trainer.

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

**MOTION CARRIED**

**2. FINANCIAL REPORT, FEBRUARY, 2015 and March, 2015**  
**(Entire Commission ~ 5 minutes)**

**MOTION:** Rochelle A. Powless motioned to remove the February and March, 2015 Financial Report from the TABLE.

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

**MOTION CARRIED**

**MOTION:** Eric Krawczyk motioned to approve the February and March, 2015 Financial Reports.

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

**MOTION CARRIED**

**F. OLD BUSINESS (1)**

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

Entire Commission went over the changes. Gina Buenrostro will put proposed suggestions in OPC mail boxes. OPC Members compare the issues with Bylaws for the OPC Regular Meeting, July 14, 2015.

**MOTION:** Julie Clark motioned to extend the time for 10 minutes at 12:41p.m.

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

**MOTION CARRIED**

**MOTION:** Rochelle A. Powless motioned to read changes beforehand for approval of "Issues of OPC Bylaws" at the July 14, 2015 OPC Regular Meeting.

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

**MOTION CARRIED**

**2. Update on Declaratory Ruling (Entire Commission ~ 5 minutes)**

No information is forthcoming at this time.

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
JUNE 9, 2015  
EAST WING CONFERENCE ROOM

**G. NEW BUSINESS (3)**

**1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping (Gina Buenrostro ~ 30 minutes)**

**MOTION:** Julie Clark motioned to go into EXECUTIVE SESSION at 12:56p.m.

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

**MOTION CARRIED**

**MOTION:** Rochelle A. Powless motioned to come out of EXECUTIVE SESSION at 1:00p.m.

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

**MOTION CARRIED**

**a. Attorney Sweeney's Contract ~ Update**

Attorney Bob Sweeney's Contract has been approved. Central Accounting is processing a Retainer now. Attorney Bob Sweeney will be able to take over the Declaratory Ruling. Attorney Bob Sweeney's Contract has been prorated to \$14,000.00.

**b. Next Training June 23, 2015-DEFERRED TO TUESDAY, JULY 28, 2015, 11:00a.m.-1:00p.m.**

**MOTION:** Eric Krawczyk motioned to DEFER June 23, 2015 Training to July 28, 2015, 11:00a.m.-1:00p.m.

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

**MOTION CARRIED**

**c. Stipend Concerns**

**MOTION:** Rochelle A. Powless motioned to go into EXECUTIVE SESSION at 1:09p.m.

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

**MOTION CARRIED**

**MOTION:** Eric Krawczyk motioned to come out of EXECUTIVE SESSION at 1:40p.m.

**SECOND:** Kevin Shilka seconded the motion.

**MOTION CARRIED**

**d. LOA Request, Dorothy A. Skenandore**

Discussion ensued on issue of Leave of Absence vs resignation. Responsibilities cannot be met for 3 months which is a detriment to the OPC. Dorothy A. Skenandore can apply for membership at a later date when she is able to carry added OPC responsibilities.

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
JUNE 9, 2015  
EAST WING CONFERENCE ROOM

**MOTION:** Eric Krawczyk motioned to accept Dorothy A. Skenandore's Leave of Absence Request for 3 months whereupon she will make a decision to stay on the OPC or resign from her position.

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

**OPPOSE:** Gary Smith, Sandy Dennett, Kevin Shilka, Rochelle A. Powless, Carol Smith, Clifford Danforth, and Pearl Webster.

**MOTION FAILED**

**MOTION:** Clifford Danforth motioned for Yvonne Jourdan, OPC Chairwoman, to ask Dorothy A. Skenandore for her resignation, diplomatically.

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

**ABSTAIN:** Eric Krawczyk

**MOTION CARRIED**

**2. Financial Report ~ April 2015 (Entire Commission ~ 5 minutes)**

**MOTION:** Julie Clark motioned to approve the April Financial Report, 2015.

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

**MOTION CARRIED**

**3. Activity Report and Training Log for May 2015**

**(Gina Buenrostro and Bridget Cornelius ~ 10 minutes)**

**MOTION:** Carol Smith motioned to approve OPC Activity Report and Training Log for May, 2015.

**SECOND:** Kevin Shilka seconded the motion.

**MOTION CARRIED**

**H. Correspondence: Primarily distributed into OPC member mailboxes**

**I. Standing And Special Committee Reports**

**1. FY Budget Planning ~ Chairperson, Treasurer, Administrator**

**2. Quarterly Report due to the OBC ~ 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**

**J. OTHER:**

**a. Next OPC Regular Meeting – July 14, 2015**

**b. Pot Luck – Person In Charge – Rochelle A. Powless\Fried Chicken**

**K. ADJOURNMENT**

**MOTION:** Julie Clark motioned to adjourn at 2:03p.m.

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

**MOTION CARRIED**

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
JUNE 9, 2015  
EAST WING CONFERENCE ROOM

Respectfully Submitted by:   
Rochelle A. Powless, OPC Secretary

Approved/Revised: JULY 14, 2015 OPC REGULAR MEETING

Submitted by: Yvonne Jourdan, OPC Chairwoman

4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 ONEIDA TRIBE OF INDIANS OF WISCONSIN  
 REPORT RUNDATE/TIME: 5/13/2015 08:39:51

CBRNE01  
 07APR/2015

REPORT NAME: PRG\_REVEXP  
 4273007 - PERSONNEL BOARD  
 REVENUE AND EXPENSE SUMMARY  
 FOR THE PERIOD ENDING: 4/30/2015

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	PFT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
REVENUE							
TRIBAL CONTRIBUTION	000-458100-000	21,983.90	25,084.00	3,100	128,274	175,569	47,295
INTRA/SAME SERVICE FEE REVENUE	000-480001-000				30		(30)
TOTAL REVENUE		21,983.90	25,084.00	(3,100)	128,304	175,569	(47,265)
EXPENSES (LABOR/PAYROLL)							
PERSONNEL	000-502100-000	5,999.92	7,263.00	1,263	42,054	50,841	8,787
WAGE ACCRUAL EXPENSE	000-502100-999	668.02		(668)	668		(668)
SALARIES - TRAINING	000-502110-000				36		(36)
PAID TIME OFF	000-504000-000	681.68		(682)	8,022		(8,022)
FRINGE BENEFIT	000-505000-000	2,805.13	2,934.00	129	20,313	20,532	219
FRINGE ACCRUAL EXPENSE	000-505000-999	280.25		(280)	300		(300)
TOTAL LABOR/PAYROLL EXP.		10,435.00	10,197.00	(238)	71,393	71,373	(20)
EXPENSES (PURCHASES)							
TOTAL PURCHASES							
EXPENSES (EXTERNAL & INTERNAL)							
SUPPLIES & MATERIALS	000-700001-000		70.00	70	323	490	167
COPY CHARGES	000-700010-000	131.23	34.00	(97)	329	240	(89)
OUTSIDE SERVICES	000-702010-000	96.75	63.00	(34)	362	445	83
LEGAL SERVICES	000-702400-000		3,500.00	3,500	24,500	24,500	
TRAINING & EDUCATION	000-705010-000		167.00	167	1,165	1,165	
RENTAL USAGE	000-705202-000	128.61	96.00	(33)	904	670	(234)
HEAT & LIGHTS	000-705211-000	346.91	375.00	28	2,405	2,625	220
WATER & SEWER	000-705212-000		5.00	5	35	35	
TELEPHONE	000-705213-000	38.00	36.00	(2)	48	250	8
BUSINESS EXPENSE	000-705300-000	54.87	17.00	17	115	115	
INSURANCE	000-705500-000		56.00	56	392	390	(2)
I/T SUPPLIES & MATERIALS	000-750001-000		8.00	8	60	60	
I/T - PRINTING	000-750009-000		8.00	8	60	60	
I/T RENT EXPENSE	000-755201-000	286.87	292.00	5	2,008	2,040	32
I/T UTILITIES EXPENSE	000-755210-000	.06			1		(1)
INDIRECT COSTS	000-758300-000	1,127.84	1,226.00	98	8,459	8,581	122
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	112.76		(113)	113		(113)
STIPENDS	100-705305-000	4,625.00	5,298.00	673	19,750	37,088	17,338

4273007 - PERSONNEL BOARD  
 REVENUE AND EXPENSE SUMMARY  
 FOR THE PERIOD ENDING: 4/30/2015

REPORT NAME: PRG\_REVEXP

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	PRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
STIPENDS	200-705305-000		417.00	417		2,915	2,915
STIPENDS	400-705305-000	500.00	692.00	192	3,650	4,840	1,190
STIPENDS	500-705305-000	3,350.00	2,087.00	(1,263)	14,100	14,607	507
STIPENDS	600-705305-000	750.00	440.00	(310)	3,825	3,080	(745)
TOTAL EXT./INT. EXPENSES		11,548.90	14,887.00	3,337	56,911	104,196	47,285
TOTAL EXPENSES		21,983.90	25,084.00	3,099	128,304	175,569	47,265

NET TOTALS

ONEIDA TRIBE OF INDIANS OF WISCONSIN  
 4273007 - PERSONNEL BOARD  
 REVENUE AND EXPENSE SUMMARY  
 FOR THE PERIOD ENDING: 5/31/2015

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	PRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
REVENUE							
TRIAL CONTRIBUTION	000-458100-000	21,118.88	25,084.00	3,965	149,392	200,653	51,261
INTRA/SAME SERVICE FEE REVENUE	000-480001-000				30		(30)
TOTAL REVENUE		21,118.88	25,084.00	(3,965)	149,422	200,653	(51,231)
EXPENSES (LABOR/PAYROLL)							
PERSONNEL							
WAGE ACCRUAL EXPENSE	000-502100-000	7,259.48	7,263.00	4	49,313	58,104	8,791
SALARIES - TRAINING	000-502110-000	(1,336.18)		1,336	(668)		668
PAID TIME OFF	000-504000-000	1,092.52		(1,093)	36		(36)
FRINGE BENEFIT	000-505000-000	3,505.74	2,934.00	(572)	9,115	23,466	(9,115)
FRINGE ACCRUAL EXPENSE	000-505000-999	(560.93)		561	(261)		(353)
TOTAL LABOR/PAYROLL EXP.		9,960.63	10,197.00	236	81,354	81,570	216
EXPENSES (PURCHASES)							
TOTAL PURCHASES							
EXPENSES (EXTERNAL & INTERNAL)							
SUPPLIES & MATERIALS	000-700001-000	393.02	70.00	(323)	716	560	(156)
COPY CHARGES	000-700010-000		34.00	34	329	274	(55)
OUTSIDE SERVICES	000-702010-000	56.75	63.00	6	419	508	89
LEGAL SERVICES	000-702400-000		3,500.00	3,500		28,000	28,000
TRAINING & EDUCATION	000-705010-000		167.00	167		1,332	1,332
RENTAL USAGE	000-705202-000	128.59	96.00	(33)	1,032	766	(266)
HEAT & LIGHTS	000-705211-000	176.14	375.00	199	2,581	419	(23)
WATER & SEWER	000-705212-000	14.71	5.00	(10)	63	40	6
TELEPHONE	000-705213-000	38.05	36.00	(2)	280	286	6
BUSINESS EXPENSE	000-705300-000		17.00	17		132	132
INSURANCE	000-705500-000	54.87	56.00	1	447	446	(1)
I/T SUPPLIES & MATERIALS	000-750001-000		8.00	8		68	68
I/T - PRINTING	000-750009-000		8.00	8		68	68
I/T RENT EXPENSE	000-755201-000	286.87	292.00	5	2,295	2,332	37
I/T UTILITIES EXPENSE	000-755210-000				1		(1)
INDIRECT COSTS	000-758300-000	1,409.80	1,226.00	(184)	9,869	9,807	(62)
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	(225.55)		226	(113)		113
STIPENDS	100-705305-000	3,625.00	5,298.00	1,673	23,375	42,386	19,011

4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 REPORT RUNDATE/TIME: 6/10/2015 11:18:36

CBRUNE01  
 08MAY/2015

REPORT NAME: PRG\_REVEXP

4273007 - PERSONNEL BOARD  
 REVENUE AND EXPENSE SUMMARY  
 FOR THE PERIOD ENDING: 5/31/2015

YEAR TO DATE

CURRENT MONTH

CLASS DESCRIPTION	PRT-ACCT#-SUB	ACTUAL	BUDGET	VARIANCE	ACTUAL	BUDGET	VARIANCE
STIPENDS	200-705305-000		417.00	417	3,332	3,332	3,332
STIPENDS	400-705305-000	350.00	692.00	342	5,532	5,532	1,532
STIPENDS	500-705305-000	4,100.00	2,087.00	(2,013)	18,200	16,694	(1,506)
STIPENDS	600-705305-000	750.00	440.00	(310)	4,575	3,520	(1,055)
TOTAL EXT./INT. EXPENSES		11,158.25	14,887.00	3,728	68,069	119,083	51,014
TOTAL EXPENSES		21,118.88	25,084.00	3,964	149,423	200,653	51,230
NET TOTALS							(1)