

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 25 / 17

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

acceptance of report

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/Submitter: Yvonne Jourdan, Chairperson, Oneida Personnel Commission
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:

4th Quarterly Report (July-August-September) 2017

The R&E's for the month of September 2017 were not available as this report was submitted.

- 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

ONEIDA PERSONNEL COMMISSION
 FY 2017- Quarterly Report Third Quarter
 July, August and September 2017
 Submitted by: Yvonne Jourdan

NAMES

Officers: Yvonne Jourdan, Chairperson
 Gary Smith, Vice-Chairperson
 Sharon Alvarez, Treasurer

Members: Bradley Graham
 Richard Elm-Hill
 Jennifer Hill
 Leland Wigg-Ninham
 Eric Krawczyk
 Pearl Webster
 Carol Smith
 Gerald DeCoteau
 Jason Martinez
 Stacey Nieto
 Patricia Powless

MINUTES

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

July 6, 2017	Special Meeting	(Approved)
July 18, 2017	Regular Meeting	(Approved)
August 15, 2017	Regular Meeting	(Approved)
August 23, 2017	Special Meeting	(Approved)
September 7, 2017	Special Meeting	(Approved)
September 19 2017	Regular Meeting	(Approved)

FINANCIAL

See attached R&E statements for the months of July, August and September 2017.

SPECIAL EVENTS AND TRAVEL

No out-of-state travel/training occurred during this quarter.

LOCAL TRAINING

Training for the first quarter of this fiscal year included standard initial reviews, grievance hearings, and grievance decisions training which took place in July, August and September.

ACTIVITY REPORT-Oneida Personnel Commission

Activity	July	August	September	Totals
Pre-Screens	17	32	22	71
Interviews	17	21	14	52
Reassignments	7	13	4	24
Initial Reviews	1	1	4	6

Grievances	1	0	2	3
Deliberations	0	0	0	0
Decision Writing	0	0	0	0
Motion Decisions	3	3	5	11
Regular Meetings	1	1	1	3
Special Meetings	1	1	1	3
Training*	0	1	3	4
Non-Gaming Employees with an advocate	0	0	1	1
Non-Gaming Employees without an advocate	0	0	0	0
Gaming Employees with an advocate	1	0	2	3
Gaming Employees without an advocate	0	0	0	0
Non-Gaming Management with an advocate	0	0	1	1
Non-Gaming Management without an advocate	0	0	0	0
Gaming Management with an advocate	1	0	2	3
Gaming Management without an advocate	0	0	0	0

- The numbers within the Reassignment boxes, are the numbers of employees that were reassigned into different positions for that specific month.

Training could mean attending out-of-state, local training, or in-house training. New commissioners are mentored by existing commissioners during Initial Reviews, Grievance Hearings, Decision Writing, Hearing Officer Responsibilities, and Motion Decisions. This type of involvement is also considered training.

PERSONAL COMMENTS - Yvonne Jourdan, Chairperson - OPC

This Commission has continued to review the proposed Employment Law (draft #21), that is currently at the Legislative Operating Committee (LOC). We have taken the position that this new Law is not favorable to the employment base. Although there have been numerous changes to each draft, one of the issues that this Commission has is that the main area that contributed to the drafts of this proposed law has been the Human Resource Department.(HRD) The proposed law allows HRD to make changes that ultimately affects HRD and provides enormous latitude in the hiring process with checks and balances to be the responsibility of HRD. Most recently, this Commission has

experienced problems with the process of working with the Employee Protection Policy. Cooperation from departments in terms of investigations and audits of employee protection disclosures has not been supported by the Internal Audit Committee, which is comprised of various members of the Oneida Business Committee and a community member. This Commission had to engage services with API, an agency that specializes in investigations. We plan to utilize their services regarding the disclosures Internal Audit will not perform. In the future quarterly reports this Commission will report inconsistencies in the application of policies and procedures regarding hiring practices and grievance procedures this will include the application of the employee protection policy as it relates to HRD, this will include grievance matters that have come before this Commission.

GOALS AND OBJECTIVES – FY2017

- | | |
|--|--------------------------|
| 1. Personnel Commission By-Laws | REVISIONS |
| 2. Training Manual | IN PROGRESS |
| 3. Updating Qualifications for Commissioners | REVISIONS PENDING AT LOC |
| 3. Interdepartmental Relationships | NEEDS IMPROVEMENT |
| 4. Updating Personnel Commission SOP's | IN PROGRESS |

OBJECTIVE STATEMENT – FY 2017

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

- The new Administration has selected Ron (Tehassi Hill) and Kirby Metoxen as the Oneida Personnel Commission’s Liaisons. Both have been invited to attend the OPC meetings and introduce themselves.

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
JULY 6, 2017 – NOON
East Wing Conference Room

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

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:00p.m.

Yvonne Jourdan	Chairwoman
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer
Gary Smith	Vice Chair
Carol Smith	Member

Also Present:

Gina Buenrostro Administrator

MOTION: Gary Smith moved to approve the attendance.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Pearl Webster motioned to approve the agenda

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

C. Review\Approval of Minutes: NONE

D. Tabled Business: NONE

E. Old Business: NONE

F. New Business: (1)

1. Employment Law Review

MOTION: Sharon Alvarez moved to schedule next review on July 21, 2017, to complete review of Employment Law.

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
JULY 6, 2017 – NOON
East Wing Conference Room

MOTION: Gary Smith moved to adjourn.
SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY
Time: 1:24pm

Minutes taken for the secretary by Gina Brenostro

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
JULY 18, 2017 – NOON
East Wing Conference Room

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

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:04p.m.

Yvonne Jourdan	Chairwoman
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer
Gary Smith	Vice Chair
Leland Wigg-Ninham	Member
Eric Krawczyk	Member
Richard Elm-Hill	Member
Stacey Nieto	Member
Carol Smith	Member
Patricia Powless	Member

Also Present:

Gina Buenrostro	Administrator
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EXCUSED:

Eric Krawczyk	Member
Jason Martinez	Member

MOTION: Gary Smith moved to approve the attendance excusing Eric Krawczyk.

SECOND: Bradley Graham

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Gary Smith motioned to approve the agenda with the additions of New Business F.

- (e) Employee Protections
- (f) Budget Adjustments
- (g) Update on Complaint with OBC
- (h) Quarterly Report
- (i) Update FYI

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
JULY 18, 2017 – NOON
East Wing Conference Room

C. Review\Approval of Minutes: April 18, 2017-Regular, June 20, 2017, June 26, 2017 and July 6, 2017

MOTION: Gary Smith moved to approve the April 18, 2017, June 20, 2017, June 26, 2017 and July 6, 2017, meeting minutes.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

D. Tabled Business: NONE

E. Old Business: (4)

1. Draft Article for the Kahliwisaks

No Action

2. Internal Audit Request dated November 2015 re: (HRD)

No action no update

3. Employment Law

No Action

4. Status of filing at the Judiciary

Contact Delgado & Metoxen for update

F. New Business: (3)

MOTION: Gary Smith moved to go into executive session.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

Time: 12:20 pm.

MOTION: Gary Smith moved to come out of executive session.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

Time: 1:12 pm.

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

a. Training Concerns-Leland Wigg-Ninham

MOTION: Pearl Webster to cancel "Ethics Training" until further notice.

SECOND: Patricia Powless

MOTION CARRIED UNANIMOUSLY

b. API Contract

MOTION: Gary Smith moved to approve contact API, to entertain a contract for the purposes of employee protection disclosures.

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
JULY 18, 2017 – NOON
East Wing Conference Room

SECOND: Richard Elm-Hill
MOTION CARRIED UNANIMOUSLY

c. Quarter Report 3rd Quarter

MOTION: Pearl Webster moved to approve quarterly report with changes.
SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY

d. Budget Updates

MOTION: Gary Smith moved to have Administrator represent the Oneida
Personnel Commission in the Budget meetings.
SECOND: Patricia Powless
MOTION CARRIED UNANIMOUSLY

e. June 27, 2017 meeting minutes

MOTION: Carol Smith moved to approve the June 27, 2017, meeting
minutes.
SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY

2. Financial Report MAY 2017

MOTION: Pearl Webster moved to defer this report to the next agenda.
SECOND: Richard Elm-Hill
MOTION CARRIED UNANIMOUSLY

3. Activity Report JUNE 2017

MOTION: Gary Smith moved to accept the activity report.
SECOND: Pearl Webster
MOTION CARRIED UNANIMOUSLY

4. Personnel Commission issues and concerns

MOTION: Gary Smith moved to go into executive session
SECOND: Pearl Webster
MOTION CARRIED UNANIMOUSLY

Time: 1:40pm

MOTION: Gary Smith moved to come out of executive session
SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY

Time: 1:51pm

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
JULY 18, 2017 – NOON
East Wing Conference Room

MOTION: Gary Smith moved to adjourn.
SECOND: Jennifer Hill
MOTION CARRIED UNANIMOUSLY
Time: 1:51pm

Minutes taken for the secretary by Gina Buenrostro



ONEIDA PERSONNEL COMMISSION REGULAR MEETING

August 15, 2017 – 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: Yvonne Jordan, Chairwoman, called the meeting to order at 12:03p.m.

Yvonne Jourdan	Chairwoman
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer
Gary Smith	Vice Chair
Eric Krawczyk	Member
Stacey Nieto	Member
Carol Smith	Member
Patricia Powless	Member
Jason Martinez	Member

Also Present:

Gina Buenrostro	Administrator
Bridget Mendolla-Cornelius	Assistant

EXCUSED:

Leland Wigg-Ninham	Member
Richard Elm-Hill	Member

MOTION: Gary Smith moved to approve the attendance excusing Leland Wigg-Ninham and Richard Elm-Hill.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Gary Smith motioned to approve the agenda with the additions of New Business F. (d) Resignation of LWN
(e) Comprehensive Policy Governing Boards Commissions & Committees
(f) FYI

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

- C. Review\Approval of Minutes: **July 18, 2017-Regular**

MOTION: Gary Smith moved to approve the July 18, 2017, meeting minutes.

SECOND: Carol Smith

MOTION CARRIED

ONEIDA PERSONNEL COMMISSION REGULAR MEETING

August 15, 2017 – NOON

East Wing Conference Room

ABSTAIN: Eric Krawczyk, Jason Martinez and Gerald DeCoteau

D. Tabled Business: NONE

E. Old Business: (4)

1. Draft Article for the Kahliwisaks

No Action

2. Internal Audit Request dated November 2015 re: (HRD)

MOTION: Eric Krawczyk moved to send letter to Internal Audit to inquire how long, and that the OPC needs to take other options, due to length of time, request another audit firm.

SECOND: Gary Smith

OPPOSED: Bradley Graham

3. Employment Law

MOTION: Pearl Webster moved to schedule a meeting to review the Proposed Employment law on August 23, 2017, at 2:00pm to 4:00pm

SECOND: Patricia Powless

MOTION CARRIED UNANIMOUSLY

4. Status of filing at the Judiciary

F. New Business: (3)

MOTION: Carol Smith moved to go into executive session.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

Time: 12:44 pm.

MOTION: Gary Smith moved to come out of executive session.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

Time: 12:56 pm.

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

a. HRD Gaming update regarding the Surface Tablet

FYI

b. OPC knowledge and responsibilities in HRD assignments-Training needed so the OPC is consistent

MOTION: Pearl Webster moved to waive Jason Martinez's EEO training.

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
August 15, 2017 – NOON
East Wing Conference Room

SECOND: Jennifer Hill
MOTION CARRIED UNANIMOUSLY

- c. Bring OPC manual for updating
FYI
- d. Leland Wigg-Ninham Resignation

MOTION: Carol Smith moved to accept the resignation of Leland Wigg-Ninham.

SECOND: Patricia Powless
MOTION CARRIED UNANIMOUSLY

MOTION: Pearl Webster moved to post the vacancy of Leland Wigg-Ninham
SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY

- e. Comprehensive Policy Governing Boards, Committees and Commissions
*****Bradley Graham is going to follow up with this*****
- f. Pearl Webster will be on vacation from 9-13-2017 to 9-20-2017

2. Financial Report April-May-June 2017

MOTION: Gary Smith moved to approve financial report.
SECOND: Patricia Powless
MOTION CARRIED UNANIMOUSLY

3. Activity Report July 2017

MOTION: Gary Smith moved to accept the activity report.
SECOND: Eric Krawczyk
MOTION CARRIED UNANIMOUSLY

MOTION: Carol Smith moved to adjourn.
SECOND: Patricia Powless
MOTION CARRIED UNANIMOUSLY
Time: 1:55pm

Minutes taken for the secretary by Gina Buehrostr

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
AUGUST 23, 2017 – NOON
East Wing Conference Room

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

Secretary:

A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:01p.m.

Yvonne Jourdan	Chairwoman
Carol Smith	Member
Bradley Graham	Member
Sharon Alvarez	Treasurer
Richard Elm-Hill	Member
Gary Smith	Vice Chair
Gerald DeCoteau	Member
Stacey Nieto	Member

Also Present:

Bridget Cornelius	Executive Assistant
Gina Buenrostro	Administrator

EXCUSED:

Jennifer Hill	Member
Eric Krawczyk	Member
Jason Martinez	Member
Patricia Powless	Member
Pearl Webster	Member

MOTION: Gary Smith moved to approve the attendance.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

B. Approval of Agenda (5 minutes)

MOTION: Richard Elm-Hill motioned to approve the agenda with the addition (F.1.a).

SECOND: Carol Smith seconded the motion.

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
AUGUST 23, 2017 – NOON
East Wing Conference Room

C. Review\Approval of Minutes: NONE MOTION CARRIED

D. Tabled Business: NONE

E. Old Business: NONE

F. New Business: (2)

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

MOTION: Sharon Alvarez moved to go into executive session

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

TIME:12:04PM

MOTION: Bradley Graham moved to come out of executive session

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

Time:12:15PM

MOTION: Sharon Alvarez moved to waive the grievance portion of training for Stacey Nieto, with the exception of Stacey following one grievance from beginning to end

SECOND: Richard Elm-Hill

MOTION CARRIED UNANIMOUSLY

MOTION: Sharon Alvarez moved to schedule the next meeting to review the proposed employment law and hand-book for September 7, 2017, from 2:00pm to 4:00pm.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

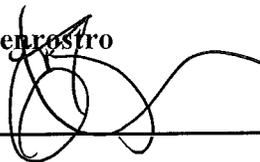
MOTION: Gary Smith to adjourn.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

Time: 1:21pm

Minutes taken for the secretary by Gina Buenrostro



ONEIDA PERSONNEL COMMISSION SPECIAL MEETING

September 7, 2017 – 2:00pm
East Wing Conference Room

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

Secretary:

- A. Call to Order: Attendance (2:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 2:00p.m.

Yvonne Jourdan	Chairwoman
Carol Smith	Member
Bradley Graham	Member in @ 2:12pm
Jennifer Hill	Member
Eric Krawczyk	Member
Sharon Alvarez	Treasurer
Jason Martinez	Member
Patricia Powless	Member
Gary Smith	Vice Chair
Gerald DeCoteau	Member
Pearl Webster	Member

Also Present:

Gina Buenrostro	Administrator
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EXCUSED:

Richard Elm-Hill	Member
Stacey Nieto	Member

MOTION: Eric Krawczyk moved to approve the attendance.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Eric Krawczyk motioned to approve the agenda with the addition of F 1.(a) (b)

SECOND: Gary Smith seconded the motion.

MOTION CARRIED UNANIMOUSLY

C. Review\Approval of Minutes: **NONE MOTION CARRIED**

D. Tabled Business: **NONE**

E. Old Business: **NONE**

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING

September 7, 2017 – 2:00pm
East Wing Conference Room

F. New Business: (2)

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

MOTION: Eric Krawczyk moved to go into executive session

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

TIME: 2:00PM

MOTION: Gary Smith moved to come out of executive session

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

Time: 2:32PM

- (a) Reassignments (job descriptions qualifications to match applicants qualifications, utilization of the Table of Equivalencies)
- (b) Commissioner that are also employees are not taking calls from HRD in reference to Pre-screens and Interviews

Inform HRD to start emailing Eric Krawczyk prior to calling as email is more effective, and call and follow-up with an email for Jason Martinez when contacting him

2. Proposed Employment Law and Employee Hand book

MOTION: Eric Krawczyk moved to establish the deadline of September 22, 2017, for the Commissioners to submit their comments and concerns regarding the Proposed Employment Law and accompanying hand book.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

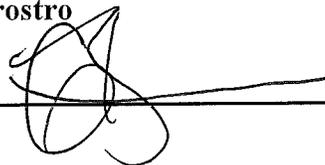
MOTION: Eric Krawczyk to adjourn.

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

Time: 3:14pm

Minutes taken for the secretary by Gina Buenrostro



ONEIDA PERSONNEL COMMISSION REGULAR MEETING
September 19, 2017 – NOON
East Wing Conference Room

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

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:04p.m.

Yvonne Jourdan	Chairwoman
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer
Gary Smith	Vice Chair
Eric Krawczyk	Member
Richard Elm-Hill	Member
Carol Smith	Member
Patricia Powless	Member
Richard Elm-Hill	Member
Gerald DeCoteau	Member

Also Present:

Gina Buenrostro	Administrator
Bridget Mendolla-Cornelius	Assistant

EXCUSED:

Stacey Nieto	Member
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MOTION: Gary Smith moved to approve the attendance excusing Stacey Nieto.

SECOND: Patricia Powless

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Gary Smith motioned to approve the agenda.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

- C. Review\Approval of Minutes: August 15, 2017-Regular, August 23, 2017-Special, September 7, 2017-Special

MOTION: Bradley Graham moved to approve the August 15, 2017, August 23, 2017, September 7, 2017.

SECOND: Gary Smith

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
September 19, 2017 – NOON
East Wing Conference Room

MOTION CARRIED UNANIMOUSLY

D. Tabled Business: NONE

E. Old Business: (3)

1. Draft Article for the Kahliwisaks

No Action

2. Internal Audit Request dated November 2015 re: (HRD)

Information supplied to Commission

MOTION: Pearl Webster moved to request to be submitted to Internal Audit to review audit here that the Social Services Building

3. Employment Law

No Action

F. New Business: (4)

MOTION: Sharon Alvarez moved to go into executive session.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

Time: 12:30 pm.

MOTION: Bradley Graham moved to come out of executive session.

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

Time: 1:08 pm.

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

a. Liaison Information-FYI

MOTION: Pearl Webster moved to inform Chairman Tehassi Hill and Councilmember Kirby Metoxen, to the Regular Oneida Personnel Commission.

SECOND: Gary Smith

MOTION CARRIES.

OPPOSED: Bradley Graham and Jason Martinez

For the Record, Bradley Graham will be opposing due to the fact that he has scheduling conflicts and will not be able to attend the Regular Meeting scheduled for October 10, 2017.

For the Record, Eric Krawczyk will be attending the meeting of October 10, 2017, but will have to leave early due to travel.

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
September 19, 2017 – NOON
East Wing Conference Room

b. Regular Meetings

MOTION: Gary Smith moved to start scheduling the OPC regular meetings back to the original 2nd Tuesday's of the month

SECOND: Patricia Powless

MOTION CARRIES

ABSTAINING: Bradley Graham

MOTION: Gary Smith moved to approve contact API, to entertain a contract for the purposes of employee protection disclosures.

SECOND: Richard Elm-Hill

MOTION CARRIED UNANIMOUSLY

2. Financial Report July 2017

MOTION: Eric Krawczyk moved to approve.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

3. Activity Report August 2017

MOTION: Gary Smith moved to accept the activity report.

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

4. Personnel Commission issues and concerns

MOTION: "Sharon Alvarez moved to inform HRD of the required documentation in order to approve reassignments, which are:

- a. Job Reassignment Form must be completed entirely, with proper signage from supervisors and managers.
- b. Use consistent form, there have been 3 different forms presented, one from HRD, one from Gaming and one from 7 years ago.
- c. Current Job Description for new Job.
- d. Current Job description from job employee is currently employed in.
- e. Completed Application and/or resume.
- f. Educational qualifications, such as copies of degrees, certificates, etc.
- g. Tribal Identification (if necessary) Drivers Licenses (if required).
- h. Copies of the TOE, if it is being utilized.
- i. Written documentation as to what is to become of the vacated position.
- j. How has Indian Preference been utilized? Provide this response in written form.
- k. If tests are required for new position provides results of tests.

SECOND: Patricia Powless

MOTION CARRIED

ABSTAINING: Eric Krawczyk

ONEIDA PERSONNNEL COMMISSION REGULAR MEETING
September 19, 2017 – NOON
East Wing Conference Room

MOTION: Eric Krawczyk moved to adjourn.
SECOND: Jennifer Hill
MOTION CARRIED UNANIMOUSLY
Time: 1:36pm

Minutes taken for the secretary by Gina Buenrostro



EPORT NAME: BD_T_FISCL
 EF:C

4273007 - PERSONNEL BOARD
 REPORT FOR COMPLETE FISCAL YEAR
 AND Y-T-D INFORMATION

rocessing Instruction: Submit for last closed month.

Year To Date figures
 as of JUL 2017

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2015 ACTUAL	FISCAL 2016 ACTUAL	Y-T-D 2017 ACTUAL	Y-T-D 2017 BUDGET	ANNUAL 2017 BUDGET	ANNUAL 2017 PROJECTED	ANNUAL 2018 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	90	40	52			52	
Sub-Total		90	40	52			52	
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	30						
TRIBAL CONTRIBUTION	000-458100-000	248,510	276,555	300,613	276,779	332,135	355,969	393,253
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	30		40			40	
Sub-Total		248,570	276,555	300,653	276,779	332,135	356,009	393,253
Labor/Payroll Expense								
PERSONNEL	000-502100-000	74,757	78,004	87,200	76,063	91,275	102,412	101,775
WAGE ACCRUAL EXPENSE	000-502100-999	334	771	(1,773)			(1,773)	
HOLIDAY WORKED	000-502101-000			8			8	
SALARIES - TRAINING	000-502110-000	36		28			28	
OVERTIME	000-503100-000			95			95	
PAID TIME OFF	000-504000-000	12,067	13,007	22,159			22,159	
FRINGE BENEFIT	000-505000-000	35,738	37,753	40,988	31,415	37,697	47,270	46,847
FRINGE ACCRUAL EXPENSE	000-505000-999	160	313	(734)			(734)	
Sub-Total		123,092	129,848	147,971	107,478	128,972	169,465	148,622
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,324	1,006	1,227	300	360	1,287	2,000
COPY CHARGES	000-700010-000	1,027	951	939	342	410	1,007	650
TRANSP. & PER DIEM	000-701000-000				1,666	2,000	334	2,000
OUTSIDE SERVICES	000-702010-000	527	208	55,105	634	760	55,231	2,500
LEGAL SERVICES	000-702400-000	14,903	50,558		35,000	42,000	7,000	60,000
EMPLOYEE INCENTIVE	000-705000-000				1,666	2,000	334	1,308
TRAINING & EDUCATION	000-705010-000							10,000
RENTAL USAGE	000-705202-000	1,561	1,543	1,286	958	1,150	1,478	1,150
HEAT & LIGHTS	000-705211-000	3,721	3,291	2,968	3,750	4,500	3,718	4,500
WATER & SEWER	000-705212-000	91	88	87	50	60	97	100
TELEPHONE	000-705213-000	432	455	151	358	430	223	430

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ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2015 ACTUAL	FISCAL 2016 ACTUAL	Y-T-D 2017 ACTUAL	Y-T-D 2017 BUDGET	ANNUAL 2017 BUDGET	ANNUAL 2017 PROJECTED	ANNUAL 2018 PROPOSED BUDGET
BUSINESS EXPENSE	000-705300-000				166	200	34	200
MEETING EXPENSE	000-705301-000							500
STIPENDS	000-705305-000							
INSURANCE	000-705500-000	619	569	537	550	660	647	660
STIPENDS	100-705305-000	37,000	24,500	29,875	67,292	80,750	43,333	85,750
STIPENDS	200-705305-000		1,200	3,800			3,800	5,000
STIPENDS	400-705305-000	6,300	5,850	4,300	6,916	8,300	5,684	8,300
STIPENDS	500-705305-000	32,250	33,300	29,200	28,984	34,780	34,996	34,780
STIPENDS	600-705305-000	7,575	5,200	2,200	5,500	6,600	3,300	6,600
Sub-Total		107,330	128,719	131,675	154,132	184,960	162,503	226,428
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	75			84	100	16	100
I/T - PRINTING	000-750009-000			523	84	100	539	100
I/T RENT EXPENSE	000-755201-000	3,442			2,916	3,500	584	3,500
I/T UTILITIES EXPENSE	000-755210-000	1	1	1			1	
I/T DEPRECIATION ALLOCATION	000-755216-000		3,442	2,869			2,869	
INDIRECT COSTS	000-758300-000	14,662	14,462	17,956	12,085	14,503	20,374	14,503
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	56	122	(291)			(291)	
Sub-Total		18,236	18,027	21,058	15,169	18,203	24,092	18,203
NET PROFIT OR (LOSS)		2	1	1			1	

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Revenue - External								
SERVICE FEE REVENUE	000-400001-000	90	40	52			52	
Sub-Total		90	40	52			52	
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	30						
TRIBAL CONTRIBUTION	000-458100-000	248,510	276,555	333,949	304,457	332,135	361,627	393,253
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	30		40			40	
Sub-Total		248,570	276,555	333,989	304,457	332,135	361,667	393,253
Labor/Payroll Expense								
PERSONNEL	000-502100-000	74,757	78,004	98,550	83,669	91,275	106,156	101,775
WAGE ACCRUAL EXPENSE	000-502100-999	334	771	1,103			1,103	
HOLIDAY WORKED	000-502101-000			8			8	
SALARIES - TRAINING	000-502110-000	36		28			28	
OVERTIME	000-503100-000			98			98	
PAID TIME OFF	000-504000-000	12,067	13,007	24,471			24,471	
FRINGE BENEFIT	000-505000-000	35,738	37,753	45,732	34,556	37,697	48,873	46,847
FRINGE ACCRUAL EXPENSE	000-505000-999	160	313	265			265	
Sub-Total		123,092	129,848	170,255	118,225	128,972	181,002	148,622
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,324	1,006	1,442	330	360	1,472	2,000
COPY CHARGES	000-700010-000	1,027	951	939	376	410	973	650
TRANSP. & PER DIEM	000-701000-000				1,833	2,000	167	2,000
OUTSIDE SERVICES	000-702010-000	527	208	55,122	697	760	55,185	2,500
LEGAL SERVICES	000-702400-000	14,903	50,558		38,500	42,000	3,500	60,000
EMPLOYEE INCENTIVE	000-705000-000							1,308
TRAINING & EDUCATION	000-705010-000				1,833	2,000	167	10,000
RENTAL USAGE	000-705202-000	1,561	1,543	1,414	1,054	1,150	1,510	1,150
HEAT & LIGHTS	000-705211-000	3,721	3,291	3,226	4,125	4,500	3,601	4,500
WATER & SEWER	000-705212-000	91	88	95	55	60	100	100
TELEPHONE	000-705213-000	432	455	415	394	430	451	430

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BUSINESS EXPENSE	000-705300-000				183	200	17	200
MEETING EXPENSE	000-705301-000							500
STIPENDS	000-705305-000							
INSURANCE	000-705500-000	619	569	625	605	660	680	660
STIPENDS	100-705305-000	37,000	24,500	32,000	74,021	80,750	38,729	85,750
STIPENDS	200-705305-000		1,200	4,150			4,150	5,000
STIPENDS	400-705305-000	6,300	5,850	4,900	7,608	8,300	5,592	8,300
STIPENDS	500-705305-000	32,250	33,300	33,150	31,882	34,780	36,048	34,780
STIPENDS	600-705305-000	7,575	5,200	2,250	6,050	6,600	2,800	6,600
Sub-Total		107,330	128,719	139,728	169,546	184,960	155,142	226,428
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	75			92	100	8	100
I/T - PRINTING	000-750009-000			523	92	100	531	100
I/T RENT EXPENSE	000-755201-000	3,442			3,208	3,500	292	3,500
I/T UTILITIES EXPENSE	000-755210-000	1	1	1			1	
I/T DEPRECIATION ALLOCATION	000-755216-000		3,442	3,156			3,156	
INDIRECT COSTS	000-758300-000	14,662	14,462	20,197	13,294	14,503	21,406	14,503
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	56	122	181			181	
Sub-Total		18,236	18,027	24,058	16,686	18,203	25,575	18,203
NET PROFIT OR (LOSS)		2	1					