# Oneida Business Committee Agenda Request

**1. Meeting Date Requested:** 11 / 14 / 18

**2. General Information:**

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

Agenda Header: Reports

☒ 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: Geraldine Danforth, HRD Area Manager

Primary Requestor:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# Human Resources Department (*HRD*)
# 4th Quarter Report - July through September FY'18

**HR Administrative Staff at Skenandoah Complex: Geraldine Danforth- HRD Area Manager, Maureen Metoxen- Executive Assistant, Administrative Assistants – Yasiman Metoxen, Morningstar Cornelius**

**Budget:** HRD submitted the following budget for FY' 18:

| Department | Budget Amount | Funding Source | Spending YTD | Variance |
|---|---|---|---|---|
| **HRD** | $2,618,067 | Indirect Cost | $ 2,427,388 | $ 190,229 |
| **Employee Assistance** | 215,331 | Tribal Contribution | $ 210,479 | $ 4,852 |
| **Workforce Development** | 256,345 | Grant 79% & TC | $ 178,834 | $ 77,511 |
| **Student Intern Program** | 608,971 | Tribal Contribution | $ 352,502 | $ 256,469 |
| **Employee Incentive & Testing** | 23,028 | Tribal Contribution | $ 15,524 | $ 7,504 |

- **Human Resources.** The budget is $190,229 under budget. This is in part due to two vacancies
- **The Employee Incentive and Testing.** This budget is used to recognize employees who have 25, 30, 35, and 40 or more years of service (*YOS*) with a YOS gift. This quarter we have given out thirty-five (40) blankets for YOS and two (4) blankets for Retirement with 25 or more YOS.
- **Student Intern College Graduates**. In FY'18, three additional positions were added for a total of 8 positions. Five graduates are nearing their first year of the program. Supervisors are required to complete a job description for us to post and attract college graduates looking to gain work experience in their field of study. Currently there is one college graduate that resigned for another position outside the organization.

**YEARS OF SERVICE.** The Oneida Nation proudly recognized 40 tribal employees for their years of service to the nation during the October 10th and 24th Oneida Business Committee (OBC) meetings. Each of the employees that were able to attend received a formal letter of commendation as well as a Pendleton Blanket for their dedication to the Oneida Nation. Employees who were unable to attend will receive their Pendleton blanket at a later date. Employees recognized for years of service were:

**40 Years of Service 4th Qtr. 2018**

*Joylyn Cornelius*

**35 Years of Service 4th Qtr. 2018**

*Laura Beach* *Bonnie Reiter* *Debra Danforth*

**25 Years of Service 3rd Qtr. 2018**

| | | | |
|---|---|---|---|
| *Shane John* | *Michelle Giese* | *April Skenandore* | *Kerry Danforth* |
| *Chad Jordan* | *Brenda Wagner* | *Kristie Stevens* | *Randi Rusniak* |
| *Gail Skenandore* | *Marlene Garvey* | *Racquel Hill* | *Linda Kriescher* |
| *Robert Bangert* | *Penelope Hernandez* | *Wayne Conrelius, Jr.* | *Cindy Mcarthur* |
| *Daniel King* | *Lynn Schmidt* | *Jon Dubois* | *Harold Johnson* |
| *Amy Skenandore* | *Robert Wenzel* | *Kim Pargo* | *Larry Smith* |
| *Gail Smith* | *Margaret Danforth* | *James Capelle* | *Laura Manthe* |
| *Daniel Lara, II* | *Laura Lane* | *David Prahl* | *Kim Waupoose* |
| *Richard Summers, Jr.* | *Lonnie Metoxen* | *LesleyNess* | *Vickie Chambers* |

# IMPLEMENTATION OF WAGE AND SALARY INCREASE OF $.85

| Number of Employees | |
|---|---|
| Total Employees: | 2442 |
| Exempt Employees: | 445 |
| Non-Exempt Employees: | 1997 |

| EXEMPT EMPLOYEES | | NON-EXEMPT EMPLOYEES | | Total Amount |
|---|---|---|---|---|
| Received $.85 increase | 421 | Received $.85 increase | 1308 | 1729 |
| Received $.01 to $.84 | 9 | Received $.01 to $.84 | 172 | 181 |
| Received lump sum amt. | 15 | Received lump sum amt. | 517 | 532 |
| | 445 | | 1997 | 2442 |

| How much are the employees over the maximum of their position grade? | | |
|---|---|---|
| Exempt Employees | 3 | more than $4.00 above the grade |
| Total: | **3** | |
| Non-Exempt Employees | 86 | $.01 to $1.00 above the grade |
| Non-Exempt Employees | 29 | $1.01 to $2.00 above the grade |
| Non-Exempt Employees | 14 | $2.01 to $3.00 above the grade |
| Non-Exempt Employees | 6 | $3.01 to $6.00 above the grade |
| Total: | **135** | |

Approximately 335 employees did not receive an increase nor a lump sum payment

Reasons: New Hire-less than 1 year of service
Contracted - increases built in
Temporary employees

## Supervisors / Employee Ratio

| | 10/1/2015 | | | 8/29/2018 | | |
|---|---|---|---|---|---|---|
| Division | Super. | Emps. | Ratio | Super. | Emps. | Ratio |
| Comp Health | 35 | 312 | 1:9 | 38 | 341 | 1:9 |
| Comp Housing | n/a | n/a | n/a | 8 | 39 | 1:5 |
| CEDD | n/a | n/a | n/a | 5 | 20 | 1:4 |
| CFO | n/a | n/a | n/a | 13 | 62 | 1:5 |
| DEV-DPW | 34 | 230 | 1:7 | 27 | 166 | 1:6 |
| Enterprise | 8 | 126 | 1:16 | 14 | 144 | 1:10 |
| Enviro Health-Land | 14 | 54 | 1:4 | 11 | 42 | 1:4 |
| Gaming | 63 | 1046 | 1:17 | 57 | 1039 | 1:18 |
| Govern Services | 122 | 299 | 1:2 | 61 | 305 | 1:5 |
| Internal Services | 15 | 86 | 1:6 | 16 | 98 | 1:6 |
| Non-Divisional | 65 | 348 | 1:5 | 44 | 190 | 1:4 |
| Police Commission | 15 | 208 | 1:14 | 12 | 212 | 1:18 |
| Tribal School | n/a | n/a | n/a | 10 | 128 | 1:13 |
| TOTAL | 336 | 2397 | 1:7 | 316 | 2786 | 1:9 |

The numbers above represent the number of employees and supervisors in each division. The ratio is an overall. division. The ratio is an overall. The frequency

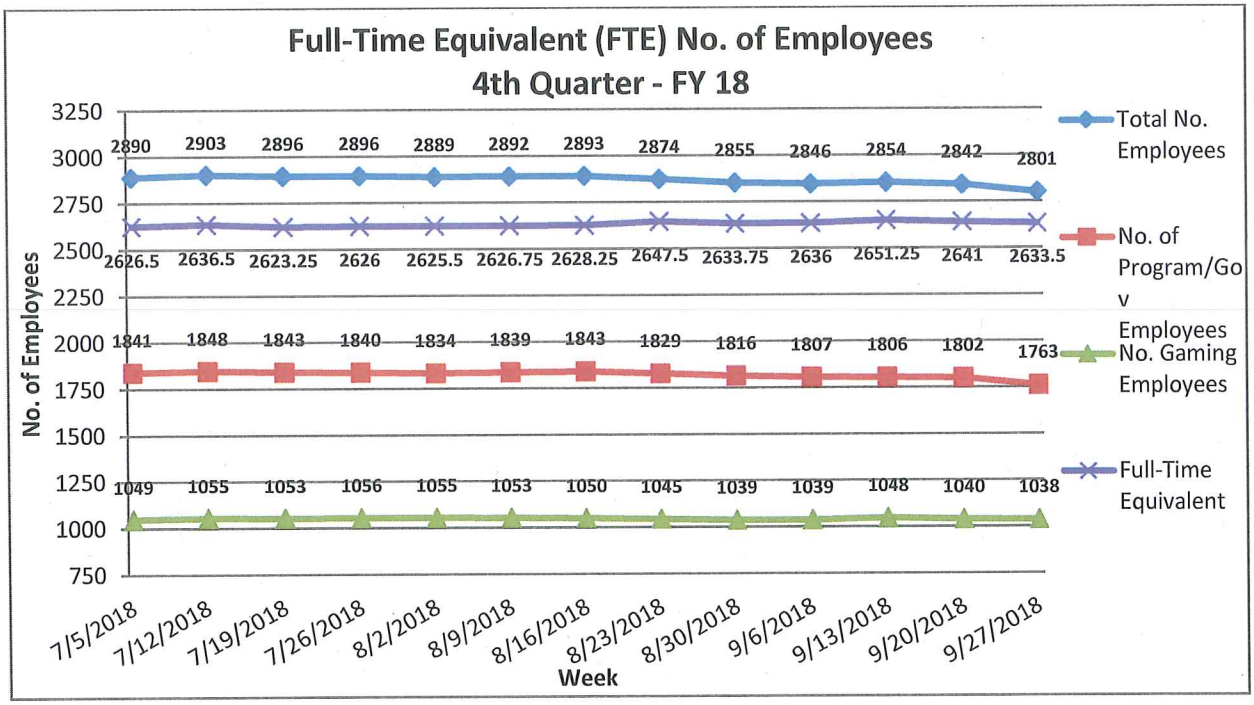
**Frequency - Overall 2015**

| Ratio | No of Times | % |
|---|---|---|
| 1:1 | 42 | 13.38% |
| 1:2 | 36 | 11.46% |
| 1:3 | 41 | 13.06% |
| 1:4 | 27 | 8.60% |
| 1:5 | 31 | 9.87% |
| 1:6 | 21 | 6.69% |
| 1:7 | 19 | 6.05% |
| 1:8 | 12 | 3.82% |
| 1:9 | 11 | 3.50% |
| 1:10 | 8 | 2.55% |
| 1:11 | 9 | 2.87% |
| 1:12 | 9 | 2.87% |
| 1:13 | 3 | 0.96% |
| 1:14 | 8 | 2.55% |
| 1:15 | 3 | 0.96% |
| 1:16 to 1:20 | 7 | 2.23% |
| 1:21 to 1:30 | 9 | 2.87% |
| 1:31 to 1:40 | 4 | 1.27% |
| 1:41 to 1:50 | 4 | 1.27% |
| 1:51 to 1:169 | 10 | 3.18% |
| | **314** | **100.00%** |

**Frequency - Overall 2018**

| Ratio | No of Times | % |
|---|---|---|
| 1:1 | 47 | 14.87% |
| 1:2 | 34 | 10.76% |
| 1:3 | 33 | 10.44% |
| 1:4 | 28 | 8.86% |
| 1:5 | 24 | 7.59% |
| 1:6 | 26 | 8.23% |
| 1:7 | 21 | 6.65% |
| 1:8 | 19 | 6.01% |
| 1:9 | 14 | 4.43% |
| 1:10 | 11 | 3.48% |
| 1:11 | 15 | 4.75% |
| 1:12 | 4 | 1.27% |
| 1:13 | 5 | 1.58% |
| 1:14 | 3 | 0.95% |
| 1:15 | 2 | 0.63% |
| 1:16 to 1:20 | 8 | 2.53% |
| 1:21 to 1:30 | 8 | 2.53% |
| 1:31 to 1:40 | 0 | 0.00% |
| 1:41 to 1:50 | 7 | 2.22% |
| 1:51 to 1:159 | 7 | 2.22% |
| | **316** | **100.00%** |

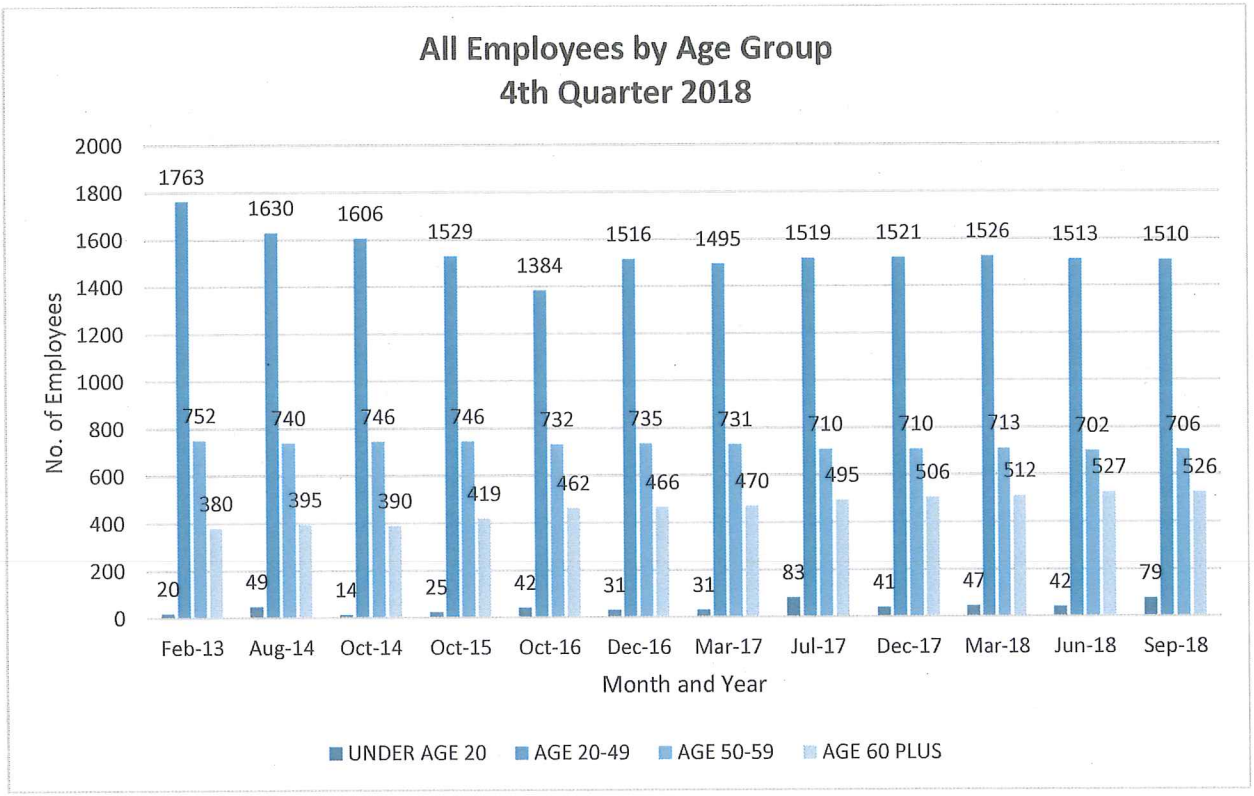
How often does each ratio occur in the organization?
Some areas have multiple shifts with multiple supervisors at multiple locations. When this occurs, all the employees are listed under one supervisor.

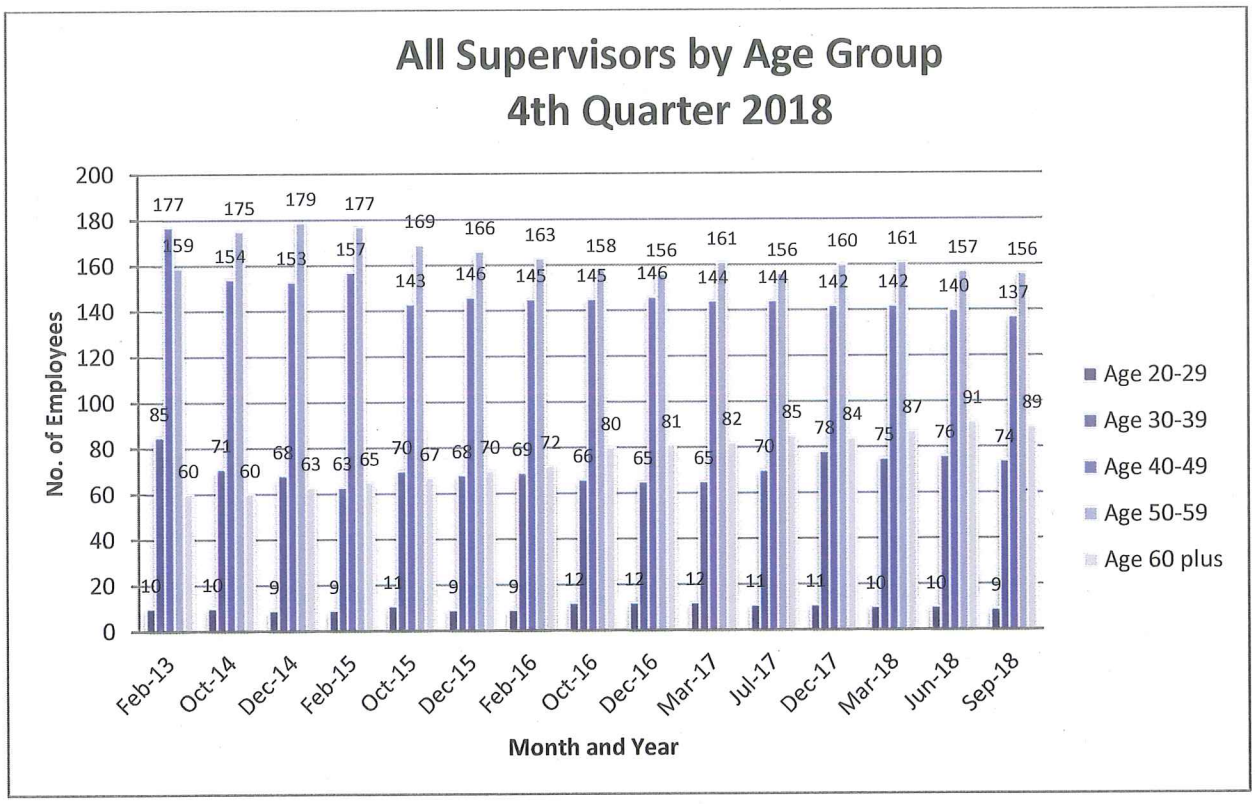


## Employee Vacation and Personal Time Accruals
## For the Period of September 31, 2018

| | Sep-14 | Sep-15 | Sep-16 | Sep-17 | Oct-17 | Dec-17 | Mar-18 | Jun-18 | Sep-18 |
|---|---|---|---|---|---|---|---|---|---|
| Total EE's | 2608 | 2623 | 2,639 | 2683 | 2680 | 2724 | 2719 | 2683 | 2687 |
| Total Hours | 260,572 | 263,529 | 264,422 | 255,165 | 257,302 | 267,908 | 269,584 | 271,854 | 266,496 |
| Total Payout | $5,271,854 | $5,412,394 | $5,793,148 | $5,782,351 | $5,935,470 | $6,172,289 | $6,185,739 | $6,266,731 | $6,138,898 |
| No. of EE's @ Max | 29 | 30 | 42 | 19 | 24 | 45 | 43 | 42 | 46 |
| 280 Hours | $202,833 | $261,496 | $331,728 | $183,315 | $201,918 | $447,552 | $387,188 | $295,671 | $374,992 |
| Avg Hours | 99.91 | 100.47 | 100.2 | 95.10 | 96.01 | 98.35 | 99.15 | 101.32 | 99.18 |
| Avg Payout | $2,021 | $2,063 | $2,195 | $2,155 | $2,215 | $2,266 | $2,275 | $2,336 | $2,285 |
| % EMPS @ MAX | 1.11% | 1.14% | 1.59% | 0.71% | 0.90% | 1.65% | 1.58% | 1.57% | 1.71% |

At the beginning of the fiscal year, on 10/05/17 there were 2810 employee with a Full-time Equivalent of 2655.50. Gaming had 1066 employees, while the program side had 1744. Gaming is now at 1038 employees and the program side has 1763.

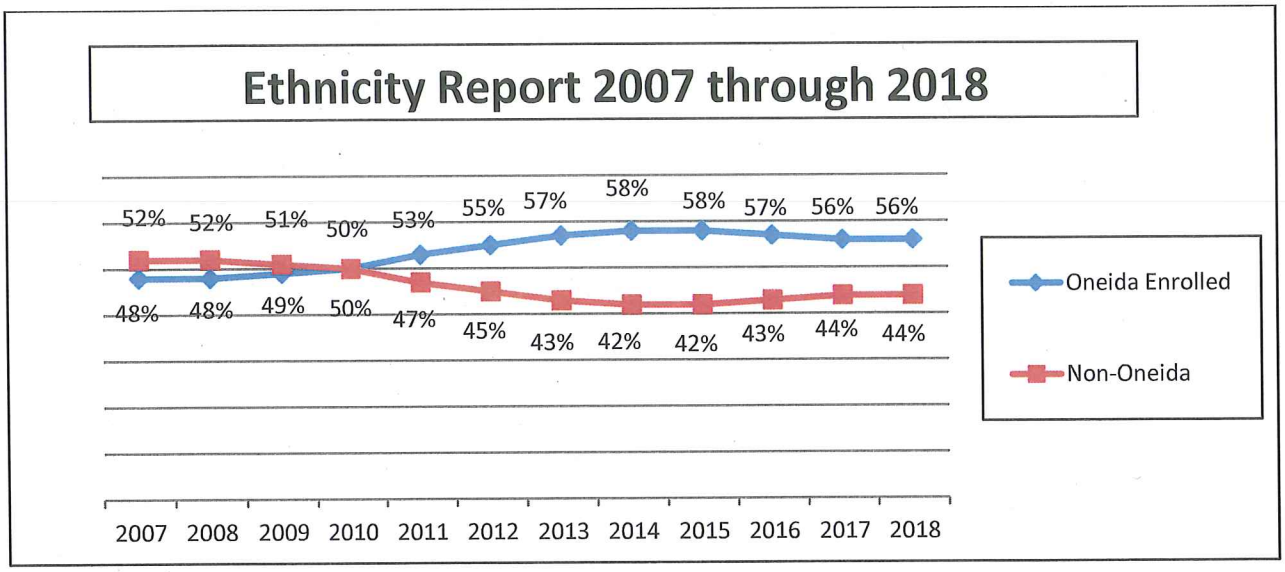


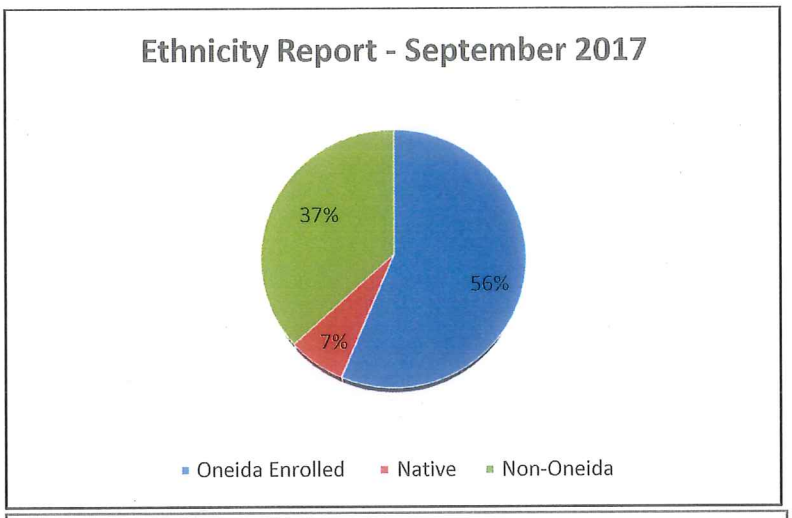


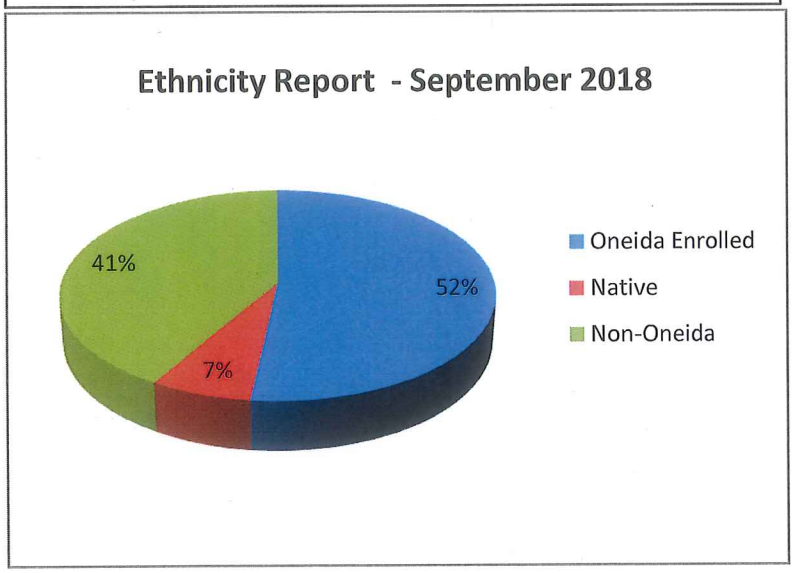

## RECRUITMENT & EMPLOYMENT

*Wendy Alvarez-Recruitment & Employment Director, Katrina Snyder-Sr. HR Generalist, Lisa Hock-HR Generalist, Wanita Decorah-HR Generalist, Jenny Garcia-HR Generalist, Peril Huff-HR Generalist, Candace House-HR Assistant*

### Ethnicity Reports

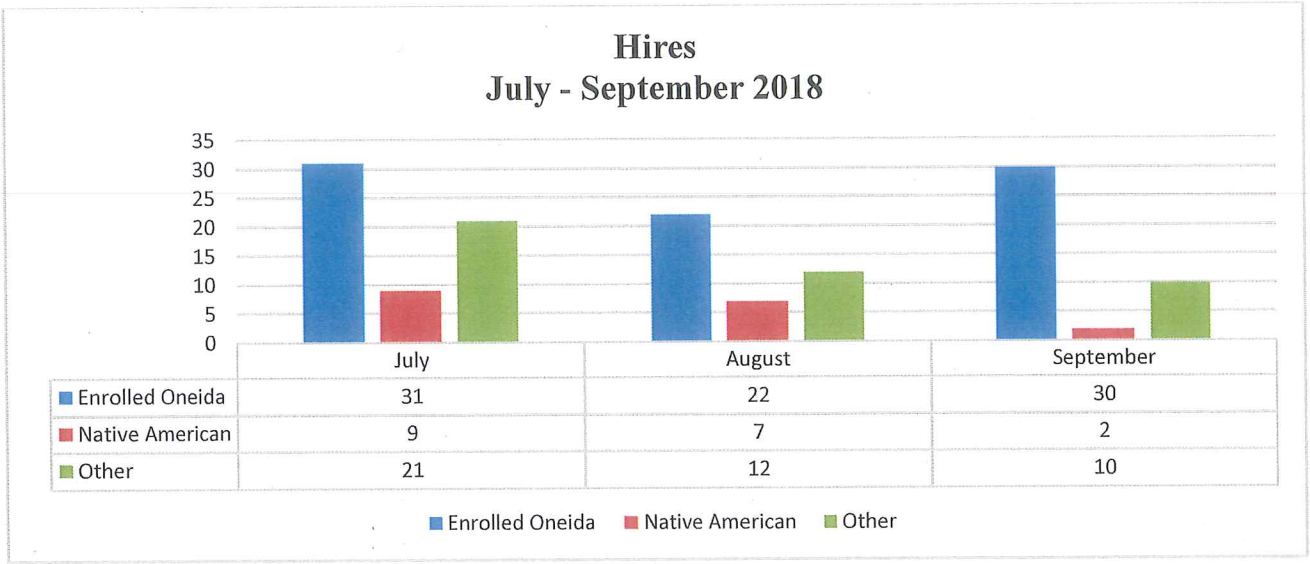




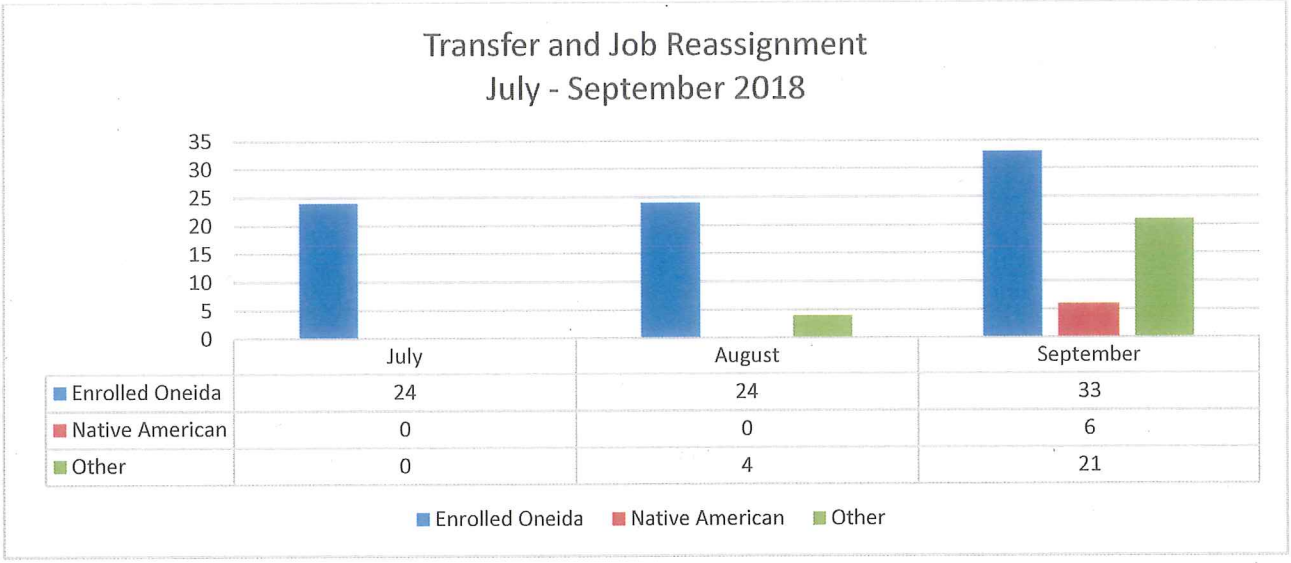

The Ethnicity report for Sept 2018 indicates an increase in the number of Enrolled Oneida members by 18 and an increase in Native Americans by +14 and an increase in Others by +233 in comparison to Sept 2017.

| | 2017 | 2018 | Difference |
|---|---|---|---|
| Enrolled Oneida | 1,552 | 1570 | +18 |
| Native American | 188 | 208 | +20 |
| Non-Native | 1018 | 1251 | +233 |



July- September 2018

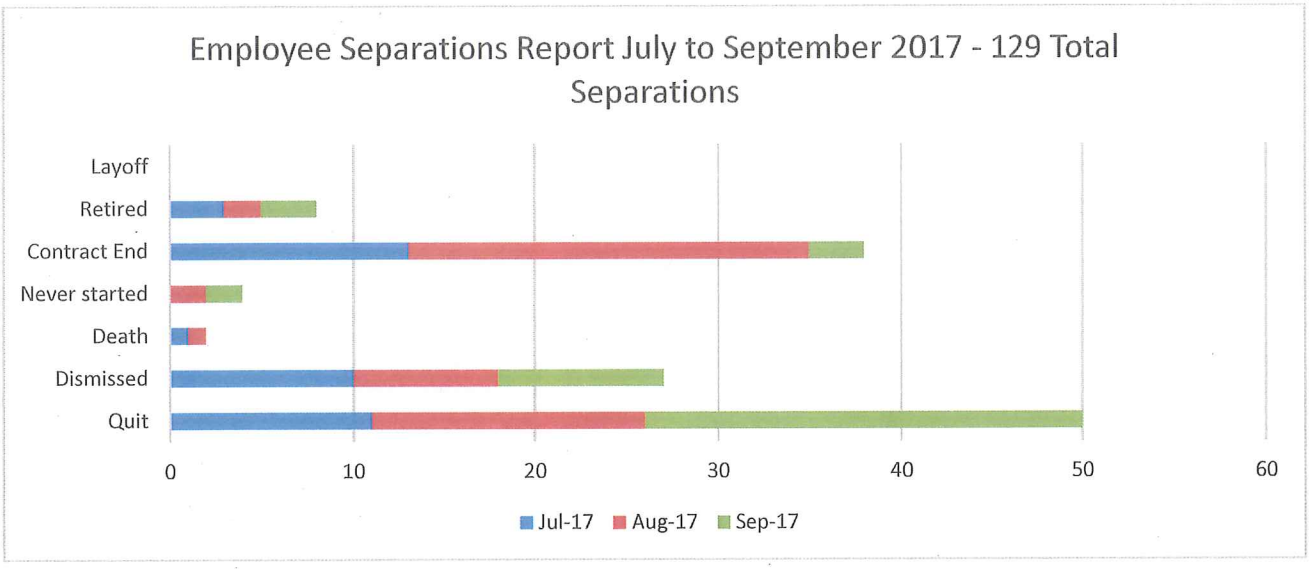
- 63% of all hires were filled with enrolled Oneida Tribal members.
- 72% of all job reassignments and transfers were filled with enrolled Oneida Tribal members.



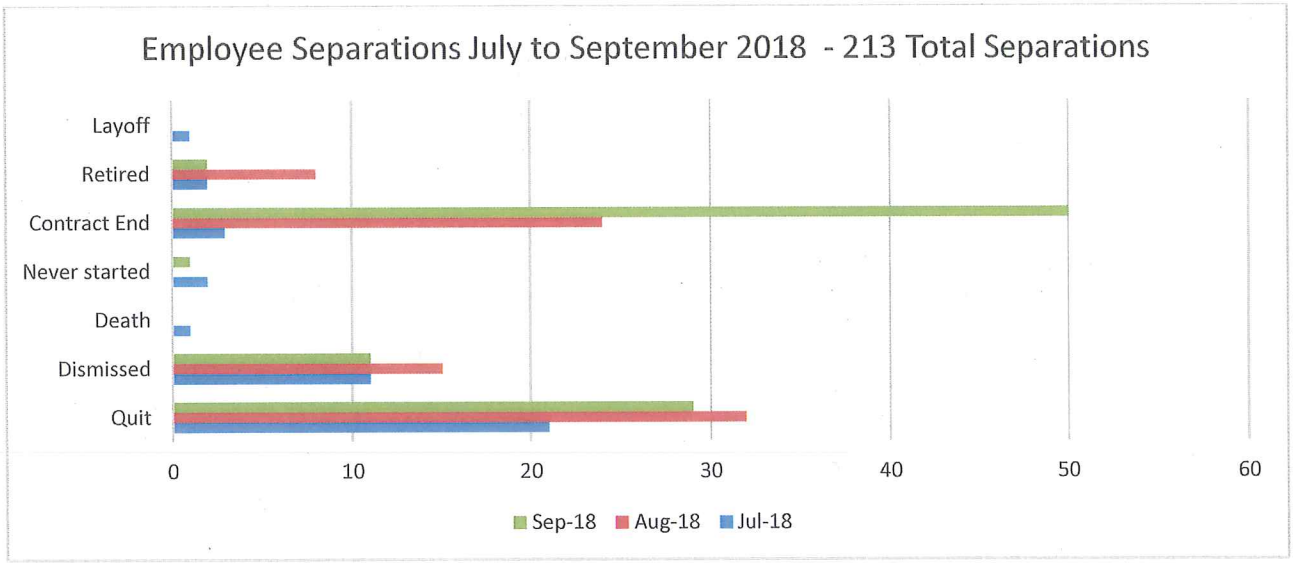

## Job Postings

| Job Postings by Division for July, August and September 2018 | | | | |
|---|---|---|---|---|
| **Division** | **July** | **August** | **September** | **TOTAL** |
| **Gaming** | 5 | 10 | 6 | 15 |
| **Comp Health** | 8 | 5 | 5 | 13 |
| **Develop** | | | 6 | 6 |
| **EHS/Land Mgmt.** | | | 1 | 1 |
| **Comp Housing** | | | | 0 |
| **Internal Services** | | | 1 | 1 |
| **Enterprise** | 3 | | | 3 |
| **CFO** | | | | 0 |
| **Non-Div1** | 7 | 9 | 1 | 16 |
| **GSD** | 9 | 4 | 6 | 13 |
| **Total** | **32** | **28** | **0** | |

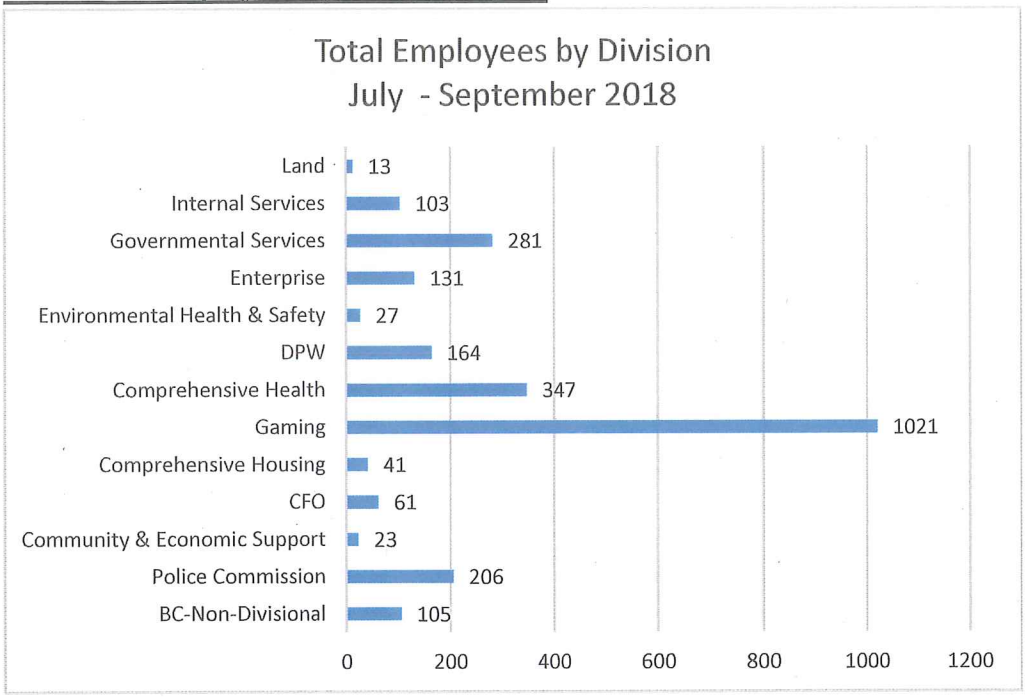
# Employee Separations Reports




There was a total of 129 Separation for the period of July to September 2018 in comparison with 213 employee separations during the same period the previous year.



**Number of Employees by Division Report**




## COMPENSATION AND BENEFITS

***Josh Cottrell-Employee Insurance Manager, Daniel Habeck, Compensation Analyst, Kimberly Schultz-Insurance Specialist, Kristin Jorgenson-Insurance Specialist, Gina Jasmer-HR Assistant***

**Upcoming Items:**

- Open Enrollment (held in October)
- Annual Flex Spending Enrollment (held in November/December)
- Carrier switch from The Hartford to MetLife will occur on 1/1/2019 and includes short/long term disability, Group Life Insurance ($50,000 Policy) and Voluntary Term Life.

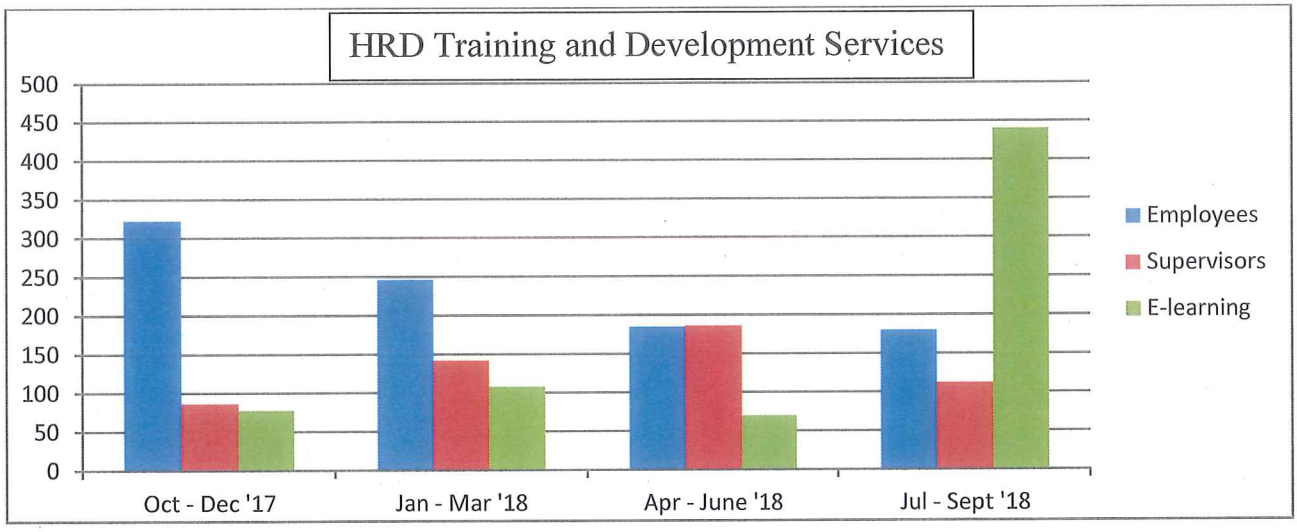
| Insurance Requests Processed – Fourth Quarter FY18 | | |
|---|---|---|
| **Type of Requests** | **# of Requests Processed** | |
| | **Fourth Quarter** | **FY18** |
| Leaves/Return to Work | 232 | 761 |
| Applications, Insurance Changes, Beneficiary, etc. | 139 | 619 |
| Disability | 62 | 201 |
| RAS Completions | 85 | 510 |
| Wellness Incentives | 175 | 767 |
| Note: This is not a complete listing of requests and does not take into account phone calls, walk-ins, emails, terms, 401k and other miscellaneous requests. | | |

| Medical Insurance Breakdown - As of October 23, 2018 | | | | | | | |
|---|---|---|---|---|---|---|---|
| | Non-Par (27%) | 17% | 16% | 15% | 13% | 10% | Total |
| **Single** | 138 | 305 | 80 | 97 | 81 | 195 | **896** |
| **Limited** | 44 | 108 | 37 | 67 | 68 | 139 | **463** |
| **Family** | 50 | 114 | 51 | 80 | 79 | 214 | **588** |
| **Total** | 232 | 527 | 168 | 244 | 228 | 548 | **1,947** |
| **%** | 11.92% | 27.07% | 8.63% | 12.53% | 11.71% | 28.15% | |

| MONTHLY INSURANCE COUNT – SEPTEMBER 2018 | | | |
|---|---|---|---|
| **Breakdown** | **Employee Count** | **Breakdown** | **Employee Count** |
| 401K (Pre-Tax) | 1,684 | Medical – Single | 894 |
| Roth (After Tax) | 195 | Medical - Limited Family | 462 |
| LIF52 ($50,000 Life Insurance) | 2,599 | Medical – Family | 589 |
| Short Term Disability | 2,117 | **Total Medical** | **1,945** |
| Long Term Disability | 2,101 | Vision - Single | 839 |
| Delta Dental – Single | 690 | Vision - Limited Family | 527 |
| Delta Dental- Limited Family | 459 | Vision - Family | 698 |
| Delta Dental - Family | 614 | **Total Vision** | **2,064** |
| **Total Delta Dental** | **1,763** | There are currently 1,191 employees receiving a premium adjustment on their medical premium based upon their HRA/RAS.<br><br>There are currently 232 employees receiving the non-participant rate for not having an HRA done. | |
| Dental Associates – Single | 151 | | |
| Dental Associates – Limited Family | 68 | | |
| Dental Associates - Family | 93 | | |
| **Total Dental Associates** | **312** | | |

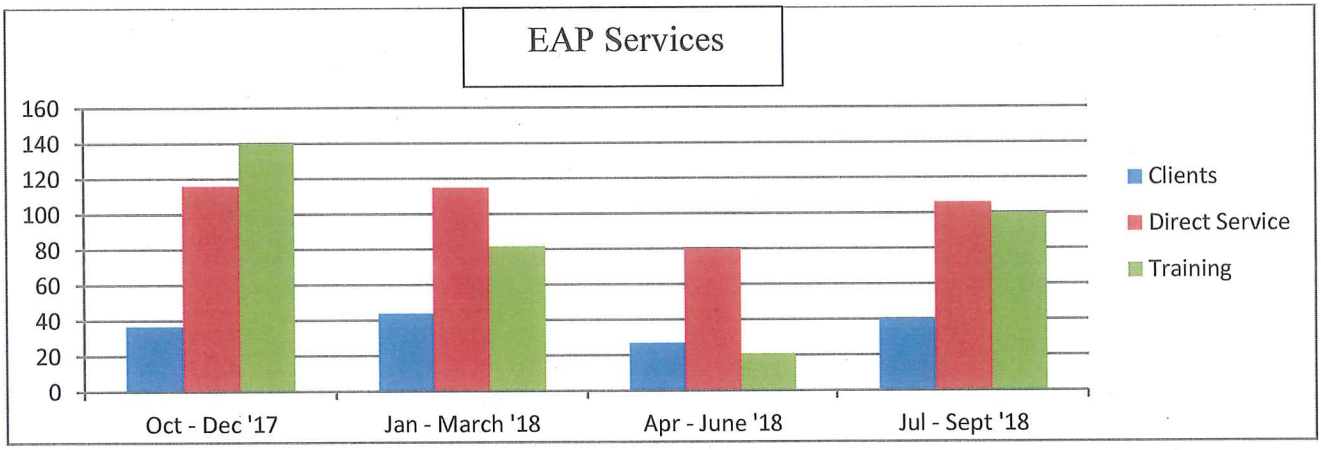
# TRAINING AND DEVELOPMENT

**Nicolas Reynolds-Training & Development Director, Barb Kolitsch-Sr. Training Specialist, Regina Robinson-Sr. Training Specialist, Shannon Stone-Sr. Training Specialist,**




## Training & Development Updates:

During the 4th quarter, the Training & Development team wrapped up the O'cademy pilot year. Our goal was 100 participants and 99 individuals participated. An additional seven helped as facilitators. O'cademy primarily consisted of training, mentoring, and wellness sessions. Training sessions offered – 25, Mentoring sessions - 27, Wellness Sessions – 8. All combined, participants attended these sessions 649 time for a grand total of 4,990 hours of training and personal development. A formal report will be submitted in the coming weeks.




EAP Training includes: Book Clubs, Brown Bag lunch topics, supervisor training, Grief Circle, etc.
* DAFWP Return to Work Agreements First violation – 1, Second violations – 0.

**EAP Updates:**

EAP serves tend to ebb and flow throughout the year. As is typical, services increased in the 4th quarter as parents, teachers, and students prepared for school, a statistically higher-stress time for most individuals. Clients utilize EAP services for topics ranging from anxiety and PTSD to grief and work stress. In addition to direct services provided to clients, EAP made a total of eight Gateway referrals during the quarter.

## HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/ RECORDS

***Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist, Vicki Cornelius-Records Technician***

The team consists of Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist and Vicki Cornelius-Records Technician.

We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Power 8 aka Infinium), provide personnel data reports (Cognos) to management, complete verification of employment and unemployment requests and oversee the Human Resources personnel files (OnBase).

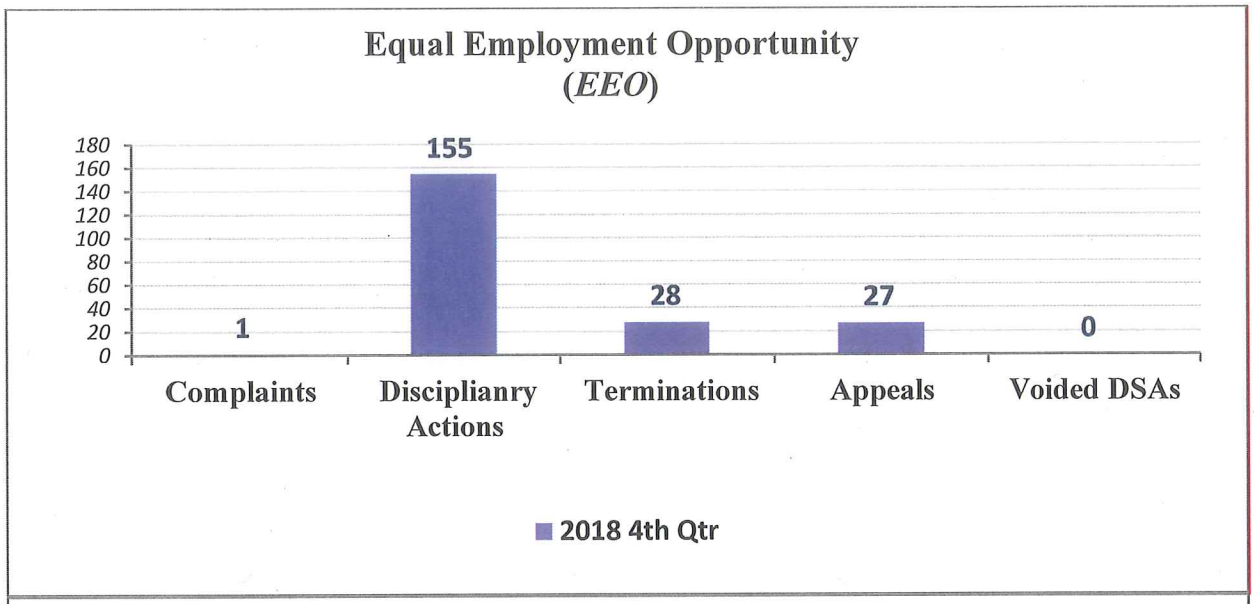
Focus was only on annual evaluation and FY 2018 incentive data entry and prepare for the FY 2019 $.85 cent wage increase. Records assisted with an audit request which included 60 personnel files. This Fiscal Year we manually entered over 5400 incentives, of which, 690 were late submissions (after August 31, 2018 deadline).

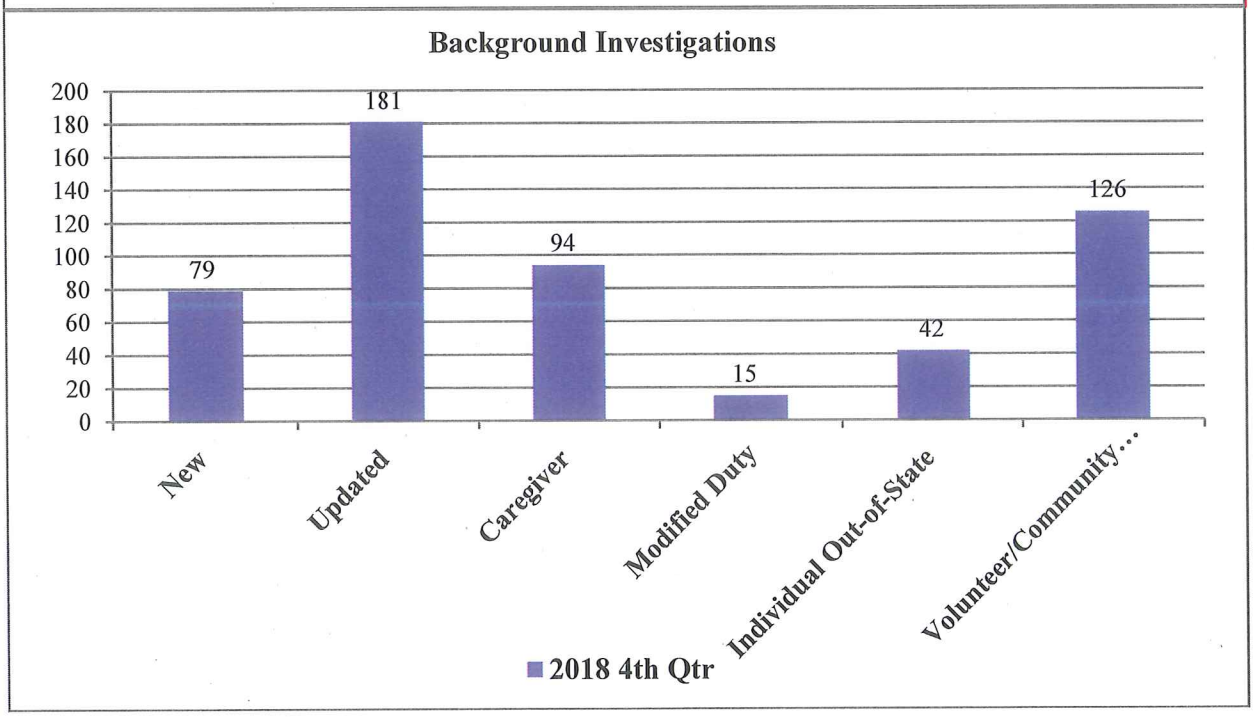
| Functions | July | Aug | Sept | Total |
|---|---|---|---|---|
| HR/Payroll Entry Transactions* | 1902 | 3465 | 3491 | 6956 |
| Employee Self-Service Entries | 42 | 44 | 45 | 131 |
| Employment Verifications | 267 | 223 | 197 | 687 |

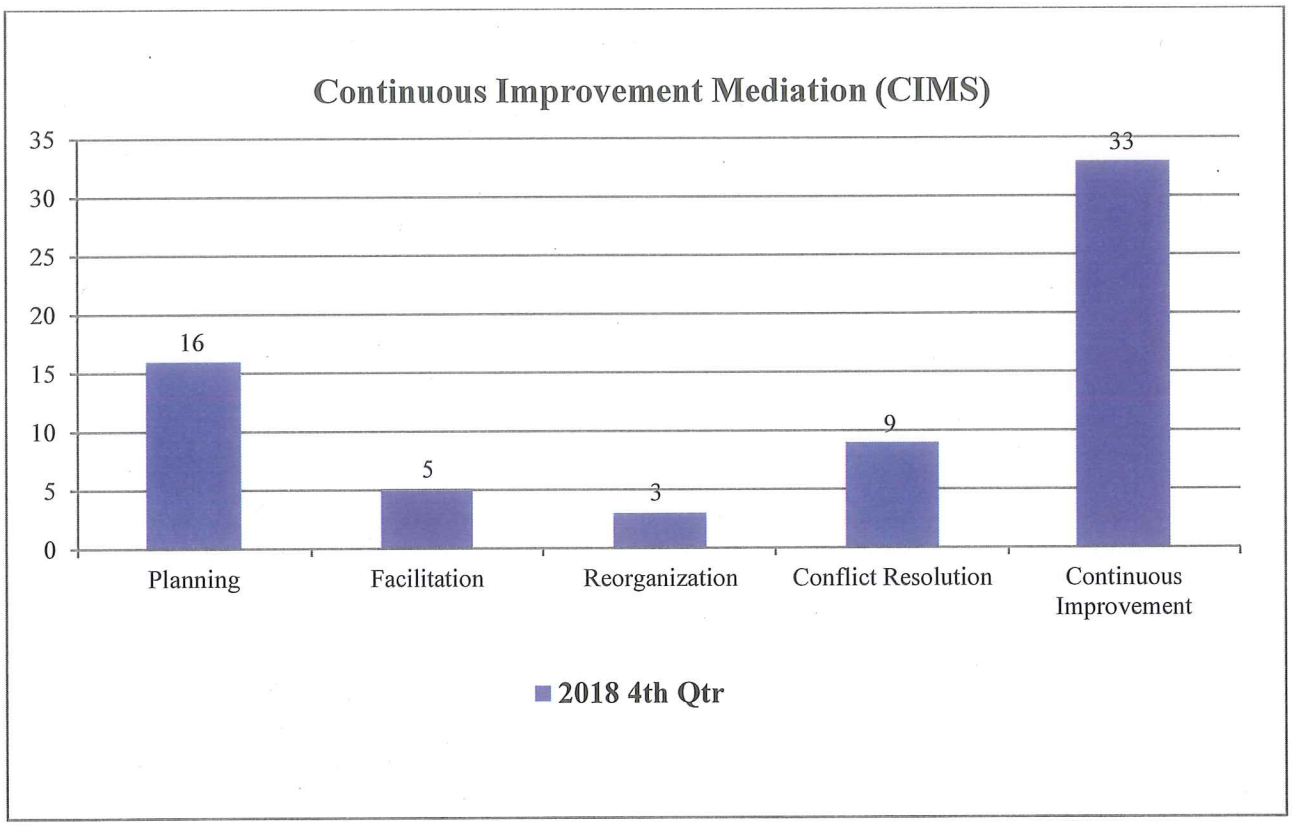
*High volume of transactions due to annual evaluation and incentive data entry.

# EQUAL EMPLOYMENT OPPORTUNITY DEPARTMENT (EEO)

*Matthew J. Denny-EEO Director, Rita Reiter-EEO Officer, Terry Hetzel-Continuous Improvement Mediator, Kendall Barton-Background Investigations Manager, Barb Ninham-Investigator, Laurie Metoxen-Investigator*




Continuous Improvement Mediation (CIMS)
35
30
25
20
15
10
5
0
16
5
3
9
33
Planning
Facilitation
Reorganization
Conflict Resolution
Continuous Improvement
2018 4th Qtr