

Oneida Tribe of Indians of Wisconsin



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

BC Meeting Materials September 23, 2015

Open Session

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the following 262 pages are the Open Session meeting materials presented at a meeting duly called, noticed and held on the 23rd day of SEPTEMBER, 2015.

A handwritten signature in blue ink that reads "Lisa Summers". The signature is stylized and written over a horizontal line.

Lisa Summers, Tribal Secretary
Oneida Business Committee



Oneida Business Committee

Executive Session

**9:00 a.m. Tuesday, September 22, 2015
BC Conference Room, 2nd floor, Norbert Hill Center**

Regular Meeting

**9:00 a.m. Wednesday, September 23, 2015
BC Conference Room, 2nd floor, Norbert Hill Center**

Agenda

To get a copy of the agenda, go to: <http://oneida-nsn.gov/>

- I. CALL TO ORDER AND ROLL CALL**
- II. OPENING**
- III. ADOPT THE AGENDA**
- IV. OATHS OF OFFICE**
 - A. Oneida Nation Veterans Affairs Committee – John Breuninger**
- V. MINUTES**
 - A. Approve September 9, 2015 regular meeting minutes**
- VI. RESOLUTIONS**
 - A. Adopt resolution titled 2015 Intertribal Buffalo Council Buffalo Herd Development Grant**
Sponsor: Larry Barton, Chief Financial Officer

VII. APPOINTMENTS (No Requested Action)**VIII. STANDING COMMITTEES****A. Legislative Operating Committee**

Sponsor: Councilman Brandon Stevens, Chair

1. Accept Legislative Operating Committee meeting minutes of September 2, 2015
2. Accept Legislative Operating Committee FY '15 3rd quarter report

B. Finance Committee

Sponsor: Treasurer Trish King, Chair

1. Approve Finance Committee meeting minutes of September 11, 2015
2. Accept Finance Committee FY '15 3rd quarter report (*No report submitted*)

C. Community Development Planning Committee

Sponsor: Vice-Chairwoman Melinda J. Danforth, Chair

1. Accept Community Development Planning Committee FY '15 3rd quarter report

D. Quality of Life

Sponsor: Councilwoman Fawn Billie, Chair

1. Accept Quality of Life FY '15 3rd quarter report

IX. GENERAL TRIBAL COUNCIL**A. Petitioner Michelle Danforth: To change the Oneida Constitution and By-Laws in regards to membership**

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM AUGUST 17, 2015: Motion by Brandon Stevens to request the Tribal Secretary provide a recommendation on how to proceed at the September 23, 2015, regular Business Committee meeting and that the Tribal Secretary considers the research memorandum dated August 5, 2015, seconded by Jennifer Webster. Motion carried unanimously

EXCERPT FROM AUGUST 12, 2015: Motion by Lisa Summers to adjourn at 2:06 p.m. and to direct the Tribal Secretary to coordinate Business Committee special meeting date for the remainder of this agenda, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM DECEMBER 10, 2014: Motion by Jenny Webster to accept the update as information and direct the Tribal Secretary to bring back the final recommendation when it is ready, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM NOVEMBER 12, 2014: Motion by Melinda J. Danforth to accept the update as information and to direct the Tribal Secretary to provide a final recommendation on this item at the December 10, 2014, Business Committee meeting, seconded by Jenny Webster. Motion carried unanimously.

EXCERPT FROM OCTOBER 22, 2014: Motion by Melinda J. Danforth to accept the legislative, fiscal and legal analyses as provided for this petition and direct the Tribal Secretary to provide an update at the next Business Committee meeting on the update of the conversation with the petitioner, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM OCTOBER 8, 2014: Motion by Trish King to defer Michelle Danforth's Petition to change the Oneida Constitution and By-Laws in regards to membership to the next regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM SEPTEMBER 24, 2014: Motion by Fawn Billie to defer Michelle Danforth's Petition to change the Oneida Constitution and By-Laws in regards to membership to the next regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM AUGUST 13, 2014: Motion by Vince DelaRosa to accept the petition and send it on for the appropriate analyses to be completed and to come back to the Business Committee in 30 days, seconded by Melinda J. Danforth. Motion carried unanimously.

B. Petitioner Madelyn Genskow: Special GTC meeting to address four resolutions

- 1) Budget Cuts
- 2) Swimming Lessons
- 3) BCC to Carry out GTC directives
- 4) Elder Home Repair

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM AUGUST 17, 2015: Motion by Trish King to accept the financial analyses for resolution 3, regarding Boards, Committees, and Commissions and GTC Directives; request the Tribal Secretary work with the petitioner to schedule a General Tribal Council meeting; request the Tribal Secretary to send the petitioner the analyses for all the resolutions, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM AUGUST 12, 2015: Motion by Lisa Summers to adjourn at 2:06 p.m. and to direct the Tribal Secretary to coordinate Business Committee special meeting date for the remainder of this agenda, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JULY 22, 2015: (1) Motion by David Jordan to accept the financial analysis for resolution 2, regarding Swimming Lessons, and resolution 4, regarding Elder Home Repair, seconded by Trish King. Motion carried unanimously. (2) Motion by Melinda J. Danforth to defer this item to the Secretary's Office to determine which General Tribal Council meeting agenda this item should fall on and this be brought back to the August 12, 2015 regular Business Committee meeting and to direct the final financial analyses regarding Boards, Committee, and Commissions be brought back to the August 12, 2015 regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM JULY 8, 2015: Motion by Trish King to defer the remaining financial analyses to the July 22, 2015, regular Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

EXCERPT FROM JUNE 10, 2015: (1) Motion by Jennifer Webster to accept the financial analysis for resolution 1, regarding Budget Development, seconded by Lisa Summers. Motion carried unanimously. (2) Motion by Jennifer Webster to provide an additional 15 days for Finance to complete and submit the remaining three (3) analyses, seconded by Lisa Summers. Motion carried unanimously.

EXCERPT FROM APRIL 22, 2015: Lisa Summers to accept the legal analyses for resolution #3, regarding Boards, Committees, and Commissions and resolution #4 regarding Elder Home Repair and to allow an additional 30 days for the Finance office to complete their analyses, seconded by Fawn Billie. Motion carried unanimously

EXCERPT FROM MARCH 25, 2015: (1) Motion by Melinda J. Danforth to accept the legal opinion for the budget development portion of the petition, seconded by Jennifer Webster. Motion carried unanimously. (2) Motion by Jennifer Webster to accept the legal opinion for the swimming lessons portion of the petition, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM FEBRUARY 11, 2015: Motion by Lisa Summers to accept the legislative analysis and provide an additional sixty (60) days for the Law and Finance offices to submit the appropriate analyses, seconded by Tehassi Hill. Motion carried unanimously:

EXCERPT FROM JANUARY 28, 2015: Motion by Tehassi Hill to accept the status update from the Legislative Reference Office, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM DECEMBER 10, 2014: Motion by Lisa Summers to accept the verified petition submitted by Madelyn Genskow, to send the petition to the Law, Finance and Legislative Reference

offices to begin work on the appropriate analyses, and that a progress report be submitted in 30 days, seconded by Jenny Webster. Motion carried unanimously.

C. Petitioner Madelyn Genskow: Special GTC meeting to address six resolutions

- 1) Completed Scheduling General Tribal Council Meetings**
- 2) Fee to Trust Process**
- 3) In Progress Elder Services Means Testing**
- 4) In Research Record Subcommittee Meetings**
- 5) Governmental Services Chain of Command**
- 6) Unclaimed Per Capita Payments**

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM SEPTEMBER 9, 2015: Motion by Jennifer Webster to accept the legal analysis of resolution 5) Governmental Services Chain of Command, seconded by Lisa Summers. Motion carried unanimously.

EXCERPT FROM AUGUST 26, 2015: (1) Motion by Brandon Stevens to accept the legal analyses for resolution 3) In Progress Elder Services Means Testing, resolution 4) In Research Record Subcommittee Meetings, and resolution 6) Unclaimed Per Capita Payments, seconded by Lisa Summers. Motion carried unanimously. (2) Motion by Lisa Summers to defer the legal analysis for resolution 5) Governmental Services Chain of Command to be completed by the next September 9, 2015 Business Committee meeting and to defer the financial analyses for resolution 3) In Progress Elder Services Means Testing, resolution 4) In Research Record Subcommittee Meetings, and resolution 6) Unclaimed Per Capita Payments to the September 23, 2015 Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.

EXCERPT FROM JULY 8, 2015: Motion by David Jordan to defer the remaining legal and financial analyses to the second regular Business Committee meeting in August 2015, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JUNE 24, 2015: Motion by David Jordan to accept the legal analysis for resolution 1 of the petition, regarding GTC meetings, and note that the remaining analyses are due back at the July 8, 2015 regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM MAY 13, 2015: Motion by David Jordan to accept the legal analysis for resolution 2 of the petition, regarding Fee to Trust, seconded by Trish King. Motion carried unanimously.

EXCERPT FROM APRIL 22, 2015: Motion by Motion by Lisa Summers to accept the legislative analyses for Resolutions 1-6 and provide an additional 60 days for the Law and Finance offices to complete their portions of the analyses, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM FEBRUARY 25, 2015: (1) Motion by Tehassi Hill to accept the verified petitions from Petitioner Madelyn Genskow: Request Special GTC meeting to address 6 resolutions seconded by Jennifer Webster. Motion carried unanimously. (2) Motion by Tehassi Hill to send the verified petitions to the Law, Finance, Legislative Reference and Direct Report offices for the legal, financial, legislative, and administrative analyses to be completed, seconded by Fawn Billie. Motion carried unanimously. (3) Motion by Jennifer Webster to direct Law office, Finance, and Legislative Reference offices to submit the analyses to the Secretary's office within 60 days and that a progress report be submitted in 45 days, seconded by Lisa Summers. Motion carried unanimously. (4) Motion by Lisa Summers to direct our Direct Report offices to submit appropriate administrative analyses to the Secretary's office within 30 days, seconded by Fawn Billie. Motion carried unanimously.

X. UNFINISHED BUSINESS**A. Accept update regarding Tribal Hearing Bodies/Administrative Courts**

Sponsor: Brandon Stevens, Councilman

EXCERPT FROM SEPTEMBER 9, 2015: Motion by Lisa Summers to accept verbal update regarding the Tribal Hearing Bodies/Administrative Courts.

EXCERPT FROM AUGUST 12, 2015: (1) Motion by Jennifer Webster to accept the action plan for the Tribal Hearing Bodies/Administrative Court and to direct the Oneida Child Protective Board, the Oneida Election Board, the Oneida Environmental Resource Board, the Oneida Land Commission, the Oneida Personnel Commission, the Oneida License Commission and the Oneida Trust/Enrollment Committee to retrieve their financial expenses for the last three (3) years (including, but not limited to, the amount of stipends received, training costs and other expenses) and turn the information over to OBC to help in evaluating which entities should retain their hearing body authority, seconded by David Jordan. Motion carried unanimously. (2) Amendment to the main motion by Lisa Summers that the information be provided by Friday, September 4, 2015, seconded by Fawn Billie. Motion carried unanimously.

EXCERPT FROM JUNE 10, 2015: (1) David Jordan to approve the creation of an administrative court and endorse a letter of co-operation to be created that directs the Tribe's boards, committees and commissions to assist the LOC in the creation of the administrative court, seconded by Fawn Billie. Motion carried unanimously. (2) Lisa Summers that the LOC create an action plan to be brought back to the Business Committee in 60 days, seconded by Melinda J. Danforth. Motion carried unanimously.

B. Accept Legislative Operating Committee update regarding requested changes to Community Support Fund Policy amendments

Sponsor: David Jordan, Councilman

Excerpt from August 17, 2015: Motion by Jennifer Webster to direct the requested changes to the Community Support Fund Policy to the Legislative Operating Committee and for proposed changes due back to the September 23, 2015 regular Business Committee meeting, seconded by David Jordan. Motion carried with one opposed and one abstention.

Excerpt from August 12, 2015: Motion by Lisa Summers to adjourn at 2:06 p.m. and to direct the Tribal Secretary to coordinate Business Committee special meeting date for the remainder of this agenda, seconded by Brandon Stevens. Motion carried unanimously.

Excerpt from July 22, 2015: 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.

C. Determine responsible area for cemetery maintenance

Sponsor: Brandon Stevens, Councilman

EXCERPT FROM AUGUST 17, 2015: Motion by David Jordan to defer this issue to the September 23, 2015, regular Business Committee meeting and direct the Tribal Secretary to schedule the special Business Committee work meeting and that an invitation be extended to all interested parties, including departments and families impacted, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM AUGUST 12, 2015: Motion by Lisa Summers to adjourn at 2:06 p.m. and to direct the Tribal Secretary to coordinate Business Committee special meeting date for the remainder of this agenda, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JULY 8, 2015: (1) Motion by Lisa Summers to accept the Oneida Trust/Enrollment Committee recommendation to turn over the cemetery maintenance contract to the Department of Public Works. Motion fails for lack of support. (2) Motion by Brandon Stevens to defer the issue to determine the responsible area for cemetery maintenance a special Business Committee work meeting and that an invitation be extended to all interested parties, including departments and families impacted, seconded by David Jordan. Motion carried unanimously.

XI. TABLED BUSINESS (No Requested Action)**XII. NEW BUSINESS**

- A. Approve community support request for records access from Dr. Hayes Peter Mauro**
Sponsor: Jo Anne House, Chief Counsel
- B. Approve Brown County Recycling Agreement contract # 2015-0930**
Sponsor: Pat Pelky, Division Director/Environmental Health & Safety
- C. Approve Grant Agreement with Department of Energy contract # 2015-0908**
Sponsor: Tehassi Hill, Councilman
- D. Adopt the revised Business Committee Standard Operating Procedure entitled Complaint Process for Direct Reports to the Business Committee and direct the Tribal Secretary to communicate this information to the Business Committee Direct Reports and Human Resources Department**
Sponsor: Lisa Summers, Tribal Secretary
- E. Approve request to post one (1) vacancy on the Oneida Gaming Commission and for the term to be carried out until August 22, 2017**
Sponsor: Lisa Summers, Tribal Secretary
- F. Accept Environmental Resource Board's updated prohibitions regarding violations of the Public Use of Tribal Land Law**
- 1) Use of drugs or alcohol where prohibited
 - 2) Camping where prohibited
 - 3) Use of explosives where prohibited
 - 4) Open fires where prohibited
 - 5) Use of motorized vehicles where prohibited
 - 6) Failure to abide by posted regulations
 - 7) Disorderly conduct
- Liaison: Tehassi Hill, Councilman

EXCERPT FROM SEPTEMBER 9, 2015: Motion by Tehassi Hill to defer this item to the Legislative Reference Office, seconded by Brandon Stevens. Motion carried unanimously.

XIII. TRAVEL**A. Travel Reports**

1. Vice-Chairwoman Melinda J. Danforth – Good Health & Wellness in Indian Country event – Detroit, MI – August 11-13, 2015

B. Travel Requests

1. Approve procedural exception to the Travel and Expense Policy: seven Cultural Heritage staff – Kalihwiyo Ceremonies – Tonawanda, NY, Nedrow, NY, Alleghany, NY, Ohsweken, ON, and Oneida, ON – September 9-October 23, 2015

2. **Approve procedural exception to the Travel and Expense Policy: five Oneida Community Health Center Pharmacy Technicians – Pharmacy Technician Education Forum – Sheboygan, WI – October 16-17, 2015**
3. **Enter E-poll results into the record for approval of procedural exception to the Travel and Expense Policy: five Family and Child Education (FACE) staff – Annual FACE Regional Training – Fond du Lac Reservation, MN – September 24-25, 2015**

XIV. REPORTS (*This section of the agenda is scheduled at 1:30 p.m.*)

A. Operational Reports

1. **Accept Ombudsman FY '15 3rd quarter report** – Dianne McLester-Heim, Ombudsman
2. **Accept Emergency Management FY '15 2nd quarter report** – Kaylynn Gresham, Director/Emergency Management

EXCERPT FROM SEPTEMBER 9, 2015: Motion by David Jordan to defer Emergency Management FY '15 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously.

3. **Accept Emergency Management FY '15 3rd quarter report** – Kaylynn Gresham, Director/Emergency Management

EXCERPT FROM SEPTEMBER 9, 2015: Motion by David Jordan to defer Emergency Management FY '15 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously.

B. Corporate Reports (*No Requested Action*)

C. Boards, Committees, and Commissions (*No Requested Action*)

XV. EXECUTIVE SESSION

A. Reports

1. **Accept Oneida Retail Enterprise FY '15 3rd quarter report** – Michele Doxtator, Area Manager/Retail Profits
2. **Chief Counsel report** – Jo Anne House, Chief Counsel
 - a. **Approve draft testimony and direct Oneida Law Office to finalize and submit the testimony in regards to Rule Petition 14-02**
 - b. **Approve draft correspondence to membership regarding ACF and Meyers litigation update and direct Tribal Secretary's Office to finalize the mailing**
 - c. **Approve settlement agreement in case # 2014-RIS-00031**
3. **Intergovernmental Communications and Affairs report** – Nathan King, Intergovernmental Affairs & Communications Director

4. **Gaming General Manager report** – Louise Cornelius, Gaming General Manager

B. Standing Items

1. **Land Claims Strategy** (*No requested action*)
2. **Goldwater suit – Indian Child Welfare case** (*No requested action*)

C. Audit Committee

Sponsor: Councilman Tehassi Hill, Chair

1. **Accept Audit Committee FY '15 3rd quarter report**

D. Unfinished Business

1. **Review concern # 2015-CC-08**

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM SEPTEMBER 9, 2015: David Jordan to accept request and to assign Secretary Lisa Summers and Councilman David Jordan to conduct follow-up, seconded by Lisa Summers. Motion carried unanimously.

EXCERPT FROM AUGUST 26, 2015: Motion by Lisa Summers to defer concern dated August 18, 2015 to the September 9, 2015 Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

2. **Review Print Shop – Mail Center Operational plan** – Joanie Buckley, Division Director/Internal Services

EXCERPT FROM SEPTEMBER 9, 2015: (1) Motion by Jennifer Webster to accept this item as information, seconded by Lisa Summers. Motion carried unanimously. (2) Amendment to the main motion by Melinda J. Danforth to request the Internal Services Director bring back the assessment to the Business Committee in three months, seconded by Lisa Summers. Motion carried unanimously.

E. Tabled Business

1. **Assign Oneida Business Committee Members to investigate complaint # 2015-DR13-01**

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

EXCERPT FROM SEPTEMBER 9, 2015: Motion by Lisa Summers to table this item, seconded by Brandon Stevens. Motion carried unanimously.

F. New Business

1. **Enter E-poll results into the record regarding letter to Village of Hobart**

Sponsor: Lisa Summers, Tribal Secretary

2. **Accept Four Fires, LLC update**

Sponsor: Larry Barton, Chief Financial Officer

3. **Review concern # 2015-CC-10** (*This item is scheduled at 1:30 p.m. on September 22, 2015*)

Sponsor: David Jordan, Councilman

4. **Approve procedural exception to allow Health Providers to exceed 280 hours cap for FY '16 based on contractual obligations** (*This item is scheduled at 11 a.m. on September 22, 2015*)
Sponsor: Debbie Danforth, Division Director/Operations
5. **Review concern #2015-CC-11**
Sponsor: Lisa Summers, Tribal Secretary

XVI. ADJOURN

Posted on the Tribe's official website, www.oneida-nsn.gov, at 12:30 p.m. Friday, September 18, 2015, pursuant to the Open Records and Open Meetings Law, section 7.17-1. For additional information, please call the Business Committee Support Office at (920) 869-4364.

The meeting packet of the open session materials for this meeting is available to Tribal members by going to the Members-Only section of the Tribe's official website at: www.oneida-nsn.gov/MembersOnly

For information about this meeting, please call the Business Committee Support Office at (920) 869-4364 or (800) 236-2214.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 9 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Administer Oath of Office to John Breuninger to the Oneida Nation Veterans Affairs Committee.

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:

Kathleen M. Metoxen, Executive Tribal Clerk

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:

The posting was in the July 2, 2015 issue of the Kalihwisaks for one (1) vacancy on the Oneida Nation Veterans Affairs Committee for a three (3) year term with the deadline of August 7, 2015 There was one (1) applicant for the one (1) vacancy on the Oneida Nation Veterans Affairs Committee. The appointment was made on the September 9, 2015 BC Agenda.

- 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 Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Approve September 9, 2015 regular meeting minutes

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: Heather Heuer, Information Management Specialist/BC Support Office
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

DRAFT**Oneida Business Committee****Executive Session**

9:00 a.m. Tuesday, September 8, 2015
BC Conference Room, 2nd floor, Norbert Hill Center

Regular Meeting

9:00 a.m. Wednesday, September 9, 2015
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes – DRAFT**EXECUTIVE SESSION**

Present: Chairwoman Tina Danforth, Vice-Chairwoman Melinda J. Danforth, Treasurer Trish King, Secretary Lisa Summers, Council members: Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens, Jennifer Webster;

Not Present:;

Arrived at:;

Others present: Jo Anne House, Larry Barton, Pete King III, Jackie Zalim, Butch Rentmeester, Steve Ninham, Janice Hirth, Rich Figueroa, Mike Metoxen, Nate King, Jim Bittorf;

REGULAR MEETING

Present: Chairwoman Tina Danforth, Vice-Chairwoman Melinda J. Danforth, Treasurer Trish King, Secretary Lisa Summers, Council members: Fawn Billie, Tehassi Hill, David Jordan, Jennifer Webster, Brandon Stevens;

Not Present:;

Arrived at:;

Others present: Jo Anne House, Brad Graham, Bill Graham, Madelyn Genskow, Susan House, Mike Troge, Kathy Metoxen, Rhiannon Metoxen, Chris Johnson, Danelle Wilson, Fawn Cottrell, Jessica Wallenfang, Doug McIntyre, Krystal John, Nancy Barton, Ed Delgado, Lisa Liggins, Chris Johns, Patricia Moore, Jay Rasmussen, Jackie Zalim, Butch Rentmeester, Melanie Burkhart, Joanie Buckley, Jeff Bowman, Pete King III, Janice Hirth, Josh Doxtator, Mary Shaw, Kelly Losey;

I. CALL TO ORDER AND ROLL CALL by Chairwoman Tina Danforth at 9:01 a.m.

II. OPENING by Councilman Tehassi Hill

III. ADOPT THE AGENDA

Motion by Fawn Billie to adopt the agenda with one addition [XV.F.09. Gaming Commission Update], seconded by David Jordan. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

DRAFT**IV. OATHS OF OFFICE** administered by Secretary Lisa Summers

- A. Oneida Land Claims Commission and Oneida Land Commission** – Jay Rasmussen
- B. Oneida Arts Board** – Patricia Moore

V. MINUTES**A. Approve August 26, 2015 regular meeting minutes**

Motion by Jennifer Webster to approve the August 26, 2015 regular meeting minutes, seconded by David Jordan. Motion carried with one abstention:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens,
Lisa Summers, Jennifer Webster
Abstained: Melinda J. Danforth

VI. RESOLUTIONS**A. Adopt resolution titled Oneida Nation Gaming Ordinance Amendments**

Sponsor: Brandon Stevens, Councilman

Motion by Brandon Stevens to adopt resolution 09-09-15-A Oneida Nation Gaming Ordinance Amendments, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,
Brandon Stevens, Lisa Summers, Jennifer Webster

Treasurer Trish King departs at 9:14 a.m.

B. Adopt resolution titled Designating Representatives for the Wisconsin Tribal Conservation Advisory Council (WTCAC)

Sponsor: Tehassi Hill, Councilman

Motion by Melinda J. Danforth to adopt resolution 09-09-15-B Designating Representatives for the Wisconsin Tribal Conservation Advisory Council (WTCAC), seconded by Lisa Summers. Motion carried with one abstention:

Ayes: Melinda J. Danforth, Fawn Billie, David Jordan, Brandon Stevens, Lisa
Summers, Jennifer Webster
Abstained: Tehassi Hill
Not Present: Trish King

Treasurer Trish King returns at 9:21 a.m.

VII. APPOINTMENTS**A. Appoint John Brueninger to the Oneida Nation Veterans Affairs Committee**

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Lisa Summers to appoint John Brueninger to the Oneida Nation Veterans Affairs Committee, seconded by Fawn Billie. Motion carried with one abstention:

Ayes: Melinda J. Danforth, Fawn Billie, David Jordan, Trish King, Brandon
Stevens, Lisa Summers, Jennifer Webster

DRAFT

Abstained: Tehassi Hill

VIII. STANDING COMMITTEES**A. Legislative Operating Committee**

Sponsor: Councilman Brandon Stevens, Chair

1. Accept Legislative Operating Committee meeting minutes of August 19, 2015

Motion by Melinda J. Danforth to accept the Legislative Operating Committee meeting minutes of August 19, 2015, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

B. Finance Committee

Sponsor: Treasurer Trish King, Chair

1. Approve Finance Committee meeting minutes of August 31, 2015

Motion by David Jordan to approve the Finance Committee meeting minutes of August 31, 2015, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

C. Community Development Planning Committee *(No Requested Action)***D. Quality of Life**

Sponsor: Councilwoman Fawn Billie, Chair

1. Accept Quality of Life meeting minutes of June 11, 2015

Motion by Melinda J. Danforth to accept the Quality of Life meeting minutes of June 11, 2015, seconded by David Jordan. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

IX. GENERAL TRIBAL COUNCIL**A. Petitioner Madelyn Genskow: Special GTC meeting to address six resolutions**

- 1) Completed Scheduling General Tribal Council Meetings
- 2) Fee to Trust Process
- 3) In Progress Elder Services Means Testing
- 4) In Research Record Subcommittee Meetings
- 5) Governmental Services Chain of Command
- 6) Unclaimed Per Capita Payments

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM AUGUST 26, 2015: (1) Motion by Brandon Stevens to accept the legal analyses for resolution 3) In Progress Elder Services Means Testing, resolution 4) In Research Record Subcommittee Meetings, and resolution 6) Unclaimed Per Capita Payments, seconded by Lisa Summers. Motion carried unanimously. (2) Motion by Lisa Summers to defer the legal analysis for resolution 5) Governmental Services Chain of

DRAFT

Command to be completed by the next September 9, 2015 Business Committee meeting and to defer the financial analyses to the September 23, 2015 Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.

EXCERPT FROM JULY 8, 2015: Motion by David Jordan to defer the remaining legal and financial analyses to the second regular Business Committee meeting in August 2015, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JUNE 24, 2015: Motion by David Jordan to accept the legal analysis for resolution 1 of the petition, regarding GTC meetings, and note that the remaining analyses are due back at the July 8, 2015 regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM MAY 13, 2015: Motion by David Jordan to accept the legal analysis for resolution 2 of the petition, regarding Fee to Trust, seconded by Trish King. Motion carried unanimously.

EXCERPT FROM APRIL 22, 2015: Motion by Motion by Lisa Summers to accept the legislative analyses for Resolutions 1-6 and provide an additional 60 days for the Law and Finance offices to complete their portions of the analyses, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM FEBRUARY 25, 2015: (1) Motion by Tehassi Hill to accept the verified petitions from Petitioner Madelyn Genskow: Request Special GTC meeting to address 6 resolutions seconded by Jennifer Webster. Motion carried unanimously. (2) Motion by Tehassi Hill to send the verified petitions to the Law, Finance, Legislative Reference and Direct Report offices for the legal, financial, legislative, and administrative analyses to be completed, seconded by Fawn Billie. Motion carried unanimously. (3) Motion by Jennifer Webster to direct Law office, Finance, and Legislative Reference offices to submit the analyses to the Secretary's office within 60 days and that a progress report be submitted in 45 days, seconded by Lisa Summers. Motion carried unanimously. (4) Motion by Lisa Summers to direct our Direct Report offices to submit appropriate administrative analyses to the Secretary's office within 30 days, seconded by Fawn Billie. Motion carried unanimously.

Motion by Jennifer Webster to accept the legal analysis of resolution 5) Governmental Services Chain of Command, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

B. Petitioner Madelyn Genskow: Special GTC meeting to address three resolutions

1) Oneida Business Committee Accountability

2) Repeal Judiciary Law

3) Open Records and Open Meetings Law

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM JUNE 24, 2015: Motion by David Jordan to accept the legislative analyses for resolutions 1-3 of the petition and to provide an additional 60 days for the Law and Finance offices to submit the appropriate analyses, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM JUNE 10, 2015: Motion by Tehassi Hill to accept the status report from the LOC as information, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM APRIL 22, 2015: Motion by Jennifer Webster to accept the verified petition submitted by Madelyn Genskow; to send the verified petition to the Law, Finance, Legislative Reference and Direct Report offices for the legal, financial, legislative and administrative analyses to be completed; to direct the Law, Finance, and Legislative Reference offices to submit the analyses to the Tribal Secretary's office within 60 days, and that a progress report is submitted in 45 days; to direct the Direct Report offices to submit the appropriate administrative analyses to the Tribal Secretary's office within 30 days, seconded by Lisa Summers.

DRAFT

Motion by Jennifer Webster to accept the update from Chief Counsel and to provide an additional 60 days for the legal analyses of resolution 1) Oneida Business Committee Accountability, resolution 2) Repeal Judiciary Law, and resolution 3) Open Records and Open Meetings Law, seconded by Lisa Summers.

Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Councilman Tehassi Hill departs at 9:39 a.m.

Councilman Tehassi Hill returns at 9:42 a.m.

C. Petitioner Frank Cornelius: Special GTC meeting to address four resolutions

- 1) Audit of Oneida Seven Generations Corporation**
- 2) Oneida Seven Generations Corporation Return Money to Tribe**
- 3) Freedom of the Press**
- 4) Tax Oneida Business Committee for Failure to Dissolve Oneida Seven Generations Corporation**

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM AUGUST 26, 2015: Motion by David Jordan to accept the legislative analyses for resolution 1) Audit of Oneida Seven Generations Corporation, resolution 2) Oneida Seven Generations Corporation Return Money to Tribe, resolution 3) Freedom of the Press, resolution 4) Tax Oneida Business Committee for Failure to Dissolve Oneida Seven Generations Corporation, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM AUGUST 17, 2015: (1) Motion by Lisa Summers to take this item from the table, seconded by David Jordan. Motion carried unanimously. (2) Motion by Jennifer Webster to forward the four resolutions to the Legislative, Law, Finance offices for the appropriate analyses and for those analyses to be due at the September 9, 2015 regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously. (3) Motion by Lisa Summers to request the Law office provide a legal opinion about what occurs when a petition is submitted which does not have all the appropriate documentation that would go with the petition, seconded by Tehassi Hill. Motion carried with one abstention.

EXCERPT FROM AUGUST 12, 2015: Motion by Lisa Summers to adjourn at 2:06 p.m. and to direct the Tribal Secretary to coordinate Business Committee special meeting date for the remainder of this agenda, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JULY 22, 2015: Motion by Brandon Stevens to table this item to next regular Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

EXCERPT FROM JULY 8, 2015: Motion by Tehassi Hill to accept the update as information and defer this item to the July 22, 2015, regular Business Committee meeting as agreed upon by the Business Committee members and the petitioner, seconded by David Jordan. Motion carried unanimously.

EXCERPT FROM JUNE 24, 2015: Motion by Fawn Billie to defer this item to the next regular Business Committee meeting and direct the Secretary to work with the petitioner to find a solution to the concerns, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM MAY 27, 2015: Motion by David Jordan to direct the Secretary to reach out to Petitioner Frank Cornelius to request the four resolutions mentioned in the petition be submitted in 30 days, seconded by Lisa Summers. Motion carried unanimously.

EXCERPT FROM MAY 13, 2015: (1) Motion by Trish King to acknowledge receipt of the petition submitted by Frank Cornelius, seconded by Fawn Billie. Motion carried unanimously. (2) Motion by Trish King to send the verified petition to the Law, Finance, Legislative Reference and Direct Report offices for legal, financial, legislative and administrative analyses to be completed; to direct the Law, Finance and Legislative offices to submit the analyses to the Secretary within 60 days and a that a progress report is submitted in 45 days, seconded

DRAFT

by David Jordan. Motion carried unanimously. (3) Motion by David Jordan to direct the Direct Report offices to submit the appropriate administrative analyses to the Secretary within 30 days, seconded by Trish King. Motion carried unanimously.

Motion by Jennifer Webster to accept the update from Chief Counsel regarding legal analyses of resolution 1) Audit of Oneida Seven Generations Corporation, resolution 2) Oneida Seven Generations Corporation Return Money to Tribe, resolution 3) Freedom of the Press, and resolution 4) Tax Oneida Business Committee for Failure to Dissolve Oneida Seven Generations Corporation, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Amendment to the main motion by Melinda J. Danforth to provide a new due date of November 25, 2015, for the legal and financial analyses of resolution 1) Audit of Oneida Seven Generations Corporation, resolution 2) Oneida Seven Generations Corporation Return Money to Tribe, resolution 3) Freedom of the Press, and resolution 4) Tax Oneida Business Committee for Failure to Dissolve Oneida Seven Generations Corporation, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

D. Petitioner John E. Powless Jr: Per capita payments

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM AUGUST 17, 2015: Motion by David Jordan to accept the legislative analysis regarding per capita payments submitted by petitioner John E. Powless Jr., seconded by Trish King. Motion carried unanimously.

EXCERPT FROM AUGUST 12, 2015: Motion by Lisa Summers to adjourn at 2:06 p.m. and to direct the Tribal Secretary to coordinate Business Committee special meeting date for the remainder of this agenda, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JUNE 24, 2015: Motion by David Jordan to acknowledge receipt of the verified petition submitted by John E. Powless, Jr.; to send the verified petition to the Law, Finance, Legislative Reference and Direct Report offices for the legal, financial, legislative and administrative analyses to be completed; to direct the Law, Finance and Legislative Reference offices to submit the analyses to the Tribal Secretary's office within 60 days, and that a progress report be submitted in 45 days; and to direct the Direct Report offices to submit the appropriate administrative analyses to the Tribal Secretary's office within 30 days, seconded by Tehassi Hill. Motion carried unanimously.

Motion by Jennifer Webster to provide an additional 60 days for the Law and Finance Offices to submit the appropriate analyses, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

*Secretary Lisa Summers departs at 10:23 a.m.
Secretary Lisa Summers returns at 10:28 a.m.*

X. UNFINISHED BUSINESS**A. Accept Legislative Operating Committee update on Tribal Hearing Bodies/Administrative Court**

Sponsor: Brandon Stevens, Councilman

EXCERPT FROM AUGUST 12, 2015: (1) Motion by Jennifer Webster to accept the action plan for the Tribal Hearing Bodies/Administrative Court and to direct the Oneida Child

DRAFT

Protective Board, the Oneida Election Board, the Oneida Environmental Resource Board, the Oneida Land Commission, the Oneida Personnel Commission, the Oneida License Commission and the Oneida Trust/Enrollment Committee to retrieve their financial expenses for the last three (3) years (including, but not limited to, the amount of stipends received, training costs and other expenses) and turn the information over to OBC to help in evaluating which entities should retain their hearing body authority, seconded by David Jordan. Motion carried unanimously. (2) Amendment to the main motion by Lisa Summers that the information be provided by Friday, September 4, 2015, seconded by Fawn Billie. Motion carried unanimously.

Motion by Lisa Summers to accept the verbal update regarding the Tribal Hearing Bodies/Administrative Courts, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

XI. TABLED BUSINESS (No Requested Action)**XII. NEW BUSINESS****A. Approve limited waiver of sovereign immunity – LexisNexis – Time Matters Maintenance contract # 2015-0837**

Sponsor: Jo Anne House, Chief Counsel

Motion by Melinda J. Danforth to approve the limited waiver of sovereign immunity – LexisNexis – Time Matters Maintenance contract # 2015-0837, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

B. Approve Oneida Personnel Commission one (1) vacancy post and for the term to be carried out until July 27, 2016

Sponsor: Lisa Summers, Tribal Secretary

Motion by Melinda J. Danforth to approve the Oneida Personnel Commission one (1) vacancy post and for the term to be carried out until July 27, 2016, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

C. Approve Anna John Resident Centered Care Community Board one (1) vacancy post and for the term to be carried out until November 12, 2017

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to approve the Anna John Resident Centered Care Community Board one (1) vacancy post and for the term to be carried out until November 12, 2017, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

DRAFT**D. Approve limited waiver of sovereign immunity – EFI PrintSmith contract # 2015-0823**

Sponsor: Joanie Buckley, Division Director/Internal Services

Motion by Brandon Stevens to approve the limited waiver of sovereign immunity – EFI PrintSmith contract # 2015-0823, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

E. Approve limited waiver of sovereign immunity – Solar Deployment on Tribal Facilities Project contract # 2015-0692

Sponsor: Tehassi Hill, Councilman

Motion by Tehassi Hill to approve the limited waiver of sovereign immunity – Solar Deployment on Tribal Facilities Project contract # 2015-0692, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Motion by Tehassi Hill to approve the engagement with Ater Wynne LLP law firm, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

F. Approve authorization to utilize information from the Governmental Services Division-Transit in regards to Master's program Capstone project titled "The Oneida Nation of WI Transit System: Effect of change from a Demand-Response/Dial-a-Ride service to a Point Deviation Service"

Sponsor: Jo Anne House, Chief Counsel

Motion by Lisa Summers to approve the request to allow for utilization of information from the Governmental Services Division-Transit in regards to a student's Master's program Capstone project titled "The Oneida Nation of WI Transit System: Effect of change from a Demand-Response/Dial-a-Ride service to a Point Deviation Service", seconded by Fawn Billie. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

G. Enter E-poll results into the record for approval of amended FY '16 Budget meeting packet which includes corporate audits

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to enter the E-poll results into the record for approval of amended FY '16 Budget meeting packet which includes corporate audits, seconded by David Jordan. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Councilwoman Jennifer Webster departs at 11:10 a.m.

DRAFT**H. Request Governmental Services Division Director bring forward Standard Operating Procedures for Southeastern Oneida Tribal Services at the October 14, 2015 Business Committee meeting**

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by David Jordan to defer this item to the October 14, 2015 Business Committee meeting and for the final completed versions of Southeastern Oneida Tribal Services' Standard Operating Procedures be brought back by that date as information for the Business Committee, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers
 Not Present: Jennifer Webster

XIII. TRAVEL**A. Travel Reports****1. Councilman Tehassi Hill – Meijer Ladies Professional Golf Association event – Belmont, MI – July 20-23, 2015**

Motion by David Jordan to accept the travel report from Councilman Tehassi Hill – Meijer Ladies Professional Golf Association event – Belmont, MI – July 20-23, 2015, seconded by Lisa Summers. Motion carried with one abstention:

Ayes: Melinda J. Danforth, Fawn Billie, David Jordan, Trish King, Brandon Stevens, Lisa Summers
 Abstained: Tehassi Hill
 Not Present: Jennifer Webster

Councilwoman Jennifer Webster returns at 11:12 a.m.

B. Travel Requests**1. Councilman Tehassi Hill – National Tribal Energy Summit – Washington, DC – September 23-24, 2015**

Motion by Jennifer Webster to approve the travel request for Councilman Tehassi Hill to attend the National Tribal Energy Summit – Washington, DC – September 23-24, 2015 noting it is grant funded, seconded by David Jordan. Motion carried with one abstention:

Ayes: Melinda J. Danforth, Fawn Billie, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster
 Abstained: Tehassi Hill

2. Secretary Lisa Summers and Councilwoman Fawn Billie – Inter-tribal Criminal Justice Organizational meeting – Lac du Flambeau, WI – October 5-6, 2015

Motion by David Jordan to approve the travel request for Secretary Lisa Summers and Councilwoman Fawn Billie to attend the Inter-tribal Criminal Justice Organizational meeting – Lac du Flambeau, WI – October 5-6, 2015, seconded by Trish King. Motion carried with two abstentions:

Ayes: Melinda J. Danforth, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Jennifer Webster
 Abstained: Fawn Billie, Lisa Summers

DRAFT**3. Vice-Chairwoman Melinda J. Danforth – ACF Litigation – Chicago, IL – September 30, 2015**

Motion by Lisa Summers to approve the travel request for Vice-Chairwoman Melinda J. Danforth to attend the ACF Litigation – Chicago, IL – September 30, 2015, seconded by Fawn Billie. Motion carried one abstention:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens,
Lisa Summers, Jennifer Webster
Abstained: Melinda J. Danforth

Motion by Lisa Summers to recess at 11:51 a.m. and reconvene at 1:30 p.m., seconded by Fawn Billie. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,
Brandon Stevens, Lisa Summers, Jennifer Webster

*Called to order at 1:33 p.m. by Chairwoman Tina Danforth
Councilman Brandon Stevens not present*

XIV. REPORTS (This section of the agenda is scheduled at 1:30 p.m.)**A. Operational Reports****1. Accept Organizational Development Specialist FY '15 3rd quarter report – Melanie Burkhart, Organizational Development Specialist**

Motion by Jennifer Webster to accept the Organizational Development Specialist FY '15 3rd quarter report, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,
Lisa Summers, Jennifer Webster
Not Present: Brandon Stevens

Motion by Lisa Summers to defer all of the projects from the Organizational Development Specialist FY '15 3rd quarter report to the September 15, 2015 Business Committee work meeting, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,
Lisa Summers, Jennifer Webster
Not Present: Brandon Stevens

Councilman Brandon Stevens arrives at 1:43 p.m.

Councilman Tehassi Hill departs at 1:45 p.m.

Councilman Tehassi Hill returns at 1:48 p.m.

2. Accept Self-Governance FY '15 3rd quarter report – Chis Johns, Self-Governance Coordinator

Motion by Melinda J. Danforth to accept the Self-Governance FY '15 3rd quarter report, seconded by David Jordan. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,
Brandon Stevens, Lisa Summers, Jennifer Webster

DRAFT**3. Accept Internal Services FY '15 3rd quarter report** – Joanie Buckley, Division Director/Internal Services

Motion by Trish King to accept the Internal Services FY '15 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

4. Accept Emergency Management FY '15 1st quarter report – Kaylynn Gresham, Director/Emergency Management

Motion by Melinda J. Danforth to accept the Emergency Management FY '15 1st quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

5. Accept Emergency Management FY '15 2nd quarter report – Kaylynn Gresham, Director/Emergency Management

Motion by David Jordan to defer the Emergency Management FY '15 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

6. Accept Emergency Management FY '15 3rd quarter report – Kaylynn Gresham, Director/Emergency Management

Motion by David Jordan to defer the Emergency Management FY '15 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Motion by Lisa Summers to defer the topic of reporting and presentation standards to the September 15, 2015 Business Committee work meeting, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Treasurer Trish King departs at 2:32 p.m.

B. Corporate Reports**1. Accept Bay Bancorporation Inc. FY '15 3rd quarter report** – Jeff Bowman, President Liaison: Tina Danforth, Tribal Chairwoman

Motion by David Jordan to accept the Bay Bancorporation Inc. FY '15 3rd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens, Lisa Summers, Jennifer Webster

Not Present: Trish King

DRAFT

- 2. Accept Oneida Seven Generations Corporation FY '15 3rd quarter report** – Pete King
 III, Agent
 Liaison: Tina Danforth, Tribal Chairwoman

Motion by David Jordan to accept the Oneida Seven Generations Corporation FY '15 3rd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens, Lisa Summers, Jennifer Webster
 Not Present: Trish King

Councilman Brandon Steven departs at 2:40 p.m.

- 3. Accept Oneida Golf Enterprise Corporation FY '15 3rd quarter report** – Janice Skenandore-Hirth, Agent
 Liaison: Trish King, Tribal Treasurer

Motion by David Jordan to accept the Oneida Golf Enterprise Corporation FY '15 3rd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Lisa Summers, Jennifer Webster
 Not Present: Trish King, Brandon Stevens

Councilman Brandon Stevens returns at 2:53 p.m.

Treasurer Trish King returns at 2:54 p.m.

- 4. Accept Oneida Airport Hotel Corporation FY '15 3rd quarter report** – Janice Skenandore-Hirth, President
 Liaison: Trish King, Tribal Treasurer

Motion by Jennifer Webster to accept the Oneida Airport Hotel Corporation FY '15 3rd quarter report, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Secretary Lisa Summers departs at 2:55 p.m.

Secretary Lisa Summers returns at 3:01 p.m.

Vice-Chairwoman Melinda J. Danforth departs at 3:05 p.m.

Councilman David Jordan departs at 3:06 p.m.

- 5. Accept Oneida Total Integrated Enterprise FY '15 3rd quarter report** – Butch Rentmeester, Chair
 Liaison: Tehassi Hill, Councilman

Motion by Jennifer Webster to accept the Oneida Total Integrated Enterprise FY '15 3rd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster
 Not Present: Melinda J. Danforth, David Jordan

DRAFT

- 6. Accept Oneida Engineering Science & Construction Group, LLC FY '15 3rd quarter report** – Jacquelyn Zalim, Board Chair
Liaison: Tehassi Hill, Councilman

Motion by Jennifer Webster to accept the Oneida Engineering Science & Construction Group, LLC FY '15 3rd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers,
Jennifer Webster

Not Present: Melinda J. Danforth, David Jordan

C. Boards, Committees, and Commissions

- 1. Accept Environmental Resource Board's revisions/additions to Prohibitions under Public Use of Tribal Lands Law**
Liaison: Tehassi Hill, Councilman

Motion by Tehassi Hill to defer this item to the Legislative Reference Office, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers,
Jennifer Webster

Not Present: Melinda J. Danforth, David Jordan

XV. EXECUTIVE SESSION**A. Reports**

- 1. Accept Bay Bancorporation Inc. FY '15 3rd quarter report** – Jeff Bowman, President
Liaison: Tina Danforth, Tribal Chairwoman

Motion by Lisa Summers to accept the Bay Bancorporation Inc. FY '15 3rd quarter report, seconded by David Jordan. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,
Brandon Stevens, Lisa Summers, Jennifer Webster

- 2. Accept Oneida Seven Generations Corporation FY '15 3rd quarter report** – Pete King III, Agent
Liaison: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to accept the Oneida Seven Generations Corporation FY '15 3rd quarter report, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,
Brandon Stevens, Lisa Summers, Jennifer Webster

- 3. Accept Oneida Golf Enterprise Corporation FY '15 3rd quarter report** – Janice Skenandore-Hirth, Agent
Liaison: Trish King, Tribal Treasurer

Motion by David Jordan to accept the Oneida Golf Enterprise Corporation FY '15 3rd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,
Brandon Stevens, Lisa Summers, Jennifer Webster

DRAFT

- 4. Accept Oneida Airport Hotel Corporation FY '15 3rd quarter report** – Janice Skenandore-Hirth, President
Liaison: Trish King, Tribal Treasurer

Motion by Trish King to accept the Oneida Airport Hotel Corporation FY '15 3rd quarter report, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

- 5. Accept Oneida Total Integrated Enterprise FY '15 3rd quarter report** – Butch Rentmeester, Chair
Liaison: Tehassi Hill, Councilman

Motion by David Jordan to accept the Oneida Total Integrated Enterprise FY '15 3rd quarter report, seconded by Trish King. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Amendment to the main motion by Melinda J. Danforth to request a corrected Oneida Total Integrated Enterprise income statement, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

- 6. Accept Oneida Engineering Science & Construction Group, LLC FY '15 3rd quarter report** – Jacquelyn Zalim, Board Chair
Liaison: Tehassi Hill, Councilman

Motion by Trish King to accept the Oneida Engineering Science & Construction Group, LLC FY '15 3rd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Motion by Lisa Summers to request a corrected Oneida Engineering Science & Construction Group, LLC financial statement, seconded by David Jordan. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

- 7. Chief Counsel Report** – Jo Anne House, Chief Counsel

Motion by Fawn Billie to accept the Chief Counsel Report, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Motion by Lisa Summers to direct the Law Office to finalize written testimony and appoint Chairwoman Tina Danforth to attend the hearing for the Wisconsin Discretionary Transfer Rule on November 10, 2015, in Madison, WI, seconded by Trish King. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

DRAFT**8. Intergovernmental Affairs & Communication Report** – Nathan King, Intergovernmental Affairs & Communications Director (*This item is scheduled at 1:30 p.m. on September 8, 2015*)

Motion by Melinda J. Danforth to accept the Intergovernmental Affairs & Communication Report, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

B. Standing Items**1. Land Claims Strategy** (*No requested action*)**2. Goldwater suit – Indian Child Welfare case** (*No requested action*)**3. Stadium Tax Update**

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Fawn Billie to accept the Stadium Tax update as information, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Motion by Lisa Summers to request a letter be sent to the co-sponsors of the tax bill and ask they continue to include Oneida Business Committee in any future considerations, seconded by David Jordan. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Motion by Lisa Summers to delete this standing item from the agenda because it has been concluded, seconded by Jennifer Webster. Motion carried with one abstention:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Lisa Summers, Jennifer Webster

Abstained: Brandon Stevens

C. Audit Committee (*No requested action*)**D. Unfinished Business****1. Review complaint # 2015-CC-07**

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM AUGUST 26, 2015: Motion by Lisa Summers to defer complaint dated August 3, 2015 to the September 9, 2015 Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

Motion by David Jordan to accept as information and note this matter has been addressed, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

DRAFT**2. Review concern # 2015-CC-08**

Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM AUGUST 26, 2015: Motion by Lisa Summers to defer concern dated August 18, 2015 to the September 9, 2015 Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

Motion by David Jordan to accept the request and to assign Secretary Lisa Summers and Councilman David Jordan to conduct follow-up, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

E. Tabled Business**F. New Business****1. Approve 62 new enrollments**

Sponsor: Brandon Stevens, Councilman

Motion by David Jordan to approve 62 new enrollments, seconded by Fawn Billie. Motion carried with two abstentions:

Ayes: Fawn Billie, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster
 Abstained: Melinda J. Danforth and Tehassi Hill
 For the record: Melinda J. Danforth stated my abstention is due to close family relatives that are requesting to be enrolled.

2. Approve limited waiver of sovereign immunity – LocatePlus.com contract # 2015-0622

Sponsor: Louise Cornelius, Gaming General Manager

Motion by Jennifer Webster to approve the limited waiver of sovereign immunity – LocatePlus.com contract # 2015-0622, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

3. Approve first amendment to contract # 2015-0831 *(This item is scheduled at 9:30 a.m. on September 8, 2015)*

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to defer this item to the end of the agenda, seconded by Melinda J. Danforth. Motion carried with one opposed and one abstention:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Jennifer Webster
 Opposed: Lisa Summers
 Abstained: David Jordan

Motion by Brandon Stevens to approve the Loan Amendment to Promissory Note contract # 2015-0831, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster
 Not Present: Melinda J. Danforth, David Jordan

DRAFT**4. Review complaint # 2015-CC-09**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Melinda J. Danforth to accept the update from Treasurer's Office and note this item is being followed up by the Treasurer's Office, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

5. Approve update and memo regarding complaint # 2015-CC-06

Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers to accept the update as information and direct the Law Office to work with Chairwoman's Office to edit and send out accompanying letter, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

6. Review Print Shop – Mail Center Operational plan

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Jennifer Webster to accept as information, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Amendment to the main motion by Melinda J. Danforth to request the Internal Services Director bring back the assessment to the Business Committee in three months, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

7. Assign Oneida Business Committee Members to investigate complaint # 2015-DR13-01

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Lisa Summers to table this item, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

8. Accept Judiciary interpretation of case #14-AC-013

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Melinda J. Danforth to accept the Judiciary interpretation of case #14-AC-013 as information, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

9. Gaming Commission Update

Motion by Lisa Summers to accept this item as information, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

DRAFT

XVI. ADJOURN

Motion by Trish King to adjourn meeting at 3:30 p.m., seconded by Lisa Summers. Motion carried unanimously:

Ayes:	Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster
Not Present:	Melinda J. Danforth, David Jordan

Minutes prepared by Heather Heuer, Information Management Specialist
Minutes approved as presented/corrected on _____.

Lisa Summers, Secretary
ONEIDA BUSINESS COMMITTEE

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Other - type reason

Agenda Header: Resolutions

Accept as Information only

Action - please describe:

Request passage of the attached resolution

3. Supporting Materials

Report Resolution Contract

Other:

1. ITBC Memorandum 3.

2. 4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Larry Barton, Chief Financial Officer

Primary Requestor: Donald M. Miller, Technical Writer, Oneida Grants Department
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Jeff Scofield, Director, Oneida Agricultural Department
Name, Title / Dept.

Additional Requestor: Cheryl Stevens, Manager, Oneida Grants Department
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Annually the InterTribal Buffalo Council offers a grant to its member to support buffalo herd development. The Oneida Farm applies every year and is routinely given an award of over \$30,000. The application requires:

"A Tribal Council Resolution or document with similar authority signed by a person authorized to act on behalf of the Tribe must be included with the proposal by due date and indicate Tribal knowledge and support for the proposal." (see attached Memorandum)

The Oneida Farm is requesting that the BC sign such a resolution on behalf of this year's application.

- 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 Tribe of Indians of Wisconsin



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

BC Resolution # _____ 2015 Intertribal Buffalo Council Buffalo Herd Development Grant

- WHEREAS,** the Oneida Tribe of Indians of Wisconsin is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and
- WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Tribe of Indians of Wisconsin; and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- WHEREAS,** the Oneida Tribe of Indians of Wisconsin has determined that the overall goal of the Oneida Tribe of Indians of Wisconsin is to protect, maintain and improve the standard of living and the environment in which the Oneida people live; and
- WHEREAS,** the Oneida Seventh Generation Bison Project promotes food sovereignty and self-sufficiency and is an integral component of the Oneida Community Integrated Food System (OCIFS) because it provides high quality, hormone-free, traditional bison meat products for the improved health and well-being of the Oneida Community; and
- WHEREAS,** the Oneida Tribe of Indians of Wisconsin is committed to maintaining long-term support for the Oneida Seventh Generation Bison Project; and

NOW THEREFORE BE IT RESOLVED, that the Oneida Tribe of Indians of Wisconsin authorizes and supports the Oneida Farm's submission of a grant application to the InterTribal Buffalo Council (ITBC) for the purposes of restoring and supporting the Oneida Seventh Generations Bison Project in a manner that is culturally, ecologically and economically self-sustaining. The official Tribal representatives to the ITBC shall be Jeff Scofield, Agricultural Direct and his alternate shall be Larry Barton, CFO.

GRANT: 2015 Intertribal Buffalo Council Buffalo Herd Development Grant

PROGRAM: Oneida Seventh Generations Bison Project, Oneida Farm

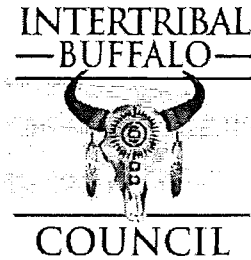
PROGRAM DIRECTOR: Jeff Scofield, Director, Agricultural Department

GRANT AMOUNT: \$70,000.00

MATCH: None

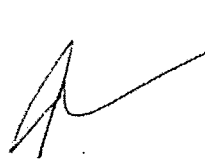
SYNOPSIS:

Annually the InterTribal Buffalo Council offers its member the opportunity to apply for a grant to support the continued development of their Tribes/Nations buffalo herd. The Oneida farm, on behalf of the "Oneida Seventh Generation Bison Project" has applied for and received an annual grant of \$30,000.00 or more. The grantor, the InterTribal Buffalo Council, requires that applications include either a signed resolution from the Tribe/Nations Business Committee or a document signed by an individual authorized to sign on the Nations behalf.



InterTribalBuffalo Council
2497 West Chicago Street
Rapid City, SD 57702
Phone: (605) 394-9730
Fax: (605) 394-7742
Website: www.itbcbison.com

MEMORANDUM

DATE: August 19, 2015
TO: ITBC Member Tribes
FROM: Jim Stone, Executive Director 
RE: FY 2015 Herd Development Grant Proposals

Attached are the guidelines and a scoring review sheet for the FY 2015 Herd Development Grant Program.

Once the proposals are received in the office they will be reviewed as follows:

1. All proposals will be grouped into three categories based on herd size.
2. Each category will receive a base funding amount that will be dependent upon herd size.
3. The remaining funds will be divided equally amongst the three categories and distributed through competition within the category and based on proposal score.

The schedule for the process is included in the guidelines.

The deadline to turn in the FY2015 Herd Development Grant Proposals is September 30,2015 by 5:00pm MST!!

If you have any questions, please contact Jim or Melissa at 605-394-9730.

2015 HERD DEVELOPMENT GRANTS GRANT APPLICATION GUIDELINES

Section I. Eligibility

Member Tribes who are "voting members" of the Inter Tribal Buffalo Council (ITBC) are eligible to submit a proposal for FY15 funding to the Herd Development Grant Program.

In order to be determined a "voting member" Tribes must:

1. Pay dues by October 1 of each Year

Members who fail to pay dues by October 1st will be designated "inactive members" of the Corporation and are ineligible for the Herd Development Grant Program and to receive other ITBC services, including but not limited to, funding, surplus bison, and reimbursement for travel costs to attend meetings.

Please note that the ITBC office may require submission of a One-Page Concept Paper by required deadlines approved of by the ITBC Board of Directors before acceptance of your proposal for review and scoring. If the documents are not on file, your proposal will be returned without review and scoring. Tribes who have received the previous year's grant funding must have these funds contracted from ITBC by September 1, 2014 in order to be eligible for the FY 2015 funding.

Section II. Scope

1. Funds for single year or one year phase of multi-year projects will be awarded through a competitive grant process.
2. Emphasis will be given to projects that will enhance long term sustainability of Tribal Bison Programs,
3. Establishment of new bison restoration projects and
4. Infrastructure/rangeland
 - i. Improvements to enhance or assist management and restoration of the overall bison program
 - ii. Compatible with spiritual and cultural beliefs and practices.

Section III. Format Guidelines

Proposals must in the ITBC office by close of business (5:00 p.m. – MST) on **September 30,**

2015. Documents may be in hard copy form or submitted electronically. It is the responsibility of the Tribe to verify that electronic submissions were received by ITBC. Proposals shall be submitted on standard sized paper with a Table of Contents, numbered pages and securely stapled or bound.

A **Tribal Council Resolution** or document with similar authority signed by a person authorized to act on behalf of the Tribe must be included with the proposal by due date and indicate Tribal knowledge and support for the proposal.

Section IV. Project Abstract (brief overview of proposal- 2 page maximum)

This section of the proposal will include:

- Identification of the Tribe submitting the proposal and locations of Tribes;
- Indicate the duration of the bison project (1 year, or which phase of larger project);
- Names, addresses, telephone, email or other contact information for the project director;
- Names and affiliation of any project collaborators;
- Brief list of projects to undertake with grant funds;
- Brief summary of work to be performed;
- Total annual project cost;
- Total amount of funds requested for current year. **Section V. Proposal**

Narrative (10 pages maximum) The narrative will include:

1. Brief Background of the Tribe's bison project, including date of inception, number of animals;
 1. Objectives of the bison project;
 - a.
 2. Explanation of how project will enhance the overall purposes of the Inter Tribal Buffalo Council Priorities which are outlined in Section II: Scope of this document;
 - a.
 3. Methods the Tribe intends to implement to achieve project objectives; Location and description of land base for project including size of pasture for animals, carrying capacity of pasture, infrastructure (include a map/photos if possible);
 - a.
 4. Budget & Budget Narrative;
 - a.
 5. Description of project management;
 - a.
 6. Impacts; and Methods for Project evaluation
 - a.
 7. Copy of annual report from last grant awarded.
 - a.

Section VI. Reporting Requirements

An annual report must be submitted on September 30 of the following year (2016) or 30 days following the grant end date.

If the grant obligations have not been met or there needs to be a modification of the grant following the award,

Tribes are to submit a brief description of how the money will be spent to the Executive Director 30 days prior to the end of the grant.

This modification however, still needs to be in line with the original objectives and scope of work of the grant

And, a new budget modification must be submitted if money will be spent differently than stated in the grant.

Reporting Requirements –

1. Brief paragraph on the background of the project.
2. State objectives of the grant and in 3 to 4 sentences state how the objectives were met.
3. Scope of work – state in one or two paragraphs how the objectives that

were met enhanced the overall bison project.

4. Budget – state how the money was used to meet the objectives of the grant.
5. Submit a final budget of how the money was expended.
6. Problems, concerns or questions – state in one or two paragraphs any problems encountered during the grant; modifications made (if any); concerns of the bison project and how future grants might be used; and questions to forward to the staff and ITBC board to enhance the overall granting opportunity.
7. The report is limited to two pages excluding the final expenditures.

Section VII. Schedule

August 19, 2015	Request for proposals sent out to Tribes
September 30, 2015	Proposal submission deadline
October 31, 2015	Initial funding notifications sent out
November 15, 2015	Appeals deadline
December 1, 2015	Appeals determinations made and sent out
	Final funding notifications sent out
March 1, 2016	Contract and scope of work back to ITBC office
April 1, 2016	Contract money sent to Tribes

Section VIII. Award Notification

The ITBC Office will notify all Tribes regarding the score of their proposals and resulting level of funding. Tribes may appeal the decision of the Proposal Review Committee in accordance with the ITBC Appeals Process. Upon completion of the Appeals Process Tribes will be notified of their final funding amount.

InterTribal Buffalo Council
Grant Review Score Sheet

Section I. Eligibility (All 4 eligibility points *must* be met.)

Good standing as defined by By-Law Section 6(a):

Annual ITBC dues received by October 1st for next calendar year.

Received _____

Eligibility Met **D**

2015 One-page Concept Paper submitted on time.

Received _____

Eligibility Met **D**

Grant application due date 9/30/2015 before 5:00p.m. MST met.

Received _____

Eligibility Met **D**

Previous year's grant funds contracted from ITBC.

(If no grant was submitted last year then eligibility is met)

Eligibility Met **D**

Section II. Scope (One of the three criteria *should* be met)

Does *the proposal emphasize one of the following (please check only one that applies)*:

1. Enhances long-term sustainability of tribal bison programs.

Criteria Met **D**

2. Establishes new bison restoration projects.

Criteria Met **D**

3. Provides for infrastructure/rangeland improvements to enhance or assist management and restoration of the overall bison program that is compatible with spiritual and cultural beliefs and practices.

Criteria Met **D**

Section III. Format Guidelines (All 3 criteria *should* be met.)

Documents are in hard copy form and include five (5) copies for reviewers and Proposal is submitted on standard sized paper with a Table of Contents, numbered pages, and securely stapled or bound.

Criteria Met **D**

Proposal includes a Tribal resolution or document with similar authority signed by a person authorized to act on behalf of the Tribe.

Criteria Met **D**

The Tribal resolution included in the proposal indicates Tribal knowledge and support for the proposal.

Criteria Met **D**

Section IV. Project Abstract (All 10 criteria *should* be met.)

The project abstract is a brief overview of the proposal, is 2 pages maximum, and includes the following.

Identification of the Tribe submitting the proposal and locations of Tribes.

Criteria Met **D**

InterTribal Buffalo Council
Grant Review Score Sheet

Section I. Eligibility (All 4 eligibility points *must* be met.)

Good standing as defined by By-Law Section 6(a):

Annual ITBC dues received by October 1st for next calendar year.

Received _____

Eligibility Met **D**

2015 One-page Concept Paper submitted on time.

Received _____

Eligibility Met **D**

Grant application due date 9/30/2015 before 5:00p.m. MST met.

Received _____

Eligibility Met **D**

Previous year's grant funds contracted from ITBC.

(If no grant was submitted last year then eligibility is met)

Eligibility Met **D**

Section II. Scope (One of the three criteria *should* be met)

Does the proposal emphasize one of the following (please check only one that applies):

1. Enhances long-term sustainability of tribal bison programs.

Criteria Met **D**

2. Establishes new bison restoration projects.

Criteria Met **D**

3. Provides for infrastructure/rangeland improvements to enhance or assist management and restoration of the overall bison program that is compatible with spiritual and cultural beliefs and practices.

Criteria Met **D**

Section III. Format Guidelines (All 3 criteria *should* be met.)

Documents are in hard copy form and include five (5) copies for reviewers and Proposal is submitted on standard sized paper with a Table of Contents, numbered pages, and securely stapled or bound.

Criteria Met **D**

Proposal includes a Tribal resolution or document with similar authority signed by a person authorized to act on behalf of the Tribe.

Criteria Met **D**

The Tribal resolution included in the proposal indicates Tribal knowledge and support for the proposal.

Criteria Met **D**

Section IV. Project Abstract (All 10 criteria *should* be met.)

The project abstract is a brief overview of the proposal, is 2 pages maximum, and includes the following.

Identification of the Tribe submitting the proposal and locations of Tribes.

Criteria Met **D**

InterTribal Buffalo Council
Grant Review Score Sheet

Indication of the duration of the bison project (1 year, or which phase of larger project).	Criteria Met	D
Name, address, telephone, e-mail or other contact information for the Project Director.	Criteria Met	D
Names and affiliation of any project collaborators.	Criteria Met	D
Brief list of projects to undertake with grant funds and brief summary of work to be performed.	Criteria Met	D
Total annual project cost.	Criteria Met	D
Total amount of funds requested for current year.	Criteria Met	D
Does the project abstract present an overview of why this funding is important to the bison project's success?	Criteria Met	D
Does the project abstract explain how this funding request is consistent with goals of the Tribe's current bison program.	Criteria Met	D
Is previous grant report attached (if no previous award has been given please state so.	Criteria Met	D

Section I-IV Totals

Please count all of the boxes (O) you have checked, and place the total number in the Total Points from Section I – IV box below. A maximum of 20 points is available from the above four sections. Please transfer this total to page 1, Section I – IV.

Comments concerning Sections I-IV. (Possible Total of 20 points)

Total Points from Section I-IV 


Section V. Proposal Narrative (This section has 80 possible points and *should* include the following criteria.)

Each of the following Proposal Narrative criteria is assigned distinct point values. Please complete the Points Assigned box to the right of each criteria that reflect the points you are assigning to each criteria.

Format Guidelines (1 point)

The proposal's narrative was kept within the 10 page guidelines.

Comments:

Points Assigned 

InterTribal Buffalo Council

Grant Review Score Sheet

Bison Project Background (4 points)

The narrative includes the background of the Tribe's bison project, including date of inception and number of animals.

Comments:

Points Assigned



Proposal Objectives (10 points)

The proposal's narrative includes clear, specific objectives of the bison project. The objectives are achievable.

Comments:

Points Assigned



ITBC (5 points)

The proposal's narrative includes conversation on how the project will enhance the overall purpose and objectives of the InterTribal Buffalo Council.

Comments:

Points Assigned



Implementation (10 points)

The proposal's narrative reflects that the Tribe has a clear and achievable implementation strategy to implement the project objectives.

Comments:

Points Assigned



Land Base (5 points)

The proposal's narrative includes the location and description of the land base for the project, including size of pasture for animals, carrying capacity of pasture, and infrastructure. A map and photos should be included if possible. The land base is conducive to the proposed project.

Comments:

Points Assigned



InterTribal Buffalo Council
Grant Review Score Sheet

Budget (15 points)

The proposal's narrative includes a proposed budget and budget narrative that is reasonable and adequately justified.

Comments:	Points Assigned
-----------	-----------------

Action Plan (10 points)

The proposal's narrative includes a project action plan and timeline for expenditure of the grant funds. The timeline is clear, includes designated staff, and is achievable.

Comments:	Points Assigned
-----------	-----------------

Project Management (5 points)

The proposal's narrative includes a description of the project's management. The project staff has the technical expertise necessary to complete the work.

Comments:	Points Assigned
-----------	-----------------

Impact (10 points)

The proposal's narrative reflects the impact and benefits to the Tribe's bison project.

Comments:	Points Assigned
-----------	-----------------

Evaluation (5 points)

The proposed Project includes clear, measurable outcomes.

Comments	Points Assigned
----------	-----------------

InterTribal Buffalo Council
Grant Review Score Sheet

Section V Totals

Please place in the correlating category below the totals from the Points Assigned boxes (D) that you completed in Section V. A maximum of 80 points are available from the above section. Please transfer the total of Section V to page 1.

Comments Concerning Section V.**Section VI. Report from Previous Grant Award (0 points, but if not attached -10 points)**

This includes the report on the last grant received. If grant is not complete then the report needs to state why and what is being done to complete the last grant received. **If a tribe has not received an award prior to this, please state so.**

Reporting Requirements –

1. Brief paragraph on the background of the project.
2. State objectives of the grant and clearly in 3 to 4 sentences state how the objectives were met.
3. Scope of work – state clearly in one or two paragraphs how the objectives that were met enhanced the overall bison project;
4. Budget – state clearly how the money was used to meet the objectives of the grant.
5. Submit a final budget of how the money was used.
6. Problems, concerns or questions – state in one or two paragraphs on any problems encountered during the grant; modifications made (if any); concerns of the bison project and how future grants might be used; and questions that could be sent on to the staff and board of ITBC to enhance the overall granting opportunity.
7. No more than two pages not including the final expenditures.

Points docked for no report submitted

InterTribal Buffalo Council
Grant Review Score Sheet

InterTribal Buffalo Council
Grant Review Score Sheet

Evaluation Criteria	Maximum Score	Score
Format Guidelines	1 point	
Bison Project Background	4 points	
Proposal Objectives	10 points	
ITBC	5 points	
Implementation	10 points	
Land Base	5 points	
Budget	15 points	
Action Plan	10 points	
Project Management	5 points	
Impact	10 points	
Evaluation	5 points	
Total of Section V	80 points	
Previous grants reporting requirements being met: if not on file, submitted or attached, - 10 points on grant	0	

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Accept the September 2, 2015 LOC Meeting Minutes

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: Douglass McIntyre, Staff Attorney/Legislative Reference Office
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:

The purpose of this request is to ask the OBC to accept the attached September 2, 2015 LOC meeting minutes. In accordance with the LOC Bylaws, all minutes shall be submitted to the Tribal Secretary's Office within 30 calendar days after approval by the LOC [See LOC Bylaws, 4-2(a)].

Action Requested:

Accept the LOC meeting minutes of September 2, 2015.

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@oneidation.org

Oneida Tribe of Indians of Wisconsin

Legislative Reference Office

P.O. Box 365
 Oneida, WI 54155
 (920) 869-4376
 (800) 236-2214
<http://oneida-nsn.gov/LOC>



Committee Members

Brandon Stevens, Chairperson
 Tehassi Hill, Vice Chairperson
 Fawn Billie, Councilmember
 David P. Jordan, Councilmember
 Jennifer Webster, Councilmember

LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES

Business Committee Conference Room-2nd Floor Norbert Hill Center

September 2, 2015 9:00 a.m.

PRESENT: Brandon Stevens, Tehassi Hill, Fawn Billie, Jennifer Webster

EXCUSED: David P. Jordan

OTHERS PRESENT: Douglass McIntyre, Krystal John, Candice Skenandore, Taniquelle Thurner, Rae Skenandore, Tamara Vanschyn del, Fawn Cottrell, Rhiannon Metoxen, Danelle Wilson.

I. Call To Order and Approval of the Agenda

Brandon Stevens called the September 2, 2015 Legislative Operating Committee meeting to order at 9:00 a.m.

Motion by Jennifer Webster to adopt the agenda; seconded by Fawn Billie. Motion carried unanimously.

II. Minutes to be approved

1. August 19, 2015 LOC Meeting Minutes

Motion by Fawn Billie to approve the August 19, 2015 LOC meeting minutes; seconded by Jennifer Webster. Motion carried unanimously.

III. Current Business

1. Oneida Flag Policy (01:00 - 03:42)

Motion by Jennifer Webster to forward the current draft and analysis of the Oneida Flag Policy for a public meeting to be held on October 1, 2015; seconded by Fawn Billie. Motion carried unanimously.

2. Community Support Fund (03:43 - 04:56; 50:16 – 52:23)

Motion by Jennifer Webster to forward the current draft of the Community Support Fund (Policy) for the required analyses; seconded by Fawn Billie. Motion carried unanimously.

3. ONGO Amendments (04:57 -50:15)

Motion by Jennifer Webster to forward the ONGO amendments materials to the Oneida Business Committee to consider adoption with the noted revision to the adopting resolution; seconded by Tehassi Hill. Motion carried unanimously.

IV. New Submissions

1. Business Committee Meetings Law (52:23 – 56:28)

Motion by Jennifer Webster to add the Business Committee Meeting Law to the active files list; seconded by Tehassi Hill. Motion carried unanimously.

Note: Brandon Stevens will be the Sponsor for this item.

V. Additions

VI. Administrative Updates

1. LOC Standard Operating Procedures: Drafting (56:28 – 01:09:07)

Motion by Jennifer Webster to accept the updated approved LOC Standard Operating Procedures: Drafting as information; seconded by Fawn Billie. Motion carried unanimously.

2. LOC Standard Operating Procedures: General (01:09:07 – 01:09:29)

Motion by Jennifer Webster to accept the updated approved LOC Standard Operating Procedures: General as information; seconded by Fawn Billie. Motion carried unanimously.

3. Quarterly Report (01:09:30 – 01:25:59)

Motion by Jennifer Webster to accept the LOC's Quarterly Report and forward it to the Business Committee; seconded by Fawn Billie. Motion carried unanimously.

Motion by Jennifer Webster to direct the Legislative Reference Office to create a priority report list with deadlines and to bring it back to the September 16, 2015 LOC meeting; seconded by Tehassi Hill. Motion carried unanimously.

VII. Executive Session

VIII. Recess/Adjourn

Motion by Fawn Billie to adjourn the September 2, 2015 Legislative Operating Committee Meeting at 10:26 a.m.; seconded by Tehassi Hill. Motion carried unanimously.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Accept the LOC quarterly 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: Douglas McIntyre, Staff Attorney/Legislative Reference Office
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Tribe of Indians of Wisconsin

Legislative Reference Office

P.O. Box 365

Oneida, WI 54155

(920) 869-4376

(800) 236-2214

<http://oneida-nsn.gov/LOC>



Committee Members

Brandon Stevens, Chairperson

Tehassi Hill, Vice Chairperson

Fawn Billie, Councilmember

David P. Jordan, Councilmember

Jennifer Webster, Councilmember

Quarterly Report Legislative Operating Committee April - June 2015

1. Purpose and Mission

The purpose and mission of the Legislative Operating Committee (LOC) is to enhance the policymaking capability of the Oneida Business Committee (OBC) and the General Tribal Council (GTC) by drafting laws and policies and reviewing past and current laws, policies and regulations of the Oneida Tribe.

A legislative analysis is completed for proposed laws, policies, regulations, bylaws and amendments. Public meetings are facilitated by the LOC in accordance with the Legislative Procedures Act (LPA). A Resolution and Statement of Effect are prepared for all legislation that is presented for final adoption which is submitted to the OBC and/or GTC for approval.

2. Members

The LOC is comprised of the five council members of the OBC: Brandon Stevens (Chair), Tehassi Hill (Vice-Chair), Jennifer Webster, Fawn Billie, and David P. Jordan.

3. Contact Information

The LOC office is located on the second floor in the Norbert Hill Center. For more information, please contact the Legislative Reference Office (LRO) at (920) 869-4376 or e-mail LOC@oneidanation.org.

4. Meetings

The LOC meets on the first and third Wednesday of every month. The LOC meetings are held in the Norbert Hill Center-2nd Floor, Business Committee Conference Room and begin at 9:00 a.m.

5. Prioritization

The LOC continuously reviews the proposals on our Active Files List (AFL). Priorities will be identified based on GTC Directive, OBC Directive and by LOC agreement/consensus.

6. Summary

During this reporting period (April, May and June 2015):

- Two legislative items were added to the Active Files List and the LOC completed processing six legislative items, bringing the total number of legislative items on the Active Files List to 37, as of July 1, 2015.

- The LOC completed processing legislative analyses for two GTC petitions
- Five public meetings were held.
- The LOC processed amendments to two Tribal laws, which were then adopted by the Oneida Business Committee on an emergency basis.

Items Added to the Active Files List

Of the two legislative items added to the Active Files List during this reporting period, one is a proposal for a new Tribal law, and one is a proposal to amend an existing Tribal policy:

- **Tribal Flag Code** - The OBC requested that the LOC develop a flag code policy. ONVAC received complaints from non-Tribal members about how the Tribal Flag is displayed. ONVAC's concerns are there is no protocol for those who oversee flag responsibilities to follow, no one is identified as the person that has the authority to lower the flag to half-staff, what should the height and position of the Tribal Flag be compared to the US Flag, etc. (Added to the AFL on 5/6/15)
- **Back Pay Policy Amendments.** This request was submitted to clarify two conflicting provisions related to whether health insurance coverage continues during involuntary separation/terminations, and to require reinstated employees to reimburse CHS dollars used if an employee claims medical treatment from CHS prior to reinstatement. (Added to the AFL on 6/17/15)

Completed Items

Completed Legislative Items. Six legislative items were completed during this reporting period and removed from the Active Files List. Completion of these items resulted in the adoption of one new Tribal law; permanent amendments to three Tribal laws and one Tribal policy; and the approval of amended bylaws for one Tribal Committee:

- **New: Leasing Law.** This is a new law that, once approved by the Secretary of the Interior, enables the Tribe to exercise discretion to approve surface leases of Tribal trust land without needing to obtain approval from the Secretary of the Interior for each separate lease. The Law also governs the leasing of Tribal fee land, although that was not subject to the same requirements. The OBC adopted the new Leasing Law on May 13, 2015, and it was submitted to the Department of the Interior for consideration on May 18, 2015.
- **Marriage Law Amendments.** After the U.S. Supreme Court denied certiorari after a lower court found that Wisconsin's same-sex marriage ban is unconstitutional, amendments to the Tribe's Marriage law were adopted that would allow for same-sex marriage and that would recognize a same-sex marriage conducted legally in Wisconsin. The amendments were adopted by the OBC on May 27, 2015.
- **Motor Vehicle Registration Law Amendments.** Amendments to the Motor Vehicle Registration Law were proposed by the Licensing Department to remove the registration prices from the Law so they could be changed without amending the Law; and to update the Law, which has not been updated since 1999. On April 22, 2015, the OBC adopted amendments to the Motor Vehicle Registration law, as well as a separate Motor Vehicle Registration Fee Schedule.
- **Real Property Law Amendments.** The leasing section of the Real Property Law was amended to ensure consistency with the new Tribal Leasing Law. The Oneida Business Committee adopted these amendments on May 13, 2015.

- **Investigative Leave Policy Amendments.** The Policy was amended to delete a provision which prohibited the use of investigative leave when a complaint is filed; after a decision by the Oneida Appeals Commission interpreted the Policy to apply anytime the term “complaint” is used in an investigation – this had prevented supervisors from being able to take action to protect the Tribe in cases of misappropriation if inappropriate activities were identified based on a complaint arising out of a disciplinary or complaint process. The amendments also reduce the time period of an investigation from 30 days to 15 days. The Oneida Business Committee adopted the amendments on June 24, 2015.
- **Pow-Wow Committee Bylaws** – The Pow-wow Committee requested changes to their bylaws to add new qualifications for serving on the committee – first preference is now given to enrolled Oneida Tribal members, with second preference to enrolled members of any federally-recognized tribe. Additional requirements were also added for Committee members, relating to attendance and following the Code of Ethics. On April 22, 2015, the OBC approved changes to the Pow-Wow Committee Bylaws.

Emergency Actions Taken.

During this quarter, the OBC adopted the following on an emergency basis:

- **Election Law Emergency Amendments.** On June 28, 2015, the OBC adopted amendments to the Election Law on an emergency basis in order to comply with the Constitutional Amendments recently adopted by the Oneida Tribe and approved by the Secretary of the US Department of Interior. Specifically, the Constitutional amendments lowered the voting age to 18, but still require members to be at least 21 years old before they are eligible to serve on the OBC.
- **ONGO Emergency Amendments.** On June 25, 2014, the OBC adopted minor terminology amendments to the Oneida Nation Gaming Ordinance (ONGO) which replaced references to the Oneida Appeals Commission/Tribal Judicial System with the Tribal Judiciary. Those amendments were submitted to the National Indian Gaming Commission (NIGC) for required approval, but NIGC returned the submission after discrepancies were found between ONGO and federal law/NIGC regulations. The OBC adopted emergency amendments to ONGO to address those discrepancies on October 8, 2014, the emergency amendments were extended on April 22, 2015. *Note: the LOC is also processing these changes and additional amendments for permanent adoption.*

Added/Processed Administrative Items.

During this quarter, three GTC petitions were added to the Active Files List; and the OBC accepted/approved legislative analyses for two of those petitions:

- **Petition: Genskow-Request Special GTC Meeting to Address 6 Resolutions.** This item was added to the Active Files List on April 3, 2015, and the OBC accepted the legislative analysis for this item on April 22, 2015.
- **Petition: Genskow-OBC Accountability, Repeal Judiciary & Open Records Law.** This item was added to the Active Files List on May 6, 2015, and the OBC accepted the legislative analyses for this item on June 24, 2015.
- **Petition: Cornelius-Special GTC meeting to address 4 Resolutions.** The LOC added this item to the Active Files List on May 20, 2015.

Public Meetings

The LOC held five Public Meetings this quarter:

- April 2, 2015: Public Meeting for proposed new Tribal Leasing Law.
- April 2, 2015: Public Meeting for amendments to the Marriage Law.
- April 2, 2015: Public Meeting for amendments to the Real Property Law.
- April 30, 2015: Public Meeting for amendments to the Investigative Leave Policy.
- April 30, 2015: Public Meeting for amendments to the Removal Law.

Person responsible for this report and contact information: Brandon Stevens,
Legislative Operating Committee Chair. Phone: (920) 869-4378.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

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: Denise Vigue, Executive Assistant/Finance Committee
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.



Oneida Tribe of Indians of Wisconsin

Finance Administration Office

Phone: 920- 869-4325

FAO@oneidanation.org

MEMORANDUM

TO: Finance Committee
CC: Business Committee
FR: Denise Vigue, Executive Assistant
DT: September 14, 2015
RE: **E-Poll Results of: FC Meeting Minutes of Sept. 11, 2015**

An E-Poll vote of the Finance Committee was conducted to approve the Sept. 11, 2015 Finance Committee meeting minutes. The results of the completed E-Poll are as follows:

E-POLL RESULTS:

There was a Majority 5 YES votes from Patrick Stensloff, Larry Barton, David Jordan, Wesley Martin, Jr., and Jennifer Webster to approve the Sept. 11, 2015 Finance Committee Meeting Minutes.

The minutes will be placed on the next BC agenda of September 23, 2015 for approval and the next Finance Committee agenda of October 5, 2015 to accept this E-Poll action.

Yawlko

* Per the Finance Committee By-Laws Article III-Meetings, 3-4 Quorum. Four (4) members of the Finance Committee shall constitute a quorum & 3-6 Voting. (d) The Finance Committee shall act by a majority of vote of the quorum present at any meeting.

ONEIDA FINANCE COMMITTEE

September 11, 2015 – 8:00 A.M.

Business Committee Executive Conference Room

REGULAR MEETING MINUTES**Members Present:**

Patricia King, Treasurer/FC Chair
 Jenny Webster, BC Council Member
 Chad Fuss, FC Alternate/Gaming AGM
 Wesley Martin, Jr., Community Elder member

Larry Barton, CFO/FC Vice-Chair
 David Jordan, BC Council Member
 Patrick Stensloff, Purchasing Director

Others Present: Sam VanDen Heuvel, Robert Keck, Steve Linskens, Dan W. Skenandore, Paul Witek, Michele Doxtator, Don Miller and Denise Vigue, FC Recording Secretary

- I. Call to Order:** The meeting was called to order by the FC Chair at 8:00 A.M.
- II. Approval of Agenda:** Motion by David Jordan to approve the September 11, 2015 Finance Committee agenda with four ADD On requests from Retail under New Business. Seconded by Larry Barton. Motion carried unanimously.

III. Approval of Minutes:**1. August 31, 2015 (approved via FC E-Poll on Sept. 1, 2015):**

Motion by David Jordan to ratify the FC E-Poll action of Sept 1, 2015 approving the Finance Committee meeting minutes of Aug. 31, 2015. Seconded by Larry Barton. Motion carried unanimously.

IV. Tabled Business:

- 1. CapEx-Miron Construction** Amount: \$242,751.
 Tim Skenandore, Gaming Facilities

Motion by David Jordan to remove from the table. Seconded by Wesley Martin, Jr. Motion carried unanimously.

Motion by David Jordan to delete this item from the agenda, per the e-mail request from Tim. Seconded by Larry Barton. Motion carried unanimously.

Jennifer Webster arrived at 8:06 A.M.

- 2. FY16 Blanket PO - Ovations (Cash & CC)** Amount: \$2,000,000.
3. FY16 Blanket PO - Ovations (Comps) Amount: \$840,000.
4. FY16 Blanket PO - Ovations (P&L) Amount: \$1,600,000.
 Chad Fuss, Gaming Administration

Requestor not present, motion by Larry Barton to defer until Chad arrives. Seconded by David Jordan. Motion carried unanimously.

Motion by Jennifer Webster to remove items #2 through #4 from the table for discussion. Seconded by David Jordan. Motion carried unanimously.

There was a lengthy discussion about all the associated costs associated with this vendor; Chad described the process for cash, tribal deposits and recognition of sales; the marketing strategies for comps out to customers noting #3 is the same as NB #18 in terms marketing strategies; Committee had questions about the costs for doing business and measurements used for accountability and incentives in place to have vendor provide better results/numbers/costs; Chad explained internal efforts on all these points to scale back and it was noted it would help to have this discussion with the OBC and Finance Committee in a work meeting, specifically how the P & L factors into these costs.

Motion by Larry Barton to approve tabled items #2 through #4 with a contingency on #4 that a work meeting is set up with the OBC and this Committee so Gaming can provide more details for further clarification. Seconded by David Jordan. Motion carried unanimously.

V. Capital Expenditures: No requests submitted**VI. New Business:****1. Michels Corporation**

Steve Linskens, Road Maintenance

Steve provided a handout to supplement information in the packets and reviewed it with the Committee including: number of demo projects since 2002; concrete recycling; the staging area with locked gate and the RFP to contract out to crush the stone for future internal organizational use. This will be funded through grant funds identified in the IRR Roads Program; he is working with Planning and Engineering on this project; Larry noted the grantor needs to be notified of this change in identified use to ensure it is still within the guidelines of the grant, this will be checked. There was some concern over only two bids.

Motion by David Jordan to approve the Michels Corporation contract in the amount of \$100,000. Seconded by Wesley Martin, Jr. Patrick Stensloff abstained. Motion carried.

2. Howard Immel, Inc.

Sam VanDen Heuvel, Project Manager, Engineering

Sam was present to explain this contract for the park upgrade CIP project in Site II; will entail a new lacrosse field, scoreboard, and parking lot; RFP sent to 52 companies, there were 2 bids received; work will start this fall. Committee members again concerned over why there are so few bids coming back; there were questions on when this goes to the BC for final approval; Paul Witek said they were still working on some details, hopes to get it on the 9/23 BC agenda.

Motion by David Jordan to approve the Howard Immel, Inc. contract for the CIP Project for Park Upgrades in the amount of \$743,599. Seconded by Jennifer Webster. Motion carried unanimously.

Chad Fuss arrived at 8:20 A.M.**3. Service Station Computer Systems**

Michele Doxtator, Retail

Michele explained the bid process with five sent out and four received back, scoring and selection; this will be part of the new POS system that will interface several internal areas for tracking; Chad asked why this is at the FC if there were 3 bids, Michele explained this is how she understood the process.

Motion by Jennifer Webster to approve the Service Station Computer Systems contract for \$90,750. Seconded by Larry Barton. Motion carried unanimously.

4. FY16 Blanket PO-Austin Straubel International Airport

Chad Fuss, Gaming Administration

Chad explained this is a 5-year agreement from 2013-2015 for the access road West of the Main Casino.

Motion by Jennifer Webster to approve the FY16 Blanket Purchase Order for the Austin Straubel International Airport agreement in the amount of \$91,000 (+3% each year). Seconded by David Jordan. Motion carried unanimously.

5. FY16 Blanket PO-UNUM LTD

Robert Keck, Risk Management

Amount: \$472,257.

Motion by David Jordan to approve the FY16 Blanket Purchase orders #5 through #13 for various Insurance coverages in the amounts requested. Seconded by Chad Fuss. Larry Barton abstained. Motion carried.

6. FY16 Blanket PO-UNUM STD

- See motion in NB #5

Amount: \$850,571.

7. FY16 Blanket PO-UNUM Term Life

Robert Keck explained this is the \$50,000 life insurance the tribe provides for employees. Discussion of term life policies and how they are age weighted to keep premiums low.

- See motion in NB #5

Amount: \$534,384.

8. FY16 Blanket PO-UNUM Voluntary Group Life Amount: \$306,746.

Robert Keck explained this is the voluntary term life employees pay on their own and premiums are grouped into one policy.

- See motion in NB #5

9. FY16 Blanket PO-Ameritas Vision Claims Amount: \$393,000.

- See motion in NB #5

10. FY16 Blanket PO-CarePlus Dental Premium Amount: \$252,000.

This is one of two dental plans the tribe offers.

- See motion in NB #5

11. FY16 Blanket PO-Crawford Admin. Fees Amount: \$58,735.69

- See motion in NB #5

12. FY16 Blanket PO-Crawford Claims Amount: \$447,668.

This is for workers comp claims

- See motion in NB #5

13. FY16 Blanket PO-ERC Admin. Fees Amount: \$103,200.

There was some discussion regarding the various mental health programs offered, confidentiality issues and use by employees that do not have insurance; the ERC is not a core health program but a supplement to what the tribe already offers in programs such as Behavioral Health and EAP; location change for EAP was briefly discussed.

- See motion in NB #5

14. FY16 Blanket PO-Sportech
Fawne Teller, Gaming OTB & Bingo

Chad Fuss explained this is for FY16 and is for the payouts/wins in the OTB area

Motion by Larry Barton to approve the FY16 Blanket Purchase Order for Sportech in the amount of \$560,000. Seconded by David Jordan. Motion carried unanimously.

15. FY16 Blanket PO (2) -Planet Bingo Contract
Fawne Teller, Gaming OTB & Bingo

Chad Fuss explained there are two requests with this vendor the first for MP Bingo fees and the second for fees for the electronic bingo handsets

Motion by David Jordan to approve the FY16 Blanket Purchase Order for MP Bingo fees with Planet Bingo in the amount of \$228,800. Seconded by Wesley Martin, Jr. Motion carried unanimously.

Motion by David Jordan to approve the FY16 Blanket Purchase Order for electronic bingo handsets fees with Planet Bingo in the amount of \$217,200. Seconded by Jennifer Webster. Motion carried unanimously.

16. FY16 Blanket PO-Food Distribution Warehouse Rental
Don Miller, Food Distribution Program

Don explained this is the annual lease fee paid to Oneida Generations for the food distribution warehouse; standard lease and has been in effect for several years.

Motion by Larry Barton to approve the FY16 Blanket Purchase Order for lease payments to Oneida Generations in the amount of \$51,000. Seconded by Jennifer Webster. Motion carried unanimously.

17. FY16 Blanket PO-M3 Insurance Solutions

Louise Cornelius, Gaming GM

Motion by Jennifer Webster to approve the FY16 Blanket Purchase Order for the M3 Insurance Solutions in the amount of \$234,000. Seconded by Wesley Martin, Jr. Larry Barton abstained. Motion carried.

18. FY16 Blanket PO-Radisson Contract-Comps

Louise Cornelius, Gaming GM

Chad Fuss explained the comps for customers including rooms and food, contract in packet is not updated one, that one still being completed, nothing changed just taking out the crossed out items, he will forward to the Committee when completed.

Motion by David Jordan to approve the FY16 Blanket Purchase Order for comps supplied by the Radisson in the amount of \$1,500,000. Seconded by Wesley Martin, Jr. Motion carried unanimously.

19. FY16 Blanket PO-Radisson MOA-Lease Space

Louise Cornelius, Gaming GM

Chad Fuss explained this is for the old Standing Stone Buffet that is now occupied by the various Ovations food venues.

Motion by Larry Barton to approve the FY16 Blanket Purchase Order for lease space with the Radisson in the amount of \$370,032. Seconded by Jennifer Webster. Motion carried unanimously.

20. FY16 Blanket PO-Fry Bread Heaven

Louise Cornelius, Gaming GM

Chad Fuss discussed with the Committee the various areas that are used for comps for Gaming employees who have to remain onsite throughout their shifts, they are provided a slight discount from this and several other food vendors.

Motion by Jennifer Webster to approve the FY16 Blanket Purchase Order with Fry Bread Heaven in the amount of \$45,000. Seconded by Wesley Martin, Jr. Motion carried unanimously.

21. Beck's -Meat Processing

Michele Doxtator, Retail Enterprise

Michele explained this is for meat processing and packaging that they receive from the Farm that is then sold at Retail in the Oneida Market with a price increase but she noted it is still lower than area stores; they will need to send out for bid next year.

Motion by Wesley Martin, Jr. to approve the FY16 Blanket Purchase Order for Beck's for meat processing in the amount of \$80,000. Seconded by Larry Barton. Motion carried unanimously.

22. Kraus Anderson Payment

Daniel Skenandore, Project Manager, Engineering

Dan explained this is the final payment for the AJRCCC project; entails the corrections made to the bathrooms; he has an appointment with the Law Office to see if the tribe can recoup any funds from the vendor from the errors/corrections that had to be made; this payment will close out the bond payments.

Motion by Wesley Martin Jr. to approve the final payment to Kraus Anderson for the close out of the AJRCCC project in the amount of \$80,106. Seconded by David Jordan. Motion carried unanimously.

23. ADD ON: K.A. Bulk Transport-fuel

Jack Denny, Retail Enterprise

This is for transportation of the fuel to the One Stops, did go through 3 bid process, this is a multi-year contract that ends in 2017.

Motion by Larry Barton to approve the ADD ON for the FY16 Blanket Purchase Order for K.A. Bulk Transport in the amount of \$127,000. Seconded by Chad Fuss. Motion carried unanimously.

24. ADD ON: Loomis

Jack Denny, Retail Enterprise

This is a multi-year contract; the request is for a purchase order for FY16.

Motion by Larry Barton to approve the ADD ON for the FY16 Blanket Purchase Order for Loomis in the amount of \$80,000. Seconded by David Jordan. Motion carried unanimously.

25. ADD ON: Oneida Generations-Travel Center Lease

Jack Denny, Retail Enterprise

There was some discussion on how long this lease has to be paid and how much remains before it is purchased as it was the understanding payments were to go toward purchase, Chad noted that Gaming also pays lease payments to Oneida Generations for this same building.

Motion by David Jordan to approve the ADD ON for the FY16 Blanket Purchase Order for lease payments to Oneida Generations for the Travel Center in the amount of \$56,664. Seconded by Wesley Martin, Jr. Motion carried unanimously.

26. ADD ON: US Venture-Open Rewards

Jack Denny, Retail Enterprise

Michele explained the Open Rewards program that will be rolled out mid-October; this is the passport project and will work with the POS system to provide rewards/exemptions for gas at the register for tribal members and the general public; it is a loyalty program for customers. There was some discussion on how this can interface with Gaming and Radisson rewards, not sure yet.

Motion by Wesley Martin, Jr. to approve the ADD ON for the FY16 Blanket Purchase Order for the US Venture Open Rewards in the amount of \$160,000. Seconded by Larry Barton. Motion carried unanimously.

VII. Executive Session: No requests submitted**VIII. Follow Up:****1. Updated Finance Committee Donation Policy**

There was a brief discussion on the policy; there was one correction to clarify section V, 5-3.; Larry noted that there is \$44,000 allocated for this line in the FY2016 budget.

Motion by Jennifer Webster to approve the updated Finance Committee Donation Policy with correction and to approve the newly created Donation SOP's and Donation request form. Seconded by Larry Barton. Motion carried unanimously.

2. Updated Community Fund -Standard Operating Procedures

Motion by David Jordan to approve the updated Community Fund Standard Operating Procedures and the following item #3 the FY16 Community Fund request forms and packet information. Seconded by Jennifer Webster. Motion carried unanimously.

3. FY2016 Community Fund - Forms/process

- See previous motion Follow Up #2

4. FY2016 Draft-Finance Committee Meeting Calendar

David noted that there are 4 meetings scheduled for May 2016 and the one on the 24th can be removed; there were no other changes.

Motion by David Jordan to approve the FY2016 Finance Committee meeting calendar with the correction. Seconded by Larry Barton. Motion carried unanimously.

IX. FYI and /or Thank You:

- 1. **FYI: Bally (4) Alpha Pro2 Upright Dual Video - Lease Games**
- 2. **FYI: IGT (4) Ellen Theme, (6) Quartermania III- Lease Games**
- 3. **FYI: IGT (4) Ellen: 2 of each 12 days of Giveaways & Dance Party -Lease Games**
- 4 **FYI: Bally (4) Alpha Wave - Lease Games**
David Emerson, Gaming Slots

Motion by Larry Barton to accept items #1 through #4 the lease games from Slots, item #5 for the Ashwaubenon agreement/payment, and items #6 & #7 the NIGC & Compact payment as FYI. Seconded by Jennifer Webster. Motion carried unanimously.

- 5. **FYI: Village of Ashwaubenon-Annual Fire Protection Payment**
Paula King-Dessart, BC Office Manager

- See motion in FYI #1

- 6. **FYI: Gaming FY16 NIGC Fees**
- 7. **FYI: Gaming FY16 Compact Fees**
Louise Cornelius, Gaming GM

- See motion in FYI #1

- 8. **FYI: Retail -Resale items-List**
- 9. **FYI: Retail-Services-List**
Michele Doxtator, Retail Enterprise

Michele discussed with the Committee the items on these lists; all supplies and goods needed for the retail stores; it is brought as an FYI to maintain transparency; it was noted there was a difference in the amounts on the list and previous approved for Loomis, Michele with check on this

Motion by Larry Barton to accept the resale items-lists #8 and retail services list #9 from vendors to Retail Enterprises as FYI. Seconded by David Jordan. Motion carried unanimously.

- X. **Adjourn:** Motion by David Jordan to adjourn. Seconded by Wesley Martin, Jr. Motion carried unanimously. Meeting ended at 10:10 A.M. The next Finance Committee meeting is scheduled for Monday, October 5, 2015 at 10:00 A.M. in the BC-Executive Conference Room.

Minutes taken and transcribed by:
Denise Vigue, Executive Assistant in Finance
& Finance Committee Recording Secretary

Finance Committee E-Poll Minutes Approval Date: September 14, 2015

Oneida Business Committee FC Minutes Approval Date: _____

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Accept the 3rd Quarter CDPC 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: Jessica Wallenfang, Executive Assistant/Office of Melinda J. Danforth
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.



To: Oneida Business Committee

From: Melinda Danforth, CDPC Chair

Date: September 16, 2015

Re: Community Development Planning Committee (CDPC) Quarter III Report
April 2015 to June 2015

There have been multiple new projects and proposals presented to CDPC this spring. These projects and proposals were validated and added to the 2014 – 2017 CDPC Active Projects Matrix included in this report. New presentations include:

- Revitalizing Central Oneida
 - Restore/ clean up BP site
 - Initiate a streetscape project
 - Implement an edible landscape
 - Move the farmer's market to central Oneida
- Soaring Eagle Boxing Club
- Neighborhood Development Plan
- Agriculture Strategy
- Economic Development Efforts

The committee continues to meet the first Thursday of every month from 9am to 12pm in the BCCR.

CDPC Projects 2014 - 2017

Updated 9/04/2015

Project	Status/Priority	Contact	Notes
Airport Development Plan	Not Active	TROY	Presented 01/15
Agricultural Strategy (incl. birthing barn)	Active	JOANIE	6/4/15. Motion by Lisa Summers to accept the Agriculture Strategy for approval and forward to the Business Committee for approval. Seconded by Jenny Webster.
Amphitheater - Cultural Campus	Active	MICHELLE	Presented 01/15
Barn Renovation Project	Not Active	ANITA	Presented 01/15, will budget for fy '16
Branding Initiative	Active	NATE/BOBBI	Presented 4/23/15, will budget for fy '16
Cemetary - Maintenance Contract	Not Active	CHERYL SKOLASKI	6/4/15 Motion by Lisa Summers to accept the Cemetery update as an FYI. This topic will be added to the next joint BC/Trust Committee meeting for further review. Seconded by Fawn Billie.
CMN in Central Oneida	Active	TROY	Motion by Lisa Summers to accept as information and bring back to June meeting after we've received more information, at which time we'd identify a team to discuss with the project with CMN. Seconded by Fawn Billie
Community Recreation Center	Active	TROY	Presented 12/14, will budget for fy '16

Economic Development Efforts	Active	TROY	Presented by Troy and team on 6/4/15. Motion by Lisa Summers to accept the information of the Economic Development Effort as an fyi and move this to a CDPC work meeting for more discussion with the rest of the OBC and Pat Pelky. Seconded by Jenny Webster.
Facilities - comprehensive maintenance plan for all Tribal buildings (incl. budget estimate)	Active	JACQUE	Budget presentation to CDPC in August 2015
Facilities Management Team (charter, plan, budget)	Active	JACQUE	Present to CDPC in August 2015
Fishery Project, Oneida Lake	Active	PAT	Continue with monthly updates
Food Hub Initiative	In Discussion	JOANIE	Presented 01/15, will present to OBC & budget for fy '16
Housing	Not Active	DALE	Dale presented on 4/23/15. Motion by Lisa to delete the IHBG from the agenda and have Development bring back the concept of the Neighborhood Development Team at the May 7th meeting. Seconded by Jenny Webster.
Museum - Cultural Campus	In Discussion	MICHELLE	Recommendation 01/07/15 meeting notes

Neighborhood Development Plan * in alignment with the GTC directive of 2 acres	Active	TROY	5/7/15 Motion by Lisa Summers to accept the Neighborhood Development presentation and to forward to the May 27, 2015, Business Committee meeting for final approval, seconded by Jennifer Webster. 5/7/15 Motion by Lisa Summers to direct the Neighborhood Development team to bring an outline of an implementation plan (including budget information) to the May 27, 2015, Business Committee meeting, seconded by Fawn Billie.
One Stop 54 Facility	Active	MICHELE	Outlet will close on September 29th at 12a.m. Gaming will remove slots on 9/20/15
Revitalizing Central Oneida	Active	TROY	4/23/15 Motion by Jenny Webster to approve the strategy in the presentation including the Action Steps and Timeline. Seconded by Lisa Summers.
Soaring Eagle Boxing Club	Active	FAWN	4/23/15 Motion by Lisa to request Development to create a concept for the Soaring Eagles Boxing Club on the reservation that CDPC will sponsor. Seconded by Fawn.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

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: Fawn Cottrell, Executive Assistant/Office of Councilwoman Fawn Billie
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Quality of Life Committee
Quarterly Report
Quarter 3 April-June 2015



Committee: Fawn Billie -Chair, Tehassi Hill -Vice Chair, Brandon Stevens -member, Lisa Summers -member, Trish King -alternate

Summary

Our monthly meetings through the third quarter focused on amending BC Resolution 06-10-15-A, Quality of Life Standing Committee Charter. The meeting time for the Quality of Life is 8:00am to 10:00am every second Thursday of the month. We continue to meeting with the Wellness Council representatives and to support their initiatives. On June 10, 2015, the Business Committee adopted the Resolution for Wellness. The Resolution for Wellness encourages the development of policies and practices that promote healthy eating and active living in Oneida. The resolution acknowledges the tribes current health practices and improving them through improved access to active living areas (such as trails), increasing healthy foods and employee wellness.

Meetings this Quarter

April 9, 2015
May 28, 2015
June 11, 2015

Actions & Activities

The Quality of Life committee reviewed and processed the Quality of Life Standing Committee charter which was adopted by the Business Committee at the June 10, 2015 Business Committee meeting. The standing committee charter was amended to align with responsibilities and needs of the Quality of Life committee. We also worked closely with the Wellness Council to support the Resolution for Wellness to be adopted by the Business Committee on June 10, 2015. The Wellness Council has been working on a communication plan for the Wellness Resolution along with a flexible time policy for health & wellness activity. We have discussed various Agricultural based projects such as community gardens, farm to school and aquaponics which are focused on engaging the community and youth. Oneida Nation School, Oneida Police department and Oneida Community health center staff have been invited to our meeting along with other areas that relate to quality of life in Oneida.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

1. Accept the update as information.

2. Direct the Tribal Secretary to bring back a recommendation on how to proceed at the October 28, 2015, regular OBC meeting.

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: Lisa Liggins, Executive Assistant/Office of Lisa Summers
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Office of the Tribal Secretary

Location:

N7210 Seminary Road
Oneida, WI 54155

Phone: (920)869-2214




Mailing Address:

P.O. Box 365
Oneida, WI 54155-0365

Fax: (920)869-4040

Memo

To: Oneida Business Committee

From: Lisa Summers, Tribal Secretary 

Date: September 15, 2015

Re: Update – Michelle Danforth-Anderson Petition “To Change the Oneida Constitution and By-Laws in Regards to Membership”

The purpose of this memo is to provide an update on the above referenced petition.

Background

This petition was accepted by the Oneida Business Committee (OBC) on August 13, 2014. The petition was sent to Finance, Law and the Legislative Reference Office(s) for the appropriate analyses to be completed; these analyses were submitted and accepted at the October 22, 2014 BC meeting.

At the Business Committee Meeting on November 12, 2014, the following action took place:

Excerpt from November 12, 2014: Motion by Melinda J. Danforth to accept the update as information and to direct the Tribal Secretary to provide a final recommendation on this item at the December 10, 2014, Business Committee meeting, seconded by Jenny Webster. Motion carried unanimously.

At the Business Committee Meeting on December 10, 2014, the following action took place:

Excerpt from December 10, 2014: Motion by Jenny Webster to accept the update as information and direct the Tribal Secretary to bring back the final recommendation when it is ready, seconded by Tehassi Hill. Motion carried unanimously.

At the Business Committee Meeting on August 17, 2015, the following action took place:

Excerpt from August 17, 2015: Motion by Brandon Stevens to request the Tribal Secretary provide a recommendation on how to proceed at the September 23, 2015, regular Business Committee meeting

and that the Tribal Secretary considers the research memorandum dated August 5, 2015, seconded by Jennifer Webster. Motion carried unanimously.

Update

Due to scheduling conflicts, the Petitioner and I have been unable to meet to finalize solutions to the petition request; therefore, I am unable to provide a final recommendation at the September 23, 2015, Business Committee meeting as directed.

Requested Action

1. Accept the update as information.
2. Direct the Tribal Secretary to bring back a recommendation on how to proceed at the October 28, 2015, regular OBC meeting.

cc: GTC Petitions 2014

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

1. Accept the update as information.
2. Schedule a Special General Tribal Council meeting on March 19, 2016.
3. Add the petition to address four (4) resolutions to the March 19, 2016 Special GTC meeting agenda.

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 TRIBE OF INDIANS OF WISCONSIN
Office of the Tribal Secretary

Location:
N7210 Seminary Road
Oneida, WI 54155


Phone: (920)869-2214



Mailing Address:
P.O. Box 365
Oneida, WI 54155-0365

Fax: (920)869-4040

Memo

To: Oneida Business Committee
From: Lisa Summers, Tribal Secretary 
Date: September 15, 2015
Re: Petitioner Madelyn Genskow: Request Saturday meeting to address four (4) resolutions
1. Budget Cuts
2. Swimming Lessons
3. BCC's to carry out GTC Directives
4. Elder Home Repair

The purpose of this memorandum is to provide you with an update on the request to schedule a special General Tribal Council (GTC) meeting date for the above referenced petition(s).

Background

The above referenced petition was submitted to the Tribal Secretary's Office on November 17, 2014, and verified by the Enrollment Department. The petition was submitted to the Oneida Business Committee (OBC) agenda for the December 10, 2014, meeting.

Status

All analyses have been submitted and accepted by the OBC. Copies have been provided to the petitioner via mail on August 24, 2015.

<i>Analysis</i>	<i>Original Due Date</i>	<i>Extension # and New Due Date</i>	<i>Date Accepted by the OBC</i>
Legislative	Feb. 11, 2015	n/a	February 11, 2015
Legal	Feb. 11, 2015	1. April 22, 2015	Resolution 1 & 2 – March 25, 2015 Resolution 3 & 4 – April 22, 2015

Financial	Feb. 11, 2015	1. April 22, 2015 2. June 10, 2015 3. July 8, 2015 4. July 22, 2015 5. August 12, 2015	Resolution 1 – June 10, 2015 Resolution 2 & 4 – July 22, 2015 Resolution 3 – August 17, 2015
-----------	---------------	--	--

At the August 17, 2015, OBC meeting, I was directed to work with the petitioner to schedule a GTC meeting. Attached is the correspondence to the petitioner confirming our conversation on September 9, 2015. The petitioner indicated she preferred the March 19, 2016, GTC meeting date for her petition.

Requested OBC Action

1. Accept the update as information.
2. Schedule a Special General Tribal Council meeting on March 19, 2016.
3. Add the petition to address four (4) resolutions to the March 19, 2016 Special GTC meeting agenda.

cc: GTC Petitions 2014

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Office of the Tribal Secretary

Location:

N7210 Seminary Road
Oneida, WI 54155

Phone: (920)869-2214



Mailing Address:

P.O. Box 365
Oneida, WI 54155-0365

Fax: (920)869-4040

September 9, 2015

Madelyn Genskow
E1859 Rural Road
Waupaca WI 54981-8346

Dear Mrs. Genskow,

This letter is a written confirmation of the conversation we had on September 9, 2015, regarding your input on the General Tribal Council (GTC) meeting date for your petition.

Background

At the August 17, 2015, I was directed to work with you on a GTC meeting date for your petition. My office provided you a letter, dated August 24, 2015, which included two options for upcoming GTC meeting. I also requested you provide your preference in regard to the GTC meeting date for your petition in writing by September 15, 2015.

Update

On September 9, 2015, we spoke in person and you indicated that you preferred the March 19, 2016, GTC meeting date for your petition.

Thank you for your time and attention. If you have questions, please contact my office at 920-869-4478 or via email at lsummer2@oneidanation.org, or via email to Lisa Liggins, Executive Assistant, at liggins@oneidanation.org.

Best regards,

Lisa Summers, Tribal Secretary

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Request from the Finance Office an update on the anticipated completion date.

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: Lisa Liggins, Executive Assistant/Office of Lisa Summers
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

ONEIDA TRIBE OF INDIANS OF WISCONSIN
Office of the Tribal Secretary

Location:
N7210 Seminary Road
Oneida, WI 54155

Phone: (920)869-2214



Mailing Address:
P.O. Box 365
Oneida, WI 54155-0365

Fax: (920)869-4040

Memo

To: Oneida Business Committee
From: Lisa Summers, Tribal Secretary *LS*
Date: September 4, 2015
Re: Petitioner Madelyn Genskow: Request Special GTC meeting to address six (6) resolutions
1. Scheduling General Tribal Council Meetings
2. Fee to Trust Process
3. Elder Services Means Testing
4. Record Subcommittee Meetings
5. Governmental Services Chain of Command
6. Unclaimed Per Capita Payments

The purpose of this memorandum is to provide you with an update on the financial analyses for the above referenced petition.

Background

The above referenced petition was submitted to the Tribal Secretary’s Office on February 10, 2015, and verified by the Enrollment Department. The petition was submitted to the Oneida Business Committee (OBC) agenda and accepted at the February 25, 2015, meeting.

Status

<i>Analysis</i>	<i>Original Due Date</i>	<i>Extension # and New Due Date</i>	<i>Date Accepted by the OBC</i>
Legislative	May 13, 2015	n/a	Resolutions 1-6 – April 22, 2015
Legal	May 13, 2015	1. July 8, 2015 2. Aug. 26, 2015 3. Sept. 9, 2015	Resolution 2 – May 13, 2015 Resolution 1 – June 24, 2015 Resolutions 3,4, & 6 – Aug. 26, 2015

Financial	May 13, 2015	1. July 8, 2015 2. Aug. 26, 2015 3. Sept. 23, 2015	
-----------	--------------	--	--

Finance has informed my office the financial analysis for resolution 1 – Scheduling General Tribal Council Meetings is complete, yet it has not been submitted to the agenda via a BC Agenda Request.

Requested OBC Action

1. Request from the Finance Office an update on the anticipated completion date.

cc: GTC Petitions 2015

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Accept the memorandum regarding the status of the Tribal Hearing Bodies/Administrative Court.

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: Douglass McIntyre, Staff Attorney/Legislative Reference Office
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Tribe of Indians of Wisconsin

Legislative Reference Office
 P.O. Box 365
 Oneida, WI 54155
 (920) 869-4376
 (800) 236-2214
<http://oneida-nsn.gov/LOC>



Committee Members
 Brandon Stevens, Chairperson
 Tehassi Hill, Vice Chairperson
 Fawn Billie, Councilmember
 David P. Jordan, Councilmember
 Jennifer Webster, Councilmember

Memorandum

TO: Oneida Business Committee
FROM: Brandon Stevens *BS*
DATE: September 23, 2015
RE: Tribal Hearing Bodies Update

At an Oneida Business Committee (OBC) meeting on August 12, 2015, the OBC directed several boards, committees and commissions submit financial expenses for the last three (3) years including the amount of stipends received, training costs and other expenses. Those boards, committees and commissions include¹:

Oneida Child Protective Board	Oneida Land Commission
Oneida Election Board	Oneida Personnel Commission
Oneida Environmental Resource Board	Oneida Trust/Enrollment Committee

The entities were given a due date of September 4, 2015. As of September 9, 2015, all boards, committees and commissions had provided information and the responses are attached to this memorandum for reference. The Legislative Reference Office continues to work with the boards, committees and commissions to obtain more information for the OBC to make an informed decision and has compiled the available information into the attached chart.

Requested Action

Accept the update on the Tribal Hearing Bodies.

¹ The Oneida License Commission is not an active commission and therefore no notice was sent to the entity.



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.


Oneida Tribe of Indians of Wisconsin BUSINESS COMMITTEE



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040

TO: Oneida Child Protective Board
 Oneida Election Board
 Oneida Environmental Resource Board
 Oneida Land Commission
 Oneida Personnel Commission
 Oneida Trust/Enrollment Committee

FROM: Lisa Summers, OBC Secretary 

DATE: August 18, 2015

RE: Request for financial expenses

With adoption of the Judiciary Law, the Oneida Business Committee (OBC) has been exploring the possibility of transferring the hearing authority delegated to various boards, committees and commissions to an administrative court. At the request of the Legislative Operating Committee (LOC), the following action took place at the August 12, 2015 OBC meeting:

Motion by Jennifer Webster to ... direct the Oneida Child Protective Board, the Oneida Election Board, the Oneida Environmental Resource Board, the Oneida Land Commission, the Oneida Personnel Commission, the Oneida License Commission¹ and the Oneida Trust/Enrollment Committee to retrieve their financial expenses for the last three (3) years (including, but not limited to, the amount of stipends received, training costs and other expenses) and turn the information over to Oneida Business Committee to help in evaluating which entities should retain their hearing body authority, seconded by David Jordan. Motion carried unanimously.

The OBC has requested this information be provided by: **Friday, September 4, 2015.** Please submit the requested information to: **LOC@oneidanation.org**

If you have questions on this request, please contact Councilman Brandon Stevens, LOC Chairman, at 920-869-4378 or bstevens@oneidanation.org

¹ The Oneida License Commission is not active, therefore notice is not being sent to this entity.

ONEIDA CHILD PROTECTIVE BOARD

Dale Powless - Chairman
Lois Strong - Vice Chairwoman
Jeanette Ninham - Secretary
Wesley Martin- Member
Beverly Anderson- Member
Carol Silva- Member
Beverly Skenandore - Member

on<yote>a=ka
3757 W Mason St Green Bay WI 54303
RidgeView Plaza – Suite 4
P O Box 365, Oneida WI 54155

Patricia Garvey – Attorney
Michelle Mays - Attorney
Evander Delgado- Admin.

To: Oneida Business Committee

From: Dale Powless, Chairman-Oneida Child Protective Board

Date: August 20th, 2015

Subject: Hearing Process

Dear Business Committee,

Per the Business committee meeting of August 12, 2015 directive we are preparing this summary from the Oneida Child Protective Board. The board has not had any hearings in the last three years. The Child Protective Board has had the authority to conduct hearings per Section 4.4 of our By-Law's Child Care Hearing. The OCPB has not had any training, stipends or any other cost for any Child case hearings.

I can be reached at dpowless@oneidanation.org or at 869-1059.

Thank You,

Dale Powless, Chair

MEMORANDUM

TO: Lisa Summers, Tribal Secretary

FROM: Racquel Hill, Election Board Chairperson *RH*

DATE: September 1, 2015

SUBJ: Response for Request for Financial Expenses

The Election Board is in receipt of your memo dated August 18, 2015 requesting financial expenses for the last three (3) years (including, but not limited to, the amount of stipends received, training costs and other expenses) specific to hearings.

From 2013-2015, there were three (3) hearings held in June, 2014 and the Chairperson attended a challenge at the Appeals Commission level in July, 2014. The costs include stipends paid to the hearing bodies and to the Chairperson which totals \$1,300.00.

The Election Board is aware of the possibility of transferring the hearing authority to the Judiciary and is in favor of such transfer. However, please note that the three (3) hearings held in 2014 were relative to the election of Judiciary officers, and this is something that may need to be addressed with the Legislative Operating Committee (LOC).

If the Election Board can be of further assistance, let me know.

c: Election Board

Tribal Hearing Bodies/Administrative Court Action Plan**Comments from Environmental Resource Board** – Submitted 8/26/15

In response to the inquiry regarding the Environmental Resource Board's (ERB) hearing process, ERB staff has compiled the following information.

Finances

The ERB no longer has budget funding for training hearing officers. However, the ERB is working cooperatively with other hearing bodies to obtain collective training on hearing procedures, rules of law, reporting/documenting, and other matters. The only expenses for hearings are stipends for hearing officers and minimal staff time. Over the past 3 years these are calculated to be \$3,000 (calculations detailed on next page).

Hearing Integrity

The ERB has taken pride in having experienced and well-trained hearing officers. The ERB has never had a decision appealed. The laws the ERB hears such as the Hunting, Fishing, and Trapping Law; the Domestic Animal Ordinance and others have multitudes of details and nuances that ERB members are strongly familiar with. This familiarity with the laws allows ERB hearing officers to interpret and judge accurately the details of each case and fairly address the respondents of the citations.

Community Fabric

Most ERB members are familiar with the activities in the Oneida community relating to hunting, fishing, and recreation opportunities. Due to this familiarity, ERB hearing officers are equipped to understand the nuances and details of each case as they apply to various areas of Oneida law, Oneida sportsmanship, and good community relations. ERB hearing officers work in an amicable manner with respondents to reach a decision that reflects some accommodation for the special circumstances and interests of each case. ERB members also do volunteer work at community events throughout the year that puts them in good standing with the Oneida community, maintaining a sense of openness and trust.

Conclusion

The Environmental Resource Board has a successful history of properly managing the hearing duties entrusted to them and maintains an engaged relationship with the Oneida community through public meetings, volunteer events, and community projects. The ERB looks forward to continuing their strong history of environmental stewardship through hearing body responsibilities.

Yaw^ko!



Hearing expenses

The following are financial expenses for hearings from FY2015, FY2014, and FY2013. The average number of hearings per year is 4. Some hearing dates review multiple citations from one or more parties. The total number of hearing dates over 3 years time is 12.

Costs associated with hearings include stipends for hearing officers. Each hearing has 4 ERB members (3 hearing officers and one alternate) at a stipend of \$50 each. The second cost is ERB staff time. The time is estimated at 1 hour to prepare, copy, and mail hearing materials and another hour to attend hearing as clerk to document proceedings and draft final decision (2 hours total).

As the ERB budget line for training was eliminated several years ago, there have been no costs for training over the past 3 years. The ERB however has many experienced members that have extensive practice in properly administering hearings.

Therefore, the average expense per hearing is:

Stipends: \$50/member x 4 members = \$200

Staff time: \$25/hour x 2 hours = \$50

Total per hearing: \$250

The cost over 3 years for 12 hearings is estimated at being approximately \$3,000

MEMO

TO: LOC

FROM: Lori Elm, DOLM Office Manager

DATE: September 9, 2015

SUBJ: Response for Request for Financial Expenses

The Division of Land Management has gathered the financial expenses for the last three (3) years pertaining to the cost of hearings, trainings and costs.

From 2013-2015, the following hearings were held with 3 officers present for each hearing:

5 Probate Hearings: Each officer is paid \$50.00 per hearing. **Total of \$750.00**

1 Procedural Complaint Hearing: Each officer is paid \$50.00 per hearing. **Total of \$150.00**

10 Foreclosures or Motion to Stay: Each officer is paid \$150.00 per hearing. **Total of \$4500.00**

4 Eviction/Lease issues: Each officer is paid \$50.00 per hearing. **Total of \$600.00**

Total cost of Hearings: \$6000.00

If you need any further information please let me know, I do apologize for the tardiness of my response.

Oneida Personnel Commission

Post Office Box 365

Phone: (920) 490-3978

Oneida, WI 54155


Location: Social Services

Third Floor



MEMORANDUM

To: LOC

From: Gina Buenrostro, Administrator, Oneida Personnel Commission 

Date: September 4, 2015, 2015

Subject: Information requested

The information is as follows pertaining to the stipends for the Oneida Personnel Commission:

2012	Grievance and Training Stipends	\$61, 525.00
2013	Grievance and Training Stipends	\$72, 120.00
2014	Grievance and Training Stipends	\$46, 607.00

If you have any questions, please feel free to contact me.

Cc: file

ONEIDA TRUST DEPARTMENT

COMMITTEE

Carole Liggins, Chairwoman
Debra Danforth, Vice Chair
Elaine Skenandore-Cornelius,
Secretary
Linda Dallas, Member
Norbert Hill, Member
Loretta V. Metoxen, Member
Rita Reiter, Member
Lois Strong, Member
Brandon Stevens, Liaison


onayote'a'ka latiwista'nunha

909 Packerland Dr, Green Bay WI 54303
P O Box 365, Oneida WI 54155
Ph: (920) 490-3935 Fax: (920) 496-7491

DEPARTMENT

Susan White, Director
Michelle Mays, Attorney
James Bittorf, Attorney
Jeff House, Financial Analyst
Bonnie Pigman, Int. Research Asst.
Carol Silva, Admin. Asst.

MEMO TO: Legislative Operating Committee

FROM: Susan White, Trust Director 

SUBJ: Oneida Trust/Enrollment Committee Hearing Expenses

DATE: 20 August 2015

The Oneida Trust/Enrollment Committee held the following hearings from 2013 to June 2015. The stipends paid are below:

05/21/2013 hearing and stipend paid in the amount of :	\$400.00
04/29/2014 hearing and stipend paid in the amount of :	\$575.00
12/02/2014 hearing and stipend paid in the amount of :	\$550.00
01/13/2015 hearing and stipend paid in the amount of :	\$475.00
05/28/2015 hearing and stipend paid in the amount of :	\$475.00
06/23/2015 hearing and stipend paid in the amount of :	<u>\$625.00</u>
Total	\$3,100.00

The Trust/Enrollment Committee did not incur training costs or other direct expenses. The Oneida Trust/Enrollment Committee bylaws and the Tribal Membership Ordinance are attached for your reference. Please let me know if you have further Trust/Enrollment Committee hearing questions. Yawá'kó.

Attachments:

- Trust/Enrollment Committee Bylaws approved by GTC 2012
- Membership Ordinance approved by GTC 1984

COMPARISON CHART

Children's Protection Board	2013	2014	2015	Total		
Number of hearings	0	0	0	0	Average Cost/Hearing	\$0
Training	\$0	\$0	\$0	\$0		
Stipends for hearings	\$0	\$0	\$0	\$0		
Election Board	2013	2014	2015	Total		
Number of hearings	0	3	0	3	Average Cost/Hearing	\$433
Training	\$0	\$0	\$0	\$0		
Stipends for hearings	\$0	\$1,300	\$0	\$1,300		
ERB	2013	2014	2015	Total		
Number of hearings	4	4	4	12	Average Cost/Hearing	\$250
Training	\$0	\$0	\$0	\$0		
Stipends for hearings And Staff time	\$1,000	\$1,000	\$1,000	\$3,000		
Land Commission	2013	2014	2015	Total		
*average						
Number of hearings				20	Average Cost/Hearing	\$300
Training						
Stipends for hearings	*\$2,000	*\$2,000	*\$2,000	\$6,000		
Personnel Commission	2013	2014	2015	Total		
*information for 2012-2014 received						
Number of hearings	unknown	unknown	unknown	unknown	Average Cost/Hearing	
Training	-	-	-	-		
Stipends for hearings Combined with training	\$72,120	\$46,607	Unknown	At least \$118,727		
Trusts/Enrollment	2013	2014	2015	Total		
Number of hearings	1	2	3	6	Average Cost/Hearing	\$516
Training	\$0	\$0	\$0	\$0		
Stipends for hearings	\$400	\$1,125	\$1,575	\$3,100		

*The Oneida License Commission is not active and therefore has been left out

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Accept memorandum regarding the status of the Community Support Fund Amendments.

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 Tribe of Indians of Wisconsin

Legislative Reference Office

P.O. Box 365
 Oneida, WI 54155
 (920) 869-4376
 (800) 236-2214
<http://oneida-nsn.gov/LOC>



Committee Members

Brandon Stevens, Chairperson
 Tehassi Hill, Vice Chairperson
 Fawn Billie, Councilmember
 David P. Jordan, Councilmember
 Jennifer Webster, Councilmember

Memorandum

TO: Oneida Business Committee
FROM: Brandon Stevens *BS*
DATE: September 23, 2015
RE: Community Support Fund Policy Amendments

On June 25, 2015, an agenda request form was submitted to the Legislative Operating Committee (LOC) to amend the Community Support Fund Policy. At a LOC meeting on July 1, 2015, the LOC added Community Support Fund Policy Amendments to the active files list with David P. Jordan as sponsor. Since being added to the active files list, the Legislative Reference Office has reached out to the operators of the Fund for suggested amendments to the Policy. On September 2, 2015, the LOC sent the attached Draft #1 for the required fiscal and legislative analyses.

A legislative analysis is required before an item can be forwarded to a public meeting under 6.7-1(a) of the Legislative Procedures Act. It is expected that the item will be brought back to the LOC at the October 7, 2015 meeting to request a public meeting date of October 29, 2015.

Requested Action

Accept the memorandum regarding the status of the Community Support Fund Policy Amendments as FYI.

Community Support Fund Policy

Article I. Purpose and Policy
Article II. Adoption, Amendment, Repeal
Article III. Definitions
Article IV. ~~Social~~Economic Support Services
Responsibilities; Eligibility and Qualifications

Article V. Priorities for Consideration
Article VI. Items Covered by the Fund
Article VII. Items not ~~e~~Covered by the Fund
Article VIII. Application Requirements
Article IX. Appeal

1
2 **Article I. Purpose and Policy**

3 1-1. Purpose. The purpose of this Policy is to assist the greatest number of Tribal members of
4 the Oneida Tribe of Indians of Wisconsin who apply for assistance to the Community Support
5 Services Fund in times of a ~~e~~Catastrophic event, illness, ~~or~~injury or emergency event when no
6 other resources for assistance exist.

7 1-2. Policy. It is the policy of the Oneida Tribe of Indians of Wisconsin to assist their people in
8 a time of need after a ~~e~~Catastrophic event, illness, ~~or~~injury or emergency event, when there is no
9 other assistance available or all other assistance has been exhausted.

10
11 **Article II. Adoption, Amendment, Repeal**

12 2-1. This Policy is adopted by the Oneida Business Committee by resolution # BC-5-15-96-A,
13 amended by resolution # BC-01-08-97-G, and amended by resolution #BC-_____.

14 2-2. This Policy may be amended or repealed by the Oneida Business Committee and/or the
15 Oneida General Tribal Council pursuant to the procedures set out in the Legislative Procedures
16 Act.

17 2-3. Should a provision of this Policy or the application thereof to any person or circumstances
18 be held as invalid, such invalidity shall not affect other provisions of this Policy which are
19 considered to have legal force without the invalid portion(s).

20 2-4. In the event of a conflict between a provision of this Policy and a provision of another
21 policy, the provisions of this Policy shall control.

22 2-5. This Policy is adopted under authority of the Constitution of the Oneida Tribe of Indians of
23 Wisconsin.

24
25 **Article III. Definitions**

26 3-1. This article shall govern the definitions of words and phrases used within this policy. All
27 words not herein defined shall be used in their ordinary and everyday sense.

28 (a) "Applicant" ~~shall~~means the person applying for assistance for themselves is an
29 enrolled Tribal Member or the application is on behalf of another person who is a Tribal
30 Member otherwise unable to do so due to age or incapacity.

31 (b) "Business Days" ~~shall~~means Monday through Friday 8:00 a.m. to 4:30 p.m., except
32 for recognized holidays as listed on the official calendar of the Tribe.

33 (c) "Case Manager" ~~shall~~means the employee of the Social Services Area responsible
34 for administering Community Support Services Fund benefits according to the
35 established guidelines set forth below.

36 (d) "Catastrophic event" ~~shall~~means a natural or man-made incident, which results in
37 substantial damage or loss requiring major financial resources to repair or recover (i.e.
38 house fire, tornado, flood, or other disaster).

Draft 1
9/2/15

39 | (e) “Catastrophic illness or injury” ~~shall~~means a serious debilitating illness, injury,
40 | impairment, or physical or mental condition that involves:

41 | (1) in-patient care; or

42 | (2) a period of continuing treatment due to a chronic serious health condition
43 | (~~such as chemotherapy/radiation, dialysis, daily/weekly therapy resulting from~~
44 | ~~trauma~~asthma, diabetes, epilepsy, etc.); or

45 | (3) a period of illness or injury that is long-term due to a condition for which
46 | treatment may be ineffective (stroke, terminal disease, etc.); or

47 | (4) receipt of multiple treatments either for restorative surgery after an accident or
48 | other injury, or for a chronic condition. (i.e. cancer or kidney disease)

49 | ~~(f) “Cost share” shall mean the request to have the applicant agree to contribute to the~~
50 | ~~cost of the assistance given.~~

51 | ~~(g)~~ (f) “Emergency event” ~~shall~~means a situation that poses an immediate risk to health,
52 | life, safety, property or environment. Emergencies require urgent intervention to prevent
53 | further illness, injury, death, or other worsening of the situation.

54 | ~~(h)~~ (g) “Emergency medical travel” ~~shall~~means an unexpected serious health situation or
55 | occurrence, requiring the immediate presence of immediate family. (i.e., end of life
56 | situation, life support, etc.)

57 | ~~(i)~~ (h) “Fund” ~~shall~~means the Community Support Services Fund.

58 | ~~(j)~~ (i) “Immediate family” ~~shall~~means that group of persons who make up a family unit
59 | normally defined as husband, wife, children, sister, brother, in-laws, step family,
60 | grandparents and grandchildren, and/or a person who has ~~Legal~~ Legal ~~Responsibility~~
61 | of their immediate family.

62 | ~~(k)~~ (j) “Legal guardian” ~~shall~~means a person who has the legal authority to care for the
63 | personal and property interests of another person granted through Court order.

64 | ~~(l)~~ (k) “Legal Responsibility” ~~shall~~means specific duties imposed upon a person to care or
65 | provide for another including liability for personal obligations as granted through a
66 | Power of Attorney or Court order.

67 | ~~(m)~~ (l) “Major medical surgery” ~~shall~~means a surgical procedure that carries a degree of
68 | risk to the patient’s life, or the potential for severe disability if something goes wrong
69 | during surgery. It is a surgical procedure that usually requires a patient to be put under
70 | general anesthesia and given respiratory assistance because he or she cannot breathe
71 | independently.

72 | ~~(n)~~ (m) “Reservation” ~~shall~~means all the lands and waters within the exterior boundaries
73 | of the Reservation of the Oneida Tribe of Indians of Wisconsin, as created pursuant to the
74 | 1838 Treaty with the Oneida 7 Stat. 566, and any lands added thereto pursuant to federal
75 | law.

76 | ~~(o)~~ (n) “Severity” ~~shall~~means the verified rate or level of need.

77 | ~~(p)~~ (o) “Shelter” ~~shall~~means mortgage payments or rent payments.

78 | ~~(q)~~ (p) “Tribal or Tribe” ~~shall~~mean the Oneida Tribe of Indians of Wisconsin.

79 | ~~(r)~~ (q) “Verification” ~~shall~~means the evidence or proof that confirms the accuracy or truth
80 | of the alleged catastrophic event, illness, ~~or~~ injury or emergency event and of Tribal
81 | membership (i.e., estimates, photographs, doctor statements/report, check stubs, tribal

82 identification card/letter, etc.).

83
84 **Article IV. ~~Social Service~~Economic Support Services Responsibilities; Eligibility and**
85 **Qualifications**

86 4-1. The ~~Social Services Area~~Economic Support Services of the Governmental Services
87 Division shall create and administer the Fund.

88 (a) The ~~Social Services Area~~Economic Support Services shall create standard operating
89 procedures for the administration of the Fund. The standard operating procedures ~~shall~~
90 must include the list of categories the Fund covers and a cap that set the amount of
91 assistance per event/ per household, except for funeral expenses which ~~shall~~will be set
92 per event/ per person.

93 (b) The Governmental Services Division Director shall report semi-annually to the
94 Oneida Business Committee. The report ~~shall~~must include, the amount of Funds paid
95 out under each category.

96 (c) The Social Services area shall ensure that the Tribal membership is informed of what
97 assistance is available through the Fund, how to apply for assistance, and specify who is
98 eligible for assistance.

99 4-2. Eligibility for assistance provided under the Fund is reserved for enrolled Tribal members.
100 Applications may be made by a non-Tribal parent or ~~H~~legal ~~g~~Guardian on behalf of an enrolled
101 Tribal member, ~~or minor eligible for enrollment,~~ provided the requested Funds will benefit the
102 Tribal member or child of the applicant only.

103 4-3. Residency within the State of Wisconsin is not a prerequisite for assistance, except for
104 requests for a security deposit in Section 6-2.

105 4-4. The Fund is a fund of last resort and provides assistance when there is no other financial
106 assistance available. ~~(a) Applicants will be asked to contribute a percentage of the~~
107 ~~assistance being requested.~~ ~~(b)~~ Applicants shall first seek out other resources that can
108 meet the needs of their request. Proof of requesting assistance from other sources ~~shall~~
109 must be provided with the application.

110 4-5. The following types of catastrophic events, illnesses or injuries qualify an applicant for
111 assistance:

- 112 (a) Terminally ill
- 113 (b) Physically challenged or incapacitated
- 114 (c) Major medical surgery
- 115 (d) Life threatening (i.e. Cancer, AIDS, Stroke, disabling injuries due to motor vehicle
116 accident, etc.)
- 117 (e) Natural disaster (i.e. Tornado, fire, flood, etc.)
- 118 (f) Death in immediate family

119 4-6. A Case Manager reserves the right to deny or limit benefits to applicants who have elected
120 not to be covered by employer benefits such as disability or health insurance.

121 4-7. All payments ~~shall~~must be provided directly to the service provider. However, funeral
122 travel ~~shall~~must be reimbursed to the applicant.

123 4-8. Assistance available under the Fund is subject to change according to fiscal year funding
124 levels.

125 4-9. Tribal Programs and Enterprises are not eligible for these funds.
126

127 **Article V. Priorities for Consideration**

128 5-1. The Case Managers shall determine the level of assistance to be provided based on:

- 129 (a) Severity of event, illness, ~~or~~ injury or emergency event
- 130 ~~(b) Ability of applicant to cost share~~
- 131 ~~(c)~~ Cost (usual and customary fees)
- 132 ~~(d)~~ Amount of time elapsed since catastrophic event, illness, ~~or~~ injury or emergency
- 133 event occurred
- 134 (d) The Fund's appropriate standard operating procedures

135 5-2. The Case Manager shall assess each individual case, prioritize and assist with immediate
136 needs. Priorities are as follows:

- 137 (a) Life-threatening emergency requests
- 138 (b) Emergency medical travel
- 139 (c) Other needs

141 **Article VI. Items Covered by the Fund**

142 6-1. Requests for assistance from the Fund must be tied to or be a result of a catastrophic event,
143 illness, ~~or~~ injury or emergency event that requires urgent intervention to prevent further illness,
144 injury, death, or a worsening of the situation. Upon verification of a catastrophic event, illness,
145 ~~or~~ injury or emergency event, the Fund may be used for the following:

- 146 (a) ~~Health insurance, including~~ COBRA Insurance Payments
- 147 (b) Prescriptions not available through an IHS Clinic
- 148 (c) Medical transportation/emergency medical travel including vehicle repairs
- 149 (d) ~~Rental of medical equipment~~ Medical-related equipment, supplies, or furniture, but
150 must use rental equipment, supplies, or furniture when available
- 151 (e) Medical bills (dental, optical, hospital) not covered by insurance
- 152 (f) Shelter and utilities where no other resources exist (including security deposits)
- 153 (g) Utility disconnections
- 154 (h) Inpatient Treatment (with a limit of once per lifetime)
- 155 (i) Fire recovery/natural disaster assistance
- 156 (j) Home renovations required for handicap accessibility (if written authorization from
157 the landlord)
- 158 (k) Family Medical Leave Act Wage Replacement
- 159 (l) Social Security Disability Determination rent/utility assistance (with a maximum of 12
160 months per lifetime)

161 6-2. Requests for assistance for a security deposit ~~shall~~ will be tied to or be a result of, a
162 catastrophic event, illness ~~or~~ injury or emergency event and are limited to Tribal members who
163 are Wisconsin residents only.

- 164 (a) The Tribal member shall demonstrate the ability to fulfill the terms of the rental
165 lease. The Fund does not co-sign any lease.
- 166 (b) Security deposits are non-transferable and the amount paid for a security deposit ~~shall~~
167 must be paid back to the Fund Program before another security deposit is issued at any

168 time in the future.

169 (c) Only one request per household will be considered.

170 (d) Security deposits shall be issued on an emergency basis which shall include, but is
171 not limited to, pending eviction and homelessness.

172 6-3. Requests for assistance for the payment of utilities shall only be allowed once every ~~three~~
173 ~~(3)~~two (2) years by the person listed as responsible to pay with the utility company. ~~Those who~~
174 ~~receive assistance in paying their utilities shall cost share those expenses by paying back fifty~~
175 ~~percent (50%) of the funds received within four (4) months. If those funds are not reimbursed to~~
176 ~~the fund by the required date, the Community Support Program may garnish the individual's per~~
177 ~~capita payments. Utility assistance is a one-time lifetime payment not to exceed a maximum of~~
178 ~~three hundred dollars (\$300.00) and applicant must have made payments in each of the previous~~
179 ~~three (3) months.~~

180 6-4. Travel expenses to arrange or attend a funeral for immediate family members outside the
181 State of where an applicant resides ~~shall~~must be paid by the applicant first, and the Fund shall
182 reimburse those applicants for mileage, lodging, or airfare expenses up to a maximum amount of
183 five hundred dollars (\$500).

184
185 **Article VII. Items not eCovered by the Fund**

186 7-1. The Fund does not cover payments that are not for a catastrophic event, illness, ~~or~~ injury or
187 emergency event as defined above. The following is a list of items not covered by the Fund;
188 however, this is not an exhaustive list:

- 189 (a) Car payments
- 190 (b) Taxes
- 191 (c) Credit card or Charge accounts
- 192 (d) Commercial loans
- 193 (e) Defaults/fines/bankruptcy charges
- 194 (f) Expenses not tied to basic needs (Cable, internet, memberships, etc.)
- 195 (g) Legal fees/court costs/judgments
- 196 (h) Appliance Repair/Replacement
- 197 (i) Homeless lodging assistance
- 198 (j) Stabilization rent assistance
- 199 (k) Department of Correction re-entry assistance
- 200 (l) Health membership fees
- 201 (j) Food and personal care items

202 7-2. The Fund reserves the right to deny or limit benefits if evidence is found regarding the
203 applicant as to the following:

- 204 (a) The catastrophic event, illness, ~~or~~ injury or emergency event is the result of a
205 violation of the law— as proven by a citation or criminal conviction.
- 206 (b) The applicant or others in the household benefiting from assistance from the Fund are
207 non-compliant with the requirements of other tribal programs, policies or laws (i.e.
208 Zoning, etc.)
- 209 (c) The applicant or others in the household benefiting from assistance from the Fund are
210 non-compliant with the requirements of the Fund.

211 If the Fund chooses to approve, deny, or limit benefits under this section, an explanation of the
212 decision ~~shall~~must be in writing and provided to the applicant with a copy placed in the Fund’s
213 file.

214
215 **Article VIII. Application Requirements**

216 8-1. To be considered for assistance and before receiving assistance the applicant must complete
217 the full application process. All applicants shall cooperate with the Case Manager to assist the
218 Case Manager in comprehensively addressing the needs of the applicant(s).

219 8-2. Supporting documentation ~~shall~~must be required in all cases. The applicant is responsible
220 to provide all documentation requested by the Case Manager.

221 (a) No assistance ~~shall~~may be provided without sufficient documentation of the
222 catastrophic event, ~~or~~ illness, ~~or~~ injury or emergency event as requested by the Case
223 Manager.

224 (b) No assistance ~~shall~~may be provided without sufficient documentation that the
225 applicant sought assistance from other agencies with an explanation of benefits received
226 or refusal of assistance by the other agencies.

227 (c) No assistance will be provided without verification of enrollment in the Tribe

228 (d) No assistance will be provided without all household income verification for last
229 thirty (30) days from date of submission of application

230 8-3. Documentation includes, but is not limited to:

- 231 (a) Medical reports
- 232 (b) Bills or statements
- 233 (c) Estimates
- 234 (d) Letters
- 235 (e) Police or fire reports
- 236 (f) Obituary or formal notice of death
- 237 (g) Check stubs
- 238 (h) Pictures or photographs
- 239 (i) Applications for assistance from other agencies
- 240 (j) Approval of assistance or denial of assistance letters from other agencies

241 8-4. Verification of status of employment is required and includes the following documentation:

- 242 (a) Leave of absence paperwork
- 243 (b) Balance of personal and vacation time accumulation
- 244 (c) Disability insurance or workmen’s compensation coverage
- 245 (d) Check stubs

246 8-5. Requests submitted without supporting documentation ~~shall~~must be kept on file for thirty
247 (30) ~~b~~Business ~~d~~Days.

248 (a) A request for additional information by a Case Manager ~~shall~~must be made when an
249 application contains insufficient information to make an informed decision.

250 (b) Applicants may deliver, scan, fax, mail, or e-mail additional requested information.

251 (c) Failure to submit the requested information within the thirty (30) ~~b~~Business ~~d~~Days
252 will result in closing the application file, with no further action taken in regard to that
253 application.

Draft 1

9/2/15

254 | (d) Applicant ~~shall~~must be sent a notice that the file has been closed and reason(s) for
 255 | the file being closed.

256 | (e) After the file is closed, the applicant ~~shall~~must start the application process over
 257 | again in order to be considered for assistance from the Fund. However, no applicant may
 258 | re-apply for the same catastrophic event, illness, ~~or~~injury or emergency event more than
 259 | the limit stated within the Policy or the Fund's standard operating procedures. twice.

260 | 8-6. Application for assistance ~~shall~~must be made within a reasonable time period, not to
 261 | exceed thirty (30) business days of a catastrophic event or illness, ~~or~~injury or emergency event.
 262 | Applications made after thirty (30) ~~b~~Business ~~d~~Days ~~shall~~will not be considered.
 263 |

264 | **Article IX. Appeal**

265 | 9-1. An appeal of the Case Manager's decision shall be made to the Case Manager's supervisor.
 266 | If the supervisor upholds the decision, it may then be appealed to the Area Manager of the Social
 267 | Services Division. If the decision is upheld by the Area Manager, the decision may be appealed
 268 | as a final decision to the Judiciary.
 269 |

270 |
 271 | *End.*
 272 |

273 |
 274 | Adopted - BC-5-15-96-A
 275 | Amended - BC-1-8-97-G
 276 | Amended- BC-12-11-13-D

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

2 Requests:

#1: Request the Oneida Trust Committee to gather all the information and present to the committee and community members at the October 14th Regular BC Meeting.

#2: Defer to the Oneida Business Committee Officers Meeting

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:

Per the last motion made by Councilman David Jordan, a meeting was scheduled, an agenda prepared and noticed by the Tribal Secretaries office to said individuals for Wednesday September 2nd, 2015 as a "Special BC work meeting". The meeting was well attended with approximately 10 community members, representatives from DPW, Oneida Trust Committee, Oneida Enrollments, DPW, Environmental, Wells & septic, Law office, and Councilmembers Fawn Billie, Jennifer Webster, Tehassi Hill and Brandon Stevens. There was no facilitator nor was there a quorum for this meeting. The following are my recommendations moving forward with the Cemetery/ Sacred Burial Grounds Issue:

Request #1: Request the Oneida Trust Committee to gather all the information and present to the committee and community members at the October 14th Regular BC Meeting.

- Information to include; Chronology of the history of events from when the talks of a cemetery began up until present day (include community meeting minutes), a close out of this report deemed "final report", answers to questions that we have gathered from community members, also please include Next steps (example: communication plan, recommendations from Trust).

Request #2: Defer to the Oneida Business Committee Officers to follow through on agreements made between the BC and Trust/Enrollment Committee to remain consistent with the cemetery law.

- 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 TRIBE OF INDIANS OF WISCONSIN
 PO BOX 365 ONEIDA, WI 54155
 THE OFFICE OF: COUNCILMAN STEVENS
 OFFICE: 920-869-4378
 EMAIL: BSTEVENS@ONEIDANATION.ORG
 RMETOXE2@ONEIDANATION.ORG

MEMO

TO: ONEIDA BUSINESS COMMITTEE
 FROM: COUNCILMAN BRANDON STEVENS
 SUBJECT: FOLLOW UP BC WORK MEETING RE: ONEIDA CEMETERY/SACRED BURIAL GROUNDS
 DATE: SEPTEMBER, 23RD, 2015

This memo serves as a follow up for the Oneida cemetery/Sacred Burial Grounds. Please see the following excerpts from three Oneida Business Committee meetings:

07/08/2015 BC Meeting:

XII. New Business

A. Determine responsible area for cemetery maintenance

Sponsor: Brandon Stevens, Councilman

Motion by Lisa Summers to accept the Oneida Trust/Enrollment Committee recommendation to turn over the cemetery maintenance contract to the Department of Public Works. Motion fails for lack of support.

Motion by Brandon Stevens to defer the issue to determine the responsible area for cemetery maintenance a special Business Committee work meeting and that an invitation be extended to all interested parties, including departments and families impacted, seconded by David Jordan. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens,

Not Present: Tina Danforth, Trish King, Lisa Summers, Jennifer Webster

08/12/2015 BC Meeting:

C. Determine responsible area for cemetery maintenance

Sponsor: Brandon Stevens, Councilman

Excerpt from July 8, 2015: (1) Motion by Lisa Summers to accept the Oneida Trust/Enrollment Committee recommendation to turn over the cemetery maintenance contract to the Department of Public Works. Motion fails for lack of support. (2) Motion by Brandon Stevens to defer the issue to determine the responsible area for cemetery maintenance a special Business Committee work meeting and that an invitation be extended to all interested parties, including departments and families impacted, seconded by David Jordan. Motion carried unanimously. Item sent to a Business Committee special meeting agenda at the adjournment of the meeting.

08/17/2015 BC Meeting

C. Determine responsible area for cemetery maintenance

Sponsor: Brandon Stevens, Councilman

Excerpt from August 12, 2015: Motion by Lisa Summers to adjourn at 2:06 p.m. and to direct the Tribal Secretary to coordinate Business Committee special meeting date for the remainder of this agenda, seconded by Brandon Stevens. Motion carried unanimously.

Excerpt from July 8, 2015: (1) Motion by Lisa Summers to accept the Oneida Trust/Enrollment Committee recommendation to turn over the cemetery maintenance contract to the Department of Public Works. Motion fails for lack of support. (2) Motion by Brandon Stevens to defer the issue to determine the responsible area for cemetery maintenance a special Business Committee work meeting and that an invitation be extended to all interested parties, including departments and families impacted, seconded by David Jordan. Motion carried unanimously.

Motion by David Jordan to defer this issue to the September 23, 2015, regular Business Committee meeting and direct the Tribal Secretary to schedule the special Business Committee work meeting and that an invitation be extended to all interested parties, including departments and families impacted, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Jennifer Webster

Not Present: Fawn Billie, Tina Danforth, Lisa Summers

Per the last motion made by Councilman David Jordan, a meeting was scheduled, an agenda prepared and noticed by the Tribal Secretaries office to said individuals for Wednesday September 2nd, 2015 as a "Special BC work meeting". The meeting was well attended with approximately 10 community members, representatives from DPW, Oneida Trust Committee, Oneida Enrollments, DPW, Environmental, Wells & septic, Law office, and Councilmembers Fawn Billie, Jennifer Webster, Tehassi Hill and Brandon Stevens. There was no facilitator nor was there a quorum for this meeting. The following are my recommendations moving forward with the Cemetery/Sacred Burial Grounds Issue:

- Request #1: Request the Oneida Trust Committee to gather all the information and present to the committee and community members at the October 14th Regular BC Meeting.
 - o Information to include; Chronology of the history of events from when the talks of a cemetery began up until present day (include community meeting minutes), a close out of this report deemed "final report", within the report please include answers to questions that we have gathered from community members, also please include Next steps (example: communication plan, recommendations from Trust)
- Request #2: Defer to the Oneida Business Committee Officers to follow through on agreements made between the BC and Trust/Enrollment Committee to remain consistent with the cemetery law.
 - o CEMETERY LAW
 - 75.4. Administrative and Authority
 - 75.4-1. *Administrative Responsibilities.* The Enrollment Department shall be responsible for:
 - (f) Maintaining Tribal cemeteries.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

A motion to either approve or reject the community support request. If the motion is to approve the community support request, there should also be a directive to the Oneida Law Office to send the appropriate correspondence to the Hampton University - Museum and Archives.

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.

JO ANNE HOUSE, PHD
 CHIEF COUNSEL
 JAMES R. BITTORF
 DEPUTY CHIEF COUNSEL
 REBECCA M. WEBSTER, PHD
 SENIOR STAFF ATTORNEY

ONEIDA LAW OFFICE

N7210 SEMINARY ROAD
 P.O. BOX 109
 ONEIDA, WISCONSIN 54155

PATRICIA M. STEVENS GARVEY
 CAROYL J. LONG
 KELLY M. MCANDREWS
 MICHELLE L. MAYS

(920) 869-4327

FAX (920) 869-4065

MEMORANDUM

TO: Oneida Business Committee

FROM: Jo Anne House, Chief Counsel

DATE: September 3, 2015

SUBJECT: Request for Records Access from External Entity – Book

The Tribal Secretary was contacted by Dr. Hayes Peter Mauro, an Assistant Professor at Queensborough Community College, CUNY. Dr. Mauro is conducting research for a book tentatively titled “Messianic Fulfillments: Staging Salvation in the New World.” He has described his book as “address[ing] visual images by American artists, photographers, and others who depict the process of Christian evangelization as a subject.”

This appears to be similar to his 2011 book titled *The Art of Americanization at the Carlisle Indian School* (University of New Mexico Press, 2011). “The book is a scholarly critique of photographs, life masks sculptures and prints depicting students at the Carlisle Indian Industrial School—a paramilitary boarding school— designed to forcibly assimilate and Americanize Native American youth.” <http://www.qcc.cuny.edu/artDesign/people/mauro-bio.html>.

Dr. Mauro’s research has led him to materials currently housed at Hampton University, Museum and Archives, located in Virginia. The Museum and Archives is the repository of materials from the Hampton Institute. A brief description of the Hampton Institute can be found at http://xroads.virginia.edu/~cap/poca/poc_hamp.html. Dr. Mauro has identified that there are student letters located in the archives which may assist his research in regards to understanding the point of view of the artist.

In order to access the student letters, Hampton University, Museum and Archives would need to have permission from the Tribe. I spoke with a Ms. Donzilla Maupin at the Museum and Archives. She indicates that access is generally given in regards to public documents – posters, newspaper articles and opinion pages, public notices, etc. She has stated that the Museum and Archives does not generally give access to personal correspondence.

I am not certain that correspondence from the Tribe will result in Dr. Maupin receiving access to the student correspondence. Further, I am not able to ascertain which students may have been

Oneida, and if they were members of the Oneida Tribe of Indians of Wisconsin. However, he has asked me to present his request to the Oneida Business Committee.¹

I do not have a recommendation regarding consideration of this request. From a legal perspective, there appear to be no legal issues which the Tribe should be concerned with – the records belong to the Hampton Institute and the Hampton University. However, we also have no indication of what is in the letters and whether they may be of value in this research. Further, I have not reviewed Dr. Mauro's previous publication in regards to his writings on Native Americans and Tribes as they are not readily available on the Internet.²

If you have further questions, please contact me.

¹ These types of requests are generally associated with dissertation or capstone projects that are referred to the Oneida Law Office for review and recommendation. This matter has been treated in the same fashion.

² Scholarly reviews of his previous book appear to be positive in regards to the research and materials used to validate his findings.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

[Empty text box]

Agenda Header: New Business

Accept as Information only

Action - please describe:

This Agreement with Brown County needs Business Committee Signature

3. Supporting Materials

Report Resolution Contract

Other:

1. Oneida Law Office review of contract # 2015-0930

3. Amendment I & VI

2. Brown County Recycling Agreement

4. Letter to Jeff Mears from Amy Spears

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Patrick Pelky, Division Director/EHS

Primary Requestor: Amy Spears, Environmental Specialist Pollution/Recycling
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

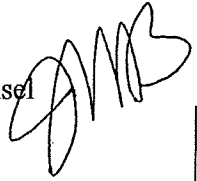
ONEIDA LAW OFFICE

CONFIDENTIAL: ATTORNEY/CLIENT WORK PRODUCT

TO: Brenda L. Skenandore
Environmental Health & Safety

Use this number on future correspondence:

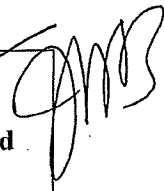
FROM: James R. Bittorf, Deputy Chief Counsel



2015-0930

DATE: September 10, 2015

RE: Brown County-Recycling Agreement

<p><u>Purchasing Department Use</u></p> <p><input checked="" type="checkbox"/> Contract Approved</p> <p><input type="checkbox"/> Contract Not Approved <i>(see attached explanation)</i></p>	
--	---

If you have any questions or comments regarding this review, please call 869-4327.

The attached agreement, contract, policy and/or guaranty has been reviewed by the Oneida Law Office for legal content only. Please note the following:

- ✓ The document is in appropriate legal form. *(Execution is a management decision.)*

This contract explains and outlines details pertaining to accepting curbside recycling material as collected by Brown County's communities at the Brown County Material Recovery Facility and/or Material Transfer Facility. Under this Agreement, Brown County will accept, transfer and/or process all curbside recycling delivered to Brown County according to all State Regulations. It is the Understanding that the Contract shall consist of the following details:

It is the intent of Brown County to provide an outlet for the delivery of collected recyclable materials as requested by its partners. Brown County recognizes an option such as this will require a significant financial investment and Brown County communities agree to deliver collected materials to said facility as outlined below.

BROWN COUNTY RESPONSIBILITIES

1. Brown County guarantees that it will provide adequate processing for all such recyclables generated within the Oneida Tribe of Indians of Wisconsin as signed under this Agreement. Upon delivery to, and acceptance by Brown County, title to all such recyclables shall pass from the generator to Brown County.
2. Brown County agrees to accept all materials generated by the Oneida Tribe of Indians of Wisconsin through its residential curbside recycling program. Material may be sorted, collected in a dual stream program or single stream program. These materials as designated by the WDNR in 1995 shall include plastic bottles, aluminum cans, steel cans, glass bottles, paper, etc.

Based on changing market conditions Brown County is able to accept new and different materials in addition to those required by the WDNR. Brown County reserves the right to add or modify the materials it accepts based upon markets available. The County will give 3 (three) months written notice prior to accepting or not accepting a material that is not required by the WDNR.

3. Brown County will provide for delivery of materials a Material Recovery Facility, Material Transfer Facility or other location by contract with a private vendor. Brown County will accept material deliveries from 7:30 am to 4:00 pm Monday – Friday. Brown County will not accept material on days that fall on a national holiday. Brown County will accept materials from 8:00 am to 12:00 pm on the first Saturday following a national holiday that falls on a normal work week day.
4. Brown County agrees to calculate a tip fee based upon operating costs and current market conditions. If at any time the cost of processing materials exceeds revenue, a rate per ton may be assessed to the Oneida Tribe of Indians of Wisconsin. Furthermore if revenues exceed the operational cost Brown County may pay a rate per ton for collected materials.
5. Brown County agrees to provide assistance to its partners for their WDNR Basic Grant reports. Brown County agrees to track data as required by the grant.

Brown County will coordinate Recycling Efficiency Incentive (REI) Grant projects on behalf of all partners that deliver material to Brown County's facility.

6. Brown County agrees to provide assistance to its partners for their educational efforts as required by their Responsible Unit status. This assistance may include, but is not limited to, managing the Recycling Hotline, handouts, flyers, press releases and special collection programs.

ONEIDA TRIBE OF INDIANS OF WISCONSIN RESPONSIBILITIES

1. Subject to the terms below, the Oneida Tribe of Indians of Wisconsin will require all its collected recyclables to be delivered to Brown County.
2. The Oneida Tribe of Indians of Wisconsin will ensure that all third party contracts negotiated for the collection and hauling of collected recyclables require delivery of all such material to Brown County.
3. The Oneida Tribe of Indians of Wisconsin shall retain its RU status as defined by the WDNR. The Oneida Tribe of Indians of Wisconsin shall be required to insure it meets all obligations of this status and perform as required tasks such as enforcement, education, etc.
4. The Oneida Tribe of Indians of Wisconsin agrees to take necessary steps to insure high level quality for the material it collects and delivers to Brown County's facility. These steps may include, but are not limited to education, cart/bin inspections, rejecting material curbside, etc.

The Oneida Tribe of Indians of Wisconsin will limit the compaction of its loads by using suitably designed collection routes and appropriately sized collection vehicles.

Brown County reserves the right to reject poor quality loads at the Oneida Tribe of Indians of Wisconsin's expense.

5. The Oneida Tribe of Indians of Wisconsin is responsible for providing all necessary collection carts, bins and vehicles in order to properly manage its recycling collection program.

TERM

1. The Oneida Tribe of Indians of Wisconsin agrees to deliver its collected curbside recyclable material to Brown County's designated facility for a term of fifteen years (January 1, 2008 through December 31, 2022). At the end of the initial fifteen (15) year Operation Term or any renewal thereof, the Operation Term shall automatically renew for an additional five (5) year period unless, at least six (6) months prior to the end of the initial Operating Term or any renewal thereof, the Oneida Tribe of Indians of Wisconsin or Brown County provides the other party with written notice of its intention not to participate further under the terms and conditions of this contract.

2. In the event of a conflict of interpretation of this agreement both parties shall agree to use their best efforts to amicably resolve any dispute arising out of, or in any way related to, the interpretation, implementation or performance of this Agreement.
3. This Document does not supersede or supplant any previous agreements or arrangements between the parties.

DISPUTE RESOLUTION

In any case where this Agreement requires that the parties reach agreement on a particular matter and the parties are unable to so agree, either party may invoke the following procedure:

1. The party seeking the resolution of any dispute hereunder will serve written notice on the other party. The notice will identify the specific dispute which the party seeks to have adjudicated and will specify the factual and legal basis for the party's position. The parties agree to meet within 15 days of service of said notice in an effort to resolve the dispute. If the parties agree to seek dispute resolution, service of notice shall not be required.
2. In the event that the dispute is not resolved to the satisfaction of the parties within 30 days of the meeting held pursuant to Section 1, the dispute will be referred to a panel of arbitrators, whose arbitration will be governed by chapter 788, Wisconsin statutes. The arbitration panel will consist of one individual selected by the Tribe and one individual selected by the County. The arbitrators selected by the Tribe and the County will jointly select a third arbitrator. The decision of any two arbitrators will be final and binding on the parties hereto. Each party will pay one half of the costs of arbitration.
3. The County and the Tribe each consent to suit in State or Federal court for enforcement of any arbitration award rendered pursuant to Section 2. The County and Tribe each waive their respective immunities from suit for the limited purpose of allowing enforcement of any arbitration award. The parties agree not to raise the defense of sovereign immunity in any judicial proceeding to enforce an arbitration award.

BROWN COUNTY

By: Tom Hinz
Tom Hinz

Its: Executive

Dated: 6/5/08

By: Charles Larscheid
Charles Larscheid

Its: Port & Solid Waste Director

Dated: 5/12/08

By: Darlene Marcelle
Darlene Marcelle

Its: Clerk

Dated: 6-5-08

By: James M. Rasmussen
James Rasmussen

Its: Solid Waste Board Chair

Dated: 5/15/08

ONEIDA TRIBE OF INDIANS

By: [Signature]

Its: _____

Dated: 5/16/08

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

By: _____

Its: _____

Dated: _____

BROWN COUNTY RECYCLING AGREEMENT

AMENDMENT I

The following provisions are intended to clarify the existing language set forth in the Brown County Recycling Agreement.

1) Brown County shall recognize all Brown County Municipalities and the Oneida Tribe of Indians of Wisconsin that sign the Recycling Agreement by the approved deadline as Partner Communities. Any other account customer including private entities, local governments outside of Brown County's geographic borders or Brown County Municipalities that sign an agreement other than the Recycling Agreement, shall be considered contracted customers. All other Brown County material recovery facility or recycling transfer station customers with an account shall be considered a non-contracted customer.

Brown County's partners and customers shall be paid for delivered recyclable material as follows:

Partner Communities – Full Going Rate
Contracted Customers – Going Rate minus \$5.00/ton
Non-Contracted Customers – Going Rate minus \$10.00/ton

2) In order to be considered a Partner Community, the Oneida Tribe of Indians of Wisconsin must sign the Recycling Agreement by May 31, 2008.

3) Due to the timing of Brown County being able to offer single stream recycling services the City of De Pere and the Village of Ashwaubenon have been granted until March 31, 2011 to enter into an agreement with Brown County and be considered a Partner Community. The termination date of an agreement with DePere or Ashwaubenon will coincide with the dates for other Partner Communities.

The Towns of Eaton, Glenmore, Green Bay, Humboldt, New Denmark, Scott and the Village of Denmark do not have a pre-existing recycling agreement with Brown County. These communities must sign the Brown County Municipal Recycling Agreement according to the terms indicated in item 2) above to be considered a Partner Community. However these communities can continue to handle recycling material according to terms of their current collection contracts for recycling. Once this contract has expired, the community is expected to negotiate its new recycling collection contract according to the terms provided in the Brown County Recycling Agreement. Failure to do so will result in forfeiture of the Partner Community Status.

Agreements must conclude the same date effective fifteen (15) years from January 1, 2008.

4) An equity "me too" clause is added such that if at anytime Brown County enters into an agreement with a Partnering Community and the terms of this agreement are more beneficial than terms offered to the other Partners all ready under contract, Brown County agrees to amend the Recycling Agreement to offer the same terms to all Partnering Communities.

5) If during the term of this agreement Brown County does not provide adequate recycling services and/or consistently demonstrates over a minimum of a one (1) year term that it is not the most cost effective option utilizing comparable cost averages among recycling

centers within 45 miles, the Oneida Tribe of Indians of Wisconsin may with three (3) months written notice to Brown County and without penalty, send its recyclables to alternative sites until such time as Brown County does become the most cost effective alternative. The Oneida Tribe of Indians of Wisconsin may return to Brown County without penalty and at the same rate charged/paid to all other Brown County partners.

6) Brown County's mixed paper contract with Harmon Associates is set to expire December 31, 2008. Brown County will negotiate with Harmon Associates, as provided in the contract, to enact a two-year extension carrying the contract to December 31, 2010.

If the Oneida Tribe of Indians of Wisconsin collects separate paper in a dual stream curbside recycling program it may continue to use the Harmon Associates contract to deliver paper directly to Georgia Pacific's mill according to the terms of the mixed paper contract. Brown County reserves the right to modify payments stated in item 1) based upon differing market values for paper delivered directly to Georgia Pacific's mill.

BROWN COUNTY

By: Tom Hinz
Tom Hinz
Its: Executive
Dated: 6/5/08

By: Darlene Marcelle
Darlene Marcelle
Its: Clerk
Dated: 6-5-08

By: Charles Larscheid
Charles Larscheid
Its: Port & Solid Waste Director
Dated: _____

By: James M. Rasmussen
James Rasmussen
Its: Solid Waste Board Chair
Dated: 5/15/08

THE ONEIDA TRIBE OF INDIANS OF WISCONSIN

By: Shirley W. O'Connell
Its: _____
Dated: 5/6/08

By: _____
Its: _____
Dated: _____

By: _____
Its: _____
Dated: _____

By: _____
Its: _____
Dated: _____

BROWN COUNTY MUNICIPAL RECYCLING AGREEMENT

AMENDMENT VI

This amendment is intended to reaffirm the existing language set forth in the Municipal Recycling Agreement in order to establish eligibility for the 2016 Wisconsin Recycling Consolidation Grant.

The existing agreement is a cooperative agreement for the joint provision of recycling services including education and outreach, collection and transport of recyclables to a materials recovery facility, and performing comprehensive program planning.

The following Brown County Municipalities recognize the fact that they are Partner Communities with Brown County in the Municipal Recycling Agreement:

City of Green Bay	Town of Green Bay
City of DePere	Town of Holland
Village of Allouez	Town of Humboldt
Village of Ashwaubenon	Town of Lawrence
Village of Bellevue	Town of Ledgeview
Village of Hobart	Town of Pittsfield
Village of Howard	Town of Rockland
Village of Pulaski	Town of Scott
Village of Suamico	Town of Wrightstown
Village of Wrightstown	Oneida Tribe of Indians of WI

ONEIDA TRIBE OF INDIANS OF WISCONSIN

By: _____

By: _____

Its: _____

Its: _____

Dated: _____

Dated: _____

BROWN COUNTY

By: _____

Its: _____

Dated: _____

Oneida Tribe *of* Indians *of* Wisconsin
Environmental, Health & Safety Division

Little Bear Development Office
 PO Box 365
 7332 Water Circle Place
 Oneida, WI 54155
 Phone (920) 869-4591
 FAX (920) 869-1610



Conservation Field Office
 PO Box 365
 N8047 County Road U
 Oneida, WI 54155
 Phone (920) 869-1450
 FAX (920) 869-2743

To: Jeff Mears, Environmental Area Manager
 From: Amy Spears, Environmental Specialist
 Date: September 10, 2015
 Re: Brown County Recycling Agreement Amendment VI-Signature Needed

Purpose

The Brown County Recycling Agreement Amendment VI (Attachment 1) is intended to reaffirm the existing language set forth in the Municipal Recycling Agreement in order to establish eligibility for the 2015 Wisconsin Recycling Consolidation Grant. An amendment to the original recycling agreement will be required yearly by the Wisconsin Department of Natural Resources in order to be eligible for the grant.

In an effort to assist municipalities within Brown County to effectively manage their recyclable material, Brown County established the Material Recovery Facility and set forth the rules for this partnership in recycling. The existing agreement is a cooperative agreement for the joint provision of recycling services including education and outreach, collection and transport of recyclables to a materials recovery facility, and performing comprehensive program planning.

Background

The Brown County Recycling Agreement and the Brown County Recycling Agreement Amendment I (Attachment 2) were signed May 6, 2008 by then Chairman Gerald Danforth. This contract explains and outlines details pertaining to the acceptance of curbside recycling material, as collected by the Oneida Tribe of Indians of Wisconsin, by Brown County at the Brown County Material Recovery Facility.

Brown County's responsibilities under the contract:

- Provide adequate processing of recyclables generated within the Oneida reservation
- Provide for delivery of materials to a Material Recovery Facility with regular hours of operation
- Calculate a tip fee based upon operating costs and current market conditions
- Provide assistance to its partners for their Wisconsin Department of Natural Resources (WDNR) basic grant reports
- Provide assistance to its partners for their educational efforts as required by their Responsible Unit status

Oneida Tribe's responsibility under the contract:

- Require all its collected recyclables to be delivered to Brown County
- Require all third party contracts negotiated for collection and hauling of recyclables to require delivery to Brown County
- Retain its Responsible Unit status as defined by WDNR
- Insure high level quality for the recyclable material collected through education, inspections, and rejecting material curbside
- Provide all necessary collection carts, bins, and vehicles in order to properly manage its recycling program

Term of contract:

- Fifteen years (January 1, 2008 – December 31, 2022)
- Automatic renewal for an additional five (5) years unless six (6) months prior to the end of the original contract, written notice is provided by the Oneida Tribe or Brown County of its intention not to participate further under the terms and conditions of the contract.

Brown County Recycling Agreement Amendment II, III, IV, and V reaffirmed the existing language set forth in the Brown County Recycling Agreement in order to establish our eligibility for the 2012, 2013, 2014 and 2015 Wisconsin Recycling Consolidation Grant.

The following Brown County Municipalities are partner communities with the Brown County Municipal Recycling Agreement:

City of Green Bay, City of DePere, Village of Allouez, Village of Ashwaubenon, Village of Bellevue, Village of Hobart, Village of Pulaski, Village of Suamico, Village of Wrightstown, Town of Green Bay, Town of Holland, Town of Humboldt, Town of Lawrence, Town of Ledgeview, Town of Pittsfield, Town of Rockland, Town of Scott, and Town of Wrightstown.

Action Requested

Signature by the Oneida Business Committee Chairwoman is requested on the Brown County Recycling Agreement Amendment VI before the deadline of October 1, 2015. The deadline is set by the WDNR to establish eligibility for the 2016 Wisconsin Recycling Consolidation Grant.

Prepared by:

Amy Spears, Environmental Specialist

 9/10/15
Signature Date

Reviewed by:

Jeff Mears, Environmental Area Manager

 9/10/15
Signature Date

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Approve grant agreement with Department of Energy

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="Law Office review"/>	3. <input type="text"/>
2. <input type="text" value="Grant Agreement"/>	4. <input type="text"/>

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor: Michael Troge, Environmental Health and Safety and Energy Team
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Pat Pelky, Environmental Division Director
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

The Oneida Nation of Wisconsin submitted a grant application to the the Department of Energy (DOE) to install solar on several Tribal facilities. The Tribe was awarded \$1 million in April, 2015. The 100% cash match will come from a project investor. The Tribe will provide in-kind funding in the form of staff wages for project management.

We specifically addressed the two most critical parts of the grant agreement:

- Professional and technical services to be paid by the grant and the private investor, respectively.
- At any point, the Tribe is able to withdraw from the project if risk is too great.

The Work Plan is organized to achieve the following sequence of events:

1. Organize a multi-department project team that includes many members of the Energy Team.
2. Work with Office of Indian Energy for project support - (grant funded).

The remaining items depend on BC approval of grant agreement:

3. Hire special counsel to assist with review of legal and financial arrangements (grant funded).
4. Issue an RFP for contractors/investors to respond.
5. Form agreements with project investor:
 - a limited liability company to manage the solar project,
 - a power purchase agreement to purchase solar power for a contract term of about 8 years.
6. Investor interest in project is to use Investment Tax Credit.
7. Tribal electrical staff to attend solar training Fall, 2015 and Winter, 2016 (grant funded).
8. Contractor design Fall, 2015 and Winter, 2016.
9. Design review Winter and Spring, 2016.
10. Construction Summer, 2016.
11. Tribal electrical staff to job shadow.
12. Solar project commissioned Fall, 2016.
13. Payments for utility electricity to end.
14. Payments for solar electricity to commence.
15. Project LLC to maintain system during PPA term.
16. Tribe to assume ownership and maintenance tasks at the end of the PPA term.
17. Project life of the Solar is anticipated to be 25 to 30 years.

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 LAW OFFICE

CONFIDENTIAL: ATTORNEY/CLIENT WORK PRODUCT

TO: Marsha Danforth
Grants

Use this number on future correspondence:

2015-0908

FROM: Patricia M. Stevens Garvey, Staff Attorney *PMG*

DATE: September 8, 2015

RE: U.S. Energy, Department of-Assistance Agreement

<u>Purchasing Department Use</u>
<input checked="" type="checkbox"/> Contract Approved
<input type="checkbox"/> Contract Not Approved
<i>(see attached explanation)</i>

PMG

If you have any questions or comments regarding this review, please call 869-4327.

The attached agreement, contract, policy and/or guaranty has been reviewed by the Oneida Law Office for legal content only. Please note the following:

- ✓ The document is in appropriate legal form. *(Execution is a management decision.)*

SPECIAL TERMS AND CONDITIONS

Oneida Tribe of Indians of Wisconsin (“Recipient”), which is identified in Block 5 of the Assistance Agreement, and the Office of Energy Efficiency and Renewable Energy (“EERE”), an office within the United States Department of Energy (“DOE”), enter into this Award, referenced above, to achieve the project objectives and the technical milestones and deliverables stated in Attachment 1 to this Award.

This Award consists of the following documents, including all terms and conditions therein:

	Assistance Agreement
	Special Terms and Conditions
Attachment 1	Statement of Project Objectives and Milestone Summary Table
Attachment 2	Federal Assistance Reporting Checklist and Instructions
Attachment 3	Budget Information SF-424A
Attachment 4	Intellectual Property Provisions

The following are incorporated into this Award by reference:

- a) DOE Assistance Regulations, 2 CFR part 200 as amended by 2 CFR part 910 at <http://www.eCFR.gov>.
- b) If the Award is for research and the Award is to a university or non-profit, the Research Terms & Conditions and the DOE Agency Specific Requirements at <http://www.nsf.gov/bfa/dias/policy/rtc/index.jsp> apply.
- c) National Policy Assurances to be Incorporated as Award Terms in effect on date of award at <http://www.nsf.gov/awards/managing/rtc.jsp>.
- d) The Recipient’s application/proposal as approved by EERE.
- e) Applicable program regulations at <http://www.eCFR.gov>.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

TABLE OF CONTENTS

SUBPART A.	GENERAL PROVISIONS	3
TERM 1.	LEGAL AUTHORITY AND EFFECT	3
A DOE FINANCIAL ASSISTANCE AWARD IS VALID ONLY IF IT IS IN WRITING AND IS SIGNED, EITHER IN WRITING OR ELECTRONICALLY, BY A DOE CONTRACTING OFFICER.		
		3
TERM 2.	FLOW DOWN REQUIREMENT	3
TERM 3.	COMPLIANCE WITH FEDERAL, STATE, AND MUNICIPAL LAW	3
TERM 4.	INCONSISTENCY WITH FEDERAL LAW	3
TERM 5.	FEDERAL STEWARDSHIP	3
TERM 6.	SUBSTANTIAL INVOLVEMENT	4
TERM 7.	FEDERAL INVOLVEMENT	4
TERM 8.	NEPA REQUIREMENTS	6
TERM 9.	PERFORMANCE OF WORK IN UNITED STATES	6
TERM 10.	NOTICE REGARDING THE PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS – SENSE OF CONGRESS	7
TERM 11.	REPORTING REQUIREMENTS	7
TERM 12.	LOBBYING	8
TERM 13.	PUBLICATIONS	8
TERM 14.	NO-COST EXTENSION	9
TERM 15.	PROPERTY STANDARDS	9
TERM 16.	INSURANCE COVERAGE	9
TERM 17.	REAL PROPERTY	9
TERM 18.	EQUIPMENT	10
TERM 19.	SUPPLIES	11
TERM 20.	PROPERTY TRUST RELATIONSHIP	11
TERM 21.	RECORD RETENTION	11
TERM 22.	AUDITS	11
SUBPART B.	FINANCIAL PROVISIONS	12
TERM 23.	MAXIMUM OBLIGATION	12
TERM 24.	COST SHARING	12
TERM 25.	REFUND OBLIGATION	13
TERM 26.	ALLOWABLE COSTS	13
TERM 27.	INDIRECT COSTS	14
TERM 28.	PRE-AWARD COSTS	14
TERM 29.	USE OF PROGRAM INCOME	14
TERM 30.	PAYMENT PROCEDURES	14
TERM 31.	BUDGET CHANGES	16
SUBPART C.	MISCELLANEOUS PROVISIONS	17
TERM 32.	INSOLVENCY, BANKRUPTCY OR RECEIVERSHIP	17
TERM 33.	REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION	17
TERM 34.	SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS	22
TERM 35.	NONDISCLOSURE AND CONFIDENTIALITY AGREEMENTS ASSURANCES	23
TERM 36.	SUBRECIPIENT AND VENDOR APPROVALS	24
TERM 37.	SUBAWARD/SUBCONTRACT CHANGE NOTIFICATION	24
TERM 38.	CONFERENCE SPENDING	25

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

SUBPART A. GENERAL PROVISIONS

Term 1. LEGAL AUTHORITY AND EFFECT

A DOE financial assistance award is valid only if it is in writing and is signed, either in writing or electronically, by a DOE Contracting Officer.

The Recipient may accept or reject the Award. A request to draw down DOE funds or acknowledgement of award documents by the Recipient's authorized representative through electronic systems used by DOE, specifically FedConnect, constitutes the Recipient's acceptance of the terms and conditions of this Award. Acknowledgement via FedConnect by the Recipient's authorized representative constitutes the Recipient's electronic signature.

Term 2. FLOW DOWN REQUIREMENT

The Recipient agrees to apply the terms and conditions of this Award, as applicable, including the Intellectual Property Provisions, to all subrecipients (and subcontractors, as appropriate) as required by 2 CFR 200.101 and to require their strict compliance therewith. Further, the Recipient must apply the Award terms as required by 2 CFR 200.326 to all subrecipients (and subcontractors, as appropriate) and to require their strict compliance therewith.

Term 3. COMPLIANCE WITH FEDERAL, STATE, AND MUNICIPAL LAW

The Recipient is required to comply with applicable Federal, state, and local laws and regulations for all work performed under this Award. The Recipient is required to obtain all necessary Federal, state, and local permits, authorizations, and approvals for all work performed under this Award.

Term 4. INCONSISTENCY WITH FEDERAL LAW

Any apparent inconsistency between Federal statutes and regulations and the terms and conditions contained in this Award must be referred to the DOE Award Administrator for guidance.

Term 5. FEDERAL STEWARDSHIP

EERE will exercise normal Federal stewardship in overseeing the project activities performed under this Award. Stewardship activities include, but are not limited to, conducting site visits; reviewing performance and financial reports; providing technical assistance and/or temporary intervention in unusual circumstances to address deficiencies that develop during the project; assuring compliance with terms and

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

conditions; and reviewing technical performance after project completion to ensure that the project objectives have been accomplished.

Term 6. SUBSTANTIAL INVOLVEMENT

EERE has substantial involvement in work performed under this Award. EERE does not limit its involvement to the administrative requirements of this Award. Instead, EERE has substantial involvement in the direction and redirection of the technical aspects of the project as a whole. Substantial involvement includes the following:

- A. EERE shares responsibility with the Recipient for the management, control, direction, and performance of the Project.
- B. EERE may intervene in the conduct or performance of work under this Award for programmatic reasons. Intervention includes the interruption or modification of the conduct or performance of project activities.
- C. EERE may redirect or discontinue funding the Project based on the outcome of EERE's evaluation of the Project at the Go/No Go decision point.
- D. EERE participates in major project decision-making processes.

Term 7. FEDERAL INVOLVEMENT**a. Review Meetings.**

The Recipient, including but not limited to, the principal investigator (or, if applicable, co-principal investigators), is required to participate in periodic review meetings with EERE. Review meetings enable EERE to assess the work performed under this Award and determine whether the Recipient has timely achieved the technical milestones and deliverables stated in Attachment 1 to this Award.

EERE shall determine the frequency of review meetings and select the day, time, and location of each review meeting and shall do so in a reasonable and good faith manner. EERE will provide the Recipient with reasonable notice of the review meetings.

For each review meeting, the Recipient is required to provide a comprehensive overview of the project, including:

- The Recipient's technical progress compared to the Milestone Summary Table stated in Attachment 1 to this Award;
- The Recipient's actual expenditures compared to the approved budget in

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

Attachment 3 to this Award; and

- Other subject matter specified by the DOE Technology Manager/Project Officer.

b. Project Meetings.

The Recipient is required to notify EERE in advance of scheduled tests and internal project meetings that would entail discussion of topics that could result in major changes to the baseline project technical scope/approach, cost, or schedule. Upon request by EERE, the Recipient is required to provide EERE with reasonable access (by telephone, webinar, or otherwise) to the tests and project meetings. The Recipient is not expected to delay any work under this Award for the purpose of government insight.

c. Site Visits.

EERE's authorized representatives have the right to make site visits at reasonable times to review project accomplishments and management control systems and to provide technical assistance, if required. The Recipient must provide, and must require subrecipients to provide, reasonable access to facilities, office space, resources, and assistance for the safety and convenience of the government representatives in the performance of their duties. All site visits and evaluations must be performed in a manner that does not unduly interfere with or delay the work.

d. Go/No Go Decisions.

Attachment 1 to this Award establishes Go/No Go decision points. For each Go/No Go decision point, EERE must determine whether the Recipient has fully and satisfactorily completed the work described in Attachment 1 to this Award. As a result of a Go/No Go review, in its discretion, EERE may take one of the following actions:

- (1) authorize Federal funding for the next budget period for the Project;
- (2) recommend redirection of work under the Project;
- (3) place a hold on the Federal funding for the Project, pending further supporting data; or
- (4) discontinue providing Federal funding for the Project beyond the current budget period as the result of insufficient progress, change in strategic direction, or lack of available funding.

e. Technical Milestones and Deliverables.

Attachment 1 to this Award establishes technical milestones and deliverables. If the Recipient fails to achieve two or more technical milestones and deliverables, EERE may

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

renegotiate the Statement of Project Objectives and/or Milestone Summary Table in Attachment 1 to this Award. In the alternative, EERE may deem the Recipient's failure to achieve these technical milestones and deliverables to be material noncompliance with the terms and conditions of this Award and take action to suspend or terminate the Award.

f. EERE Access.

The Recipient must provide any information, documents, site access, or other assistance requested by EERE for the purpose of its Federal stewardship or substantial involvement.

Term 8. NEPA REQUIREMENTS

DOE must comply with the National Environmental Policy Act (NEPA) prior to authorizing the use of Federal funds. Based on all information provided by the Recipient, EERE has made a NEPA determination by issuing a categorical exclusion (CX) for all activities listed in the Statement of Project Objectives (SOPO) approved by the Contracting Officer and the DOE NEPA Determination. The Recipient is thereby authorized to use Federal funds for the defined project activities. This authorization is specific to the project activities and locations as described in the SOPO approved by the Contracting Officer and the DOE NEPA Determination.

If the Recipient later intends to add to or modify the activities or locations as described in the approved SOPO and the DOE NEPA Determination, those new activities/locations or modified activities/locations are subject to additional NEPA review and are not authorized for Federal funding until the Contracting Officer provides written authorization on those additions or modifications. Should the Recipient elect to undertake activities or change locations prior to written authorization from the Contracting Officer, the Recipient does so at risk of not receiving Federal funding for those activities, and such costs may not be recognized as allowable cost share.

Term 9. PERFORMANCE OF WORK IN UNITED STATES

a. Requirement.

All work performed under this Award must be performed in the United States unless the Contracting Officer provides a waiver. This requirement does not apply to the purchase of supplies and equipment; however, the Recipient should make every effort to purchase supplies and equipment within the United States. The Recipient must flow down this requirement to its subrecipients.

b. Failure to Comply.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

If the Recipient fails to comply with the Performance of Work in the United States requirement, the Contracting Officer may deny reimbursement for the work conducted outside the United States and such costs may not be recognized as allowable Recipient cost share regardless if the work is performed by the Recipient, subrecipients, vendors or other project partners.

c. Waiver for Work Outside the U.S.

All work performed under this Award must be performed in the United States. However, the Contracting Officer may approve the Recipient to perform a portion of the work outside the United States under limited circumstances. Recipient must obtain a waiver from the Contracting Officer prior to conducting any work outside the U.S. To request a waiver, the Recipient must submit a written waiver request to the Contracting Officer, which includes the following information:

- The rationale for performing the work outside the U.S.;
- A description of the work proposed to be performed outside the U.S.;
- Proposed budget of work to be performed; and
- The countries in which the work is proposed to be performed.

For the rationale, the Recipient must demonstrate to the satisfaction of the Contracting Officer that the performance of work outside the United States would further the purposes of the FOA that the Award was selected under and is in the economic interests of the United States. The Contracting Officer may require additional information before considering such request.

Term 10. NOTICE REGARDING THE PURCHASE OF AMERICAN-MADE EQUIPMENT AND PRODUCTS – SENSE OF CONGRESS

It is the sense of the Congress that, to the greatest extent practicable, all equipment and products purchased with funds made available under this Award should be American-made.

Term 11. REPORTING REQUIREMENTS

a. Requirements.

The reporting requirements for this Award are identified on the Federal Assistance Reporting Checklist, attached to this Award. Failure to comply with these reporting requirements is considered a material noncompliance with the terms of the Award. Noncompliance may result in withholding of future payments, suspension, or termination of the current award, and withholding of future awards. A willful failure to perform, a history of failure to perform, or unsatisfactory performance of this and/or

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

other financial assistance awards, may also result in a debarment action to preclude future awards by Federal agencies.

b. Dissemination of scientific/technical reports.

Scientific/technical reports submitted under this Award will be disseminated on the Internet via the DOE Information Bridge (www.osti.gov/bridge), unless the report contains patentable material, protected data or SBIR/STTR data. Citations for journal articles produced under the Award will appear on the DOE Energy Citations Database (www.osti.gov/energycitations).

c. Restrictions.

Reports submitted to the DOE Information Bridge must not contain any Protected Personal Identifiable Information (PII), limited rights data (proprietary data), classified information, information subject to export control classification, or other information not subject to release.

Term 12. LOBBYING

By accepting funds under this Award, the Recipient agrees that none of the funds obligated on the Award shall be expended, directly or indirectly, to influence congressional action on any legislation or appropriation matters pending before Congress, other than to communicate to Members of Congress as described in 18 U.S.C. § 1913. This restriction is in addition to those prescribed elsewhere in statute and regulation.

Term 13. PUBLICATIONS

EERE encourages the Recipient to publish or otherwise make publicly available the results of work performed under this Award. The Recipient is required to include the following acknowledgement in publications arising out of, or relating to, work performed under this Award, whether copyrighted or not:

- *Acknowledgment:* "This material is based upon work supported by the Department of Energy, Office of Energy Efficiency and Renewable Energy (EERE), under Award Number DE-_____."
- *Disclaimer:* "This report was prepared as an account of work sponsored by an agency of the United States Government. Neither the United States Government nor any agency thereof, nor any of their employees, makes any warranty, express or implied, or assumes any legal liability or responsibility for the accuracy, completeness, or usefulness of any information, apparatus, product, or

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

process disclosed, or represents that its use would not infringe privately owned rights. Reference herein to any specific commercial product, process, or service by trade name, trademark, manufacturer, or otherwise does not necessarily constitute or imply its endorsement, recommendation, or favoring by the United States Government or any agency thereof. The views and opinions of authors expressed herein do not necessarily state or reflect those of the United States Government or any agency thereof.”

Term 14. NO-COST EXTENSION

As provided in 2 CFR 200.308, the Recipient must provide the Contracting Officer with notice in advance if it intends to utilize a one-time, no-cost extension of this Award. The notification must include the supporting reasons and the revised period of performance. The Recipient must submit this notification in writing to the Contracting Officer and DOE Technology Manager/ Project Officer at least 30 days before the end of the current budget period.

Any no-cost extension will not alter the project scope, milestones, deliverables, or budget of this Award.

Term 15. PROPERTY STANDARDS

The complete text of the Property Standards can be found at 2 CFR 200.310 through 200.316. Also see 2 CFR 910.360 for additional requirements for real property and equipment for For-Profit recipients.

Term 16. INSURANCE COVERAGE

See 2 CFR 200.310 for insurance requirements for real property and equipment acquired or improved with Federal funds. Also see 2 CFR 910.360(d) for additional requirements for real property and equipment for For-Profit recipients.

Term 17. REAL PROPERTY

Subject to the conditions set forth in 2 CFR 200.311, title to real property acquired or improved under a Federal award will conditionally vest upon acquisition in the non-Federal entity. The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR 200.311 before disposing of the property.

Except as otherwise provided by Federal statutes or by the Federal awarding agency, real property will be used for the originally authorized purpose as long as needed for that purpose. When real property is no longer needed for the originally authorized purpose, the non-Federal entity must obtain disposition instructions from DOE or pass-

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

through entity. The instructions must provide for one of the following alternatives: (a) retain title after compensating DOE as described in 2 CFR 200.311(c)(1);(b) Sell the property and compensate DOE as specified in 2 CFR 200.311(c)(2); or (c) transfer title to DOE or to a third party designated/approved by DOE as specified in 2 CFR 200.311(c)(3).

See 2 CFR 200.311 for additional requirements pertaining to real property acquired or improved under a Federal award. Also see 2 CFR 910.360 for additional requirements for real property for For-Profit recipients.

Term 18. EQUIPMENT

Subject to the conditions provided in 2 CFR 200.313, title to equipment (property) acquired under a Federal award will conditionally vest upon acquisition with the non-Federal entity. The non-Federal entity cannot encumber this property and must follow the requirements of 2 CFR 200.313 before disposing of the property.

A state must use equipment acquired under a Federal award by the state in accordance with state laws and procedures.

Equipment must be used by the non-Federal entity in the program or project for which it was acquired as long as it is needed, whether or not the project or program continues to be supported by the Federal award. When no longer needed for the originally authorized purpose, the equipment may be used by programs supported by DOE in the priority order specified in 2 CFR 200.313(c)(1)(i) and (ii).

Management requirements, including inventory and control systems, for equipment are provided in 2 CFR 200.313(d).

When equipment acquired under a Federal award is no longer needed, the non-Federal entity must obtain disposition instructions from DOE or pass-through entity.

Disposition will be made as follows: (a) items of equipment with a current fair market value of \$5,000 or less may be retained, sold, or otherwise disposed of with no further obligation to DOE; (b) Non-Federal entity may retain title or sell the equipment after compensating DOE as described in 2 CFR 200.313(e)(2); or (c) transfer title to DOE or to an eligible third party as specified in 2 CFR 200.313(e)(3).

See 2 CFR 200.313 for additional requirements pertaining to equipment acquired under a Federal award. Also see 2 CFR 910.360 for additional requirements for equipment for For-Profit recipients. See also 2 CFR 200.439 Equipment and other capital expenditures.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

Term 19. SUPPLIES

See 2 CFR 200.314 for requirements pertaining to supplies acquired under a Federal award. See also 2 CFR 200.453 Materials and supplies costs, including costs of computing devices.

Term 20. PROPERTY TRUST RELATIONSHIP

Real property, equipment, and intangible property, that are acquired or improved with a Federal award must be held in trust by the non-Federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved. See 2 CFR 200.316 for additional requirements pertaining to real property, equipment, and intangible property acquired or improved under a Federal award.

Term 21. RECORD RETENTION

Consistent with 2 CFR 200.333 through 200.337, the Recipient is required to retain records relating to this Award.

Term 22. AUDITS

a. Government-Initiated Audits.

The Recipient is required to provide any information, documents, site access, or other assistance requested by EERE, DOE or Federal auditing agencies (e.g., DOE Inspector General, Government Accountability Office) for the purpose of audits and investigations. Such assistance may include, but is not limited to, reasonable access to the Recipient's records relating to this Award.

Consistent with 2 CFR part 200 as amended by 2 CFR part 910, DOE may audit the Recipient's financial records or administrative records relating to this Award at any time. Government-initiated audits are generally paid for by DOE.

DOE may conduct a final audit at the end of the project period (or the termination of the Award, if applicable). Upon completion of the audit, the Recipient is required to refund to DOE any payments for costs that were determined to be unallowable. If the audit has not been performed or completed prior to the closeout of the award, DOE retains the right to recover an appropriate amount after fully considering the recommendations on disallowed costs resulting from the final audit.

DOE will provide reasonable advance notice of audits and will minimize interference with ongoing work, to the maximum extent practicable.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

b. Annual Compliance Audits.

The Recipient is required to comply with the annual compliance audit requirements in 2 CFR 200.500 through 521 for institutions of higher education, nonprofit organizations and state and local governments, and 2 CFR 910.500 through 521 for for-profit entities. The annual compliance audits are independent from Government-initiated audits discussed in paragraph (a) of this Term, and must be paid for by the Recipient. To minimize expense, the Recipient may have a compliance audit in conjunction with its annual audit of financial statements.

SUBPART B. FINANCIAL PROVISIONS

Term 23. MAXIMUM OBLIGATION

The maximum obligation of DOE for this Award is the total “Funds Obligated” stated in Block 13 of the Assistance Agreement to this Award.

Term 24. COST SHARING

a. Cost Sharing Obligations.

The Recipient must provide the “Cost Share” amount stated in Block 12 of the Assistance Agreement to this Award. EERE and the Recipient’s cost share for the total estimated project costs are listed below.

Table 1

EERE Cost Share \$ / %	Recipient Cost Share \$ / %	Total Estimated Project Costs
\$999,972/48.9%	\$1,044,918/51.1%	\$2,044,890

The Recipient must provide its required “Cost Share” amount as a percentage of the total project costs in each invoice period for the duration of the project period. Specifically, the cumulative cost share percentage provided to date on each invoice received must reflect, at a minimum, the cost sharing percentage specified in the Award.

b. Cost Share Obligation If Award Terminated or Discontinued.

If the Award is terminated or is otherwise not funded to completion, the Recipient is not required to provide the entire “Cost Share” amount stated in Block 12 of the Assistance Agreement to this Award; however, the Recipient must provide its share (i.e., percentage as shown in Table 1 above) of the total project cost reimbursed as of the date of the termination or discontinuation.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)**c. Source of Cost Share.**

The Recipient may not use Federal funds to meet its cost sharing obligations, unless otherwise allowed by Federal law.

d. Inability to Comply with Cost Sharing Obligations.

If the Recipient determines that it is unable to meet its cost sharing obligations, the Recipient must notify the DOE Award Administrator in writing immediately. The notification must include the following information: (i) whether the Recipient intends to continue or phase out the project, and (ii) if the Recipient intends to continue the project, how the Recipient will pay (or secure replacement funding for) the Recipient's share of the total project cost.

If the Recipient fails to meet its cost sharing obligations, EERE may recover some or all of the financial assistance provided under this Award. The amount EERE would seek to recover under this Term would be predicated on EERE's analysis of the Recipient's compliance with their cost sharing obligation under the Award.

Term 25. REFUND OBLIGATION

The Recipient must refund any excess payments received from EERE, including any costs determined unallowable by the Contracting Officer. Upon the end of the project period (or the termination of the Award, if applicable), the Recipient must refund to EERE the difference between (i) the total payments received from EERE, and (ii) the Federal share of the costs incurred.

Term 26. ALLOWABLE COSTS

EERE determines the allowability of costs through reference to 2 CFR part 200 as amended by 2 CFR part 910. All project costs must be allowable, allocable, and reasonable. The Recipient must document and maintain records of all project costs, including, but not limited to, the costs paid by Federal funds, costs claimed by its subrecipients and project costs that the Recipient claims as cost sharing, including in-kind contributions. The Recipient is responsible for maintaining records adequate to demonstrate that costs claimed have been incurred, are reasonable, allowable and allocable, and comply with the cost principles. Upon request, the Recipient is required to provide such records to EERE. Such records are subject to audit. Failure to provide EERE adequate supporting documentation may result in a determination by the Contracting Officer that those costs are unallowable.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

Term 27. INDIRECT COSTS

The Recipient has a Federally approved negotiated indirect cost rate agreement of 16.88% and it applies uniformly across all Federal awards.

Term 28. PRE-AWARD COSTS

As stated in the Contracting Officer's Pre-Award Costs Letter dated March 25, 2015, the Recipient is authorized to request reimbursement for costs incurred on or after February 27, 2015, if: (1) such costs are allowable in accordance with 2 CFR part 200 as amended by 2 CFR part 910, (2) such costs are not otherwise restricted by Term titled "National Environmental Policy Act (NEPA) Requirements," and (3) such costs are not otherwise restricted by any other Term. If the Recipient elects to undertake activities that are not authorized for Federal funding by the Contracting Officer in advance of DOE completing the NEPA review, the Recipient is doing so at risk of not receiving Federal funding and such costs may not be recognized as allowable cost share. Nothing contained in the pre-award cost reimbursement regulations or any pre-award costs approval letter from the Contracting Officer override these NEPA requirements to obtain the written authorization from the Contracting Officer prior to taking any action that may have an adverse effect on the environment or limit the choice of reasonable alternatives.

Term 29. USE OF PROGRAM INCOME

If the Recipient earns program income during the project period as a result of this Award, the Recipient may add the program income to the funds committed to the Award and used to further eligible project objectives.

Term 30. PAYMENT PROCEDURES

a. Method of Payment.

Payment will be made by reimbursement through ACH.

b. Requesting Reimbursement.

Requests for reimbursements must be made electronically through Department of Energy's Oak Ridge Financial Service Center (ORFSC) VIPERS. To access and use VIPERS, the Recipient must enroll at <https://vipers.oro.doe.gov>. Detailed instructions on how to enroll are provided on the web site.

For non-construction awards, the Recipient must submit a Standard Form (SF) 270, "Request for Advance or Reimbursement," at <https://vipers.oro.doe.gov> and attach a

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

file containing appropriate supporting documentation. The file attachment must show the total Federal share claimed on the SF 270, the non-Federal share claimed for the billing period if cost sharing is required, and cumulative expenditures to date (both Federal and non-Federal) for each of the following categories: personnel; fringe benefits; equipment; travel; supplies; contractual; other direct costs; and indirect costs. For construction awards, the Recipient must submit a SF 271, "Outlay Report and Request for Reimbursement for Construction Programs," through VIPERS.

c. Timing of Submittals.

Submittal of the SF 270 or SF 271 should coincide with the Recipient's normal billing pattern, but not more frequently than every two weeks. Requests for reimbursement must be limited to the amount of disbursements made during the billing period for the Federal share of direct project costs and the proportionate share of any allowable indirect costs incurred during that billing period.

d. Adjusting Payment Requests for Available Cash.

The Recipient must disburse any funds that are available from repayments to and interest earned on a revolving fund, program income, rebates, refunds, contract settlements, audit recoveries, credits, discounts, and interest earned on any of those funds before requesting additional cash payments from EERE.

e. Payments.

The EERE approving official will approve the invoice as soon as practical, but not later than 30 days after the Recipient's request is received, unless the billing is improper. Upon receipt of an invoice payment authorization from the EERE approving official, the ORFSC will disburse payment to the Recipient. The Recipient may check the status of payments at the VIPERS web site. All payments are made by electronic funds transfer to the bank account specified on the Bank Information Form that you filed with the U.S. Department of Treasury.

f. Supporting Documents for Agency Approval of Payments.

The EERE payment authorizing official may request additional information from the Recipient to support the payment requests prior to release of funds, as deemed necessary. Recipient is required to comply with these requests. Supporting documents include invoices, copies of contracts, vendor quotes, and other expenditure explanations that justify the reimbursement requests.

g. Unauthorized Drawdown of Federal Funds.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

For each budget period, the Recipient may not spend more than the Federal share authorized to that particular budget period, without specific written approval from the Contracting Officer. The Recipient must immediately refund EERE any amounts spent or drawn down in excess of the authorized amount for a budget period. The Recipient and subrecipients shall promptly, but at least quarterly, remit to DOE interest earned on advances drawn in excess of disbursement needs, and shall comply with the procedure for remitting interest earned to the Federal government per 2 CFR 200.305, as applicable.

Term 31. BUDGET CHANGES**a. Budget Changes Generally.**

The Contracting Officer has reviewed and approved the SF-424A in Attachment 3 to this Award.

Any increase in the total project cost, whether DOE share or Cost Share, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award, must be approved in advance and in writing by the Contracting Officer.

Any budget change that alters the project scope, milestones or deliverables requires prior written approval of the Contracting Officer. EERE may deny reimbursement for any failure to comply with the requirements in this term.

b. Transfers of Funds Among Direct Cost Categories.

The Recipient is required to obtain the prior written approval of the Contracting Officer for any transfer of funds among direct cost categories where the cumulative amount of such transfers exceeds or is expected to exceed 10 percent of the total project cost, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award.

The Recipient is required to notify the DOE Technology Manager/Project Officer of any transfer of funds among direct cost categories where the cumulative amount of such transfers is equal to or below 10 percent of the total project cost, which is stated as "Total" in Block 12 to the Assistance Agreement of this Award.

c. Transfer of Funds Between Direct and Indirect Cost Categories.

The Recipient is required to obtain the prior written approval of the Contracting Officer for any transfer of funds between direct and indirect cost categories.

SUBPART C. MISCELLANEOUS PROVISIONS**Term 32. INSOLVENCY, BANKRUPTCY OR RECEIVERSHIP**

- a. The Recipient shall immediately, but no later than five (5) days, notify EERE of the occurrence of any of the following events: (i) the Recipient or the Recipient's parent's filing of a voluntary case seeking liquidation or reorganization under the Bankruptcy Act; (ii) the Recipient's consent to the institution of an involuntary case under the Bankruptcy Act against the Recipient or the Recipient's parent; (iii) the filing of any similar proceeding for or against the Recipient or the Recipient's parent, or the Recipient's consent to the dissolution, winding-up or readjustment of its debts, appointment of a receiver, conservator, trustee, or other officer with similar powers over the Recipient, under any other applicable state or Federal law; or (iv) the Recipient's insolvency due to its inability to pay debts generally as they become due.
- b. Such notification shall be in writing and shall: (i) specifically set out the details of the occurrence of an event referenced in paragraph (a); (ii) provide the facts surrounding that event; and (iii) provide the impact such event will have on the project being funded by this Award.
- c. Upon the occurrence of any of the four events described in paragraph a. of this term, EERE reserves the right to conduct a review of the Recipient's Award to determine the Recipient's compliance with the required elements of the Award (including such items as cost share, progress towards technical project objectives, and submission of required reports). If the EERE review determines that there are significant deficiencies or concerns with the Recipient's performance under the Award, EERE reserves the right to impose additional requirements, as needed, including (i) change of payment method; or (ii) institute payment controls.
- a. Failure of the Recipient to comply with this term may be considered a material noncompliance of this Award by the Contracting Officer.

Term 33. REPORTING SUBAWARDS AND EXECUTIVE COMPENSATION

- a. Reporting of first-tier subawards.
 1. Applicability. Unless the Recipient is exempt as provided in paragraph d. of this award term, the Recipient must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

2. Where and when to report.
 - i. The Recipient must report each obligating action described in paragraph a.1. of this award term to <https://www.fsr.gov>.
 - ii. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on November 7, 2010, the obligation must be reported by no later than December 31, 2010.)
 3. What to report. The Recipient must report the information about each obligating action that the submission instructions posted at <https://www.fsr.gov> specify.
- b. Reporting Total Compensation of Recipient Executives.
1. Applicability and what to report. The Recipient must report total compensation for each of its five most highly compensated executives for the preceding completed fiscal year, if
 - i. The total Federal funding authorized to date under this Award is \$25,000 or more;
 - ii. In the preceding fiscal year, the Recipient received;
 - (A) 80 percent or more of the Recipient's annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - iii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>).

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

2. Where and when to report. The Recipient must report executive total compensation described in paragraph b.1. of this award term:

- i. As part of the Recipient's registration profile at <https://www.sam.gov>.
- ii. By the end of the month following the month in which this award is made, and annually thereafter.

c. Reporting of Total Compensation of Subrecipient Executives.

1. Applicability and what to report. Unless the Recipient is exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, the Recipient shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if;

- i. In the subrecipient's preceding fiscal year, the subrecipient received;
 - (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
 - (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and
- ii. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/execomp.htm>).

2. Where and when to report. The Recipient must report subrecipient executive total compensation described in paragraph c.1. of this award term:

- i. To the recipient.
- ii. By the end of the month following the month during which the Recipient makes the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (*i.e.*, between

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

October 1 and 31), the Recipient must report any required compensation information of the subrecipient by November 30 of that year.

d. Exemptions.

If, in the previous tax year, the Recipient had gross income, from all sources, under \$300,000, it is exempt from the requirements to report:

- i. Subawards and;
- ii. The total compensation of the five most highly compensated executives of any subrecipient.

e. Definitions. For purposes of this Award term:

1. Entity means all of the following, as defined in 2 CFR Part 25:

- i. A Governmental organization, which is a State, local government, or Indian tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization;
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

2. Executive means officers, managing partners, or any other employees in management positions.

3. Subaward:

i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the Recipient received this award and that the recipient awards to an eligible subrecipient.

ii. The term does not include the Recipient's procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations).

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

iii. A subaward may be provided through any legal agreement, including an agreement that the Recipient or a subrecipient considers a contract.

4. Subrecipient means an entity that:

- i. Receives a subaward from the Recipient under this award; and
- ii. Is accountable to the Recipient for the use of the Federal funds provided by the subaward.

5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):

- i. Salary and bonus.
- ii. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
- iii. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
- iv. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
- v. Above-market earnings on deferred compensation which is not tax-qualified.
- vi. Other compensation, if the aggregate value of all such other compensation (*e.g.* severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

Term 34. SYSTEM FOR AWARD MANAGEMENT AND UNIVERSAL IDENTIFIER REQUIREMENTS

a. Requirement for Registration in the System for Award Management (SAM)

Unless the Recipient is exempted from this requirement under 2 CFR 25.110, the Recipient must maintain the currency of its information in SAM until the Recipient submits the final financial report required under this Award or receive the final payment, whichever is later. This requires that the Recipient reviews and updates the information at least annually after the initial registration, and more frequently if required by changes in its information or another award term.

If the Recipient had an active registration in the CCR, it has an active registration in SAM.

b. Requirement for Data Universal Numbering System (DUNS) Numbers

If the Recipient is authorized to make subawards under this Award, the Recipient:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from the Recipient unless the entity has provided its DUNS number to the Recipient.
2. May not make a subaward to an entity unless the entity has provided its DUNS number to the Recipient.

c. Definitions

For purposes of this award term:

1. System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <https://www.sam.gov>).

2. Data Universal Numbering System (DUNS) number means the nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

3. Entity, as it is used in this award term, means all of the following, as defined at

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

2 CFR Part 25, subpart C:

- i. A Governmental organization, which is a State, local government, or Indian Tribe;
- ii. A foreign public entity;
- iii. A domestic or foreign nonprofit organization;
- iv. A domestic or foreign for-profit organization; and
- v. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

4. Subaward:

- i. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which the Recipient received this Award and that the Recipient awards to an eligible subrecipient.
- ii. The term does not include the Recipient's procurement of property and services needed to carry out the project or program (for further explanation, see Sec. __.210 of the attachment to OMB Circular A-133, Audits of States, Local Governments, and Non-Profit Organizations).
- iii. A subaward may be provided through any legal agreement, including an agreement that the Recipient considers a contract.

5. Subrecipient means an entity that:

- i. Receives a subaward from the Recipient under this Award; and
- ii. Is accountable to the Recipient for the use of the Federal funds provided by the subaward.

Term 35. NONDISCLOSURE AND CONFIDENTIALITY AGREEMENTS ASSURANCES

By entering into this agreement, the Recipient attests that it does not require its employees or contractors seeking to report fraud, waste, or abuse to sign internal nondisclosure or confidentiality agreements or statements prohibiting or otherwise restricting such employees or contractors from lawfully reporting such waste, fraud, or abuse to a designated investigative or law enforcement representative of a Federal department or agency authorized to receive such information.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

Term 36. SUBRECIPIENT AND VENDOR APPROVALS

- a. At Risk Notice: The Recipient must obtain written approval by the Contracting Officer for reimbursement of costs associated with subrecipients/activities/vendors listed in paragraph b. below. The Recipient must submit a Statement of Project Objectives, and basis of cost estimate or detailed quote with purpose/need. Recipient is restricted from expending project funds (i.e., Federal share and Recipient share) on the subrecipients' and/or vendors' supporting the tasks identified in paragraph b. below unless and until the Contracting Officer provides written approval. At its discretion, EERE may not reimburse costs incurred prior to the date of any such written approval by the Contracting Officer.
- b. Contracting Officer approval as set out above is required for the following:

<u>Task #</u>	<u>Activity and Subrecipients /Vendor</u>	<u>Total Amount (\$)</u>
3	Install solar: Solar electric modules, Inverters, racks and mounting equipment, balance of system components.	\$1,958,373

The Contracting Officer may require additional information concerning these tasks prior to providing written approval.

- c. Upon written approval by the Contracting Officer, the Recipient may then receive payment for the tasks identified in paragraph b. above for allowable costs incurred, or EERE will recognize costs incurred toward cost share requirements, if any, in accordance with the payment provisions contained in the Special Terms and Conditions of this agreement.

Term 37. SUBAWARD/SUBCONTRACT CHANGE NOTIFICATION

Except for subawards and/or subcontracts specifically proposed as part of the Recipient's Application for award, the Recipient must notify the Contracting Officer and Project Manager in writing 30 days prior to the execution of new or modified subawards/subcontracts, including naming any To Be Determined subrecipients. This notification does not constitute a waiver of the prior approval requirements outlined in 2 CFR part 200 as amended by 2 CFR part 910, nor does it relieve the Recipient from its obligation to comply with applicable Federal statutes, regulations, and executive orders.

In order to satisfy this notification requirement, the Recipient documentation must, as a minimum, include the following:

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

1. A description of the research to be performed, the service to be provided, or the equipment to be purchased;
2. Cost share commitment letter if the subawardee is providing cost share to the Award;
3. An assurance that the process undertaken by the Recipient to solicit the subaward/subcontract complies with their written procurement procedures as outlined in 2 CFR 200.317 through 200.329.
4. An assurance that no planned, actual or apparent conflict of interest exists between the Recipient and the selected subawardee/subcontractor and that the Recipient's written standards of conduct were followed¹;
5. A completed Environmental Questionnaire, if applicable;
6. An assurance that the subawardee/subcontractor is not a debarred or suspended entity; and
7. An assurance that all required award provisions will be flowed down in the resulting subaward/subcontract.

The Recipient is responsible for making a final determination to award or modify subawards/subcontracts under this agreement, but the Recipient may not proceed with the subaward/subcontract until the Contracting Officer determines, and provides the Recipient written notification, that the information provided is adequate.

Should the Recipient not receive a written notification of adequacy from the Contracting Officer within 30 days of the submission of the subaward/subcontract documentation stipulated above, Recipient may proceed to award or modify the proposed subaward/subcontract.

Term 38. CONFERENCE SPENDING

The Recipient shall not expend any funds on a conference not directly and programmatically related to the purpose for which the grant or cooperative agreement was awarded that would defray the cost to the United States Government of a conference held by any Executive branch department, agency, board, commission, or office for which the cost to the United States Government would otherwise exceed \$20,000, thereby circumventing the required notification by the head of any such Executive Branch department, agency, board, commission, or office to the Inspector

¹ It is DOE's position that the existence of a "covered relationship" as defined in 5 CFR 2635.502(a)&(b) between a member of the Recipient's owners or senior management and a member of a subawardee's/subcontractor's owners or senior management creates at a minimum an apparent conflict of interest that would require the Recipient to notify the Contracting Officer and provide detailed information and justification (including, for example, mitigation measures) as to why the subaward or subcontract does not create an actual conflict of interest. The Recipient must also notify the Contracting Officer of any new subcontract or subaward to: (1) an entity that is owned or otherwise controlled by the Recipient; or (2) an entity that is owned or otherwise controlled by another entity that also owns or otherwise controls the Recipient, as it is DOE's position that these situations also create at a minimum an apparent conflict of interest.

EERE Award No. DE-EE0006948.0000 With Oneida Tribe of Indians of Wisconsin (Special Terms and Conditions)

General (or senior ethics official for any entity without an Inspector General), of the date, location, and number of employees attending such conference.

STATEMENT OF PROJECT OBJECTIVES

Oneida Tribe of Indians of Wisconsin Solar Electric Deployment Project on Tribal Facilities

A. Project Objectives

The project objective is to install up to approximately 695 kilowatts of solar electric modules on the roofs of up to nine Tribal facilities with trust or fee status and located in central and eastern Oneida Reservation. The maximum system size is approximately 695 kilowatts that will generate an estimated 817,000 kilowatt-hours of energy per year with an estimated \$80,000 in projected revenue per year at net-meter rates.

The three primary benefits to the Tribe from this project are:

- 1) Construction of approximately 695 kilowatts of photovoltaics to supply more than 10% of energy consumption,
- 2) The funding strategy will introduce the Tribe to new avenues to pursue different energy technologies,
- 3) The project will be a significant contribution to the Tribe's renewable portfolio.

B. Project Summary

Solar arrays are planned to be installed on the roof of each of the nine building. Each building will undergo the necessary engineering and design to meet system and code requirements. The maximum system size is approximately 695 kilowatts that will generate an estimated 817,000 kilowatt-hours of energy per year with an estimated \$80,000 in projected revenue per year at net-meter rates. System size for each individual project was based on solar resource, energy consumption data, roof top dimensions and condition, interconnection capabilities, and utility net-meter criteria.

C. Tasks To Be Performed

Task 1 - Financial Strategy

Task 1.1 Initiate Capital Improvement Project (CIP), M1 to M3

The CIP process is a standard exercise for all Tribal capital projects that receive Tribal contribution, grants, and funding from other sources to complete capital projects. The CIP process is divided into four tasks:

- I. Project Request & CIP Package;
- II. Project Ranking & Approval;
- III. Professional Contract Approval & Design; and
- I.V. Project Bidding & Construction.

Sub-task 1.1.1 Grant Award Negotiations, M1-M3

Milestone 1.1.1.2, M2: Signed grant agreement

Sub-Task 1.1.2 CIP package M1 – M3: The initial strategic plan defines those critical factors that will produce a successful project. The components include a Needs Assessment, Project Timeline, Management Plan, Business Plan, Financial Plan, Budget Development, Facility Concept, Environmental Assessment, and Communication Plan.

Sub-Task 1.1.3 Stakeholder communication, M1 – M3: Project is presented to the leadership, facility managers, and community.

Task 1.2 CIP package, PPA preparation, M1 – M4

Develop contract with legal and financial firms to represent Oneida Tribe during negotiations with potential taxable partners. Legal understanding of limited liability companies, federal tax benefits, and power purchase agreements requires legal specialization. The Project Team will follow standard bidding practices in accordance with Tribal purchasing policies.

Sub-Task 1.2.1 Legal representative contract, M1 – M3

Sub-Task 1.2.2 Financial representative contract, M2 – M4

Task 1.3 Evaluate 3rd party proposals, M5

To protect the Tribe's legal and financial interests, proposals from more than one taxable entity will be solicited. Timeline evaluated.

Sub-Task 1.3.2 PPA proposal selected, M5

Task 1.4 Develop Power Purchase Agreement, M6 – M10

Upon confirmation of funding strategy and project size, negotiations between Tribe and taxable investor shall proceed. Timeline evaluated.

GO/NO-GO DECISION 1.4.1, M7 – M9: An agreement between Oneida Tribe and the taxable entity to be produced

Milestone 1.4.2, M9: Signed PPA

Task 2 – Design & Engineering

Task 2.1 CIP Phase IV Design Development, M2 – M11

The chosen project installer and structural engineer will analyze each building, develop a recommended design according to local and national electrical and safety standards, and present to the Project Team and stakeholders.

Sub-Task 2.1.1 Coordinate with Facilities, Engineering, Indian Preference, Purchasing, M2 – M4.

Sub-Task 2.1.2 Design-Build Contract, M2 – M4: To protect the Tribe's legal and financial interests, proposals from more than one professional will be solicited. Timeline evaluated.

Milestone 2.1.2.2, M4: Contractor selected.

Sub-Task 2.1.3 Project Design Phase, M5 – M11.

Sub-Task 2.1.3.1 Structural analyses, M5 – M7: Contractor to subcontract with structural engineer. Facility Options Backup Plan developed.

Sub-Task 2.1.3.2 Create Facility Options Backup Plan, M5 – M7.

Sub-Task 2.1.3.3 Recommended design, M7 – M8: systems layout, options, and 3-line diagrams.

Sub-Task 2.1.3.4 Interconnection Agreements, M7 – M11.

Sub-Task 2.1.3.5 Stakeholder design review, M9 – M11: and design approvals from Project Team, stakeholders, Zoning, NEPA, Safety. Timeline evaluated.

Milestone 2.1.4, M10: Finished Designs.

Task 2.2 Construction Plan Development, M11 – M12

Final construction plans will be drafted and presented to the Project Team and stakeholders.

Sub-Task 2.2.1 Blueprints, M11: Installer develops blueprints for up to twelve project sites.

Sub-Task 2.2.2 Stakeholder plan review, M11 – M12: Plan is reviewed by all project stakeholders and remaining changes are documented. Project is ready for execution. Timeline evaluated.

Milestone 2.2.3, M12: Finished & approved plans

Task 3 - Construction

Task 3.1 Pre-Construction Preparation, M13 – M14

Contractual items, permitting, safety plans, Building Manager briefings, occupancy notification, and other obligations are completed.

Sub-Task 3.1.1 Site deployment evaluations, M13 – M14: building manager communication, occupancy notification.

Sub-Task 3.1.2 Permits, approvals, agreements verified, M13 – M14.

Sub-Task 3.1.3 Safety Plans in place, M13 – M14.

Task 3.2 Construction, M15 – M18

Building modifications and system installation.

Sub-Task 3.2.2 Facility Options Backup Plan reviewed, M15 – M18.

Task 3.3 Training, M18

Upon completion of system construction, Facility electricians will be trained on system operation and troubleshooting. As proposed, maintenance and operations of all systems will be contracted for the first 8 years of project life. At the time when the asset is transferred to the Tribe, Tribal facility electricians will assume ownership of responsibilities. Service agreements may be pursued depending on the extent of services required.

Milestone 3.3.1, M18: Operations & Maintenance Plan in place.

Milestone 3.3.2, M18: Project complete

Task 4 - System Verification

System monitoring will take advantage of inverter on-board monitoring software. This information will be uploaded regularly, processed, and summarized in table and graphical form for reporting and presentation purposes.

Task 4.1 Final Report, M19 – M21

Per Grant Agreement

Task 4.2 Energy Data, M19 – M32

Collect system production data; report findings to DOE.

D. Project Management

Management Approach: The CIP package is a well-defined document that provides the detail necessary for staff and leadership to understand proposed project, including budgets, location, scheduling, safety, and contracting. The Tasks are described in Tasks 1.1, 1.2, and 2.1.

Communication: The Project Team and facility staff will meet monthly throughout the entire project. Periodic meetings with facility staff will be scheduled as activities progress. The Oneida CIP Team meets weekly to provide updates to stakeholders of capital projects.

Handoffs: Project Team members and Facility staff will be kept informed of activities throughout the project. During the different steps, certain staff will likely take a greater role in managing activities. At the end of Task 3, facility staff will assume the management & maintenance role.

Financial Steps: Tribal Purchasing, Accounting, and Legal departments, and the Business Sub-Committee pay close attention to fiscal responsibilities. Contracts will outline the financial procedures for disbursing funds. A signed contract will provoke a purchase order to be created. As invoices are received, they are processed and distributed to the vendor.

Risk Management: Permitting, safety plans, environmental reviews, and community input will be addressed throughout the project. A financial back-up plan will be created to address any possible shortfalls that might occur with existing sources.

Change-orders: The Project Team and the installer will evaluate change-orders on a case-by-case basis. No significant changes anticipated that go beyond the scope of the project. Possible changes may evolve from array configurations, conduit placement, electrical service equipment, interconnection equipment, utility interaction, and inspection notices.

E. Reporting

Progress and financial status will be documented in quarterly reports. A separate Final Report will be submitted that will include the project results, data collected and other documentation as provided in the guidance. Reports and other deliverables will be provided in accordance with the Federal Assistance Reporting Checklist following the instructions included therein.

Further, progress shall also be presented at annual Tribal Energy Program Reviews to be held each year in Denver, Colorado.

F. Project Schedule and Milestones

The following table summarizes the milestones associated with the project activities.

Recipient Name: Oneida Tribe of Indians of Wisconsin							
Project Title: Solar Deployment Project and Tribal Facilities							
Task/Sub-Task		Milestone or Go/No-Go				Anticipated	
#	Title	Number	Code	Description	Milestone Verification Process (What, How, Who, Where)	Month from M0	Quarter from Q0
Task 1: FINANCIAL STRATEGY							
1.0	Grant terms		D1.1.1.1	Evaluate award	Business Committee and Project Team to evaluate award and determine if the grant terms are acceptable to the Tribe.	M1-M2	Q1
1.1	DOE award	Milestone	M1.1.1.2	1 funding source committed	SIGNED GRANT AGREEMENT	M2	Q1
1.1.3	Stakeholders		D1.1.3.1	Stakeholder support	Project Team to communicate proposal and evaluate stakeholder concerns for initial project strategy to determine any necessary changes.	M2-M3	Q1
1.2	CIP Package				PPA Preparation	M1-M4	Q1, Q2
1.2	Legal representative		1.2.1		Legal representative contract	M1-M3	Q1
1.2	Financial representative		1.2.2		Financial representative contract	M2-M4	Q1, Q2
1.3	Taxable entity		D1.3.1		Project Team and Legal firm to evaluate all proposal options and select a taxable entity with the most appropriate offer, should one exist.	M5	Q2
1.3	PPA Proposal		1.3.2		PPA proposal selected		
1.4	Develop PPA		D1.4.1		Project Team and Legal firm will evaluate negotiated terms of PPA to determine if PPA meets the needs of the Tribe.	M7-M9	Q3
1.4		Go/No-Go	G1.4.1		Can agreement between Oneida Tribe and taxable entity be produced	M7-M9	Q3
1.4.2	Successful partnership	Milestone	M1.4.2	3rd party selected	SIGNED POWER PURCHASE AGREEMENT	M9	Q3

Recipient Name: Oneida Tribe of Indians of Wisconsin							
Project Title: Solar Deployment Project and Tribal Facilities							
Task/Sub-Task		Milestone or Go/No-Go					Anticipated
#	Title	Number	Code	Description	Milestone Verification Process (What, How, Who, Where)	Month from M0	Quarter from Q0
Task 2: DESIGN & ENGINEERING							
2.1	CIP Phase IV Design Development				CIP Phase IV Design Development	M2-M11	Q1-Q4
2.1	Coordinate		D2.1.2		Coordinate with Facilities, Engineering, Indian Preference, Purchasing	M2-M4	Q1-Q2
2.1	Installer	Milestone	M2.1.2.2	Contract approved	SIGNED INSTALLER CONTRACT	M4	Q2
2.1	Design		D2.1.3		Project Design Phase	M5-M11	Q2-Q4
2.1	Structural Analysis		D2.1.3.1		Structural analyses: Contractor to subcontract with structural engineer. Facility options backup plan developed.	M7-M8	Q3
2.1	Backup plan		2.1.3.2		Create Facility Options Backup Plan	M5-m7	Q2-Q3
2.1	Design		2.1.3.3		Recommended design; systems layout, options, and 3-line diagrams	M7-M8	Q3
2.1	Agreement		2.1.3.4		Interconnection Agreements	M7-M11	Q3-Q4
2.1			2.1.4		Finished Designs	M10	Q3
2.2	Construction plan				Construction Plan Development	M11-M12	Q4
2.2	Blueprints		2.2.1		Installer develops blueprints for up to 12 project sites	M11	Q4
2.2	Plan Review		2.2.2	Stakeholder support	Stakeholder plan review; Plan is reviewed by all project stakeholders and remaining changes are documented. Project is ready for execution. Timeline evaluated.	M11-M12	Q4

Recipient Name: Oneida Tribe of Indians of Wisconsin								
Project Title: Solar Deployment Project and Tribal Facilities								
Task/Sub-Task		Milestone or Go/No-Go					Anticipated	
#	Title	Number	Code	Description	Milestone Verification Process (What, How, Who, Where)	Month from M0	Quarter from Q0	
Task 3: CONSTRUCTION								
3.1					Pre-Construction Preparation	M13- M14	Q5	
			3.1.1		Site deployment evaluations; building manager communication, occupancy notification	M13- M14	Q5	
			3.1.2		Permits, approvals, agreements verified	M13- M14	Q5	
			3.1.3		Safety plans in place	M13- M14	Q5	
3.2	Construction				Construction	M15- M18	Q5-Q6	
			3.2.2		Facility options backup plan reviewed	M15- M18	Q5-Q6	
3.3	Training				Training	M18	Q6	
			3.3.1		Operations & Maintenance Plan in place	M18	Q6	
			3.3.2		Project Complete	M18	Q6	
Task 4: SYSTEM VERIFICATION								
4.1	Reports				Final Report per grant agreement	M19- M21	Q7-Q11	
4.2	Energy Data				Collect system production data; report findings to DOE	M19- M32	Q7-Q11	

Federal Assistance Reporting Instructions (03/2013)

A. MANAGEMENT REPORTING

For awards involving RD&D a Research Performance Progress Report is required to be submitted. For all other awards a Progress Report is required to be submitted.

Either the Research Performance Progress Report (RPPR) or the Progress Report must be checked, but not both.

Research Performance Progress Report (RPPR)(RD&D Projects)

See attached document entitled "Research Performance Progress Report" for instructions on what the Recipient is to include in the RPPR.

Progress Report (Non-RD&D Projects)

The Recipient must provide a concise narrative assessment of the status of work and include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist:

1. The DOE award and report information:
 - a. The DOE Award Number (as it appears on the award face page)
 - b. Recipient Name (as it appears on the award face page)
 - c. Project Title
 - d. PD/PI Name, Title and Contact Information (e-mail address and phone number)
 - e. Name of Submitting Official, Title, and Contact Information (e-mail address and phone number), if other than PD/PI
 - f. Project Period (Start Date, End Date)
 - g. Report Submission Date
 - h. Reporting Period Start and End Date
2. A written comparison of the actual project accomplishments with the project goals and objectives established for the reporting period; if goals and/or objectives for the reporting period were not met, a detailed description of the variance shall be provided.
3. A discussion of what was accomplished under these goals and objectives established for this reporting period, including major activities, significant results, major findings or conclusions, key outcomes or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, do not include the information, but include a note in the report advising the reader to contact the Principal Investigator or the Project Director for further information.
4. Cost Status. A comparison of the approved budget by budget period and the actual costs incurred during the reporting period shall be provided. If cost sharing is required, the cost breakdown shall show the DOE share, recipient share, and total costs.

5. Schedule Status. List milestones, anticipated completion dates and actual completion dates. If you submitted a project management plan with your application, you must use this plan to report schedule and budget variances. You may use your own project management system to provide this information.
6. Describe any changes during the reporting period in project approach and the reasons for these changes. Remember, significant changes to the project objectives and scope require prior approval by the Contracting Officer.
7. Describe any actual or anticipated problems or delays and any actions taken or planned to resolve them.
8. Describe any absence or changes of key personnel or changes in consortium/teaming arrangement during the reporting period.
9. List and describe any product produced or technology transfer activities accomplished during this reporting period, such as:
 - a. Publications (list journal name, volume, issue); conference papers; or other public releases of results. Attach or send copies of public releases to the DOE Program Manager identified in Block 15 of the Assistance Agreement Cover Page.
 - b. Web site or other Internet sites (list the URL) that reflect the results of this project.
 - c. Networks or collaborations fostered.
 - d. Technologies/Techniques (Identify and Describe).
 - e. Inventions/Patent Applications (Identify and Describe with date of application)
 - f. Other products, such as data or databases, physical collections, audio or video, software or NetWare, models, educational aid or curricula, instruments or equipment (Identify and Describe).

Special Status Report

The recipient must report the following events by e-mail as soon as possible after they occur:

1. Developments that have a significant favorable impact on the project.
2. Problems, delays, or adverse conditions which materially impair the recipient's ability to meet the objectives of the award or which may require DOE to respond to questions relating to such events from the public. The recipient must report any of the following incidents and include the anticipated impact and remedial action to be taken to correct or resolve the problem/condition:
 - a. Any single fatality or injuries requiring hospitalization of five or more individuals.
 - b. Any significant environmental permit violation.

- c. Any verbal or written Notice of Violation of any Environmental, Safety, and Health statutes.
- d. Any incident which causes a significant process or hazard control system failure.
- e. Any event which is anticipated to cause a significant schedule slippage or cost increase.
- f. Any damage to Government-owned equipment in excess of \$50,000.
- g. Any other incident that has the potential for high visibility in the media.

B. SCIENTIFIC/TECHNICAL REPORTS

Final Scientific/Technical Report

Content. The final scientific/technical report must include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist:

1. Identify the DOE award number; name of recipient; project title; name of project director/principal investigator; and consortium/teaming members.
2. Display prominently on the cover of the report any authorized distribution limitation notices, such as patentable material or protected data. Reports delivered without such notices may be deemed to have been furnished with unlimited rights, and the Government assumes no liability for the disclosure, use or reproduction of such reports.
3. Provide an executive summary, which includes a discussion of: (1) how the research adds to the understanding of the area investigated; (2) the technical effectiveness and economic feasibility of the methods or techniques investigated or demonstrated; or (3) how the project is otherwise of benefit to the public. The discussion should be a minimum of one paragraph and written in terms understandable by an educated layman.
4. Provide a comparison of the actual accomplishments with the goals and objectives of the project.
5. Summarize project activities for the entire period of funding, including original hypotheses, approaches used, problems encountered and departure from planned methodology, and an assessment of their impact on the project results. Include, if applicable, facts, figures, analyses, and assumptions used during the life of the project to support the conclusions.
6. Identify products developed under the award and technology transfer activities, such as:
 - a. Publications (list journal name, volume, issue), conference papers, or other public releases of results. If not provided previously, attach or send copies of any public releases to the DOE Program Manager identified in Block 15 of the Assistance Agreement Cover page;
 - b. Web site or other Internet sites that reflect the results of this project;

- c. Networks or collaborations fostered;
 - d. Technologies/Techniques;
 - e. Inventions/Patent Applications, licensing agreements; and
 - f. Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.
7. For projects involving computer modeling, provide the following information with the final report:
- a. Model description, key assumptions, version, source and intended use;
 - b. Performance criteria for the model related to the intended use;
 - c. Test results to demonstrate the model performance criteria were met (e.g., code verification/validation, sensitivity analyses, history matching with lab or field data, as appropriate);
 - d. Theory behind the model, expressed in non-mathematical terms;
 - e. Mathematics to be used, including formulas and calculation methods;
 - f. Whether or not the theory and mathematical algorithms were peer reviewed, and, if so, include a summary of theoretical strengths and weaknesses;
 - g. Hardware requirements; and
 - h. Documentation (e.g., users guide, model code).

Electronic Submission. The final scientific/technical report must be submitted electronically via the DOE Energy Link System (E-Link) accessed at <http://www.osti.gov/mlink-2413>.

Electronic Format. Reports must be submitted in the ADOBE PORTABLE DOCUMENT FORMAT (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematic, graphs, and charts. Materials, such as prints, videos, and books, that are essential to the report but cannot be submitted electronically, should be sent to the DOE Administrator at the address listed in Block 16 of the Assistance Agreement Cover Page.

Submittal Form. The report must be accompanied by a completed electronic version of DOE Form 241.3, "U.S. Department of Energy (DOE), Announcement of Scientific and Technical Information (STI)." You can complete, upload, and submit the DOE F 241.3 online via E-Link. You are encouraged not to submit patentable material or protected data in these reports, but if there is such material or data in the report, you must: (1) clearly identify patentable or protected data on each page of the report; (2) identify such material on the cover of the report; and (3) mark the appropriate block in Section K of the DOE F 241.3. Reports must not contain any limited rights data (proprietary data), classified information, information subject to export control classification, or other information not subject to release. Protected data is specific technical data, first produced in the performance of the award that is protected from public release for a period of time by the terms of the award agreement.

Conference Papers/Proceedings

Content. The recipient must submit a copy of any scientific/technical conference papers/proceedings, with the following information: (1) Name of conference; (2) Location of conference; (3) Date of conference; and (4) Conference sponsor.

Electronic Submission. Scientific/technical conference paper/proceedings must be submitted electronically via the DOE Energy Link System (E-Link) at <http://www.osti.gov/mlink-2413>. Non-scientific/technical conference papers/proceedings must be sent to the URL listed on the Reporting Checklist.

Electronic Format. Scientific/technical conference papers/proceedings must be submitted in the ADOBE PORTABLE DOCUMENT FORMAT (PDF) and be one integrated PDF file that contains all text, tables, diagrams, photographs, schematic, graphs, and charts. If the proceedings cannot be submitted electronically, they should be sent to the DOE Administrator at the address listed in Block 16 of the Assistance Agreement Cover Page.

Submittal Form. Scientific/technical conference papers/proceedings must be accompanied by a completed DOE Form 241.3. The form and instructions are available on E-Link at <http://www.osti.gov/mlink-2413>. This form is not required for non-scientific or non-technical conference papers or proceedings.

Software/Manual

Content. Unless otherwise specified in the award, the following must be delivered: source code, the executable object code and the minimum support documentation needed by a competent user to understand and use the software and to be able to modify the software in subsequent development efforts.

Electronic Submission. Submissions may be submitted electronically via the DOE Energy Link System (E-Link) at <http://www.osti.gov/estsc/241-4pre.jsp>. They may also be submitted via regular mail to:

Energy Science and Technology Software Center
P.O. Box 1020
Oak Ridge, TN 37831

Submittal Form. Each software deliverable and its manual must be accompanied by a completed DOE Form 241.4, "Announcement of U.S. Department of Energy Computer Software." The form and instructions are available on E-Link at <http://www.osti.gov/estsc/241-4pre.jsp>.

Protected Personally Identifiable Information (PII). Management Reports or Scientific/Technical Reports must not contain any *Protected* PII. PII is any information about an individual which can be used to distinguish or trace an individual's identity. Some information that is considered to be PII is available in public sources such as telephone books, public websites, university listings, etc. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, e-mail address, home telephone number, and general educational credentials. In contrast, *Protected* PII is defined as an individual's first name or first initial and last name in combination

with any one or more of types of information, including, but not limited to, social security number, passport number, credit card numbers, clearances, bank numbers, biometrics, date and place of birth, mother's maiden name, criminal, medical and financial records, educational transcripts, etc.

C. FINANCIAL REPORTING

Recipients must complete the SF-425 as identified on the Reporting Checklist in accordance with the report instructions. A fillable version of the form is available at http://www.whitehouse.gov/omb/grants/grants_forms.aspx.

D. CLOSEOUT REPORTS

Final Invention and Patent Report

The recipient must provide a DOE Form 2050.11 , “PATENT CERTIFICATION.” This form is available at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms> under Reporting Forms.

Final Property Report

See instructions under **SF-428 Tangible Personal Property Report Forms Family** below.

E. OTHER REPORTING

Annual Indirect Cost Proposal and Reconciliation

Requirement. In accordance with the applicable cost principles, the Recipient must submit an annual indirect cost proposal, reconciled to its financial statements, within six months after the close of the Recipient's fiscal year, unless the award is based on a predetermined or fixed indirect rate(s), or a fixed amount for indirect or facilities and administration (F&A) costs.

Cognizant Agency. The Recipient must submit its annual indirect cost proposal directly to the cognizant agency for negotiating and approving its indirect costs. If the DOE awarding office is the cognizant agency, the Recipient must submit their annual indirect cost proposal to <https://www.eere-pmc.energy.gov/SubmitReports.aspx>.

Audit of For-Profit Recipients

As required by 10 CFR 600.316, audits must be performed of For-Profit Recipients of financial assistance awards.

For-Profit Audit Guidance Parts I through IV is available to assist For-profit Recipients in complying with the audit requirements of 10 CFR 600.316. This Guidance is posted on the Financial Assistance Forms page of the DOE MA home page under the ‘Coverage of Independent Audits’ subheading at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>.

Submission: The compliance audit report(s) is due to DOE within six months of the Recipient's fiscal year-end date. The compliance audit report must be submitted, along with audited financial statements (if applicable), to the appropriate DOE Contracting Officer at <https://www.eere-pmc.energy.gov/SubmitReports.aspx> as well as to the DOE Office of the Chief Financial Officer (CFO) at DOE-Audit-Submission@hq.doe.gov.

SF-428 Tangible Personal Property Report Forms Family

- Requirement. The SF-428 is a forms family consisting of 5 forms: the SF-428, SF-428-A, SF-428-B, SF-428-C, and SF-428S. Fillable versions of the SF-428 forms are available at <http://energy.gov/management/office-management/operational-management/financial-assistance/financial-assistance-forms>.
- The SF-428 is the cover page and the submitter attaches the appropriate form or forms as listed on the SF-428.
- The SF-428-A is the Annual report, due Oct. 30th of each calendar year.
- The SF-428-B is the Final Award Closeout Report, due 90 calendar days after completion or termination of the award.
- The SF-428-C is the Disposition Report/Request.
- The SF-428S is the supplemental form for the SF-428-A, SF-428-B and SF-428-C.

If at any time during the award the recipient is provided Government-furnished property or acquires property with project funds and the award specifies that the property vests in the Federal Government (i.e. federally owned property), the recipient must submit an annual inventory of this property to the DOE Administrator using the SF-428 and SF-428-A forms at the address on page 1 of this checklist no later than October 30th of each calendar year, to cover an annual reporting period ending on the preceding September 30th. The SF-428 and SF-428-B reports are required 90 calendar days after completion or termination of award to complete the closeout process.

Content of Inventory. As required on the SF-428-A and SF-428-S forms, the inventory must include a description of the property, tag number, acquisition date, and acquisition cost, if purchased with project funds. The location of property should be listed under the Comments section. The report must list all federally owned property, including property located at subcontractor's facilities or other locations.

RESEARCH PERFORMANCE PROGRESS REPORT

Standard Cover Page Data Elements and Reporting Categories

The standard cover page data elements shown below, as well as mandatory and optional components comprise the complete research performance progress report format.

Each category in the RPPR is a separate reporting component. Each component is marked to indicate if it is optional or mandatory. Mandatory components must be addressed in each report, optional are at your discretion.

If you have nothing significant to report during the reporting period on a question or item, state "Nothing To Report".

1. COVER PAGE DATA ELEMENTS: Mandatory

- a. Federal Agency and Organization Element to Which Report is Submitted
- b. Federal Grant or Other Identifying Number Assigned by Agency
- c. Project Title
- d. PD/PI Name, Title and Contact Information (e-mail address and phone number)
- e. Name of Submitting Official, Title, and Contact Information (e-mail address and phone number), if other than PD/PI
- f. Submission Date
- g. DUNS Number
- h. Recipient Organization (Name and Address)
- i. Project/Grant Period (Start Date, End Date)
- j. Reporting Period End Date
- k. Report Term or Frequency (annual, semi-annual, quarterly, other)
- l. Signature of Submitting Official (electronic signatures (i.e., Adobe Acrobat) are acceptable)

2. ACCOMPLISHMENTS: Mandatory

What was done? What was learned?

The information provided in this section allows the agency to assess whether satisfactory progress has been made during the reporting period. The PI is reminded that the grantee is required to obtain prior written approval from the Contracting Officer whenever there are significant changes in the project or its direction. Requests for prior written approval must be submitted to the Contracting Officer (submission via Fedconnect is acceptable).

a. What are the major goals of the project?

List the major goals of the project as stated in the approved application or as approved by the agency. If the application lists milestones/target dates for important activities or phases of the project, identify these dates and show actual completion dates or the percentage of completion. Generally, the goals will not change from one reporting period to the next. However, if the awarding agency approved changes to the goals during the reporting period, list the revised goals and objectives. Also explain any significant changes in approach or methods from the agency approved application or plan.

b. What was accomplished under these goals?

For this reporting period describe: 1) major activities; 2) specific objectives; 3) significant results, including major findings, developments, or conclusions (both positive and negative); and 4) key outcomes or other achievements. Include a discussion of stated goals not met. As the project progresses, the emphasis in reporting in this section should shift from reporting activities to reporting accomplishments.

c. What opportunities for training and professional development has the project provided?

Describe opportunities for training and professional development provided to anyone who worked on the project or anyone who was involved in the activities supported by the project. "Training" activities are those in which individuals with advanced professional skills and experience assist others in attaining greater proficiency. Training activities may include, for example, courses or one-on-one work with a mentor. "Professional development" activities result in increased knowledge or skill in one's area of expertise and may include workshops, conferences, seminars, study groups, and individual study. Include participation in conferences, workshops, and seminars not listed under major activities.

d. How have the results been disseminated to communities of interest?

Describe how the results have been disseminated to communities of interest. Include any outreach activities that have been undertaken to reach members of communities who are not usually aware of these research activities, for the purpose of enhancing public understanding and increasing interest in learning and careers in science, technology, and the humanities.

e. What do you plan to do during the next reporting period to accomplish the goals?

Describe briefly what you plan to do during the next reporting period to accomplish the goals and objectives.

3. PRODUCTS: [Optional/Mandatory]**What has the project produced?**

Publications are the characteristic product of research. Agencies evaluate what the publications demonstrate about the excellence and significance of the research and the efficacy with which the results are being communicated to colleagues, potential users, and the public, not the number of publications. Many projects (though not all) develop significant products other than publications. Agencies assess and report both publications and other products to Congress, communities of interest, and the public.

List any products resulting from the project during the reporting period. Examples of products include: publications, conference papers, and presentations; website(s) or other Internet site(s); technologies or techniques; inventions, patent applications, and/or licenses; and other products, such as data or databases, physical collections, audio or video products, software or NetWare, models, educational aids or curricula, instruments, or equipment, or any other public release of information related to the project.

a. Publications, conference papers, and presentations

Report only the major publication(s) resulting from the work under this award. There is no restriction on the number. However, agencies are interested in only those publications that most reflect the work under this award in the following categories:

i. Journal publications. List peer-reviewed articles or papers appearing in scientific, technical, or professional journals. Include any peer-reviewed publication in the periodically published proceedings of a scientific society, a conference, or the like. A publication in the proceedings of a one-time conference, not part of a series, should be reported under "Books or other non-periodical, one-time publications." Identify for each publication: Author(s); title; journal; volume; year; page numbers; status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no).

ii. Books or other non-periodical, one-time publications. Report any book, monograph, dissertation, abstract, or the like published as or in a separate publication, rather than a periodical or series. Include any significant publication in the proceedings of a one-time conference or in the report of a one-time study, commission, or the like. Identify for each one-time publication: author(s); title; editor; title of collection, if applicable; bibliographic information; year; type of publication (book, thesis or dissertation, other); status of publication (published; accepted, awaiting publication; submitted, under review; other); acknowledgement of federal support (yes/no).

iii. Other publications, conference papers and presentations. Identify any other publications, conference papers and/or presentations not reported above. Specify the status of the publication as noted above.

b. Website(s) or other Internet site(s)

List the URL for any Internet site(s) that disseminates the results of the research activities. A short description of each site should be provided. It is not necessary to include the publications already specified above in this section.

c. Technologies or techniques

Identify technologies or techniques that have resulted from the research activities. Describe the technologies or techniques and how they are being shared.

d. Inventions, patent applications, and/or licenses

Identify inventions, patent applications with date, and/or licenses that have resulted from the research. Submission of this information as part of an interim research performance progress report is not a substitute for any other invention reporting required under the terms and conditions of an award.

e. Other products

Identify any other significant products that were developed under this project. Describe the product and how it is being shared. Examples of other products are: Databases; Physical collections; Audio or video products; Software or NetWare; Models; Educational aids or curricula; Instruments or equipment; Data & Research Material (e.g., cell lines, DNA probes, animal models); and Other.

**4. PARTICIPANTS & OTHER COLLABORATING ORGANIZATIONS:
[Optional/Mandatory]**

Who has been involved?

Agencies need to know who has worked on the project to gauge and report performance in promoting partnerships and collaborations. The following information on participants must be provided:

a. What individuals have worked on the project?

Provide the following information for: (1) principal investigator(s)/project director(s) (PIs/PDs); and (2) each person who has worked at least one person month per year on the project during the reporting period, regardless of the source of compensation (a person month equals approximately 160 hours of effort).

Provide the name and identify the role the person played in the project. Do NOT include any other identifying information on individuals. Indicate the nearest whole person month (Calendar, Academic, Summer) that the individual worked on the project. Show the most senior role in which the person has worked on the project for any significant length of time. For example, if an undergraduate student graduates, enters graduate school, and continues to work on the project, show that person as a graduate student, preferably explaining the change in involvement. Describe how this person contributed to the project and with what funding support. If information is unchanged from a previous submission, provide the name only and indicate "no change". Identify whether this person is collaborating internationally. Specifically is the person collaborating with an individual located in a foreign country and whether the person had traveled to the foreign country as part of that collaboration and duration of stay. The foreign country(ies) should be identified.

Example:

- 1. Name:** Mary Smith
- 2. Project Role:** Graduate Student
- 3. Nearest person month worked:** 5
- 4. Contribution to Project:** Ms. Smith has performed work in the area of combined error-control and constrained coding.
- 5. Funding Support:** The Ford Foundation (Complete only if the funding provided from other than this award.)
- 6. Collaborated with individual in foreign country:** Yes
- 7. Country(ies) of foreign collaborator:** China
- 8. Traveled to foreign country:** Yes
- 9. If traveled to foreign country(ies), duration of stay:** 5 months

b. What other organizations have been involved as partners?

Describe partner organizations – academic institutions, other nonprofits, industrial or commercial firms, state or local governments, schools or school systems, or other organizations (foreign or domestic) – that have been involved with the project. Partner organizations may provide financial or in-kind support, supply facilities or equipment, collaborate in the research, exchange personnel, or otherwise contribute.

Provide the following information for each partnership:

1. Organization Name:
2. Location of Organization: (if foreign location list country)
3. Partner's contribution to the project (identify one or more)
4. Financial support;
5. In-kind support (e.g., partner makes software, computers, equipment, etc., available to project staff);
6. Facilities (e.g., project staff use the partner's facilities for project activities);
7. Collaborative research (e.g., partner's staff work with project staff on the project); and
8. Personnel exchanges (e.g., project staff and/or partner's staff use each other's facilities,

work at each other's site).

9. More detail on partner and contribution (foreign or domestic).

c. Have other collaborators or contacts been involved?

Some significant collaborators or contacts within the recipient's organization may not be covered by "What people have worked on the project?" Likewise, some significant collaborators or contacts outside the recipient's organization may not be covered under "What other organizations have been involved as partners?" For example, describe any significant: collaborations with others within the recipient's organization; especially interdepartmental or interdisciplinary collaborations; collaborations or contact with others outside the organization; and collaborations or contacts with others outside the United States or with an international organization. country(ies) of collaborations or contacts.

It is likely that many recipients will have no other collaborators or contacts to report.

5. IMPACT: [Optional/Mandatory]

What is the impact of the project? How has it contributed?

Over the years, this base of knowledge, techniques, people, and infrastructure is drawn upon again and again for application to commercial technology and the economy, to health and safety, to cost-efficient environmental protection, to the solution of social problems, to numerous other aspects of the public welfare, and to other fields of endeavor.

The taxpaying public and its representatives deserve a periodic assessment to show them how the investments they make benefit the nation. Through this reporting format, and especially this section, recipients provide that assessment and make the case for Federal funding of research and education.

Agencies use this information to assess how their research programs: increase the body of knowledge and techniques; enlarge the pool of people trained to develop that knowledge and techniques or put it to use; and improve the physical, institutional, and information resources that enable those people to get their training and perform their functions.

This component will be used to describe ways in which the work, findings, and specific products of the project have had an impact during this reporting period. Describe distinctive contributions, major accomplishments, innovations, successes, or any change in practice or behavior that has come about as a result of the project relative to: the development of the principal discipline(s) of the project; other disciplines; the development of human resources; physical, institutional, and information resources that form infrastructure; technology transfer (include transfer of results to entities in government or industry, adoption of new practices, or instances where research has led to the initiation of a startup company); or society beyond science and technology.

a. What is the impact on the development of the principal discipline(s) of the project?

Describe how findings, results, techniques that were developed or extended, or other products from the project made an impact or are likely to make an impact on the base of knowledge, theory, and research and/or pedagogical methods in the principal disciplinary field(s) of the project. Summarize using language that an intelligent lay audience can understand (*Scientific American* style). How the field or discipline is defined is not as important as covering the impact the work has had on knowledge and technique. Make the best distinction possible, for example, by using a "field" or "discipline", if appropriate, that corresponds with a single academic department (i.e., physics rather than nuclear physics).

b. What is the impact on other disciplines?

Describe how the findings, results, or techniques that were developed or improved, or other products from the project made an impact or are likely to make an impact on other disciplines.

c. What is the impact on the development of human resources?

Describe how the project made an impact or is likely to make an impact on human resource development in science, engineering, and technology. For example, how has the project: provided opportunities for research and teaching in the relevant fields; improved the performance, skills, or attitudes of members of underrepresented groups that will improve their access to or retention in research, teaching, or other related professions; developed and disseminated new educational materials or provided scholarships; or provided exposure to science and technology for practitioners, teachers, young people, or other members of the public?

d. What is the impact on physical, institutional, and information resources that form infrastructure?

Describe ways, if any, in which the project made an impact, or is likely to make an impact, on physical, institutional, and information resources that form infrastructure, including: physical resources such as facilities, laboratories, or instruments; institutional resources (such as establishment or sustenance of societies or organizations); or information resources, electronic means for accessing such resources or for scientific communication, or the like.

e. What is the impact on technology transfer?

Describe ways in which the project made an impact, or is likely to make an impact, on commercial technology or public use, including: transfer of results to entities in government or industry; instances where the research has led to the initiation of a start-up company; or adoption of new practices.

f. What is the impact on society beyond science and technology?

Describe how results from the project made an impact, or are likely to make an impact, beyond the bounds of science, engineering, and the academic world on areas such as: improving public knowledge, attitudes, skills, and abilities; changing behavior, practices, decision making, policies (including regulatory policies), or social actions; or improving social, economic, civic, or environmental conditions.

g. What dollar amount of the award's budget is being spent in foreign country(ies)?

Describe what percentage of the award's budget is being spent in foreign country(ies). If more than one foreign country is involved, identify the distribution between the foreign countries.

6. CHANGES/PROBLEMS: [Optional/Mandatory]

The PI is reminded that the grantee is required to obtain prior written approval from the Contracting Officer whenever there are significant changes in the project or its direction. Requests for prior written approval must be submitted to the Contracting Officer (submission via Fedconnect is acceptable). If not previously reported in writing, provide the following additional information, if applicable: Changes in approach and reasons for change; Actual or anticipated problems or delays and actions or plans to resolve them; Changes that have a significant impact on expenditures; Significant changes in use or care of animals, human subjects, and/or biohazards.

a. Changes in approach and reasons for change

Describe any changes in approach during the reporting period and reasons for these changes. Remember that significant changes in objectives and scope require prior approval of the agency.

b. Actual or anticipated problems or delays and actions or plans to resolve them

Describe problems or delays encountered during the reporting period and actions or plans to resolve them.

c. Changes that have a significant impact on expenditures

Describe changes during the reporting period that may have a significant impact on expenditures, for example, delays in hiring staff or favorable developments that enable meeting objectives at less cost than anticipated.

d. Significant changes in use or care of human subjects, vertebrate animals, and/or Biohazards

Describe significant deviations, unexpected outcomes, or changes in approved protocols for the use or care of human subjects, vertebrate animals, and/or biohazards during the reporting period. If required, were these changes approved by the applicable institution committee and reported to the agency? Also specify the applicable Institutional Review Board/Institutional Animal Care and Use Committee approval dates.

e. Change of primary performance site location from that originally proposed

Identify any change to the primary performance site location identified in the proposal, as originally submitted.

7. SPECIAL REPORTING REQUIREMENTS: [Optional/Mandatory]

Respond to any special reporting requirements specified in the award terms and conditions, as well as any award specific reporting requirements.

8. BUDGETARY INFORMATION: [Optional/Mandatory]

This component will be used to collect budgetary data from the recipient organization. The information will be used in conducting periodic administrative/budgetary reviews. Budgetary data should be submitted in an Excel spreadsheet format.

9. PROJECT MANAGEMENT PLAN (PMP) [Optional/Mandatory]**Iterations and Maintenance**

The recipient is required to develop, update, and adhere to a project management plan. The purpose of the plan is to establish cost, schedule, and technical performance baselines, and to formalize the processes by which the project will be managed. These processes include considerations such as risk management, change management, and communications management. While it is primarily the project recipient's responsibility to maintain the plan, Federal staff may request changes. The plan is intended to be a living document, modified as necessary, and comprising the following iterations:

Application Draft

The recipient must submit a draft of the project management plan with the initial application for financial assistance.

Negotiation Draft

The selected recipient may be called upon by the selecting Office to revise its project management plan during the negotiation phase.

Active Plan

Following formal award of the financial assistance agreement, the recipient must submit an updated project management plan, to include any changes requested during negotiation and a timeline based upon the actual award date.

a. Revised Plan(s)

During the life of the project the recipient must submit a revised project management plan based on the following circumstances:

1. Developments that have a significant favorable impact on the project.
2. Problems, delays, or adverse conditions which materially impair the recipient's ability to meet the objectives of the award or which may require the program office to respond to questions relating to such events from the public. Specifically, the recipient must update the plan when any of the following incidents occur:
 - a) Any event which is anticipated to cause significant schedule or cost changes, such as changes to the funding and costing profile or changes to the project timeline.
 - b) Any change to Technology Readiness Level.
 - c) Any significant change to risk events (including both potential and realized events) or to risk management strategies.
 - d) Failure to meet a milestone or milestones; any dependencies should be adjusted.
 - e) Any changes to partnerships.
 - f) Any significant change to facilities or other project resources.
 - g) Any other incident that has the potential for high visibility in the media.

b. Content of revised PMP:

Project Title: The DOE award number and project title

Recipient Organization: Official name of the recipient organization

Principal Investigator: The name and title of the project director/ principal investigator

Date of Plan: The date the plan or plan revision was completed

The revised PMP must describe changes to any of the following sections of the PMP as well as provide updated versions of any logs, tables, charts, or timelines.

1. **Executive Summary:** Provide a description of the project that includes the objective, project goals, and expected results. The description should include a high level description of the technology, potential use or benefit of the technology, location of work sites and a brief discussion of work performed at each site, along with a description of project phases (if the project includes phases).
2. **Technology Readiness Levels (TRLs):** Identify the readiness level of the technology associated with the project as well as the planned progression during the course of project execution. A detailed explanation of the rationale for the estimated technology readiness level should be provided. Specific entry criteria for the next higher technology readiness level should be identified. The following definitions apply:

- a) TRL-1. Basic principles observed and reported: Scientific problem or phenomenon identified. Essential characteristics and behaviors of systems and architectures are identified using mathematical formulations or algorithms. The observation of basic scientific principles or phenomena has been validated through peer-reviewed research. Technology is ready to transition from scientific research to applied research.
- b) TRL-2. Technology concept and/or application formulated: Applied research activity. Theory and scientific principles are focused on specific application areas to define the concept. Characteristics of the application are described. Analytical tools are developed for simulation or analysis of the application.
- c) TRL-3. Analytical and experimental critical function and/or characteristic proof of concept: Proof of concept validation has been achieved at this level. Experimental research and development is initiated with analytical and laboratory studies. System/integrated process requirements for the overall system application are well known. Demonstration of technical feasibility using immature prototype implementations are exercised with representative interface inputs to include electrical, mechanical, or controlling elements to validate predictions.
- d) TRL-4. Component and/or process validation in laboratory environment- Alpha prototype (component) Standalone prototyping implementation and testing in laboratory environment demonstrates the concept. Integration and testing of component technology elements are sufficient to validate feasibility.
- e) TRL-5. Component and/or process validation in relevant environment- Beta prototype (component): Thorough prototype testing of the component/process in relevant environment to the end user is performed. Basic technology elements are integrated with reasonably realistic supporting elements based on available technologies. Prototyping implementations conform to the target environment and interfaces.
- f) TRL-6. System/process model or prototype demonstration in a relevant environment- Beta prototype (system): Prototyping implementations are partially integrated with existing systems. Engineering feasibility fully demonstrated in actual or high fidelity system applications in an environment relevant to the end user.
- g) TRL-7. System/process prototype demonstration in an operational environment- Integrated pilot (system): System prototyping demonstration in operational environment. System is at or near full scale (pilot or engineering scale) of the operational system, with most functions available for demonstration and test. The system, component, or process is integrated with collateral and ancillary systems in a near production quality prototype.
- h) TRL-8. Actual system/process completed and qualified through test and demonstration- Pre-commercial demonstration: End of system development. Full-scale system is fully integrated into operational environment with fully operational hardware and software systems. All functionality is tested in simulated and operational scenarios with demonstrated achievement of end-user specifications. Technology is ready to move from development to commercialization.

3. Risk Management: Provide a summary description of the proposed approach to identify, analyze, and respond to potential risks associated with the proposed project. Project risk events are uncertain future events that, if realized, impact the success of the project. At a minimum, include the initial identification of significant technical, resource, and management issues that have the potential to impede project progress and strategies to minimize impacts from those issues. The risk management approach should be tailored to the TRL. If a project or task is expected to progress to a higher TRL, then the risk plan should address the retirement of any risks associated with the first TRL and identify new risks related to moving to the next TRL. Additionally, the risk management approach should include risk opportunities that if realized, could benefit the project.

4. **Milestone Log:** Provide milestones for each budget period (or phase) of the project. Each milestone should include a title and planned completion date. Milestones should be quantitative (e.g., a date, a decision to be made, a key event) and show progress toward budget period and/or project goals. Milestones should also be important and few. Higher TRL projects (Demonstration and Deployment) typically have the most detailed milestone logs compared to lower TRL level projects (Research and Development). If applicable, milestones chosen should clearly reflect progress through various TRL stages.

Note: The Milestone Status must present actual performance in comparison with the Milestone Log, and include:

- (a) the actual status and progress of the project,
- (b) specific progress made toward achieving the project's milestones, and,
- (c) any proposed changes in the project's schedule required to complete milestones.

5. **Funding and Costing Profile:** Provide a table (the Project Funding Profile) that shows, by budget period, the amount of government funding going to each project team member. Also a table (the Project Costing Profile) which projects, by month, the expenditure of both government and recipient funds for the first budget period, at a minimum. The Funding and Costing Profile should show the relationships with the Milestone Log (Item 4 above) and Project Timeline (Item 6 below); for example, Funding and Costing information could be shown as an overlay on milestone or timeline charts.

6. **Project Timeline:** Provide a timeline of the project (similar to a Gantt chart) broken down by each task and subtask, as described in the Statement of Project Objectives. The timeline should include a start date and end date for each task, as well as interim milestones. The timeline should also show interdependencies between tasks and include the milestones that are identified in the Milestone Log (Item 4 above). The timeline should also show the relationship to the Project Costing Profile (Item 5 above). If applicable, the timeline should include activities and milestones related to achieving succeeding TRLs.

7. **Success Criteria at Decision Points:** Provide well-defined success criteria for each decision point in the project, including go/no-go decision points and the conclusions of budget periods and the entire project. The success criteria should be objective and stated in terms of specific, measurable, and repeatable data. Usually, the success criteria pertain to desirable outcomes, results, and observations from the project. Key milestones can be associated with success criterion. If applicable, the success criteria should include exit criteria for progressing from one TRL to the next.

8. **Key Partnerships, Teaming Arrangements and Team Members:** Provide a list of key team members in the project as well as the role and contact information of each. A hierarchical project organization and structure chart should be provided along with a description of the role and responsibilities of each team member in terms of contribution to project scope. The section should also include key team members who fulfill single or multiple roles within a project as well as the contact information for each.

9. **Facilities and Resources:** Provide a list of project locations along with a discussion of capabilities and activities performed at each site in terms of contribution to project scope. The address of each work site should be provided.

10. **Communications Management:** Describe the communications needs and expectations for the project team members. The communications plan may be simple or detailed, depending on the complexity of the project. At a minimum, the plan should include contact information, methods of communicating and anticipated frequency.

11. **Change Management:** Provide a description of the process for managing change on the project. Describe how change will be monitored, controlled and documented within the project. This includes, but is not limited to, changes to the Scope, Schedule, and Budget. If applicable, Change Management should include assessing how changes impact TRLs.

Applicant Name: Oneida Tribe of Indians of WisconsinAward Number: DE-EE0006948.0000

Attachment 3

Budget Information - Non Construction Programs

OMB Approval No. 0348-0044

Section A - Budget Summary						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Budget Period 1	81.087			\$999,972	\$1,044,918	\$2,044,890
2.						
3.						
4.						
5. Totals				\$999,972	\$1,044,918	\$2,044,890
Section B - Budget Categories						
6. Object Class Categories	Grant Program, Function or Activity				Total (5)	
	Budget Period 1					
a. Personnel	\$29,575				\$29,575	
b. Fringe Benefits	\$10,351				\$10,351	
c. Travel	\$6,300				\$6,300	
d. Equipment	\$0				\$0	
e. Supplies	\$0				\$0	
f. Contractual	\$1,988,373				\$1,988,373	
g. Construction	\$0				\$0	
h. Other	\$5,299				\$5,299	
i. Total Direct Charges (sum of 6a-6h)	\$2,039,898				\$2,039,898	
j. Indirect Charges	\$4,992				\$4,992	
k. Totals (sum of 6i-6j)	\$2,044,890				\$2,044,890	
7. Program Income	\$0				\$0	

Previous Edition Usable

Authorized for Local Reproduction

SF-424A (Rev. 4-92)
Prescribed by OMB Circular A-102

**Intellectual Property Provisions (NRD-115)
Nonresearch and Development**

Intellectual property rights are subject to 2 CFR 200.315 or 910.362.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

1. Adopt the revised Business Committee Standard Operating Procedure entitled Complaint Process for Direct Reports to the Business Committee.

2. Direct the Tribal Secretary to communicate this information to the BC Direct Reports and Human Resources Department

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: Lisa Liggins, Executive Assistant/Office of Lisa Summers
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:

To: Oneida Business Committee

From: Lisa Summers, Secretary

Date: September 15, 2015

The purpose of the memo is to provide you with the pertinent information regarding the revised standard operating procedure entitled Complaint Process for Direct Reports to the Business Committee.

****Background****

The Complaint Process for Direct Reports to the Business Committee SOP was adopted by OBC on January 14, 2015. In the intervening months, the Officers have determined that the time line in section 3.4 is too stringent and we are unable to meet this requirement due to scheduling conflicts. The initial review of the complaint needed to be amended due to conflicts of interest.

There has been feedback that time lines need to be clearly defined for communications to the complainant.

The OBC Officers met on September 1, 2015, and reviewed a draft with the above referenced changes incorporated. A few more changes were suggested and the final draft is presented to the OBC for approval.

Attached you will find:

- 1) The current SOP as approved on January 14, 2015
- 2) The proposed, draft SOP with the incorporated changes
- 3) A red line version comparing the original to the proposed changes

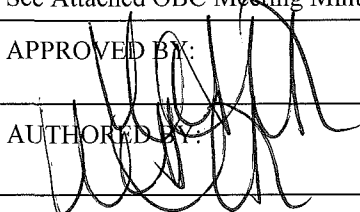
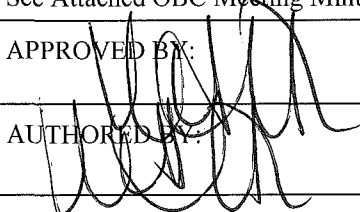
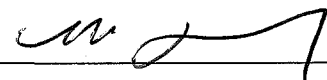
****Requested Action****

1. Adopt the revised Business Committee Standard Operating Procedure entitled Complaint Process for Direct Reports to the Business Committee.
2. Direct the Tribal Secretary to communicate this information to the BC Direct Reports and Human Resources Department.

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 TRIBE OF WISCONSIN	TITLE: Complaint Process for Direct Reports to the Business Committee	Date: 11-26-12 Revision Date: 1/19/2015 Effective Date:
DIVISION: Non-Divisional	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC Meeting Minutes	DATE:
DEPARTMENT: Oneida Business Committee	APPROVED BY: 	DATE: 1/21/15
AUTHOR: Melinda J. Danforth	AUTHORED BY: 	DATE: 1/21/15
PAGE NO: 1 of 4 PRD # 1267: Assigned by PRO	REVIEWED BY: <i>Compliance Review Team</i> 	DATE: 1/23/15

1.0 PURPOSE

To create a standardized process for handling complaints for employees who are direct reports to the Oneida Business Committee (OBC) and are not Business Committee staff, nor Political Appointees.

This procedure is in alignment with the Oneida Personnel Policies and Procedures, OBC Resolution # 10-22-14-B and is a predecessor to the procedures "Disciplinary Process for Direct Reports to the Business Committee".

2.0 DEFINITIONS

- 2.1 Direct Reports: An Employee of the Oneida Tribe who reports directly to the Business Committee as defined in resolution BC-10-22-14-B, "Setting Supervision and Management of Direct Reports to OBC."
- 2.2 Oneida Business Committee Officers: Shall mean the Chairperson, Vice Chairperson, Treasurer, and Secretary.
- 2.3 Political Appointee: A full or part-time employee of the Oneida Business Committee whose position was filled through the political appointment process.
- 2.4 Work Day: Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays and weekends.

3.0 PROCEDURES

Receiving a Complaint – All Business Committee Members

- 3.1 All complaints must be written and addressed to the Oneida Business Committee.

- 3.2 Use stampers to acknowledge the receipt of the complaint:
 - 3.2.1 Stamp “confidential” at the top of the document.
 - 3.2.2 Stamp the month/day/year on the document it was received.
- 3.2 Scan the complaint as a copy to save for the councilperson’s office that received the complaint.
- 3.3 Submit the original document to the Chairperson and a copy to the Vice-Chairperson, Treasurer and Secretary.

Receiving a Complaint – The Officers

- 3.4 The Secretary shall schedule a meeting with all Officers within five (5) working days to review the complaint to determine if the complaint has merit.
- 3.5 An Officer shall send the complainant an acknowledgement letter to let them know they received the complaint and the officers will handle it accordingly.
- 3.6 The Secretary shall add the complaint to the next Business Committee Executive Session agenda for an update and to determine future action.
- 3.7 When the Officers determine if the complaint has no merit, a written summary will be provided for Executive Session.
- 3.8 When the Officers, have determined a complaint has merit, they will notify the councilmembers at the next available Business Committee Executive Session.
- 3.9 The Secretary shall enter complaint information into the master complaint file, including all original(s), back up material and reports for each complaint.

Investigating a Complaint

- 3.10 After giving the update at Executive Session, the officers shall work together, in confidence, to investigate the complaint.
 - 3.10.1 Review the complaint to gain a background on the issue(s) presented.
 - 3.10.2 Determine what relevant information is still needed relating to the complaint.
 - 3.10.3 Initiate the investigation based on additional information that is needed.
 - 3.10.4 Develop and agree to a list of questions which must be answered.
 - 3.10.5 Develop a list of people, including the complainant, to interview.
- 3.11 Within forty-five (45) calendar days, the Officers shall make every attempt to conclude the investigation.
- 3.12 The Secretary shall add the complaint to the next Business Committee Executive Session agenda after conclusion of the investigation.

- 3.12.1 A written report shall include: a summary of the complaint, investigation methodology, results of the investigation, and recommended action.
- 3.13 At Executive Session, the Business Committee shall review the report and vote to accept further action.
 - 3.13.1 The Business Committee shall accept the report, and in doing so shall accept the recommendation(s) of the Officers; modify the recommendations; or, reject the recommendations.
 - 3.13.2 Officer(s) will be designated to follow through on approved action(s) that are outlined in the SOP – “Disciplinary Process for Direct Reports to the Business Committee”.

Officers Duties and Responsibilities

- 3.14 Shall conduct themselves in accordance with the approved complaint process and may work with the Human Resource Department if additional assistance is required.
- 3.15 Shall recuse themselves if a potential conflict of interest exists.
- 3.16 There shall be a minimum of three Officers and/or Councilmembers conducting the investigation.
 - 3.16.1 If there are recusal(s) the committee may determine if a fourth person shall be assigned to assist in the investigation or to not fill the assignment.
 - 3.16.2 If there are recusal(s), the committee will vote to determine the third councilmember to assist in the investigation.

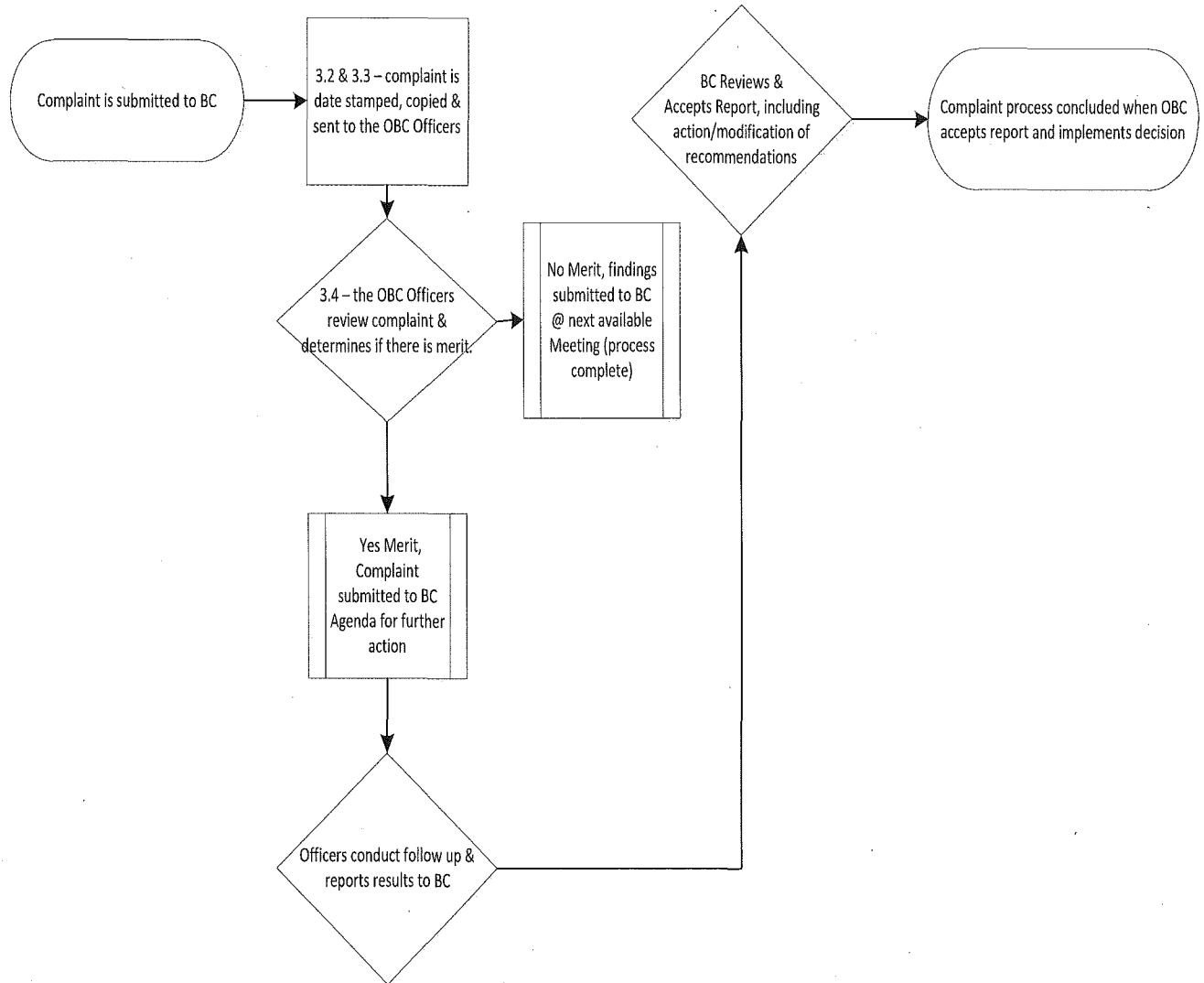
4.0 RECORDS

- 4.1 Record Maintenance
 - 4.1.1 Complaint records shall be maintained by the Secretary’s office
 - 4.1.2 Complaint records will be made available for OBC members’ review within a reasonable amount of time, upon request.
 - 4.1.3 Records shall be held in accordance with the open records and meetings law.

6.0 REFERENCES

- 6.1 Human Resources Memorandum Dated 11-21-01
- 6.2 Human Resources Area Manager Interpretation dated 12-09-11
- 6.3 Personnel Policies & Procedures, Section V.D
- 6.4 Resolution 10-22-14-B
- 6.5 Disciplinary Process for Direct Reports of the Business Committee

7.0 FLOW CHART



Motion by Melinda J. Danforth to defer this request to the Business Committee strategic direction that deals with Reorg and that this should be completed by the end of the third quarter, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

XIII. New Business

A. Approve Gaming Facilities compliance inspections

Sponsor: Troy Parr, Asst. Div. Dir./Development

Motion by Melinda J. Danforth to approve the gaming facilities compliance inspections for the Grand Casino, IMAC, Mason St Casino, Packerland One Stop Casino, Hwy 54 One Stop Casino and Oneida Travel Center, seconded by Trish King. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

B. Approve capital expenditure exception for Pit Table Lifecycle

Sponsor: Louise Cornelius, Gaming General Manager

Motion by Jennifer Webster to approve the exception to the continuing resolution BC-09-24-14-A for the Pit Table Lifecycle capital expenditure, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

C. Approve Complaint Process for Direct Reports to the Business Committee SOP

Sponsor: Lisa Summers, Tribal Secretary

Motion by Trish King to adopt the Business Committee Standard Operating Procedure titled Complaint Process for Direct Reports to the Business Committee and to direct the Tribal Secretary's Office to communicate this information to the Business Committee's Direct Reports and Human Resources Department, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

D. Approve Discipline Process for Direct Reports to the Business Committee SOP

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adopt the Business Committee Standard Operating Procedure titled Discipline Process for Direct Reports to the Business Committee and to direct the Tribal Secretary's Office to communicate this information to the Business Committee's Direct Reports and Human Resources Department, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

E. Community Reserve Fund Allocation

Sponsor: Trish King, Tribal Treasurer

Motion by Jennifer Webster to approve the Community Reserve Fund Allocation, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

Amendment to the main motion by Tehassi Hill for the report submitted by the Treasurer be amended to identify the unbudgeted Packer Contract obligation of \$150,000.00 and the positive variance of \$703,448.00 in the report be corrected to \$853,448.00, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Trish King, Lisa Summers, Fawn Billie, Melinda J. Danforth, Brandon Stevens, Tehassi Hill, Jennifer Webster

XIV. Travel

ONEIDA TRIBE OF WISCONSIN	TITLE: Complaint Process for Direct Reports to the Business Committee	ORIGINATION DATE: 11/26/2012 REVISION DATE: 1/19/2015 9/23/2015 EFFECTIVE DATE: Upon OBC approval
DIVISION: Non-Divisional	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC Meeting Minutes	DATE:
DEPARTMENT: Oneida Business Committee	APPROVED BY:	DATE:
REVISED: Melinda J. Danforth	REVISED BY:	DATE:
PAGE NO: 1 of 6 PRD # 1267: Assigned by PRO	REVIEWED BY: <i>Compliance Review Team</i>	DATE:

1.0 PURPOSE

To create a standardized process for handling complaints for employees who are direct reports to the Oneida Business Committee (OBC) and are not Business Committee staff, nor Political Appointees.

This procedure is in alignment with the Oneida Personnel Policies and Procedures, OBC Resolution # 10-22-14-B and is a predecessor to the procedures "Disciplinary Process for Direct Reports to the Business Committee".

2.0 DEFINITIONS

- 2.1 Direct Reports: An Employee of the Oneida Tribe who reports directly to the Business Committee as defined in resolution BC-10-22-14-B, "Setting Supervision and Management of Direct Reports to OBC."
- 2.2 Oneida Business Committee Officers: Shall mean the Chairperson, Vice Chairperson, Treasurer, and Secretary.
- 2.3 Political Appointee: A full or part-time employee of the Oneida Business Committee whose position was filled through the political appointment process.
- 2.4 Business Day: Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays, weekends, ½ days.

3.0 PROCEDURES

Receiving a Complaint

- 3.1 All complaints must be written and addressed to the Oneida Business Committee.
- 3.2 Any member of the Oneida Business Committee may accept complaints.
- 3.3 Within two business days, the Oneida Business Committee member receiving a complaint shall:
 - 3.3.1 Use stampers to acknowledge the receipt of the complaint:
 - 3.3.1.1. Stamp “confidential” on each page, at the top of the document.
 - 3.3.1.2. Stamp the month/day/year received on each page of the document.
 - 3.3.2 Submit a copy to each member of the Oneida Business Committee.
 - 3.3.3 Submit the original document to the Secretary for entry into the master complaint file.
 - 3.3.4 Provide the complainant with written acknowledgement that the complaint has been received.
 - 3.3.4.1 Submit a copy of the written acknowledgement to the Secretary for entry into the master complaint file.
- 3.4 The Secretary shall add the complaint to the next Oneida Business Committee Executive Session agenda to review the complaint and to determine if the complaint has merit.
 - 3.4.1. If there is no Oneida Business Committee Executive Session scheduled for 15 business days, the Secretary shall schedule a meeting with all Officers within ten (10) business days to review the complaint to determine if the complaint has merit.
- 3.5 If the complaint is determined to have no merit, a motion shall be made to reflect this decision.
 - 3.5.1 Upon this decision, the complaint is considered closed.
 - 3.5.2 The Secretary shall a copy of the meeting minutes with this motion into the master complaint file.
 - 3.5.3 Within two business days of the motion, the Oneida Business Committee member who received the complaint shall:
 - 3.5.2.1 Provide the complainant with written response indicating the complaint is closed.
 - 3.5.2.2. Submit a copy of the written response to the Secretary for entry into the master complaint file.
- 3.6 If the complaint is determined to have merit, a motion shall be made assigning three (3) Oneida Business Committee members whom will investigate the complaint.
 - 3.6.1 The Secretary shall enter a copy of the meeting minutes with this motion into the master complaint file.
 - 3.6.2 Within two business days of the motion, the Oneida Business Committee member who received the complaint shall:

- 3.6.2.1 Provide the complainant with written notice that the complaint is under investigation.
- 3.6.2.2. Submit a copy of the written notice to the Secretary for entry into the master complaint file.

Investigating a Complaint

- 3.7 The assigned Oneida Business Committee members shall work together, in confidence, to investigate the complaint.
 - 3.7.1 Review the complaint to gain a background on the issue(s) presented.
 - 3.7.2 Determine what relevant information is still needed relating to the complaint.
 - 3.7.3 Initiate the investigation based on additional information that is needed.
 - 3.7.4 Develop and agree to a list of questions which must be answered.
 - 3.7.5 Develop a list of people, including the complainant, to interview.
- 3.8 Within forty-five (45) calendar days, the assigned Oneida Business Committee members shall make every attempt to conclude the investigation.
- 3.9 Upon the conclusion of the investigation, the assigned Oneida Business Committee members shall submit a written report to the Secretary for entry into the master complain file. The written report shall include:
 - 3.9.1 a summary of the complaint,
 - 3.9.2 investigation methodology,
 - 3.9.3 results of the investigation, and
 - 3.9.4 recommended action.
- 3.10 The Secretary shall add the written report to the next Oneida Business Committee Executive Session agenda after conclusion of the investigation.
- 3.11 At Executive Session, the Oneida Business Committee shall review the written report.
 - 3.11.1 The Oneida Business Committee shall accept the written report.
 - 3.11.1.1 Upon acceptance of the written report, the complaint shall be considered closed.
 - 3.11.2 The Oneida Business Committee may:
 - 3.11.2.1 approve the recommended action(s);
 - 3.11.2.2 modify the recommended action(s); or,
 - 3.11.2.3 reject the recommended action(s).
 - 3.11.2 When appropriate, Officer(s) will be designated to follow through on approved action(s) that are outlined in the SOP – “Disciplinary Process for Direct Reports to the Business Committee”.
- 3.12 Within two business days of the motion to accept the written report, the Oneida Business Committee member who received the complaint shall:
 - 3.12.1 Provide the complainant with written response indicating the complaint is closed.

- 3.12.2 Submit a copy of the written response to the Secretary for entry into the master complaint file.

Duties and Responsibilities for investigation

- 3.13 Oneida Business Committee members assigned to an investigation shall:
 - 3.13.1 Conduct themselves in accordance with the approved complaint process and may work with the Human Resource Department if additional assistance is required.
 - 3.13.2 Recuse themselves if a real or perceived conflict of interest exists in accordance with the Conflict of Interest Policy and the Code of Ethics Law.

4.0 RECORDS

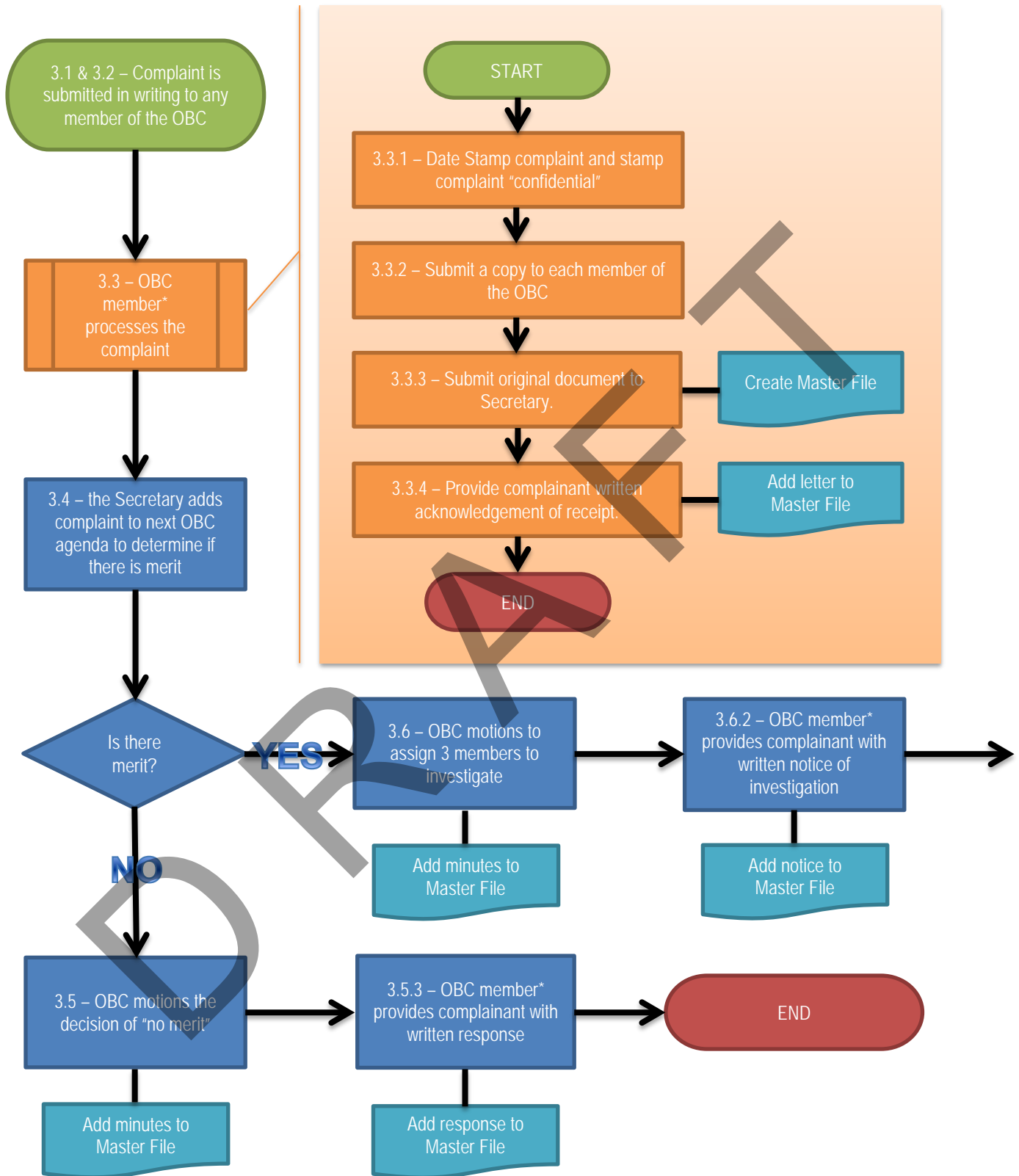
- 4.1 Record Maintenance
 - 4.1.1 Complaint records shall be maintained by the Secretary's office
 - 4.1.2 Complaint records will be made available for OBC members' review within a reasonable amount of time, upon request.
 - 4.1.3 Records shall be held in accordance with the open records and meetings law.

6.0 REFERENCES

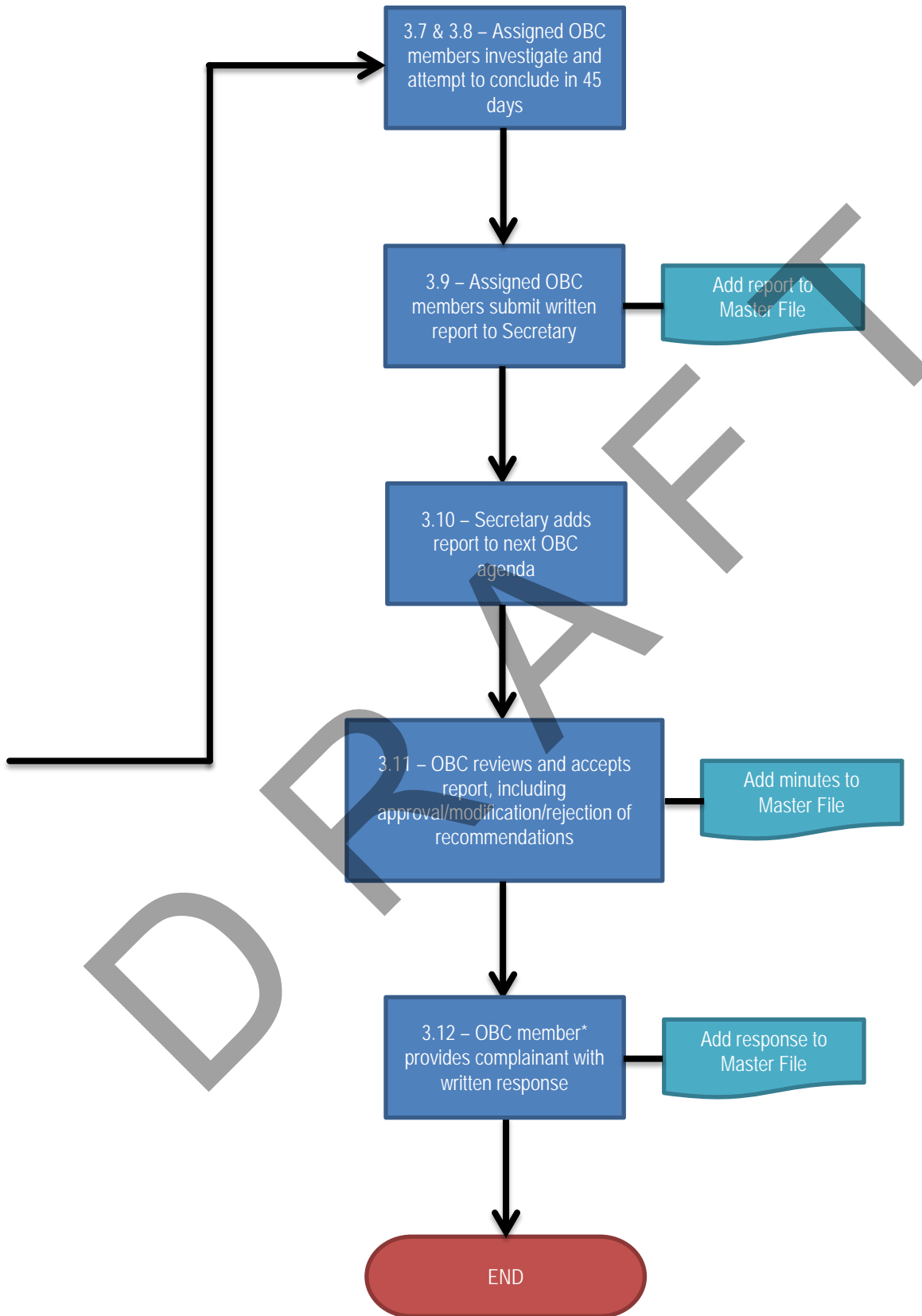
- 6.1 Human Resources Memorandum Dated 11-21-01
- 6.2 Human Resources Area Manager Interpretation dated 12-09-11
- 6.3 Personnel Policies & Procedures, Section V.D
- 6.4 Resolution 10-22-14-B
- 6.5 Disciplinary Process for Direct Reports of the Business Committee

7.0 FLOW CHART

Complaint Process for Direct Reports to the Business Committee FLOWCHART



Complaint Process for Direct Reports to the Business Committee FLOWCHART



ONEIDA TRIBE OF WISCONSIN	TITLE: Complaint Process for Direct Reports to the Business Committee	Date: <u>ORINATION DATE:</u> 11- 26 <u>12</u> /2012 Revision Date <u>REVISION DATE:</u> 1/19/2015 Effective Date: <u>9/23/2015</u> <u>EFFECTIVE DATE:</u> <u>Upon OBC approval</u>
DIVISION: Non-Divisional	APPROVED BY: <i>Oneida Business Committee</i> See Attached OBC Meeting Minutes	DATE:
DEPARTMENT: Oneida Business Committee	APPROVED BY:	DATE:
AUTHOR <u>REVISED</u> : Melinda J. Danforth	AUTHORED <u>REVISED</u> BY:	DATE:
PAGE NO: +1 <u> of 4</u> .7 PRD # 1267: Assigned by PRO	REVIEWED BY: <i>Compliance Review Team</i>	DATE:

1.0 PURPOSE

To create a standardized process for handling complaints for employees who are direct reports to the Oneida Business Committee (OBC) and are not Business Committee staff, nor Political Appointees.

This procedure is in alignment with the Oneida Personnel Policies and Procedures, OBC Resolution # 10-22-14-B and is a predecessor to the procedures “Disciplinary Process for Direct Reports to the Business Committee”.

2.0 DEFINITIONS

- 2.1 Direct Reports: An Employee of the Oneida Tribe who reports directly to the Business Committee as defined in resolution BC-10-22-14-B, “Setting Supervision and Management of Direct Reports to OBC.”
- 2.2 Oneida Business Committee Officers: Shall mean the Chairperson, Vice Chairperson, Treasurer, and Secretary.
- 2.3 Political Appointee: A full or part-time employee of the Oneida Business Committee whose position was filled through the political appointment process.
- 2.4 WorkBusiness Day: Monday through Friday from 8:00 a.m. to 4:30 p.m., excluding holidays ~~and~~, weekends, ½ days.

3.0 PROCEDURES

Receiving a Complaint—~~All Business Committee Members~~

3.1 All complaints must be written and addressed to the Oneida Business Committee.

~~3.2~~ 3.2 Any member of the Oneida Business Committee may accept complaints.

3.3 Within two business days, the Oneida Business Committee member receiving a complaint shall:

3.3.1 Use stampers to acknowledge the receipt of the complaint:

~~3.2~~ 3.1.1. Stamp “confidential” on each page, at the top of the document.

~~3.3.1.2~~ 2.2 Stamp the month/day/year received on each page of the document ~~it was received.~~

~~3.3.2~~ Scan the complaint as Submit a copy to ~~save for the councilperson’s office that received the complaint~~ each member of the Oneida Business Committee.

~~3.3.3~~ Submit the original document to the Chairperson and a copy to the Vice-Chairperson, Treasurer and Secretary for entry into the master complaint file.

Receiving a Complaint—The Officers

~~3.3.4~~ The Secretary shall schedule a meeting with all Officers within five (5) working days to review the complaint to determine if the complaint has merit.

~~3.5~~ An Officer shall send Provide the complainant ~~an~~ with written acknowledgement ~~letter to let them know they~~ that the complaint has been received ~~the complaint and the officers will handle it accordingly.~~

~~3.6~~ 3.4.1 Submit a copy of the written acknowledgement to the Secretary for entry into the master complaint file.

3.4 The Secretary shall add the complaint to the next Oneida Business Committee Executive Session agenda ~~for an update~~ to review the complaint and to determine ~~future action~~ if the complaint has merit.

~~3.7~~ When 4.1. If there is no Oneida Business Committee Executive Session scheduled for 15 business days, the Secretary shall schedule a meeting with all Officers within ten (10) business days to review the complaint to determine if the complaint has no merit, a written summary will be provided for Executive Session.

~~3.8~~ When 5 If the Officers, have complaint is determined a complaint has to have no merit, they will notify a motion shall be made to reflect this decision.

3.5.1 Upon this decision, the ~~council members at~~ complaint is considered closed.

3.5.2 The Secretary shall a copy of the ~~next available~~ meeting minutes with this motion into the master complaint file.

3.5.3 Within two business days of the motion, the Oneida Business Committee ~~Executive Session~~ member who received the complaint shall:

~~3.9~~ 3.5.2.1 Provide the complainant with written response indicating the complaint is closed.

3.5.2.2. Submit a copy of the written response to the Secretary for entry into the master complaint file.

3.6 If the complaint is determined to have merit, a motion shall be made assigning three (3) Oneida Business Committee members whom will investigate the complaint.

3.6.1 The Secretary shall enter ~~complaint information~~ a copy of the meeting minutes with this motion into the master complaint file, ~~including all original(s), back-up material and reports for each complaint.~~

3.6.2 Within two business days of the motion, the Oneida Business Committee member who received the complaint shall:

3.6.2.1 Provide the complainant with written notice that the complaint is under investigation.

3.6.2.2. Submit a copy of the written notice to the Secretary for entry into the master complaint file.

Investigating a Complaint

~~3.10~~ ~~After giving the update at Executive Session, the officers~~ 7 The assigned Oneida Business Committee members shall work together, in confidence, to investigate the complaint.

~~3.10~~ 7.1 Review the complaint to gain a background on the issue(s) presented.

~~3.10~~ 7.2 Determine what relevant information is still needed relating to the complaint.

~~3.10~~ 7.3 Initiate the investigation based on additional information that is needed.

~~3.10~~ 7.4 Develop and agree to a list of questions which must be answered.

~~3.10~~ 7.5 Develop a list of people, including the complainant, to interview.

~~3.11~~ 8 Within forty-five (45) calendar days, the ~~Officers~~ assigned Oneida Business Committee members shall make every attempt to conclude the investigation.

~~3.12~~ ~~The Secretary shall add~~ 9 Upon the ~~complaint to the next Business Committee Executive Session agenda after~~ conclusion of the investigation:

~~3.12.1~~ ~~A~~, the assigned Oneida Business Committee members shall submit a written report to the Secretary for entry into the master complain file. The written report shall include:

3.9.1 a summary of the complaint,

- 3.9.2 investigation methodology,
- 3.9.3 results of the investigation, and
- 3.9.4 recommended action.

~~3.13~~3.10 The Secretary shall add the written report to the next Oneida Business Committee Executive Session agenda after conclusion of the investigation.

3.11 At Executive Session, the Oneida Business Committee shall review the written report ~~and vote to accept further action.~~

~~3.13~~3.11.1 The Oneida Business Committee ~~shall accept the report, and in doing so~~ shall accept the written report.

~~accept the recommendation~~ 3.11.1.1 Upon acceptance of the written report, the complaint shall be considered closed.

3.11.2 The Oneida Business Committee may:

3.11.2.1 approve the recommended action(s) ~~of the Officers;~~);

3.11.2.2 modify the ~~recommendations;~~ recommended action(s); or,

3.11.2.3 reject the ~~recommendations~~ recommended action(s).

~~3.13~~3.11.2 When appropriate, Officer(s) will be designated to follow through on approved action(s) that are outlined in the SOP – “Disciplinary Process for Direct Reports to the Business Committee”.

~~Officers-~~

3.12 Within two business days of the motion to accept the written report, the Oneida Business Committee member who received the complaint shall:

3.12.1 Provide the complainant with written response indicating the complaint is closed.

3.12.2 Submit a copy of the written response to the Secretary for entry into the master complaint file.

Duties and Responsibilities for investigation

~~3.14~~ ~~Shall conduct~~ 3.13 Oneida Business Committee members assigned to an investigation shall:

3.13.1 Conduct themselves in accordance with the approved complaint process and may work with the Human Resource Department if additional assistance is required.

~~3.15~~ ~~Shall recuse~~ 3.2 Recuse themselves if a ~~potential~~ real or perceived conflict of interest exists:

~~3.16~~ ~~There shall be a minimum in accordance with the Conflict of three~~ Officers Interest Policy and ~~or Councilmembers conducting the investigation.~~

~~3.16.1~~ ~~If there are recusal(s) the committee may determine if a fourth person shall be assigned to assist in the investigation or to not fill the assignment~~ Code of Ethics Law.

~~3.16.2 If there are recusal(s), the committee will vote to determine the third councilmember to assist in the investigation.~~

4.0 RECORDS

- 4.1 Record Maintenance
 - 4.1.1 Complaint records shall be maintained by the Secretary's office
 - 4.1.2 Complaint records will be made available for OBC members' review within a reasonable amount of time, upon request.
 - 4.1.3 Records shall be held in accordance with the open records and meetings law.

6.0 REFERENCES

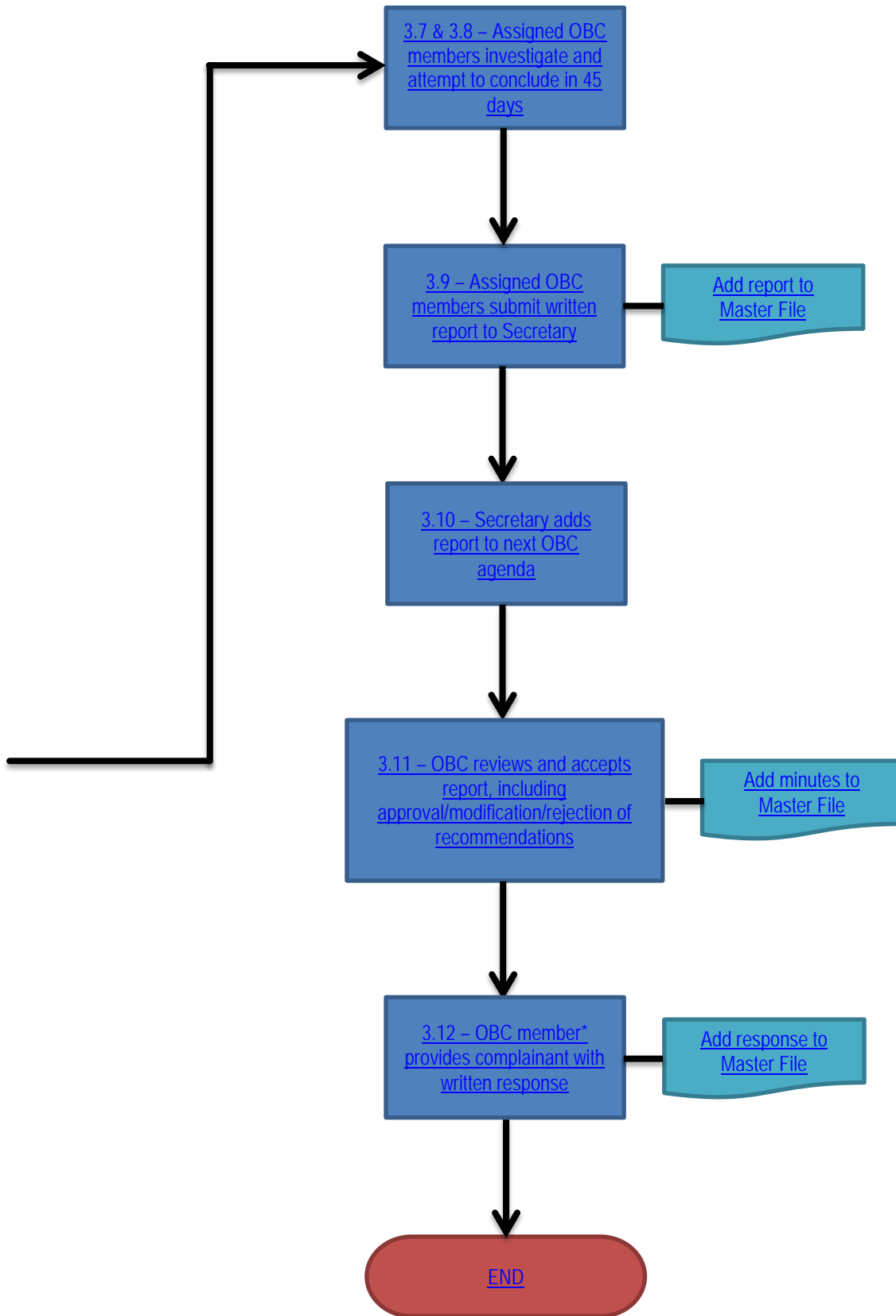
- 6.1 Human Resources Memorandum Dated 11-21-01
- 6.2 Human Resources Area Manager Interpretation dated 12-09-11
- 6.3 Personnel Policies & Procedures, Section V.D
- 6.4 Resolution 10-22-14-B
- 6.5 Disciplinary Process for Direct Reports of the Business Committee

7.0 FLOW CHART

Complaint Process for Direct Reports to the Business Committee FLOWCHART



Complaint Process for Direct Reports to the Business Committee FLOWCHART



Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Request to post for One (1) vacancy on the Oneida Gaming Commission due to a resignation and to finish the term until 8/22/17.

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: Kathleen M. Metoxen, Executive Tribal Clerk
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:

On September 11, 2015 the Oneida Gaming Commission accepted the resignation of Lora Skenandore.

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 Business Committee Agenda Request

1. Meeting Date Requested: 9 / ²³ / 15

2. General Information:

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

Agenda Header: Prohibitions under Public Use of Tribal Lands law

Accept as Information only

Action - please describe:

Per the Public Use of Tribal Land Law, the Business Committee shall be notified when the Environmental Resource Board establishes permissible or prohibited uses under the law.

3. Supporting Materials

Report Resolution Contract

Other:

1. ERB memo

3. ERB minutes

2. Revised fine schedule

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Tehassi Hill / ERB Liaison

Primary Requestor: Laura Manthe, ERB Director

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

YUKWA HU' TSYA?WA' KU

"We are holding the Earth"



RICHARD BAIRD
TED HAWK
AL MANDERS

TOM OUDENHOVEN
GERALD JORDAN
MEGAN WHITE

NICOLE STEEBER
MARLENE GARVEY
SHAWN SKENADORE

MEMO

To: Oneida Business Committee
From: Eugene Schubert, Policy Analyst, ERB
Date: 8/31/15
RE: Explanation of revisions/additions of prohibited uses

At the 8/6/15 meeting of the Environmental Resource Board (ERB), prohibitions were approved regarding Oneida Tribal Lands. The ability for the ERB to create prohibitions was added under recent amendments to the Public Use of Tribal Lands Law. Due to feedback from the Environmental Health & Safety Division, the community, and other areas; the ERB believes these additions are appropriate and necessary to protect Tribal Lands. The first five restrictions were developed by consensus among discussion with various entities. The remaining two were adopted in consultation with the Conservation Department.

- Use of drugs or alcohol where prohibited
- Camping where prohibited
- Use of explosives where prohibited
- Open fires where prohibited
- Use of motorized vehicles where prohibited
- Failure to abide by posted regulations
- Disorderly conduct

The ERB believes these are appropriate restrictions for properties to be enjoyed by the Oneida Community and respect the best interests of visitors of all ages. Please contact our office with any further questions.



Yaw^ko!

Oneida Tribe of Indians of Wisconsin



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

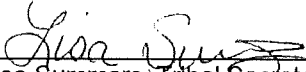
BC Resolution 07-08-15-B Public Use of Tribal Lands Schedule of Citations

- WHEREAS,** the Oneida General Tribal Council is the duly recognized governing body of the Oneida Tribe of Indians of Wisconsin; and
- WHEREAS,** the Oneida General Tribal Council has been delegated the authority of Article IV, Section I of the Oneida Tribal Constitution; and
- WHEREAS,** the Oneida Business Committee may be delegated duties and responsibilities by the Oneida General Tribal Council and is at all times subject to the review powers of the Oneida General Tribal Council; and
- WHEREAS,** the Oneida Business Committee adopted the Public Use of Tribal Land Law on May 15, 2014, amended it on December 10, 2014 and most recently emergency amended it on July 8, 2015; and
- WHEREAS,** the Public Use of Tribal Land Law allows the Oneida Business Committee to adopt a citation schedule for violations of the Public Use of Tribal Lands Law, based upon recommendation of the Environmental Resource Board; and
- WHEREAS,** the Oneida Business Committee adopted a citation schedule on May 15, 2014 based upon the recommendation of the Environmental Resource Board; and
- WHEREAS,** the Environmental Resource Board has recommended that the Oneida Business Committee consider adopting the attached citation schedule for violations of the Public Use of Tribal Lands Law which has been updated to include additional citations for violations of Section 38.4-1(g), which was added by the latest emergency amendments.

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee hereby adopts the attached Public Use of Tribal Lands Schedule of Citations to replace the Schedule of Citations adopted by BC-05-15-14-D, effective immediately.

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum; 7 members were present at a meeting duly called, noticed and held on the 8th day of July, 2015; that the forgoing resolution was duly adopted at such meeting by a vote of 6 members for, 0 members against, and 0 members not voting; and that said resolution has not been rescinded or amended in any way.



Lisa Summers, Tribal Secretary
Oneida Business Committee

*According to the By-Laws, Article I, Section 1, the Chair votes "only in the case of a tie."

**Public Use of Tribal Lands
Schedule of Citations***

Violation	Reference	1st Offense	2nd Offense	3rd Offense
Refuses to leave land when requested to do so.	§38.6-1(a)	\$300	\$600	\$900
Enters upon land after being noticed that permission to enter land doesn't exist.	§38.6-1(b)	\$300	\$600	\$900
Destroys land, waters, livestock, poultry, buildings, equipment, or any property.	§38.6-1(c)1	\$300	\$600	\$900
Cuts or destroys any wood, timber, plant, vegetation or crop standing on the land, or carries away any wood, timber, plant, vegetation or crop on the land.	§38.6-1(c)2	\$300	\$600	\$900
Engages in any act, or attempted act of hunting, trapping or fishing.	§38.6-1(c)3	\$300	\$600	\$900
Digs, takes, or carries away earth, soil, minerals, cultural resources, or any other property.	§38.6-1(c)4	\$300	\$600	\$900
Erects, puts up, fastens, prints, or paints upon another's property, notices, advertisements, signs or other writing designed to communicate to the general public.	§38.6-1(c)5	\$300	\$600	\$900
Parks or drives any vehicle on the land.	§38.6-1(c)6	\$300	\$600	\$900
Permits or allows livestock or any domesticated animal to enter upon or remain upon the land.	§38.6-1(c)7	\$300	\$600	\$900
Uses or possesses leased or subleased lands beyond the possessory rights granted by such lease or sublease.	§38.6-1(c)8	\$300	\$600	\$900
Dumps, deposits, places, throw, burns, emits or leaves rubbish, refuse, debris, substances, or other objects upon a highway, road, air, water or any land.	§38.6-1(c)9	\$300	\$600	\$900
Violates the prescribed permissible and/or prohibited uses for property that is designated as Oneida Community Access, Oneida Tribal Member Access or Open Access as posted on the property.	§38.4-1(g)	\$300	\$600	\$900

*The Environmental Resource Board may, in addition to the citation, impose hearing costs and restitution against the person to whom a citation is issued for damages caused by a violation of this Law.

The frequency of offenses (i.e. 1st Offense, 2nd Offense, 3rd Offense) listed in this Schedule are re-set three calendar years from the date of the first offense.

Payment of fines collected for these violations shall be deposited with the Conservation Department.

Each violation and each day a violation continues or occurs shall constitute a separate offense.

ENVIRONMENTAL RESOURCE BOARD MEETING

Ridgeview Plaza

August 6, 2015 – 6:00 p.m.

ATTENDANCE

ERB MEMBERS: Tom Oudenhoven, Ted Hawk, Marlene Garvey
Gerald Jordan, Al Manders, Megan White

STAFF: Laura Manthe, Gene Schubert

GUESTS: Shad Webster, Harvey Kosowski

APPROVAL OF MINUTES

Meeting called to order at 6:00 pm. Motion to approve agenda by Al Manders, seconded by Tom Oudenhoven, motion passes. Motion to approve the minutes of 7/2/15 by Al Manders, seconded by Tom Oudenhoven, motion passes.

OLD BUSINESS

1. Emergency Amendment for Public Use of Land

ERB discussed possible prohibitions that can be added due to recent amendments to the law. Any uses must be noticed to the B.C. and posted on applicable lands. New containers for hot coals will be installed on Lake property and area will be locked at night once restroom construction begins. Comments also included bigger signs in kiosks and increase beach size. Motion by Tom Oudenhoven to approve the language/fines for prohibited uses, seconded by Megan White, motion passes.

- Use of drugs or alcohol where prohibited
- Camping where prohibited
- Use of explosives where prohibited
- Open fires where prohibited
- Use of motorized vehicles where prohibited
- Failure to abide by posted regulations
- Disorderly conduct

2. Hunting, Fishing, Trapping Law – Progress Update

Tani Thurner sent over list of questions regarding law. Motion by Gerald Jordan to approve recommendations discussed by ERB, seconded by Tom Oudenhoven, motion passes. ERB will follow-up with LOC staff and bring back more questions for September.

3. Foxtails Improvements and new ATV guidelines
Proposal from Tony Kuchma for ATV route modifications was reviewed. Motion to approve by Al Manders, seconded by Gerald Jordan, motion passes.
4. ERB training update – Coordination with other entities
Laura is coordinating the training with Paul Stenzel, the Police Commission, and Trust and Enrollments. Training meetings may occur as early as September, and would like be on a Wednesday evening. Conservation will be notified as well.
5. Safe Routes to School Trail Update
Trail construction, funded by a DOT grant and BIA-IRR roads, will be beginning this month. The trail will connect Site 1 to Green Valley over Silver Creek (Bread Creek).
6. 8/20 hearing (rescheduled from July)
Officers and alternate identified.
7. Oneida Lake update
Shad reported that interns have been monitoring the lake from 2-4 hours/day. Conservation is also creating an SOP around Lake duties. A report is also being developed detailing total investments of time and resources into maintain and patrolling the property. Community service is also being reviewed as an option to put people to work.

NEW BUSINESS

1. Annual Elections for ERB Officers
Motion by Tom Oudenhoven to nominate Marlene Garvey for Chair; nomination accepted. Seconded by Gerald Jordan. Motion passes 5-0. Motion by Marlene Garvey to nominate Al Manders for Vice-Chair; nomination accepted. Seconded by Ted Hawk. Motion passes 4-0 with Al Manders abstaining. Motion by Gerald Jordan to nominate Megan White for Secretary; nomination accepted. Seconded by Tom Oudenhoven. Motion passes 5-0.
2. Exemption to Tribal Only access for beekeeper
Motion to approve land access for beekeeper by Al Manders, seconded by Ted Hawk, motion approved.

3. Sept 3 meeting date
Gerald Jordan recommended to move date. ERB staff is reviewing a possible date for training in September, so meeting time will be determined yet in the future.
4. Hunting on Green property
Gerald Jordan expressed concerns about hunting on this property. Motion by Gerald Jordan for no gun hunting for deer on Green property by Lambie Rd. Seconded by Al Manders. Motion passes

FYI

None

ADJOURNMENT

Motion to adjourn at 7:30 pm by Gerald Jordan, seconded by Megan White, motion passes.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Approval of Travel Report for the Good Health & Wellness in Indian Country meeting held August 11 - 13, 2015 in Detroit, MI.

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:

Requesting the Oneida Business Committee approve the attached travel report for the Good Health & Wellness in Indian Country meeting held August 11 - 13, 2015 in Detroit, MI.

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

BUSINESS COMMITTEE TRAVEL REPORT



Traveler Name: Melinda J. Danforth
 Enter name(s) of other Travelers OR [SPACE BAR] to delete

Travel Event: Good Health & Wellness in Indian Country

Travel Location: Detroit, MI

Departure Date: 08/11/2015 **Return Date:** 08/13/2015

Projected Cost: \$ **Actual Cost:** \$708.08

Date Travel was Approved by OBC: 04/22/2015

Narrative/Background:

Last term, the Oneida Business Committee nominated me to serve as a member of the inaugural Midwest Alliance of Sovereign Tribes (MAST) Health Board. The Health Board has been partnering with GLITC and the Great Lakes Inter-Tribal Epidemiology Center to expand networking opportunities and seek funding for the Health Board.

As the Great Leakes Inter-Tribal Epidemiology Center was the host of this gathering, MAST Health Board members were encouraged to attend to network with the Center for Disease Control (CDC) administration and other tribal Nations. As such, I had the opportunity to have a discussion with Ursula Bauer, Director of the National Center for Chronic Disease Prevention and Health Promotion for the CDC. 75% of the grants Indian Country receives from the CDC comes out of the division that Mrs. Bauer oversees. We were able to address the hurdles that the Tribes are having in have the ability to write grants, having the right data, population statistics, etc. and also competing with local units of government for funding. We also spoke about the CDC acknowledging the use of Indian medicines and traditional healing methods.

I also had the opportunity to tour the Detroit American Indian Center and speak with the director and staff about the funding challenges in their community.

The most intriguing session that I attended was Understanding Trauma in Indian Country. The presenter was Darryl Tonemah (Kiowa/Comanche/Tuscarora), a Ph.D. in Counseling Psychology and Cultural Studies. He spoke about the physical and

medical attributes of trauma and its relationship to how we behave and react. He spoke of how many Tribes are finding ways to begin to address generational trauma. Just as the Business Committee in strategic planning identified root causes of some of our issues, this presentation confirmed that we are on the right track. Our first step is educating our community.

Note: GLITC will reimburse the travel costs.

Attached is the agenda for the conference.

Item(s) Requiring Attention:

None required.

Requested Action:

Accept the report and closeout travel.



Good Health & Wellness in Indian Country Resource Meeting Agenda



Tuesday August 11 – Thursday August 13, 2015
Detroit Marriot Renaissance Center
400 Renaissance Drive, Detroit, MI 58243

Tuesday, August 11, 2015

6:00 – 8:00 pm Networking meet and greet [Michelangelo]

Wednesday, August 12, 2015

7:30 – 8:30 am Breakfast (provided) – [Cadillac A & B]

8:30 – 9:30 am Opening & Welcome – [Ambassador 1]
Isaiah Brokenleg, *Epidemiologist/Program Director Great Lakes Inter-Tribal
Epidemiology Center*
Phyllis Davis, *Tribal Councilwoman and Midwest Area Tribal Health Board Chair*
Ursula Bauer, *Director of the National Center for Chronic Disease Prevention and Health
Promotion at the Centers for Disease Control and Prevention*

9:30 – 10:30 am Keynote [Ambassador 1]
Understanding Trauma in the Native Community, *Darryl Tonemah*

10:30 – 10:45 am Break

10:45 – 11:45 am **Breakout Session – East**

❖ Getting Your Community Coalition Fired Up for Change!, *Fran Butterfoss*
[Ambassador 1]**

❖ Walk This Weigh, *Barbie Johnson* [Richard B]

❖ The Value of Communicating Your Message, *Amanda Dudley and Shea Van Horn*
[Brule B]

❖ Weaving our Stories Together: Connecting with Tribal Programs across the U.S.,
Robin Clark [Richard A]

12:00 – 1:00 pm Lunch (provided) – [Cadillac A & B]





Good Health & Wellness in Indian Country

Resource Meeting Agenda



- 1:00 – 2:15 pm **Breakout Session – South**
- ❖ Getting Your Community Coalition Fired Up for Change!, *Fran Butterfoss* [Ambassador 1]
 - ❖ Fundamentals of Evaluation for Public Health Programs, *Robert Foley* [Richard B]
 - ❖ Community Connections: Creating Safer Routes to School, *Donna Norkoli* [Brule B]
 - ❖ A Healthy Diné Nation: Empowering Our Communities, *Denisa Livingston and Danny Simpson* [Richard A]**
- 2:15 – 2:30 pm Break
- 2:30 – 3:45 pm **Breakout Session – West**
- ❖ Turning Trauma into Wellness, *Darryl Tonemah* [Ambassador 1]
 - ❖ Healthy Cherokee Nation: Improving School Health & Wellness with Farm to School strategies, *Julie Deerinwater and Ashley Comiford* [Richard B]
 - ❖ Clearing the Air – Passing Policies in Indian Country, *Char Day* [Brule B]
 - ❖ Meet with your project officer, *Shawna Howell, Zachary Harris* and Ask an evaluator, *Sarah Simson, Shira Rutman, Samantha Lucas-Pipkorn, Shannon Laing* [Richard A]
- 3:45 – 4:10 pm Wrap-up – *Isaiah Brokenleg* [Ambassador 1]
- 4:15 – 7:30 pm Tour of Detroit and traditional meal provided (optional)





Good Health & Wellness in Indian Country

Resource Meeting Agenda



Thursday, August 13, 2015

- 7:30 – 8:30 am Breakfast (provided) – [Cadillac A & B]
- 8:30 – 9:00 am Opening – [Ambassador 1]
 Ashley Tuomi, *Executive Director of the American Indian Health and Family Services Southeastern Michigan*
 Kristin Hill, *Director of the Great Lakes Inter-Tribal Epidemiology Center*
- 9:00 – 10:15 am **Breakout Session – North**
- ❖ Coalition Building from A-Z: How to grow our coalitions and strategically add new partners and volunteers, *Char Day* [Ambassador 1]
 - ❖ Working with Youth and Partnerships: Tobacco Work and Prevention, *June Maher* [Richard B]
 - ❖ Cultural Congruence in Healthcare, *Kara Schurman* [Brule B]
 - ❖ Making it stick: Moving from program to policy, *Maureen Busalacchi* [Richard A]**
- 10:15 – 10:30 am Break
- 10:30 – 11:45 am **Breakout Session – Skyward**
- ❖ Historical Trauma & Suicide Prevention: Bamenim Manidookewigashkibjigan “Caring for the Sacred Bundle”, *Christy Bieber* [Ambassador 1]
 - ❖ Spokesperson Training, *Amanda Dudley and Shea Van Horn* [Richard B]
 - ❖ Return to a Healthy Past, *Edward J Mitchell* [Brule B]
 - ❖ Gambling with our health: Foundations for a Smoke-Free Casino, *Isaiah Brokenleg* [Richard A]
- 12:00 – 1:00 pm Lunch (provided) – [Cadillac A & B]





Good Health & Wellness in Indian Country

Resource Meeting Agenda



- 1:00 – 2:15 pm **Breakout Session – Mother Earth**
- ❖ A Healthy Diné Nation: Empowering Our Communities, *Denisa Livingston and Danny Simpson* [Ambassador 1]
 - ❖ Drafting Effective Laws Regulating Commercial Tobacco, *Michael Freiberg* [Richard B]
 - ❖ Tribal Law Approaches to Supporting Healthier Eating, *Julie Ralston Aoki* [Brule B]
 - ❖ Diné Food System Movement for Healthy Living, *Gloria Begay* [Richard A]
- 2:15 – 2:30 pm Break
- 2:30 – 3:45 pm **Breakout Session – Within**
- ❖ Making it stick: Moving from program to policy, *Maureen Busalacchi* [Ambassador 1]
 - ❖ Noozh Mashkiki “She gives a baby good medicine”, *Raeanne Madison* [Richard B]
 - ❖ Methods to increase fruit and vegetable consumption, *Ashley Tuomi and Shiloh Maples* [Brule B]
 - ❖ Meet with your project officer, *Alexis Kaigler, Marjorie Santos and Jackie Avery* [Richard A]
- 3:45 – 4:00 pm Closing – *Isaiah Brokenleg* [Ambassador 1]
Drawings for giveaways

** Presentation will be repeated



Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

Other-Procedural Exception

Agenda Header: Travel Request

Accept as Information only

Action - please describe:

Approval for 7 staff members to travel for Kalihwiyo Ceremonies

1. 3 to all four communities:Nedrow, NY; Salamanca, NY; Ohsweken, ON; and London, ON (Canada)

2. 1 to join for two communities: Nedrow, NY and Salamanca, NY

3. 3 to join for last community: Oneida of the Thames (London, Ontario, Canada)

3. Supporting Materials

Report Resolution Contract

Other:

1. Memo addressing Language staff

3.

2. Travel Authorization Requests

4.

Business Committee signature required

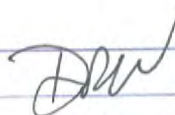
4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Don White, Division Director/GSD



Primary Requestor:

Tracy Williams, Director/Language

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Anita F. Barber, Area Manager/Cultural Heritage

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

The purpose of this travel request is to build knowledge of Tsi?Niyukwaliho'-t^ in order to meet the Tribe's Vision Statement.

Kalihwi:yo supports the Creation Story and Kay^ntlako (The Great Law) in reminding us of humane ways to treat one another. Knowledge gained from this trip will enhance the understanding of the Core Values adopted by Oneida.

Travelers will have information to elevate the meaning of the values to other community members so when they look at "The Good Mind" posters they will have a better idea of where the values came originated.

The recital strengthens relationships with other Lotinoshoni to remain solid as a Confederacy.

The final week of this teaching will be held in Oneida of the Thames near London, Ontario, Canada where travelers will meet other Oneida people and see how their existence is sustained.

Cultural Heritage staff uses the information to provide sessions to customers interested in learning about indigenous philosophies and Lotinoshoni worldview.

Approval of this procedural exception will assist in meeting the goals and objectives as they pertain to the 2005-2025 Oneida Reservation Comprehensive Plan.

- 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 Language Revitalization Program

Memo

To: Anita F. Barber-Cultural Heritage Area Manager
Don White – Governmental Services Division Director

From: Tracy Williams, Director, Language Revitalization *tracy*

Date: August 25, 2015

Re: Kalihwi:yo Ceremonial Travel

Please see the attached documentation to support a travel request from 9/18/15-10/23/15

- The Kalihwi:yo Ceremonies starts in Tonawanda, NY ; it continues to Nedrow, NY, Allegheny, NY, Ohsweken, ON and Oneida, ON. This is an annual ceremony/event which is an ancient practice of the Haudenosaunee . The event uses language to recite the ceremony to remind us of the words Shukwaya'tisu (Our Creator) gave to Skanya'tali:yo (Handsome Lake) to share with all Haudenosaunee communities
- The following people will be in attendance: Leander Danforth, Tracy Williams, Jessica Powless, Curt Summers and Mike King. *9/25-10/8 Robert Brown 10/16-10/23 Beverly Skerandore 10/16-10/23*
- This is an invaluable opportunity to continue participating in traditions that keep our language and culture alive. Also, each employee's job description provides for attendance at cultural events and collecting language&cultural information from elders to be used in language planning and language classes for the community
- Please see the attached OBC Agenda Request Form.

We respectfully request your support of staff attendance to participate in the Kalihwi:yo ceremonies, Yaw'ko'

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler	Tracy Williams		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Nedrow&Salamanca,NY;Ohsweken&London, ON, Canada		
Departure date	9-25-15	Return date	10-23-15
Purpose of travel	Kalihwiyo Ceremonies		
Charged GL Account	001.4225012.000.7010000.000		

GSA Rate Information for the destination

Per Diem rate per day	\$ 56.00	Lodging rate per day	\$ 96.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 56.00	75 %	1	\$ 42.00
Per Diem full day at destination	\$ 56.00	100 %	9	\$ 504.00
Per Diem return travel date	\$ 56.00	75 %	1	\$ 42.00
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 96.00		9	\$ 864.00
Airfare	\$			\$
Private Car Mileage <i>TRIBAL VEHICLE</i>	\$		2221	\$ 600.00
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA? Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the Total Cost Estimate re-approval is required				\$ 200.00
Total Cost Estimate				\$ 2,052.00

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler	<i>[Signature]</i>	8/25/15	5688
Program Director	<i>[Signature]</i>	9/18/15	Not needed
General Manager	<i>[Signature]</i>	9/10/15	Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler	Leander Danforth		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Nedrow&Salamanca,NY;Ohsweken&London, ON, Canada		
Departure date	9-25-15	Return date	10-23-15
Purpose of travel	Kalihwiyo Ceremonies		
Charged GL Account	001.4225012.000.7010000.000		

GSA Rate Information for the destination

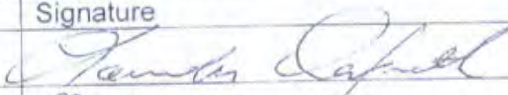
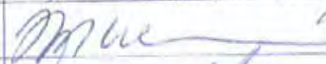

Per Diem rate per day	\$ 56.00	Lodging rate per day	\$ 96.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 56.00	75 %	1	\$ 42.00
Per Diem full day at destination	\$ 56.00	100 %	9	\$ 504.00
Per Diem return travel date	\$ 56.00	75 %	1	\$ 42.00
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 96.00		9	\$ 864.00
Airfare	\$			\$
Private Car Mileage	\$ 0.57		2221	\$ 1,266.00
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA? Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the Total Cost Estimate re-approval is required				\$ 200.00
Total Cost Estimate				\$2,718.00

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler		8-25-15	920 502 6575
Program Director		8-25-15	Not needed
General Manager		8/18/15	Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler	Jessica Powless		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Nedrow&Salamanca,NY;Ohsweken&London, ON, Canada		
Departure date	9-25-15	Return date	10-23-15
Purpose of travel	Kalihwiyo Ceremonies		
Charged GL Account	001.4225012.000.7010000.000		

GSA Rate Information for the destination

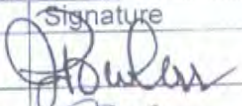


Per Diem rate per day	\$ 56.00	Lodging rate per day	\$ 96.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 56.00	75 %	1	\$ 42.00
Per Diem full day at destination	\$ 56.00	100 %	9	\$ 504.00
Per Diem return travel date	\$ 56.00	75 %	1	\$ 42.00
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 96.00		9	\$ 864.00
Airfare	\$			\$
Private Car Mileage	\$			\$
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA? Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the Total Cost Estimate re-approval is required				\$ 200.00
Total Cost Estimate				\$ 1,452.00

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler		8/25/15	
Program Director		8/25/15	Not needed
General Manager		8/28/15	Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler	Mike S. King		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Nedrow&Salamanca,NY		
Departure date	9-25-15	Return date	10-8-15
Purpose of travel	Kalihwiyo Ceremonies		
Charged GL Account	001.4225012.000.7010000.000		

GSA Rate Information for the destination

Per Diem rate per day	\$ 56.00	Lodging rate per day	\$ 96.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 56.00	75 %	1	\$ 42.00
Per Diem full day at destination	\$ 56.00	100 %	4	\$ 224.00
Per Diem return travel date	\$ 56.00	75 %	1	\$ 42.00
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 96.00		4	\$ 384.00
Airfare	\$			\$
Private Car Mileage	\$ 0.57		1800	\$ 1,026.00
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA? Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the <u>Total Cost Estimate</u> re-approval is required				\$ 200.00
Total Cost Estimate				\$ 1,718.00

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler	<i>Mike King</i>	8/25/15	5687
Program Director	<i>[Signature]</i>	8/25/15	Not needed
General Manager	<i>[Signature]</i>	9/8/15	Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler	Curtiss Summers		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	London, ON, Canada		
Departure date	10-16-15	Return date	10-23-15
Purpose of travel	Kalihwiyo Ceremonies		
Charged GL Account	001.4225012.000.7010000.000		

GSA Rate Information for the destination


Per Diem rate per day	\$ 94.00	Lodging rate per day	\$ 115.00
-----------------------	----------	----------------------	-----------

Cost Estimate Information

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 94.00	75 %	1	\$ 70.50
Per Diem full day at destination	\$ 94.00	100 %		\$
Per Diem return travel date	\$ 94.00	75 %	1	\$ 70.50
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 115.00		4	\$ 460.00
Airfare	\$			\$
Private Car Mileage	\$ 0.57		1240	\$ 706.00
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA? Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the <u>Total Cost Estimate</u> re-approval is required				\$ 200.00
Total Cost Estimate				\$ 1,307.00

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler		8-25-15	
Program Director		8/25/15	Not needed
General Manager		9/18/15	Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler	Robert Brown		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Oneida of the Thames		
Departure date	October 16, 2015	Return date	October 23, 2015
Purpose of travel	Kalihwiyo		
Charged GL Account	001-4225001-003-701000.000		

GSA Rate Information for the destination

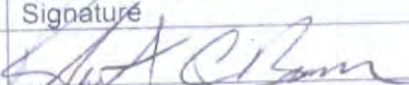

Per Diem rate per day	\$ 94.00	Lodging rate per day	\$
-----------------------	----------	----------------------	----

Cost Estimate Information

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 94.00	75 %	1	\$ 70.50
Per Diem full day at destination	\$ 94.00	100 %		\$
Per Diem return travel date	\$ 94.00	75 %	1	\$ 70.50
Subtract included meals				\$
Lodging including room rate plus taxes	\$			\$
Airfare	\$			\$
Private Car Mileage	\$ 0.57		1240	\$ 706.00
Taxi or car rental	\$			\$
Luggage Fees	\$ 20.00			\$ 20.00
Registration – accept VISA? Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the Total Cost Estimate re-approval is required				\$ 200.00
Total Cost Estimate				\$ 1060

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler		9-8-15	N/A
Program Director		9/9/15	Not needed
General Manager			Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler	Beverly J Skenandore		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Oneida of the Thames		
Departure date	October 16, 2015	Return date	October 23, 2015
Purpose of travel	Kalihwiyo		
Charged GL Account	001-4225001-003-701000.000		

GSA Rate Information for the destination

Per Diem rate per day	\$ 94.00	Lodging rate per day	\$ 115.00
-----------------------	----------	----------------------	-----------

Cost Estimate Information

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 94.00	75 %	1	\$ 70.50
Per Diem full day at destination	\$ 94.00	100 %		\$
Per Diem return travel date	\$ 94.00	75 %	1	\$ 70.50
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 115.00		4	\$ 460.00
Airfare	\$			\$
Private Car Mileage	\$ 0.57			\$
Taxi or car rental	\$			\$
Luggage Fees	\$ 20.00			\$ 20.00
Registration – accept VISA? Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the <u>Total Cost Estimate</u> re-approval is required				\$ 200.00
Total Cost Estimate				\$ 821.00

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler			
Program Director			Not needed
General Manager			Not needed

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Other - type reason

Agenda Header: Travel

Accept as Information only

Action - please describe:

Want approval for 5 Pharmacy Technicians to attend a conference for CEU's, Educational forum, sponsored by Wisconsin Pharmacy Society. Training will include 6 ceu's per Technician, at minimum of 21 CE's are required every 2 years to maintain licensure.

3. Supporting Materials

Report Resolution Contract

Other:

1. Travel Authorization Estimate

3.

2. Brochure

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Debbie Danforth, Division Director/Operations

Primary Requestor: Maria Doxtator Alfaro, Administrative Assistant/Community Health Operation Admin.
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:

There are only 2 Pharmacy Technician Forums/Conventions given each year for Pharmacy Technicians. In the Spring and in The Fall. The Onelda Technicians must maintain the required CE Credits to maintain full time status and to assure excellent customer service.

Onelda Pharmacy requires that all technicians must be: Certified Pharmacy Technicians and are required to earn a minimum of 21 CE Credits every two years to maintain their certification.

- 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@oneldanation.org

Oneida Comprehensive Health Division

Oneida Community Health Center

Behavioral Health Services

Anna John Resident Centered Care Community

Employee Health Nursing



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.

PO Box 365



Oneida, WI 54155



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

To Whom It May Concern:

Approval is being requested for 5 Pharmacy Technicians to attend a conference for CEU's, Educational forum, sponsored by Wisconsin Pharmacy Society. Training will include 6 CEU's, at minimum 21 CE's are required every 2 years to maintain licensure.

Per Diem \$56.50
Lodging- \$110.00
Friday Event- \$15.00
Registration \$85.00

Total Cost per participant \$266.50

The mailing address to all locations is: P.O. Box 365, Oneida, WI 54155

Oneida Community Health Center	525 Airport Dr., Oneida, WI 54155	Phone: (920)-869-2711 or 1-866-869-2711	Fax: (920) 869-1780
Behavioral Health Services	2640 West Point Rd., Green Bay, WI 54304	Phone: (920)490-3790 or 1-888-490-2457	Fax: (920) 490-3883
Anna John Resident Centered Care Comm.	2901 S. Overland Rd., Oneida, WI 54155	Phone: (920) 869-2797	Fax: (920) 869-3238
Employee Health Nursing	701 Packerland Dr., Green Bay, WI 54303	Phone: (920)405-4492	Fax: (920) 405-4494

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler (Legal Name)	Jessica Danforth		
Employee Number		Employee Date of Birth	
Destination	Sheboygan WI		
Departure date	10/16/2015	Return date	10/17/2015
Purpose of travel	Pharmacy Technician Education Forum		
Charged GL Account	001.5235403.200.75010.000	Grant Funded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GSA Rate Information for the destination

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 83.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

(highlight table and press F9 to update formulas)

Description	Rate	Factor	Days Miles	Total
Per Diem initial travel date	\$ 51.00	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %		
Per Diem return travel date	\$ 51.00	75 %	1	\$ 38.25
Included meals (subtract) Saturday, 10/17/2015	1 Breakfast @ \$ 8.00 1 Lunch @ \$12.00 = - \$ 20.00			56.50
Lodging: Accepts VISA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Deadline: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 08/30/2015	\$110.00		1	\$ 110.00
Tribal Vehicle: <input type="checkbox"/> Accept <input type="checkbox"/> Declined <input type="checkbox"/> Personal				0.00
Misc exp: Friday Evening Seaside Welcome	\$15.00			\$ 15.00
TOTAL (Amount for travel advance)				\$ 181.50 \$ 166.50
Airfare-	NOTE to Approver(s): please allow an extra \$200.00 for possible price change.			\$ 0.00
Registration Accepts VISA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deadline: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date: <u>No date provided</u>			\$ 85.00
TOTAL Cost Estimate				\$ 266.50 \$ 251.50

dcj/jp

dcj/jp

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler	<i>Jessica Danforth</i>		920-869-4964
Program Director	<i>James R. Pado</i>	9/4/15	
Division Director	<i>Debra J. Farnsworth</i>	9/9/15	
Person preparing document	Diane Jourdan		920-869-6391

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler (Legal Name)	Sarah Fullmer		
Employee Number		Employee Date of Birth	
Destination	Sheboygan WI		
Departure date	10/16/2015	Return date	10/17/2015
Purpose of travel	Pharmacy Technician Education Forum		
Charged GL Account	001.5235403.200.75010.000	Grant Funded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GSA Rate Information for the destination

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 83.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

(highlight table and press F9 to update formulas)

Description	Rate	Factor	Days Miles	Total
Per Diem initial travel date	\$ 51.00	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %		
Per Diem return travel date	\$ 51.00	75 %	1	\$ 38.25
Included meals (subtract) Saturday, 10/17/2015	1 Breakfast @ \$ 8.00 1 Lunch @ \$12.00 = - \$ 20.00			56.50
Lodging: Accepts VISA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Deadline: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 08/30/2015	\$110.00		1	\$ 110.00
Tribal Vehicle: <input type="checkbox"/> Accept <input type="checkbox"/> Declined <input type="checkbox"/> Personal				0.00
Misc exp: Friday Evening Seaside Welcome	\$ 15.00			\$ 15.00
TOTAL (Amount for travel advance)				\$ 181.50 166.50
Airfare-	NOTE to Approver(s): please allow an extra \$200.00 for possible price change.			\$ 0.00
Registration Accepts VISA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deadline: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date: <u>No date provided</u>		\$ 85.00
TOTAL Cost Estimate				\$ 266.50 \$ 251.50

dcj/jp

dcj/jp

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted.

Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler	<i>Sarah Fullmer</i>		920-869-4964
Program Director	<i>James R. Poole</i>	9/24/15	
Division Director	<i>Debra J. Foundal</i>	9-9-15	

Person preparing document	Diane Jourdan	920-869-6391
---------------------------	---------------	--------------

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler (Legal Name)	Kathleen Danforth		
Employee Number		Employee Date of Birth	
Destination	Sheboygan WI		
Departure date	10/16/2015	Return date	10/17/2015
Purpose of travel	Pharmacy Technician Education Forum		
Charged GL Account	001.5235403.200.75010.000	Grant Funded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GSA Rate Information for the destination

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 83.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

(highlight table and press F9 to update formulas)

Description	Rate	Factor	Days Miles	Total
Per Diem initial travel date	\$ 51.00	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %		
Per Diem return travel date	\$ 51.00	75 %	1	\$ 38.25
Included meals (subtract) Saturday, 10/17/2015	1 Breakfast @ \$ 8.00 1 Lunch @ \$12.00 = - \$ 20.00			56.50
Lodging: Accepts VISA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Deadline: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 08/30/2015	\$110.00		1	\$ 110.00
Tribal Vehicle: <input type="checkbox"/> Accept <input type="checkbox"/> Declined <input type="checkbox"/> Personal				0.00
Misc exp: Friday Evening Seaside Welcome	\$15.00			\$ 15.00
TOTAL (Amount for travel advance)				\$ 181.50 \$ 166.50
Airfare-	NOTE to Approver(s): please allow an extra \$200.00 for possible price change.			\$ 0.00
Registration Accepts VISA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deadline: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date: <u>No date provided</u>		\$ 85.00
TOTAL Cost Estimate				\$ 266.50 \$ 251.50

dcj/jp

dcj/jp

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted.

Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler	<i>Kathleen Danforth</i>	9/4/15	920-869-4964
Program Director	<i>James R Poels</i>	9/4/15	
Division Director	<i>Debra J. Randall</i>	9-4-15	

Person preparing document	Diane Jourdan	920-869-6391
---------------------------	---------------	--------------

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler (Legal Name)	Michelle Becerrill		
Employee Number		Employee Date of Birth	
Destination	Sheboygan WI		
Departure date	10/16/2015	Return date	10/17/2015
Purpose of travel	Pharmacy Technician Education Forum		
Charged GL Account	001.5235403.200.75010.000	Grant Funded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GSA Rate Information for the destination

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 83.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

(highlight table and press F9 to update formulas)

Description	Rate	Factor	Days Miles	Total
Per Diem initial travel date	\$ 51.00	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %		
Per Diem return travel date	\$ 51.00	75 %	1	\$ 38.25
Included meals (subtract) Saturday, 10/17/2015	1 Breakfast @ \$ 8.00 1 Lunch @ \$12.00 = - \$ 20.00			56.50
Lodging: Accepts VISA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Deadline: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Date: 08/30/2015	\$110.00		1	\$ 110.00
Tribal Vehicle: <input type="checkbox"/> Accept <input type="checkbox"/> Declined <input type="checkbox"/> Personal				0.00
Misc exp: Friday Evening Seaside Welcome	\$15.00			\$ 15.00
				\$ 0.00
TOTAL (Amount for travel advance)				\$ 181.50 166.50
Airfare-	NOTE to Approver(s): please allow an extra \$200.00 for possible price change.			\$ 0.00
Registration Accepts VISA: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Deadline: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Date: <u>No date provided</u>		\$ 85.00
TOTAL Cost Estimate				\$ 266.50 281.50

dcj/jp

dcj/jp

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler	<i>Michelle Becerrill</i>	9/16/15	920-869-4964
Program Director	<i>James R. Pohl</i>	9/14/15	
Division Director	<i>Debra Duff</i>	9/9/15	

Person preparing document	Diane Jourdan	920-869-6391
---------------------------	---------------	--------------

**ONEIDA TRIBE OF INDIANS OF WISCONSIN
TRAVEL AUTHORIZATION REQUEST**

General Travel Information

Name of Traveler (Legal Name)	Kim Mehojah (Driver)		
Employee Number		Employee Date of Birth	
Destination	Sheboygan WI		
Departure date	10/16/2015	Return date	10/17/2015
Purpose of travel	Pharmacy Technician Education Forum		
Charged GL Account	001.5235403.200.75010.000	Grant Funded:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

GSA Rate Information for the destination

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 83.00
-----------------------	----------	----------------------	----------

Cost Estimate Information

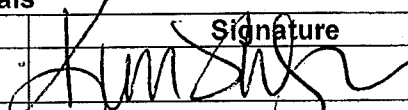
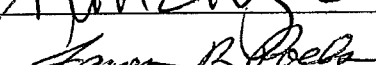

(highlight table and press F9 to update formulas)

Description	Rate	Factor	Days Miles	Total
Per Diem initial travel date	\$ 51.00	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %		
Per Diem return travel date	\$ 51.00	75 %	1	\$ 38.25
Included meals (subtract) Saturday, 10/17/2015	1 Breakfast @ \$ 8.00 1 Lunch @ \$12.00 = - \$ 20.00			56.50
Lodging: Accepts VISA: <input checked="" type="checkbox"/> Yes ___ No Deadline: <input checked="" type="checkbox"/> Yes ___ No Date: 08/30/2015	\$110.00		1	\$ 110.00
Tribal Vehicle: ___ Accept ___ Declined ___ Personal				0.00
Misc exp: Friday Evening Seaside Welcome	\$15.00			\$15.00 dcj/jp \$ 8.00
TOTAL (Amount for travel advance)				\$ 181.50 166.50
Airfare-	NOTE to Approver(s): please allow an extra \$200.00 for possible price change.			\$ 0.00
Registration Accepts VISA: <input checked="" type="checkbox"/> Yes ___ No	Deadline: ___ Yes <input checked="" type="checkbox"/> No Date: <u>No date provided</u>			\$ 85.00
TOTAL Cost Estimate				\$ 266.50 251.50

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted.

Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

Signatures / Approvals

	Signature	Date	Contact Phone #
Traveler		9/4/15	920-869-4964
Program Director		9/4/15	
Division Director		9/9/15	

Person preparing document	Diane Jourdan	920-869-6391
---------------------------	---------------	--------------



SPECIAL EVENTS

FRIDAY EVENING SEASIDE CAMPFIRE:

\$16 x _____ = \$ _____

{DON'T FORGET! Please bring non-perishable food items to the Friday night event!}

REGISTRATION FEES:

\$85 Members

\$150 Non-members

(Includes one year membership to PSW)

PAYMENT \$ _____ **TOTAL PAYMENT**

Send this form with check (payable to: Pharmacy Society of Wisconsin) or credit card order to: PSW, 701 Heartland Trail, Madison, WI 53717.

Charge: VISA Master Card

Discover AmEx

Card # _____

Exp Date _____ 3-4 digit Code _____

Billing Address _____

Signature _____

Refunds for conference attendees registrations, less an administrative fee, may be granted upon the discretion of PSW if requested more than 14 days in advance of the event. No refunds shall be made for cancellations if canceled less than two weeks prior to the event.

FOUR WAYS TO REGISTER

Mail: Pharmacy Society of Wisconsin
701 Heartland Trail
Madison, WI 53717

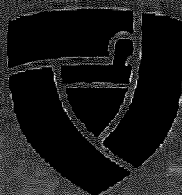
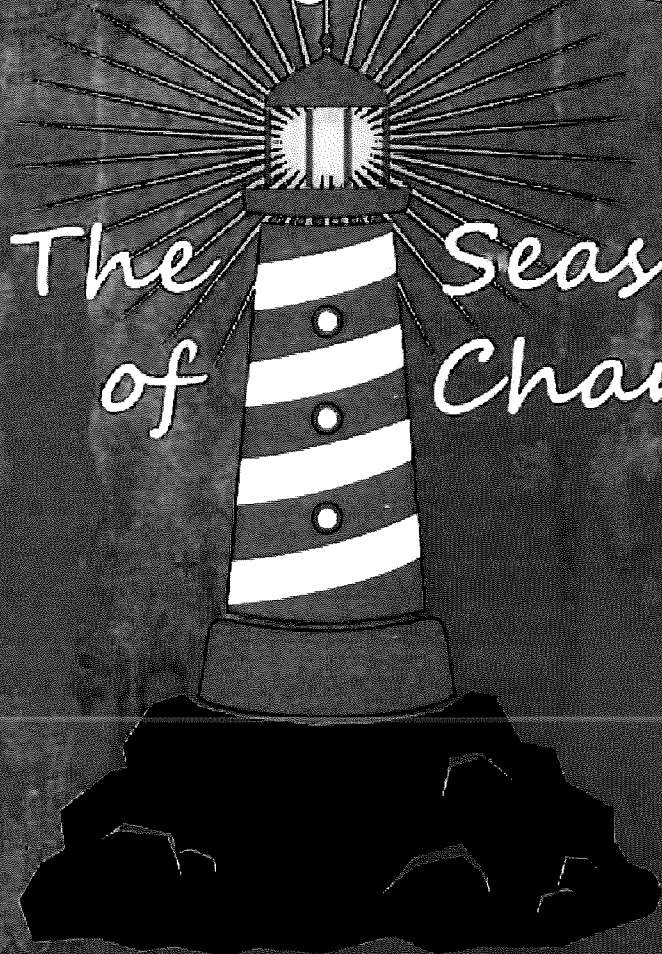
Call: 608.827.9200

Fax: 608.827.9292

Web: www.pswi.org

Navigating

The Seas of Change



2015 PSW Technician Educational Forum

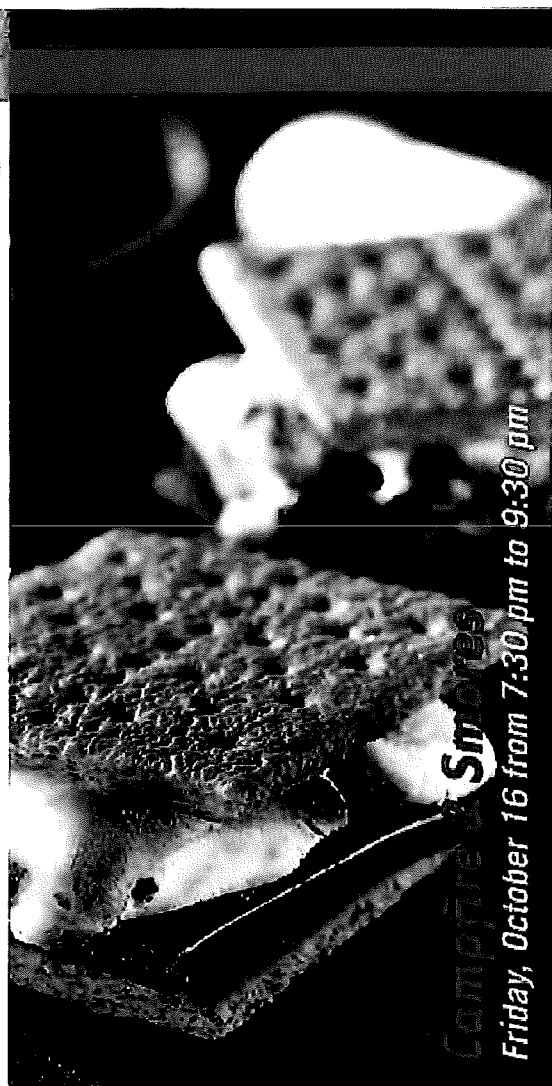
PRESIDENT'S LETTER

It's an exciting time to be a pharmacy technician. As our roles as technicians keep advancing and changing so does our need to keep up with the new educational material needed to do our jobs well. I would like to invite each of you to attend the PSW Technician Forum, at the picturesque Blue Harbor Resort on the shore of Lake Michigan, in Sheboygan Wisconsin. The forum's main focus is on Pharmacy Technicians. Join us as we navigate through some of the changes our roles have taken on, and retouch on some of the things we've been doing for years.

Saturday is filled with opportunity to receive CE credits by attending the very exciting sessions going on. I'm very excited about this year's topics. The day will be filled with chances to learn something new and also to recap on current skills. You won't be disappointed!



Navigating the Seas of Change
Ann Sexton, CPhT
President, PSW Technician Section



Campfire S'mores
Friday, October 16 from 7:30 pm to 9:30 pm

Grab your marshmallow sticks and join in on the sea side campfire social on Friday evening. Be ready to enjoy delicious s'mores and great conversation among fellow technicians from across the state. Bring a non-perishable food donation to be donated to a local food pantry. Each item you bring gives you an opportunity to win awesome prizes sponsored by our Technician Section 2015-2016 Board of Directors.

Pre-registration required.

PROGRAMMING

Program developed and sponsored by the Technician Section of the Pharmacy Society of Wisconsin. PSW staff involved in the conference planning have no conflicts of interest to report.

Meeting Objectives

- Discuss approaches that pharmacy technicians can use to improve the safety and effectiveness of medication use in several clinical conditions and throughout a variety of practice settings.
- Discuss strategies for engaging patients and the medical and pharmacy team to improve patient care provision.
- Describe the effect of state and national regulatory bodies on the practice of pharmacy.

*Individual program objectives will be available onsite.

Continuing Education



The Pharmacy Society of Wisconsin is accredited by the Accreditation Council for Pharmacy Education as a provider of continuing pharmacy education. Conference participants may choose from 8 hours (0.8 CEU) of continuing education and may earn up to 7 hours (0.7 CEU) of continuing education credit including up to 2 hours (0.2 CEU) of law and up to 2 hours (0.2 CEU) of patient safety topics. Participants completing attendance forms onsite will receive CE. CE will be submitted into participants' online CPE Monitor portals within 60 days of program completion. Continuing education credits will only be awarded to those participants attending sessions in their entirety. Participants must provide their birthdate (MMDDYY) and CPE Monitor ID in order to receive credit.

Navigating the Seas of Change PSW Technician Educational Forum October 16-17, 2015

Saturday, October 17

7:00 am – 8:00 am Registration & Continental Breakfast

8:00 am – 8:15 am Welcome

Ann Sexton, GPhT
President, PSW Technician Section

8:15 am – 9:15 am

Steering through Generational Rough Waters: Reviewing the Fascination We Once had for our Differences

ACPE #: 0175-0000-15-065-104-1 Knowledge-based
(1 hour/0.1 CEU)
Karrie Landsverk
Communication Catalyst, Professional Speaker
and Trainer, AmericanWay University

9:15 am – 9:30 am Break

9:30 am – 10:30 am

Setting Sail for Advanced Patient Care with Expanded Pharmacy Technician Roles

ACPE #: 0175-0000-15-067-104-1 Knowledge-based
(1 hour/0.1 CEU)
**10:30 am – 10:45 am
Break**

10:45 am – 11:45 am

Charting a Course to Improve Workplace Culture for Technicians

ACPE #: 0175-0000-15-058-104-1 Knowledge-based
(1 hour/0.1 CEU)
Elina Pisetsky, PharmD
PACT Program Manager - Clinical Pharmacy
Specialist, William S. Middleton Memorial
Veterans Hospital, Madison
Amanda Graham, GPhT
Pharmacy Procurement Technician,
William S. Middleton Memorial Veterans
Hospital, Madison

11:45 pm – 1:00 pm Luncheon Program

The luncheon program will feature recognition of outgoing Technician Section Board Directors and the installation of the new Directors. Networking topics will provide for facilitated discussion.

1:00 pm – 2:00 pm

Technician Challenge Ahoy!

ACPE #: 0175-0000-15-073-104-1 Knowledge-based
(1 hour/0.1 CEU)
Hest Kimberly Linker, PharmD
Clinical Pharmacist, Meriter Hospital, Madison
During this session, two teams of pharmacy technicians will face off in a "quiz-bowl" style competition, reviewing various topics of interest to technicians. Get ready to get loud and cheer for your team and earn some CEI!

2:00 pm – 2:15 pm Break

2:15 pm – 3:15 pm

Getting Underway with USP <800>

ACPE #: 0175-0000-15-069-105-1 Knowledge-based
(1 hour/0.1 CEU)
*patient safety topic
Huan Phan, PharmD
PGY-2 Oncology Pharmacy Resident,
Aurora Health Care, Milwaukee
Judie Evans, GPhT
Chemotherapy Technician, Aurora Cancer,
Kenosha

2:15 pm – 3:15 pm

Dent Run Around: Controlled Substance Laws and You

ACPE #: 0175-0000-15-070-103-1 Knowledge-based
(1 hour/0.1 CEU)
*law topic
Morgan Meiner, PharmD
Community Pharmacy Resident, UW H,
Madison

3:15 pm – 3:30 pm Break

3:30 pm – 4:30 pm

A Compass for Improving Patient Satisfaction Using Mathematical Calculations

ACPE #: 0175-0000-15-071-105-1 Knowledge-based
(1 hour/0.1 CEU)
*patient safety topic

3:30 pm – 4:30 pm

Keeping the Ship Afloat: Medicare/Medicaid Reimbursement Rules

ACPE #: 0175-0000-15-072-103-1 Knowledge-based
(1 hour/0.1 CEU)
*law topic
Jason Walker-Crawford, RPh
Pharmacist Analyst, PAAS National, St

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Motion to enter E-poll results into the record for approval of travel procedural exception for 5 FACE (Family and Child Education) staff to attend required grant funded annual training being held September 24-25, 2015 on the Fond du Lac Reservation in Minnesota.

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: April Skenandore, Executive Assistant/BC Support Office
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Sharon Mousseau, School Superintendent
Name, Title / Dept.

Additional Requestor: Debra Danforth, School Board Chair
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

On Friday, September 11, 2015 the following epoll was conducted:

Summary:

Request for travel procedural exception for approval of 5 FACE (Family and Child Education) staff to attend required annual training being held September 24-25, 2015 on the Fond du Lac Reservation in Minnesota. This travel is paid for with grant funds and the staff will be using a tribal vehicle for travel. Attendance was approved by the School Board at the September 8, 2015 Regular School Board meeting. Request is for per diem, lodging and gas for the SUV.

Requested Action:

Approval of travel procedural exception for 5 FACE (Family and Child Education) staff to attend required grant funded annual training being held September 24-25, 2015 on the Fond du Lac Reservation in Minnesota.

Deadline for Response:

Please submit your response by 12:00 p.m. (noon) Monday, September 14, 2015. Please respond by using the voting button above.

The following is the E-poll results:

Support: Trish King, Jennifer Webster, David Jordan, Brandon Stevens, Fawn Billie, Tehassi Hill

No Support: Lisa Summers

- 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

April Skenandore

From: TribalSecretary
Sent: Monday, September 14, 2015 11:34 AM
To: Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill
Cc: Linda R. Jenkins; Brian A. Doxtator; Danelle A. Wilson; Dawn M. Moon-Kopetsky; Fawn L. Cottrell; Jessica L. Wallenfang; Leyne C. Oroasco; Lisa A. Liggins; Mary C. Graves; Rhiannon R. Metoxen
Subject: RESULTS: E-Poll for Approval of Travel Procedural Exception 5 staff FACE Training
Attachments: Procedural exception to travel policy FACE.PDF

Good Morning,

E-POLL RESULTS

The E-poll request to approve the travel procedural exception for approval of 5 FACE (Family and Child Education) staff to attend required annual training being held September 24-25, 2015 on the Fond du Lac Reservation in Minnesota is approved. This travel is paid for with grant funds and the staff will be using a tribal vehicle for travel. Attendance was approved by the School Board at the September 8, 2015 Regular School Board meeting. Request is for per diem, lodging and gas for the SUV. Listed below are the results:

Support: Trish King, Jennifer Webster, David Jordan, Brandon Stevens, Fawn Billie, Tehassi Hill

No Support: Lisa Summers

April Skenandore

From: TribalSecretary
Sent: Friday, September 11, 2015 3:47 PM
To: Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill
Cc: Brian A. Doxtator; Danelle A. Wilson; Dawn M. Moon-Kopetsky; Fawn L. Cottrell; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Mary C. Graves; Rhiannon R. Metoxen
Subject: E-Poll Request: Approval of Travel Procedural Exception 5 staff FACE Training
Attachments: Procedural exception to travel policy FACE.PDF
Importance: High

Good Afternoon,

Summary:

Request for travel procedural exception for approval of 5 FACE (Family and Child Education) staff to attend required annual training being held September 24-25, 2015 on the Fond du Lac Reservation in Minnesota. This travel is paid for with grant funds and the staff will be using a tribal vehicle for travel. Attendance was approved by the School Board at the September 8, 2015 Regular School Board meeting. Request is for per diem, lodging and gas for the SUV.

Requested Action:

Approval of travel procedural exception for 5 FACE (Family and Child Education) staff to attend required grant funded annual training being held September 24-25, 2015 on the Fond du Lac Reservation in Minnesota.

Deadline for Response:

Please submit your response by 12:00 p.m. (noon) Monday, September 14, 2015. Please respond by using the voting button above.

**Oneida Nation School Board
Regular Meeting Minutes**

DATE: Tuesday, September 8, 2015
PLACE: ONES Library

TIME: 5:00 pm

The Oneida Nation School Board is committed and accountable to students, parents, families, staff, and community members to provide regulatory oversight for a safe, positive, culturally diverse, holistic, learning atmosphere based on Onlayoté a'ka values. We will provide the expectations, resources, and educational opportunities to encourage students to be productive.

PRESENT: Debbie Danforth, Priscilla Dessart, Fred Muscavitch, Melinda K. Danforth, Todd Hill, Apache Danforth, Dewain Danforth

OTHERS: Sheri Mousseau, Art Skenandore, Yvette Peguero, Fay Lemense, John Bestul, Denis Gullickson, Jackie Daigle, Tracy Christensen, Eddie Powless, Tehassi Hill, Michelle Hill

OPENING: Art Skenandore

CALL TO ORDER: Debbie Danforth

TIME: 5:00

- I. **Approval of Agenda** – Priscilla Dessart moved to approve with additions. Melinda K. Danforth seconded. Motion carried.
- II. **Special Presentation:** Short Program Graduates – Eddie Powless – Fred Muscavitch moved to approve the graduate as presented. Priscilla Dessart seconded. Motion carried.
- III. **Minutes**
 - A. Regular Meeting – Tuesday, August 11, 2015 – Priscilla Dessart moved to approve. Fred Muscavitch seconded. Melinda K. Danforth abstained. Motion carried.
 - B. Special Meeting – None
 - C. Board Polls - None
- IV. **Tabled Business** - None
- V. **Old Business/Follow-up**
 - A. Standing Agenda Items
 1. CIP – High School – Planning Department – Sharon Mousseau gave a verbal update. Priscilla Dessart moved to accept the update. Melinda K. Danforth seconded. Motion carried.
 2. Language Program – verbal update by Sheri – no action taken
 3. Staff Recognition Program - No updates
 - B. Anti-Bullying Legislation – at Attorney Harmon-Curry
 - C. Athletics Program – verbal update by Art – Priscilla Dessart moved to accept the update. Fred Muscavitch seconded. Motion carried.
- VI. **New Business**

- A. MOU with Comprehensive Health – Priscilla Dessart moved to defer. Fred Muscavitch seconded. Motion carried.
- B. Administering Medication SOP – Priscilla Dessart moved to defer. Apache Danforth seconded. Motion carried.
- C. Emergency Nursing Services SOP – for approval at October meeting
- D. Oneida Recreation Boo Bash – Apache Danforth moved to continue to support. Priscilla Dessart seconded. Motion carried.
- E. October meeting date – Apache Danforth moved to change the October meeting to Wednesday, October 7, 2015. Priscilla Dessart seconded. Motion carried.

VII. Reports

- A. Superintendent’s Report – Priscilla Dessart moved to approve. Fred Muscavitch seconded. Motion carried.
 - ➔ 1. Travel for FACE training – Apache Danforth moved to approve. Priscilla Dessart seconded. Motion carried.
- B. Administrative Staff Reports – Priscilla Dessart moved to accept. Dewain Danforth seconded. Motion carried.
 - 1. Business Manager -
 - 2. K-8 Principal
 - a. Assistant Principal
 - b. Gifted and Talented
 - 3. 9-12 Principal
 - 4. Special Education
 - 5. Technology
 - 6. FACE

VIII. Executive Session - None

- IX. Recess/Adjourn** – Priscilla Dessart moved to adjourn. Dewain Danforth seconded. Motion carried. Meeting adjourned at 6:00 pm.

Respectfully submitted,

Rhiannon Metoxen
Secretary
Oneida Nation School Board

Approved/Corrected

DATE

ONEIDA NATION SCHOOL SYSTEM

Oneida Nation
Elementary
P.O. Box 365
N7125 Seminary Road
Oneida, WI 54155
(920) 869-1676
FAX (920) 869-1684



Oneida Nation
High School
P.O. Box 365
N7210 Seminary Road
Oneida, WI 54155
(920) 869-4308

TO: Oneida Nation School Board

FROM: Sharon A. Mousseau, Superintendent *Sharon A. Mousseau*

DATE: Sept. 8, 2015

RE: Request for Board approval for FACE training

The Oneida Nation School System Family And Children Education (F.A.C.E.) program has been a part of our school system for more than a decade. When the BIE began travel and training reductions, the National F.A.C.E. conference was also redesigned. Currently there only required regional trainings that held in six regions throughout the United States. The Oneida Nation School System is located in Region 6 and is scheduled to have their training at the Fond du Lac Reservation in Minnesota on September 24th and 25th.

This training will be the first for the 2015-16 school year. Detailed information is attached. Rooms are being held at a conference rate until Sept. 11th. The F.A.C.E. staff is requesting approval for travel to this regional conference. They will be driving a school SUV. There is no registration fee, but the staff would require per diem and hotel costs.

Thanks for your time and consideration of this request.

FACE Regional Technical Assistance Days (SY 15 - 16)

This year's technical assistance will include a two day opportunity for FACE programs in each region to gather for learning through training, discussion and networking.

Purpose: To provide a face-to-face venue and technical assistance platform for FACE staff.

Concept: The FACE programs in each region (see below) will be invited to join their Regional Host FACE Team for two days of technical assistance. Programming for this time together will be provided by BIE, PAT and NCFL technical assistance consultants, combined with the FACE Host Team.

Logistics: To be taken care of by the Host FACE Team, including: meeting space, (separate breakout rooms) breakfast and lunch Day 1 – breakfast and lunch Day 2, and notification of logistics to attending FACE programs. The PAT and NCFL TA Contact Person assigned to the Host FACE Team's school will communicate with and assist the Host team in planning.

FORMAT OF THE REGIONAL: Starting time: 8:00 AM End 4:00 PM

DAY ONE:	AM	Breakfast provided by Host Site, the Regional Host FACE Team opening welcome, icebreaker activity, followed by: training by NCFL and PAT: AE, PE, Administrator/Coordinators
	Lunch	(provided by host site), FACE recognition (FACE programs in each region nominate 5, 10, 15, 20 year staff).
	PM	Training by NCFL and PAT: Home-based Parent Educators, Center-based Adult Education Teachers, Early Childhood Teachers and Co-teachers, and Coordinators/Administrators.
DAY TWO:	AM	Breakfast provided by Host Site, Host Site Showcase
	Lunch	(provided by host site)
	PM	Training continues, NWEA/CPAA, FACE Team Professional Networking

Regional Host Schools are highlighted

Region 1	Region 2	Region 3	Region 4	Region 5	Region 6
Beclabito	T'lis Ts'ozl Bi'Olta (Crownpoint)	Baca/Dlo'ay azhi	Blackwater	Tate Topa	Fond du Lac
Oct 22 – 23, 2015	Nov 5 – 6, 2015	Nov 19 – 20, 2015	Jan 14 -15, 2016	Oct 7 -8, 2015	Sep 24 – 25, 2015
HOST CONTACTS:	HOST CONTACTS:	HOST CONTACTS:	HOST CONTACTS:	HOST CONTACTS:	HOST CONTACTS:
Principal Dr. Gladys Tracy 928-755-3430	Principal/Coord Virginia Jumbo 505-786-6160	Coordinator Joe Hernandez 505-972-2769	Coordinator John Fullen 520-215-5862	Principal/Coord Diane Sommer 701-766-1400	Coordinator Lorraine Houle 218-878-7282
Attending Sites: Aneth Atsa Biyaazh Dzilth Kayenta Kin Dah Lichi'i Many Farms T'iis Nazbas	Attending Sites: Chi Chi'1 Tah Greasewood Leupp Little Singer Rough Rock Tse 'ii' ahi' Wingate	Attending Sites: Alamo Navajo Bread Springs Mariano Lake Pueblo Pintado Na Neelzhiin Ji Olta Ramah Navajo To' Hajiilee	Attending Sites: Casa Blanca Gila Crossing John F. Kennedy Salt River	Attending Sites: American Horse Dunseith Enemy Swim Little Wound Pine Ridge St. Francis Theodore Jamerson	Attending Sites: Chief Leschi Hannahville Lao Courte Oreilles Oneida Pearl River
TA CONTACTS:	TA CONTACTS:	TA CONTACTS:	TA CONTACTS:	TA CONTACTS:	TA CONTACTS:
Margo Waddell mwaddell@familieslearning.org	Diane Givens Diane.Givens@parentsasteachers.org	Margo Waddell mwaddell@familieslearning.org	Diane Givens diane.givens@parentsasteachers.org	Margo Waddell mwaddell@familieslearning.org	Diane Givens Diane.Givens@parentsasteachers.org

Questions? Please contact HOST/TA Contacts listed above.



FACE REGIONAL TECHNICAL ASSISTANCE DAYS

AGENDA

(8:00 am - 4:00 pm)

Region _____

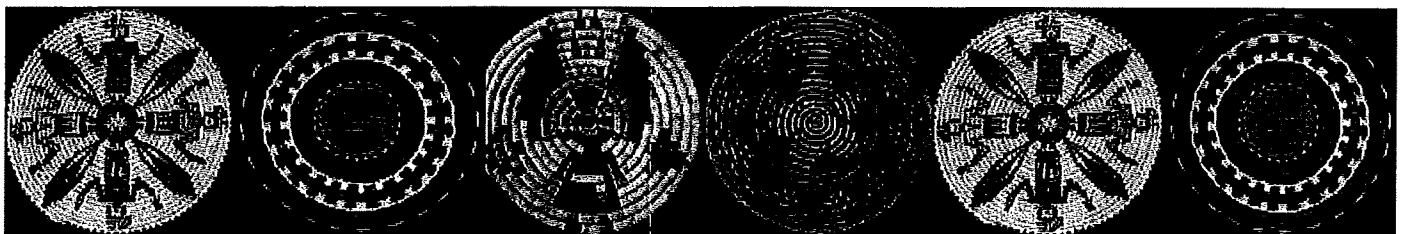
Dates _____

DAY ONE

- | | |
|--------------|--|
| 8:00 | Breakfast/Sign-In - Location |
| 8:30 | Welcome/Prayer - Location |
| 8:45 | Icebreaker / Meet and Greet - Location |
| 9:15 | Breakout Sessions |
| | <ul style="list-style-type: none"> • Parent Educators - Location • Adult Learning Instructors - Location • Early Childhood Staff - Location |
| 11:30 | <u>LUNCH BREAK</u> - Location |
| 12:30 | FACE Guidelines Review - Full Staff - Location |
| 1:30 | Home-based/Center-based Breakout |
| 2:30 | Breakout Sessions |
| | <ul style="list-style-type: none"> • Professional Networking - World Café - Location • Administration/Coordinators - Location |
| 3:45 | Come Together Closing - Location |
| 4:00 | Dismiss |

DAY TWO

- 8:00** **Breakfast/Sign-In - Location**
- 8:30** **Host Site Showcase - Location**
- 9:00** **Breakout Sessions**
- **Early Childhood NWEA/CPAA - Location**
 - **Parent Educators - Location**
 - **Adult Learning/Parent Instructors - Location**
- 10:30** **Team Building (all together) – Location**
- 11:30** **LUNCH BREAK - Location**
- 12:30 – 3:45** **Breakout Sessions**
- **Parent Educators - Location**
 - **Center-based**
 - **Early Childhood - Location**
 - **Adult Learning - Location**
 - **Parent Engagement**
 - **Center-based Team Planning**
- 3:45** **Come Together Closing - Location**
- 4:00** **Dismiss**



Oneida Business Committee Agenda Request

1. Meeting Date Requested: 09 / 23 / 15

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Accept Quarterly Report from Office of the Tribal Ombudsman for Q3 FY15

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 Tribe of Indians of Wisconsin

Oneida Nation Ombudsman
 P.O. Box 365
 Oneida WI 54155
 Phone: (920)-490-3717
 Toll Free: 1-888-490-2457
 Fax: (920)-490-3799

Oneida Office of the Ombudsman Quarter 3 Report/Update April, May, June; 2015

Dianne McLester-Heim; CO-OP Ombudsman

General Overview:

The Oneida Tribe of Indians of Wisconsin created the Office of the Ombudsman (OoO) via a directive of General Tribal Council (GTC) on July 11, 2005. The directive specifically stated that an Ombudsman was to be created to "listen to the concerns of the employees of the health center and tribal community members." The OoO seeks to promote fairness and equity by functioning as a designated neutral advocating for "fair process" and positive resolution at the lowest level possible. In this capacity the OoO does not represent any party or entity in the pursuit of just, fair, and equitable administration of process and delivery of services for all.

As an independent impartial party, the OoO receives ongoing oversight from a top level of management (currently the Oneida Business Committee) while being ultimately accountable and responsible to GTC. As an informal and confidential party, the OoO does not participate in formal actions and holds the highest level of confidentiality possible for those with whom it has contact. The OoO also does not demand actions but rather assists in the identification of concerns, potential resolutions, and offers services and recommendations to reach resolution and positive improvement.

Vision:

To ensure the consistent application of utilizing equality, fairness, respect, value, and objectivity for all in the development of systematic processes and the provision of services across the Oneida Nation.

Mission:

To provide a confidential, neutral, and informal route for individuals or groups to bring forward questions, concerns, complaints, or suggestions for the purpose of preventing or resolving problems in a fair and equitable manner. The Oneida Ombudsman addresses issues in an impartial and objective manner to assist with the development of options and suggestions to resolve problems, develop processes, and ensure services are provided in a fair and equitable manner.

Strategic Priorities:

1. Organizational excellence & exhibiting 'best practices' in performance and service
2. Improve public administration
3. Awareness, Accessibility, & Responsiveness
4. Promote administrative justice/improvement

Actions and activities:

The OoO works on initiatives and activities which fall within the four strategic priorities that have been identified by the office. The strategic priorities have been set to align with the Four Strategic Directions as identified by the Onida Business Committee. Overall, the initiatives and activities of the OoO are based upon the concept of continuous growth and positive development of the Onida Nation.

1. Organizational excellence and 'best practice'

- Compiling information regarding the development of a Complaint Management and Complaint Handling System with respect to Governments, Organizations, and Programs.
- Research and compile information to update resources and 'tools' used by the OoO for facilitation services.
- Maintain connection with professional network of Ombudsman to stay abreast of current hot topics, tools, and resources
 - Continually seeking and preparing for professional development opportunities both local and connected to the International Ombudsman Association and professional facilitation and mediation groups

2. Improve public administration

- Connecting with areas within the organization to identify how the OoO can be of assistance and work collaboratively with their area and current actions. This has been including functioning as a facilitator for various project groups and process review initiatives.
 - Facilitation with HRD and CHD, Elder Services and CHD, and HRD hiring and compensation)
- Networking on collaborative initiatives within the Organization and Onida Community to provide input from the functionality of the OoO (Community Service Team, Child Care Complaint Policy, HRD and CHD, Elderly Services, Budget Process, GFC Directives, and Community Preparedness)

3. Awareness, Accessibility, and Responsiveness

- Research ways in which professional colleagues go about improving awareness of the OoO for both the community and the organization
 - Community meetings, Information Expo's, Office Web Page, etc.
- Continue to create and implement plans for increasing the interaction of the OoO with specific organizational areas such as Comprehensive Health departments (including Behavioral Health), Human Resource, and Child Care departments
 - Input on policy development from the perspective of the OoO to decrease future conflict or discrepancy
 - General facilitation of collaborative work between departments
 - Facilitation of organizational and community interactions
- General numbers of individual matters coming to the Office of the Tribal Ombudsman by organizational area:
 - Comprehensive Health Division 23
 - Internal Services 9
 - Governmental Services 11
 - General Process Questions 37
 - General Resource Questions 17

4. Promote administrative justice/improvement

- Work with various aspects of the Onida Tribal Organization in the development of policy and procedure by providing the services of an Organizational Ombudsman and identified neutral as matters are worked on.
- Facilitate conversation and interaction between service components of the Onida Tribal organization for the purpose of improving working relationships and collaborative work

as organizational, policy, and process changes are explored for the improvement of service delivery and functionality of the Orinda Tribe.

- Continual research and outlining of a draft recommendation for the development of an overall complaint handling process to be implemented at the level of Leadership for the purpose of improving public administration and the fair and equitable administration of process.

Identified challenges or actions needed from the OBC going forward:

Defined functional communication plan for interaction with leadership and the Orinda Community

- It was identified during the FY15 Q1 report that the four officers were to set up a meeting with the Ombudsman to discuss information to be included in quarterly reports and share joint expectations.
- At the FY15 Q2 report it was identified that the Vice-Chair's office would be taking responsibility to ensure that a meeting between leadership and the Ombudsman occurred.
- On 9/01/15 the Ombudsman received an e-mail from the Vice-Chair's office indicating that the Executive Assistant for that office would be contacting to schedule a meeting between the Ombudsman and Leadership to discuss communication and joint expectations. This has not yet occurred.
- Follow through from the level of leadership with respect to the requested meeting for discussing communication and joint expectations is needed to improve forward movement of the Office of the Ombudsman.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~9 / 9 / 15~~ 9 / 23 / 15

EXCERPT FROM SEPTEMBER 9, 2015: Motion by David Jordan to defer Emergency Management FY '15 2nd quarter report, seconded by Jennifer Webster. 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: Kaylynn Gresham, Director Emergency Management
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.



Oneida Tribe of Indians of Wisconsin

Office of Emergency Management

2783 Freedom Road, Oneida WI 54155

o-920-869-6650, c-920-366-0411,

kgresham@oneindanation.org

TO: Oneida Business Committee

FM: Emergency Management

REF: Quarter 2 Report/Update

Date: September 1, 2015

General Overview:

The Emergency Management Department works to ensure the Oneida Nation is in a constant state of readiness through the use of efforts focusing on preparedness, mitigation, response and recovery. Coordinating and cooperating with numerous divisions and departments within the Tribal organization as well as differing jurisdictional response agencies/entities EM focuses on providing a coordinated timely response to emergencies and/or disasters that threaten the life safety of community members, the environment and/or assets of the Oneida Nation. Through a shared vision of coordination and cooperation emergency/disaster plans have been developed using shared principles of response initiatives; EM is the go-between for response agencies/entities of the Oneida Tribe of Indians of WI and the numerous surrounding jurisdictions when an emergency/disaster that affects the Oneida Nation or the Oneida Community occurs.

Executive Summary:

The purpose of this report is to report the activities of the Emergency Management Department during the months of January, February and March 2015. During these month the Emergency Management Department participated in a number of different activities discussed throughout the following information:

January – The Deputy Director continued work on the updates and changes to Emergency Support Functions (ESF) for the Oneida Nation Emergency Response Plan. ESF 7 – Resource Support and ESF 8 - Public Health were updated and signed off by the respective area, then submitted to the East Central Regional Director as agreed upon for the Emergency Management Performance Grant (EMPG). ESF 12 – Energy was drafted and sent to each area having impact concerns for comment and review. The Deputy Director completed the required test to receive her State Emergency Management Certification.

February- The Deputy Director continued to work with Oneida Judicial to complete their Emergency Action Plan (EAP) as well as perform a threat assessment for the Judiciary building. EM worked with GLIS, OPD and DPW to provide updated maps and floor plans of the building to attach to the EAP for Judiciary. EM provided a power point presentation to the Business Committee on Emergency Management and Incident Response. As a follow-up the Deputy Director is coordinating future dates for a Table Top exercise involving BC members and Division Directors for areas affected in the exercise.

During this time the Deputy Director consulted with the Business Committee seeking direction for submission of the required changes to the EMPG based on the 60 day deadline delineated in the grant agreement. The EMPG is a grant that reimburses the Oneida Nation for Salary, Fringe and Equipment Purchases for EM duties for the Emergency Management Department. Upon submission of the grant the Deputy Director was listed as the Interim Director, as a result of a the cost containment resolution the Deputy Director was removed from Interim status, thereby affecting amount the Oneida Nation was eligible to receive in reimbursement for EMPG funding. As directed by the Business Committee the Deputy Director submitted the required documentation for the EMPG changes. As a result of the changes Oneida's eligible reimbursement amount for FY 2015 EMPG was decreased by approximately \$8000.

March - The Deputy Director attended the Annual Governors Conference on Emergency Management and Homeland Security. The Deputy Director received her State of Wisconsin Emergency Management Certification from the Governor and WEM Administrator while in attendance. As part of the Emergency Planning Committee, OPD and Public Health attended as well. While in attendance to this conference, the Deputy Director attended two trainings related to Agro Terrorism.

The Deputy Director attended the WI-PRIMA meeting as a guest of Risk Management, the meeting was focused on response to an active threat in schools and the work place. The information provided discussed ways in which risks can be evaluated and preparedness activities can be performed to reduce the amount of risks associated with these types of incidents.

During the 2nd quarter of FY 2015 the Emergency Management Department worked with several of the critical departments to update their Emergency Support Functions (ESF) for the Oneida Nation Emergency Response Plan. The first half of the FY 2015 EMPG report was completed and submitted to the Regional Director for approval of funding. Several ESFs were distributed to affected entities for review and comment to be submitted within the next half of the FY as agreed within the EMPG. ESF 10 – HAZMAT, ESF 11 – Agriculture, ESF 14 – Public Safety, and ESF -15 External Affairs were delivered in draft format and are currently awaiting feedback from the respective areas.

The Deputy Director completed the updates and received signoff from the respective entities for ESF 9 – Urban Search and Rescue and submitted the final draft to the Regional Director. The crosswalk for all updated information that was implemented to the Oneida Nation Emergency Response Plan during the first half of the fiscal year was submitted in the narrative of the 1st Half Fiscal Year Report for the EMPG.

----- End of Report -----

Kaylynn Gresham
 Director Emergency Management
 Oneida Nation

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15
~~9 / 9 / 15~~

EXCERPT FROM SEPTEMBER 9, 2015: Motion by David Jordan to defer Emergency Management FY '15 3rd quarter report, seconded by Jennifer Webster. 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: Kaylynn Gresham, Director/Emergency Management
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.



Oneida Tribe of Indians of Wisconsin Office of Emergency Management

2783 Freedom Road, Oneida WI 54155

o-920-869-6650, c-920-366-0411,

kgresham@oneindanation.org

TO: Oneida Business Committee
 FM: Emergency Management
 REF: Quarter 3 Report/Update
 Date: September 1, 2015

General Overview:

The Emergency Management Department works to ensure the Oneida Nation is in a constant state of readiness through the use of efforts focusing on preparedness, mitigation, response and recovery. Coordinating and cooperating with numerous divisions and departments within the Tribal organization as well as differing jurisdictional response agencies/entities EM focuses on providing a coordinated timely response to emergencies and/or disasters that threaten the life safety of community members, the environment and/or assets of the Oneida Nation. Through a shared vision of coordination and cooperation emergency/disaster plans have been developed using shared principles of response initiatives; EM is the go-between for response agencies/entities of the Oneida Tribe of Indians of WI and the numerous surrounding jurisdictions when an emergency/disaster that affects the Oneida Nation or the Oneida Community occurs.

Executive Summary:

The purpose of this report is to report the activities of the Emergency Management Department during the months of April, May, and June 2015. During these months the Emergency Management Department participated in a number of different activities discussed throughout the following information:

April – The Deputy Director continued work on the updates and changes to Emergency Support Functions (ESF) for the Oneida Nation Emergency Response Plan. Information for a draft of ESF 12 – Energy, was compiled and creation of the ESF was worked on throughout the month. The Deputy Director began working with the State planning officer to create the Table Top exercise to be delivered to the BC once an agreed upon date can be determined.

As the Chairperson for WITEMA (Wisconsin Tribal Emergency Management Alliance) the Deputy Director was requested to assist with the updates to the newly designed format for the EMPG (Emergency Management Performance Grant) FY 2016. As of FY 2017 the EMPG will be submitted and completed in the state EGRANTS system, it is hoped that the updates may possibly be ready for FY 2016. Meetings will be held in Wausau every other week from April through July to meet the update deadline for FY 2016 submission to WEM headquarters.

The kick-off meeting for the update of the Pre-disaster Mitigation Plan was held with several departments whose input is needed as the updates occur. Throughout the month of April the Deputy Director completed several Independent Study courses on the FEMA.gov

website to prepare for the courses attended at EMI for the Tribal Coordinating Officer Course, the CERT Train the Trainer course and CERT Manager course at the end of April through the beginning of May.

May - The Deputy Director continued to work on the update to the Oneida Emergency Operations Plan. Reviewing currently completed Emergency Support Functions for relevance and necessary changes. Awaiting the results of the Oneida constitutional amendments will determine the needed updates to the ESF's. Once the election results are certified the ESF's will require updates changing "Oneida Tribe of Indians" to "Oneida Nation" anywhere in the verbiage within the documents.

June – The Deputy Director coordinated with the American Red Cross to facilitate a Fire/Smoke Detector Campaign on several portions of the reservation. A canvassing event was conducted providing residents information about the event and when installation opportunities would occur. The EM department and Red Cross volunteers provided family fire safety planning and smoke detector installation in several housing subdivisions (Path of the Wolf, Path of the Bear, and Cornelius Circle).

EM continued to be hold meetings to update the Pre-Disaster Mitigation Plan as scheduled. The Deputy Director continued to attend meetings as the representative of WITEMA to assist with the updates/revisions of the FY 2016 EMPG requirements and deliverables. Coordination with the state Exercise Officer continued for finalization of upcoming Table Top exercise with the BC.

The Deputy Director interviewed for the Director of Emergency Management position that was posted August 2014, it was suggested that the final decision and employment offer should be made at some time during the month of July.

During the 3rd quarter of FY 2015 the Emergency Management Department worked with several of the critical departments to update several areas of the previously approved Pre-Disaster Mitigation Plan. ESFs that were distributed in the previous quarter to affected entities for review and comment were updated and redistributed to the areas to confirm updates and changes. The ESF's redistributed are currently awaiting signatures from the respective areas.

----- End of Report -----

Kaylynn Gresham
Director Emergency Management
Oneida Nation

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 9 / 23 / 15

2. General Information:

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

[Empty text box]

Agenda Header: 5311C Tribal Transportation Grant 100%

Accept as Information only

Action - please describe:

1. Approval of a Designation of Authority Letter
Signatures: Officer and Chief Counsel
2. Resolution Including Opinion of Legal Counsel with Certifications and Assurances
Signatures: Chief Counsel-Opinion of Legal Counsel; Officer-Resolution with Certs & Assurances

3. Supporting Materials

Report Resolution Contract

Other:

1. Designation of Authority Letter 3. FTA Certifications and Assurances
2. Opinion of Legal Counsel 4. [Empty text box]

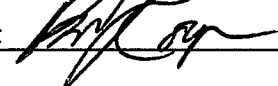
Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Melinda J. Danforth, Tribal Vice Chairwoman

Primary Requestor/Submitter: Brandon J. Cooper / Manager / Oneida Public Transit
Your Name, Title / Dept. or Tribal Member 

Additional Requestor: Donald White / GTSD Director / Governmental Services Division
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

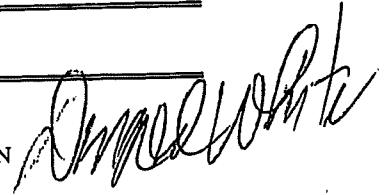
Describe the purpose, background/history, and action requested:

See Memo attached from Donald White to Melinda Danforth Dated September 22, 2015.

- 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

INTEROFFICE MEMORANDUM

TO: MELINDA DANFORTH, VICE CHAIRWOMAN
 FROM: DONALD WHITE, DIRECTOR, GOVERNMENTAL SERVICES DIVISION
 SUBJECT: SECTION 5311(C) TRIBAL TRANSPORTATION
 DATE: SEPTEMBER 22, 2015
 CC: BRANDON COOPER, TRANSIT DIRECTOR
 SUSAN HOUSE, OPERATIONS ANALYST



Governmental Services Division, specifically Transit, is requesting approval of the following resolution for the Tribal Transportation Federal Monies to Tribe. We believe that these federal monies will improve a transit system already pushed to its limits working within the Tribe's past and future budget constraint parameters in place over the last 5 years, freeing up the ability to allow Oneida Public Transit to grow to meet the Community's demand for transportation services. Transit has shown that it can work more/harder with less as evident by its continued balance scorecard performance data already submitted to OBC in previous reports and updates from my Division. The following is a brief history of the funds:

Brief history of 5311(C) Tribal Transportation Federal Monies to Tribes:

- Program Overview** *Section 5311(j) of MAP-21, Public Law 112-41 (July 6, 2012), authorizes the Public Transportation on Indian Reservations Program (Tribal Transit Program (TTP)) for Fiscal Years (FY) 2013-2014. The modified Tribal Transit Program continues to be a set-aside from the Formula Grants for Rural Areas program but now consists of a \$25 million formula program and a \$5 million discretionary grant program subject to the availability of appropriations. A 10 percent local match is required under the discretionary program, however, there is no local match required under the formula program.*
- Eligible Recipients** *Only Federally-recognized tribes are eligible recipients under the Tribal Transit Program. However, tribes which are not federally recognized remain eligible to apply to the State as a subrecipient for funding under the State's apportionment.*
- Eligible Activities** *Federally recognized tribes may use the funding for capital, operating, planning, and administrative expenses for public transit projects that meet the growing needs of rural tribal communities. Examples of eligible activities include: capital projects; operating costs of equipment and facilities for use in public transportation; and the acquisition of public transportation services, including service agreements with private providers of public transportation services. A description of eligible activities can also be found in the May 9, 2013 Notice of Funding Availability: Solicitation of Grant Applications for FY 2013 Tribal Transit Program Funds; and Responses to the November 9, 2012 Solicitation of Comments Federal Register Notice.*

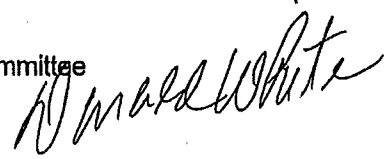
Under this new Federal Law called MAP-21, Oneida Tribe of Indians of Wisconsin was appropriated the following:

FY2013: \$608,609
 FY2014: \$577,030
 FY2015: Still in Appropriations, anticipating approx.. \$375,000+

**Governmental
Services Division
Administration**

Memo

To: Melinda Danforth, Vice Chairwoman, Oneida Business Committee
From: Donald White, Division Director, Governmental Services
cc: Lisa Summers, Secretary, Oneida Business Committee
Date: September 22, 2015
Re: Transit Operating Assistance Grant



The Oneida Tribe has an opportunity to apply for \$ 608,000.00 dollars from the Department of Transportation. Section 5311 (C) Tribal Grant Program has this money available.

To apply for the funds, the Oneida Tribe will need an application, Designation of Authority Letter, a Resolution and Certifications and Assurances. It is my understanding that the Grants Department as well as the Transit Department has been in contact with the funding agency to work out the logistics of the application process.

The application process requires two (2) items from the Business Committee. First, approval of the Designation of Authority Letter is required. This letter is being prepared by the Oneida Law Office. Second, the application process requires a Business Committee Resolution in support of the grant request.

Thank you for your assistance in this matter.

Oneida Tribe of Indians of Wisconsin

Post Office Box 365

Phone: (920) 869-2214

Oneida, WI 54155



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

DESIGNATION OF SIGNATURE AUTHORITY
For The
TRANSPORTATION ELECTRONIC AWARD & MANAGEMENT PROCESS
(TEAM)

The Oneida Business Committee, by motion adopted September 23, 2015, on behalf of the Oneida Tribe of Indians of Wisconsin hereby authorizes Brandon J. Cooper, Public Transit Manager, and Marsha Danforth, Grant Development Specialist to be assigned and use of a Personal Identification Numbers (PIN), for the execution of annual Certification and Assurances issued by the Federal Transit Administration (FTA), submission of all FTA grant applications, and the execution of all FTA grant awards, on behalf of the official below, for the FTA's Transportation Electronic Award and Management System (TEAM).

Melinda J. Danforth, Tribal Vice-Chairwoman

Jo Ann House, Chief Counsel

**Oneida Tribe of Indians of Wisconsin
BUSINESS COMMITTEE**



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.



**P.O. Box 365 • Oneida, WI 54155
Telephone: 920-869-4364 • Fax: 920-869-4040**



UGWA DEMOLUM YATEHE
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

**RESOLUTION # _____
Section 5311 (C) Tribal Transit Grant
U.S. Department of Transportation
Federal Transportation Administration**

WHEREAS, the Oneida Tribe of Indians of Wisconsin is a federally recognized Indian government and a Treaty Tribe recognized by the laws of the United States, and

WHEREAS, the Oneida General Tribal Council is the governing body of the Oneida Nation, and

WHEREAS, the Oneida Business Committee has been delegated authority under Article IV, Section 1 of the Oneida Nation Constitution by the Oneida General Tribal Council, and

WHEREAS, the Oneida Tribe of Indians of Wisconsin has determined that the overall goal of the Oneida Tribe is to protect, maintain and improve the standard of living and the environment in which the Oneida people live, and

WHEREAS, the Oneida Tribe established the Oneida Public Transit Department whose mission statement is...*"To provide safe and reliable public transportation at a reasonable cost to our passengers of the Oneida Community and surrounding communities with Transit's Service Area"*, and

WHEREAS, the Federal Transportation Administrator has been delegated authority to award Federal financial assistance for a transportation project, and

WHEREAS, the grant or cooperative agreement for Federal financial assistance will impose certain obligations upon the Applicant, and may require the Applicant to provide the local share of the project cost, and

WHEREAS, the Applicant has or will provide all annual certifications and assurances to the Federal Transit Administration required for the project, and

NOW, THEREFORE, BE IT RESOLVED BY the Oneida Business Committee that 1.) The Oneida Tribal Chair or his/her designee is authorized to execute and file application for Federal assistance on behalf of the Oneida Tribe of Indians of Wisconsin with the Federal Transit Administration for Federal Assistance authorized by 49 U.S.C. chapter 53, Title 23, United States Code, or other Federal statutes authorizing a project administered by the Federal Transit Administration; 2.) The Oneida Tribal Chair or his/her designee is authorized to execute and file with its application the

Opinion of Legal Counsel

This communication will serve as the requisite opinion of counsel to be filed with the Federal Transit Administration, United States Department of Transportation, in connection with the application of the Oneida Tribe of Indians of Wisconsin for federal transportation assistance authorized by 49 U.S.C. Chapter 53; title 23, United States Cod; and other federal statutes authorizing activities administered by the Federal Transit Administration.

Citations to laws, regulations, etc. establishing the legal authority of the Oneida Tribe of Indians of Wisconsin to carry out transportation projects for which federal assistance is sought is set forth below:

1. _____ Is authorized by (cite and quote from legal authority) to provide and assist transportation _____

2. The authority of the Oneida Tribe of Indians of Wisconsin to provide funds for the local share of the project is set forth in (cite source and provide a copy of, for example, the local ordinance passed by city council or other governing body authorizing funding for the local share)
Not Applicable for Formula Grants as there is no local share.

3. I have reviewed the pertinent federal, state, and local laws, and I have concluded that there is no legal impediment to your filing an application for the project for which the Oneida Tribe of Indians of Wisconsin seek assistance. Furthermore, as a result of my examination, I find that there is no pending or threatened litigation or other action which might in any way adversely affect the proposed project or the capability of the Oneida Tribe of Indians of Wisconsin to carry out the project.

Sincerely,

Legal Counsel

FTA FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES
FEDERAL FISCAL YEAR 2015 CERTIFICATIONS AND ASSURANCES FOR
FEDERAL TRANSIT ADMINISTRATION ASSISTANCE PROGRAMS
 (Signature pages alternative to providing Certifications and Assurances in TEAM-Web)

Name of Applicant:

The Applicant agrees to comply with applicable provisions of Groups 01 – 24. _____ OR

The Applicant agrees to comply with applicable provisions of the Groups it has selected:

<u>Group</u>	<u>Description</u>	
01.	Required Certifications and Assurances for Each Applicant.	
02.	Lobbying.	
03.	Procurement and Procurement Systems.	
04.	Private Sector Protections.	
05.	Rolling Stock Reviews and Bus Testing.	
06.	Demand Responsive Service.	
07.	Intelligent Transportation Systems.	
08.	Interest and Financing Costs and Acquisition of Capital Assets by Lease.	
09.	Transit Asset Management Plan and Public Transportation Agency Safety Plan.	
10.	Alcohol and Controlled Substances Testing.	_____
11.	Fixed Guideway Capital Investment Grants Program (New Starts, Small Starts, and Core Capacity) and Capital Investment Program in Effect before MAP-21 Became Effective.	
12.	State of Good Repair Program.	_____
13.	Fixed Guideway Modernization Grant Program.	_____
14.	Bus and Bus Facilities Formula Grants Program and Bus and Bus-Related Equipment and Facilities Grant Program (Discretionary).	
15.	Urbanized Area Formula Grants Programs/ Passenger Ferry Grants Program/Job Access and Reverse Commute (JARC) Formula Grant Program.	
16.	Seniors/Elderly/Individuals with Disabilities Programs/New Freedom Program.	_____
17.	Rural/Other Than Urbanized Areas/Appalachian Development/Over-the-Road Bus Accessibility Programs.	
18.	Tribal Transit Programs (Public Transportation on Indian Reservations Programs).	
19.	Low or No Emission/Clean Fuels Grant Programs.	_____
20.	Paul S. Sarbanes Transit in Parks Program.	_____
21.	State Safety Oversight Grant Program.	_____
22.	Public Transportation Emergency Relief Program.	_____
23.	Expedited Project Delivery Pilot Program.	_____
24.	Infrastructure Finance Programs.	_____

Business Committee Meeting

9:00 a.m. Wednesday, September 23, 2015

Thank you for printing clearly

Bradley Graham

Bill Graham

John [unclear]

Jeff Meads

Wes Martin

Pat Perry

Janet [unclear]

Mark [unclear]

Marsha Danforth

Christopher [unclear]

John [unclear]

Wendy Mitoxen

Michael Toge

Pat Connelis

[unclear]

William [unclear]

[unclear]

Mark W Denny

[unclear]

Linda Schuyler

[unclear]

[unclear]

Doug McIntyre

Gene Schubert

[unclear]

Dianne McEster-Heim

Michelle Mays

Haylyn Graham

Heather Heuer

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]

[unclear]