

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 24 / 16

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

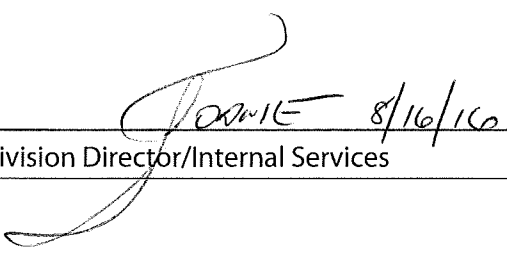
☐ Budgeted - Tribal Contribution

☐ Budgeted - Grant Funded

☐ Unbudgeted

5. Submission

Authorized Sponsor / Liaison:



Primary Requestor/Submitter:

Additional Requestor:

Additional Requestor:

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Attached is the 3rd quarter (April-June 2016) Internal Services Divisional report, deferred to the 8/24 meeting from the 8/10/16 BC meeting per my request.

- 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

INTERNAL SERVICES DIVISION

3rd Quarter FY16

April, May, June,

The third quarter produced many activities for the Division, ending winter, and finally seeing spring.

The focus continues to be on aligning to the four directions, to continue to work collaboratively on outcomes, to develop new models that can produce efficiencies and utilization of manpower, and to explore new initiatives that enhance our community.

One aspect that we have been discussing in various departments and as a Division, collectively, are the principles of a learning organization. This does not relate to an organization that merely articulates clearly its vision, or seeks to provide training; but rather becomes a learning organization unto itself – where the organization is made up of employees skilled at crafting, acquiring, and transferring knowledge. An organization where their employees are cultivating tolerance, fostering open discussions, and thinking *holistically and systematically*.

We are working through some of this thinking in MIS, and at the print and mail center – redefining models to address the changing environment, and looking toward new approaches that can develop systems for integrated activities. We are looking toward developing a work-study program for MIS to foster a pipeline for our youth into technology, as a career. This is a project explored with NWTC. We hope to be able to materialize this initiative for a pilot program in 2017.

Another area of support for learning and development is the summer internship. We have been blessed to have such a great turnout of youth, both at the college level and high school. The integration of the youth into the organization has given them another perspective of the good work of the Nation, and the complexity of the organization. It gives some youth who do not live in this area, yet are Oneida, such as the intern for MIS, an opportunity to connect with their roots and their tribe.

On another front, we need to mention the work of grants in developing new initiatives. The grants have become very competitive, and the agencies are looking for partnerships. With this in mind, we continue to explore this funding vehicle to jump start some programs in Agriculture, in Social Services, and in Environmental. We have had a few successes, and a few grants that were not awarded, such as the BIA grant request for a feasibility study for the Foreign Trade Zone. While we understand from the agency that it was well written, they had requests for over \$5 million for feasibility studies from tribes, and only \$1 million in funding. Additionally we were not awarded the KeepsEagle grant – another grant that would have supported the training in agriculture that we are developing.

On a positive side, we continue to move the aquaponics project forward, slowly, but steady. This is a collective effort with Environmental, Internal Services, and



ONEIDA
AQUACULTURE + HYDROPONICS =
(cultivating edible fish) (growing plants in water)
AQUAPONICS!





the Veterans. We reached out through a contact to Home Depot, and invited them to the Veterans' office to see the shell of the aquaponics. They are setting a date towards the end of September for volunteers to help on the next phase of the aquaponics system (see Grants report for photo).

As we continue to change models to reflect our changing times and improve our operation, we invite all to be a part of our activities by volunteering at the many events that we host – the Farmers Market in August, Apple Fest in September, the Husking Bee in October, the Harvest in October, and/or to be a volunteer for the many other activities or cleanups in the community.

Goals #1	Enhance Oneida Brand as a Strong Nation
Advancing Onayote?aka Principles	<i>Seek new avenues to visibly expand the Oneida Brand by creating the story within our reservation boundaries, and promoting the brand throughout the region, state, and nationally.</i>
Engaging the Community	➤ Various events throughout the community
Goal #2	Engage the community toward a mindset of healthy foods; increase production
Committing to building a responsible Nation	➤ The aquaponics project, which is anchored at the Veterans, is another effort to increase production so that we can provide healthy food options to our youth in school. We should start to see the framework materialize in April and May.
Create Economic systems	➤ Business in Agriculture Train-the-Trainer in June, as a part of an OAO grant and initiative to develop our agriculture capabilities.
Goal #3	Strengthen operational performance through technology
Implementing Good Governance Processes	➤ Technology partnership with NWTC is in dialogue.
Long Term Sustainability	➤ Technology as a driver and as a communicator in various aspects of the organization.

Aldo Leopold School



MIS Quarterly Report – April - June 2016

Strategy #1 Deliver Business Technology Solutions

- Partnering with the Oneida Police Department, MIS is nearing completion of a project to gain compliance with Wisconsin law enforcement reporting. The system, TraCS which stands for Traffic and Criminal Software, is designed to provide a national model for reporting crash, citation, OWI, commercial motor vehicle inspection and incident forms.
- Implementation of Windows Login Self Service password reset. This project was two years in the making and involved multiple resources within and outside of MIS. The objective of the project was to provide MIS customers the ability to manage their passwords independent of the Customer Service Center (CSC).
- Implementation of BitLocker to encrypt removable storage devices such as flash drives and external hard drives for the Health Division. This was a coordinated effort involving desktop services, system services, health center administration, and infosec. The purpose is to protect confidential and sensitive information such as protected health information and personally identifiable information (PHI & PII).



BitLocker Drive Encryption

Strategy #2 Promote Information Sharing & Collaboration

- OnBase use continues to expand. This past quarter saw Gaming Accounting update their Exception Reporting system. Through the use of OnBase, improvements to paper handling, information retention and retrieval, and an improvement in department workflows was achieved.
- Development and implementation of the Marriage License System for the Oneida Licensing Department. The system provides the ability to record, issue and print marriage licenses to Oneida Tribal members and is compliant with State of WI requirements.



Strategy #3 Optimize Use of Resources

- Continuation of the Wireless Project which is designed to extend & expand the Nation's wireless infrastructure. Project activities this past quarter included the completion of all Casino locations such as Main Casino, IMAC, Mason

Yenvákta? Oneida Nation Marriage Licenses

Effective June 16, 2016, the Oneida Licensing Department will begin accepting applications for marriage licenses.

Street, Gaming Warehouse, Oneida Travel Center, Packerland Travel Center, Employee Services building and Radisson (Marketing & GTC meeting locations).

- Budgetary Performance – Through the first nine months the MIS budget has a positive variance of 9.98%. The variance is due to a number of open positions that are currently posted. The variance is expected to be reduced over the next three months.



MIS Goals for FY'16

Strategy #1 Deliver Business Technology Solutions

Develop and implement the mobile patron registration system for Gaming. The system will be used by the Fun Club to provide an added service to our customers while expanding customer enrollment in the Casino rewards program. Oneida MIS in collaboration with Scientific Games (Ballys) has improved the product correcting items including a flaw in the data encryption.

Strategy #2 Promote Information Sharing & Collaboration

Expand the use of Bally Kiosks (Marketing) within the main Casino, Mason Street and IMAC. It is anticipated that the number of customer Kiosks will grow by six creating greater customer access to a wide variety of Oneida Gaming services and information. Project RFP will be released during Q4.

Strategy #3 Optimize Use of Resources

A transition plan that is intended to provide structure and standardization for the Nation's Surveillance environment has been submitted and accepted by the OBC. The project will include a cross functional team consisting of representatives from OGC, Gaming Security, OPD, Retail and MIS. The scope of the project will include inventory of all current surveillance solutions, selection of a common system, and organization of a system support structure.

FOUR STRATEGIC DIRECTIONS



Grants Office Quarterly Report - July 2016

- **Strategy 1: Enhance tribal services with external funding(both new and continuation)**
 - ❖ The Grants Office has currently \$7.2 million in funded grants so far this year meeting our total of \$7.3 for the entire fiscal year of 2015-2016!
 - ❖ For the month of June we have a total of \$2, 397, 872 in grants submitted and on the Pending list, and only 1 grant denied in the amount of \$50,000 (Cultural Resource Fund), and \$61,080 in funded grants for the month of June (4 grants).
- **Strategy 2: Become a resource for a 1-stop shop for funding/grant data and services.**
 - ❖ Provide on-going training for program requests to enhance their ability to obtain external funding.
 - ❖ Continue to maintain tribe-to-tribe, grantor-to-grantee relationships to increase our opportunities.
 - ❖ Maintain a database that includes all funded, denied, and pending grants.
- **Strategy 3: Enhance tribal and community efforts in fundraising thru the development of a 7871 fund unit.**
 - ❖ DonorPerfect webinar complete for online donation set up. Our website is being developed and once DonorPerfect can be linked, we can launch and start taking donations online.
 - ❖ The Youth Leadership Institute is close to reality. Charter, by-laws and resolution will be on the August agenda for approval, thanks to Krystal John. The rack card is in final draft form, as well as the brochure. Scott Elm assisted with the rack card and letterhead.



Grant Example: The picture is the Aquaponics project funded by the USDA Farm to School grant program. This system will equip the Veterans building with an aquaponics system that will produce vegetables and fruit for the Turtle School and High School. It will help provide fresh produce for the school, and engage community members in its production on a year-round basis.

OCIFS Quarterly Achievements: April - June, 2016

Strategy #1 Educate the Oneida community about food, agricultural opportunities, nutrition and health risks

We held 4 experiential hands on learning workshops during this time period. The workshops were designed to teach Oneida youth and the community about healthy local foods, opportunities in agriculture and how to grow their own food.



- **Youth Day on the Farm**, had 37 youth from the Oneida Turtle School go to the Apple Orchard, buffalo overlook, and then do hands on activities at the Oneida Nation Farm.
- **Growing Gardeners Workshop**, where we had 22 community members attend and learn gardening techniques including starting, maintaining and harvesting.
- **Composting and Worm bin** workshops where we taught community and youth how to create healthy soils while decreasing waste going into the dump.
- Worked w/ Melinda Pollen, UW-Extension, Chaz Wheelock and Larry Cornelius and **presented the concept of 4-H projects to 90 youth** at the Oneida Turtle School.
- **Promote education through Agri-Tourism efforts** - assisted with Breakfast on the Farm in Oneida where we took a group from UWGB (a total of 16 people) called Current Young Professionals and toured them around on Sunday, April 24.

Strategy #2 Integrate Oneida and locally produced foods into the Oneida community and institutions

- Collaborated with LIVE54218 on a grant to Green Bay Community Foundation grant that will allow Oneida Farmers Market to offer Double Your Bucks, expand our educational outreach, and provide assistant for the EBT machine & promotion for low-income community members in 2016.
- Met w/ Dr. Vir, Verstoppen, Langner, Thiry, Wells, Dr. Kennard and Jeff M. re: the **FVRx prescription project** and connecting it to the **Oneida Farmers Market**.
- Facilitated the **4-H Brat Booth meeting**, where we had 14 community members attend and learn the skills necessary to run the brat booth during the farmers market as an entrepreneur project to raise income.
- **Facilitated the Oneida Farmers Vendor Potluck luncheon meeting** where we discussed how to increase entrepreneur participation/customers in the 2016 Market. We had 52 vendors attend this event.

Tsyunhehkwa Quarterly Achievements:

3rd QTR April – June 2016

Jeff Metoxen, Director

Tsyunhehkwa Mission:

Playing a pivotal role in the reintroduction of high quality, organically grown foods that will ensure a healthier and more fulfilling life for the On^yote a ka, Oneida People of the Standing Stone.



Fiscal Year 2016 Strategies & Goals:

Strategy #1 Increase Local Food Production

- Creating a Positive Organizational Structure

Strategy #2 Improve Food Security

- Advancing On^yote?a.ka Principles

Strategy #3 Increase Interaction with Community

- Committing to Build a Responsible Nation

To complete and work on these strategies and goals this listing is part of our work load.

April 2016 Highlights:

Provided Traditional Tobacco for the annual Oneida Nation Community Fishing Ceremony held in Pamprin Park. Presented to CMN Class (12 adults) on Tsyunhehkwa Program services & products, then provided tour of our Ag Site. Provided hands on learning tour to American Indian Studies program (9 adults) of the UW Eau Claire class and their Professor. Provided review to Young Professional's Group (10 adults) during their Breakfast on the Farm Tour. Presentation to UW Green Bay Health & Wellness Class (40 adults) on what our program works for in healthy food for our community. Hired new Employee for Ag Position. Worked on process to complete order and delivery of our New 100hp John Deere Tractor. OCIFS Strategic Planning process ongoing project. Grant awarded for building Raised & Box Garden Beds for Community.

May 2016 Highlights:

White Corn Fields prepared for planting about 10 acres, Field 5 & 6 equal about 6 acres and Pasture about 4 acres. Our current rate of planting requires 1/2 bushel per acre so one bushel provides 2 ac coverage. To complete 10 acres of planting we work for 5 bushels total and prepare more if required. A white corn planted on May 23, 2016. Our training included Budget Process & entry, and the Purchasing Online Business process. Cannery continued Community Workshops with great attendance and request Tour and hands on presentation provided to UW Stevens Point Professional Studies Health Field (9 adults) of the Ag site. Presentation provided to the Oneida Turtle School, Elementary classes (120 students Grades 3rd, 4th, 5th, & 6th) covering three sisters gardens and planting their own seeds. Presentation provided to the College of Menominee Nation Class for their collaborative garden, they prepared :

planted their 3 sisters garden. Provided Tour to the Aldo Leopold School (160 students) as part of their review of OCIFS entities.

June 2016 Highlights:

Cannery provided workshops on Strawberries, where the Community Members are provided guidance so they actually create their own products and gain a better understanding of the services the Cannery provides our Community. Training we participated included Active Shooter and development of a Food Assessment. Tour provided Squaxin Island Tribal Garden Coordinators (2 adults) out of Shelton Washington, they requested a review of our Tsyunhehkwá Program looking to implement similar strategies in their Tribal Nation Communities. We hosted the Young Neighbors in Action Youth Group (12 students) again for a week long hands on process. They helped with weeding the Gardens, White Corn, Cattle & Poultry work and helped with building and on-site maintenance.

UW Eau Claire American Indian Studies program



Unloading White Corn



Shelling



Transplanting for Seed & Plant Distribution

Young Professional's Group Breakfast on the Farm Tour



Seed & Plant Project White Corn Braid



Covering White Corn Process Covering



College of Menominee Nation Class



Kalihwisaks 3rd Quarter Report

April – June 2016

Achievements

- Printed Six issues – April 7, April 21, May 5, May 19, June 2 and June 16.
- Added program pages for the Oneida Nation Arts Program and the Oneida Community Education Center (Creating a Positive Organizational Culture).
- Worked with Tani Thurner in the LOC office to create an insert on changes to the Oneida Constitution (Advancing Oneyote? a.ka Principles, Committing to Building a Responsible Nation).
- Ran annual High School Graduation Special in June 16 issue.
- Covered news and events such as the fishing ceremony, the grand reopening of the 54 Oneida One Stop, and GTC meetings (Advancing Oneyote? a.ka Principles).
- Welcomed UW-Oshkosh summer intern Daril Peters (Creating a Positive Organizational Culture).
- Printed Oneida Business Committee meeting minutes, board postings, public hearing notices, and legal notices. (Implementing Good Governance Process)
- Worked with other departments such as SEOTS, OCIFS, Adventures, Culture and OFF to create monthly pages to share their news and events. (Advancing Oneyote? a.ka Principles)
- Worked with Communications to produce weekly "This Week in Oneida" video. (Advancing Oneyote? a.ka Principles)



Goals for FY2016

- Photo contest for late September (Advancing Oneyote? a.ka Principles).
- Work with Secretary's office to create budget insert (Committing to Building a Responsible Nation).
- Expand our media platforms to include phone apps, online payments, more online content



EMPLOYEE ADVOCACY DEPARTMENT

April – June 2016
3rd Quarterly Report

The Employee Advocacy Department (EAD) continues its efforts to create a positive organizational culture through increased communication. We aim to work toward a healthy respectful environment; rather than a litigious culture.

EAD strives to mediate/settle cases; effectively saving the Tribe time/costs associated with formal litigation before the Oneida Personnel Commission and/or the Judiciary.

The number of cases progressing to the Personnel Commission continues to decline.
2014 saw 11 cases at OPC,
2015 had 4 cases,
2016, to date, had two cases appealed to the OPC.

April – June 2016 brought twenty-three (23) new employment issues (in addition to those carried over from the previous quarter.) All Details must remain CONFIDENTIAL.

Oneida Printing & Mail Center

October - May 2016 Submitted by Michelle Danforth

Mission: Oneida Printing seeks to create and promote printing excellence. We strive to grow our business towards sustainability with the integrity that we produce our products and where every day is a good day.

Report Summary – Since the end of October 2015, Oneida Printing has been under the management of Michelle Danforth, Marketing & Tourism Director.

Creating a Positive Workforce – Highlights

- a. Communication has improved – weekly meetings to discuss the production workflow with full staff.
- b. Positive, Positive, Positive is the daily influence to keep projects and employees moving forward.
- c. At the end of May there were 8 employees that average 22 years of service.



Implementing Good Governance

2. Operations – Highlights

- a. PrintSmith Software – additional pricing improvements continue, as well as, new reports to confirm sales in PrintSmith match the AS400 system reporting.
- b. New Production Board – Large scale and casino jobs are scheduled out on the new board making it more efficient for employees to meet production deadlines.

3. Customers - Highlights

- a. Graphics is currently in the process of testing artwork/variable data. YTD Oneida printing has done 48 casino print jobs as compared to FY15 with a total of 16 jobs/122 total jobs.

4. Financial Overview – PrintSmith totals show an increase in sales of \$156,043 from FY15.

Mail Center – continues to work on customer service, improving communications and a faster response time for dealing with issues. Staff continues to work on variable data to assist Oneida Printing.

Tourism Quarterly Report – Jan – Mar 2016

Strategy #1 Develop Cultural Tourism

Long House - Conservation working on ordering more support wood for the long house.

Visitor Center –Final schematics of building were received in October 2015. Tourism received approval from Land Commission on the overall scope of Tourism on the Cultural Heritage site – Dec. 2015. In March, Project & Amphitheater put on hold so Cultural Heritage can work out some issues.

Strategy #2 Build Partnerships

- Rich Figueroa continues to work with the Radisson and GBCVB staff on planning for bus shows and other events.
- Tourism created more bus tour options with collateral pieces to begin promoting.



Strategy #3 Generate Foot Traffic with in the Reservation Boundaries

- Tourism assisted in organizing the Fishing Ceremony.
 - Big Apple Fest planning is underway.
 - AIANTA Conference planning for 2017.
 - Kirby Reservation Tours Continue
- | | |
|------|-------------------------|
| 2016 | 480 (YTD thru Mar 2016) |
| 2015 | 2899 people (Annual) |
| 2014 | 1259 people |
| 2013 | 920 people |



Strategy #4 Maximize Media

- Oneida Puppet videos get new voices. Latest video Bob & Randy learn about Native Homes was uploaded to youtube in March.
- Oneida Public Health video completed
- History of Oneida Museum in edit
- Facebook
 - o Total Posts or shares – 116 posts (YTD)
 - o Total Reached – 38,360
 - o Total Likes - 814



Final Interior Rendering



Other News – Tourism has been relocated to the Oneida Print Shop since Nov. 2015.