

Oneida Business Committee Meeting Agenda Request Form

[Deadlines](#)[Instructions](#)

1. Meeting Date Requested: 10 / 24 / 14

2. Nature of request

Session: ☒ Open ☐ Executive - justification required. See instructions for the applicable laws that define what is considered "executive" information, then choose from the list below:

Agenda Header (choose one): Executive Manager's Report

Agenda item title (see instructions):

ISD Quarterly Report

Action requested (choose one)

☒ Information only

☐ Action - please describe:

3. Justification

Why BC action is required (see instructions):

4. Supporting Materials

[Instructions](#)

☐ Memo of explanation with required information (see instructions)

☒ Report ☐ Resolution ☐ Contract (check the box below if signature required)

☐ Other - please list (**Note:** multi-media presentations due to Tribal Clerk 2 days prior to meeting)

1.

3.

2.

4.

☐ Business Committee signature required

5. Submission Authorization

Authorized sponsor (choose one): Joanie Buckley, Division Director

Requestor (if different from above):

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

INTERNAL SERVICES QUARTERLY REPORT

4th Quarter – July-Sept.

As we close out FY 14, and revalidate the strategies for growth and development that align with the Tribe's vision of a Nation of Strong Families Built on Tsi?Niyukwaliho T[^], we continue to focus on *outcomes* – demonstrating progress. In some areas, we look toward expanding or building systems – such as the integrated food system, or the collaboration toward a multimedia system to serve various purposes. The departments are collaborating with each other and with other divisions on maximizing resources, developing projects, and supporting programs that directly or indirectly develop a community.

This is noted through:



- The PowWow in July, which again was a great success with the PowWow Committee, Tourism, and various departments supporting the efforts to attract many to the celebration. There was a larger number of attendees this year from the surrounding communities;
- The Apple Fest in September, which attracted over 7,000 attendees and involved tourism for the logistics and overall event, OCIFS with the Farmer's Market, Tsyunhehkwa and the cannery, the Orchard as an anchor, the Printshop, and dozens of volunteers from the organization as well as from the community. It provided a wonderful event for the family, showcased Oneida, promoted our Orchard, and doubled their pick-your-own revenues over last year.
- The continued training by the Grants Department through UW Extension on the logic model and the outreach to various programs and departments to include them in the training. While models are cumbersome in the beginning (such as a strategic plan), the logic model is a simple to read framework of short term, mid-term, and long term outcomes. It will assist programs with a document for their program and for future grant submittals.
- The collaborative efforts of the Kalihwisaks with various entities to outreach and to engage the community, and the efforts of the organization to contribute to building a healthy community.
- Partnership with Planning, and Land Management as we work on the Food Center initiative with UW Madison Rural Planning. USDA/AMS has offered their D.C. architect to collaborate in the project.



Each department is unique in its operation and core competency, yet each works together for the greater outcome. Forward movement, following a strategy, building assets, improving efficiencies, focused on collaboration and *outcomes*.

Management Information System – MIS: continues to seek approaches to utilize technology for efficiencies, information sharing, and ease of work. Their strategies/goals include:

- a) *Deliver Business Technology Solutions*, which continues to be evident with the implementation and expansion of the Health Center solutions in areas such as Dental, Optical and Pharmacy. They continue to work on the Archibus system for Land Management which will facilitate their tracking of assets and maintenance;
- b) *Promote Information Sharing and Collaboration*, as evidenced in the expanded business intelligence and executive reporting capabilities within Comprehensive Health, Higher Education and Gaming environments;
- c) *Optimize use of Resources*, by replacing the I-Series servers with Power I technology (AS/400) resulting in numerous improvements including system availability, speed and performance. And by replacing the organization's mid-range data replication solutions resulting in improved manageability at a reduced cost.

They worked hard and are in the final stages of the Gaming Expansion Project; have moved the Patient Portal solution for the Health Center one step forward, and upgraded the organization's ERP (enterprise resource planning) solution. The challenge continues to be associated with the resource availability to continue to implement new solutions and maintain the added systems for the organizations. Nonetheless, they continue to find ways to address the operational needs.

GRANTS: With the national landscape for grant funding becoming much more competitive, encouraging partnerships, and requiring more matched funds, the grants department continues to seek new and recurring revenues for the Tribe.

- a) *Enhance tribal services with external funding, which is noted through some of the secured grants:*

- ✓ Notah Begay Foundation Promising Program = \$40,000 (private foundation funding)
- ✓ Office of Justice Native American Drug & Gang Task Force = \$64,012
- ✓ Department of Natural Resources Youth Program = \$23,100
- ✓ 1st Nations Food System Youth Entrepreneur = \$37,500
- ✓ USDA Value-Added Producer = \$40,000
- ✓ EPA Underground Storage Tank = \$140,000
- ✓ USDA/AMS Local Food Promotion Program = \$ 80,429
- ✓ EPA National Informational Exchange Network = \$ 190,390

- b) *Collaborating Resources for a Common Goal*, by providing free logic model training for all programs, along with follow up train-the-trainer in order to work with programs to develop their own logic models for their departments or special projects.

Collaborating with UW Extension staff. And working more closely with departments in efforts to assist in meeting their objectives and goals with grant funding.

- c) *Developing a one-stop shop for funding/grant data and services* by gathering information used within grants along with data, surveys, resumes, and tribal information for multiple use; and working on building a database that includes all grants funded, denied, and pending including funding agency, amount, grant period and programs.



They continue to work on a couple of initiatives, including the 7871 Youth Leadership; and with the Language House and MIS on an "Oneida word of the week" pilot program for the building, so as to promote our culture and language. While grant funds are set aside once awarded, they are finding challenges with the cost containment (since most grants are reimbursable) as they work with the programs in the spend-down and reporting activities.

AGRICULTURE/FOOD SYSTEM -

TSYUNHEHKWA FARM & CANNERY: The summer months have filled their schedules not only with the work on the farm and in the cannery, but with many tours asked of them throughout the 3 month period. On top of that, Vickie spent countless hours with the USDA Value-Added grant for the white corn, with product samples, and surveys; and developing a new product – White Corn Pancake Mix and Apple Fruit Roll Ups. Jamie spent the summer engaging our youth on healthy foods through First Nations' Youth Entrepreneur grant. The team on the farm worked this summer with the Integrated Pest Management (Central Region, University of Illinois and IPM Wisconsin team) on a study for the white corn production which included soil management and focused on corn yields.

They are all working on approaches to improve the services and strengthen the supply chain of their products. Their strategies include:

#1 *Embrace heritage and promote food sustainability* which is shown through their successful seed distribution program, tilling members' small garden plots, assisting with community gardens; the table crops for the school, and the 2 runs of chickens (100 each) -- promoting healthy organic products.

#2 *Optimize Resources to reduce costs and duplication* and they have shown significant efforts in working with the Oneida Farm, Eco-Services, and Conservation to assess the farm lands and to share some much needed equipment. They have planted cover crops to reduce purchasing additional fertilizers for the future corn product. The cannery with their strained work level due to the grants in effect, have taken advantage of modified duty workers when available. Although last year they had to buy apples from an outside vendor, they are interested in increasing the dried apples product by 25% in an effort to drive more revenues. The availability of apples from the Orchard at a reasonable cost will strengthen the buy Oneida efforts and promote our Nation.

#3 *Planned Growth and Development considering ROI* – by assessing the viability of new products – the cannery has been challenged with the delay on the installation of the steam boiler, and has taken the opportunity to work on the corn product, and to assess the labor costs of certain products. This gives them an opportunity to discontinue some lines, and to insure that the low sugar lines remain available in support of our efforts to combat diabetes.



ONEIDA COMMUNITY INTEGRATED FOOD SYSTEM (OCIFS): working as a team to

#1 *Integrate Oneida and locally produced foods into the community* and

institutions and provide access to healthy foods, the OCIFS coordinator has expanded the Oneida Farmers'

Market ability for low income access through by setting up an EBT machine to accept Quest Cards. To date they have sold \$120 worth of regular tokens and supplied \$90 worth of Free Double Your Bucks tokens to the Oneida Community. The members of the Farmers Market are extremely loyal, and have worked to improve the forum by developing themed activities every week such as Packer Green, or 4-H, or Halloween. Kudos to them!

#2 Educate the Oneida community about food, agricultural opportunities, nutrition and health risks which are evident in the work with the Farm to school partnership with Live54218 on the programs with the Oneida, Green Bay, and Ashwaubenon school districts. The management of the grants for the Youth Entrepreneur Initiative and the Value-Added Initiative keeps the pulse on education and healthy foods.

#3 Planned Growth and Development is evident in the efforts to look at Industrial Hemp as an economic/crop diversification and an excellent source of nutrients for the soil.

The continued efforts in education will expand programs collaborating with UW Extension this fall on a Pizza Plunge for the youth with Tsyunhehkwa, and an after school programming initiative with Tourism.



OTHER FOOD SYSTEM INITIATIVES: The OAO/NAFFI grant (Food Sovereignty Summit) which ended August 30th, allowed us to continue our work in foods systems by reprinting collateral pieces such as the Youth Activity Book (100 pieces), the Ag Tour Book (500 pieces), and the flyer for the integrated food system (1000 reprints). As a grant for outreach, it gave us a chance to invite others to see our operation such as Little Traverse Tribe and White Mountain Apache.

We held a tribal roundtable for the Wisconsin tribes working in agriculture and shared information on each other's agricultural initiatives. We held a training session on branding for the Farmers Market vendors at Thornberry, and showed the principles of taking products to market. One vendor took the information and developed their logo and brand that next week!

It also gave us a chance to see some of the other productions such as Lac Courte Oreilles' College Farm, which is a very nice operation for the community; Grand Traverse Tribe, who is interested in buying a farm and building a buffalo herd and processing plant; Little Travers, who recently purchased a farm and has begun their table crop production. Unfortunately we were not awarded the OAO grant for FY15 (\$280K); but we were glad to have previously been awarded the grant.

We continue to be engaged in a conference call with others in Indian Country on FDA's new rulings that will impact food handling. And we continue to reach out to them to invite them to Oneida for a face-to-face meeting.

The collaboration with UW-Madison and Planning on the conceptual Food Center project is moving along, with conference calls every 2 weeks. We have added the architect from USDA/Agricultural Marketing Services, Fidel Delgado, to the team as an advisor. He will be traveling to Oneida on November 11-13 when we convene for initial document review.

KALIHWSAKS

The Oneida newspaper continues to find ways to:

#1 Create a sense of Oneida citizenship and involvement by aligning the content to build a strong nation of families. They ran many profiles for the candidates, and advertising at competitive prices, leading to strong messaging prior to the election. They continue to provide a strong vehicle of coverage for members, including the GTC meetings as well as the BC meetings; and have highlighted many community events such as the Oneida Powwow, Miss Oneida and the North American Indigenous Games.

They continue to look at the format for the photo contest, and will change it to a community photo page.

#2 Doing more with the allocated resources – they continue to provide update to their website and to have one new video story per week; and they are open to sharing their staff with other departments for photos or to cover events to support the initiatives. Nate is working with Phil Wisneski to do the weekly pod casts.

#3 Anchor a strong and sustainable operation – the team is participating in several webinars offered by the Wisconsin News Association; and various training programs that can help enhance their technical expertise. They finished the year with a positive variance due to the personnel shortage budget and increased advertising revenues from the elections.



EMPLOYEE ADVOCACY (Formerly Legal Resource Center)

The team moved to Skenandoah from Ridgeview. The move has proven to be positive, in that they are in close proximity to interact with HRD to discuss and share information that can help to build a better work environment. They continue to work with their strategies/goals:

#1 Decrease number of appealable disciplinary notices issued by assisting to resolve issues, employee/supervisor, regarding expectations and procedure. This has been reflected in their 8 employment cases in July, 7 in August, and 5 in September.

#2 Decrease number of employment cases formally pursued at OPC and/or Tribal Judicial System by seeking settlement rather than formal litigation. This quarter they had 19 employee disputes with only 2 (two) cases progressing to OPC, where one settled prior to the hearing. Their 19 disputes ranged from 6 terminations, 6 employee complaints, a written warning, adverse employment action, LOA dispute, etc. The fact that only 1 case went through the Personnel Commission process, shows the Employee Advocates good work in resolving issues. This allows for tremendous cost savings to the tribe and time.

#3 Seek opportunities to participate in the creation/revision of Tribal Laws that affect Tribal employees. They have a tentative meeting with OBC/LOC to offer any assistance or perspectives on the work environment and employee issues.

They continue to support requests for civil matters with referrals. The last quarter they had 26 inquiries, ranging from child support to child custody to bankruptcy, probate, or name changes.

PRINTING & MAIL CENTER

The printing operation has worked hard, especially toward year end, when all departments seem to have grant funds to expend. They have been challenged with staff shortages due to medical, vacations, or injuries. However, they have worked at keeping the operation working, addressing some areas that can be redefined such as the mail runs. They have also been fortunate to gain some assistance through a modified worker.

Their strategies include:

- 1) *Align technologies to support operation- Maximize resources* - they will be working in the future to determine best efficiencies with their equipment. They are cross training the staff to assist with the peaks and valleys of the workload. The mail center is keeping up with the postal regulations and have been attending training for the Pitney Bowes. They have been challenged with the sensitivity of the Pitney Bowes machine, and have probably seen the representative more over the last quarter than over the last year. However, they are the only game in town.
- 2) *Evaluate cost effectiveness & increase external funding* – they are reaching out to tribal members and other customers to increase their revenues, and they have reached \$21,931 more than budgeted. Additionally they are looking at mailing costs, as some departments (retail, healthcare) charge customers and do not pass on the mailing fees. Another effort is to ensure that departments are not sending documents via mail that can be done through intertribal mailing. They have been working with Accounting to track and reconcile the A/P and A/R. This will be an area that can be explored for additional efficiencies through collaborations.
- 3) *Capacity building for staff* – their staff has been working to increase their knowledge through webinars, site visits, and internal trainings. They continue to work on cross-training, and on looking at additional efficiencies for the peak workloads.

TOURISM

The team continues to build assets to promote the Oneida brand and attract foot traffic onto the reservation to indirectly generate revenues. They continue to promote the Oneida brand through advertising (t.v., newspaper, and local venues) in a limited manner, in order to maximize resources.

#1 – *Develop Cultural Tourism* – The longhouse continues to be a main focus. Finding the wood for the frame and the bark has been a bit of a challenge. The outside logs have been ordered, and some are installed. The quote for the faux bark has been secured, and purchasing also sourced bark from Menominee. The stripping of the bark was not conducive to the need of the project, so they will work on options. Stockbridge Munsee Tribe

has offered additional wood beams for the framing, and the cutting took place on October 6th. This is another example of tribes working together.

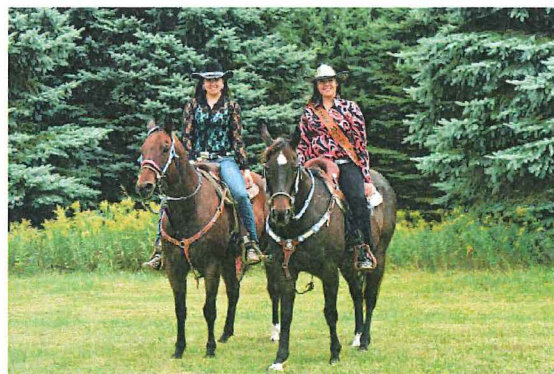
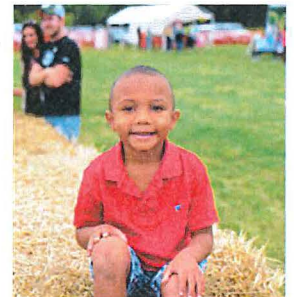
#2 Build Partnerships – By having Michelle on the Wisconsin International Marketing Committee, it gives the Oneida Tribe exposure and knowledge of the direction of the State related to international tourism activity. The Convention and Visitor Bureau paid \$30K for a bid fee to attract a Boomers group to Green Bay. They were awarded the conference, and the Radisson will benefit from this initiative. The closing meal in Arkansas triggers next year's conference in Green Bay; and the CVB has asked for smoke dancers to attend. Unfortunately with our budget constraints we need to pass.

The bus tour initiatives handled by Rich continue to be on track. He has booked 2 bus tours to Oneida. He is also working with the Royalty and has kept them very busy with appearances.

#3 Generate Foot Traffic onto the Reservation – The Apple Fest was a HUGE success, with between 6,000 and 7,000 attendees, it has offered a little for everyone as a free family event. The Orchard benefitted by doubling their revenues for pick-you-own and product sales to almost \$14,000. The Farmers Market vendors supported the efforts; and tribal members were able to set up as vendors – from artisans to caramel apple sellers.

The Tourism group also assisted in the 3 Nations Picnic; and developed an event with the Packer Training Camp for Family Night. They also put on an event with Tsyuhehkwa for the Husking Bee community day. All in all, tourism was quite busy this summer, generating foot traffic.

#4 Maximizing Media – There have been various projects relating to video and the Tourism website that have kept the multimedia staff busy – both Chris with videos and Scott who completed 59 projects in this fiscal year. Facebook posted 190 posts for the year. Maddog & Merrill's show was filmed in front of a group of travel writers visiting the reservation. Kirby has increased the number of tours for the year to 43 tours or 1259 people.



As we begin the new fiscal year, and look forward to the direction by the new Business Committee, we will continue to keep our focus on supporting an organization that is community-centered, and managing tribal resources in an efficient and effective manner.