Oneida Business Committee Agenda Request

1. Meeting Date Requested: 12 / 09 / 15

2. General Information:

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

Agenda Header: Reports

☒ Accept as Information only

☐ Action - please describe:

3. Supporting Materials

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. 3.

2. 4.

☐ Business Committee signature required

4. Budget Information

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Joanie Buckley, Division Director/Internal Services

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:

Attached is the 4th quarter (August & September) divisional report for the Internal Services area that addresses the accomplishments of the 4th quarter for each ISD area along with the goals and strategies for each area.

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

4th QUARTERLY REPORT

August, September, year end FY15

MGMT INFORMATION SERVICES

GRANTS

TSYUNHEHKWA

OCIFS

EMPLOYEE ADVOCACY

KALIHWISAKS

TOURISM

PRINT & MAIL CENTER

This quarter build presents the last quarter months of August and September, and the accomplishments for FY15. Additionally, the goals for FY16 are developed, and presented at the end of the report. These goals are aligned with the 4 Directions, as outlined by the BC.

This quarter not only closes out the FY15, but has considerable activity relating to the outdoors. The Farmers' Market provided another outlet for healthy foods, and an opportunity for entrepreneurs to engage. The Farmers Dollars allowed several community entities such as the elders, Oneida School, etc., to promote and to attend the market.

Tourism had an incredible last two months of work – from planning to implementation of another successful Apple Fest. This has become a flagship for the greater community to have a fun family event that is free and where everyone can participate.

The Agricultural Showcase, was a collaboration of many entities to support the initiative by a couple of BC staff members; and it allowed for community members to weigh in on present and future plans relating to healthy food systems.

These efforts, along with the various efforts of the departments from MIS to the Print & Mail Center, provided an array of work and accomplishments in closing out FY15.

SELECTED ACCOMPLISHMENTS FY 15

- MIS was quite busy with system upgrades from Bally's at the Casino to the Retail Point-of-Sale (POS). They continue to stretch their resources to meet the tribes ever-growing need for systems upgrades and for new system implementation.

- GRANTS - They enhanced tribal services and resources by securing external funding and met their overall goal of $7.3 Million in external funding. Their report showcases some of the grants secured.
  They worked with the programs to provide training, including logic model training, in order to facilitate efforts for grants. And they began efforts on the DonorPerfect software for the non-profit development on Youth Leadership. These efforts will continue through FY16.

Additionally grants were secured for food related work from USDA, including the a) Farm to School to build aquaponics system and grow greens for the school; b) Local Farm Promotions for training classes for tribal entrepreneurs on food production & branding products; c) Office of Outreach for the Food Sovereignty Summit to attract various tribes from across the country.

- TSYUNHEHKWA – collaboration with school for product, white corn and greens; and with the community on preservation at the cannery.
  They received a USDA grant Value Added for the development of White Corn Products. It was designed to review Product Development and establishment of Plans and review the process side of the White Corn. The grant provided a collaboration of the University of Wisconsin Extension office of Brown County. Their compensation was through the granting funds and resulted in the development of Feasibility Plan, Feasibility Study, Marketing Plan and new product of White Corn Pancake Mix.

- OCIFS – In working through the goal to educate the Oneida Community about food, agricultural opportunities, nutrition and health risks, OCIFS managed an USDA LFPP grant, and cooperated with various department (Tsyunhehkwa & Cannery, Environmental, Oneida Orchard, Tourism, ISD, and Print Center) to provide technical assistance in food handling, preservation, branding, and marketing strategies to local producers. And outcome was a local food entrepreneur introducing their product into the Oneida Market.

  The Farmers' Market was another outstanding success! OCIFS worked with Live54218 to get a free EBT machine for the Farmers' Market which will assist low income community members to purchase healthy local foods. Additionally, we invested $3,060 into the community through the Market Dollars program to encourage healthy eating and to support the entrepreneurs at the Farmers' Market. The Dollars went to elderly services, early head start, food distribution program, Oneida library summer reading program, Oneida schools, Oneida parenting program – among others. All good investment into the community.

The Division is diverse, and each area develops their own strategies and aligns them to the direction of the Business Committee:

MANAGEMENT INFORMATION SYSTEMS (MIS)

Strategy #1 Deliver Business Technology Solutions

Retail – Replacement of entire Retail Point of Sale (POS) environment The new system not only provides new features and functions but also brings the Retail Division into compliance with industry credit card processing requirements.

Gaming - Completed the Scientific Games SDS (slot data system) upgrade. This project began in April and concluded on July 28th. The project was completed on time and within budget. Continued the work

associated with the Scientific Games CMP (casino market place) upgrade. This significant upgrade is scheduled for go-live on September 9th.

Strategy #2 Promote Information Sharing & Collaboration

Extended the use of the Tribe's digital management solution (OnBase) into the new Judicial environment. This supports the use of electronic record storage and retrieval while providing Judicial with a secure record management solution.

The Web Steering Team selected a new CMS (content management solution), Stellar Blue Technologies (SBT). SBT will be tasked with the responsibility of navigation, look & feel of the Tribe's web presence.

Grants Office Quarterly Report

- **Strategy 1: Enhance tribal services with external funding that will provide tribal members the opportunities that can help them obtain a better way of life.**
  - Met our overall goals with a final total of $7.3 million in external funding, for projects such as:
    - Deployment of Clean Energy & Energy Efficiency grant from the Department of Energy - $999,972.00 (new grant)
    - Section 5311 additional discretionary grant - $608,609
    - Brownfield 128(a) Grant 2016 - $118,843.00

Grant Funding - Brownfield Project

- **Strategy 2: Collaborate resources for a common goal.**
  - Provided training for all program requests to enhance their ability to obtain external funding.
  - Planning a DonorPerfect follow-up training session at the Skenandoah in November. This is an all-encompassing donor fundraising software the will eventually enable us to take donations into the Tribe for the 7871 Youth Fund.
  - Maintaining tribe-to-tribe, grantor-to-grantee, as well as other relationships in order to help increase our grant funding.

Built with HUD grant dollars

- **Strategy 3: Become a one-stop resource for grant funding, tribal data, and services.**
  - Maintaining a database that includes all funded, denied, and pending grants

- Maintaining an on-going database of all information that relates to grant data including statistical data.
- Developed a database of all grant opportunities sent out and responses from programs.

TSYUNHEHKWA

Aerial View of Tsyunhehkwa

Strategy #1 Increase Local Food Production

- Creating a Positive Organizational Culture – Oneida Strategic Plan
  Local Food Production by Program and Community by increasing our White Corn production to 10,000 lbs. We are keeping our traditional foods alive.

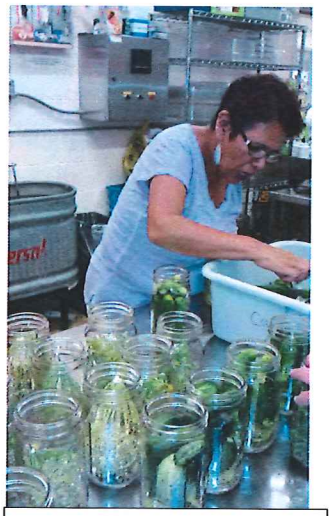
  Our Services and Products for the Community is being reviewed for Fiscal Year 2016. We work to do a constant evaluation on current process for improvements and revisions to ensure we are getting the most from our products and services at reduced expenses.

Corn husk doll class

Strategy #2 Improve Food Security:

- Advancing On^yote?a.ka Principles – Oneida Strategic Plan
  We engage the community toward a mindset of healthy foods by inviting more than 500 (five Hundred) local Youth participating in our Education Days of the Annual Harvest & Husking Bee.

  We engage the community and provide educational forums with our 3 Sisters Garden Model and Traditional Tobacco Garden. Our work provided community members ideas on how they can provide for themselves, family and friends. We shared our Program Plans through Ag Tourism, Presentations, Articles, Videos, Award Submissions, and Events.



Cannery - Community

Strategy #3 Increase Interaction with Community

- Committing to Build a Responsible Nation – Oneida Strategic Plan
  Products for Community include some of newest ones Apple Bites (Dehydrated Apples), Youth Trail Mix & Dehydrated Strawberries by Cannery. We continue to review options of Salad Greens, Jerky, Berries, Coffee, Herbs/Teas, #6 and the Aquaponics Project

- Continued review of White Corn Services and Products for improvements by; cover crops, collaboration with Organic Consultants, and pursuit of Agronomist. We also develop field plans, review with Integrated Pest Management Working Group for issues of Pest, Harvesting, and to improve and increase production per acre.
  We continued the development of partnerships with higher education for outreach & collaboration, by Networking and educational opportunities to provide a hands-on experience and sharing of resources.

ONEIDA COMMUNITY INTEGRATED FOOD SYSTEM (OCIFS)

View of the July 16 Oneida Farmers Market Bash from the Environmental drone

* **Farmers' Market** was a success! There were 44 vendors consistently, with an average of 325 customers. Over a dozen tribal members are vendors selling their products.

We did an initial assessment and recap on the Farmers' Market, and we began exploring the needs for next year's site, including layout, signage, and enhancing the location – *unless a better site opens up.*

* **Farm to School Smart Goals** - worked with Jesse Padron and Ashley Ponschok from LIVE54218 to create draft Smart Goals to include working with youth in the school to make the gardens and lunch room easier for them to participate in while trying to increase their knowledge of healthy foods and healthy eating.

* **Promote education through Agri-Tourism efforts** - set up and managed the Oneida Farmers Market located at the Big Apple Fest event on Saturday, Sept. 19 where we had 54 vendors and 6,000-8,000 customers.

* **Share through educational forums** - attended the 'Community Ag Summit' workshop on September 30 put on at the Radisson to get community input into the 5 agricultural strategies that were created for Oneida.

* **Increase access to healthy foods for WIC participants** - were able to offer the 'Double Your Bucks' program at the Oneida Farmers Market which provided $591 WIC tokens to the low income community at the Farmers Market in 2015.

Compost Bin workshop on May 2

EMPLOYEE ADVOCACY

The Employee Advocacy Department (EAD) continues its efforts to create a positive organizational culture through increased communication. Rather than formal litigations, EAD strives to mediate/settle cases, many of which are based on misunderstanding between the parties.

The efforts have reduced the formal litigation of cases over 50% compared to FY 14.

There continues to be requests for assistance in civil matters, to which EAD continue to provide referrals and general forms from on-line resources.

KALIHWISAKS

Youth Lacrosse champions

- Printed four issues – August 6, August 20, September 3 & September 17
- Covered news and events such as the constitutional appeal, Diabetes Dinner, Youth Lacrosse championship winners, Relay for Life, Fourth Annual Oneida Gathering and General Tribal Council meetings. (Advancing Oneyote?a.ka Principles)
- 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 Elder Services to give them two pages once a month to print their Drums publication. (Committing to Building a Responsible Nation)
- Worked with Communications to produce weekly "This Week in Oneida" video. (Advancing Oneyote?a.ka Principles)

Community Planning during Agricultural Showcase Sept 2015

Tourism

Strategy #1 Develop Cultural Tourism

Long House - Conservation slowly working at site

Amphitheater – Benches were made by elders who live on the Menominee Reservation. Tourism supported the College of Menominee/Oneida Arts play writers' theater.

Visitor Center – received initial drawing and floor plans received by Whole Trees. Final schematics of building due in October 2015.

Strategy #2 Build Partnerships

- Tourism continues to work with Radisson/CVB for upcoming Boomers in Groups conference
- Met with tribes from around Lake Michigan to further develop a Lake Michigan Bus Tour itinerary.
- Aug 8th – Oneida and Wild Life Sanctuary teamed up for the 4th year to have one of the most popular Packer Family Night booths

Strategy #3 Generate Foot Traffic with in the Reservation Boundaries

- Provided event assistance for Ag Summit planning
- Kirby Reservation Tours Continue
  2015 2899 people (YTD)
  2014 1259 people

  2013 920 people
- Big Apple Fest a Big Success! Attendance was up from 2014. More security/OPD assistance was utilized for better traffic control. Apple Orchard Sales increased from $11,700 FY14 to over $15,000.

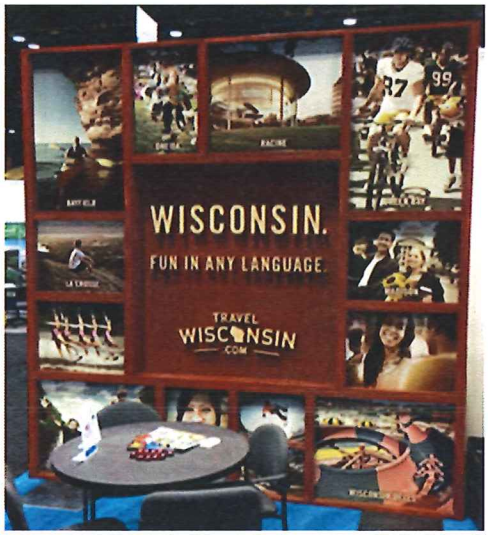
Strategy #4 Maximize Media

- New Maddog & Merrill Cooking Show tapes featuring Oneida Market & Farm Products
- New Company Magazine featured a story about the Cultural Heritage developments & Tourism
- Continue to assist in the promotion of the Oneida Market and Oneida Orchard

Oneida Tourism continues to create and develop Tourism initiatives. Conservation completed the infrastructure of the long house floor and has dedicated 2 staff persons to work on finishing the ribs of the structure this fall. This project should be completed in Spring 2016. Additional plans for an amphitheater and bathrooms are the next projects on the list to help further develop this site for learning and visitors.

Tourism staff was very hard at work with tours, supporting the Farmers' Market, and a big win for the Apple Fest which was managed on 2 distinct locations, for over 5,000 people.

Another factor to consider is the Market Analysis where the State of Wisconsin reported $17.5 Billion for total traveler spending in the state.



We continue to follow the trending of tourism and economic impact within the NE region of $1.4 Billion, some of which comes from traffic for the Green Bay Packer games. Therefore, our partnership continues to tie us to potential tourism revenues and foot traffic.

PRINT AND MAIL CENTER

The Print & Mail Center has been hard at work with the GTC mailers, the rush of printed projects for year end, and the printing for the Agricultural Showcase and the Food Sovereignty Summit.

They are learning the new machines – a Xerox 1000 which replaces their older color copier, and the high speed black and white machines – which were reduced down from 3 machines to 2 machines to cut costs. This has slightly changed their timing for GTC printing, and the staff has been incredible in adjusting their hours, including late hours, in order to get the mailings out.

The staff has been working on focusing on various aspects of the operation – from financial to operational process improvements. They will continue to undergo changes as they adapt some of their systems to take on more work.

As FY16 begins, goals were developed with strategic approaches, each initiative has the tactics and approaches. The following list represents the overarching goal and the strategic direction established by the Oneida Business Committee that aligns with the goals.

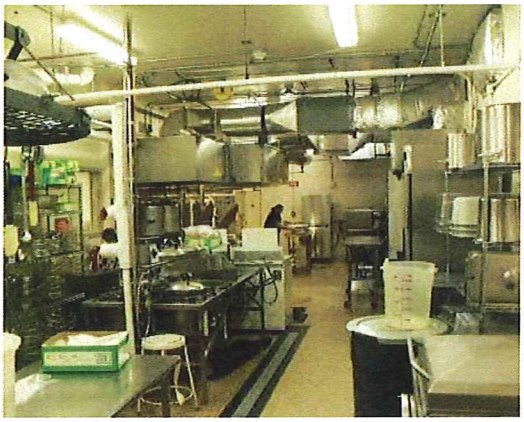
FY 16 GOALS

GOAL	*DESCRIPTION*	*STRATEGIC DIRECTION*
MANAGEMENT INFORMATION SYSTEMS (MIS)		
# 1	Expansion of the Archibus solution: The project involves leveraging previous investments and extending the Nation's facilities management system. The expected outcomes include improved administration of the Nation's facilities, maintenance processes and efficiencies.	Committing to Build a Responsible Nation & Accountable & Effective Governmental Design.
#2	Advance Oneida language preservation initiatives. The activities include the development of mobile language app's and digitizing historic and rare Oneida books	Advancing On^yote?a.ka Principles and Long Term Sustainability Plans
#3	Improve system performance and availability. Continued work associated with network upgrades, data center upgrades and expanded data security solutions.	Implementing "Good Governance" Processes and Accountable & Effective Governmental Design.
GRANTS		
# 1	Enhance Tribal Services with External Funding (Both new and continuation monies)	Advance On^yote?a.ka Principles & Commit to Build a Responsible Nation, and Implement "Good Governance" Processes
#2	Collaborate Resources for a One-stop Shop for Funding/Grant Data and Services	Advance On^yote?a.ka Principles & Commit to Build a Responsible Nation, and Implement "Good Governance" Processes
#3	Develop and Launch the 7871 Oneida Fund	Advance On^yote?a.ka Principles & Commit to Build a Responsible Nation, and Implement "Good Governance"

		Processes
TSYUNHEHKWA		
#1	Increase Local Food Production	Advance On^yote?a.ka Principles & Commit to Build a Responsible Nation
#2	Improve Food Security	Advance On^yote?a.ka Principles
#3	Increase Interaction with Community	Committing to Build a Responsible Nation
OCIFS		
#1	Educate the Oneida community about food, agricultural opportunities, nutrition and health risks, news articles, and educational forums.	Advancing On^yote?a.ka Principals
#2	Integrate Oneida and locally produced foods into the Oneida community and institutions; Build on Farm to School and other initiatives for youth in agriculture.	Committing to Building a Responsible Nation
#3	Develop initiatives for Agri-Tourism that integrate the Community and showcase Oneida	Committing to Building a Responsible Nation
EMPLOYEE ADVOCACY		
#1	Transform the work environment from a litigious environment to a positive organization culture	Creating a Positive Organizational Culture
#2	Decrease the number of employment disciplinary cases progressing to formal litigation; identify disciplinary trends	Creating a Positive Organizational Culture
KALIHWISAKS		
#1	Community Engagement to reflect good work from community members by adding a *Volunteer* section that will highlight area volunteers and volunteer opportunities	Advancing Oneyote?a.ka Principles, Committing to Building a Responsible
#2	Community Picture page featuring submitted photos from Oneida citizens	Advancing Oneyote?a.ka Principles
#3	Collaboration with Tourism and Print Center with move to join multi-media network; collaborate on equipment, staff, and marketing ideas	Creating a Positive Organizational Culture
TOURISM		
#1	Develop Cultural Assets	Advance On^yote?a.ka Principles
#2	Build State, Regional, Local and Internal Partnerships	Committing to Build a Responsible Nation
#3	Generate Foot Traffic to the Reservation for Cultural Learning & Revenue Generation	Committing to Build a Responsible Nation
#4	Maximize Media	Committing to Build a Responsible Nation
PRINT AND MAIL CENTER		

The overall Division goals for FY16 will be:

1) ***Advancing the On^yote?a.ka Principles & an engaged community***
   Developing the Oneida Brand – by seeking new avenues to visibly expand the Oneida story within our reservation boundaries, and promoting the brand throughout the region, state, and nationally. Some of the tactics include the development of the longhouse, amphitheater, and cultural heritage site; the multimedia and events management team; media and collateral design; tours; cultural and agri-tourism events to engage and promote our community.

2) ***Committing to Build a Responsible Nation & Create Economic Systems***
   Promote Agriculture and Healthy Foods: by continuing to develop the 5 interrelated agricultural strategies of a) build a community mindset for healthy foods, b) increase local agricultural and food production, c) build local food economies; d) integrate local foods into community outlets; e) ensure sustainable development and practices.

3) ***Implementing "Good Governance" Processes & Long Term Sustainability Plans***
   Technology Advancements to strengthen an efficient operation through technology by maintaining present systems, incorporating future systems, and advancing technological uses for ease of business and engagement. Technology has many applications; and this tribal environment is multi-faceted and complex.