

Oneida Business Committee Meeting Agenda Request Form

1. Meeting Date Requested: 03 / 25 / 15

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:

Agenda Header (choose one): Report

Agenda item title (see instructions):

Organizational Development 1st Quarter Report

Action requested (choose one)

Information only

Action - please describe:

3. Justification

Why BC action is required (see instructions):

Mandatory quarterly reporting

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):

Requestor (if different from above): Melanie Burkhart, Organizational Development Specialist

Name, Title / Dept. or Tribal Member

Additional signature (as needed):

Name, Title / Dept.

Additional signature (as needed):

Name, Title / Dept.

- 1) Save a copy of this form in a pdf format.
- 2) Email this form and all supporting materials to: BC_Agenda_Requests@oneidanation.org

Quarterly Report
to the
Oneida Business Committee
For the period October 2014 – December 2014

Melanie Burkhart
Organizational Development Specialist

Custodial Department

- Facilitated and helped to review the entire custodial department SOP's. Identified current and new SOP's and prioritized the list. After each SOP is reviewed and updated they will be sent to HRD for review and approval.
- Reviewed the current Custodial Handbook and updating each section. Each supervisor is given a section from the handbook to update and bring back to entire team for approval.
- Held one-on-one sessions between individuals for consensus building.

Tribal Secretary Reorganization

- Assisting the Tribal Secretary's office with reorganizing the department's roles and responsibilities.
- Facilitated the department to identify their duties, roles, and responsibilities. They have identified their mission statement and are working on a communication plan to inform the Business Committee, Organization and Community on their completed responsibilities.
- Helping to identify measures for the department.
- Working with Records Management on the Boards Committees and Commission process for tracking

Tribal Treasurer Office

- Working with the Treasurer's office to help facilitate the budget development team meetings.
- Identified as a team member on one of the budget teams for the GTC Mandates
- Starting researching the Per Capita and the GTC Stipends as part of the budget team.
 - As part of the research, going back to find when each of the mandates were created, what the history is behind each topic.

OBC Strategic Directions

- Identified as the coordinator to keep track of the 4 Strategic Directions
- Started to review the transition work leading up to the 4 Strategic Directions

Facilitation Request

- Requested to facilitate a conflict with a department.
- Started the interview process for those affected by the conflict.