

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 02 / 08 / 17

## 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 HRD FY '17 1st quarter 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:

\_\_\_\_\_  
Your Name, Title / Dept. or Tribal Member

Additional Requestor:

\_\_\_\_\_  
Name, Title / Dept.

Additional Requestor:

\_\_\_\_\_  
Name, Title / Dept.

**HRD 1<sup>ST</sup> QUARTER REPORT  
OCTOBER THROUGH DECEMBER, FY'17**

**ADMINISTRATION**

- **DONATION OF HOURS.** HR has communicated to the employment base the changes with the new standard operation procedure and required form. There are issues with employees and supervisors getting the right information to HRD. We may need to send the information out more frequently on how the process works. HR has received and approved 30 requests and one denial. Currently, we have 46 employees with donated hours. Total hours are at 806.27 hours – 9 Exempt and 37 Non-exempt Employees.
- **EXEMPT STATUS CHANGES.** The Department of Labor has revamped the federal overtime laws. One of our main goals is to not wrongly classify a job/position to avoid paying overtime.
  - Weekly earnings threshold increases from \$455 to \$913.
  - Exempt status is not determined by the title or recommended title of the position, but rather by the scope of work the position or the employee performs.
  - Deadline to complete changes was December 1, 2016 and HR anticipated meeting this deadline.
  - A federal judge blocked the DOL rule on overtime pay that made workers eligible for mandatory extra pay or time off. This injunction against the rule was at the request of 21 states, US Chamber of Commerce and other business groups.
  - The DOL of states employers should continue as they have been doing since the emergency motion.
  - Under President Trump, he may withdraw the DOL's appeals if a decision on the appeal is not made by Inauguration Day.

**Budget:** HRD submitted the following budget for FY' 16:

Department	Budget Amount	Funding Source	Spending YTD	Variance
<b>Human Resources</b>	\$2,355,685	Indirect Cost	\$518,567	\$1,837,118
<b>Employee Assistance</b>	\$ 202,468	Tribal Contribution	\$47,429	\$155,039
<b>Workforce Development</b>	\$ 256,345	Grant 79% & TC	\$62,949	\$193,396
<b>Student Intern Program</b>	\$ 95,695	Tribal Contribution	\$5,329	\$90,366
<b>Employee Incentive &amp; Testing</b>	\$ 17,641	Tribal Contribution	-	\$17,641

The Employee Incentive and Testing budget is used to recognize employees who have 25, 30, 35, and 40 years of service or more with a Years of Service gift. The Human Resources Department decreased the budget by \$276,392 from FY'14. To date we have given out 54 blankets for YOS and 4 blankets for Retirement with 25 years of service or more.

**EMPLOYEES:** Human Resources Dept. has 33 employees, Workforce Development has 3 employees and EAP has 2 employees. Three positions were eliminated in the budget process.

**JOB DESCRIPTION REQUIREMENTS:** The process for determining experience and educational requirements on job descriptions needs to be revamped. There are times that jobs require experience and the current employee holding the job was trained on the job. Former employees and new applicants have a difficult time gaining employment due to the experience and/or educational requirements. HR is going to review various positions to determine how jobs can receive



on the job training. At the end of the assessment phase, we will ask the Nation to consider taking a stance that we are a “learning organization” and train Tribal members to help them gain employment.

**Accrued Hours  
1<sup>st</sup> Quarter – FY 17**

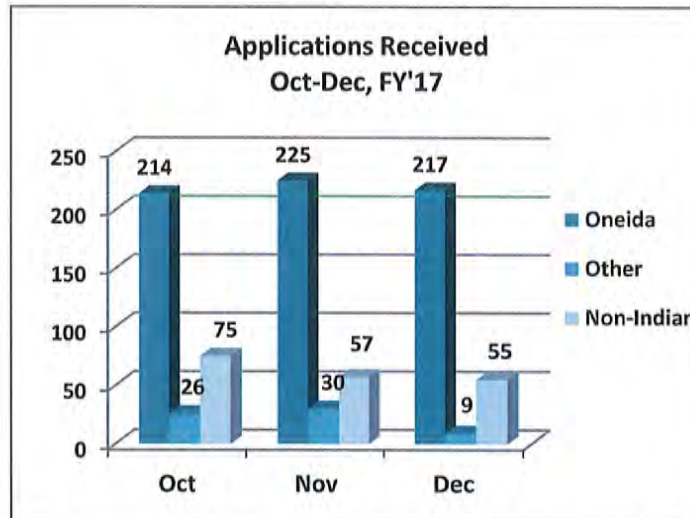
<i>Month</i>	<i>09/14</i>	<i>09/15</i>	<i>09/16</i>	<i>10/16</i>	<i>11/16</i>	<i>12/16</i>
Total Emps.	2608	2623	2639	2637	2643	2642
Total Hours	260,572	263,529	264,422	265,535	270,230	270,174
Total Payout	\$5,271,854	\$5,412,394	\$5,793,148	\$5,864,113	\$5,966,136	\$6,000,695
No EE's at Max 280+ Hours	29	30	42	42	53	47
	\$202,833	\$261,496	\$331,728	\$318,928	\$389,700	\$416,802
No. EE's at 200 – 279 Hours	395	397	394	407	423	446
	\$2,092,224	\$2,092,612	\$2,336,998	\$2,457,169	\$2,515,577	\$2,597,035
Avg. Hours	99.91	100.47	100.2	100.7	102.62	102.26
Avg. Payout	\$2,021	\$2,063	\$2,195	\$2,220	\$2,257	\$2.271

The accruals for the first quarter show 58.86% or 1555 employees have accrued hours of 100 or fewer hours. Employees whose hours are at maximum of 280 hours are 1.78% or 47 employees.

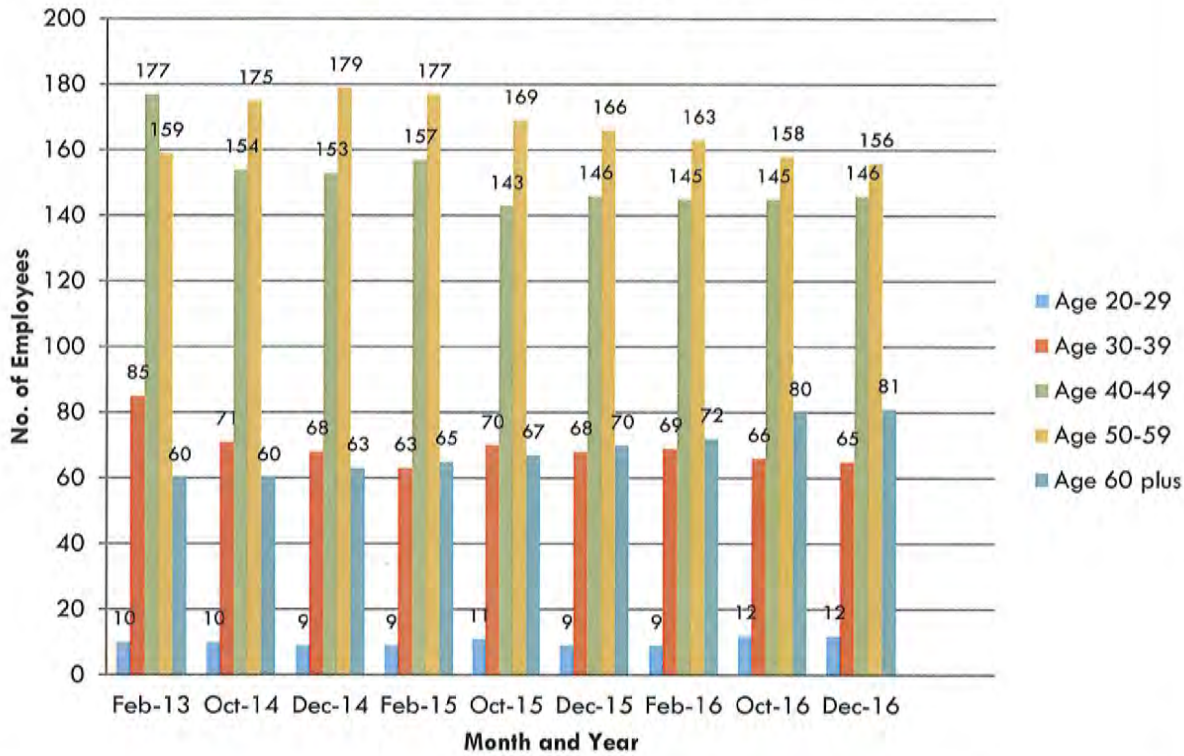


*Administrative Staff at Skenandoah Complex Left to Right: Yasiman Metoxen and Megan White*

*The sign is intended to attract more people to apply for employment with the Oneida Nation. The sign is placed on the front lawn of the Skenandoah Complex and another at Employee Services on Airport Drive. We will also be looking at other avenues for posting jobs such as Craig’s list, Casino Careers, and a recruiting firm.*

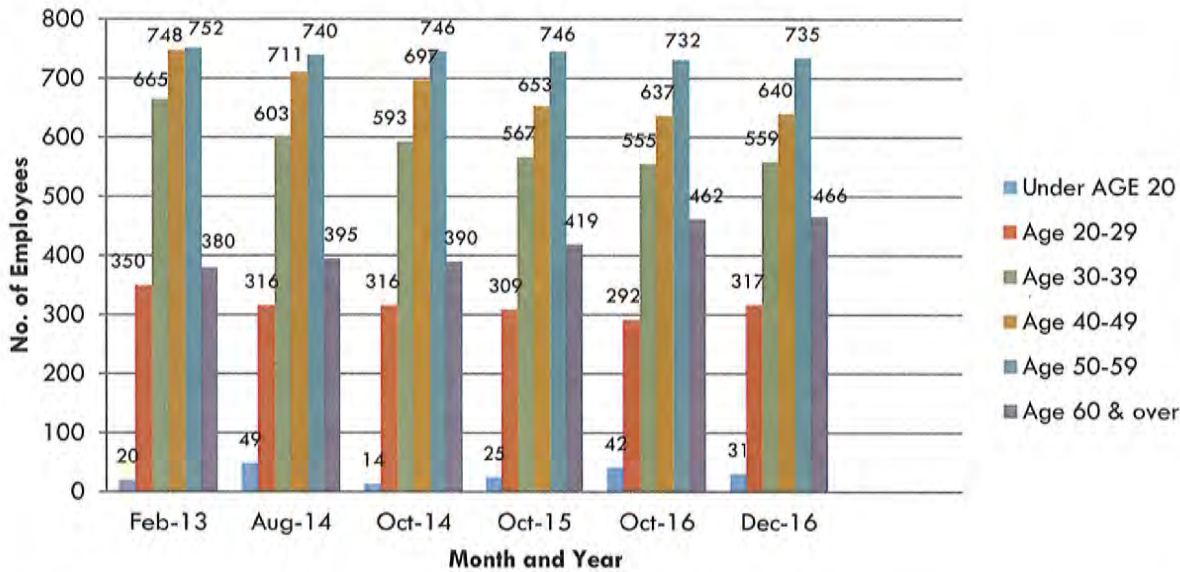


## All Supervisors by Age Group 1st Quarter 2017



Currently, there are 460 supervisors; in 2013 there were 491, decrease of 31 supervisors. Of the 460 supervisors, 33.91% of the supervisors are in the age group 50-59. Supervisors in the 60 plus age group are at 17.61% of the total supervisors, increase of 9 employees. Succession planning is needed to ensure the critical positions will have a replacement.

## All Employees by Age Group 1st Quarter 2017



This chart represents all 2748 employees of the Nation. The trend is steady for most age groups. The age group 20 and under has decreased by 11 employees. The age group of 60 and over have gone from 380 in 2013 to 466 in 2016.

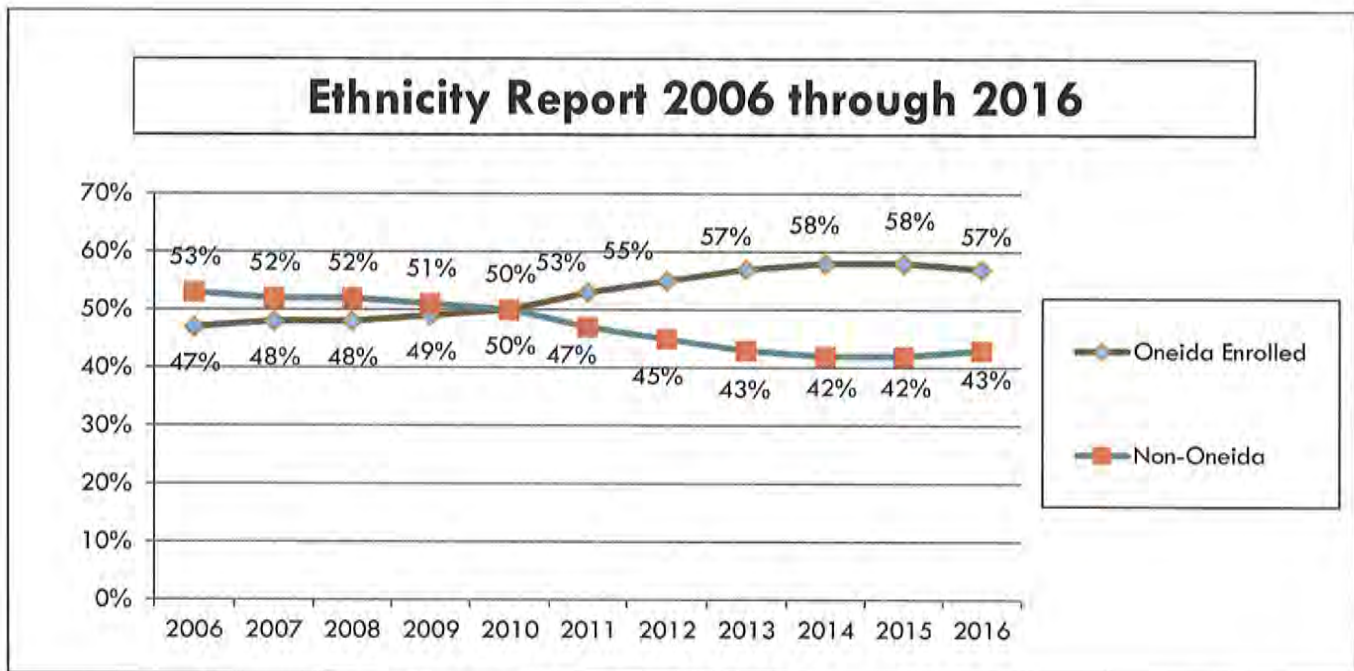


- **SUCCESSION PLANNING. PURPOSE:** A succession planning process helps prevent the loss of vital organizational history or knowledge due to retirements, vacancies, and/or resignations. The succession planning process will assess all employees. Human Resources is working on a Succession Plan to present to the OBC in the near future to address filling any critical positions that may become vacant as a result of an employee retirement. See age charts.

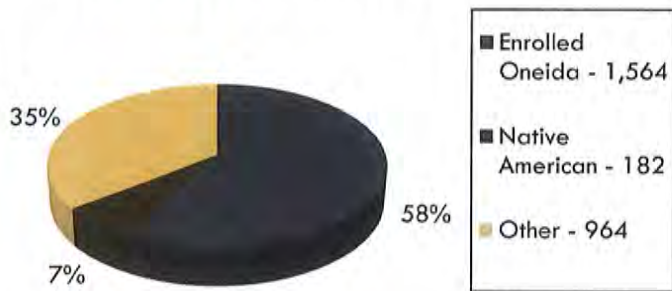
It is important to follow a succession planning process to ensure employees are recruited and properly developed so they have the competencies, skills, education, certifications/licenses, and experience necessary to fill vital positions. The HR management team will look at the following:

- Identifying critical positions which are instrumental to achieving strategic and operational goals.
- Anticipating gaps in those positions due to retirement and other factors.
- Defining the qualifications and competencies required to perform successfully in the position.
- Implementing focused strategies to attract and develop pools of qualified candidates who will be ready for emerging opportunities.
- Ensuring that support for the strategies and processes are in place to retain and fully engage employees.
- Align with the Tribe's Branding initiative.

## COMPENSATION, HIRING, AND WORKFORCE DEVELOPMENT



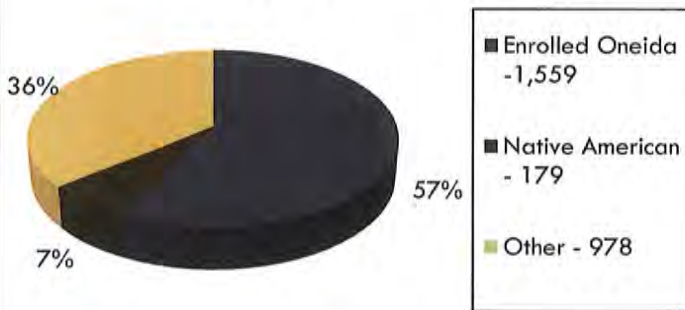
### Enthnicity Report - Dec 2015



The Ethnicity report percentages shows a deduction by 1% for enrolled Oneida members and a 1% increase for Native Americans in Dec 2016 in comparison with December 2015

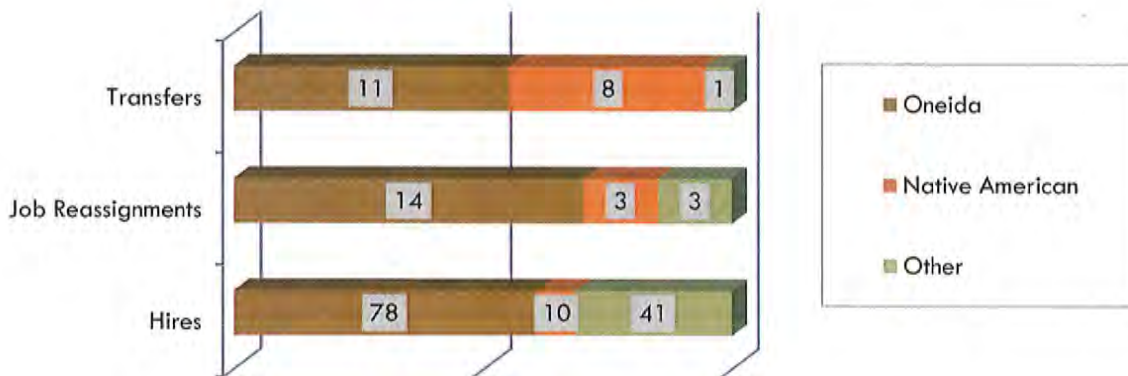
	2015	2016	Diff.
Enrolled Oneida	1,564	1559	-5
Native American	182	179	-3
Other	964	978	+14

### Enthnicity Report - Dec 2016



Increase in Number of Employees. There were 2,710 employees in December 2015 and 2,716 employees in December 2016. This is an increase of 6 employees in comparison to the previous year.

### Hires Report Oct - Dec 2015

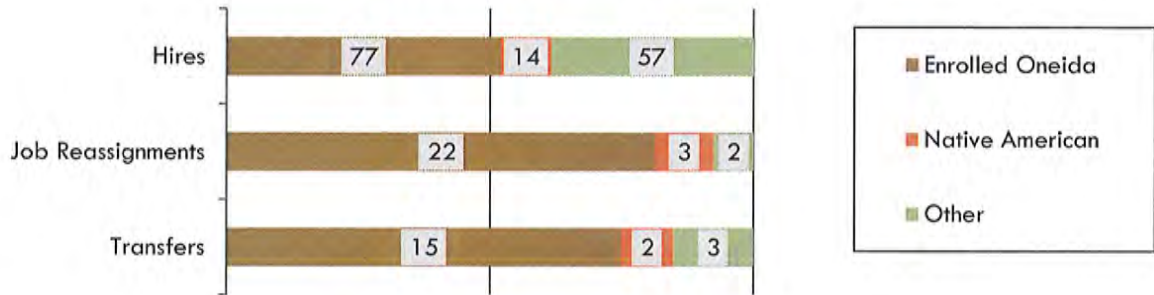


For October – December 2015

- 60% of all hires were filled with enrolled Oneida Tribal members.
- 70% of all job reassignments were filled with enrolled Oneida Tribal members.
- 55% of all transfers were filled with enrolled Oneida Tribal members.



## Hires Report Oct - Dec 2016



For October - December 2016

- 52% of all hires were filled with enrolled Oneida Tribal members.
- 81% of all job reassignments were filled with enrolled Oneida Tribal members.
- 75% of all transfers were filled with enrolled Oneida Tribal members.

### Job Postings by Division for October, November and December 2015

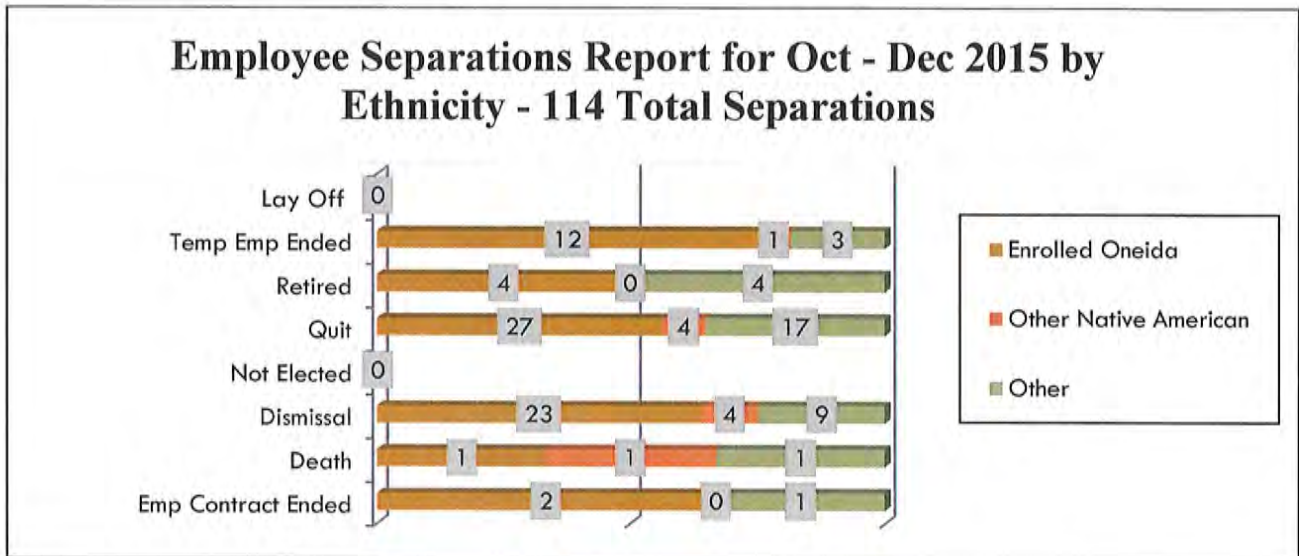
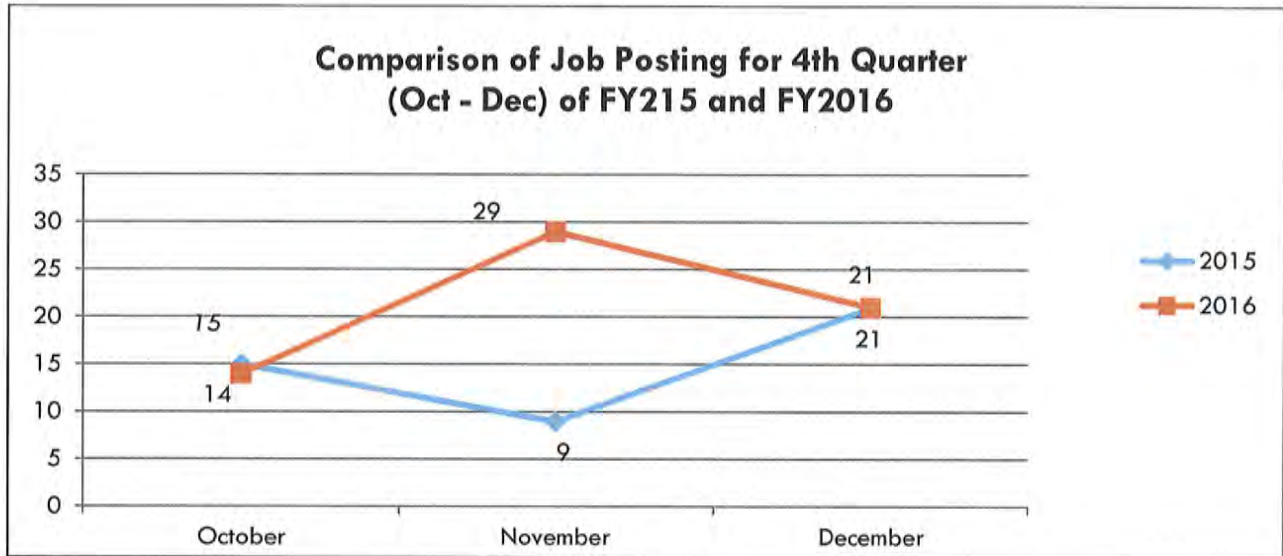
	October	November	December	TOTAL
Gaming	3	2	8	13
Comprehensive Health	0	1	1	2
Development	0	1	1	2
Land Management	0	0	0	0
Environmental Health & Safety	0	0	0	0
Internal Services	1	0	0	1
Enterprise	1	0	0	1
Finance	0	0	0	0
Non-Divisional	3	4	9	16
Governmental Services	7	1	2	10
<b>Total</b>	<b>15</b>	<b>9</b>	<b>21</b>	<b>45</b>

### Job Postings by Division for October, November and December 2016

	October	November	December	TOTAL
Gaming	6	9	4	19
Comprehensive Health	3	8	2	13
Development	0	0	0	0
Land Management	0	0	0	0
Environmental, Health & Safety	0	0	1	1
Internal Services	1	2	1	4
Enterprise	0	1	0	1
Finance	0	0	0	0

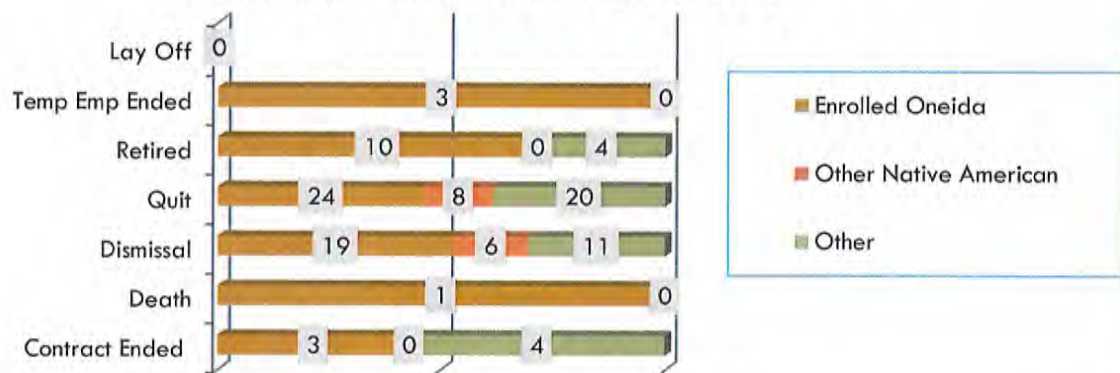
Non-Divisional	0	5	9	14
Governmental Services	4	4	4	12
<b>Total</b>	<b>14</b>	<b>29</b>	<b>21</b>	<b>64</b>

A total of 64 positions were posted from October through December 2016 in comparison to 45 positions posted during this same time frame, October through December 2015.



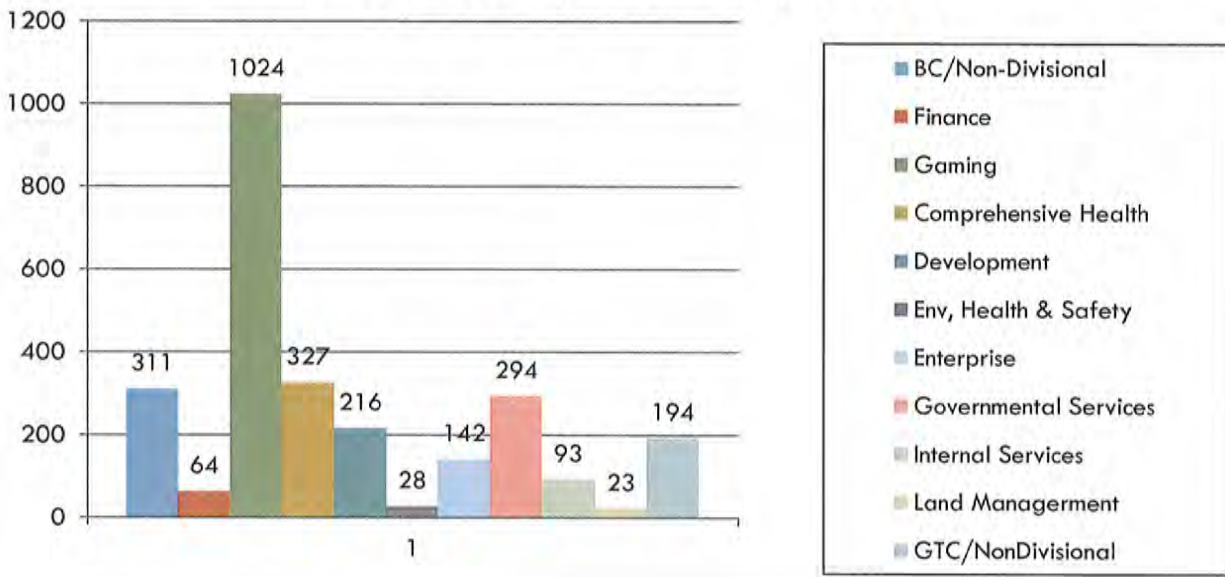


### Employee Separation Report for Oct - Dec 2016 by Ethnicity - 113 Total Separations



There were a total of 113 employee separations for the period of October through December 2016 in comparison to 114 employee separations for October through December 2015.

### Number of Employees within each Division /Non-Division January 2017 - 2,716 Total Employees



## WORKFORCE DEVELOPMENT DEPARTMENT

	October	November	December	TOTAL
TrANS	0	1	2	3
Work Certified	0	8	0	8
OutStanding Applicant	0	0	0	0
NWTC	18	8	10	36
Youth Employment Solution Success	0	5	2	7
Supportive Services	6	7	7	20
Mock Interviews	2	8	4	14
Presentations	3	1	1	5
Client Outreach	78	38	99	215
Collaboration with partners	19	3	31	53
<b>Total</b>	<b>126</b>	<b>79</b>	<b>156</b>	<b>361</b>

During the grant's 4th quarter, Workforce Development did outreach to a total of 361 clients. Our Vision is to ***Build a Strong Oneida Workforce.*** The project has two (2) objectives :

**Objective 1:** By October 2018, we will build an Oneida workforce by providing classes and training that will increase the knowledge, skill set, employability and earning potential for 180 Oneida community members

**Objective 2:** By October 2018, build both internal and external partnerships with employers and colleges to help 120 program participants obtain Full-time employment within the community.

During this past quarter, the staff attended the 1) National Association of Workforce Development Professionals-Youth Symposium, 2) NEW Manufacturing Alliance Video Premiere of Get Real Math Event, 3) Bay Area Workforce Development-Youth Steering Committee quarterly meeting, 4) WI Job Center Job Fairs, 5) WI Bay Area Career Expo at the KI Convention Center, and collaborated on a presentation of services available to providers. We also collaborate with Wise Women and other departments within the Nation. Ten people were recruited for the Work Certified program, however, eight were chosen and six completed the program.

WFD has partnered with NWTC to provide forklift training and provide assistance for assorted classes. WFD has sponsored three Forklifting classes that (36) people signed up for. NWTC has canceled some of the classes we scheduled. Two sessions were held; 10 students completed and received Forklift Certification. When Tribal members take these classes, it may help them get back in good standing with Higher Education.

WGD is collaborating with NWTC on classes and training which may help the Nation fill employment gaps. WFD partnered with Workforce Development Green Bay on monthly job fairs. Approximately 150 people participated in each job fair-and there were 13 to 16 employers represented.

Some of the things advertised on the Facebook page are up-coming events, job postings, as well as what employers want in an employee.



## EMPLOYEE INSURANCES

During the first quarter of FY'17, the health care open enrollment period was conducted. There were a total of 159 open enrollment change forms received and processed. This included:

- 19 – Employees dropping Medical
- 26 – Employees adding Medical
- 26 – Employees dropping dependents/spouses from Medical
- 32 – Employees adding dependents/spouses to Medical
- 56 – Employees making changes to Vision and/or Dental

During October, mandatory meetings were conducted for Health Plan participants. There were 11 sessions conducted over 3 days which saw 1,864 participants.

The first quarter of FY'17 included the annual Flex Spending enrollment period. There were 305 employees who elected a Flex Spending Account for 2017.

The Employee Insurance Department provides benefit administration and employee assistance for: medical, dental, vision, disability, retirement plans, voluntary benefits, flex spending, orientation, and workers compensation.

<b>Insurance Requests Processed – First Quarter FY17</b>		
<b>Type of Requests</b>	<b># of Requests Processed</b>	
	<b>First Quarter</b>	<b>FY17</b>
Leaves/Return to Work	150	150
Applications, Insurance Changes, Beneficiary, etc.	158	158
Disability	40	40
RAS Completions	169	169
Wellness Incentives	210	210
Note: This is not a complete listing of requests and does not take into account phone calls, walk-ins, emails, and other miscellaneous requests.		

### **MONTHLY INSURANCE COUNT – December 2016**

<b>Breakdown</b>	<b>Employee Count</b>	<b>COBRA count</b>	<b>Breakdown</b>	<b>Employee Count</b>	<b>COBRA count</b>
401K	1,700		Medical – Single	837	2
LIF52	2,539		Medical - Limited Family	478	
Short Term Disability	2,107		Medical – Family	610	
Long Term Disability	2,083				
Delta Dental – Single	656	8	Vision - Single	784	2
Delta Dental- Limited Family	468	1	Vision - Limited Family	548	1
Delta Dental - Family	633		Vision - Family	724	
Dental Associates – Single	138				
Dental Associates – Limited Family	69				
Dental Associates - Family	95				

As of 1/23/17, the insurance breakdown is:

- 2,744 – Total number of employees
- 2,570 – Employees eligible for insurance
  - 174 – Employees not eligible due to their employment status (Half-Time, Part-Time, Temporary Employees).
  - Of the 2,570 eligible employees, 1,460 are Oneida Members.
- 1,926 – Employees with insurance. This is approximately 75% of total employees eligible for insurance.
  - 1,022 – Oneida Members with Insurance. This is approximately 53% of total employees with insurance.
  - 644 – Employees eligible for insurance, which are not enrolled in insurance. This is approximately 25% of total employees eligible for insurance.
  - 438 – Oneida members who are eligible for insurance, which are not enrolled in insurance. This is approximately 68% of the total employees eligible for insurance, which are not enrolled in insurance.
  - Note: There are employees eligible for insurance, have not elected insurance, but are on another employee's insurance (i.e. spouse and/or dependents).

Below is an outline of benefits eligibility based upon employment status:

**Full Time Regular Status (30 or More Hours a Week)**

- Medical Insurance
- Vision and Dental Insurance
- Short and Long Term Disability
- Life Insurance
- 401k Retirement Plan
- Worker's Compensation
- Voluntary Benefits
- Flexible Spending

**Half Time Regular Status (20 -29.99 Hours a Week)**

- Voluntary Benefits
- Worker's Compensation
- 401K Retirement Plan
- Flexible Spending

**Part Time Regular Status (19.99 or Less Hours a Week) and Temporary Status**

- Worker's Compensation
- 401k Retirement Plan

The Employee Insurance Department consists of: Christina Blue Bird, Kimberly Schultz, Kristin Jorgenson and Josh Cottrell



## HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/RECORDS

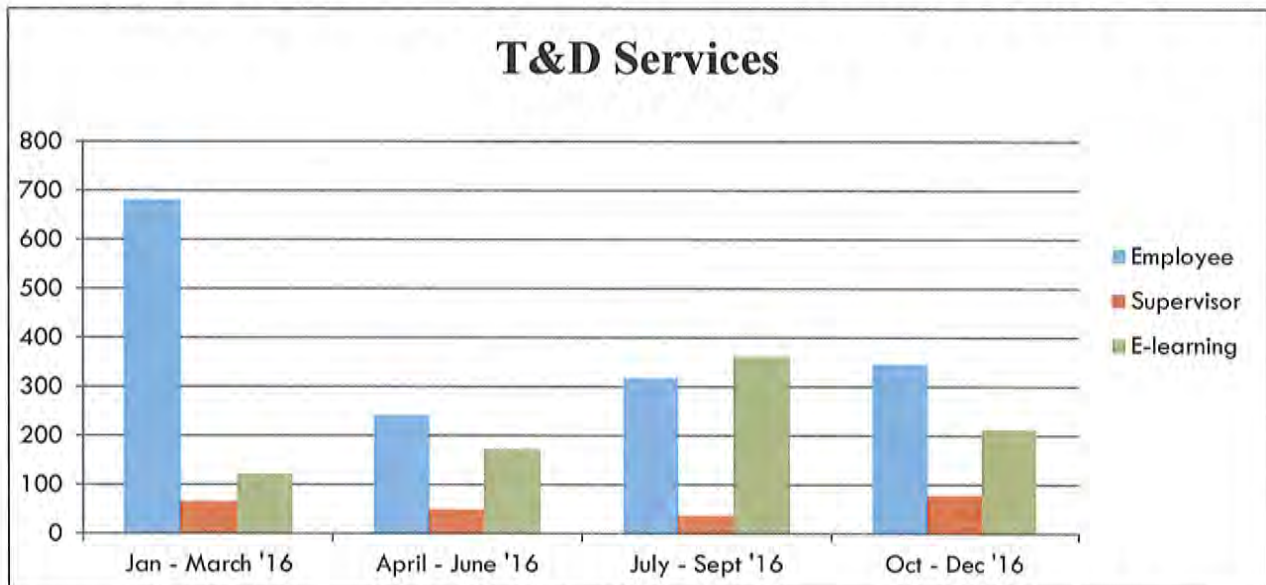
The team consists of Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist and Vicki Cornelius-Records Technician.

We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Infinium), provide personnel data reports (Cognos) to management, complete verification of employment and unemployment requests and oversee the Human Resources personnel files (OnBase).

Participated with the Incentive planning and Post Graduate meetings; preparing for possible wage scale change(s); completed e-learning data cleanup and complete one audit.

Functions	Oct	Nov	Dec	Total
HR/Payroll Entry Transactions	596	467	584	1647
Employee Self-Service Entries	51	45	38	134
Employment Verifications	181	193	212	586
Unemployment Requests	8	19	39	58

## HRD TRAINING AND DEVELOPMENT DEPARTMENT



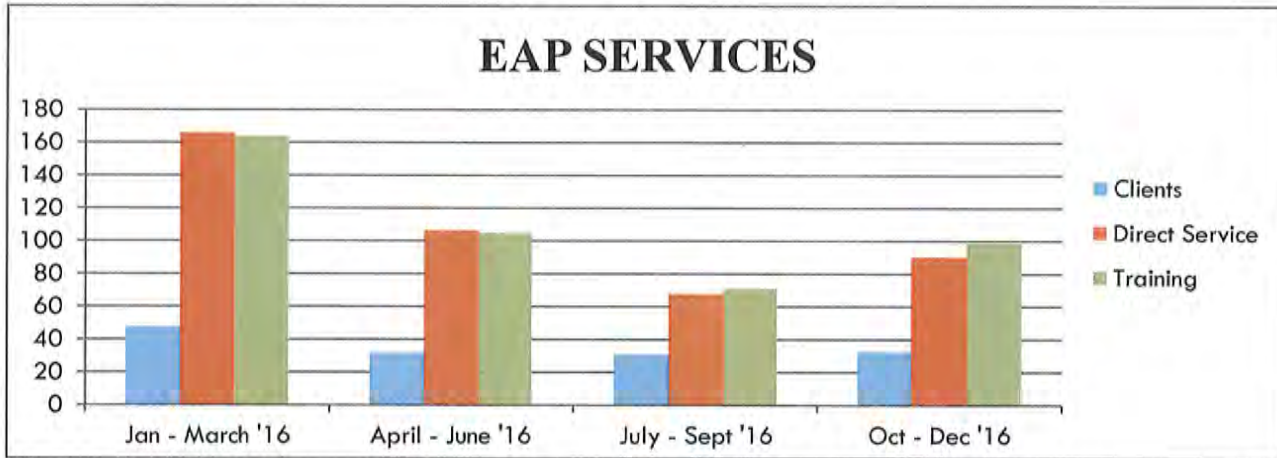
**Supervisor training notes:** Supervisor training is slightly up due to new GSD Director requiring all supervisors in the Division take HRD Supervisory courses. This number will continue to grow in the first quarter of 2017 due to supervisors who are registered for training in upcoming quarter. This also increased e-learning for the quarter.

**E-learning note:** **1,208 courses** were taken by employees via e-learning in this quarter (4,871 in 2016). HRD, Gaming Safety, and the Health Division are the highest utilizers of this learning format.

**Employee training note:** Training above does not include **102 employees** who attended the Active Shooter make-up training in November (Anessa Boulanger - Internal Security was the Trainer).

**General notes:** Special Training Assessments requested three in Governmental Services Division. One new training was created this quarter: Customer Service for Health Division.

### EMPLOYEE ASSISTANCE PROGRAM

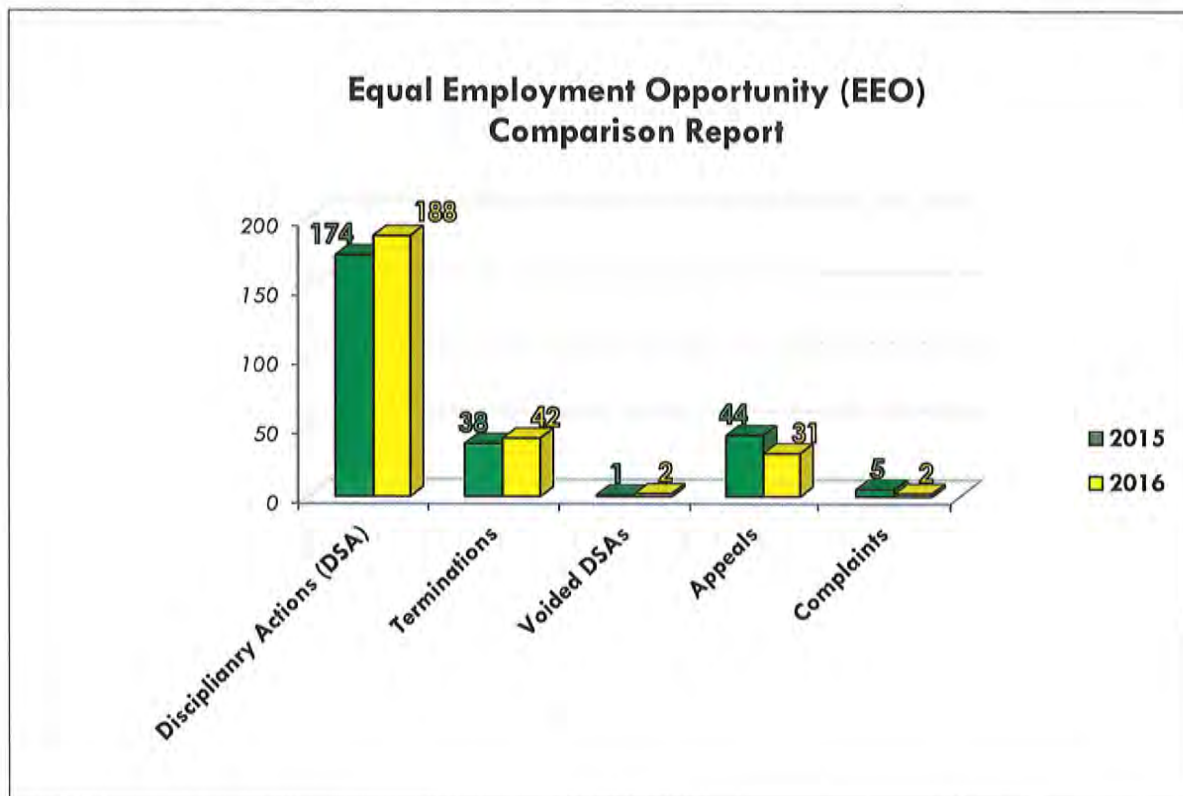


EAP Training includes: Book Clubs, Brown Bag lunch topics, Stress Management.

\* DAFWP Return to Work Agreements First violation – 4, Second violations – 0.

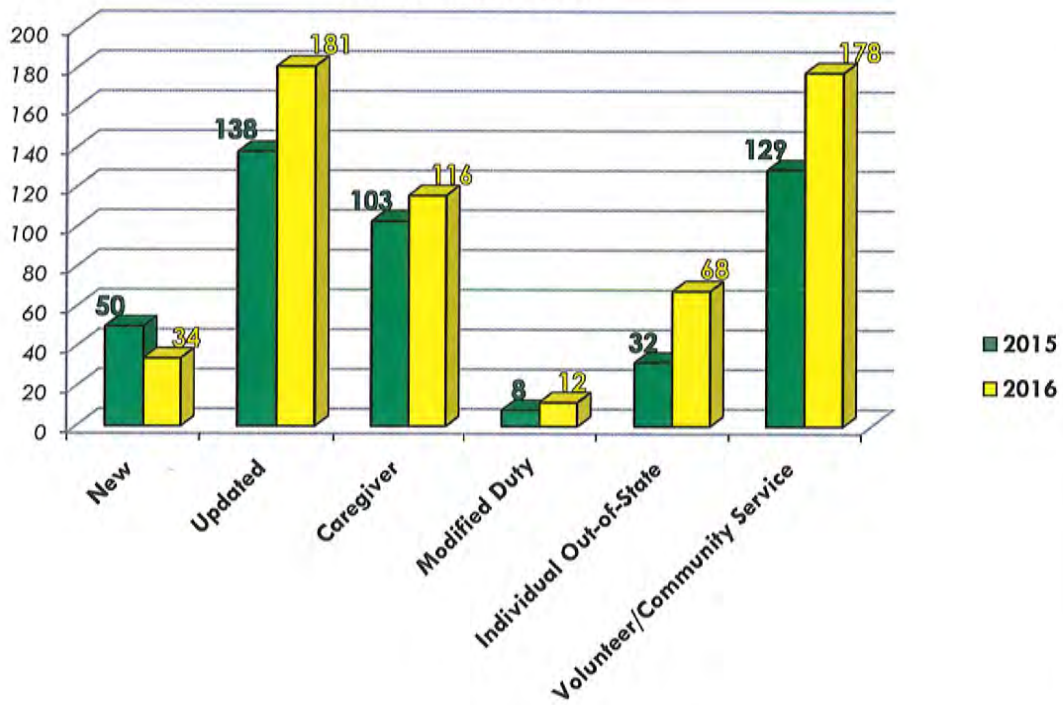
Robert Fresen, EAP Counselor Retired as of December 30, 2016.

### EQUAL EMPLOYMENT OPPORTUNITY/BACKGROUNDS/CIMS DEPARTMENTS





### Background Investigations Comparison Report



### Continuous Improvement Mediation (CIMS) Comparison Report

