

# Oneida Business Committee Agenda Request

1. Meeting Date Requested:   2   /   8   /  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:

## 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: \_\_\_\_\_  
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 1st quarter report (October to December 2016) for the Internal Services Division that includes the areas of Employee Advocacy, Emergency Food Pantry, Grants, Kalihwisaks, Management Information Systems (MIS), Print Shop-Mail Center, Tourism, Tsyunhehkwa-Cannery, and the newly added Oneida Veterans Services 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](mailto:BC_Agenda_Requests@oneidanation.org)



# INTERNAL SERVICES DIVISION

1<sup>st</sup> Quarter Report FY17

October, November, December



The first quarter offers a chance for evaluation, and assessment, as we look at present projects that are in the pipeline and work on plans and implementation for this coming year.

Tourism is laying out their season for this coming summer and fall events; and developing new collateral materials for their bus tours. They are following up on the contacts made at various meetings and with various major tour operators, and they continue to increase root traffic on the reservation.

Grants continues to churn out the opportunities for external funding. The landscape continues to become more competitive and requires several partners in the mix, and a focus to develop projects that have multilateral benefits. They are working with the Youth Leadership to continue to establish a strong framework, and they will be looking toward a grant to help jump start some activities.

Print and Mail continues to churn out the mailings for GTC and has been doing nice work with variable data to support the customer touches from gaming. They are dedicated to meet deadlines, and are a team to ensure that the large GTC mailers (7,000 pieces plus) are printed, stuffed and mailed on time. We did have a glitch in an 800 mailer with the mailing file, and since then we have made the appropriate corrections in our system

Agriculture continues to be a strong anchor for our tribe. We are looking at various models that align with our Agricultural Strategy such as the planning work of Tsyunhehkwa for managed grazing practices, the cannery work that integrates our white corn products within the school and programs, as well as into the retail stream with the Oneida Market. There are various training sessions that have been developed for products to market, funded through the USDA; and the aquaponics project which has met many roadblocks, continues to move forward. The Emergency Food Pantry, which opened January 11, is another outlet for food supply. We hope that the bins throughout the community will help in this outreach for those who in need.

As we look at the operations and build models for systems, we continue to address the activities that potentially add value to building a community and supporting the organization. We are mindful of the labor costs, and therefore will need to determine best activities with the present manpower.

**GRANTS QUARTERLY REPORT – 1<sup>st</sup> Quarter**

<b>Goal #1</b>	<b>Enhance Oneid Brand as a Strong Nation</b>
<b>Advancing On^yote?aka Principles</b>	<i>Planning for new bus tours; completing the longhouse structure at the Cultural Heritage site; developing ANA grant funding for YouthLeadership initiative</i>
<b>Goal #2</b>	<b>Promote Agriculture and a mindset for healthy foods for the community</b>
<b>Advancing On^yote?aka Principles</b>	<i>Continue on aquaponics project; 1<sup>st</sup> training session slated for mid-March; cattle grazing initiative at Tsyunhehkwa; begin planning on Value Added grant for apple chip; continue the trainings from the LFPP grant; continue support for entrepreneurs in agriculture</i>
<b>Goal #3</b>	<b>Strengthen operational performance through technology</b>
<b>Implementing Good Governance Processes</b>	<i>Develop mobile apps for Oneida Language; Leverage the deployment of Passport (POS) solutions for Retail; continue with Surveillance Project.</i>

- **Strategy 1: Enhance tribal services with external funding(both new and continuation)**
  - ❖ Keeping with our current goals with a total of \$3.1 million in external funding going thru this office.
    - Examples are:
      - CTAS 5/Oneida Domestic Violence Program - \$450,000 with no match.
      - Tribal Child Support Enforcement - \$1.3 with 20% match.
      - Great Lakes Tribal Aquatic Invasive Species grant - \$102,888 with no match.
  - ❖ We had a total of \$801,299 in denied grants so far this year.
  
- **Strategy 2: Become a resource for a 1-stop shop for funding/grant data and services.**
  - ❖ Provided training for various program requests to enhance their ability to obtain external funding.
  - ❖ Maintaining tribe-to-tribe, grantor-to-grantee, and other relationships to increase our opportunities.
  - ❖ Maintaining a database that includes all funded, denied, and pending grants.
  - ❖ Maintaining a 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 to assure programs are taking advantage of such services.
  
- **Strategy 3: Enhance tribal and community efforts in fundraising thru the development of a 7871 fund unit.**
  - ❖ Worked with a consultant on marketing and website, waiting for final approval from Web Team to fill with content and initiate.
  - ❖ Letters for Board members have been sent out and ad has been submitted to Kalihwisaks, will be in the next 4 issues. Received interest in those personal requests sent out both locally and nationally.
  - ❖ The OYLI will be applying for the I-Lead grant from ANA, due in June.



### Board Members Needed

The **Oneida YOUTH LEADership Insitute** is looking for men and women with a passion in helping our youth by becoming a Board Member.

Those interested must have knowledge and/or experience in any or all of these five (5) principles:

***Traditional Heritage & Culture; Healthy Minds & Bodies; Citizenship Engagement; Academic Excellence; Entrepreneurial Spirit***

Please send a copy of your resume and a letter of intent or for more information contact:

**Cheryl Stevens, Executive Manager** PO Box 365 • Oneida, WI 54155 **920-496-7331**

## Employee Advocacy Department

October- December 2017

1st 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.

October- December - 2016 brought twenty two (22) new employment issues (in addition to those carried over from the previous quarter.)

\* 8 cases involved disciplinary notices that were represented at area manager level and either resolved or the employee chose not to pursue.

\* 10 employment- related complaints (7 resolved and 3 pending resolutions.)

#### OPC Activity:

\* 1 employee sought procedural guidance *only* and chose to represent, pro se, at OPC level.

\* 1 employee was represented at area manager level, after which EAD withdrew further representation to OPC because the case was without any reasonable basis in law or equity and could not be supported by a good faith effort.

\* 1 employee requested OPC representation and failed to sign representation agreement, provide documentation and maintain contact.

\* 1 case was scheduled for OPC hearing and settled before hearing date.

Our goal is to prevent cases from progressing to the OPC and beyond and to decrease the number of disciplinary notices issued and work-related complaints filed. We view negotiation/settlement meetings as opportunities to communicate with supervisor and employee regarding proper application of policy and procedure and employee



expectations. If receptive, we refer the parties to programs/departments to help them develop the skills necessary to prevent recurrences.

EAD fielded 43 calls w/general employee related inquiries.

We also received eleven (11) inquiries regarding issues unrelated to employment (contracts, Power of Attorney, traffic law, wills, garnishment, etc.) We provided referrals and/or forms and website links for additional information.

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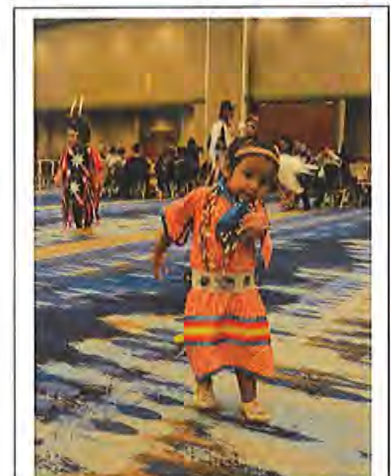
## **Kalihwisaks 1st Quarter Report**

**October – December 2016**

### **Achievements**

- Printed six issues – October 6, October 20, November 3, November 17, December 1 and December 15. (Advancing Oneyote? a.ka Principles)
- Announced the winners of the photo contest in the November 17 issue. Worked with other Oneida departments for prizes. There were a total of 43 entries. The photo contest theme was “A good mind, a good heart, as strong fire” in celebration of Oneida’s new rebranding effort (Advancing Oneyote? a.ka Principles).
- Covered events such as the a Get Out the Vote rally, Harvest Fest and Husking Bee, Three Sisters Powwow, 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, ONAP, OCEC, 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 FY2017**



- New photo contest limited to pictures taken on the Oneida Reservation
- Expand our media platforms to include phone apps, online payments, more online content



## ***OCIFS (Oneida Community Integrated Food Systems) Achievements:***

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

-Arranged Experiential Learning sessions, and coordinated the presences of the Oneida Farmers' Market, delivered canopies, set up all the canopies & managed the 19 Oneida Farmers Market vendors at Harvest Fest at Tsyunhehkwa on Saturday, October 8<sup>th</sup>.



One of the Experiential Learning sessions

-Reviewed 6 food films that are aimed at youth and wrote up a synopsis for each one along with the length and year they came out to try and get the teachers in the Oneida schools to utilize them for education.

-Assisted in the trainings on Monday & Tuesday taking place at the Tsyunhéhkwa Farm for the Education Days with area youth from numerous schools in North East Wisconsin.

\* **Promote education through Agri-Tourism efforts** - Assisted giving the visiting Yakama Nation a tour of the Oneida Reservation.



\* **Share through educational forums** – Received a First Nations Development Institute FDIPR

Nutrition Education \$20,000 grant that will allow us to offer 4 Nutrition Educational workshops and 2 Gardening workshops for Oneida families in need from February to May, 2017.

Workshop announcement

-Met w/ Melinda Pollen, UW-Extension, Chaz Wheelock at the Oneida Elementary School and to try and engage the youth to become involved in the Oneida Falling Leaves 4-H club, had 35 youth show interest.



**Strategy #2 Integrate Oneida and locally produced foods into the Oneida community and institutions** - Facilitated the End of Year Oneida Farmers Market vendor meeting where we discussed the advancements we made in 2016 while getting input as to how to move forward in 2017 to make the Market more successful (58 vendors attended).

- Began planning for the 4 LFPP local entrepreneurs workshops that will be offered on Saturdays in January, February and March of 2017.

- Attended the CHIP group meeting where the two Green Bay Farmers Markets, LIVE54218 and Oneida Farmers' Market in collaborating on various grant projec



58 vendors in attendance

**Tsyunhehkwa Quarterly Achievements: FY 2017**

**1<sup>st</sup> QTR Oct – Nov– Dec 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 2017 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

**Oct 2016 Highlights:**

Our Program continues to provide Tours and Presentations as part of our overall outreach in Education and Networking. We toured the Pasture Class from NWTC at their request. Covering our Process with Grass Fed Galloway cattle. Sharing our challenges and issues and steps we are taking to address them. We had the Class from UW Madison Native American Center for Health Professionals join us for the Harvestfest. Alice in Dairyland joined us as well for the First time at the Harvest & Husking Bee. We had the Oneida Royalty with her and they covered a number of areas with students and our hands on education Process. Our Annual Harvest & Husking Bee was held October 08-13, with over 10 different schools joining us and more than 800 students & chaperones participating during our Education days.

**Nov 2016 Highlights:**





We set up the process to have our Cattle checked by our Veterinary Services, annual event in the Fall to complete a Herd Health Check. No major issues, almost all animals fitted with 2 ear tags for identification purposes. Able to ID new moms and pregnant due dates, including Heifers that will not calf and make good animals for Market Sales. We are pursuing Perimeter Fencing around site and working with a number of tribal entities and offices. Majority of these cost are being run through a Plan with the USDA Natural Resource Conservation Services (NRCS) Program. Part of the submission is a New Project we are pursuing with the Over-Winter Feeding of our Cattle, reduction in herd numbers and pursuit of Sustainable practices for our site resources. We had such a low yield in our White Corn we are pursuing another resource to meet the Community needs for the coming year. We have targeted the 10 acres to be planted and have applied some cover cropping and pursuit of the Over-Winter Pasturing of the Cattle to help with soil issues and production.


### **Dec 2016 Highlights:**

Part of a panel presentation at the annual Investing in Healthy Communities conference in WI Rapids at their request. Established our new Over-Winter Pasture feeding process with our cattle. Provides the Group 3 Large, Round bales for feed which can last 3-5 days. They are providing fertilizer to field where the White Corn is targeted, we no longer need to clean out Barn yard to spread the manure, since the cattle will be out all winter in the field. Pursued our Pole Buildings for our Ag site through Oneida Capital Improvement Process (CIP). Approved as concept only by Oneida Business Committee, first step to continue process and planning. Targeting 2 buildings, one for proper storage of equipment, supplies & materials and the other for Community events like our Harvest & Husking Bee instead of tent rentals and annual costs.

The cannery continues to be an integral part of t Agriculture and healthy food systems. They have worked processing for the school, the various programs, and the Oneida Market. In addition, they have provided various trainings for community members.







## MIS Quarterly Report – October - December 2016

### Strategy #1 Deliver Business Technology Solutions

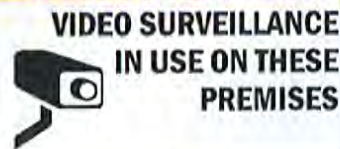
- The 800MHz project has been completed. The project involved the replacement of the Nation's 20+ year old two way radio infrastructure and transitioning to an all-digital environment. The project had a direct, positive impact on numerous business units within the Nation including Law Enforcement, DPW, Gaming, Transit and many others. The project was completed on-time and within budget.
- A multi-department project continues to move forward. The purpose is to select and replace the Nation's primary Surveillance solution. Members from Gaming Surveillance, OPD, OGC, Retail, Purchasing and MIS have vetted more than 25 vendors and systems. Currently the team is currently poised to select a system integrator and system. The objective is the selection of a solution that will replace the current Gaming and Retail solutions while establishing a standard for all future Oneida surveillance needs.
- Extending the use and capabilities of the Archibus system has made significant progress this quarter. Currently, Archibus is being introduced to Land Management to aid their staff in managing properties under their control. In addition, planning for the introduction of the Archibus Mobile App is underway. This new and exciting capability will allow current users greater flexibility of access to critical data within the system.



**MOTOROLA  
SOLUTIONS**

Service Specialist

**SECURITY NOTICE**



### Strategy #2 Promote Information Sharing & Collaboration

- Conducted a two day information exchange with senior technology experts within the St Norbert College. Oneida hosted the meetings which were intended to discuss current challenges in the technical support of a highly diverse environment. It was not only informative but helped confirm many of the strategies both organizations are pursuing.





**Strategy #3 Optimize Use of Resources**

- Activities associated with the Nation’s upgrades to its Data Centers have continued with the a focus on the Skenadoah site. Construction and environmental upgrades are nearing completion with the majority of work performed by members of the Oneida DPW Electrical team. As of this writing, the team is planning for the final cut-over which will require a shutdown of the SC Data Center. The objective is to enhance the physical, environmental and electrical environment for the Nation’s data centers. The outcome is to support high availability strategies and business continuity strategies.



**MIS Goals for FY’17**

**Strategy #1 Deliver Business Technology Solutions**

Develop mobile app’s that support the goals and objectives associated with Oneida Language Preservation and On^yote?a.ka principles.

**Strategy #2 Promote Information Sharing & Collaboration**

Leverage the recent deployment of Passport (POS) solution within the Retail environment. This activity is in alignment with the Nation’s 4 Strategic Directions, specifically a commitment to building a responsible Nation.

**Strategy #3 Optimize Use of Resources**

The Surveillance project will be completed. The outcome will support the standardization of the Nation’s surveillance environment while enhancing the Nation’s overall security posture.

## Oneida Veterans Dept.

**Mission: Provide Quality Services and Assistance in the Delivery of Entitlements and Benefits due our Oneida Nation Veterans and their Families.**

4th Quarter Report	Clientele visits – 830	3rd Quarter – 837	Change -7
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### 1st Quarter Highlights

• Calls Received	1083
• New Clients	10
• Other Tribes	32
• VA Disability Claims	37
• Veterans Building Utilization By Community	45 Days

One of Veterans Department Major Initiatives is Improving Customer Service and our Clientele numbers maintain approx. 260 visits per month and approx. 366 calls per month.

Major Initiative that we, the Oneida Veteran Dept. are working on is an end for Homeless Veterans in Oneida. We are currently working with the Dept. of Veteran Affairs HUD/VASH program thru our OHA and a Veteran Affairs Case Manager, out of the Veteran Affairs in Milwaukee. 7 veterans, who have been referred, hopefully soon, will have a roof over their heads that they can call their own. Oneida was awarded 20 Vouchers in 01/2016.

Major Initiative in the Implementation of the AJRRC VA Contract Nursing Home program is complete. We have Oneida Nation Veterans utilizing this Major Benefit. Disabled Veterans rated 70% or higher get to keep all assets and Federal Government will pay for veterans stay at AJRRC, either in Rehab or extended stay.

