

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 5 / 10 / 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 3rd quarter (January to March 2017) Internal Services Division report that I submit to you for your information only.

- 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

Second Quarter Report FY17

January, February, March



The second quarter hits us in the middle of winter, with severe cold and snow. During this period, some departments continue to do their planning for the warm weather months such as Tourism and Tsyunhehkwa. Others are busy seeking new funding streams for the projects such as Grants, while others such as the Kalihwisaks, Employee Advocacy, OCIFS, Print & Mail Center, and MIS continue their normal duties on supporting the organization and on community outreach – regardless of the weather conditions.

With the increase of GTC mailings, the Print and Mail center works diligently on printing and processing the information for the members. They continue to track and monitor the mailings to find efficiencies in the processing and handling of over 7,000 pieces (with packets of 90 sheets) for some of the meetings. Gaming sends staff over for the stuffing, so that is an incredible help. We continue to work with Enrollment passing on the information on return packets, due to moves with no forwarding addresses; or returns from international mailings. Between the GTC mailings and the print and mail work on variable data that they have secured from Gaming, the staff is kept extremely busy, and it has pushed for efficiencies and continuous collaboration.

Grants continues to seek new funding sources. They have expanded to private funders and foundations, and have had some successes. They continue to stay ahead of their goal with a total of \$5.4 million in external funding for this fiscal year.

We want to take a minute to acknowledge the incredible contribution that Jeff Metoxen made for Tsyunhehkwa. He loved the operation, and with his passing on March 9th, it has left a void for this operation and for the community.

Agriculture is an anchor for our tribe that promotes healthy foods.

Tsyunhehkwa continues its' repositioning to look at improvements and systems for training beginning farmers and food producers. It is underway with a managed grazing project with USDA/NRCS and Environmental. The project will provide a perimeter fence, funded by this grant, which can save tribal funds. At the same time, we are developing the training materials for herd management on this site, and how it will become a nutrient to the soil for the production of white corn. We are mindful of the labor costs, and therefore will need to determine the activities and optimizing all resources. With this, we continue to build on our Agricultural Strategy with the work from various food related entities such as the cannery, and the various training session on food production and processing.

The aquaponics greenhouse survived a major windstorm in February. *Kudos to DPW* and to *Environmental* for their hard work. It was incredible to see them on site digging the trench in the snow to set the electrical. The Veterans are starting to see the project evolve and are looking forward to having some lettuce grown in the system.

The Emergency Food Pantry, which opened January 11, is another vehicle for emergency food need. We have placed the bins throughout the reservation, and at the GTC meeting to collect non-perishable food products for the Pantry. The Oneida Farm and Orchard have also supported the efforts with buffalo meat and apples.

As we look at the operations and build models for integrated systems, we continue to address the activities that add value to building a community and supporting the organization.





Since this is such a diverse Division, the activities are aligned as best as possible to the Tribe's Four Strategic Direction, and our goals are to continue to move forward agriculture and healthy foods, building the Oneida brand both with community engagement and with events to invite guests to our lands, and to utilize technology to strengthen operational performance.

Goal #1	Enhance Oneida Brand as a Strong Nation
Advancing On^yote?aka Principles	<i>Continue on the Longhouse development. Plan for various activities with Tourism, and touches on the reservation that promote our ways and our brand. Support the Government efforts with the various GTC mailings from the Print & Mail Center; as well as Gaming on their variable data mailers.</i>
Goal #2	Promote Agriculture and a mindset for healthy foods for the community
Advancing On^yote?aka Principles	<i>Complete the Local Food Producers Promotion grant with various entrepreneur trainings to members of this community. Continue with trainings on food production.</i>
Goal #3	Strengthen operational performance through technology
Implementing Good Governance Processes	<i>Collaborative efforts among various departments and divisions on consolidation of systems, including the surveillance system solution for the Nation. Continue project on the consolidation of the Avaya phone system.</i>





Strategy #1 Deliver Business Technology Solutions

- The Surveillance Project continues to make significant strides. This past quarter's project achievements include selection of the new system, Genetec, a system integrator (TSI) and preliminary design of the network architecture. Once completed, this phase of the project will have established a standard surveillance solution for the Nation, provided state of the art monitoring for Gaming, Retail and OPD, and provide a path for future expansion.
- Room Service Choice, a web based meal ordering application, is now in production for the AJRCCC. The system helps the AJRCCC kitchen staff to review the daily menu with each resident using an iPad to customize their meals dietary restrictions and nutrition needs. The project was completed on-time and within budget.



Strategy #2 Promote Information Sharing & Collaboration

- Continued to extend the use and application of the OnBase system into new areas. Two of the more prominent areas include document research via a kiosk for Cultural Heritage customers and agenda management for the OBC. OnBase, the Nation's content management solution, has greatly enhanced how documents are captured, stored and accessed. The system has not only improved the effectiveness and efficiency for document handling for numerous Oneida business operations but has advanced the Nation's paper reduction strategies.



Strategy #3 Optimize Use of Resources

- The MIS Telecommunications team completed the consolidation of the Nation's two core Avaya phone systems. The project was initiated more than six months ago, involved extensive planning and preparation, and was executed without incident. The outcome will continue to provide the Nation with rock solid phone system service while reducing overall operational expense and administration.
- Completion of the Wireless Access Project. The project provides Oneida business units and customers with secure wireless access to the Nation's business network and Internet. Currently, 99.9% of Oneida



Business Units now have wireless access with only two facilities (Flightway and OHA Warehouse) remaining. The project will now transition to administration and maintenance activities. This was a significant accomplishment that was completed on-time and under budget.



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

Phase I of 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.



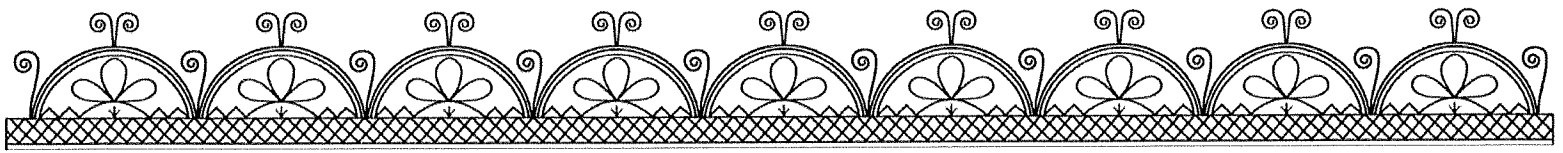
**Grants Office Quarterly
Report – April 2017**

- **Strategy 1: Enhance tribal services with external funding(both new and continuation)**
 - ❖ Keeping ahead of our current goals with a total of \$5.4 million in external funding going thru this office so far this FY.
 - Examples are:
 - 5311 FTA Tribal Transit Operating Assistance/Transit Dept. - \$1.7 million, no match
 - W.K. Kellogg Fnd./OCIFS/Food Sovereignty Summit - \$50,000
 - USDA Food Distribution on Indian Reservation/Oneida Food Distribution - \$259,250
 - ❖ We had a total of \$836,299 in denied grants, only \$30,000 in this past quarter.

- **Strategy 2: Become a resource for a 1-stop shop for funding/grant data and services.**
 - ❖ Provided assistance for various programs and enhanced 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 with 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.**
 - ❖ Uploading website content with MIS. Will be uploading link for on-line donations soon.
 - ❖ Letters for Board members have been sent out and ad has been submitted to Kalihwisaks. Applicants came in and we have enough to forward to the OBC for final selection in May.
 - ❖ The OYLI will be applying for the I-Lead grant from ANA, due in May or June. Solicitation is not out yet.





EMPLOYEE ADVOCACY DEPARTMENT

SKENANDOAH COMPLEX

Green Bay, WI

920-496-5318 920-496-7000

January – March 2017

Second Quarterly Report

The Employee Advocacy Department (EAD) continues its efforts to create a positive organizational culture through better communication. Our goal is to work towards a healthy respectful environment; rather than a litigious one.

We have been successful in mediating and settling the majority of cases, which in turn, saves the Tribe the costs associated with formal hearings.

January – March 2017 we had thirty-seven (37) new employment issues (in addition to those carried over from the previous quarter.)

- * 11 cases involved disciplinary notices that were represented at area manager level.
- * 1 case is pending at the Judiciary
- * 23 work-related complaints
- * 2-referrals

OPC/Judiciary Activity:

- * OPC – 0
- * Judiciary – 1 (employee is respondent)

Our goal is to not only prevent cases from progressing to the OPC & Judiciary, but to decrease the number of disciplinary notices issued and the number of work-related complaints filed. We are attempting to do that through negotiation, settlement, and, most importantly through education and communication.

We fielded 41 calls w/general employee-related inquiries.

EAD received eleven (11) inquiries regarding issues unrelated to employment (Codicils, Power of Attorney, slander/libel/defamation, eviction, Living Will, contracts, etc....) We provided referrals and/or forms and website links for additional information.



Oneida Veterans Dept.

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

2nd Quarter Report	Clientele visits – 858	1st Quarter Visits – 761	Change - 97
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2nd Quarter Highlights

- Calls Received 1112
- New Clients 8
- Other Tribes 28
- VA Disability Claims 45
- Community Utilization
Of Veterans Building 48 Days

One of Veterans Department Major Initiatives is Improving Customer Service and our Clientele numbers maintain approx. 286 visits per month.

Major Initiative that we, the Oneida Veteran Dept. are working on is an end for Homeless Veterans in Oneida. Currently working with the Dept. of Veteran Affairs HUD/VASH Case Manager and OHA. 15 veterans have been awarded the Rent Vouchers and 3 have been housed to date. Oneida was awarded 20 Vouchers in 01/2016.

Major Initiative the Oneida Nation Veteran Dept. has been active in is the annual, State of the Tribes Address in Madison. This year our Dept. was asked to provide a female veteran for the Official Color Guard and we had the pleasure of taking Vietnam veteran, Jan Malcolm to represent Oneida.

The Oneida Nation Veterans Department main service is VA Disability Compensation/Pension claims. Awards this quarter total, in **Retro payments** the sum of **\$137,947** and monthly **VA disability/pension** checks, which total **\$10,274**.



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 put together material for the gardening workshops to be held at Tsunhehkwá's Seed and Plant Distribution.

- Completed 3 Nutrition Educational workshops for the Oneida community

through the assistance of the First Nations Development Institute FDIPR Nutrition Education \$20,000 grant.

Nutrition workshop



Experiential Learning sessions



* Promote education through Agri-Tourism efforts

- Wrote up an article for AIANTA which had an opportunity to promote tribal agritourism in a Tribal Business Journal.

* Share through educational forums –

- Prepared for and assisted with 4 LFPP local entrepreneurs workshops including: Food Handling, Building a Brand, Marketing and Aquaponics. We had a total of 128 people attended the LFPP workshops the past 2 years.

- Completed writing health, food, diet and agricultural articles that were used as a monthly spotlight in the Seymour Advertiser News (completed 3 articles)



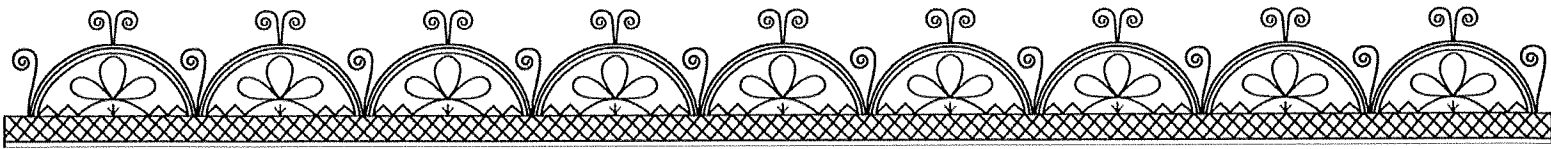
Aquaponics workshop

Strategy #2 Integrate Oneida and locally produced foods into the Oneida community and institutions - - Assisted Richard Elm-Hill with organizing the Oneida Food Pantry and assisted in issuing food products.

- Met w/ Jen Falck and the OCIFS Team to create 'Strategies' in moving OCIFS and the Oneida Food System forward in our goals and objectives.

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

- Created descriptions for the Oneida Nation Farm, Orchard, Tsunhehkwá, Oneida Market, Farmers Market and AppleFest for the 2017 Farm Fresh Atlas publication.



Oneida Cannery 2nd Quarter Report: FY 2017
Vickie Cornelius, Food Processing Supervisor

- Strategy #1: Increase Local Food Production
- Strategy #2: Improve Food Security
- Strategy #3: Increase Interaction with Community

January 2017

Cannery processed: 730 lbs. of white corn into the following products; 426 lbs. dehydrated white corn, 110 lbs. corn bread flour, 115 loaves corn bread. The following jams were made; 29-½ pints raspberry jam, 34-½ pints triple-berry jam. Deliveries are made to Oneida One Stop 54 and Oneida Market every other week.

Departmental orders: 59 quarts of corn soup made for the following departments; Airport childcare, Health Promotions, and Cultural Heritage department. 28 quarts of white corn chili was made for the Oneida Headstart Family Night.

Community processed: 3 community members processed 110 lbs. their corn into dehydrated white corn, 50 lbs. into corn mush flour and 20 lbs. into all-purpose white corn flour.

Workshops: White corn Hoyan donuts were made with the Domestic Violence women's group. There were 8 participants.

Equipment repairs: Refrigerator was not maintaining temperature, it was repaired.

February 2017

Cannery processed: 500 lbs. of white corn into the following products; 363 lbs. dehydrated corn, 60 lbs. corn bread flour, 98 loaves of corn bread.

Departmental orders: 205 quarts of corn soup was made for the following departments; Special Diabetics, 3 Sisters Headstart, Airport Childcare. 36 lbs. dehydrated white corn for Oneida Elementary School/Oneida High School. The Schools purchase the dehy-corn and finish the soup with their own meat and beans.

Community processed: Cannery was used 3 times by community members to process 8 lbs. white corn, canned 27 quarts corn soup and made 13 lbs. all-purpose white corn flour. Oneida High School finished boiling down their maple syrup in the Cannery. Students helped can 14 quarts maple syrup.

March 2017

Cannery processed: 501 lbs. of white corn into the following products; 214 lbs. dehydrated white corn, 206 lbs. of corn bread flour, 90 loaves corn bread, and 18.4 lbs. corn mush flour.

Departmental orders: 74 quarts corn soup was made for the following departments; Oneida Museum, Health Promotions, and Domestic Violence department. 15 quarts berry corn mush was made for the Oneida Museum and Domestic Violence. 16 loaves of corn bread were made for the Oneida Museum and Domestic Violence. 28 quarts of Buffalo Chili was made for the Oneida Museum and Early Headstart.

Community processed: Cannery was used 8 times to boil down and can their maple syrup. Total maple syrup processed was 43-½ pints, 94 pints, and 65 quarts.

Workshop: Jerky workshop was completed using Oneida beef, Oneida buffalo and Venison. There were 14 participants.

New equipment: An industrial meat slicer and meat grinder was purchased through an OCIFS grant.

External order: Menominee College purchased 16 quarts corn soup, 11 corn bread and 7 quarts berry corn mush.

Equipment repairs: Steam trap to steam kettle was leaking. Tweet-Garot ordered part.

Tsyunhehkwa Quarterly Achievements: FY 2017

2nd QTR Jan – Mar 2016

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

January 2017 Highlights

The work continues on planning for the spring, with several aspects of the operation. We are working toward being able to project when we can send a head of cattle to the Oneida Market. Since the Veterinary's visit in October, we have been putting together the records of the cattle. We expect some babies to drop in May.

We are working with Environmental and USDA/NRCS on a cattle management plan. This will help us with the soils, and eventually get us a perimeter fence, which is needed. For this project, we are establishing a process for Over-Winter Pasture feeding. It entailed purchasing 3 large, round bale feeders. We have it so that the cattle can provide the fertilizer to the field targeted for the white corn.

February 2017

We continue to work with Planning on pursuing a pole building for our Ag site through the CIP process. The intent is to have a building for Ag events such as the Husking Bee Harvest Fest.

Working with accounting to look at some costs for the activities.

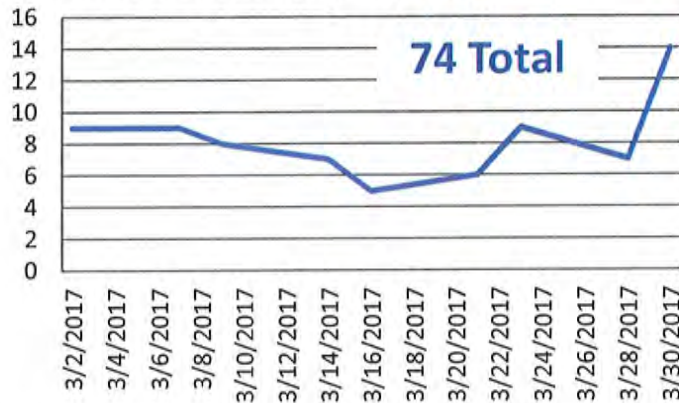
March 2017

We continue to have help from UW Green Bay with volunteers. They have done this year over year, so it gives them a chance to learn about the organic farm, our white corn, cattle, and chickens.

Emergency Food Pantry Activity March 2017

The Emergency Food Pantry has been in operation for three months. Mike King our new warehouse worker was hired on March 5, 2017. One volunteer worked 18 hours, and 1 incident was filed. The pantry gave out food to clients on 9-of-9 scheduled days. There were 34 new and approved applicants, and 6 reactivations. Of the new applicants 26 resided in Brown County and 8 in Outagamie county. The three most common emergencies were classified as Employment Related (16), Unforeseen Circumstance (10), and Disability (6). Eighty-two percent (82%) of the new applicants receive food stamps or commodities, and 75% utilize additional referred programs.

Client Food Pickup by Date



Total Food to Client: 5548 Lbs.
Mar: 2128 Lbs. | Feb: 2153 Lbs. | Jan: 1267

Total Household Members Served: 654
Mar: 208 | Feb: 283 | Jan: 163
**Including Repeat Clients*

Total Food Packages Created: 222
Mar: 74 | Feb: 96 | Jan: 52

Total Donations to Pantry: 5521 Lbs.
Mar: 2003 Lbs. | Feb: 1420 Lbs. | Jan: 2099 Lbs.

Total Food Purchased: \$4247.85
Mar: \$595.20 | Feb: \$1465.75 | Jan: \$2186.90
Mar: 384 Lbs. | Feb: 1025 Lbs. | Jan: 2545 Lbs.

Total Food Disposed: 291.92 Lbs.
Mar: 95 Lbs. | Feb: 88 Lbs. | Jan: 108 Lbs.

Total Food Re-donated: 474 Lbs.
Mar: 119 Lbs. | Feb: 74 Lbs. | Jan: 281 Lbs.

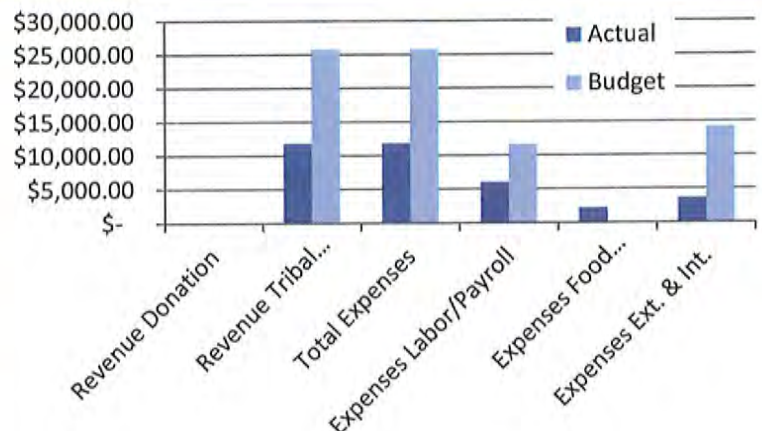
Community Food Room

March was the first full month of tracking activity in the Community Food Room. There were 118 visitors - 110 Oneidas, 1 other tribe, 4 non-Oneida's, and 3 unknown. A total of 429 Lbs. of food were given to community members with an average of 3 items per person. This initiative helps the pantry reduce the food waste of excess perishable goods and offers our clients a level of choice.



Revenue & Expense

	Actual	Budget	Variance
Revenue Donation	\$ 30.50		-31
Revenue Tribal Contribution	\$ 11,822.72	\$ 25,788	13,965
Total Expenses	\$ 11,853.22	\$ 25,788	-13,935
Expenses Labor/Payroll	\$ 6,056.13	\$ 11,638	5582
Expenses Food Purchase	\$ 2,186.90		-2187
Expenses Ext. & Int.	\$ 3,610.19	\$ 14,151	10541
Total Expenses	\$ 11,853.22	\$ 25,789	13936





**Kalihwisaks 2nd Quarter Report
January – March 2017
Achievements**

- Printed six issues – January 5, January 19, February 2, February 16, March 2, and March 16. (Advancing Oneyote?a.ka Principles)
- Completed department audit and is making progress on improving our processes (Advancing Oneyote?a.ka Principles).
- Covered events such as the a Oneida Seven Generations lawsuit, opening of the Oneida Emergency Food Pantry, several GTC meetings, Honor the Youth Powwow, fishing season ceremony at Pamperin Park, Jeff Skenandore memorial and Mark Powless taking part in the Old Glory Honor Flight (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

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





ONEIDA PRINT AND MAIL CENTER
January – March 2017

Mission: Oneida Printing seeks to create and promote printing excellence. We strive to grow our business towards sustainability with the integrity that we produce our products and where every day is a good day.

Creating a Positive Workforce – Highlights

The team has been working together well, especially in light of the heavy print jobs coming from Gaming.

The challenges are with the years of service of the employees, and having the coverage. Out of 8 employees in the Print Operation, only 8 employee has less than 10 years of service (with 8 years); two have over 30 years of service, and two have over 20 years of service. This plays a factor in coverage.

Therefore when considering the total FTEs overall in the operation, there needs to be consideration for the years of service which may affect an operation. Comparing that number to the other operations within the Print building, the Kalihwisaks has 4 staff, with 3 having over 10 years; and Tourism has 5 staff (including the Director), with 3 members having over 25 years of service.

As the Nation is looking at the carrying capacity for FTEs, this should be analyzed.



Implementing Good Governance

The team has been incredible in staying abreast of the workloads, especially of the GTC packets. They have the printing down to a science, and can immediately project the hours to complete the jobs. Gaming has been outstanding in sending over some staff for the stuffing.

The variable data projects from Gaming continue to be the focus for revenues. Bringing the work in-house has helped to keep the tribal funds within the organization.

Mail Center – continues to work on customer service, improving communications and a faster response time for dealing with issues. Staff continues to work on variable data to assist Oneida Printing.



ONEIDA Tourism Quarterly Report – Jan.- Mar. 2017

Strategy 1: Develop Cultural Tourism

Long House – Conservation has created a new time line. The effort is to finish the outside part of the long house we are working on contracting a company to custom build the trusses. A quote was received for \$12,900 installed.
 Veterans Wall – A plan is in place to grow flowers to begin to populate the Veterans wall.
 Amphitheater/Visitor Center – on hold, due to lack of funding.

Strategy 2: Build Partnerships –Continue to work with Radisson on Bus Tour Outreach

Strategy 3: Drive traffic to the Oneida Reservation

- The following conferences Oneida sponsored and manned a booth; Woodland Wetlands Feb. 28, National Travel Association, Feb. 25, Governor’s Conference on Tourism Mar. 11
- There are 6 additional trade shows that Oneida Tourism will a part of in the next few months. To give an example: African American Travel Conference on April 27, 2017, there are 38 mini-appointments with travel groups.
- 5,000 rack cards have been distributed to a variety of CVBs and visitor Centers. AD-Lit Distribution will also be distributing 20,000 rack cards along the Hwy 43 and 94 routes at over 200 locations.
- Developing a contract to update website to have the same design style as the Nation’s website.
- Staff member working with Woodland Arts Show
- Began development of event with Wisconsin Historical Society

Reservation Tours	2017	281 people YTD
	2016	2883 people
	2015	2899 people

Strategy 4: Maximize Media

- Summer Ads have been placed in Tourism Magazines.
- Videos – Food Production Script started initial shooting, turning over video taping of BC regular meetings to Secretary’s Office, finish clans puppet video, filmed aquaponics broil
- Presentation assistance – sync presentation with automatic audio
- Assistance with the LPGA/Oneida Village – redesigning Oneida 20’ booth
- Facebook likes 42 posts, 41,227 reached, 1035 likes: Total Page Likes 3,857



be

