

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 07 / 18 / 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: Yvonne Jourdan, Chairwoman, Oneida Personnel Commission

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:

FY 2017 Third Quarter report-acceptance

- 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

ONEIDA PERSONNEL COMMISSION
 FY 2017- Quarterly Report Third Quarter
 April, May and June 2017
 Submitted by: Yvonne Jourdan

NAMES

Officers: Yvonne Jourdan, Chairperson
 Gary Smith, Vice-Chairperson
 Sharon Alvarez, Treasurer

Members: Bradley Graham
 Richard Elm-Hill
 Jennifer Hill
 Leland Wigg-Ninham
 Eric Krawczyk
 Pearl Webster
 Carol Smith

MINUTES

All approved minutes have been submitted to the Office of the Tribal Secretary.

April 3, 2017	Special Meeting	(Approved)
April 18, 2017	Regular Meeting	(Approved)
May 3, 2017	Special Meeting	(Approved)
May 12, 2017	Emergency Meeting	(Approved)
May 16, 2017	Regular Meeting	(Approved)
May 19, 2017	Special Meeting	(Approved)
June 20, 2017	Regular Meeting	(Approved)
June 26, 2017	Special Meeting	(Approved)
June 27, 2017	Special Meeting	(Approved)

FINANCIAL

See attached R&E statements for the months of April, May and June 2017.

SPECIAL EVENTS AND TRAVEL

No out-of-state travel/training occurred during this quarter.

LOCAL TRAINING

Training for the first quarter of this fiscal year included standard initial reviews, grievance hearings, and grievance decisions training which took place in April, May and June.

ACTIVITY REPORT-Oneida Personnel Commission

Activity	April	May	June	Totals
Pre-Screens	26	14	26	66
Interviews	18	17	15	20
Reassignments	6	7	9	22
Initial Reviews	3	5	3	11

Grievances	1	3	4	8
Deliberations	1	3	3	7
Decision Writing	1	2	5	8
Motion Decisions	1	4	1	6
Regular Meetings	1	1	1	3
Special Meetings	1	3	2	6
Training*	3	7	1	11
Non-Gaming Employees with an advocate	0	1	0	1
Non-Gaming Employees without an advocate	1	1	2	4
Gaming Employees with an advocate	0	2	3	5
Gaming Employees without an advocate	0	0	0	0
Non-Gaming Management with an advocate	1	1	0	2
Non-Gaming Management without an advocate	0	1	2	3
Gaming Management with an advocate	0	2	3	5
Gaming Management without an advocate	0	0	0	0

- The numbers within the Reassignment boxes, are the numbers of employees that were reassigned into different positions for that specific month.

Training could mean attending out-of-state, local training, or in-house training. New commissioners are mentored by existing commissioners during Initial Reviews, Grievance Hearings, Decision Writing, Hearing Officer Responsibilities, and Motion Decisions. This type of involvement is also considered training.

PERSONAL COMMENTS - Yvonne Jourdan, Chairperson - OPC

This Commission has continued to review the proposed Employment Law (draft #21), that is currently at the Legislative Operating Committee (LOC). We have taken the position that this new Law is not favorable to the employment base. Although there have been numerous changes to each draft, one of the issues that this Commission has is that the main area that contributed to the drafts of this proposed law has been the Human Resource Department.(HRD) The proposed law allows HRD to make changes that ultimately affects HRD and provides enormous latitude in the hiring process with checks and balances to be the responsibility of HRD. The Oneida Personnel Commission has

developed a presentation for G.T.C. when the meeting to review the Employment Law is presented to General Tribal Council. We have taken the position that we would inform General Tribal Council (G.T.C) of the Commission's perspective and bring awareness to both G.T.C. and the employment base, we are doing this through our articles placed in our Tribal newspaper.

Most recently, this Commission has experienced problems with the process of working with Employee Protection. Cooperation from departments in terms of investigations and audits of employee protection disclosures has not been supported by the Oneida Business Committee. To date this issue continues to be unresolved, this is the first time since the employee protection policy has been developed, that the Commission is experiencing resistance from the Audit Department to complete an investigation/audit on contents of employee protection disclosures. The Commission continues to review current policies that have been approved and passed by the Oneida Business Committee (OBC) along with the Human Resource Department,(HRD) with the expectation that there can be improvements and discussion with both the OBC and HRD. The Personnel Commission continues to review the by-laws, SOP's, and the training manual for accuracy and relevance to the laws and policies of the Oneida Tribe. We are waiting on the completed Comprehensive Policy Governing Boards, Commissions and Committees in order to make the necessary changes to our By-Laws.

In the future quarterly reports this Commission will report inconsistencies in the application of policies and procedures regarding hiring practices and grievance procedures this will include the application of the employee protection policy as it relates to HRD, this will include grievance matters that have come before this Commission.

GOALS AND OBJECTIVES – FY2017

- | | |
|--|--------------------------|
| 1. Personnel Commission By-Laws | REVISIONS |
| 2. Training Manual | IN PROGRESS |
| 3. Updating Qualifications for Commissioners | REVISIONS PENDING AT LOC |
| 3. Interdepartmental Relationships | NEEDS IMPROVEMENT |
| 4. Updating Personnel Commission SOP's | IN PROGRESS |

OBJECTIVE STATEMENT – FY 2017

1. Optimize organizational efficiency and effectiveness
2. Learning and growth perspective
3. Owner/customer/stakeholder perspective

MEETING REQUIREMENTS

Oneida Personnel Commission By-Laws, Article III. Meetings.

3-1 *Regular Meetings.* The OPC officers shall establish a schedule of regular meetings for the upcoming year beginning in November. Notice of meeting location, agenda and materials shall be forwarded by the Chairperson with the assistance of the Administrator. Robert's Rules of Order shall be used as a guideline for conducting meetings.

3-2 *Special Meetings.* Special meetings shall be called not less than three (3) days prior to the date of the special meeting.

3-3. *Emergency meetings.* Emergency meetings shall be scheduled as needed and provide details of the emergency.

3-4 *Legislative Sessions.* When considering revisions or suggestions to the OPC regarding the

labor laws of the Tribe, a Legislative Session may be scheduled to devote a focused exclusive convened working meeting of the OPC to specifically address amendment or revision of existing or proposed labor laws of the Tribe. An internal OPC SOP may be drafted governing the procedures to be followed in implementing such Legislative Session.

3-5 *Quorum*. A quorum shall consist of a majority of the OPC members. In the absence of the Chairperson and the Vice-Chairperson, the members present at the meeting shall elect a Chairperson *Pro Tem* to preside over the meeting.

FOLLOW-UP

- Meeting with the Personnel Commission's alternate Liaison, David Jordan, Tribal Councilman, regarding issues and concerns of the Commission.

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING

APRIL 3, 2017 – NOON

East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:01p.m.

Yvonne Jourdan	Chairwoman
Carol Smith	Member
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Eric Krawczyk	Member
Sharon Alvarez	Treasurer
Richard Elm-Hill	Member
Gary Smith	Vice Chair

Also Present:

Bridget Cornelius	Executive Assistant
Robert Sweeney	OPC Attorney
Gina Buenrostro	Administrator

EXCUSED:

Leland Wigg-Ninham	Member
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UNEXCUSED:

Tomas Escamea	Secretary
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MOTION: Sharon Alvarez moved to approve the attendance un-excusing Tomas Escamea.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Bradley Graham motioned to approve the agenda.

SECOND: Sharon Alvarez seconded the motion.

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
APRIL 3, 2017 – NOON
East Wing Conference Room

C. Review/Approval of Minutes: NONE MOTION CARRIED

D. Tabled Business: NONE

E. Old Business: NONE

F. New Business: (1)

1. Status of Commissioners vacancies

MOTION: Eric Krawczyk moved to extend the terms of Pearl Webster, Carol Smith and Yvonne Jourdan until their vacancies are filled.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

MOTION: Pearl Webster moved to get on the agenda for executive session with the Oneida Business Committee to address the vacancies.

SECOND: Bradley Graham

MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham move to have Gina Buenrostro and Bridget Mendolla-Cornelius to draft the letter for April 18, 2017.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham to adjourn.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

Time: 1:17pm

Minutes taken for the secretary by Gina Buenrostro



ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES
April 18, 2017 – NOON
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Gary Smith, Vice- Chair, called the meeting to order at 12:00p.m.

Carol Smith	Member
Bradley Graham	Member
Pearl Webster	Member
Eric Krawczyk	Member
Sharon Alvarez	Treasurer
Gary Smith	Vice Chair
Thomas Escamea	Secretary
Leland Wigg-Ninham	Member
Jennifer Hill	Member

Also Present:

Bridget Cornelius	Executive Assistant
Robert Sweeney	OPC Attorney
Gina Buenrostro	Administrator (in at 1:20p.m.)
David Jordan	OBC Liaison

EXCUSED:

Richard Elm-Hill	Member
Yvonne Jordan	Member

MOTION: no motion made to approve the attendance
SECOND:

- B. Approval of Agenda (5 minutes)

MOTION: Bradley Graham moved to approve the agenda with changes
SECOND: Carol Smith
MOTION CARRIED UNANIMOUSLY

- C. Review\Approval of Minutes: March 21, 2017-Regular and April 3, 2017-Special Meeting

MOTION: Eric Krawczyk moved to approve the minutes with corrections
SECOND: Carol Smith
MOTION CARRIED UNANIMOUSLY

- D. Tabled Business: NONE

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES
April 18, 2017 – NOON
East Wing Conference Room

E. Old Business: (4)

1. Draft Article for the Kahliwisaks (Entire Commission)
No Update
2. Internal Audit Request Update (Entire Commission)
3. Employment Law, Draft 22 (Entire Commission)
MOTION: Pearl Webster to take off the table,
SECOND: Leland Wigg Ninham
MOTION: CARRIED UNANIMOUSLY
MOTION: Bradley moved to extend the time to respond by 3 months
SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY
4. Status of filing at the Judiciary: Area Manager, Fitness, Parks and Recreation-Information included in packets.
MOTION: Bradley Graham moved for the attorney to file a reconsideration at the Judiciary
SECOND: Pearl Webster
MOTION CARRIED
ABSTENTIONS: Carol Smith

F. New Business: (3)

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-(Gina Buenrostro 30 minutes)

MOTION: Sharon Alvarez moved to go into executive session.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

Time: 1:10pm

- a. Commissioner issue regarding background
- b. Update and status of OPC terms
FYI-no action necessary
- c. HRD issues and concerns regarding recent reassignment
FYI-no action necessary
- d. 2nd quarterly report
- e. Update-Thomas Escamea pardon process

MOTION: **No Motion was made to come out of executive session**

SECOND:

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION REGULAR MEETING MINUTES
April 18, 2017 – NOON
East Wing Conference Room

Discussion: Agreement made with Tomas Escamea, is that he would complete the pardon process today.

MOTION: Carol Smith moved to have Bradley Graham paid for the reassignments dated April 12, 2017

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham moved to approve the 2nd Quarterly Report without the Personal Comments

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

2. Financial Report February 2017 (Entire Commission)

MOTION: Bradley Graham moved to have accept Financial Report.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

3. Activity Report- March 2017 (Entire Commission)

MOTION: Eric Krawczyk moves to approve.

SECOND: Tomas Escamea

MOTION CARRIED UNANIMOUSLY

MOTION: Sharon Alvarez to send flowers to the Chair

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham to approve medical leave for Carol Smith

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

MOTION: Carol Smith moves to adjourn.

SECOND: Bradley Graham

Time: 2:28pm

Minutes taken for the secretary by Gina Buenrostro

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
MAY 3, 2017 – NOON
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:02p.m.

Yvonne Jourdan	Chairwoman
Carol Smith	Member
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer
Richard Elm-Hill	Member
Gary Smith	Vice Chair
Leland Wigg-Ninham	Member

Also Present:

Bridget Cornelius	Executive Assistant
Robert Sweeney	OPC Attorney
Gina Buenrostro	Administrator

EXCUSED:

Eric Krawczyk	Member
Tomas Escamea	

MOTION: Bradley Graham moved to approve the attendance excusing Eric Krawczyk and Tomas Escamea

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Gary Smith motioned to approve the agenda with changes.

SECOND: Pearl Webster seconded the motion.

MOTION CARRIED UNANIMOUSLY

C. **Review\Approval of Minutes:** NONE

D. **Tabled Business:** NONE

E. **Old Business:** NONE

F. **New Business:** (1)

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
MAY 3, 2017 – NOON
East Wing Conference Room

MOTION: Gary Smith moved to approve the agenda with changes.
SECOND: Bradley Graham
MOTION CARRIED UNANIMOUSLY

Time: 12:05 pm.

MOTION: Gary Smith moved to come out of executive session
SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY

Time: 1:10 pm.

1. Scheduling, Initial Reviews, Grievances, Reassignments, and Housekeeping (Gina)
2. Commissioner Resignation-Tomas Escamea

MOTION: Sharon Alvarez moved to accept the resignation of Tomas Escamea.

SECOND: Gary Smith
ABSTENTIONS: Bradley Graham

MOTION CARRIED

MOTION: Pearl Webster moved to post the vacancy of Tomas Escamea

SECOND: Bradley Graham
MOTION CARRIED UNANIMOUSLY

3. Employee Protection Issues and Concerns

MOTION: Pearl Webster moved to have the Chairwoman, Administrator, and Attorney, scheduled a meeting in executive session with the Audit Committee as soon as possible.

SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham to adjourn.

SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY

Time: 1:13pm

Minutes taken for the secretary by Gina Buenrostro



ONEIDA PERSONNEL COMMISSION EMERGENCY MEETING
MAY 12, 2017 – NOON
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker **and** strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:08p.m.

Yvonne Jourdan	Chairwoman
Carol Smith	Member
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer
Richard Elm-Hill	Member
Gary Smith	Vice Chair

Also Present:

Robert Sweeney	OPC Attorney
Gina Buenrostro	Administrator

EXCUSED:

Eric Krawczyk	Member
Leland Wigg-Ninham	Member

MOTION: Gary Smith moved to approve the attendance excusing Eric Krawczyk and Leland Wigg-Ninham

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Sharon Alvarez motioned to approve the agenda

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

- C. **Review\Approval of Minutes:** NONE

- D. **Tabled Business:** NONE

- E. **Old Business:** NONE

- F. **New Business:** (1)

ONEIDA PERSONNEL COMMISSION EMERGENCY MEETING
MAY 12, 2017 – NOON
East Wing Conference Room

MOTION: Gary Smith moved to approve the agenda with changes.
SECOND: Carol Smith
MOTION CARRIED UNANIMOUSLY

Time: 12:10 pm.

MOTION: Gary Smith moved to come out of executive session
SECOND: Carol Smith
MOTION CARRIED UNANIMOUSLY

Time: 1:20 pm.

1. Commissioner Confidential Disclosure
No Action Taken

MOTION: Bradley Graham to adjourn.
SECOND: Richard Elm-Hill
MOTION CARRIED UNANIMOUSLY
Time: 1:22pm

Minutes taken for the secretary by Gina Buenrostro

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
MAY 16, 2017 – NOON
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:00p.m.

Yvonne Jourdan	Chairwoman
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer
Gary Smith	Vice Chair
Leland Wigg-Ninham	Member

Also Present:

Robert Sweeney	OPC Attorney
Gina Buenrostro	Administrator
Bridget Mendolla Cornelius	Executive Assistant
David Jordan	OBC Liaison

EXCUSED:

Eric Krawczyk	Member
Carol Smith	Member
Richard Elm-Hill	Member

MOTION: Sharon Alvarez moved to approve the attendance excusing Eric Krawczyk, Carol Smith, and Richard Elm-Hill.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Gary Smith motioned to approve the agenda with the additions of New Business F. (e) and (f).

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

- C. Review\Approval of Minutes: **April 18, 2017-Regular**

MOTION: Sharon Alvarez moved to defer the April 18, 2017, minutes to the regular meeting in June

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
MAY 16, 2017 – NOON
East Wing Conference Room

Minutes cont'

May 3, 2017-Special

MOTION: Gary Smith moved to approve the May 3, 2017, minutes

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

D. Tabled Business: NONE

E. Old Business: (4)

1. Draft Article for the Kahliwisaks

No Action

2. Internal Audit Request dated November 2015 re: (HRD)

Discussion: Letter from Loucinda Conway stating that the audit was ½ was complete.

MOTION: Gary Smith moved to accept update.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

3. Employment Law

MOTION: Gary Smith moved to schedule special meeting to review documentation, on June 6, 2017, at noon.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

4. Status of filing at the Judiciary

MOTION: Sharon Alvarez moved to have the

Administrator contact Rochelle Powless and see if she would meet with Attorney Sweeney.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

F. New Business: (3)

MOTION: Gary Smith moved to go into executive session.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

Time: 12:51 pm.

MOTION: Sharon Alvarez moved to come out of executive session

SECOND: Bradley Graham

MOTION CARRIED UNANIMOUSLY

Time: 1:27 pm.

MOTION: Pearl Webster moved that the confidential documents that were distributed in executive session be collected and destroyed, and ask for a copy of the complaint.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
MAY 16, 2017 – NOON
East Wing Conference Room

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-(Gina Buenrostro-30 minutes)
 - a. Status of Audit Request regarding Employee Protection
(Meeting scheduled for May 22, 2017, @ 2:00pm)
 - b. OPC Elections-Bradley Graham
(October 2017)
 - c. Update OPC Bylaws-Bradley Graham
(June 16, 2017, 12-3)
MOTION: Sharon Alvarez moved to schedule special meeting to update
Bylaws for June 16, 2017, from 12-3pm
SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY
 - d. OPC Secretary
(Elections October 2017)
 - e. Tomas Escamea-executive session
 - f. Semi-Annual Report due June 2, 2017.
MOTION: Sharon Alvarez moved to work on the Semi-Annual Report on
May 19, 2017, at noon.
SECOND: Jennifer Hill
MOTION CARRIED UNANIMOUSLY
2. Financial Report March 2017
MOTION: Pearl Webster moved to accept the financial report.
SECOND: Jennifer Hill
MOTION CARRIED UNANIMOUSLY
3. Activity Report April 2017
MOTION: Sharon Alvarez moved to accept the activity report.
SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY

MOTION: Gary Smith moved to adjourn.
SECOND: Leland Wigg-Ninham
MOTION CARRIED UNANIMOUSLY
Time: 1:58pm

Minutes taken for the secretary by Gina Buenrostro

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
MAY 16, 2017 – NOON
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:00p.m.

Yvonne Jourdan	Chairwoman
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer
Gary Smith	Vice Chair
Leland Wigg-Ninham	Member

Also Present:

Robert Sweeney	OPC Attorney
Gina Buenrostro	Administrator
Bridget Mendolla Cornelius	Executive Assistant
David Jordan	OBC Liaison

EXCUSED:

Eric Krawczyk	Member
Carol Smith	Member
Richard Elm-Hill	Member

MOTION: Sharon Alvarez moved to approve the attendance excusing Eric Krawczyk, Carol Smith, and Richard Elm-Hill.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Gary Smith motioned to approve the agenda with the additions of New Business F. (e) and (f).

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

- C. Review\Approval of Minutes: **April 18, 2017-Regular**

MOTION: Sharon Alvarez moved to defer the April 18, 2017, minutes to the regular meeting in June

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION REGULAR MEETING

MAY 16, 2017 – NOON

East Wing Conference Room

Minutes cont'

May 3, 2017-Special

MOTION: Gary Smith moved to approve the May 3, 2017, minutes

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

D. Tabled Business: NONE

E. Old Business: (4)

1. Draft Article for the Kahliwisaks

No Action

2. Internal Audit Request dated November 2015 re: (HRD)

Discussion: Letter from Loucinda Conway stating that the audit was ½ was complete.

MOTION: Gary Smith moved to accept update.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

3. Employment Law

MOTION: Gary Smith moved to schedule special meeting to review documentation, on June 6, 2017, at noon.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

4. Status of filing at the Judiciary

MOTION: Sharon Alvarez moved to have the

Administrator contact Rochelle Powless and see if she would meet with Attorney Sweeney.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

F. New Business: (3)

MOTION: Gary Smith moved to go into executive session.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

Time: 12:51 pm.

MOTION: Sharon Alvarez moved to come out of executive session

SECOND: Bradley Graham

MOTION CARRIED UNANIMOUSLY

Time: 1:27 pm.

MOTION: Pearl Webster moved that the confidential documents that were distributed in executive session be collected and destroyed, and ask for a copy of the complaint.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
MAY 16, 2017 – NOON
East Wing Conference Room

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-(Gina Buenrostro-30 minutes)
 - a. Status of Audit Request regarding Employee Protection
(Meeting scheduled for May 22, 2017, @ 2:00pm)
 - b. OPC Elections-Bradley Graham
(October 2017)
 - c. Update OPC Bylaws-Bradley Graham
(June 16, 2017, 12-3)
MOTION: Sharon Alvarez moved to schedule special meeting to update
Bylaws for June 16, 2017, from 12-3pm
SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY
 - d. OPC Secretary
(Elections October 2017)
 - e. Tomas Escamea-executive session
 - f. Semi-Annual Report due June 2, 2017.
MOTION: Sharon Alvarez moved to work on the Semi-Annual Report on
May 19, 2017, at noon.
SECOND: Jennifer Hill
MOTION CARRIED UNANIMOUSLY
2. Financial Report March 2017
MOTION: Pearl Webster moved to accept the financial report.
SECOND: Jennifer Hill
MOTION CARRIED UNANIMOUSLY
3. Activity Report April 2017
MOTION: Sharon Alvarez moved to accept the activity report.
SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY

MOTION: Gary Smith moved to adjourn.
SECOND: Leland Wigg-Ninham
MOTION CARRIED UNANIMOUSLY
Time: 1:58pm

Minutes taken for the secretary by Gina Buenrostro

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING

May 19, 2017 – NOON

East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:00p.m.) Gate Keeper: Gary Smith, Vice-Chair called the meeting to order at 12:02p.m.

Yvonne Jourdan	Chairwoman in at 12:05pm
Bradley Graham	Member
Pearl Webster	Member
Eric Krawczyk	Member
Sharon Alvarez	Treasurer
Richard Elm-Hill	Member
Gary Smith	Vice Chair

Also Present:

Bridget Cornelius	Executive Assistant
Gina Buenrostro	Administrator

EXCUSED:

Leland Wigg-Ninham	Member
Carol Smith	Member
Jennifer Hill	Member

MOTION: Sharon Alvarez moved to approve the attendance excusing Leland Wigg-Ninham and Carol Smith.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Eric Krawczyk motioned to approve the agenda with the additions of New Business, 1-Memo, 2-Scheduling and 3-Semi Annual Report.

SECOND: Sharon Alvarez seconded the motion.

MOTION CARRIED UNANIMOUSLY

- C. **Review\Approval of Minutes:** NONE MOTION CARRIED

- D. **Tabled Business:** NONE

- E. **Old Business:** NONE

- F. **New Business:** (3)

1. Memorandum from LOC

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING

May 19, 2017 – NOON

East Wing Conference Room

MOTION: Bradley Graham moved to cancel the meeting scheduled for June 16, 2017, regarding the By-laws.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

2. Scheduling issues

**scheduled motion decision for May 22, 2017 @ 9:00am

3. Semi Annual Report 2017

MOTION: Gary Smith moves to approve the “draft” semi annual report with the understanding that the final report will be emailed to all the Commissioners to comment or revise, and submit the report within the prescribed deadlines.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

MOTION: Pearl Webster moved to approve Eric Krawczyk in leaving early, and to pay the meeting stipend.

SECOND: Bradley Graham

MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham to adjourn.

SECOND: Richard Elm-Hill

MOTION CARRIED UNANIMOUSLY

Time: 2:10pm

Minutes taken for the secretary by Gina Buenrostro

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
JUNE 20, 2017 – NOON
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:02p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:02p.m.

Yvonne Jourdan	Chairwoman
Bradley Graham	Member
Pearl Webster	Member
Jennifer Hill	Member
Sharon Alvarez	Treasurer (arrived at 12:03pm)
Gary Smith	Vice Chair
Leland Wigg-Ninham	Member
Eric Krawczyk	Member

Also Present:

Gina Buenrostro	Administrator
Bridget Mendolla Cornelius	Executive Assistant
David Jordan	OBC Liaison

EXCUSED:

Carol Smith	Member
Richard Elm-Hill	Member

MOTION: Leland Wigg-Ninham moved to approve the attendance excusing Carol Smith, and Richard Elm-Hill.

SECOND: Eric Krawczyk

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Eric Krawczyk motioned to approve the agenda with the additions of New Business F. (e) and (f).

SECOND: Bradley Graham

MOTION CARRIED UNANIMOUSLY

- C. Review\Approval of Minutes: **April 18, 2017-Regular**

MOTION: Bradley Graham moved to defer the April 18, 2017, minutes to the regular meeting in July.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
JUNE 20, 2017 – NOON
East Wing Conference Room

**May 12, 2017-Special, May 16, 2017-Special and May 19, 2017-
Regular**

MOTION: Bradley Graham moved to approve the May 12, 2017, minutes, May 16, 2017, minutes and the May 19, 2017, minutes.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

D. Tabled Business: NONE

E. Old Business: (4)

1. Draft Article for the Kahliwisaks

No Action

2. Internal Audit Request dated November 2015 re: (HRD)

3. Employment Law

MOTION: Sharon Alvarez moved to schedule special meeting to review Employment law documentation, on June 26, 2017, at noon.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

4. Status of filing at the Judiciary

MOTION: Gary Smith moved to add 5 minutes to this item.

SECOND: Eric Krawczyk

MOTION CARRIED UNANIMOUSLY

F. New Business: (3)

MOTION: Gary Smith moved to go into executive session.

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

Time: 12:52 pm.

MOTION: Eric Krawczyk moved to come out of executive session.

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

Time: 1:26 pm.

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-(Gina Buenrostro-30 minutes)

a. EPP Audit Response

MOTION: Pearl Webster moved to request of the Oneida Personnel Commission Liaison, David Jordan to assist with areas that the Oneida Personnel Commission could utilize in employee protection disclosure investigations/audits.

ONEIDA PERSONNEL COMMISSION REGULAR MEETING
JUNE 20, 2017 – NOON
East Wing Conference Room

SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY

b. Training Concerns-Leland Wigg-Ninham

MOTION: Sharon Alvarez moved that Leland Wigg-Ninham provide training regarding “Ethics” to the Commission on July 25, 2017, from 12:00p-2:00p

SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY

c. Purchase Referred Care Supervisor position outcome

MOTION: Jennifer Hill moved that the correspondence provided by Bridget Mendolla-Cornelius to be sent out to the Oneida Business Committee.

SECOND: Leland Wigg-Ninham
MOTION CARRIED UNANIMOUSLY

d. RFP Contract

Bradley Graham would be attending the Oneida Business Committee meetings for executive session and the regularly scheduled Oneida Business Committee to represent the Oneida Personnel Commission. FYI

e. Filings at the Judiciary

MOTION: Gary Smith moved to approve Law office, attorney Patricia Garvey’s representation in both 17-TC-040 and 17-TC-041.

SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham moved to go into executive session

SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY

TIME?

MOTION: Gary Smith moved to come out of executive session

SECOND: Sharon Alvarez
MOTION CARRIED UNANIMOUSLY

TIME?

MOTION: Pearl Webster moved to have on every agenda a 15 timeframe to address issues within the Oneida Personnel Commission and “how can we do better?”

SECOND: ? (NO ONE SECONDED, THERE WAS NEVER A CALL ON THE VOTE)

2. Financial Report April 2017

MOTION: Pearl Webster moved to accept the financial report.

SECOND: Gary Smith
MOTION CARRIED UNANIMOUSLY

3. Activity Report MAY 2017

ONEIDA PERSONNEL COMMISSION REGULAR MEETING

JUNE 20, 2017 – NOON

East Wing Conference Room

MOTION: Pearl Webster moved to accept the activity report.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

MOTION: Pearl Webster moved to adjourn.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

Time: 2:22pm

Minutes taken for the secretary by Gina Buenrostro

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
JUNE 26, 2017 – NOON
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary:

- A. Call to Order: Attendance (12:04p.m.) Gate Keeper: Gary Smith, Vice-Chair called the meeting to order at 12:04p.m.

Yvonne Jourdan	Chairwoman
Bradley Graham	Member
Pearl Webster	Member
Sharon Alvarez	Treasurer
Gary Smith	Vice Chair
Carol Smith	Member
Jennifer Hill	Member in at 12:50p.m.

Also Present:

Gina Buenrostro	Administrator
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EXCUSED:

Leland Wigg-Ninham	Member
Eric Krawczyk	Member
Richard Elm-Hill	Member

MOTION: Sharon Alvarez moved to approve the attendance excusing Leland Wigg-Ninham, Eric Krawczyk and Richard Elm-Hill

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

- B. Approval of Agenda (5 minutes)

MOTION: Gary Smith motioned to approve the agenda with changes.

SECOND: Sharon Alvarez seconded the motion.

MOTION CARRIED UNANIMOUSLY

- C. Review\Approval of Minutes: NONE MOTION CARRIED

- D. Tabled Business: NONE

- E. Old Business: NONE

- F. New Business: (7)

1. Update on Appointments

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
JUNE 26, 2017 – NOON
East Wing Conference Room

2. Reassignments

3. Executive session with OBC @ 10:00a

MOTION: Pearl Webster moves to approve Bradley Graham to represent the Oneida Personnel Commission in executive session with OBC.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

4. Employment Law

MOTION: Sharon Alvarez moved to schedule another special meeting to review and comment on the current draft of the Employment law, including the proposed handbook

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

5. RFP Contract

MOTION: Gary Smith moved to present opinion to the OBC, deny the contract and would like the Oneida Personnel Commission to be able to select from the top 2 contracts.

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

6. Complaint response from the Oneida Business Committee pertaining to Tomas Esacamea

MOTION: Pearl Webster moved that the Oneida Personnel Commission place this complaint on the agenda of the Oneida Business Committee for executive session July 11, 2017, and on the regular Oneida Business Committee meeting for July 12, 2017 to address

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

(Bradley Graham will be representing the Oneida Personnel Commission on this matter)

7. Meeting with Gaming Commission on June 27, 2017, @ 9:00am-11:00am

MOTION: Gary Smith moved that the meeting with the Gaming Commission be a paid meeting

SECOND: Jennifer Hill

MOTION CARRIED UNANIMOUSLY

ONEIDA PERSONNEL COMMISSION SPECIAL MEETING
JUNE 26, 2017 – NOON
East Wing Conference Room

MOTION: Gary Smith to adjourn.
SECOND: Pearl Webster
MOTION CARRIED UNANIMOUSLY
Time: 1:55 p.m.

Minutes taken for the secretary by Gina Buenrostro

Personnel vs Regulatory Actions

~Adverse Action vs OGC Licensing

Oneida
Gaming
Commission

To: Personnel Commission

From: Mark A. Powless, Chairman of the Oneida Gaming Commission

Date: 07/11/17

The Oneida Gaming Commission (OGC) met with the Personnel Commission (PC) on June 27, 2017 to discuss the authority of both commissions and the distinction between adverse actions and gaming license actions. There have been recent cases in which the PC did not grant an appeal hearing because it was believed to not be the correct agency to hear the appeal. After much dialogue, the meeting participants came to understand the dilemmas and timelines of the situations and discussed potential resolutions.

In the cases referenced, employees were terminated (an adverse action) due to gaming license revocation. If a gaming employee does not hold a valid gaming license they are not eligible to work at gaming. It is a condition of gaming employment. Thus, if a gaming license is revoked by the OGC, the operational supervisor is notified and terminates the employee for not meeting job eligibility requirements.

In these two cases the employees were terminated. The employees, via their advocates, had appropriately appealed to both agencies. Their gaming licenses were reinstated or conditioned by the OGC through their authority over gaming licensure. However, the employees were not granted a hearing by the PC for their termination. The timelines of the appeal processes and the general language of the disciplines caused confusion.

The PC received the appeal before the OGC appeal process was complete and the termination paperwork cited "for non-disciplinary reasons." Furthermore, the PC requirements to prove 1) Area Manager decision is against the weight of the evidence, and/or 2) Procedural irregularities were exhibited during the appeal process, were not necessarily met within the language of the appeals.

Thus, the PC did not accept the cases. And because OGC has no authority over employment decisions and cannot reverse a termination decision, the employees were left with no recourse to appeal the adverse actions taken against them. (FYI - In at least one of the cases, the appeal was routed through the Judiciary for remedy.)

It should be understood the OGC is responsible solely for the regulatory aspect of a gaming employee's gaming license. The OGC has no oversight or authority over employment status. The PC on the other hand, has distinct authority over adverse actions. Appeals occur simultaneously - one to the OGC for the licensing action and one to the Area Manager, and subsequently the PC, for terminated employment.

The determined resolution for moving forward and avoiding such instances, is for the Employee Advocates to include sufficient language in the appeal to the PC. The PC should be made aware if the gaming license appeal is still in process. If the OGC appeal is still in process, the advocates will request a stay of the PC's decision until the OGC's appeal process is complete and all relevant evidence is available for review.

The OGC is in support of this resolution. This remedy accommodates both necessary appeal processes. It does not require any legislative changes or administrative hardships for the commissions or advocates.

cc: Gina Buenostro, Personnel Commission Administrator
Geraldine Danforth, Human Resources Manager
Donna Smith, Gaming Management Representative
Pat Campbell, Employee Advocate
Larry Smith, Employee Advocate
Tamara VanSchyndel, Executive Director
Steve Hill, Investigations & License Manager
Bill Cornelius, Attorney and OGC Legal Counsel
Brandon Stevens, OBC Councilman and OGC Liaison
OGC



Gaming Commission &
Personnel Commission:

Hearing & Licensing Appeal
Process Concerns

**ONEIDA
GAMING
COMMISSION**

Meeting Minutes			
9:05 AM-10:35 AM			
OGC Conference Room			
Meeting Called By:	Personnel Commission	Type of Meeting:	
Facilitator:	Open Dialogue	Note Taker:	Shannon Davis/Tammy VanSchyndel
Timekeeper:	N/A	Question Keeper:	Shannon Davis/Tammy VanSchyndel

Attendees: Sharon Alvarez, Gina Buenrostro, Tom Danforth, Shannon Davis, Matt Denny, Barb Erickson, Larae Gower, Brad Graham, Steve Hill, Yvonne Jordan, Mark Powless, Carol Smith, Donna Smith, Gary Smith, Tammy VanSchyndel, Pearl Webster

TOPICS OF DISCUSSION:

<p>✓ Open Dialogue</p>	<p>OBJECTIVES:</p> <ul style="list-style-type: none"> ○ Discuss matters of concern for awareness and applicable corrective action plans.
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Agenda Topics

Hearing/License Issue-

- *Appeals to the Personnel Commission are coming up and are due to the loss or determinations against an employee's gaming license. The Personnel Commission only hears adverse personnel related matters.*
- *Gaming Advocates are concerned with issues pertaining to hearing procedures between the Gaming Commission and the Personnel Commission. The Gaming Commission only hears appeals regarding licensing action taken. The Personnel Commission needs to hear the appeal for the termination even though it is for non-disciplinary reasons.*
- *The Gaming Commission is asking that the Personnel Commission issue a stay until the Gaming Commission has made their final decision regarding the license. Once that is completed then the Personnel Commission would be able to then hear the employee's request of appeal to the termination.*
 - *The Personnel Commission cannot hear an appeal until after the Gaming Commission completes their process and makes a determination of the employee's license.*
 - *One of these two criteria has to be met before the case could be heard at the Personnel Commission.*
 - *The area manager decision is against the weight of the evidence,*
 - *Procedural irregularities were exhibited.*
 - *A stay will be determined by the requests of the Advocates; it will be up to them to*

request that.

- At that point the 45 day rule would not be in effect.
- Will HRD need to make some kind of determination and then have paperwork language corrected so that it better fits Personnel Commission standards of termination appeal?
 - Terminations are at the discretion of the Supervisor, per the Bluebook. Licensing matters that would cause an employee to not be eligible to work, causes the Supervisor to have to let the employee to go.
 - Per the Bluebook though there are timelines that need to be followed, so the Supervisor wouldn't have the authority to determine an outcome or timeframe.
 - There needs to be another process/procedure put in place in order for an employee to request that a stay be put in place.
 - There needs to be something documented because these types of terminations are being documented on disciplinary forms and it isn't a disciplinary action.
- Recommendation made was for the Personnel Commission to work with or document the request to HRD, and has requested the support of the Gaming Commission. The Commission is willing to support that request.

Resolve- When this situation comes up that would require an employee to have to follow the duel appeal/hearing process, it will be up the Advocates to document and request a stay from the Personnel Commission until the Gaming Commission has completed their hearing process. The Personnel Commission will document the request to HRD, with the support of the Gaming Commission.

Directives or To-Do's

Year To Date figures
 as of APR 2017

processing Instruction: Submit for last closed month.

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2015 ACTUAL	FISCAL 2016 ACTUAL	Y-T-D 2017 ACTUAL	Y-T-D 2017 BUDGET	ANNUAL 2017 BUDGET	ANNUAL 2017 PROJECTED	ANNUAL 2018 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	90	40	52			52	
Sub-Total		90	40	52			52	
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	30						
TRIBAL CONTRIBUTION	000-458100-000	248,510	276,555	190,915	193,745	332,135	329,305	342,615
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	30		10			10	
Sub-Total		248,570	276,555	190,925	193,745	332,135	329,315	342,615
Labor/Payroll Expense								
PERSONNEL	000-502100-000	74,757	78,004	56,020	53,245	91,275	94,050	91,275
WAGE ACCRUAL EXPENSE	000-502100-999	334	771	(1,773)			(1,773)	
HOLIDAY WORKED	000-502101-000			8			8	
SALARIES - TRAINING	000-502110-000	36		28			28	
OVERTIME	000-503100-000			55			55	
PAID TIME OFF	000-504000-000	12,067	13,007	10,154			10,154	
FRINGE BENEFIT	000-505000-000	35,738	37,753	25,637	21,992	37,697	41,342	37,697
FRINGE ACCRUAL EXPENSE	000-505000-999	160	313	(734)			(734)	
Sub-Total		123,092	129,848	89,395	75,237	128,972	143,130	128,972
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,324	1,006	979	210	360	1,129	840
COPY CHARGES	000-700010-000	1,027	951	496	240	410	666	410
TRANSP. & PER DIEM	000-701000-000				1,165	2,000	835	2,000
OUTSIDE SERVICES	000-702010-000	527	208	40,569	445	760	40,884	760
LEGAL SERVICES	000-702400-000	14,903	50,558		24,500	42,000	17,500	42,000
TRAINING & EDUCATION	000-705010-000				1,165	2,000	835	2,000
RENTAL USAGE	000-705202-000	1,561	1,543	900	670	1,150	1,380	1,150
HEAT & LIGHTS	000-705211-000	3,721	3,291	2,198	2,625	4,500	4,073	4,500
WATER & SEWER	000-705212-000	91	88	64	35	60	89	60
TELEPHONE	000-705213-000	432	455	135	250	430	315	430
BUSINESS EXPENSE	000-705300-000				115	200	85	200

Year To Date figures
 as of APR 2017

processing Instruction: Submit for last closed month.

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2015 ACTUAL	FISCAL 2016 ACTUAL	Y-T-D 2017 ACTUAL	Y-T-D 2017 BUDGET	ANNUAL 2017 BUDGET	ANNUAL 2017 PROJECTED	ANNUAL 2018 PROPOSED BUDGET
STIPENDS	000-705305-000			332	385	660	607	660
INSURANCE	000-705500-000	619	569					
STIPENDS	100-705305-000	37,000	24,500	16,500	47,105	80,750	50,145	85,750
STIPENDS	200-705305-000		1,200	1,600			1,600	5,000
STIPENDS	400-705305-000	6,300	5,850	3,050	4,840	8,300	6,510	8,300
STIPENDS	500-705305-000	32,250	33,300	20,050	20,290	34,780	34,540	34,780
STIPENDS	600-705305-000	7,575	5,200	1,600	3,850	6,600	4,350	6,600
Sub-Total		107,330	128,719	88,473	107,890	184,960	165,543	195,440
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	75			60	100	40	100
I/T - PRINTING	000-750009-000			523	60	100	563	100
I/T RENT EXPENSE	000-755201-000	3,442			2,040	3,500	1,460	3,500
I/T UTILITIES EXPENSE	000-755210-000	1	1	1			1	
I/T DEPRECIATION ALLOCATION	000-755216-000	14,662	3,442	2,008	8,458	14,503	2,008	14,503
INDIRECT COSTS	000-758300-000	56	14,462	10,867			16,912	
INDIRECT COST ACCRUAL EXPENSE	000-758300-999		122	(291)			(291)	
Sub-Total		18,236	18,027	13,108	10,618	18,203	20,693	18,203
NET PROFIT OR (LOSS)		2	1	1			1	

processing instruction: Submit for last closed month.
 Year To Date figures
 as of MAY 2017

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2015 ACTUAL	FISCAL 2016 ACTUAL	Y-T-D 2017 ACTUAL	Y-T-D 2017 BUDGET	ANNUAL 2017 BUDGET	ANNUAL 2017 PROJECTED	ANNUAL 2018 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	90	40	52			52	
Sub-Total		90	40	52			52	
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	30						
TRIBAL CONTRIBUTION	000-458100-000	248,510	276,555	240,183	221,423	332,135	350,895	342,615
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	30		40			40	
Sub-Total		248,570	276,555	240,223	221,423	332,135	350,935	342,615
Labor/Payroll Expense								
PERSONNEL	000-502100-000	74,757	78,004	60,788	60,851	91,275	91,212	91,275
WAGE ACCRUAL EXPENSE	000-502100-999	334	771	72			72	
HOLIDAY WORKED	000-502101-000			8			8	
SALARIES - TRAINING	000-502110-000	36		28			28	
OVERTIME	000-503100-000			55			55	
PAID TIME OFF	000-504000-000	12,067	13,007	17,686			17,686	
FRINGE BENEFIT	000-505000-000	35,738	37,753	30,228	25,133	37,697	42,792	37,697
FRINGE ACCRUAL EXPENSE	000-505000-999	160	313	(45)			(45)	
Sub-Total		123,092	129,848	108,820	85,984	128,972	151,808	128,972
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,324	1,006	1,070	240	360	1,190	840
COPY CHARGES	000-700010-000	1,027	951	496	274	410	632	410
TRANSP. & PER DIEM	000-701000-000				1,332	2,000	668	2,000
OUTSIDE SERVICES	000-702010-000	527	208	55,070	508	760	55,322	760
LEGAL SERVICES	000-702400-000	14,903	50,558		28,000	42,000	14,000	42,000
TRAINING & EDUCATION	000-705010-000				1,332	2,000	668	2,000
RENTAL USAGE	000-705202-000	1,561	1,543	1,029	766	1,150	1,413	1,150
HEAT & LIGHTS	000-705211-000	3,721	3,291	2,458	3,000	4,500	3,958	4,500
WATER & SEWER	000-705212-000	91	88	72	40	60	92	60
TELEPHONE	000-705213-000	432	455	140	286	430	284	430
BUSINESS EXPENSE	000-705300-000				132	200	68	200

4273007 - PERSONNEL BOARD
 REPORT FOR COMPLETE FISCAL YEAR
 AND Y-T-D INFORMATION

Year To Date figures
 as of MAY 2017

processing Instruction: Submit for last closed month.

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2015 ACTUAL	FISCAL 2016 ACTUAL	Y-T-D 2017 ACTUAL	Y-T-D 2017 BUDGET	ANNUAL 2017 BUDGET	ANNUAL 2017 PROJECTED	ANNUAL 2018 PROPOSED BUDGET
STIPENDS	000-705305-000							
INSURANCE	000-705500-000	619	569	379	440	660	599	660
STIPENDS	100-705305-000	37,000	24,500	23,375	53,834	80,750	50,291	85,750
STIPENDS	200-705305-000		1,200	2,800			2,800	5,000
STIPENDS	400-705305-000	6,300	5,850	3,400	5,532	8,300	6,168	8,300
STIPENDS	500-705305-000	32,250	33,300	23,400	23,188	34,780	34,992	34,780
STIPENDS	600-705305-000	7,575	5,200	2,050	4,400	6,600	4,250	6,600
Sub-Total		107,330	128,719	115,739	123,304	184,960	177,395	195,440
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	75			68	100	32	100
I/T - PRINTING	000-750009-000			523	68	100	555	100
I/T RENT EXPENSE	000-755201-000	3,442			2,332	3,500	1,168	3,500
I/T UTILITIES EXPENSE	000-755210-000	1	1	1			1	1
I/T DEPRECIATION ALLOCATION	000-755216-000		3,442	2,295		14,503	2,295	14,503
INDIRECT COSTS	000-758300-000	14,662	14,462	12,885	9,667	14,503	17,721	14,503
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	56	122	12			12	
Sub-Total		18,236	18,027	15,716	12,135	18,203	21,784	18,203
NET PROFIT OR (LOSS)		2	1					