

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 08 / 17

2. General Information:

Session: Open Executive - See instructions for the applicable laws, then choose one:

Agenda Header:

Accept as Information only

Action - please describe:

3. Supporting Materials

Report Resolution Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information


Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:



Primary Requestor:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

Describe the purpose, background/history, and action requested:

Submission of HRD 4th Quarter Report for FY'17

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

Human Resources Department (*HRD*) 4th QUARTER REPORT July - September - FY'17

ADMINISTRATION

Responsible for providing leadership and directions for the seven core functions of the HR Department and includes policy and procedure development, interpretation, notification, and enforcement with applicable laws. Administrative staff provides administrative support to Human Resources and are also responsible for coverage of the Skenandoah Complex reception area which includes answering phones and intake for all departments within the building.



HR Administrative Staff at Skenandoah Complex: – Geraldine Danforth- HRD Area Manager, Maureen Metoxen- Executive Assistant, Administrative Assistants – Megan White, Yasiman Metoxen, Gina Jasmer

Budget: HRD submitted the following budget for FY' 17:

Department	Budget Amount	Funding Source	Spending YTD	Variance
HRD	\$2,355,685	Indirect Cost	\$2,260,055	\$ 95,630
Employee Assistance	202,468	Tribal Contribution	\$ 167,750	\$ 34,718
Workforce Development	256,345	Grant 79% & TC	\$ 157,578	\$ 98,767
Student Intern Program	410,909	Tribal Contribution	\$ 121,970	\$288,939
Employee Incentive & Testing	17,641	Tribal Contribution	\$ 10,936	\$ 6,705

- The Employee Incentive and Testing budget is used to recognize employees who have 25, 30, 35, and 40 or more years of service (*YOS*) with a *YOS* gift. To date we have given out 90 blankets for *YOS* and 6 blankets for Retirement with 25 or more *YOS*.
- The Student Intern Program rolled out the new program hiring five college graduates as limited-term employees with the Nation for two years. In FY'18, three additional positions will be added. Supervisors are required to complete a job description for us to post and attract college graduates looking to gain work experience in their field of study.
- **Employee Incentive and Employment Levels:** HRD was assigned to come back with an incentive plan for the program side of the organization. A team was formed and includes: Joanie Buckley-Internal Services, Susan House-GSD, Ralinda Ninham-Lambries-ACFO, Chad Fuss-Gaming, Jacque Boyle-DPW, Jeff Carlson, Michele Doxtator (Kathy King), Marianne Close, and Geraldine Danforth-HRD. This team will be responsible for

assessment of vacant and new position requests and developing an incentive for the program side with measurable results for goals. Gaming has an approved incentive plan. HR is preparing options for training supervisors on creating S.M.A.R.T. goals.

- Employment Levels are reported to direct reports each week reporting the Full-Time Equivalent Employees. The latest number for full-time equivalent is 2813 employees.

Vacation and Personal Time Accruals – 4th Quarter – FY 17

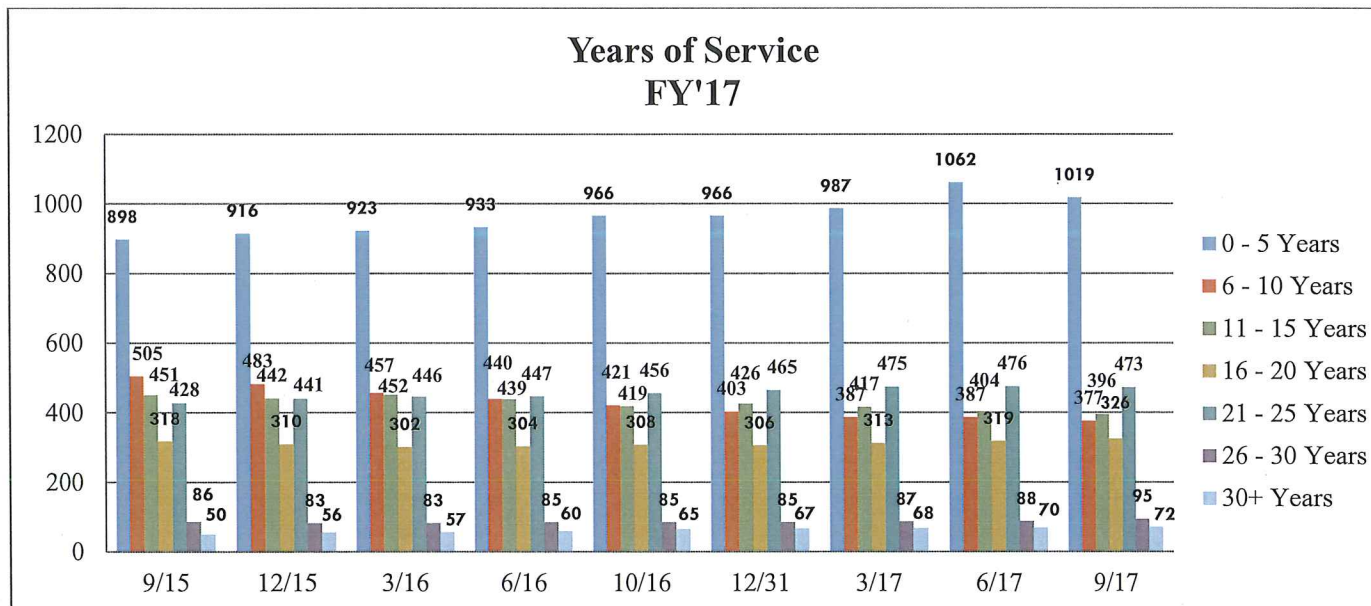
The accruals chart for the 4rd quarter show:

- Employees At maximum of 280 hours are at less than 1% or 19 employees.
- Since 2014, the number of employees has increased by 75
- The accrual payouts have increased by \$510,500. This is due to employee pay increases.

**Employee Vacation and Personal Time Accruals
For the Period of September 2017**

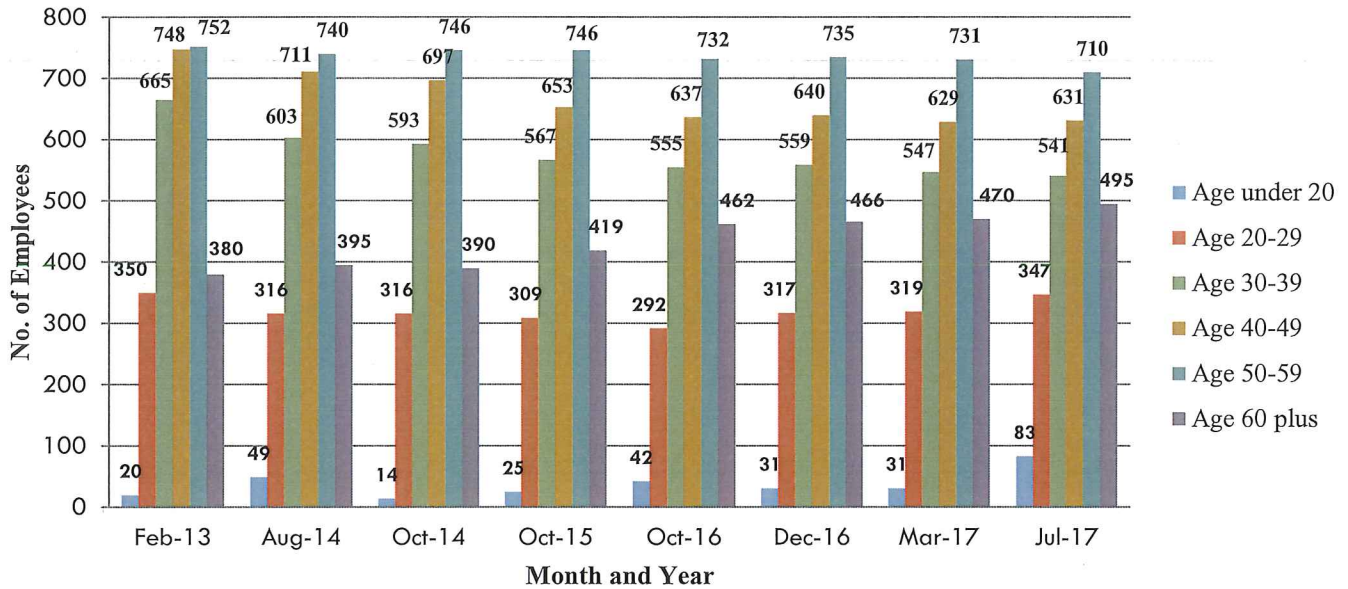
	Sep-14	Sep-15	Sep-16	Oct-16	Sep-17
Total EE's	2608	2623	2,639	2637	2683
Total Hours	260,572	263,529	264,422	265,535	255,165
Total Payout					
	\$5,271,854	\$5,412,394	\$5,793,148	\$5,864,113	\$5,782,351
No. of EE's @ Max					
	29	30	42	42	19
280 Hours	\$202,833	\$261,496	\$331,728	\$318,928	\$183,315
Avg Hours	99.91	100.47	100.2	100.7	95.10
Avg Payout	\$2,021	\$2,063	\$2,195	\$2,220	\$2,155

**Years of Service
FY'17**



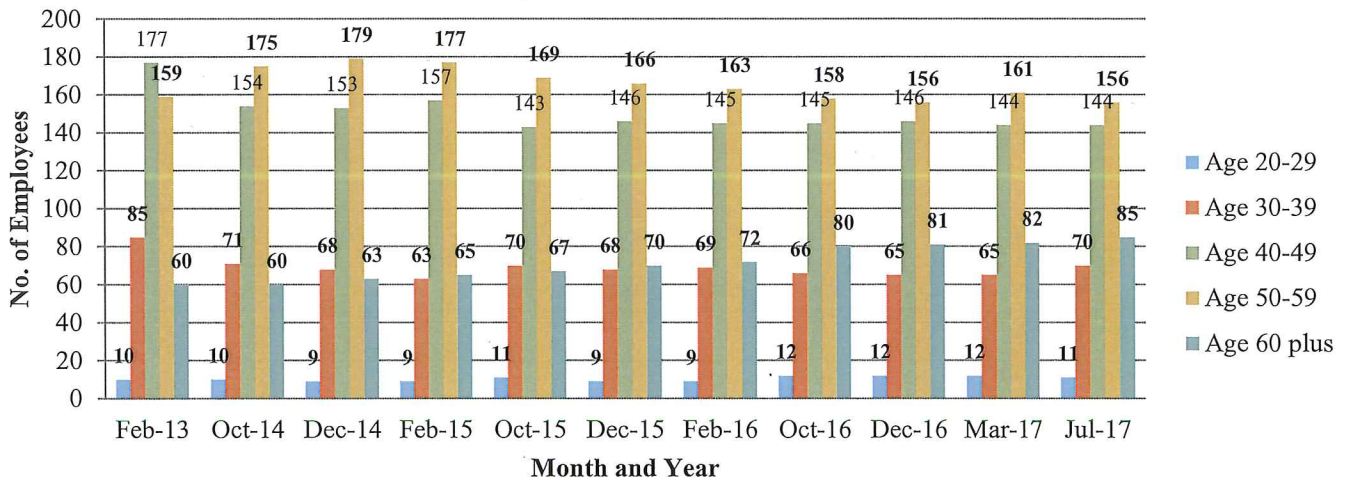
In comparing the longevity of the employees from 2015 to 2017, the long-term employees in the 30 plus, years of service has increased by 22 employees. The 26-30 years has increased by 7 employees. At the 0-5 years has increased by 121 employees. The Tribe continues to hire new employees while the long-term employees are staying employed.

All Employees by Age Group 3rd Quarter 2017



This chart represents all 2807 employees of the Nation. The trend is steady for most age groups. The age group of 60 and over have gone from 380 in 2013 to 470 in 2017.

All Supervisors by Age Group Quarter 2017



Currently, there are 466 supervisors; in 2013 there were 491, decrease of 25 supervisors. Of the 466 supervisors, 33.48% of the supervisors are in the age group 50-59. Supervisors in the 60 plus age group are at 18.24% of the total supervisors, increase of 3 employees. Succession planning is needed to ensure the critical positions will have a replacement. HRD has requested Talent Management to assist in identifying potential and future leadership.

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

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

- Identifying critical positions which are instrumental to achieving strategic and operational goals.
- Anticipating gaps in those positions due to retirement and other factors.
- Defining the qualifications and competencies required to perform successfully in the position.
- Implementing focused strategies to attract and develop pools of qualified candidates who will be ready for emerging opportunities.
- Ensuring that support for the strategies and processes are in place to retain and fully engage employees.
- Align with the Nation’s Branding initiative.
- Update: HRD has placed the Talent Management software in the FY 18 budget. This software will be a system measures the effectiveness of a performance system in supporting the strategic goals of our nation. The system is a performance system with will support motivation, learning, coaching, mentoring, recognition, and communication between employees and their immediate supervisor.

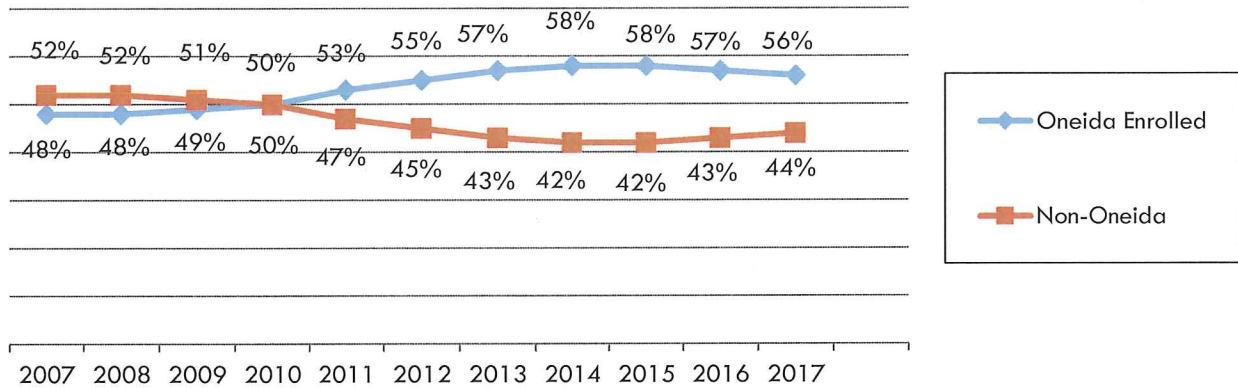
Status By Divisions

DIVISION	NO. OF EE	Full Time	Half Time	Part Time	LOA & Layoff	Sub-Relief	Total
Comprehensive Health	346	309	10	5	5	17	346
Development Division	215	202	9		4		215
Environmental Health & Safety	33	32			1		33
Enterprise	145	119	3	2	8	13	145
Gaming	1067	1010	28	11	18	0	1067
Governmental Services	299	268	10	5	3	13	299
Internal Services	100	100					100
Land	23	23					23
Non-Div _ Gaming Commission	52	49			3		52
Non-Div _ Central Accounting	44	44					44
Non-Div _ Finance	19	18			1		19
Non-Div _ Human Resources	48	39	3	6			48
Non-Div _ Internal Audit	11	10			1		11
Non-Div _ Judiciary	11	10	1				11
Non-Div _ OBC	49	45			4		49
Non-Div _ Police Commission	213	201	7	1	4		213
Non-Div _ School Board	112	88				24	112
Non-Div _ Trust/Enrollments	10	10					10
Non-Div _ Others	16	15	0	1			16
Total:	2813	2592	71	31	52	67	2813

92.14% 2.52% 1.10% 1.85% 2.38% 100.00%

COMPENSATION AND HIRING – Marianne Close-Comp and Hiring Director, Katrina Snyder-Sr. HR Generalist, Lisa Hock-HR Generalist, Wanita Decorah-HR Generalist, Jenny Garcia-HR Generalist, Katrina Mungo-HR Generalist, Peril Huff-HR Generalist, Candace House-HR Assistant

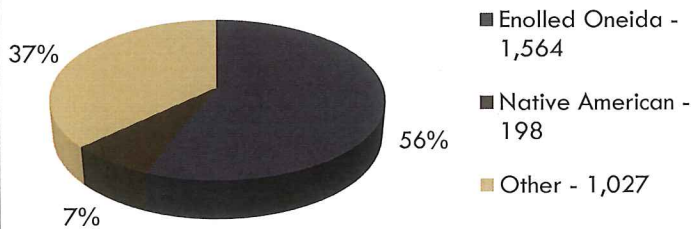
Ethnicity Report 2007 through 2017



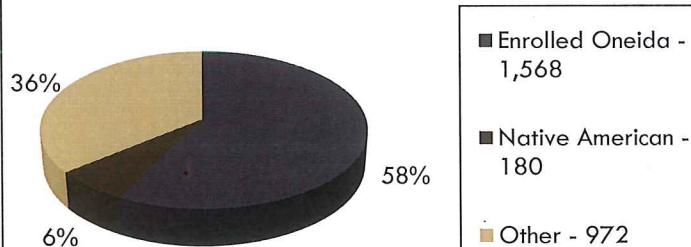
Note: 2007 through 2016 are for percentages as of December 31st of each year. 2017 is for September 30, 2017.

Ethnicity Report

Ethnicity Report - Sept 2017



Ethnicity Report - Sept 2016

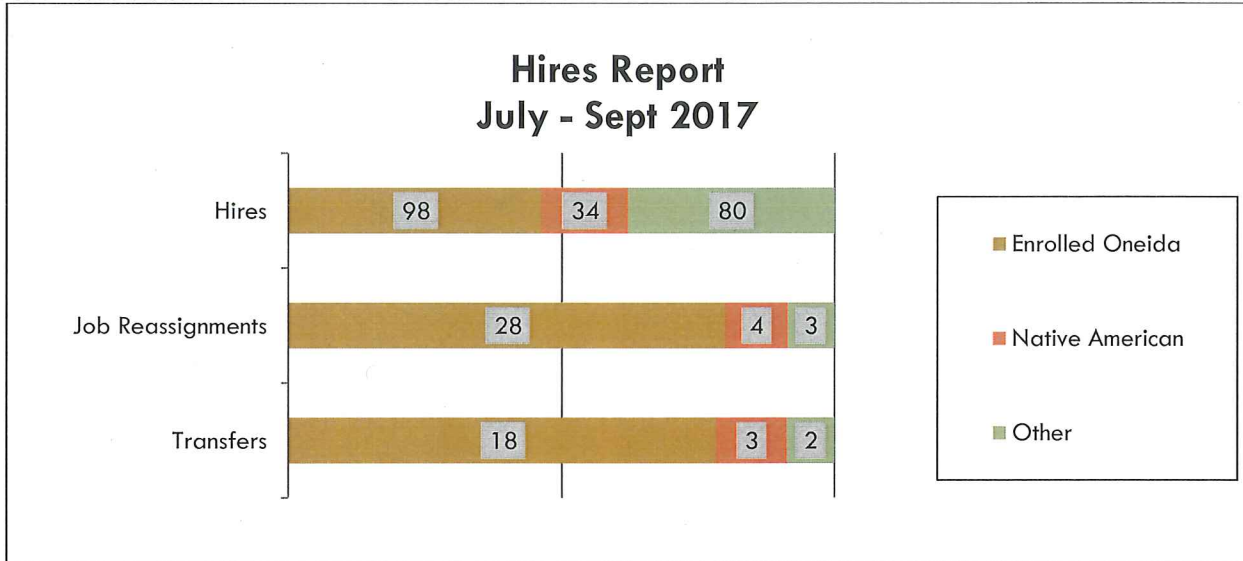


The number of Enrolled Tribal members decreased by only four (4) in comparison to this same time period last year. There was an increase in the hiring of other Native Americans, eighteen (18) more than the same time period. There was also an increase of 55 other ethnicities in comparison to the same time period last year. Increase in Number of Employees in comparison to the previous year. There were 2,789 employees in September 2017 in comparison to 2,720 employees in September 2016. This is an increase of 69 employees in comparison to the same time period this past year.

Hires Report

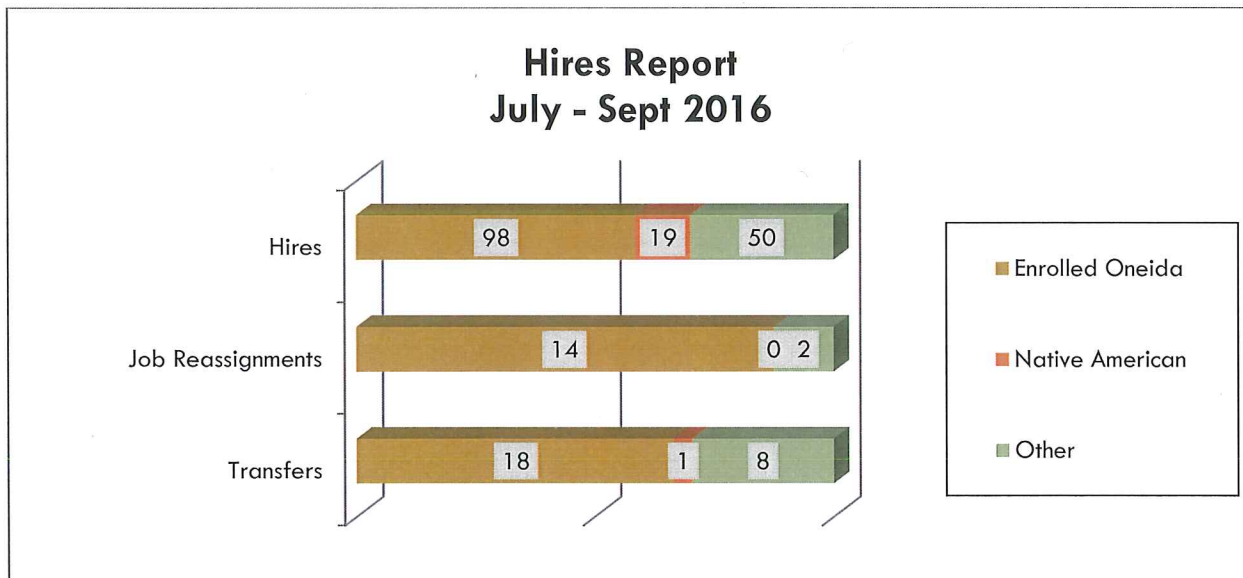
For July – September 2017

- 46% of all hires were filled with enrolled Oneida Tribal members
- 80% of all job reassignment were filled with enrolled Oneida Tribal members
- 78% of all transfers were filled with enrolled Oneida Tribal members



For July – September 2016

- 59% of all hires were filled with enrolled Oneida Tribal members.
- 88% of all job reassignments were filled with enrolled Oneida Tribal members.
- 67% of all transfers were filled with enrolled Oneida Tribal members.



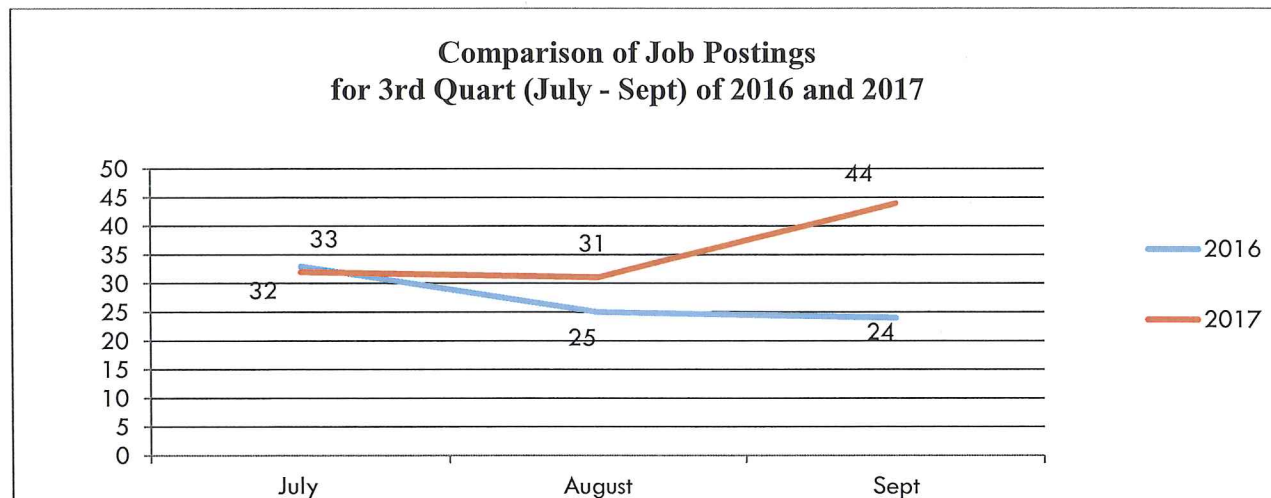
Comparison to the Previous Year's Quarter

- 13% less enrolled Oneida Tribal Members hired
- 8% less enrolled Oneida Tribal members reassigned.
- 11% more enrolled Tribal members transfer

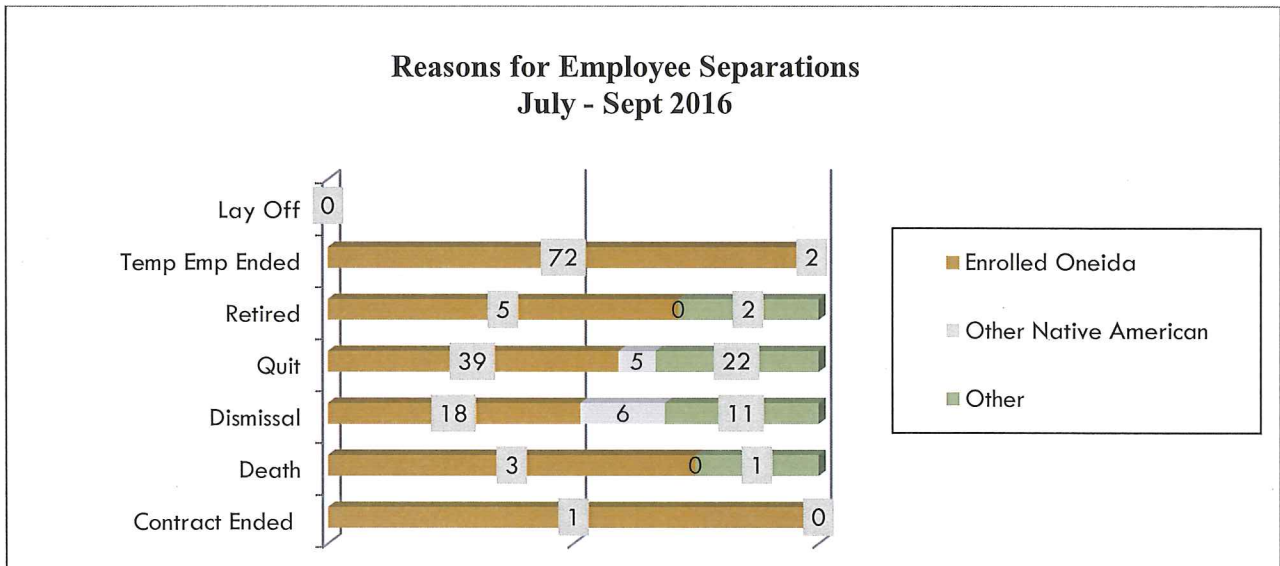
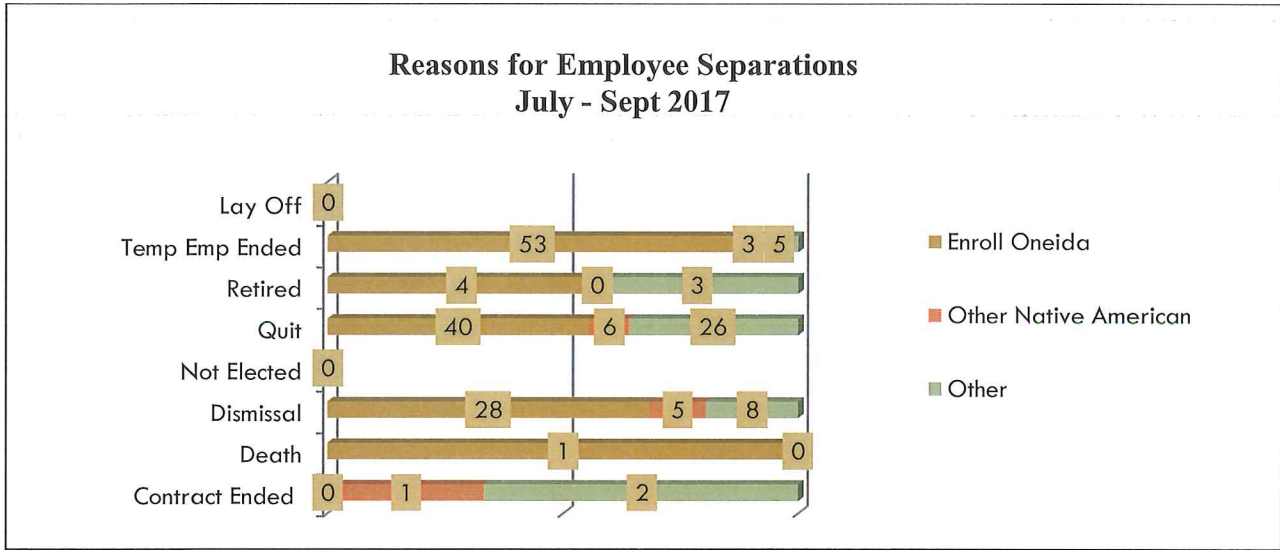
Job Postings by Division for July, August and September 2017				
	July	August	September	TOTAL
Gaming	6	5	16	27
Comprehensive Health	4	5	8	17
Development	6	0	3	9
Land Management	1	0	0	1
Environmental Health & Safety	0	0	0	0
Internal Services	3	1	6	10
Enterprise	0	0	0	0
Finance	0	0	0	0
Non-Divisional	4	4	7	15
Governmental Services	8	16	4	28
Total	32	31	44	107

Job Postings by Division for July, August and September 2016				
	July	August	Sept	TOTAL
Gaming	5	12	10	27
Comprehensive Health	5	1	7	13
Development	0	0	0	0
Land Management	0	0	0	0
Environmental, Health & Safety	0	0	0	0
Internal Services	4	2	0	6
Enterprise	0	0	0	0
Finance	1	1	0	2
Non-Divisional	7	7	4	18
Governmental Services	11	2	3	16
Total	33	25	24	82

There were a total of 107 positions posted from July through September 2017. A total of 82 positions were posted from July through September of 2016. There were 25 more positions posted this year during this timeframe when comparing these quarters.



Employee Separations Reports



There were a total of 185 employee separations for the period July through September 2017 in comparison to 188 employee separations for July through September 2016.

WORKFORCE DEVELOPMENT- *Victrietta Hensley-WFD Manager, Teresa Schuman-WFD Specialist, Renita Hernandez-WFD Specialist, Paula Ninham-WFD Trainee, Presley Cornelius-WFD Trainee.*

Workforce Development Report for July, August and September 2017				
	<i>July</i>	<i>August</i>	<i>September</i>	<i>TOTAL</i>
<i>TrANS</i>	<i>0</i>	<i>6</i>	<i>2</i>	<i>8</i>
<i>Job Readiness Boot Camp</i>	<i>0</i>	<i>18</i>	<i>3</i>	<i>21</i>
<i>OutStanding Applicant</i>	<i>0</i>	<i>40</i>	<i>0</i>	<i>40</i>
<i>NWTC</i>	<i>18</i>	<i>4</i>	<i>2</i>	<i>24</i>
<i>Youth Employment Solution Success</i>	<i>0</i>	<i>0</i>	<i>3</i>	<i>3</i>
<i>Supportive Services</i>	<i>2</i>	<i>19</i>	<i>4</i>	<i>25</i>
<i>Mock Interviews</i>	<i>5</i>	<i>19</i>	<i>19</i>	<i>43</i>
<i>Presentations</i>	<i>1</i>	<i>5</i>	<i>3</i>	<i>9</i>
<i>Client Outreach</i>	<i>91</i>	<i>91</i>	<i>60</i>	<i>242</i>
<i>Collaboration with partners</i>	<i>16</i>	<i>1</i>	<i>13</i>	<i>30</i>
<i>Total</i>	<i>133</i>	<i>203</i>	<i>109</i>	<i>445</i>

During the 4th Quarter, Workforce Development did outreach to a total of 272 clients and partners. Our Vision is to ***Build a Strong Oneida Workforce.*** Our project has two (2) objectives:

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

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

During this past quarter the staff attended the Green Bay Area Workforce Development and Regional WFD, gave presentations on job readiness for Native students in area schools, collaborated with Wise Women Gathering Place opportunities for our target clientele (homeless, unemployed and under employed), provided Job Readiness Boot Camp. We continue to review resumes, provide mock interviews, and assist with tools and clothing for new job placements. The team facilitated the Post Graduate Work Experience Program in hiring 5 post graduates for Land, Higher Education & Training, Dental, and HR.

Transportation Alliance for New Solutions (TrANS) Program:

Collaborate in their networking session with contractors to hire graduates. The hiring rate is 90% placement.

1) Assist clients that were in need of tools and clothing for starting their new job.

NWTC Partnerships:

1) Forklift Certification – A one day certification. We had eighteen people signed up for classes. Earning this Certification helps to get a foot in the door to entry level positions.

2) Participate in the recruitment of Certified Nursing Assistants to vacant position within the Oneida Nation. Assisted clients with scrubs, watches, stethoscopes etc.

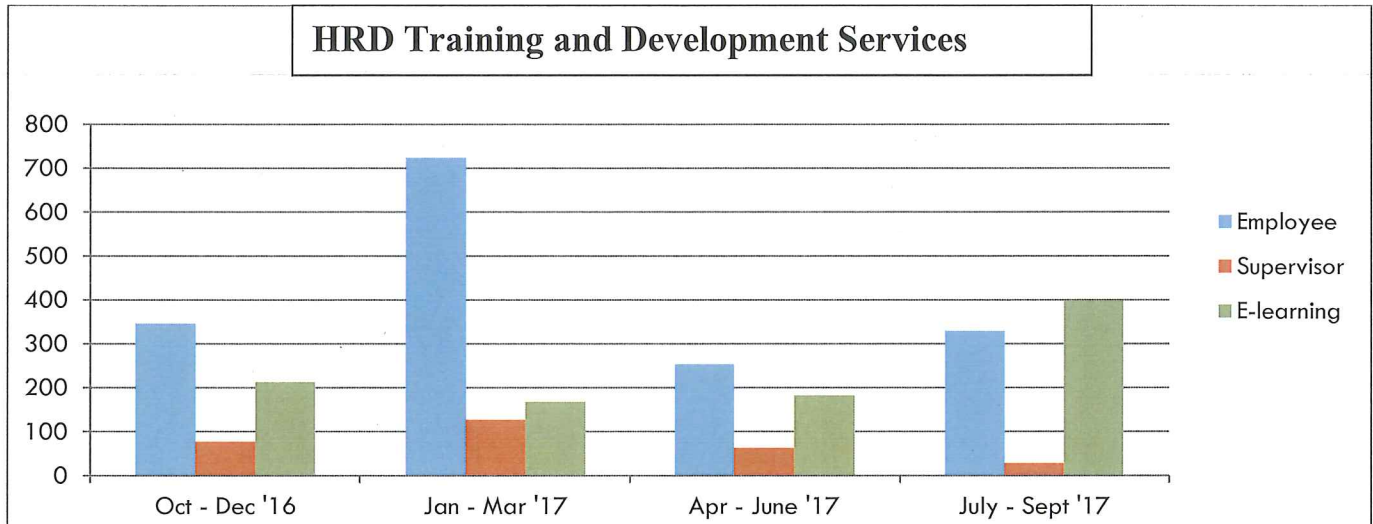
3) Collaborate on classes and training which may help the Nation fill employment gaps.

School Partnerships:

We continue to recruit for classes.

WFD advertises on our Facebook page: current job openings, job fairs, tips on how to present yourself for a job interview, as well as what employers want in an employee.

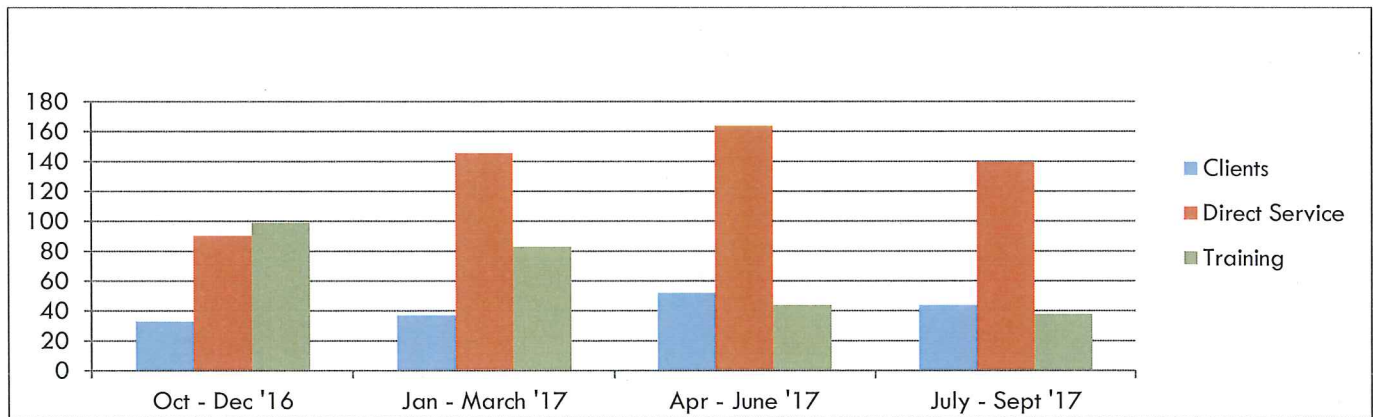
TRAINING AND DEVELOPMENT- *Nicolas Reynolds-Training & Development Director, Barb Kolitsch-Sr. Training Specialist, Regina Robinson-Sr. Training Specialist, Shannon Stone-Sr. Training Specialist, Megan White-Administrative Assistant*



Training & Development Updates:

HR Training and Development developed and delivered the Organization-wide training on the new Workplace Violence Law, the new Vehicle Driver Certification & Fleet Management Law, as well as helped coordinate the Tribal Vehicle Driver Safety Presentation. A total of 2,379 employees attended the Workplace Violence Training. A total of 1,290 people attended the Vehicle Driver Law training. It was a busy quarter with high utilization of normal services, including e-learning. We continue to work on unrolling O'cademy, an employee and leadership development initiative. The first year will focus on laying the foundation upon which the program will be able to grow in coming years.

EMPLOYEE ASSISTANCE PROGRAM – Carol Bauman, EAP Director, Crystalene V. House, MAC, Counselor-in-Training



EAP Training includes: Book Clubs, Brown Bag lunch topics, Grief Circle. * DAFWP Return to Work Agreements First violation – 3, Second violations – 0.

EAP Updates: Over the course of the last year, the number of direct service hours with customers has increased. This is due to several factors, including changes to how EAP meets with clients, events both inside and outside the organization, as well as other factors. Overall, year over year, utilization of EAP services has increased to near double what it was this time one year ago.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/RECORDS - Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist, Vicki Cornelius-Records Technician, Mitchell Skenandore-Records Technician.

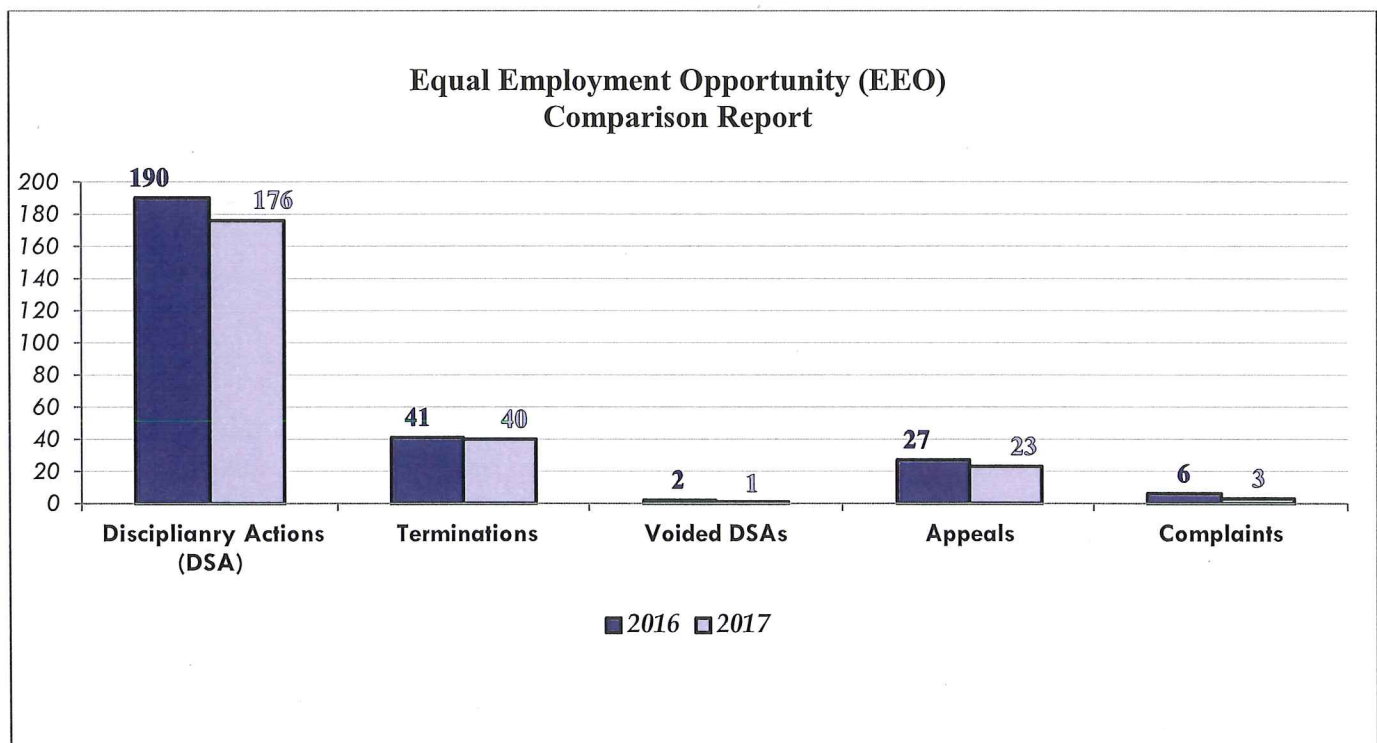
We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Infinium), provide personnel data reports (Cognos) to management,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

Assisted with an external audit; Worked with MIS on Conflict of Interest reporting; Participated on Incentive Team (HR); Developed new codes for Professional Licensing data (new vehicle drivers policy).

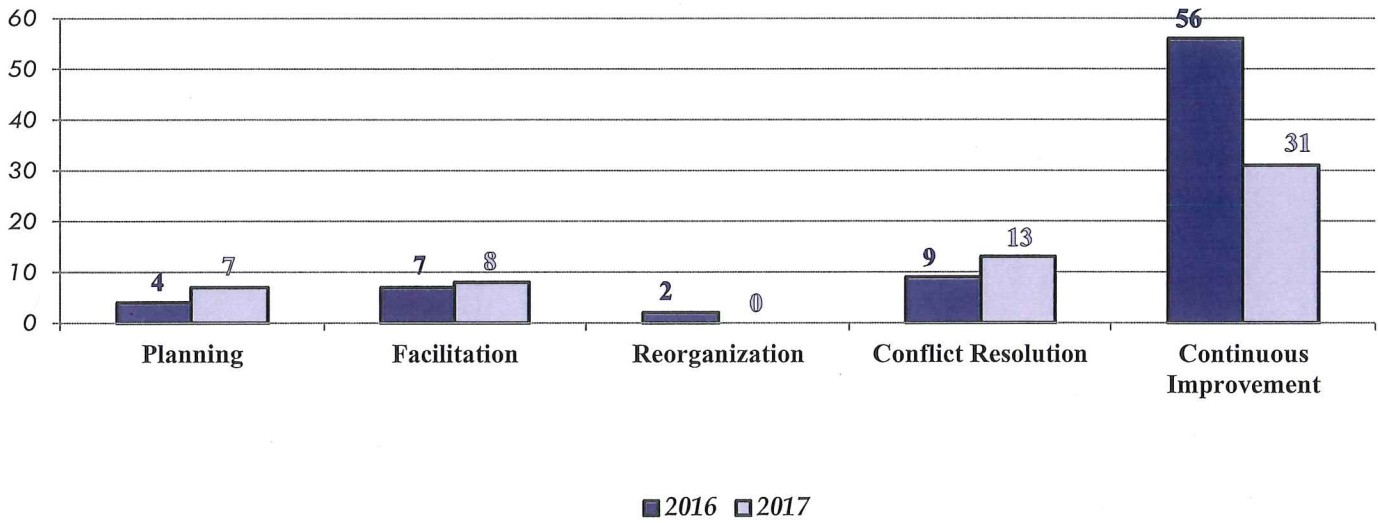
Functions	July	Aug	Sept	Total
HR/Payroll Entry Transactions	595	858	1424	2877
Employee Self-Service Entries	47	41	31	119
Employment Verifications	201	224	215	640
Unemployment Requests	5	32	37	74

*September volume of transactions is due to employee incentives.

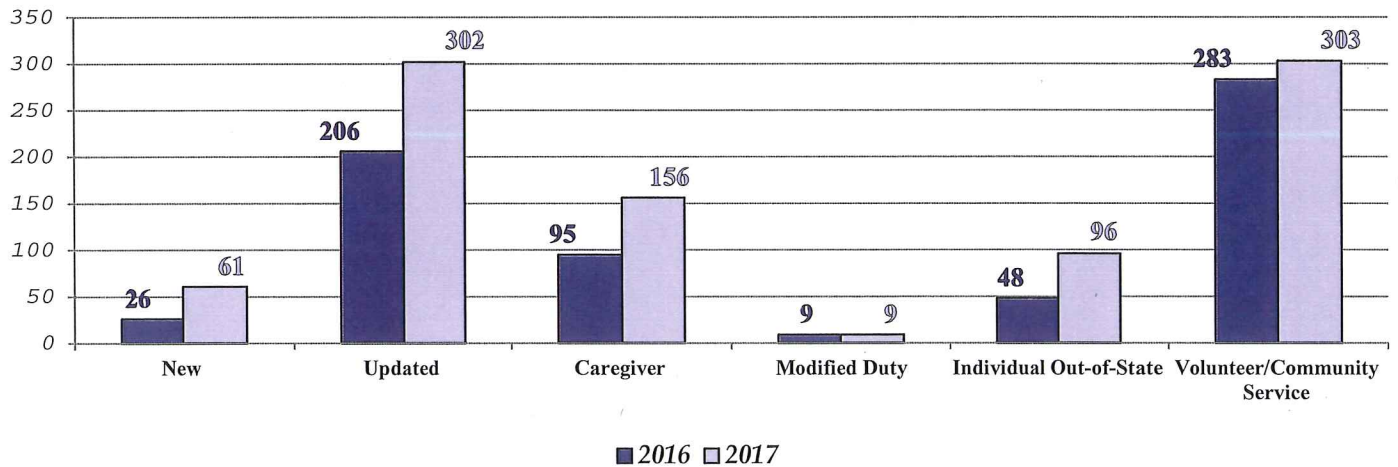
EQUAL EMPLOYMENT OPPORTUNITY DEPARTMENT (EEO) – Matthew R. Denny-EEO Director, Rita Reiter-EEO Officer, Terry Hetzel-Continuous Improvement Mediator, Kendall Barton-Background Investigations Manager, Barb Ninham-Investigator, Laurie Metoxen-Investigator



Continuous Improvement Mediation (CIMS) Comparison Report



Background Investigations Comparison Report



EMPLOYEE INSURANCES – *Josh Cottrell-Employee Insurance Manager, Christina Blue Bird-Insurance Specialist, Kimberly Schultz-Insurance Specialist, Kristin Jorgenson-HR Assistant*

During the fourth quarter of FY17, the Employee Insurance Department prepared for the annual healthcare open enrollment and the mandatory insurance meetings that both occur in October. The annual 401k audit was also completed and work started on the transition of platforms with the 401k administrator, Transamerica.

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

Insurance Requests Processed – Fourth Quarter FY17		
Type of Requests	# of Requests Processed	
	Fourth Quarter	FY17
Leaves/Return to Work	184	708
Applications, Insurance Changes, Beneficiary, etc.	189	647
Disability	51	209
RAS Completions	92	403
Wellness Incentives	166	720
Note: This is not a complete listing of requests and does not take into account phone calls, walk-ins, emails, and other miscellaneous requests.		

MONTHLY INSURANCE COUNT – September 2017

Breakdown	Employee Count	COBRA count	Breakdown	Employee Count	COBRA count
401K / 401Roth	1,792		Medical – Single	851	2
LIF52 (Employer Paid Life Insurance)	2,568		Medical - Limited Family	463	
Short Term Disability	2,097		Medical – Family	595	
Long Term Disability	2,076				
Delta Dental – Single	660	5	Vision - Single	781	1
Delta Dental- Limited Family	460	2	Vision - Limited Family	534	1
Delta Dental - Family	616		Vision - Family	711	
Dental Associates – Single	136				
Dental Associates – Limited Family	72				
Dental Associates - Family	97				