

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 09 / 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:

 7/28/17

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 3rd Quarter Apr-Jun 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](mailto:BC_Agenda_Requests@oneidanation.org)



Geraldine R. Danforth  
HRD Area Manager

## Human Resources Department (HRD) 3rd QUARTER REPORT April - June, FY'17

### ADMINISTRATION

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

Department	Budget Amount	Funding Source	Spending YTD	Variance
<b>HRD</b>	\$2,355,685	Indirect Cost	\$1,659,348	\$ 696,337
<b>Employee Assistance</b>	202,468	Tribal Contribution	117,426	85,042
<b>Workforce Development</b>	256,345	Grant 79% & TC	165,583	90,762
<b>Student Intern Program</b>	410,909	Tribal Contribution	43,765	367,144
<b>Employee Incentive &amp; Testing</b>	17,641	Tribal Contribution	7,476	10,165

- The HRD decreased their budget by \$276,392 from FY'14.
- 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 54 blankets for YOS and 4 blankets for Retirement with 25 or more YOS.
- The Student Intern Program budget will roll out the new program for five college graduates to be hired as limited-term employees with the Nation for two years. 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.
- HRD currently has 35 employees, Workforce Development has 3 employees and EAP has 2 employees.

**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, 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. Gaming has an approved incentive plan.

### **VACATION AND PERSONAL TIME ACCRUALS – 3rd Quarter – FY 17**

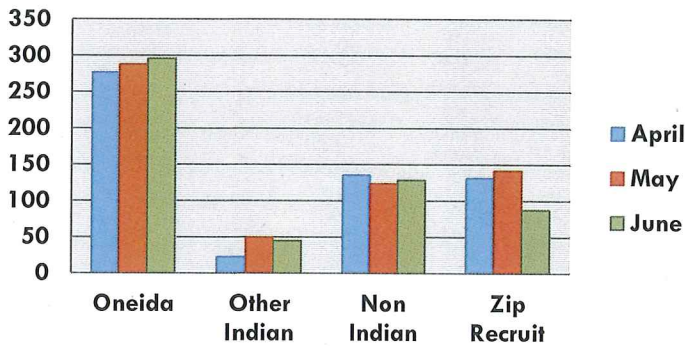
The accruals for the 3rd quarter show employees whose hours are at maximum of 280 hours are 6.69% or 46 employees. Total hour accruals for all employees are 273,149 hours and payout of \$6,185,815. Average hours per employee 103.70; with an average payout of \$2,348.



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



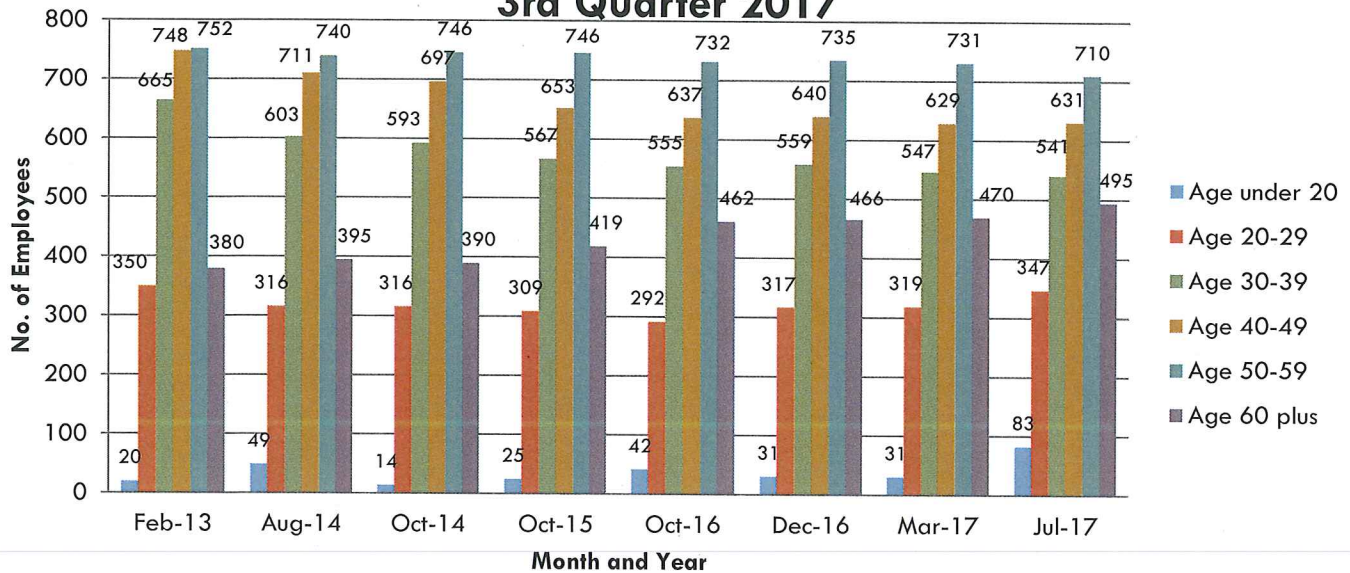
## Applications Received Apr-May-June, 2017



HRD Administrative Staff at Skenandoah Complex  
Left to Right: Megan White, Yasiman Metoxen, Gina Gutierrez

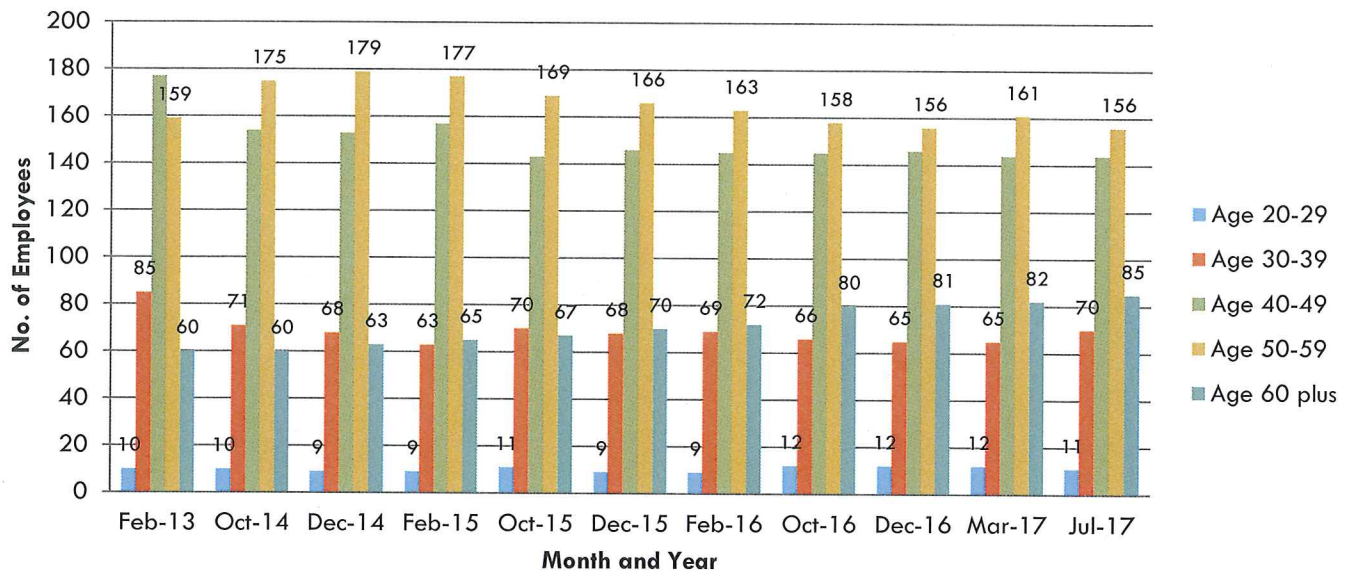
## AGE REPORTS

### 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 3rd Quarter 2017



*Currently, there are 464 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. PURPOSE:** A succession planning process helps prevent the loss of vital organizational history or knowledge due to retirements, vacancies, and/or resignations. The succession planning process will assess all employees. 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.



- **EMPLOYMENT LAWS:**

- **Employment Law/Employee Handbook.** The project approval is on hold per GTC to allow the newly elected Business Committee to review and bring back for approval.
- **Drug and Alcohol Free Workplace.** The law was modified due to remove post-accident for employees. Post-accident testing did not change for those positions requiring a Commercial Driver’s License (CDL). Training has been updated for employees and notification sent to the organization of the change.
- **Vehicle Driver Certification and Fleet Management Law.** HRD is preparing training for Vehicle Driver safety certification. The HRD system will be set up to give an annual notification update train. The first training to the organization will be a classroom. Annual training will be on the E-Learning system.
- **Conflict of Interest.** All employees are required to complete annually. HRD has included the reminders to notify the employees they have to update their conflict of interest form.
- **Violence in the Workplace.** Recently adopted the law to provide all Oneida Nation employees and visitors a safe and secure environment free of violence and the threat of violence. HRD staff are developing the flow charts, standard operating procedures, and training to roll out the training to the organization. All employees will be required to attend the training and will be given access to the law for their reference.

**HUMAN RESOURCE INFORMATION SYSTEMS/RECORDS (HRIS)**

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

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

Data entry of salary changes was high priority; Participated with the Learning Organization Team and Incentive team meetings; Assisted with the RFP for Recruitment; Tested the Time Off Request tool within Employee Self Service.

Functions	Apr	May	June	Total
*HRD/Payroll Entry Transactions	1883	622	659	3164
Employee Self-Service Entries	50	44	43	137
Employment Verifications	172	211	215	598
Unemployment Requests	30	36	17	83

\*April transactions included all salary changes for new wage charts/adjustments.

## EMPLOYEE INSURANCES

During the third quarter of FY17, a correction file for the 1095C insurance statements was submitted to the IRS. Employee Insurance continues to monitor potential health care changes/laws that are being discussed by the US Federal Government and what those impacts may mean for us an employer.

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

<b>Insurance Requests Processed – Third Quarter FY17</b>		
<b>Type of Requests</b>	<b># of Requests Processed</b>	
	<b>Third Quarter</b>	<b>FY17</b>
Leaves/Return to Work	199	524
Applications, Insurance Changes, Beneficiary, etc.	143	458
Disability	58	158
RAS Completions	84	311
Wellness Incentives	160	554
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 – June 2017**

The

<b>Breakdown</b>	<b>Employee Count</b>	<b>COBRA count</b>	<b>Breakdown</b>	<b>Employee Count</b>	<b>COBRA count</b>
401K / 401Roth	1,777		Medical – Single	862	1
LIF52	2,543		Medical - Limited Family	457	
Short Term Disability	2,058		Medical – Family	591	
Long Term Disability	2,073				
Delta Dental – Single	666	5	Vision - Single	792	1
Delta Dental- Limited Family	454	1	Vision - Limited Family	527	
Delta Dental - Family	613		Vision - Family	702	
Dental Associates – Single	139				
Dental Associates – Limited Family	71				
Dental Associates - Family	94				

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



## COMPENSATION, HIRING AND WORKFORCE DEVELOPMENT

### WORKFORCE DEVELOPMENT

Workforce Development Report for April, May and June 2017				
	April	May	June	TOTAL
TrANS	4	2	3	9
Work Certified	0	0	0	0
Outstanding Applicant	0	0	0	0
NWTC	23	6	17	46
Youth Employment Solution Success	21	2	0	23
Supportive Services	14	34	14	62
Mock Interviews	14	18	12	44
Presentations	20	3	11	34
Client Outreach	56	46	124	226
Collaboration with partners	5	14	9	28
Total	157	125	190	472

During the 2nd Quarter, Workforce Development did outreach to a total of 472 clients and partners. Our Vision is to **Build a Strong Oneida Workforce** and 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:

- Green Bay Area Workforce Development, presented 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).
- Attended the National Assoc. of Workforce Development for Professionals.
- Recruitment efforts to students completing their clinical requirement at AJRCCC in Certified Nursing Assistant.
- Coordinated the Post Graduate Program for five college graduates in a two-year training program.
- We continue to review resumes, provide mock interviews, and assist in finding positions.

#### **Transportation Alliance for New Solutions (TrANS) Program:**

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



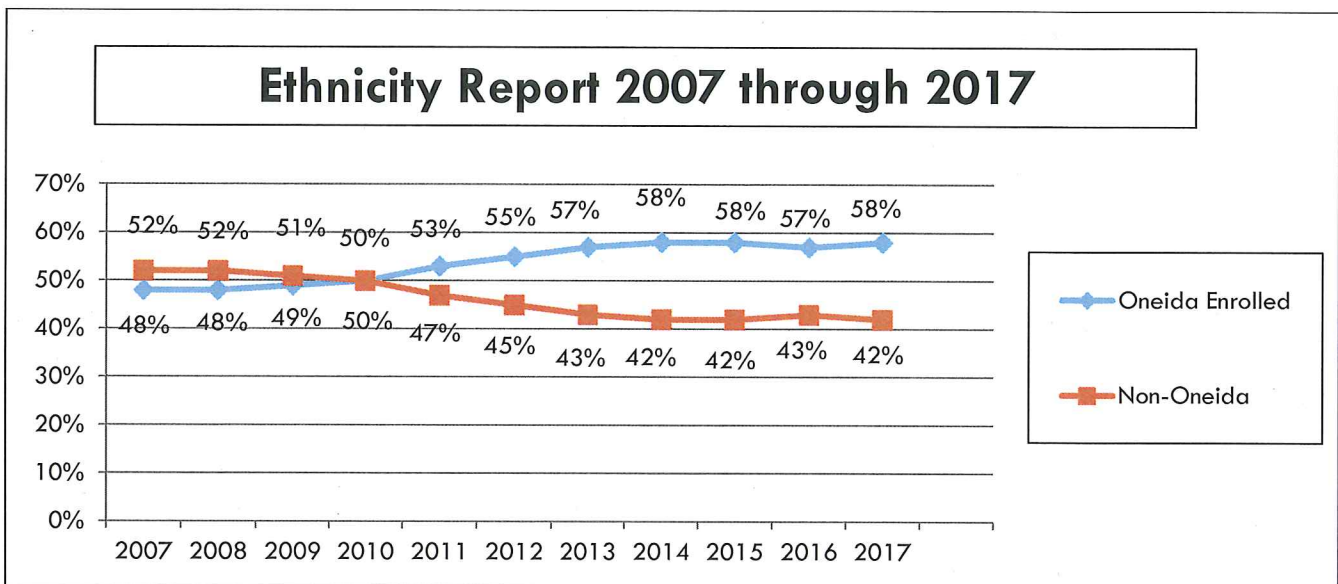
**NWTC Partnerships:**

- 1) Forklift Certification – A one day certification. We have 45 people signed up for the class. By earning this certification it can help to get their foot in the door to entry-level positions.
- 2) Assist clients that were in need of tools and clothing for starting new job
- 3) Participate in Nursing Assistant Open House and recruit Certified Nursing Assistants to vacant position within the Oneida Nation.
- 4) Collaborate on classes and training which may help the Nation fill employment gaps.

**CMN Partnerships:**

We continue to recruit for classes.

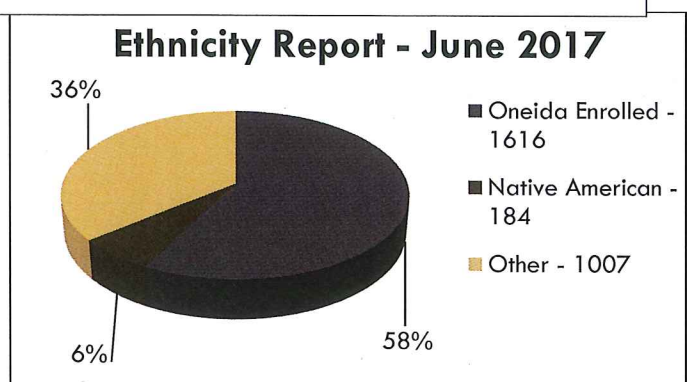
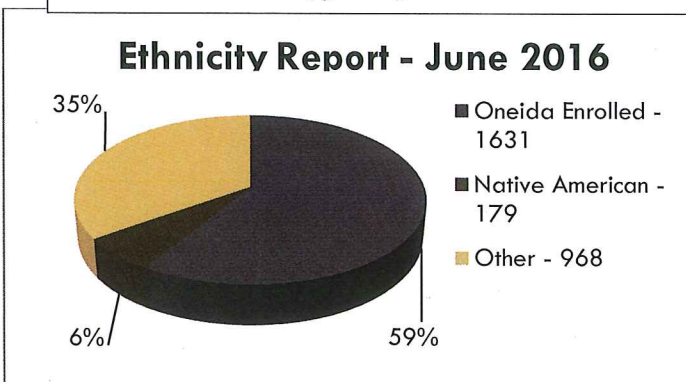
WFD advertises on our Facebook page current job openings, job fairs, tips on how to present yourself for a job interviews, and what employers want in an employee.



**The Ethnicity report**

Increase in Number of Employees in comparison to the previous year. There were 2778 employees in June of 2016 and 2,807 employees in June 2017. This is an increase of twenty-nine (29) employees in comparison to the previous year.

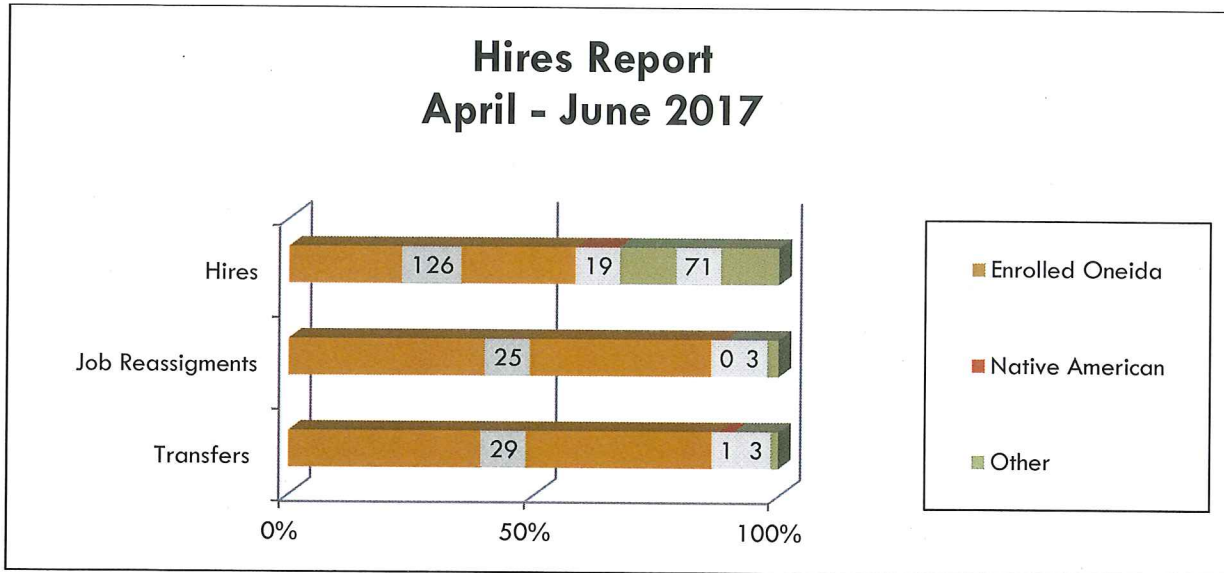
There was a one (1) percent decrease in the number of enrolled Oneida Tribal members working which went from 59% to 58%.



## Hires Report

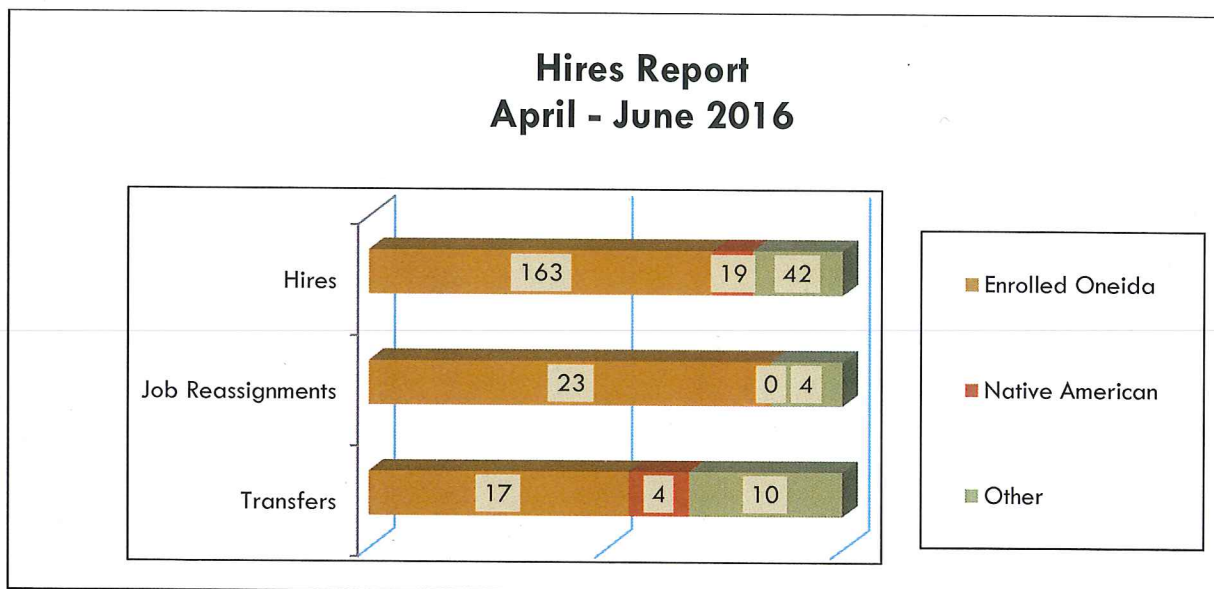
### For April – June 2017

- 58% of all hires were filled with enrolled Oneida Tribal members.
- 89% of all job reassignments were filled with enrolled Oneida Tribal members.
- 88% of all transfers were filled with enrolled Oneida Tribal members.



### For April – June 2016

- 73% of all hires were filled with enrolled Oneida Tribal members.
- 85% of all job reassignments were filled with enrolled Oneida Tribal members.
- 55% of all transfers were filled with enrolled Oneida Tribal members.



*NOTE:* There were Summer Youth Workers and 25 Student Interns hired during the month of June. Although there were more hires for this quarter this year in comparison to last year, there were only an overall total of six (6) more total employees in comparison to the previous year during this time period.

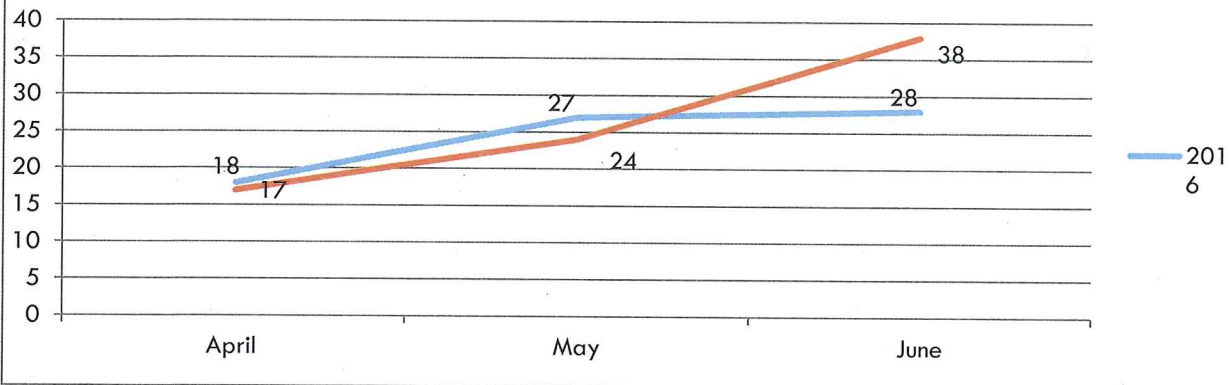


<b>Job Postings by Division for April, May and June 2017</b>				
	April	May	June	TOTAL
Gaming	2	3	4	9
Comprehensive Health	4	5	8	17
Development	1	2	4	7
Land Management	0	0	3	3
Environmental, Health & Safety	1	0	0	1
Internal Services	0	6	3	9
Enterprise	0	0	0	0
Finance	0	0	0	0
Non-Divisional	3	3	8	11
Governmental Services	6	5	8	19
<b>Total</b>	<b>17</b>	<b>24</b>	<b>38</b>	<b>79</b>

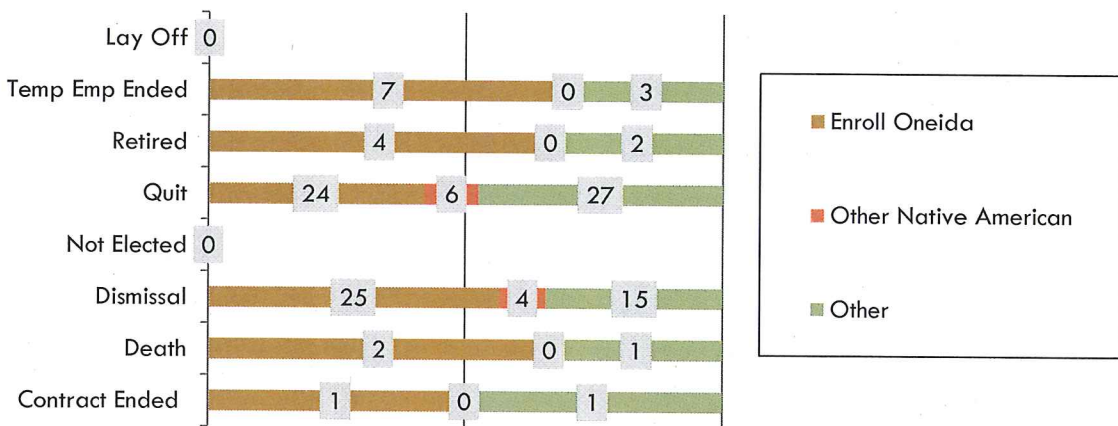
<b>Job Postings by Division for April, May and June 2016</b>				
	April	May	June	TOTAL
Gaming	8	8	11	27
Comprehensive Health	1	4	6	11
Development	1	1	0	2
Land Management	0	0	0	0
Environmental, Health & Safety	1	1	0	2
Internal Services	0	1	0	1
Enterprise	0	0	0	0
Finance	0	0	0	0
Non-Divisional	5	6	4	15
Governmental Services	2	6	7	15
<b>Total</b>	<b>18</b>	<b>27</b>	<b>28</b>	<b>73</b>

There were six (6) more jobs posted during this quarter in FY2017 in comparison to FY2016.

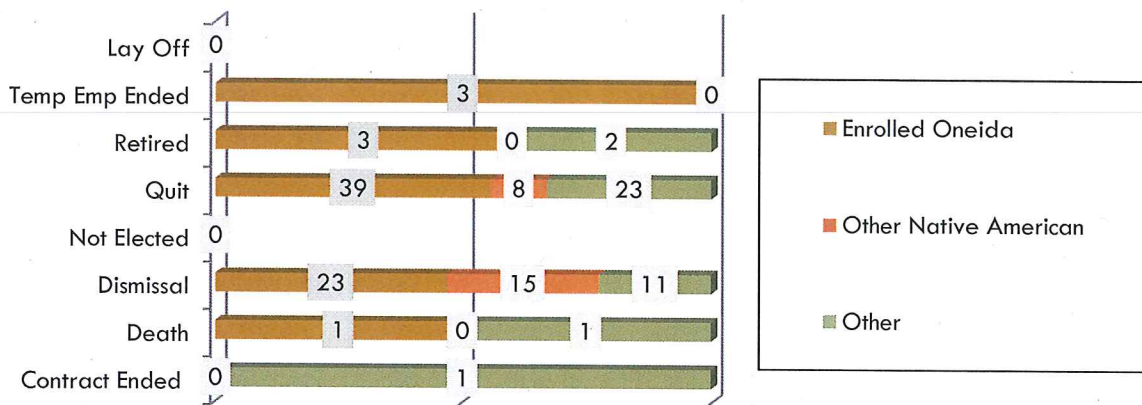
### Comparison of Job Posting



### Employee Separation Report for April - June 2017 by Ethnicity - 121 Separation



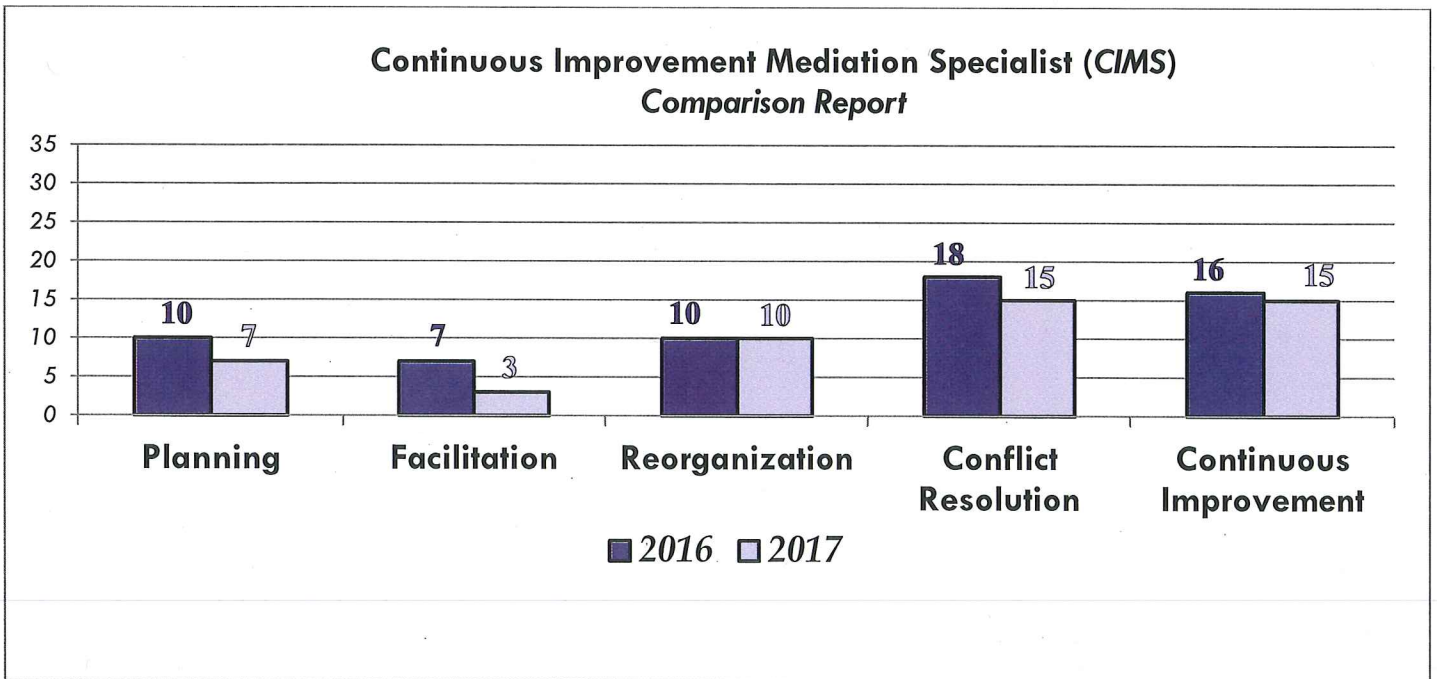
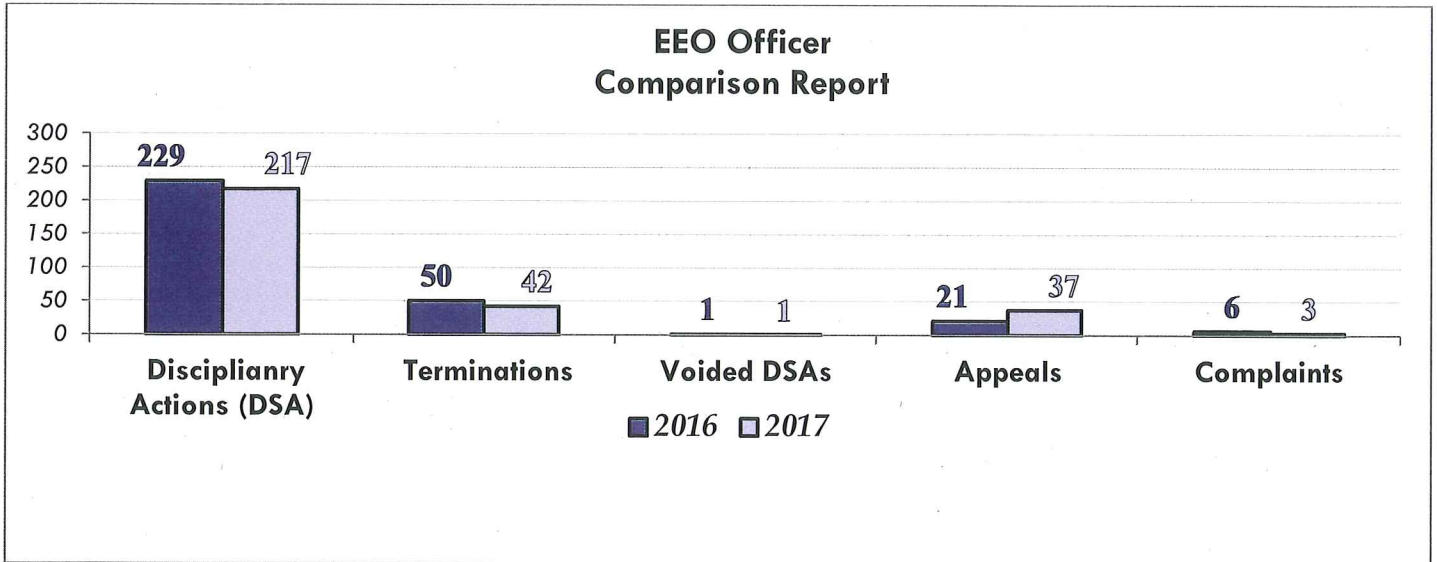
### Employee Separation Report for April - June 2016 by Ethnicity - 130 Separations



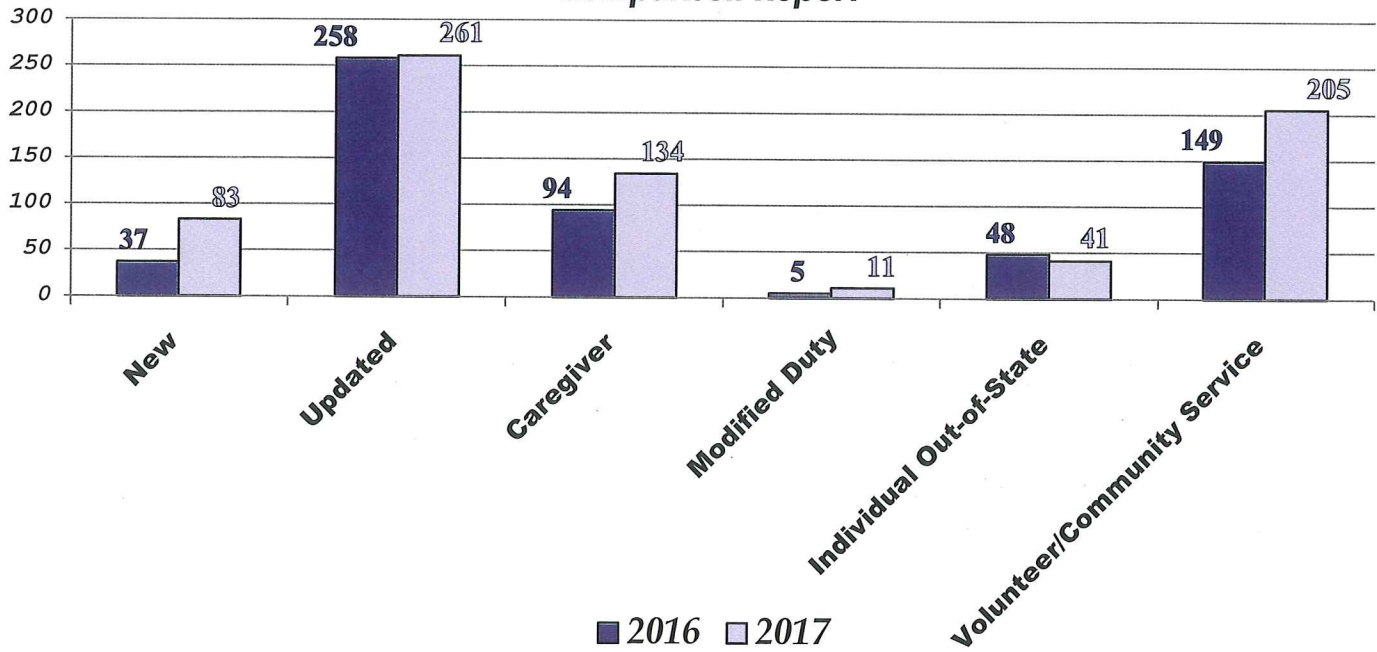
There were a total of 121 employee separations for the period April through June 2017 in comparison to 130 employee separation for the period April through June 2016.



**EQUAL EMPLOYMENT OPPORTUNITY (EEO) DEPARTMENT**

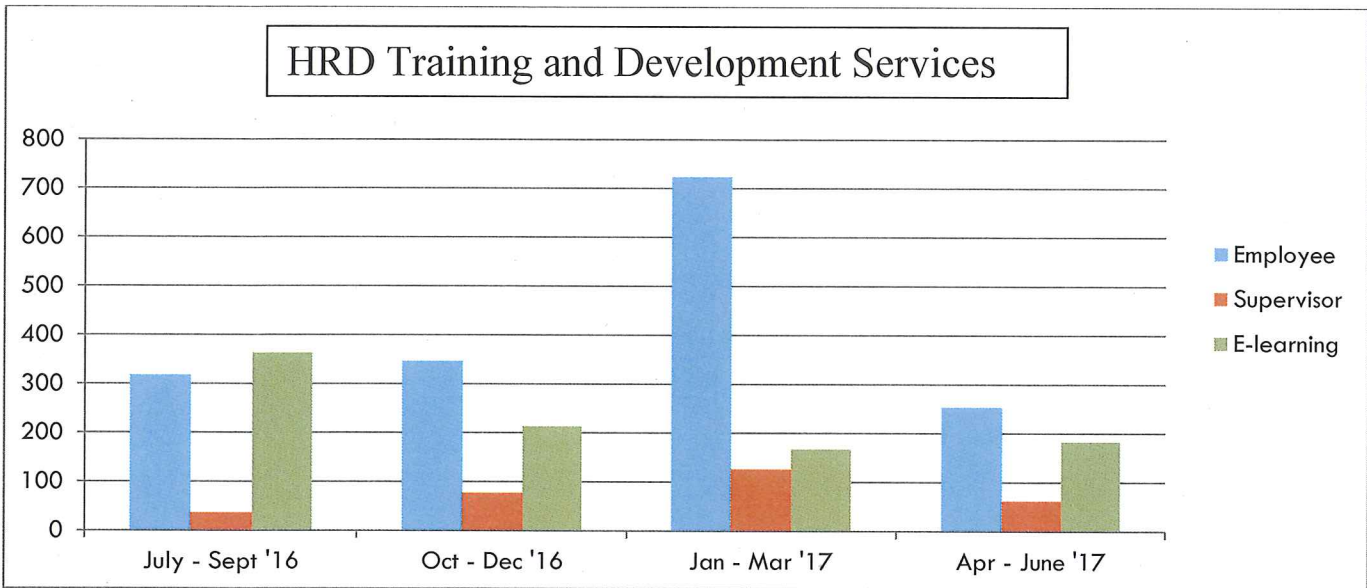


### Background Investigations Comparison Report



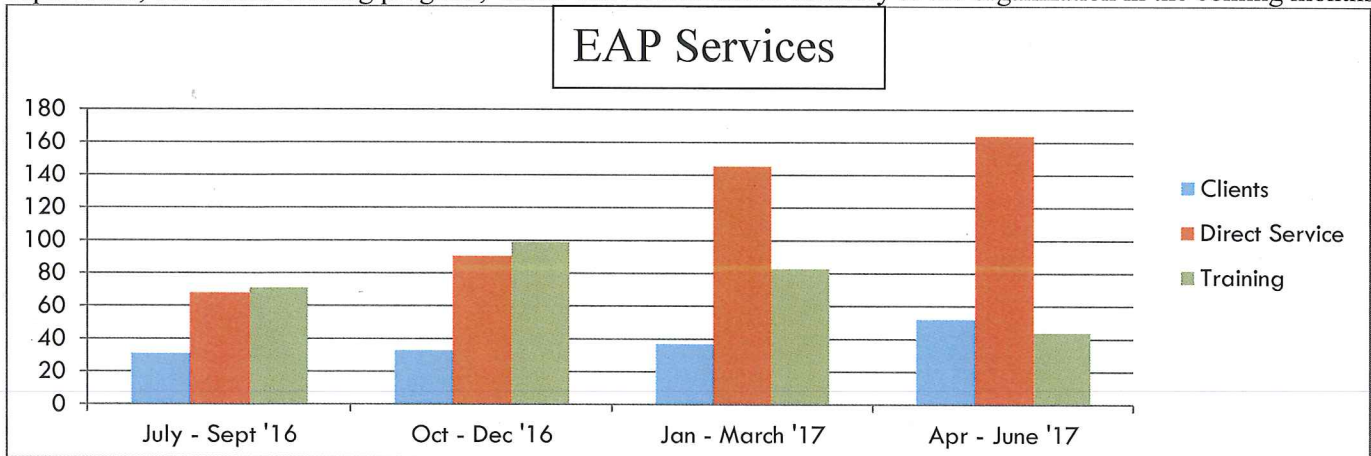


## TRAINING AND DEVELOPMENT DEPARTMENT



### Training & Development Updates:

Overall utilization of training in the 3<sup>rd</sup> quarter of FY2017 is lower. This may be due to some changes to advertising of training, the surge in participation in the previous quarter, or other factors. T&D has entered into a phase of evaluation of training offered and is seeking feedback regarding the strategic direction of training moving into the future. In addition, T&D has begun preparations for several organization-wide training initiatives, and is preparing to launch a new employee, supervisors, and leader training program, which will be announced formally to the organization in the coming months.



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: (1) In recent months EAP has changed its approach with customers, (2) Stress (from internal and external factors), deaths, and other situations affecting the employee base have increased, and (3), the number of self-referrals has increased. Oneida EAP sees approximately 5% of employees per year, more than the national average for EAP providers (this does not include employees seen at the ERC).