

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 02 / 14 / 18

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.

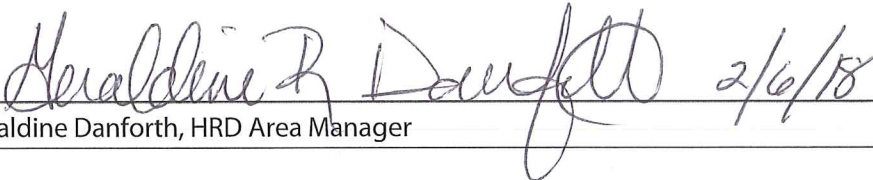
☐ Business Committee signature required

4. Budget Information

☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

 2/6/18

Primary Requestor:

Additional Requestor:

Additional Requestor:

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Submission of HRD 1st Quarter Report for FY'18

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



Geraldine R. Danforth
HRD Area Manager

Human Resources Department (HRD) 1st QUARTER REPORT October thru December - FY'18

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.

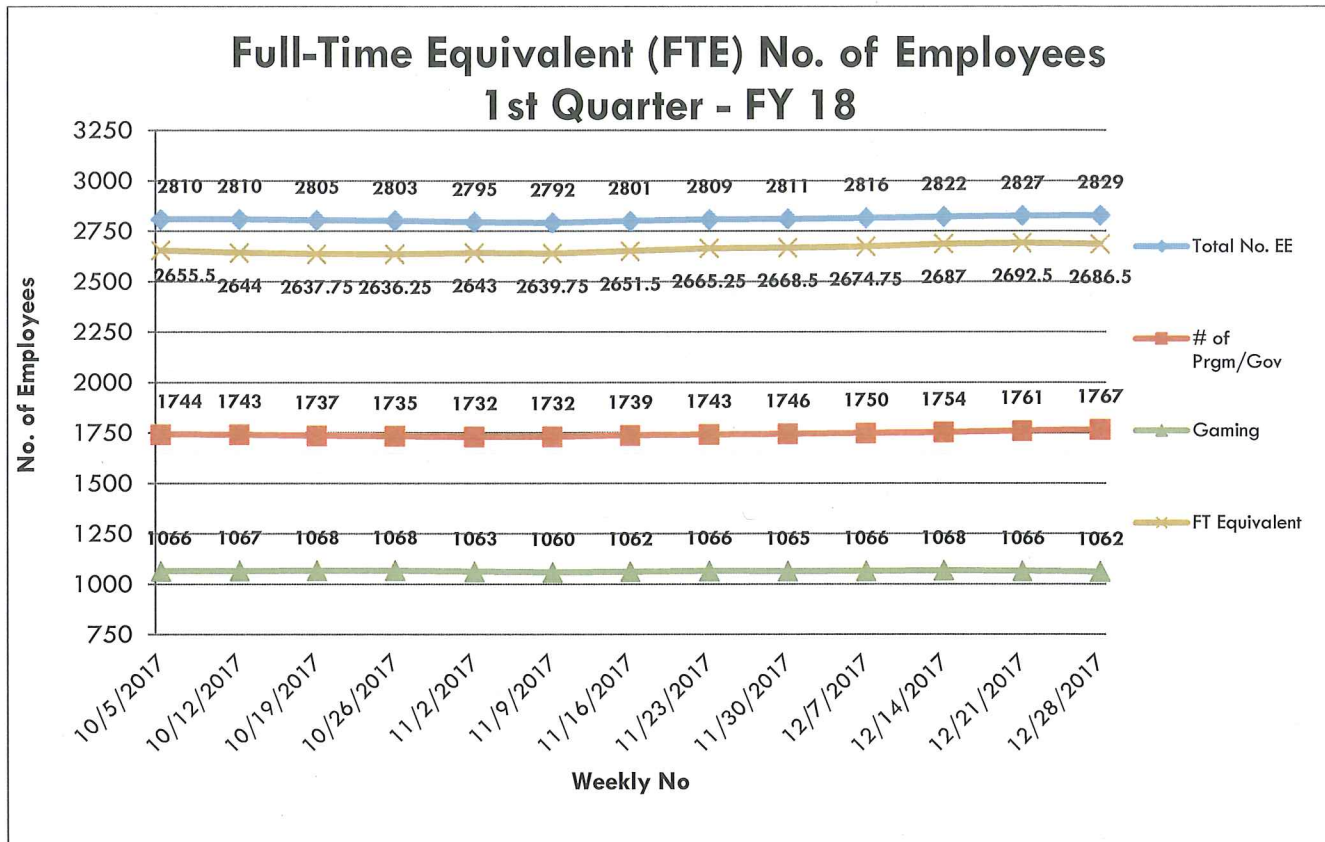
HR Administrative Staff at Skenandoah Complex: Geraldine R. Danforth-HRD Area Manager, Maureen Metoxen-Executive Assistant, Administrative Assistants –Yasiman Metoxen, Gina Jasmer

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

Department	Budget Amount	Funding Source	Spending YTD	Variance
HRD	\$2,618,067	Indirect Cost	\$ 609,228	\$ 45,288
Employee Assistance	214,023	Tribal Contribution	\$ 58,304	\$ 4,798
Workforce Development	256,345	Grant 79% & TC	\$ 53,140	\$ 48,606
Student Intern Program	625,852	Tribal Contribution	\$ 41,998	\$114,465
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. Savings is contributed to the organization reaching the employment cap and having a hold on hiring until the full-time equivalent numbers came back down.
- **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 measureable 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:** Employment Levels for Full-Time Equivalent Employees (FTE) report is a weekly communication to the direct reports on the number of FTE's. The chart below represents for the first quarter, the total number of employees, the full-time equivalent number of employees, the number of Program/government employees and the number of Gaming employees.
 - To calculate "Full-time Equivalent employees,"
 - The full-time employees are counted as one position each.
 - The half-time employees are counted as each position X .75 or divided in half.

- The part-time employees are counted as each position X .50
- The lay-off, sub-reliefs, and leave of absence are not counted.
- Around December 12th, an employment cap was put in place due to the FTE's reaching 2687, in order to ensure the number of employees stays below the maximum of 2700.



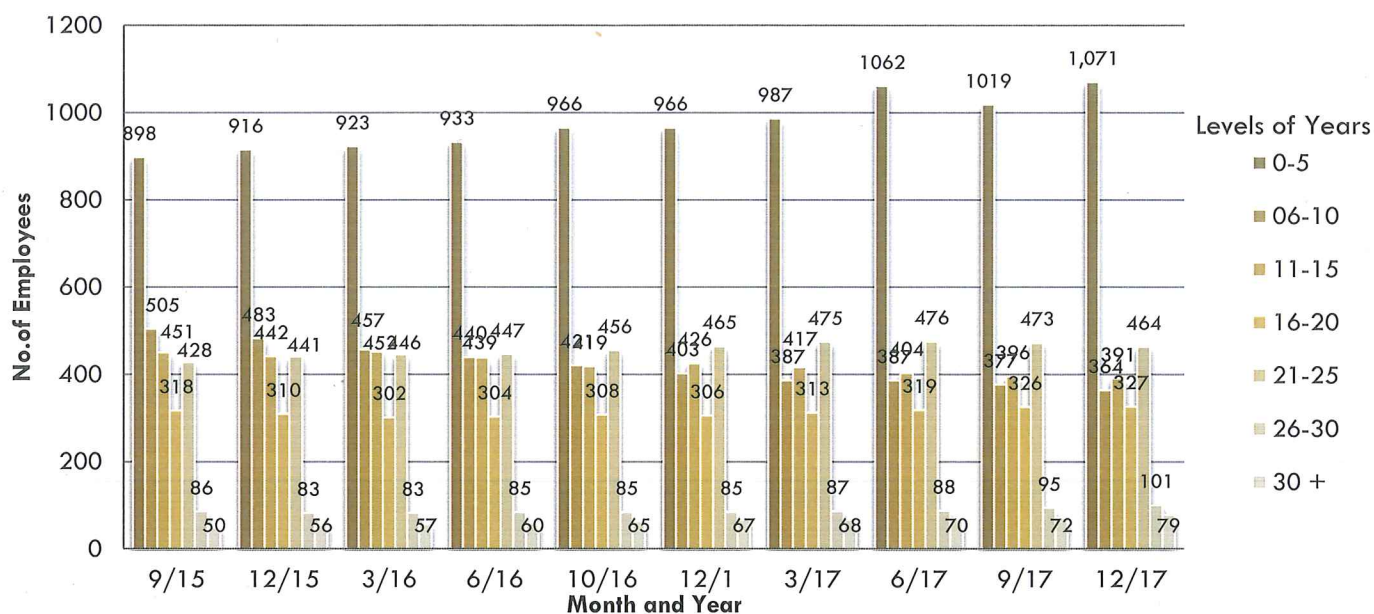
Vacation and Personal Time Accruals – 1st Quarter – FY 18

The accruals chart for the 1st quarter shows:

- 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 December 2017						
Month/Year	Sep-14	Sep-15	Sept-16	Oct-17	Sept-17	Dec-17
Total EE's	2,608	2,623	2,639	2,637	2,683	2,724
Total Hours	260,572	263,529	264,422	265,535	255,165	267,908
Total Payout	\$5,271,854	\$5,412,934	\$5,793,148	\$5,864,113	\$5,785,531	\$6,172,289
No of EE @ Max	29	30	42	42	19	45
Cost 280 Hours	\$202,833	\$261,496	\$331,728	\$318,928	\$183,315	\$447,552
Average Hours	99.91	100.47	100.2	100.7	95.10	98.35
Average Payout	\$2,021	\$2,063	\$2,195	\$2,220	\$2,155	\$2,266

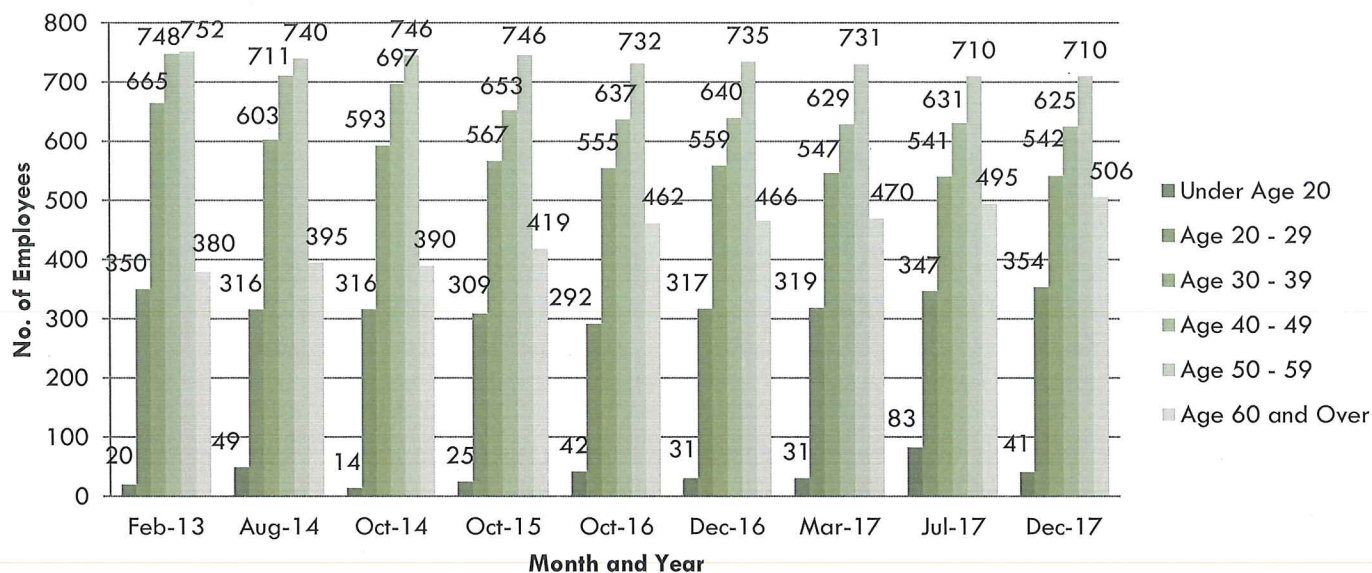
Years of Service 1st Quarter - FY 18



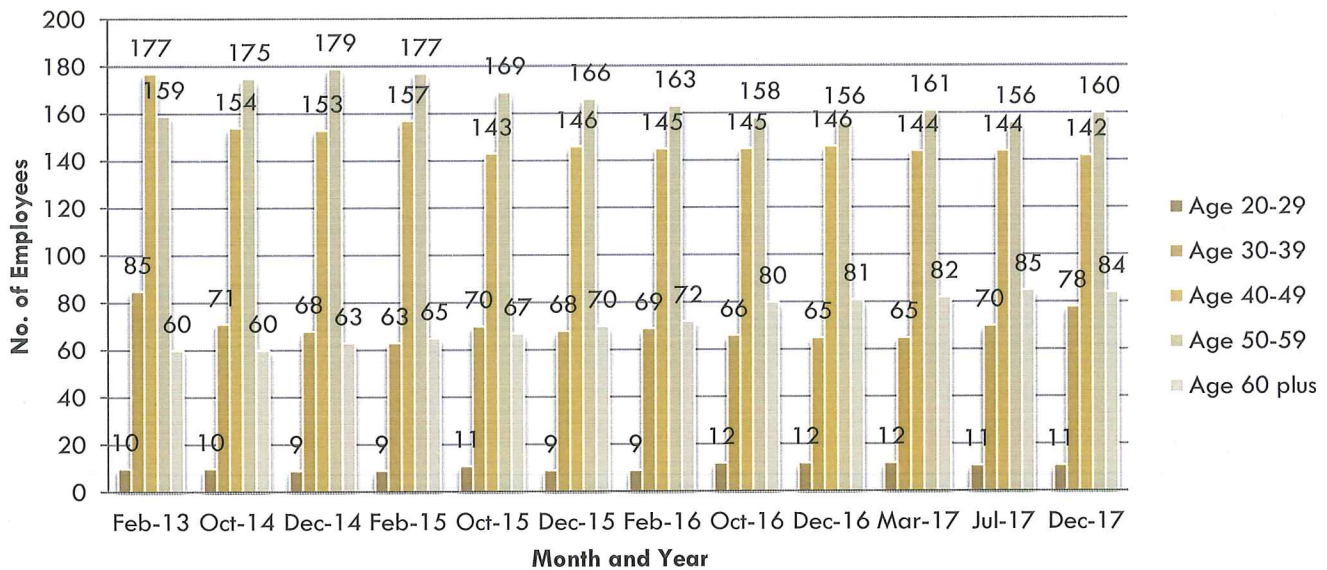
In comparing the longevity of the employees from 2015 to 2017, the long-term employees in the 30 plus years of service, has increased by 29 employees. The 26-30 years has increased by 15 employees. The Tribe continues to hire new employees while the long-term employees continue to be employed.

This chart represents all 2778 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 506 in 2017.

All Employees by Age Group 1st Quarter 2018



All Supervisors by Age Group 1st Quarter 2018



Currently, there are 475 supervisors; in 2013 there were 491, decrease of 16 supervisors. However, this is an increase of nine supervisors from the previous quarter. Of the 475 supervisors, 33.68% of the supervisors are in the age group 50-59, of which 126 are Oneida. Supervisors in the 60 plus age group are at 17.68% of the total supervisors, of which 68 are Oneida. Succession planning is needed to ensure the critical positions will have a replacement.

Talent Management

The process has begun to bring in the **Talent Management Module**. The components of Talent Management include the following:

- **Talent Acquisition** – Employee recruitment with the ability to search existing talent pool to find a candidate with the best fit. Workflow can be used to track all acquisition costs.
- **Succession Management** – Identifies critical talent and develops them for future roles. Creates talent profiles and succession pipeline reporting.
- **Performance Management** – Online performance evaluations. Allows supervisors to manage, develop and retain employees. Helps to recognize, retain, and reward top performers. Gap analysis by position.
- **Development Planning** – Employee development plans which develop competencies and skills and provide line of sight to future career advancements.
- **Compensation Management** – Maintain pay levels and manages payroll costs. Compensation increases through budgeting and guidelines. Manage salary step and grade progressions.
- **Goal Management** – Align employee goals to business objectives.

The team reviewed and discussed the importance and ranked the components and is listed in order of importance. The first look at this software, we are estimating to take up to three years to fully implement.

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 which measures the effectiveness of a performance system in supporting the strategic goals of our nation. The system is a performance system which will support motivation, learning, coaching, mentoring, recognition, and communication between employees and their immediate supervisor.

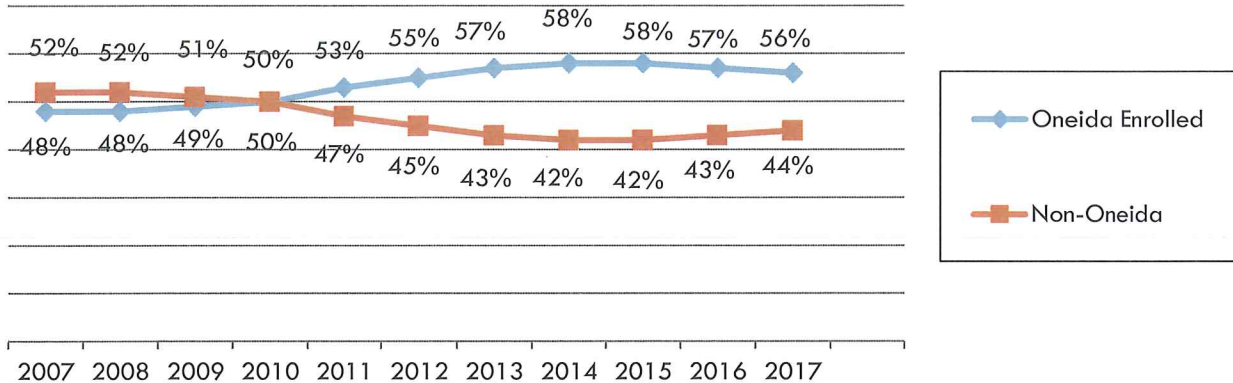
Status By Divisions

DIVISION	NO. OF EE	Full Time	Half Time	Part Time	LOA/ Layoff	Sub- Relief	Total
Comprehensive Health	345	306	13	6	7	13	345
Comprehensive Housing	39	38			1		39
Community Economic Development Division	23	23					23
Development Division	168	159	7	1	1		168
Environmental Health & Safety	28	27	1				28
Enterprise	151	129	5	3	5	9	151
Gaming	1062	1012	23	11	16		1062
Governmental Services	287	247	11	5	4	20	287
Internal Services	99	96	3				99
Land	14	14					14
Non-Div _ Gaming Commission	52	50	1		1		52
Non-Div _ Central Accounting	42	41			1		42
Non-Div _ Finance	20	19			1		19
Non-Div _ Human Resources	43	35	3	5			43
Non-Div _ Internal Audit	11	10			1		11
Non-Div _ Judiciary	11	10	1				11
Non-Div _ OBC	45	41			4		45
Non-Div _ Police Commission	221	212	7	1	1		221
Non-Div _ School Board	126	103				23	126
Non-Div _ Trust/Enrollments	10	9			1		10
Non-Div _ Others	21	20		1			21
Total:	2818	2601	75	33	44	65	2818
		92.30%	2.66%	1.17%	1.56%	2.31%	100%

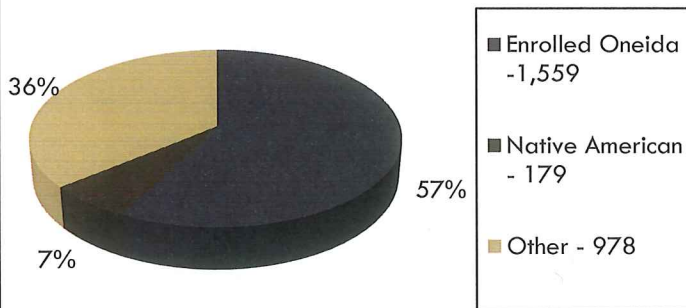
COMPENSATION AND HIRING – Marianne Close-Comp and Hiring Director, Katrina Snyder-Sr. HR Generalist, Lisa Hock-HR Generalist, Wanita Decorah-HR Generalist, Jenny Garcia-HR Generalist, Katrina Mungo-HR Generalist, Peril Huff-HR Generalist, Candace House-HR Assistant

Ethnicity Reports

Ethnicity Report 2007 through 2017



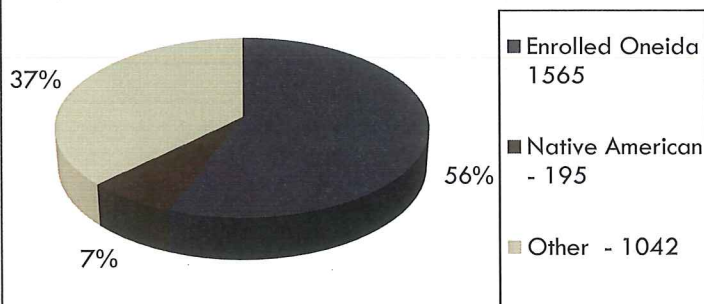
Ethnicity Report - Dec 2016



The Ethnicity report percentages shows a reduction by 1% for enrolled Oneida members and a 1% increase for Other in Dec 2017 in comparison with December 2016

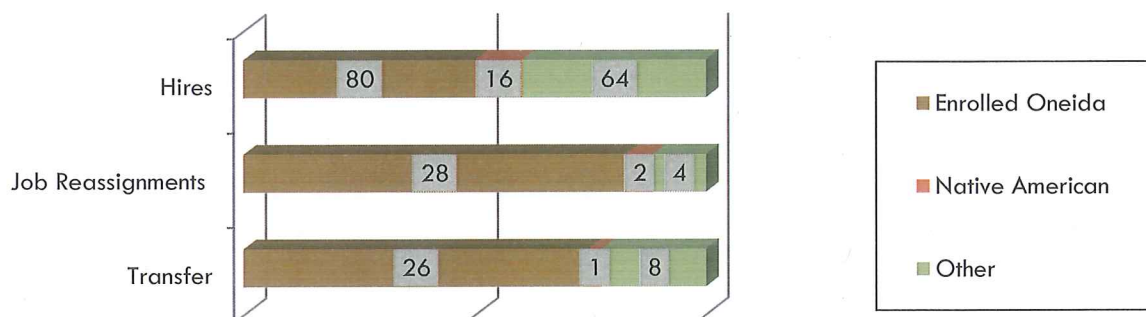
	2016	2017	Difference
Enrolled Oneida	1559	1565	+6
Native American	179	195	+16
Other	978	1042	+64

Ethnicity Report - Dec 2017



Increase in Number of Employees.
There 2,716 employees in December 2016 and 2802 employees in December 2017. This is an increase of 82 employees in comparison to the previous year.

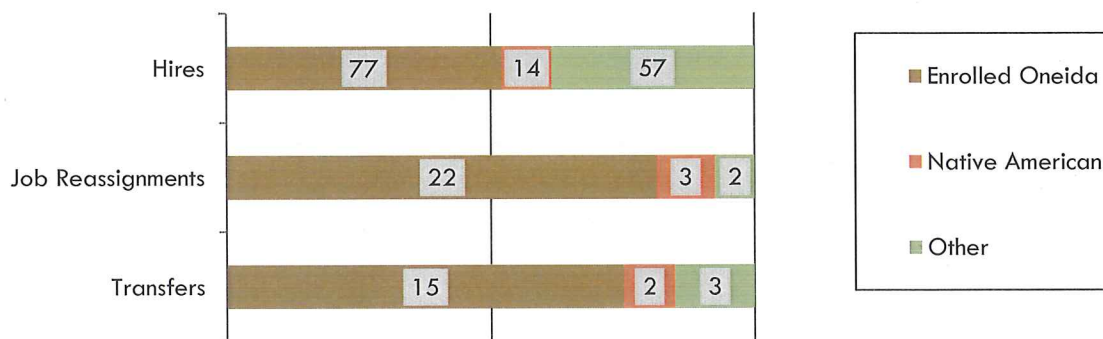
Hires Report Oct - Dec 2017



For October – December 2017

- 50% of all hires were filled with enrolled Oneida Tribal members.
- 82% of all job reassignments were filled with enrolled Oneida Tribal members.
- 74% of all transfers were filled with enrolled Oneida Tribal members.

Hires Report Oct - Dec 2016



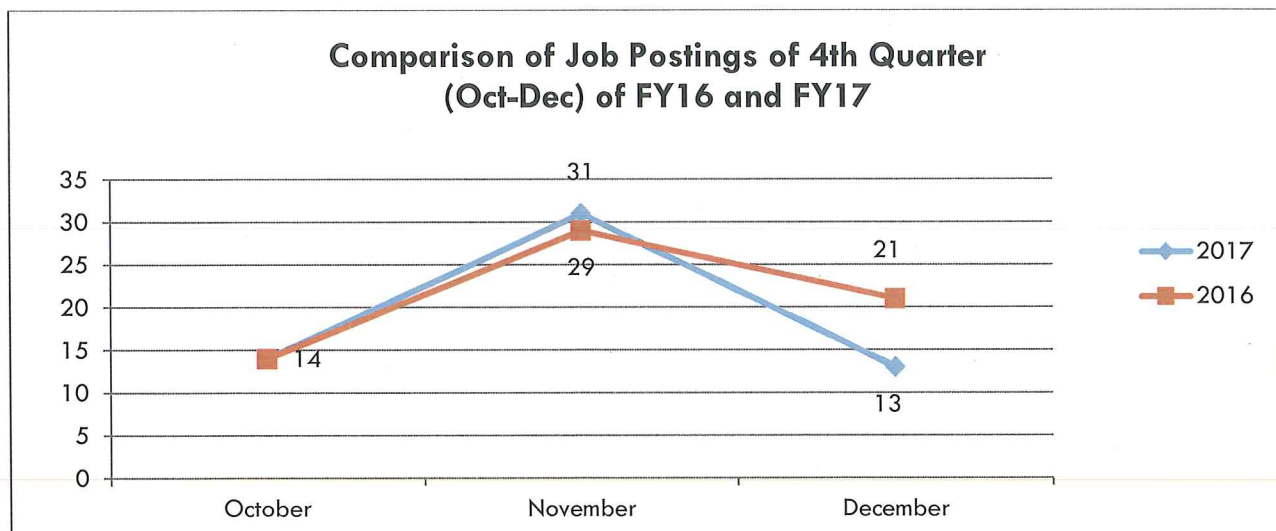
For October - December 2016

- 52% of all hires were filled with enrolled Oneida Tribal members.
- 81% of all job reassignments were filled with enrolled Oneida Tribal members.
- 75% of all transfers were filled with enrolled Oneida Tribal members.

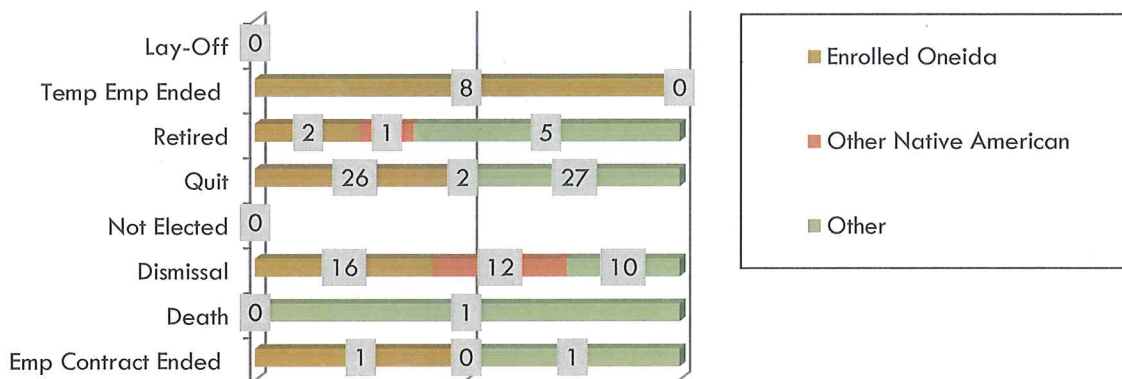
Job Postings by Division for October, November and December 2017				
	October	November	December	TOTAL
Gaming	7	6	8	21
Comprehensive Health	0	3	0	3
Development	0	0	0	0
Land Management	0	0	0	0
Environmental, Health & Safety	0	1	0	1
Internal Services	3	2	0	5
Enterprise	1	0	0	1
Finance	0	0	0	0
Non-Divisional	2	7	3	12
Governmental Services	1	12	2	15
Total	14	31	13	58

Job Postings by Division for October, November and December 2016				
	October	November	December	TOTAL
Gaming	6	9	4	19
Comprehensive Health	3	8	2	13
Development	0	0	0	0
Land Management	0	0	0	0
Environmental, Health & Safety	0	0	1	1
Internal Services	1	2	1	4
Enterprise	0	1	0	1
Finance	0	0	0	0
Non-Divisional	0	5	9	14
Governmental Services	4	4	4	12
Total	14	29	21	64

A total of 58 positions were posted from October through December 2017 in comparison to 64 positions posted during this same time frame, October through December 2016



Employee Separation Reports for Oct - Dec 2017 by Ethnicity - 112 Total Separations'



Employee Separation Report for Oct - Dec 2016 by Ethnicity - 113 Total Separations

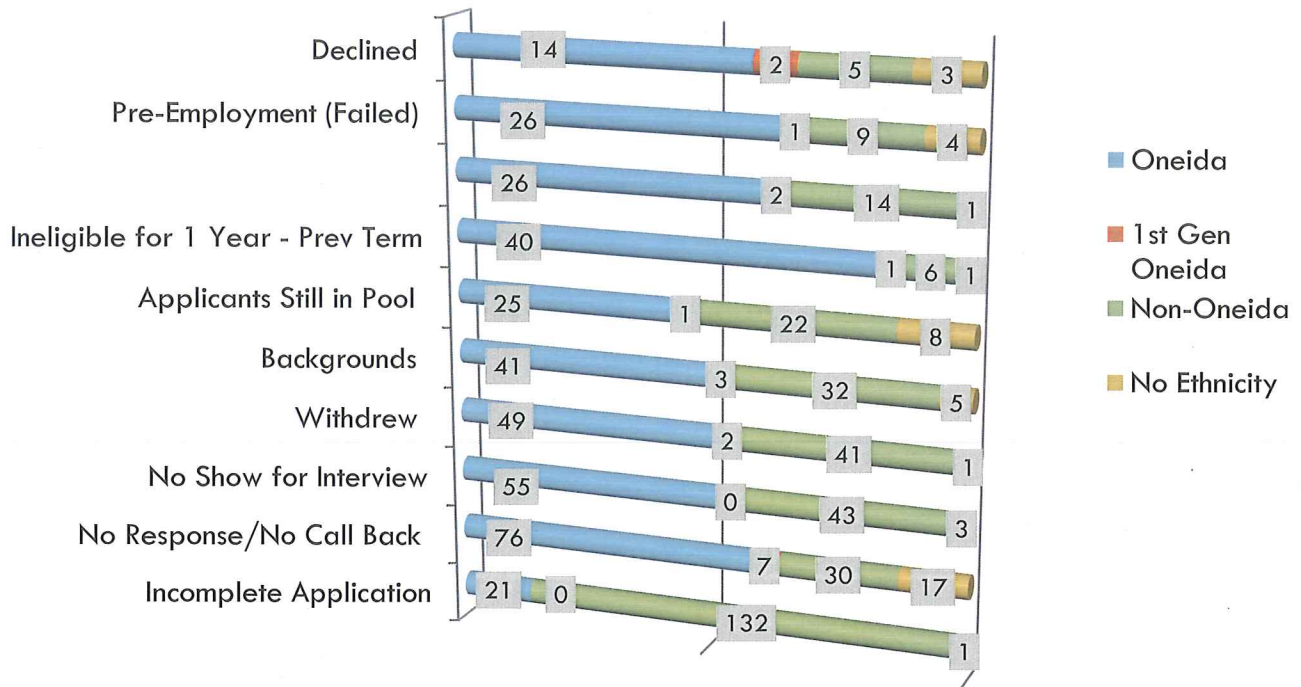


There were a total of 112 employee separations for the period of October through December 2017 in comparison to 113 total separations for October through December 2016.

In reviewing 184 random applications from various pool positions in the past year, only 35% of applicants are hired. 12% do not meet the background. 9% failed the skills testing and another 9% didn't show up for the skills testing. Below is the breakdown of reasons the applicant was not hired.

There were a total of 1,050 applicants, who applied for pool positions in the Retail, Security and Gaming positions in FY2017. Listed below are the top ten reasons the applicants were not hired.

Top Ten Reasons Applicants were not hired in Pool Positions in FY2017



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 October, November and December 2017				
	October	November	December	TOTAL
TrANS	0	2	15	17
Job Readiness Boot Camp	0	0	0	0
OutStanding Applicant	0	40	0	40
NWTC	15	4	2	21
Youth Employment Solution Success	3	15	15	33
Supportive Services	13	9	14	36
Mock Interviews	7	15	15	37
Presentations	3	4	3	10
Client Outreach	53	118	52	223
Collaboration with partners	12	10	9	31
Total	106	217	125	448

During the 1st Quarter, Workforce Development did outreach to a total of 223 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 and Regional WFD, Staff attended the Youth Development Symposium and myself and Teresa Schuman attended the Annual Grant meeting that is a requirement of the Grant. Presentations on job readiness for Native students in Green Bay area schools; collaborated with 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 providing Outstanding Applicant training to the Youth-At-Risk; the team facilitated posting the positions of the Post Graduate Work Experience Program, however these positions were put on hold due to the hold on hiring due to reaching the employment cap.

Transportation Alliance for New Solutions (TrANS) Program:

Collaborated with TrANS in client graduation completion; 90% of the graduates are hired. Clients who were in need were provided the tools and clothing to start their new job.

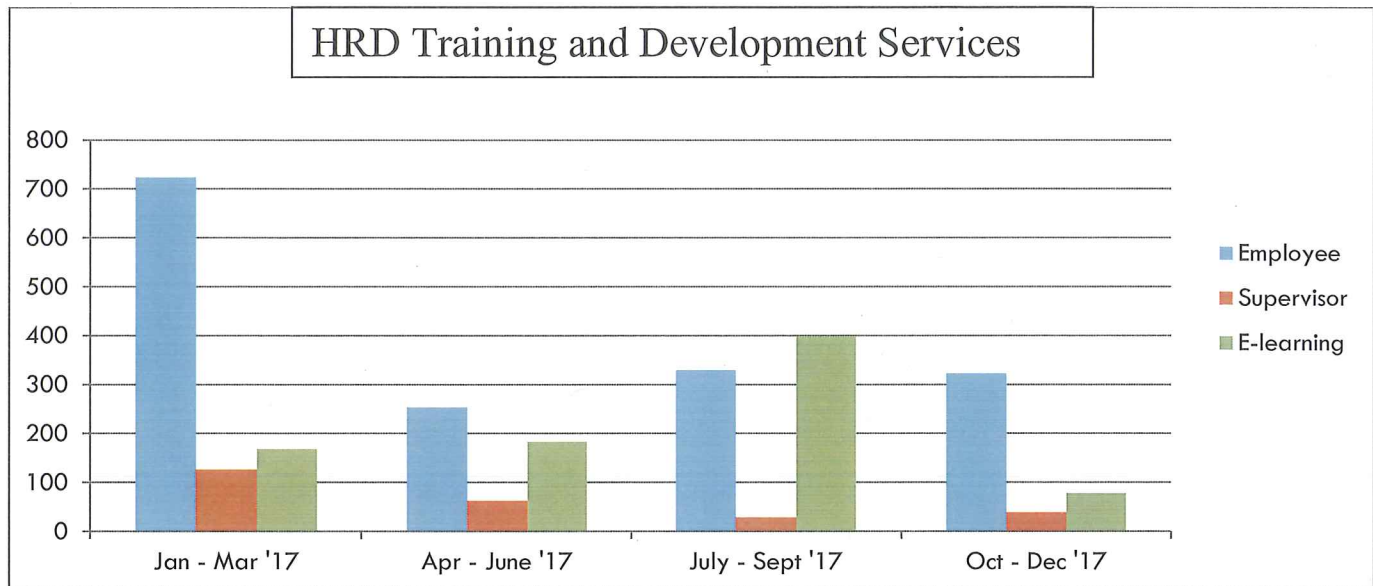
NWTC Partnerships:

- 1) Forklift Certification – A one day certification. We had eighteen (18) people signed up for classes. By earning this certification it can help to get their foot in the door to entry level positions.
- 2) Participate in the recruitment of Certified Nursing Assistants to vacant position within the Oneida Nation. Clients were provided with scrubs, watches, stethoscopes etc.
- 4) Collaborate on classes and training which may help the Nation fill employment gaps.

School Partnerships:

We recruited 10-15 students to participate in job readiness classes; classes will start again in March. 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.

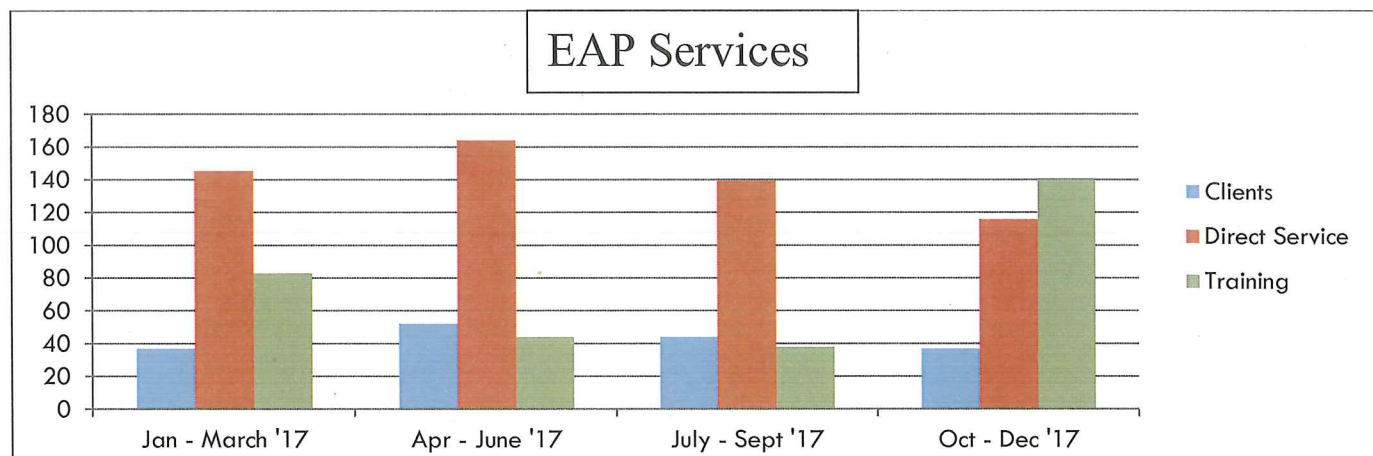
TRAINING AND DEVELOPMENT - *Nicolas Reynolds-Training & Development Director, Barb Kolitsch-Sr. Training Specialist, Regina Robinson-Sr. Training Specialist, Shannon Stone-Sr. Training Specialist, Megan White-Administrative Assistant*



Training & Development Updates:

During the first quarter of FY2018 we launched the new O'cademy training initiative. We have reached 60% of our enrollment goal and continue to enroll additional employees in the program during the next month. The first course (Crucial Conversations) was attended by 98% of enrollees. Our regular quarterly training schedule has remained approximately the same; the notable change in the graph above being that e-learning utilization is lower. Actual e-learning utilization was higher but not reflected in our reports due to a technical glitch associated with changing employee job codes in AS/400. This will not be a problem in the future as an upgrade is in process.

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 – 4, Second violations – 0.

EAP Updates:

Direct Service hours continue to be higher with the 1st Quarter of FY2018 being 22% higher than the same quarter in FY2017. Training also increased in the 1st Quarter as T&D and EAP joined together to hold various sessions on *Bullying in the Workplace*. Approximately 60 employees attended four sessions offered in October. The sessions revealed that approximately 75% of employees felt that they have been bullied during the course of their employment. Further efforts to create awareness and limit bullying in the Oneida Nation are being planned for fall, 2018.

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).

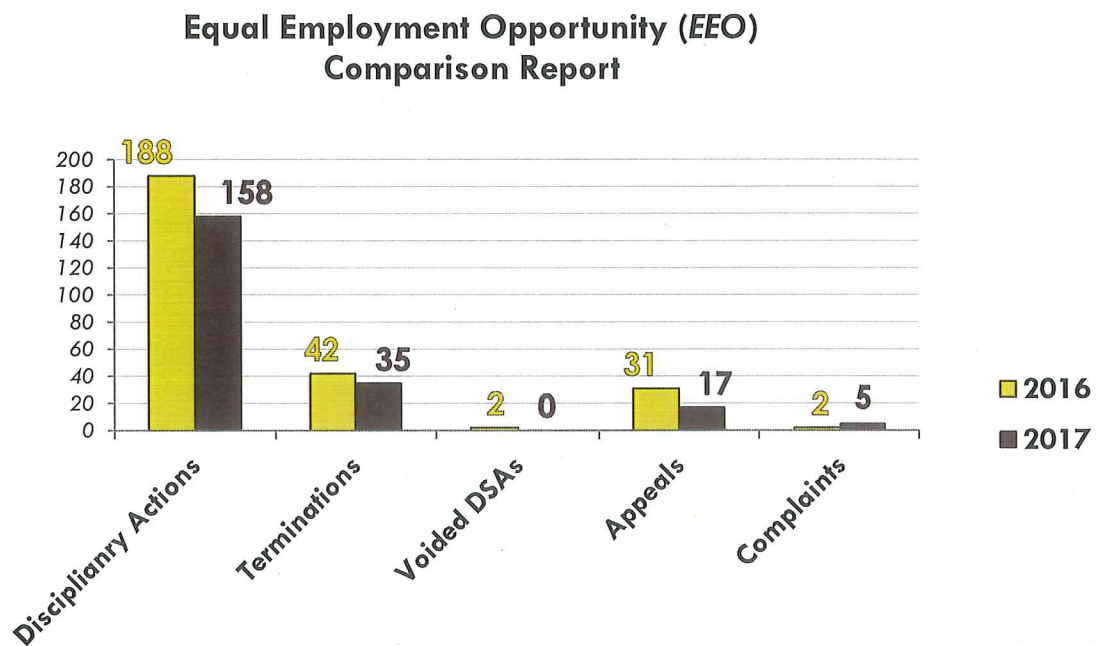
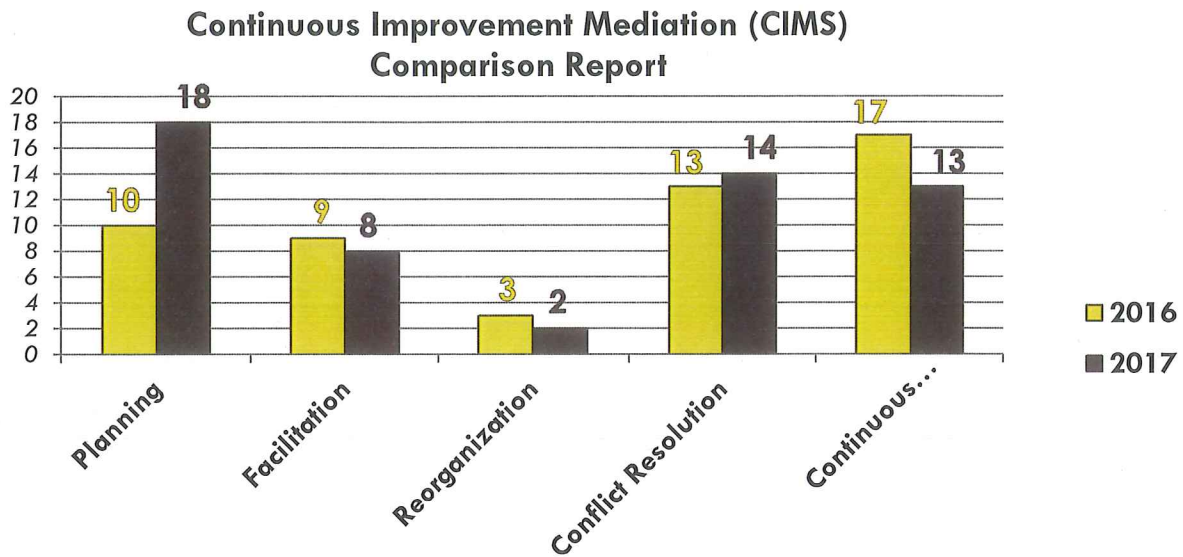
High volume of data entry for salary transactions due to Cost of Living Increase; Assisted with job code changes removing alphabet; Assisted Employee Insurance with ACA Reporting; Provided a high volume of Workforce Details reports for Departments; Developed new levels for Comprehensive Housing Division.

Functions	Oct	Nov	Dec	Total
*HR/Payroll Entry Transactions	4495	1328	1030	6853
Employee Self-Service Entries	62	36	82	180
Employment Verifications	179	132	227	538
**Unemployment Requests	1	0	5	6

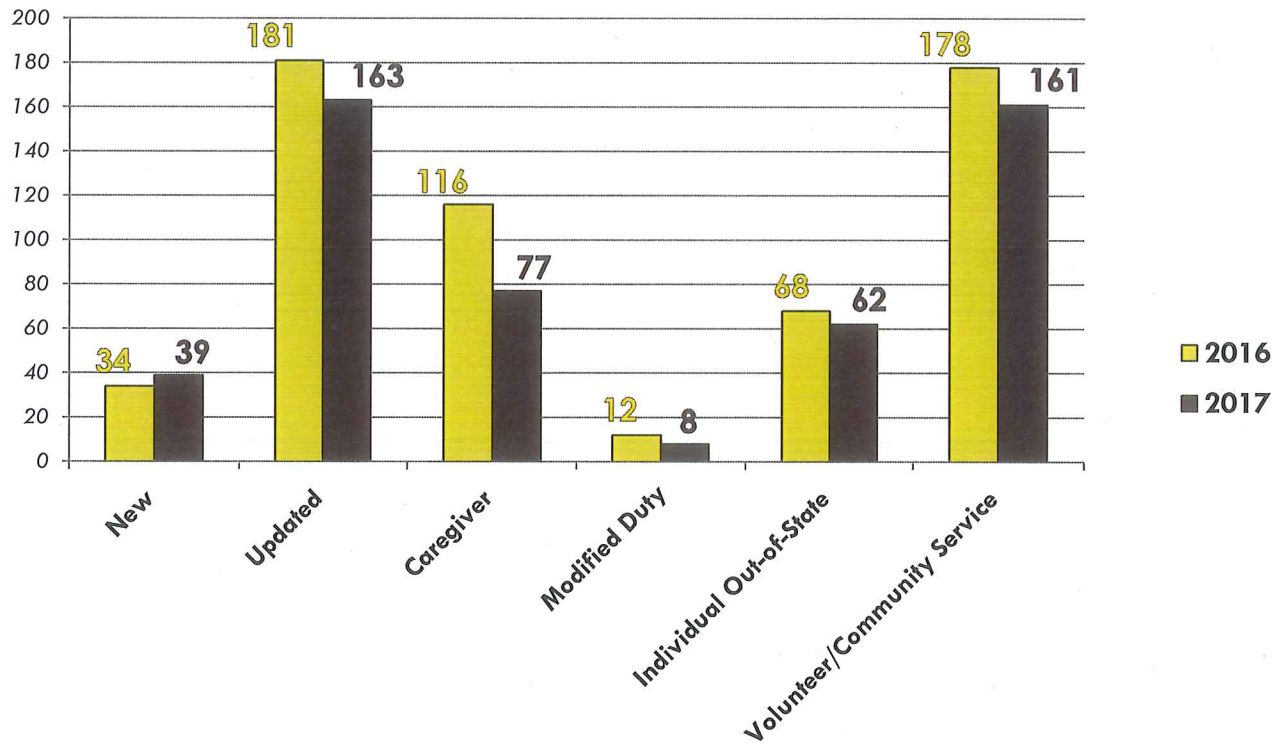
*Increased count of transactions due to Cost of Living Increase and annual evaluations.

**Duties are transitioned to EEO staff; Records is now the back-up.

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



Background Investigations Comparison Report



EMPLOYEE INSURANCES – Josh Cottrell-Employee Insurance Manager, Kimberly Schultz-Insurance Specialist, Kristin Jorgenson-Insurance Specialist

During the first quarter of FY18, the health care open enrollment period was conducted. There were a total of 195 open enrollment change forms received and processed. This included:

- 21 – Employees dropping Medical
- 57 – Employees adding Medical
- 16 – Employees dropping dependents/spouses from Medical
- 35 – Employees adding dependents/spouses to Medical
- 156 – Employees making changes to Vision and/or Dental

Note: There were several employees making multiple changes (i.e. adding/dropping to multiple coverages).

During October, mandatory meetings were conducted for Health Plan participants. There were 11 sessions conducted over 4 days which saw 1,906 participants attend. The first quarter of FY18 included the annual Flex Spending enrollment period. There were 333 employees who elected a Flex Spending Account for 2018.

Upcoming Items:

- 1095C Statements: The 1095C statements are a requirement of the Affordable Care Act and provide a statement to all full time employees indicating their health insurance coverage for 2017. The IRS has indicated that statements must be sent to employees by March 1, 2018.
- 1094C Electronic: Oneida is required to file with the IRS a 1094C statement by March 31, 2018.

- 401K Transition: Oneida is transitioning platforms with the current 401k administrator, Transamerica. The Transition completed on 1/16/18.
- Spousal Carve Out/Verification Process: This is an annual process that verifies the eligibility of spouses on the health plan. This is anticipated to be done in the second quarter of FY18 and is coordinated by Risk Management.

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 – First Quarter FY18		
Type of Requests	# of Requests Processed	
	First Quarter	FY18
Leaves/Return to Work	148	148
Applications, Insurance Changes, Beneficiary, etc.	204	204
Disability	37	37
RAS Completions	245	245
Wellness Incentives	237	237
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 – December 2017

Breakdown	Employee Count	COBRA count	Breakdown	Employee Count	COBRA count
Delta Dental – Single	676	6	Medical – Single	869	2
Delta Dental- Limited Family	456	3	Medical - Limited Family	467	
Delta Dental – Family	622		Medical – Family	595	
Dental Associates – Single	142		Vision - Single	802	2
Dental Associates – Limited Family	72		Vision - Limited Family	532	
Dental Associates - Family	91		Vision - Family	711	
Short Term Disability	2,113		401K	1769	
Long Term Disability	2,090		LIF52	2592	

Below is an outline of benefits eligibility based upon employment status:

Full Time Regular Status (30 or More Hours a Week)

- Medical Insurance
- Vision and Dental Insurance
- Short and Long Term Disability
- Flexible Spending
- Voluntary Benefits
- Worker's Compensation
- Life Insurance
- 401K Retirement Plan

Half Time Regular Status (20 -29.99 Hours a Week)

- Voluntary Benefits
- Worker's Compensation
- 401K Retirement Plan
- Flexible Spending

Part Time Regular Status (19.99 or Less Hours a Week) and Temporary Status

- Worker's Compensation
- 401K Retirement Plan