

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 09 / 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:

 5/1/18

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 2nd 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

**Human Resources Department (HRD)
2nd QUARTER REPORT January
March - FY'18**



*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' 18:

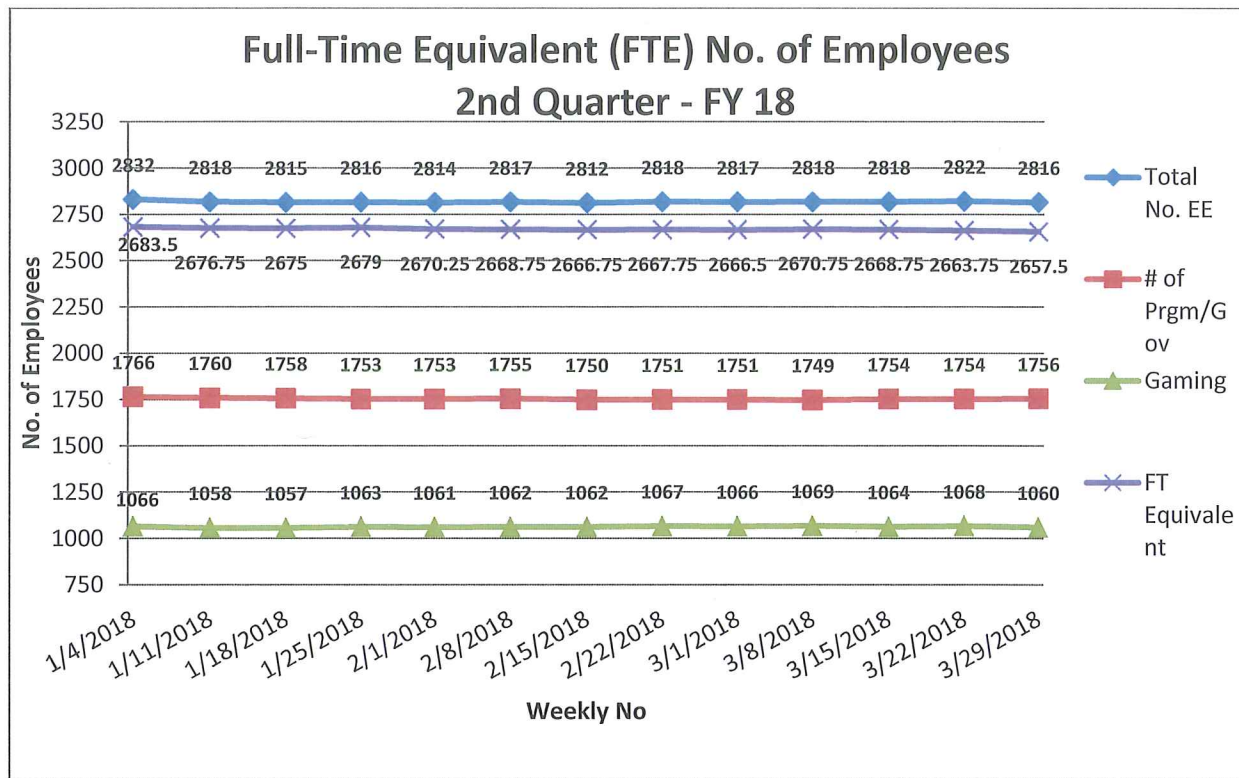
Department	Budget Amount	Funding Source	Spending YTD	Variance
HRD	\$2,618,067	Indirect Cost	\$ 1,225,042	\$1,393,028
Employee Assistance	214,023	Tribal Contribution	\$ 108,315	\$ 105,708
Workforce Development	256,345	Grant 79% & TC	\$ 106,283	\$ 150,062
Student Intern Program	625,852	Tribal Contribution	\$ 85,671	\$ 114,465
Employee Incentive & Testing	23,028	Tribal Contribution	\$ 4,290	\$ 18,738

- Human Resources budget is \$83,991 under budget. This is in part due to two vacancies
- 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. This quarter we have given out twenty-two (22) blankets for YOS and zero (0) blankets for Retirement with 25 or more YOS.



The Oneida Nation proudly recognized 22 tribal employees for their years of service to the nation during the April 25 Oneida Business Committee (OBC) meeting. Each of the employees recognized received a formal letter of commendation as well as a Pendleton Blanket for their dedication to the Oneida Nation. Recognized for 25 years of service were (front row): Doreen Zayas, Mary Cowman, Fawne Rasmussen. Back row: Theresa Murphy, Christine Joly, Suzanne Lindberg, Rick Charniak, Wayne Verheyen, Rae Skenandore, Tammy Umentum. Not pictured: Jeffrey Prevost (35 years), Lori McNichols (25), Robert Appel (25), Richard King (25), Kerry Manthe (25), Tammy Rahmlow (25), Sandra Zuelke (25), James Powless (25), Lynn Szczepanski (25), Michael Jourdan (25), Luanne King-Skenandore (25), James Burke (25).

- Student Intern College Graduates. In FY'18, five additional positions were added for a total of 10 positions. Five graduates are nearing their first year of the program. 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. Currently there is one college graduate that
- 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's 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.



**Employee Vacation and Personal Time Accruals
2nd Quarter 2018
FY 18**

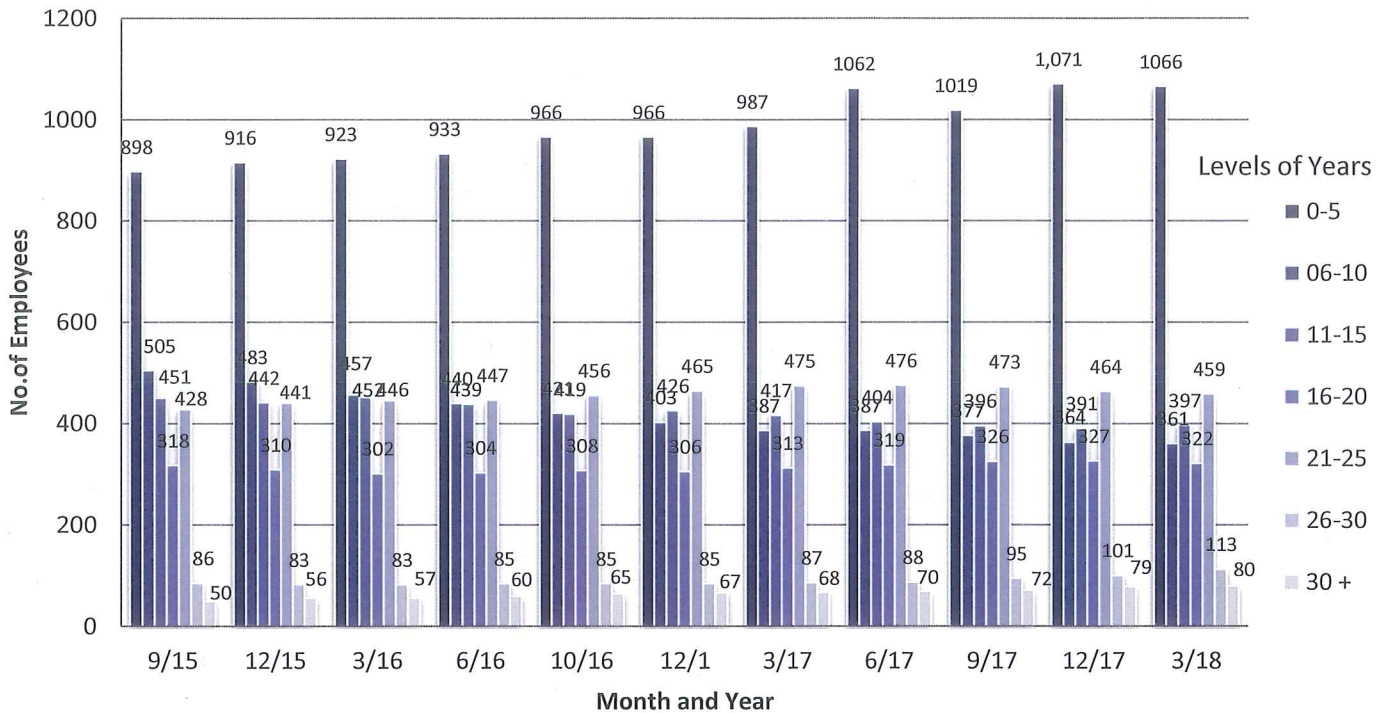
	Sep-14	Sep-15	Sep-16	Sep-17	Oct-17	Dec-17	Mar-18
Total EE's	2608	2623	2,639	2683	2680	2724	2719
Total Hours	260,572	263,529	264,422	255,165	257,302	267,908	269,584
Total Payout	\$5,271,854	\$5,412,394	\$5,793,148	\$5,782,351	\$5,935,470	\$6,172,289	\$6,185,739
No. of EE's @ Max	29	30	42	19	24	45	43
280 Hours	\$202,833	\$261,496	\$331,728	\$183,315	\$201,918	\$447,552	\$387,188
Avg Hours	99.91	100.47	100.2	95.10	96.01	98.35	99.15
Avg Payout	\$2,021	\$2,063	\$2,195	\$2,155	\$2,215	\$2,266	\$2,275
				0.71%	0.90%	1.65%	1.58%

Vacation and Personal Time Accruals – 2nd Quarter – FY 18

The accruals chart for the 2nd quarter show:

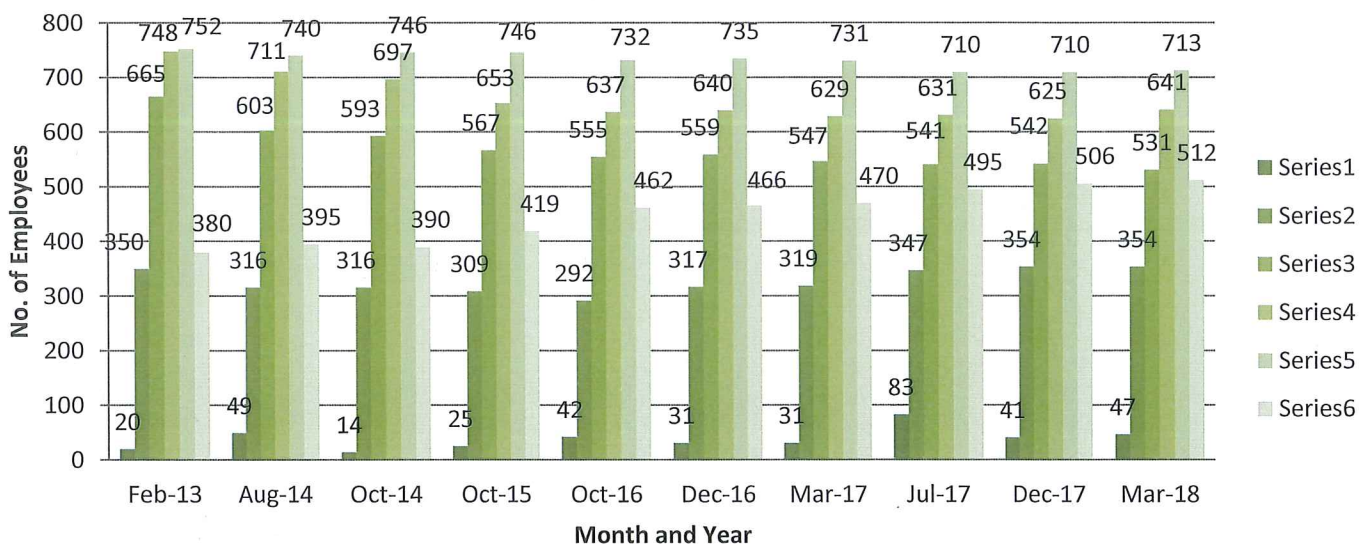
- Employees At maximum of 280 hours are at 1.58% or 43 employees.
- The accrual payouts have increased by \$1,676 from the previous quarter.

Years of Service 2nd Quarter - FY 18



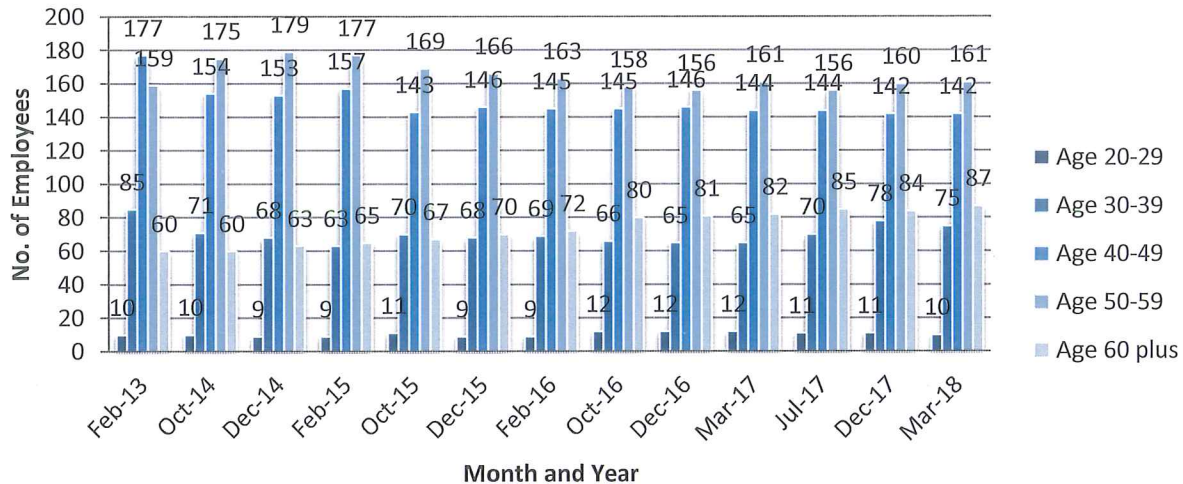
In comparing the longevity of the employees from 2015 to 2018, the long-term employees in the 30 plus, years of service has increased by 30 employees. The 26-30 years has increased by 27 employees. The Tribe continues to hire new employees while the long-term employees continue to be employed.

All Employees by Age Group 2nd Quarter 2018



This chart represents all 2798 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 512 in 2018.

All Supervisors by Age Group 2nd Quarter 2018

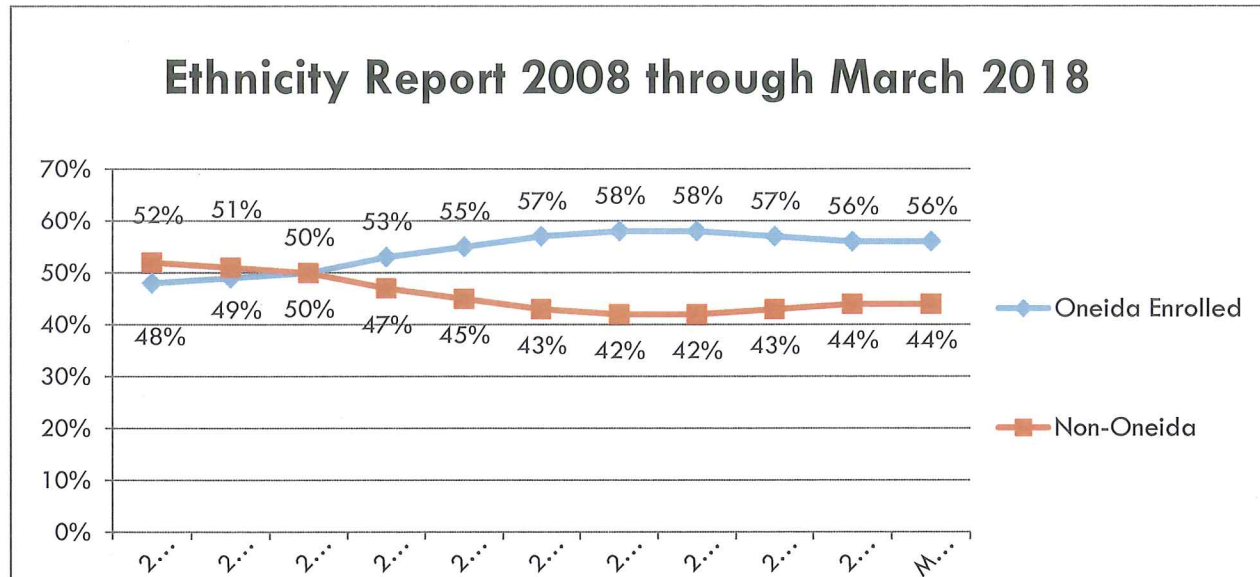


Currently, there are 475 supervisors; in 2013 there were 491, decrease of 16 supervisors. Of the 475 supervisors, 33.89% of the supervisors are in the age group 50-59, of which 128 are Oneida. Supervisors in the 60 plus age group are at 18.32% of the total supervisors, of which 71 are Oneida. Succession planning is needed to ensure the critical positions will have a replacement.

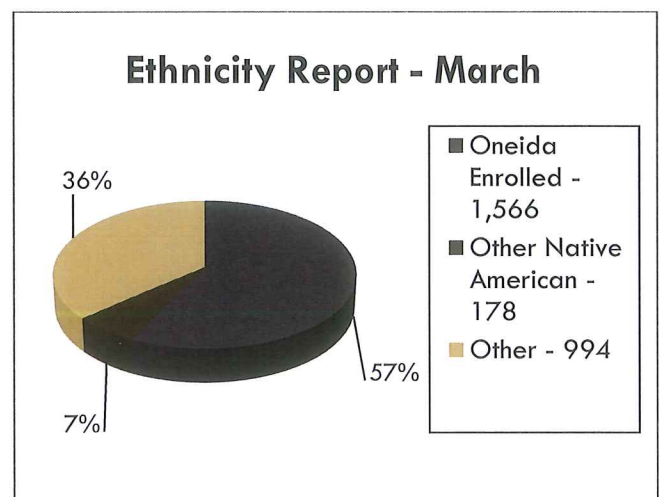
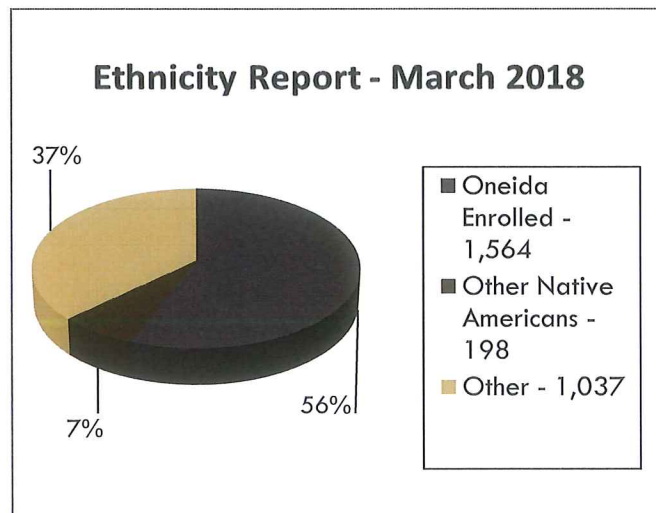
Talent Management and HR GLOBAL

The process has begun to bring in the **Talent Management Module**. HR will be considering implementing HR Global because the Talent Management module cannot be implemented with HR's current system. The team who is working on the project include: Dave Cluckey-MIS, Geraldine Danforth-HRD, Melinda Danforth-HRD, Mike Sampo-MIS, and Jim Wildenberg-MIS. The team will be drafting a project plan to bring forward to the OBC in the near future.

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

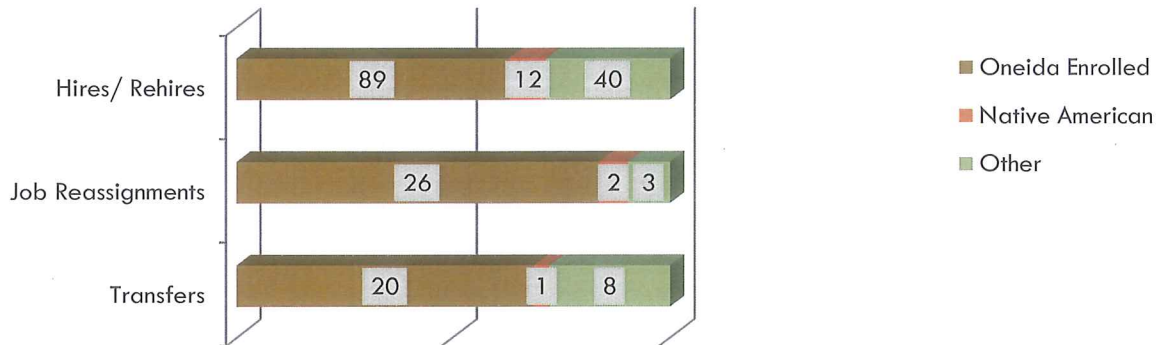


The Ethnicity report for March 2018 indicates a decrease in the number of Enrolled Oneida members by -2 and an increase in Native American by +20 and an increase in Others by +43 in comparison to March 2017.

	2017	2018	Difference
Enrolled Oneida	1,566	1564	-2
Native American	178	198	+20
Other	994	1037	+43

Increase in Number of Employees. There were 2,738 employees in March 2017 and 2,799 employees in March 2018. This is an increase of 61 employees in comparison to the previous year.

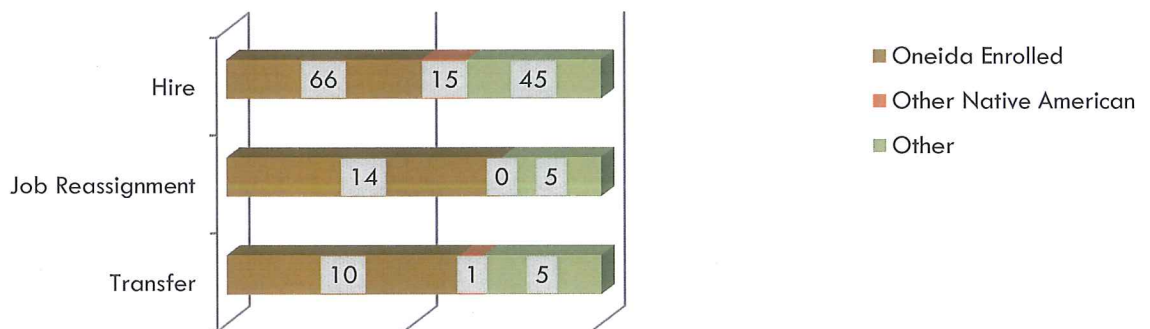
Hires Report Jan - March 2017



For Jan - March 2017

- 66% of all hires were filled with enrolled Oneida Tribal members.
- 80% of all job reassignments were filled with enrolled Oneida Tribal members.
- 78% of all transfers were filled with enrolled Oneida Tribal members.

Hires Report Jan - March 2018



For Jan-March 2018

- 52% of all hires were filled with enrolled Oneida Tribal members.
- 74% of job reassignments were filled with enrolled Oneida Tribal members.
- 63% of transfers were filled with enrolled Oneida Tribal members.

Job Postings

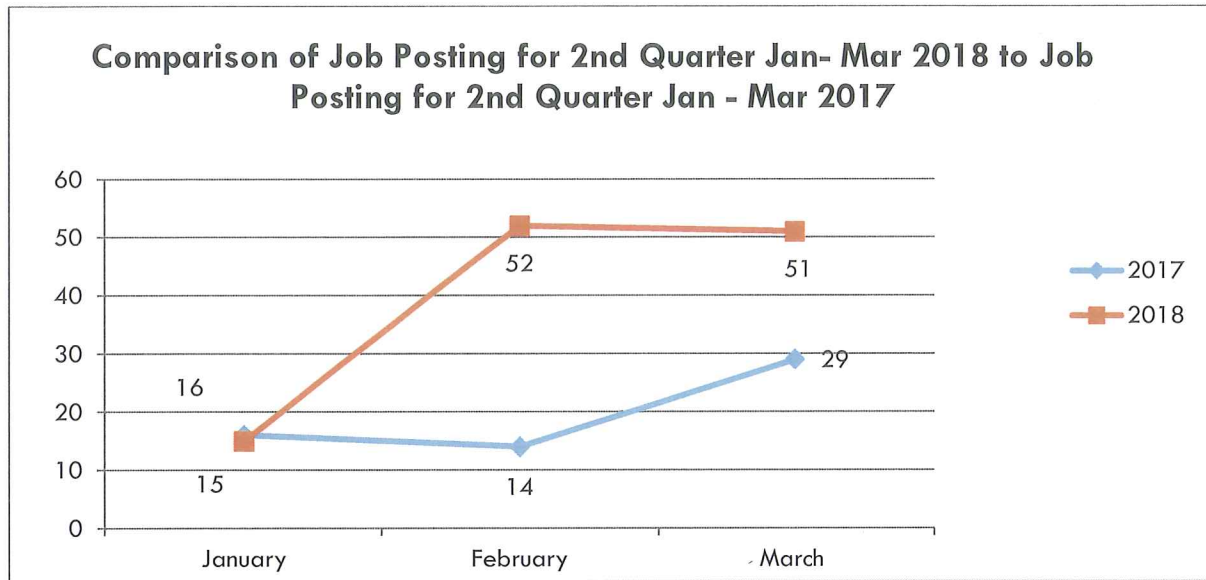
Job Postings by Division for January, February and March 2017				
Division	Jan	Feb	March	TOTAL
Gaming	3	5	8	16
Comprehensive Health	2	1	7	10
Development	2	0	0	2
Land Management	0	0	0	0
Environmental Health & Safety	0	0	0	0
Internal Services	0	2	2	4
Enterprise	1	3	3	7
Finance (CFO)	0	0	0	0
Non-Divisional	0	2	3	5
Governmental Services	8	1	6	15
Total	16	14	29	59

There were a total of 59 jobs posted in January through March of 2017

Job Postings by Division for January, February and March 2018				
Division	Jan	Feb	March	TOTAL
Gaming	2	5	9	16
Comprehensive Health	3	6	19	30
Comprehensive Housing	0	0	1	1
Development – Community & Economic	0	0	0	0
Development - DPW	0	0	3	4
Internal Services	0	3	2	5
Enterprise	0	1	0	1
Finance (CFO)	0	2	1	3
Environmental Health, Safety and Land	0	0	2	2
Governmental Services	0	22	6	28
Non-Divisional	8	12	8	28
TOTAL	15	52	51	118

The above report for Jan – Mar 2018 postings reflects the new or updated divisions of Comprehensive Housing Development – Community & Economic and Development – DPW and also Environmental Health, Safety and Land. The job posts doubled in comparison to this same time frame in 2017.

Job Postings Comparison

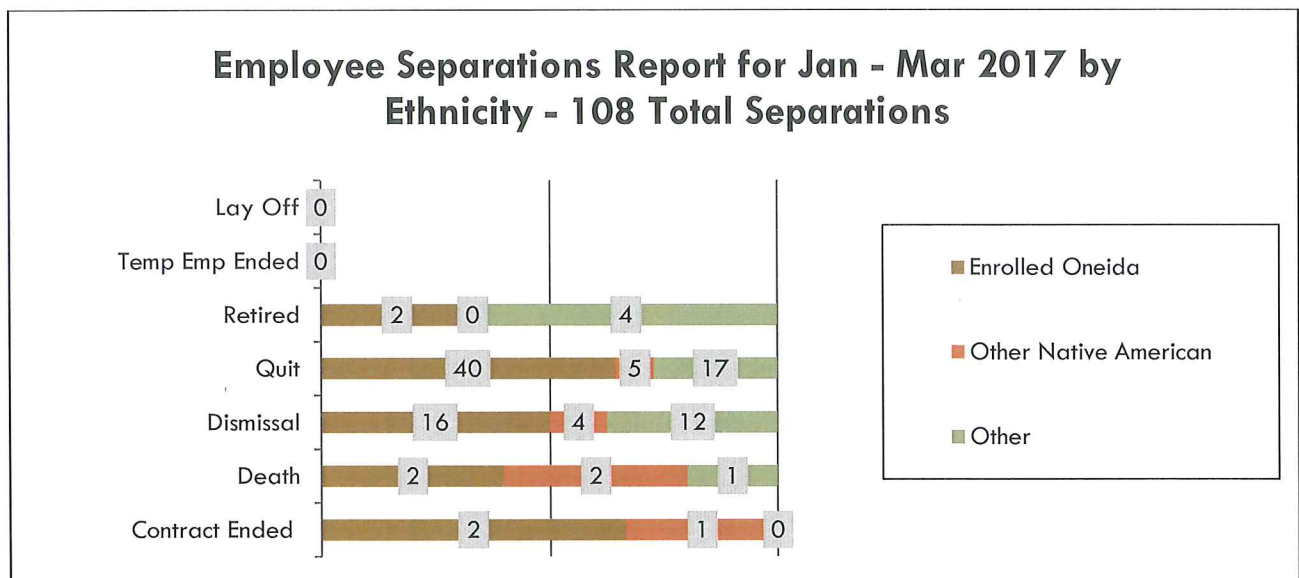


Post Graduate Program and Summer Student Intern Program

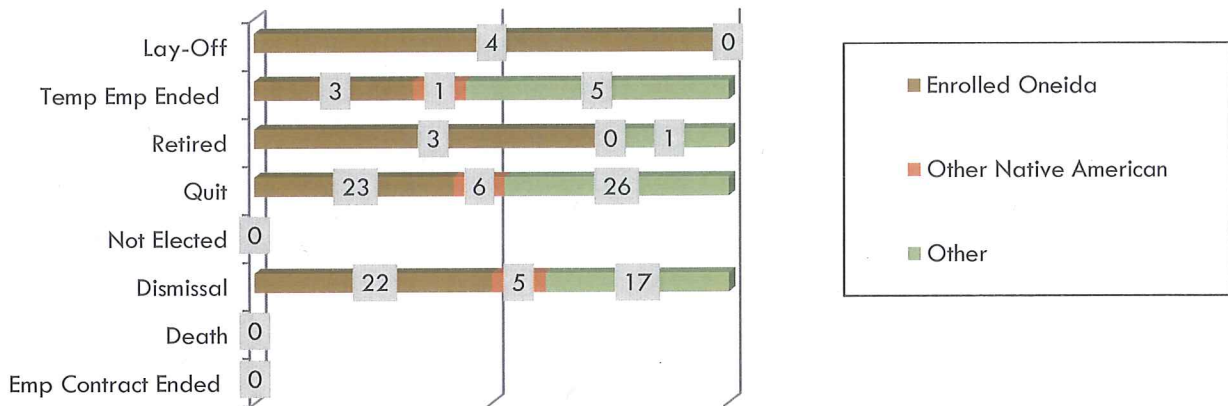
There were 45 Student Intern Position Descriptions posted on the HR Website. There are a total of 25 student interns budgeted and the pay will be \$12.00/hour (increase from \$10.10/hour) The closing date for accepting applications has been extended to May 4th.

Three (3) post graduate positions are posted for Joint Marketing in the Public Affairs Department, Media Specialist in the Inter-Governmental Affairs Department and Training & Organizational Development Specialist in the Human Resources Department. These will remain on hold until the May 23rd BC meeting.

Employee Separations Reports

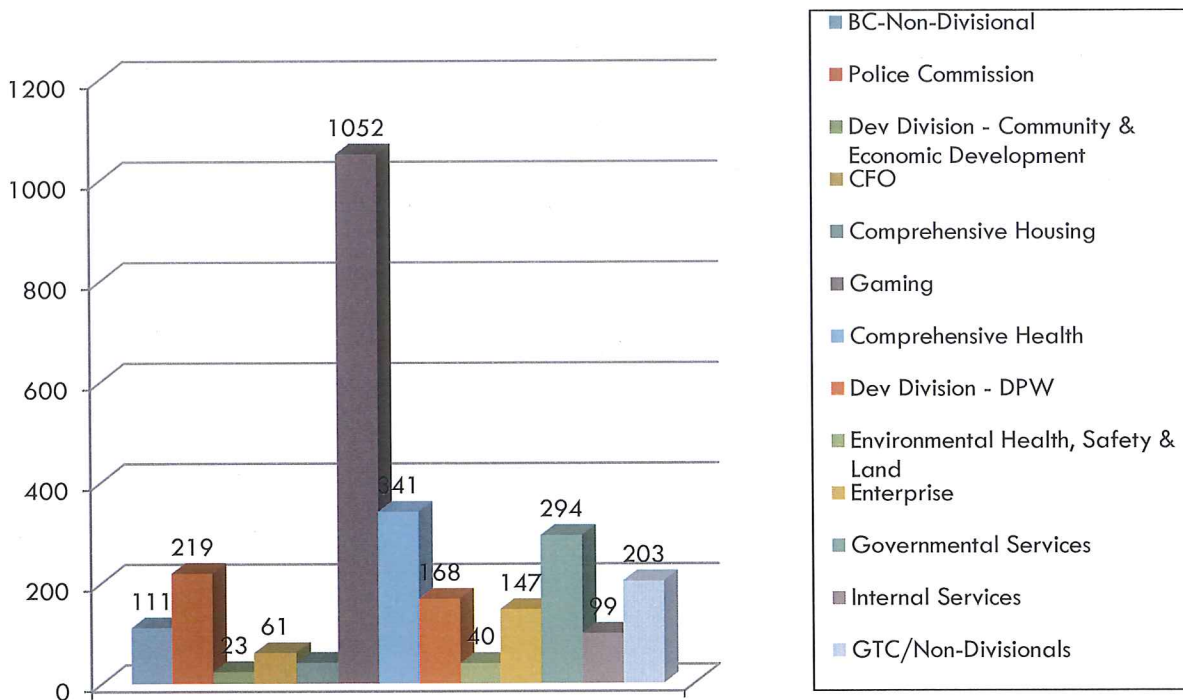


Employee Separations Report Jan - Mar 2018 by Ethnicity - 115 Total Separations

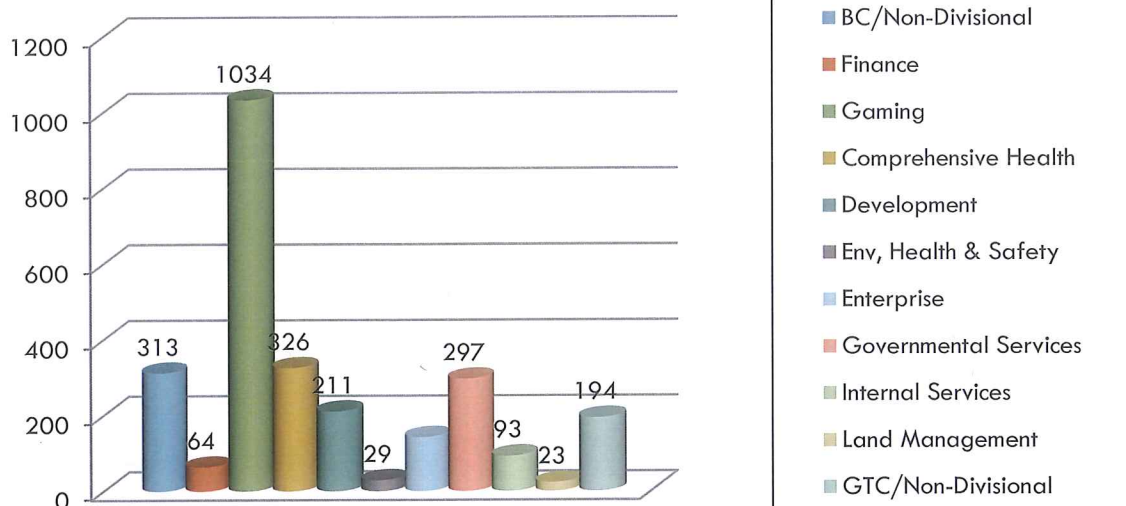


There were a total of 115 Separation for the period of January through March 2018 in comparison with 108 employee separation during the same period the previous year.

Number of Employees within Each Division/Non Division March 2018 - 2,799 Total Employees



Number of Employees within Each Division/Non Division March 2017 - 2,727 Total Employees



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 January, February and March 2018				
	January	February	March	TOTAL
TrANS	1	17	10	28
Job Readiness Boot Camp	0	0	0	0
OutStanding Applicant	0	0	0	0
NWTC	15	0	0	15
Youth Employment Solution Success	5	0	0	5
Supportive Services	34	27	31	92
Mock Interviews	10	2	7	19
Presentations	4	4	6	14
Client Outreach	37	46	228	311
Collaboration with partners	12	8	14	34
Total	118	104	296	518

During the 2nd Quarter, Workforce Development did outreach to a total of 311 clients and 34 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 meeting to include program recruit at Job Fairs, 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 Youth Education Success Solutions training to the Youth-At-Risk. We provided assistance to Center for Self Sufficiency and worked with Recruitment firms RCL and Career Builders. The team facilitated and chose departments to participate in the College Prep Program and Provided Relocation Assistance.

Transportation Alliance for New Solutions (TrANS) Program:

Collaborated in their graduation completion hire graduates and hiring rate is 90% placement. Received a plaque for Hall of Fame Inductee for partnership with TrANS.

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

NWTC Partnerships:

1) Forklift Certification – Classes were cancelled by NWTC
2) Participated in the recruitment of Certified Nursing Assistants to vacant position within the Oneida Nation.

Assisted clients with scrubs, watches, stethoscopes etc.

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

FVTC Partnership:

We are currently working with 3-6 students to enroll in the CDL Program.

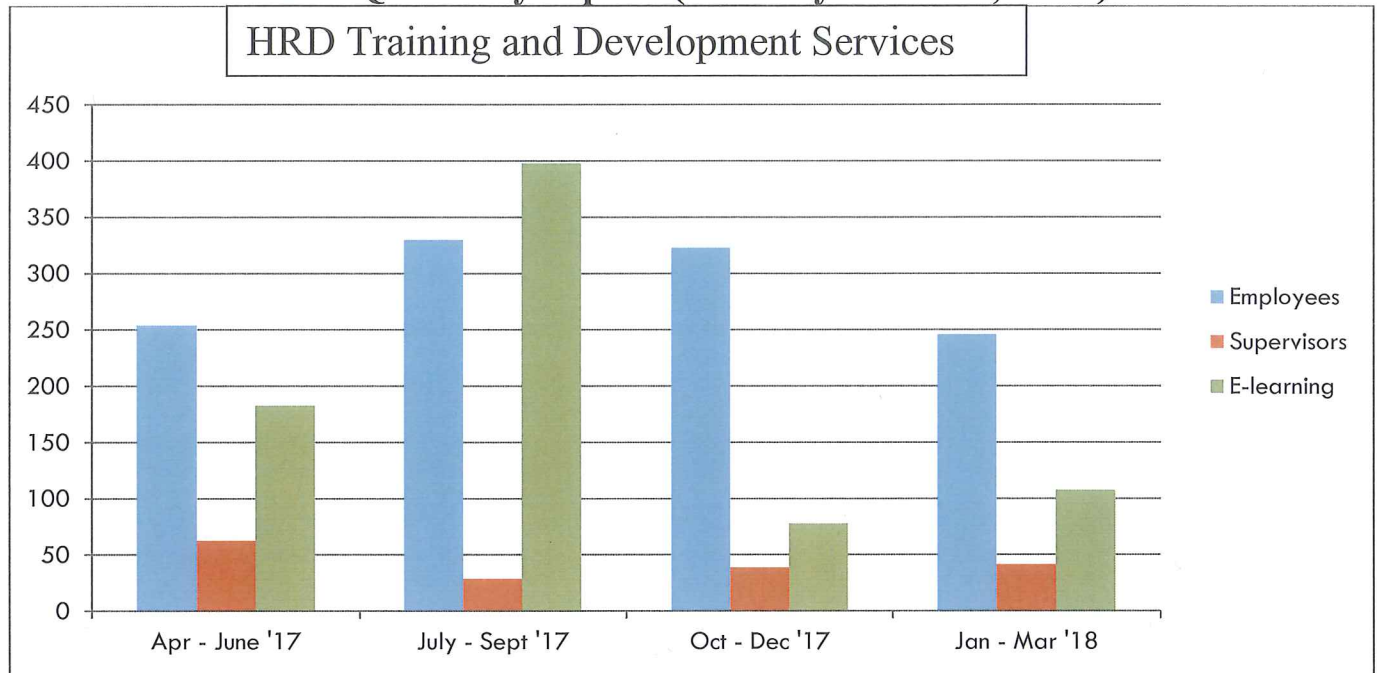
School Partnerships:

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.

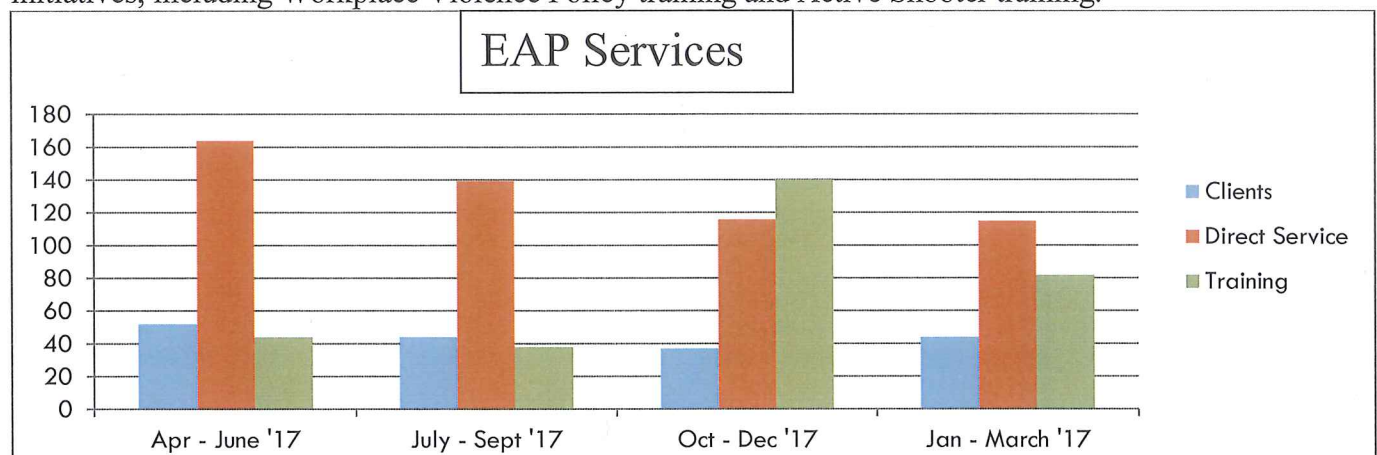
TRAINING AND DEVELOPMENT - Nicolas Reynolds-Training & Development
 Director, Barb Kolitsch-Sr. Training Specialist, Regina Robinson-Sr. Training Specialist, Shannon
 Stone-Sr. Training Specialist, Megan White-Administrative Assistant

HRD T&D Quarterly report (January - March, 2018)



Training & Development Updates:

The O'cademy Employee and Leadership Development Program continues to demonstrate value for existing and future leaders. Attendees continue to share their experiences implementing concepts learned in class. With over half of our scheduled sessions completed, we are beginning to gather data and prepare for O'cademy moving into FY2019. We also are continuing to work with supervisors and managers to reach 100% compliance on several org-wide training initiatives, including Workplace Violence Policy training and Active Shooter training.



EAP Training includes: Book Clubs, Brown Bag lunch topics, Grief Circle.

* DAFWP Return to Work Agreements First violation – 2, Second violations – 0.

EAP Updates:

EAP, with the assistance of the MIS Department, has successfully upgraded their client management software. The new software has gone live, giving EAP the ability to better track, analyze, and serve their customers. RAS presentations provided by EAP have been relocated to the EAP Cottage following the closing of the Employee Services Building.

HUMAN RESOURCES INFORMATION SYSTEMS

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

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 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 the re-organization of Community & Economic Development Division; Involved in a variety of meetings with MIS regarding Talent Management and Global HR systems and Testing the utilization of Time Off Requests via Employee Self Service.

Functions	Jan	Feb	Mar	Total
HR/Payroll Entry Transactions	1030	535	1334	2899
Employee Self-Service Entries	82	69	31	182
Employment Verifications	172	164	168	504

EMPLOYEE INSURANCES – *Josh Cottrell-Employee Insurance Manager, Kimberly Schultz-Insurance Specialist, Kristin Jorgenson-Insurance Specialist, Gina Jasmer-HR Assistant*

During the second quarter of FY18:

- The 1094C/1095C statements were filed electronically with the IRS. The filing was accepted with errors. Those errors are being reviewed and a second file will be submitted to the IRS.
- Oneida transitioned 401k platforms with the current 401k administrator, Transamerica. Employee Insurance continues to monitor and address any issues that may have resulted with the transition.

Upcoming Items:

- Working on educational materials to be sent to employees in relation to Voluntary Benefits, 401k, and other miscellaneous benefits related items.
- Monitoring the implementation of HR Global and the impact to Employee Insurance.

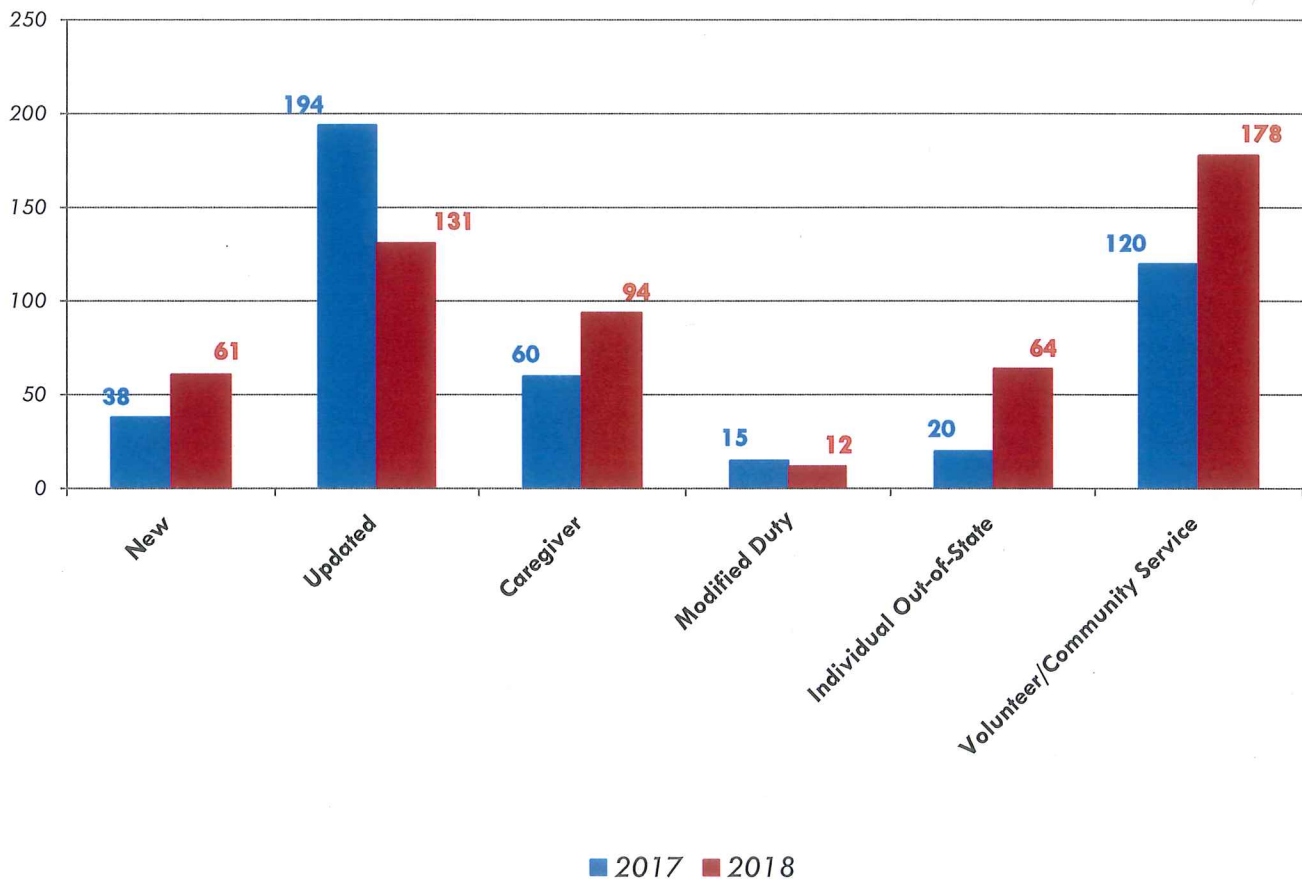
Insurance Requests Processed – Second Quarter FY18		
Type of Requests	# of Requests Processed	
	Second Quarter	FY18
Leaves/Return to Work	191	339
Applications, Insurance Changes, Beneficiary, etc.	157	361
Disability	46	83
RAS Completions	89	334
Wellness Incentives	183	420
Note: This is not a complete listing of requests and does not take into account phone calls, walk-ins, emails, terms, 401k and other miscellaneous requests.		

MONTHLY INSURANCE COUNT – MARCH 2018			
Breakdown	Employee Count	Breakdown	Employee Count
401K (Pre-Tax)	1,634	Medical – Single	909
Roth (After Tax)	187	Medical - Limited Family	479
LIF52 (\$50,000 Life Insurance)	2,616	Medical – Family	606
Short Term Disability	2,166	Total Medical	1,994
Long Term Disability	2,144	Vision - Single	802
Delta Dental – Single	711	Vision - Limited Family	532
Delta Dental- Limited Family	480	Vision - Family	711
Delta Dental - Family	631	Total Vision	2,118
Total Delta Dental	1,822	There are currently 1,211 employees receiving a premium adjustment on their medical premium based upon their HRA/RAS.	
Dental Associates – Single	146		
Dental Associates – Limited Family	69	There are currently 258 employees receiving the non-participant rate for not having an HRA done.	
Dental Associates - Family	97		
Total Dental Associates	312		

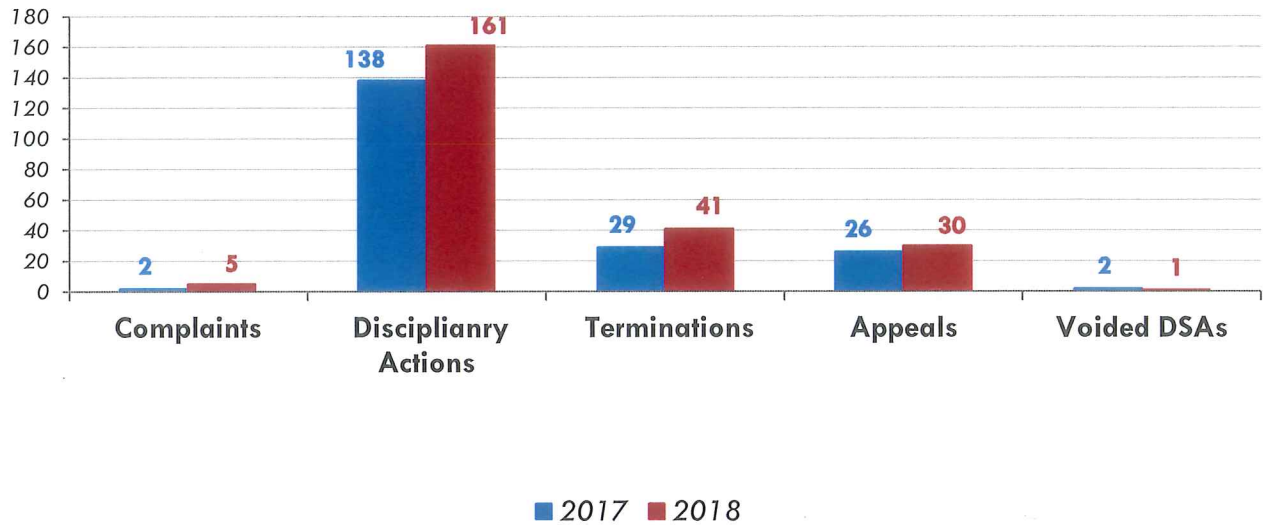
EQUAL EMPLOYMENT OPPORTUNITY DEPARTMENT (EEO)

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



Equal Employment Opportunity (EEO)



Continuous Improvement Mediation (CIMS)

