

## Oneida Business Committee Agenda Request

1. Meeting Date Requested: 08 / 08 / 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:

  
Geraldine Danforth, HRD Area Manager

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 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](mailto:BC_Agenda_Requests@oneidanation.org)



Geraldine R. Danforth  
HRD Area Manager

## Human Resources Department (HRD) 3rd Quarter Report - April through June FY'18

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

**Budget:** HRD submitted the following budget for FY' 18:

Department	Budget Amount	Funding Source	Spending YTD	Variance
<b>HRD</b>	\$2,618,067	Indirect Cost	\$ 1,826,968	\$ 791,098
<b>Employee Assistance</b>	214,023	Tribal Contribution	\$ 160,203	\$ 53,820
<b>Workforce Development</b>	256,345	Grant 79% & TC	\$ 171,998	\$ 84,347
<b>Student Intern Program</b>	625,852	Tribal Contribution	\$ 182,106	\$ 443,746
<b>Employee Incentive &amp; Testing</b>	23,028	Tribal Contribution	\$ 7,472	\$ 15,556

- **Human Resources.** The budget is \$136,582 under budget. This is in part due to two vacancies
- **The Employee Incentive and Testing.** This 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 thirty-five (35) blankets for YOS and zero (2) blankets for Retirement with 25 or more YOS.
- **Student Intern College Graduates.** In FY'18, three additional positions were added for a total of 8 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 resigned for another position outside the organization.

**YEARS OF SERVICE.** The Oneida Nation proudly recognized 27 tribal employees for their years of service to the nation during the June 27th Oneida Business Committee (OBC) meeting. Each of the employees that were able to attend received a formal letter of commendation as well as a Pendleton Blanket for their dedication to the Oneida Nation. Employees who were unable to attend will receive their Pendleton at a later date. Employees recognized for years of service were:

### 35 Years of Service 3<sup>rd</sup> Qtr 2018

David Charles

Linda Verheyen

Jennifer Webster

### 25 Years of Service 3<sup>rd</sup> Qtr 2018

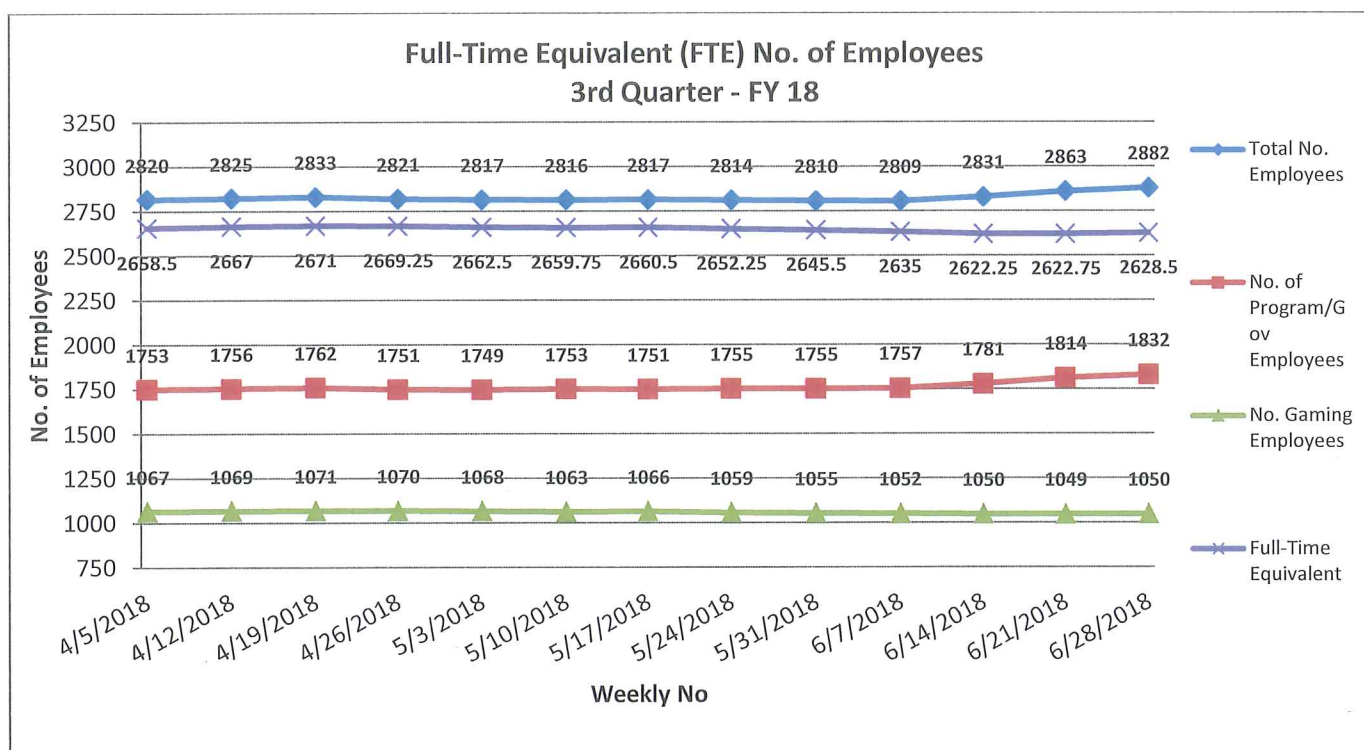
Carol Baumgart  
Shelly Brusky  
Jeffrey Carlson  
Carlos Cornelius  
Henry Cornelius  
Paul Hockers

Sandra Kossow  
Linda Kriescher  
Shawn Legare  
Cindy Metoxen  
Kathleen Metoxen  
Maureen Metoxen

Laurel Meyerspooner  
Robert Nehring  
Brandie Neja  
Maurice Reed  
Sandra Skenadore  
Jeffery Sot

Amy Spychalski  
Georgia Stevens  
Lee Thomas  
Sarah Underdahl  
Donna Vanark  
Joe Zember





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 above represents the total number of employees, the full-time equivalent number of employees, the number of Program/government employees and the number of Gaming employees for the 3<sup>rd</sup> Quarter.

- 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.

October of 2017: 2810 Employees – FTE 2655.50  
 April of 2018: 2820 Employees – FTE 2658.50

January of 2018: 2832 Employees – FTE 2683.50  
 June of 2018: 2882 Employees – FTE 2628.50

The total number of employees has increased due to the 79 students and youth working during the summer months. All areas of the nation are struggling to fill positions.

*The United States is at 4% unemployment with an estimated 6.7 million job openings in June 2018. Even though there are increases in job openings, employers still are unable to find the talent they need. Since 2017, the employment growth has exceeded the labor force. JLL Research June 2018*

**Employee Vacation and Personal Time Accruals**  
**3rd Quarter 2018**  
**FY 18**

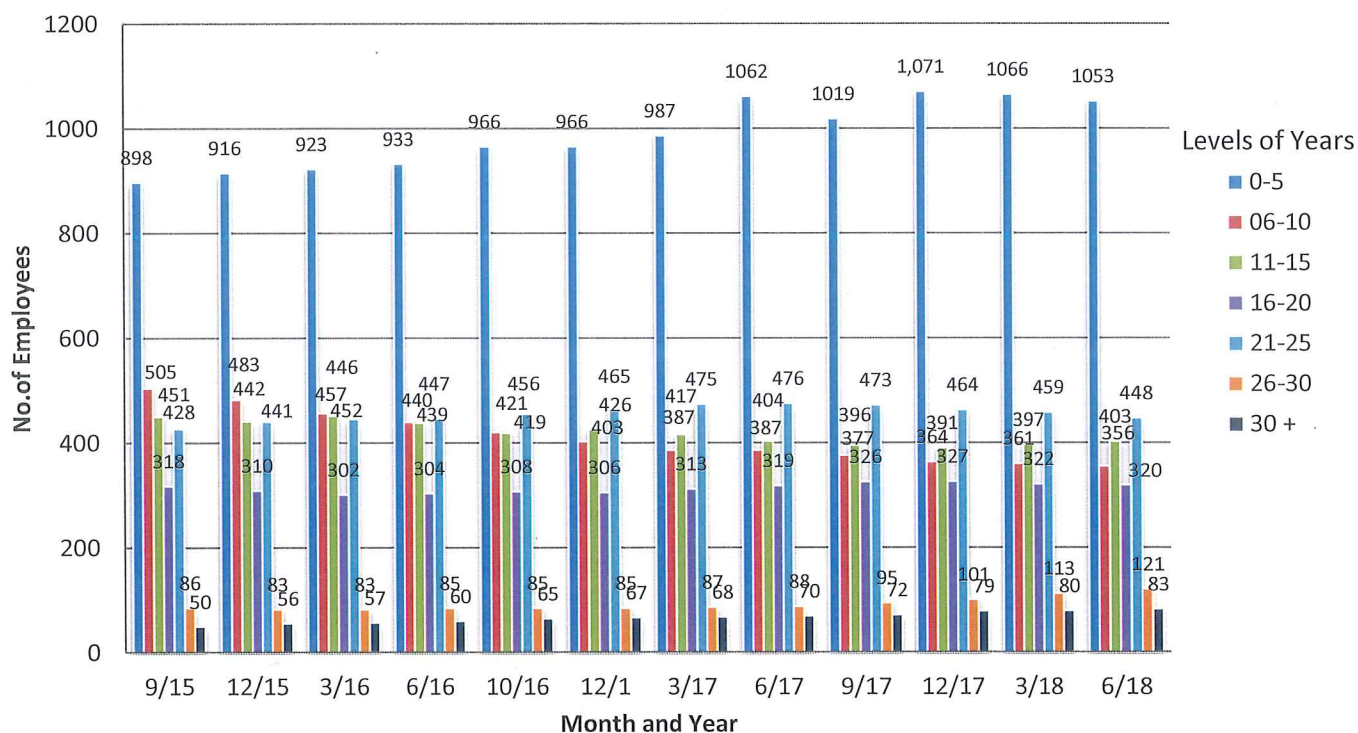
	Sep-14	Sep-15	Sep-16	Sep-17	Oct-17	Dec-17	Mar-18	Jun-18
<b>Total EE's</b>	2608	2623	2,639	2683	2680	2724	2719	2683
<b>Total Hours</b>	260,572	263,529	264,422	255,165	257,302	267,908	269,584	271,854
<b>Total Payout</b>	\$5,271,854	\$5,412,394	\$5,793,148	\$5,782,351	\$5,935,470	\$6,172,289	\$6,185,739	\$6,266,731
<b>No. of EE's @ Max</b>	29	30	42	19	24	45	43	42
<b>280 Hours</b>	\$202,833	\$261,496	\$331,728	\$183,315	\$201,918	\$447,552	\$387,188	\$295,671
<b>Avg Hours</b>	99.91	100.47	100.2	95.10	96.01	98.35	99.15	101.32
<b>Avg Payout</b>	\$2,021	\$2,063	\$2,195	\$2,155	\$2,215	\$2,266	\$2,275	\$2,336
				0.71%	0.90%	1.65%	1.58%	

**Vacation and Personal Time Accruals – 3rd Quarter – FY 18**

The accruals chart for the 3rd quarter show:

- Employees At maximum of 280 hours are at 1.57% or 42 employees.
- The accrual payouts have increased by \$80,992 from the previous quarter and increased by \$7,887 from the previous month.

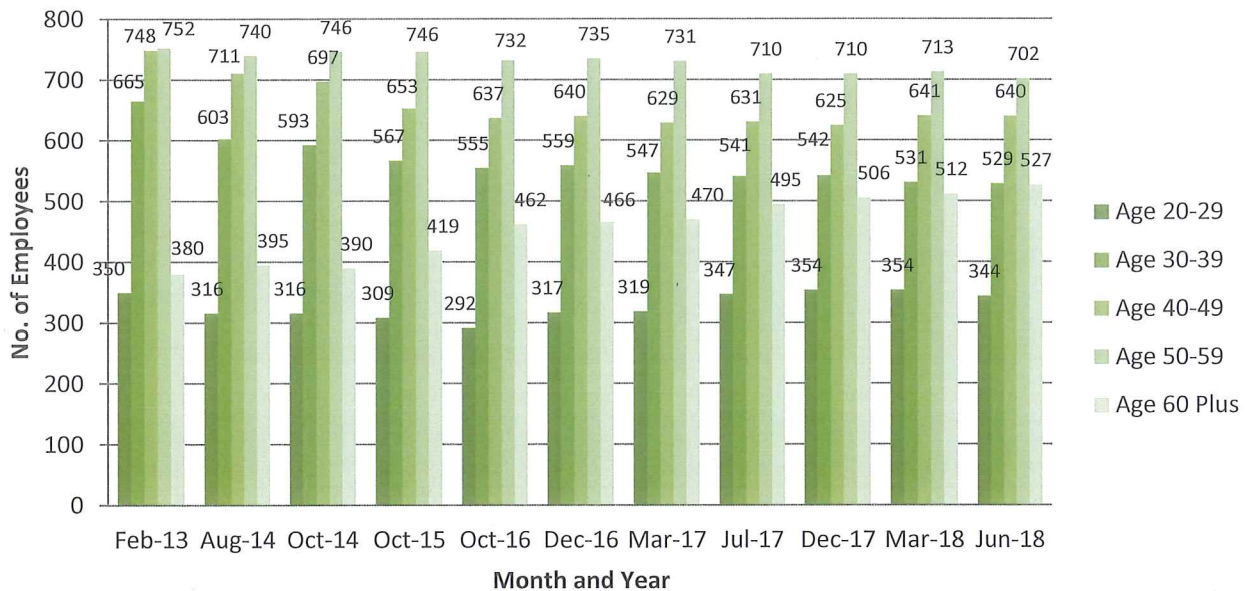
**Years of Service**  
**3rd Quarter - FY 18**



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 33 employees. The 26-30 years has increased by 35 employees. The Tribe continues to hire new employees which are the majority of employees with 0-5 years of service or 37.82%.

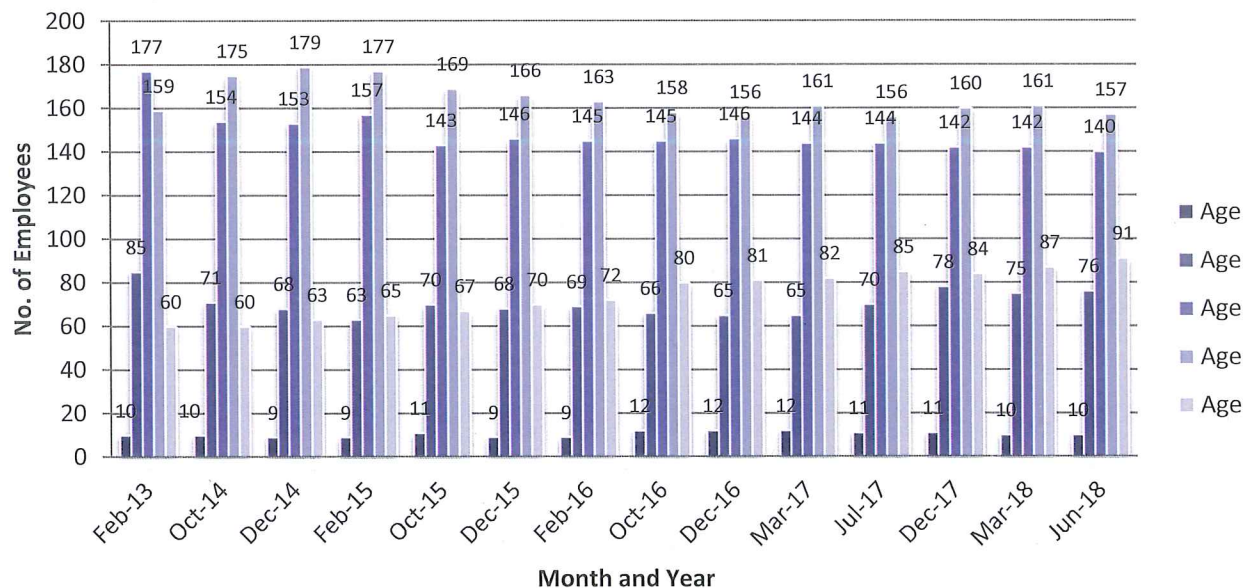


### All Employees by Age Group 3rd Quarter 2018



This chart represents all 2784 employees of the Nation. The trend is steady for most age groups. The age group of 60 and over has gone from 380 in 2013 to 527 in 2018, which is a 38.68% increase. The average age for the Nation is 45.50.

### All Supervisors by Age Group 3rd Quarter 2018



Currently, there are 474 supervisors; in 2013 there were 491, decrease of 17 supervisors. Of the 474 supervisors, 33.12% of the supervisors are in the age group 50-59, of which 125 are Oneida and 32 are other. Supervisors in the 60 plus age group are at 18.32% of the total supervisors, of which 76 are Oneida and 15 are other. Succession planning is needed to ensure the critical positions will have a replacement.

### Talent Management and HR GLOBAL

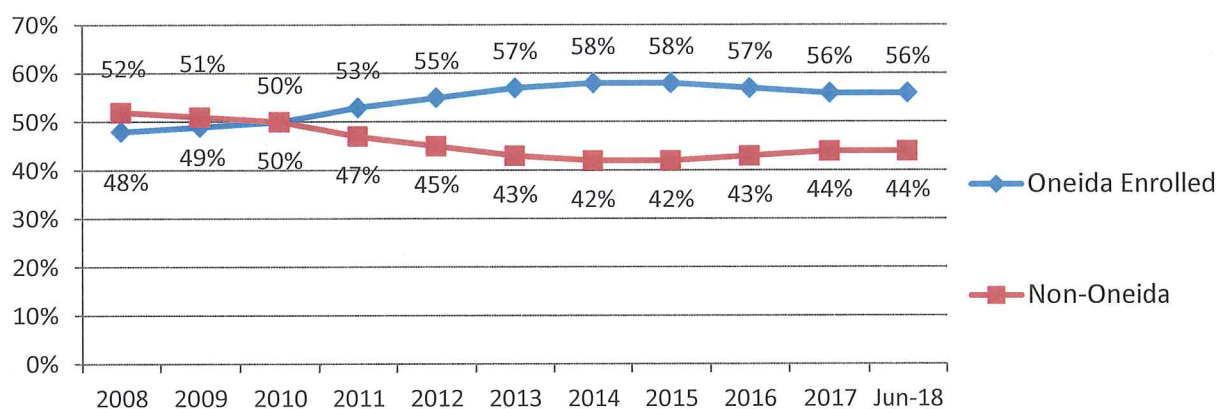
The process has begun to bring in the **Talent Management Module**. The team working on this project includes: Dave Cluckey-MIS, Geraldine Danforth-HRD, Melinda Danforth-HRD, Mike Sampo-MIS, and Jim Wildenberg-MIS. The team will be drafting a project plan to bring forward to the OBC in the near future.

## COMPENSATION AND HIRING

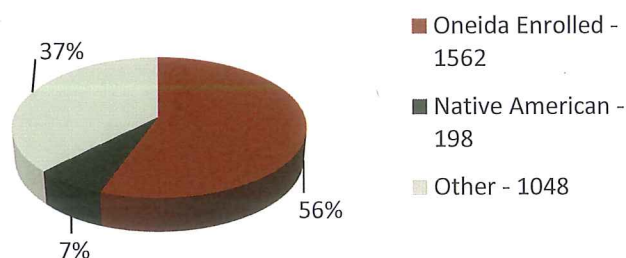
*Marianne Close-Comp and Hiring Director, Katrina Snyder-Sr. HR Generalist, Lisa Hock-HR Generalist, Wanita Decorah-HR Generalist, Jenny Garcia-HR Generalist, Peril Huff-HR Generalist, Candace House-HR Assistant*

### Ethnicity Reports

#### Ethnicity Report 2008 through June 2018



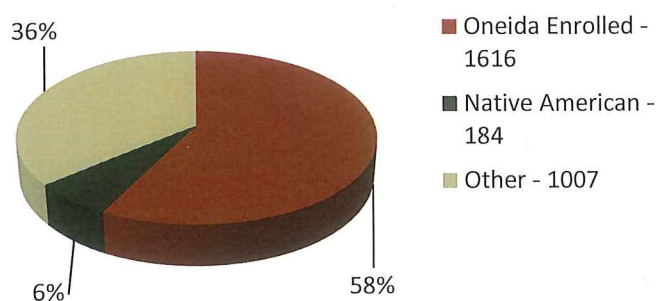
#### Ethnicity Report - June 2018



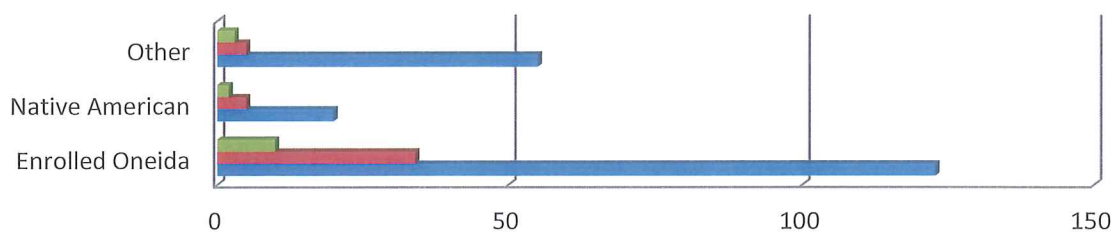
The Ethnicity report for June 2018 indicates a decrease in the number of Enrolled Oneida members by -54 and an increase in Native American by +14 and an increase in Others by +41 in comparison to June 2017.

	2017	2018	Difference
Enrolled Oneida	1,616	1,562	-54
Native American	184	198	+14
Other	1,007	1,048	+41

#### Ethnicity Report - June 2017



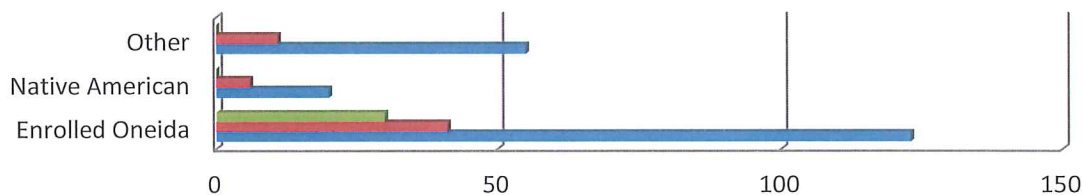
## Hires Report Apr - Jun 2018



	Enrolled Oneida	Native American	Other
■ Job Reassignments	10	2	3
■ Transfers	34	5	5
■ Hires/Rehires	123	20	55

- 62% of all hires were filled with enrolled Oneida Tribal members.
- 67% of all job reassignments were filled with enrolled Oneida Tribal members.
- 77% of all transfers were filled with enrolled Oneida Tribal members.
- Total was larger in June due to the hiring of 28 Student Interns and 24 Youth Workers.

## Hires Report Apr - Jun 2017



	Enrolled Oneida	Native American	Other
■ Job Reassignments	30	0	0
■ Transfers	41	6	11
■ Hires/Rehires	123	20	55

For Apr – Jun 2017

- 62% of all hires were filled with enrolled Oneida Tribal members.
- 100% of job reassignments were filled with enrolled Oneida Tribal members.
- 71% of transfers were filled with enrolled Oneida Tribal members.
- Total was larger in June due to the hiring of 23 Student Interns and 30 Youth Workers.



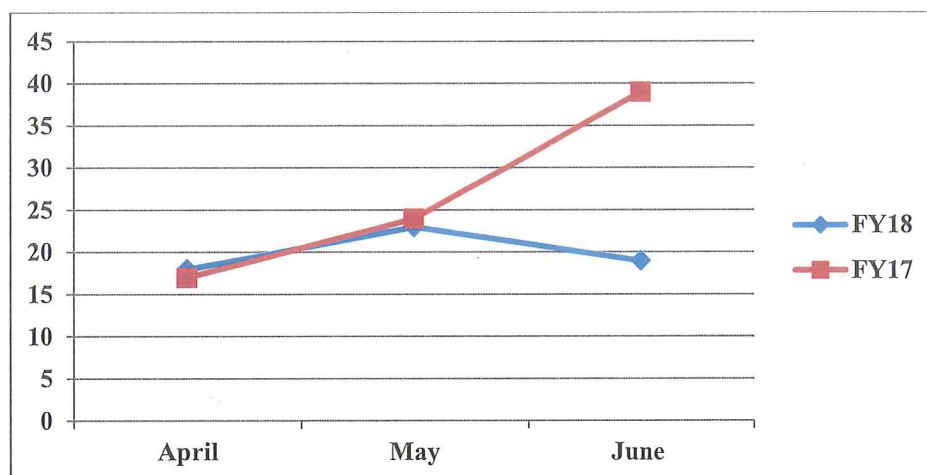
## Job Postings

Job Postings by Division for April, May and June 2018				
Division	Apr	May	Jun	TOTAL
Gaming	3	2	0	5
Comp Health	3	3	5	11
Develop	3	1	1	5
EHS/Land Mgmt	0	0	0	0
Comp Housing	0	0	0	0
Internal Services	0	0	0	0
Enterprise	0	1	0	1
CFO	1	0	0	1
Non-Div	4	11	4	19
GSD	4	5	9	18
Total	18	23	19	60

Job Postings by Division for April, May and June 2017				
Division	Apr	May	Jun	TOTAL
Gaming	2	3	4	9
Comprehensive Health	4	5	8	17
Develop	1	2	4	7
Land Management	0	0	3	3
EHS	1	0	0	4
Internal Services	0	6	3	9
Enterprise	0	0	0	0
CFO	0	0	0	0
Non-Div	3	3	8	14
GSD	6	5	8	19
Total	17	24	38	49

## Job Postings Comparison

**Comparison of Job Posting for 2nd Quarter Apr- Jun 2018 to  
Job Posting for 3rd Quarter Apr – Jun 2017**



### 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 4<sup>th</sup>.

## **WORKFORCE DEVELOPMENT**

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

Workforce Development Report for April, May and June 2018				
	April	May	June	TOTAL
TrANS	3	2	15	20
Job Readiness Boot Camp	0	1	12	13
OutStanding Applicant	0	0	0	0
FVTC	2	4	5	11
Youth Employment Solution Success	10	15	10	35
Supportive Services	18	10	16	44
Mock Interviews	16	11	8	35
Presentations	4	5	6	15
Client Outreach	54	45	28	127
Collaboration with partners	13	12	16	41
Total	120	105	116	341

During the 3rd Quarter, Workforce Development did outreach to a total of 127 clients and 41 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: bi-weekly meetings with Green Bay Area Workforce Development and Regional Workforce Development Board meeting and monthly Job Fairs at the Job Center. 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 Job Readiness training to the Youth-At-Risk and area schools. We also have been facilitating the Post Graduate Work Experience Program, however these positions were put on hold due to the hiring freeze, the Post Graduate Work team will be meeting in August to review the status of positions posted.

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

Collaborated in their graduation completion hire graduates and hiring rate was 100% placement.

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

#### **FVTC Partnerships:**

1) Forklift Certification – A one day certification. We are currently recruiting for fifteen (15) people signed up for classes. By earning this certification it can help to get their foot in the door to an entry level positions.

#### **NWTC Partnerships:**

1) Participate in the recruitment of Certified Nursing Assistants to vacant position within the Oneida Nation.

Assisted clients with scrubs, watches, stethoscopes etc.

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

#### **School Partnerships:**

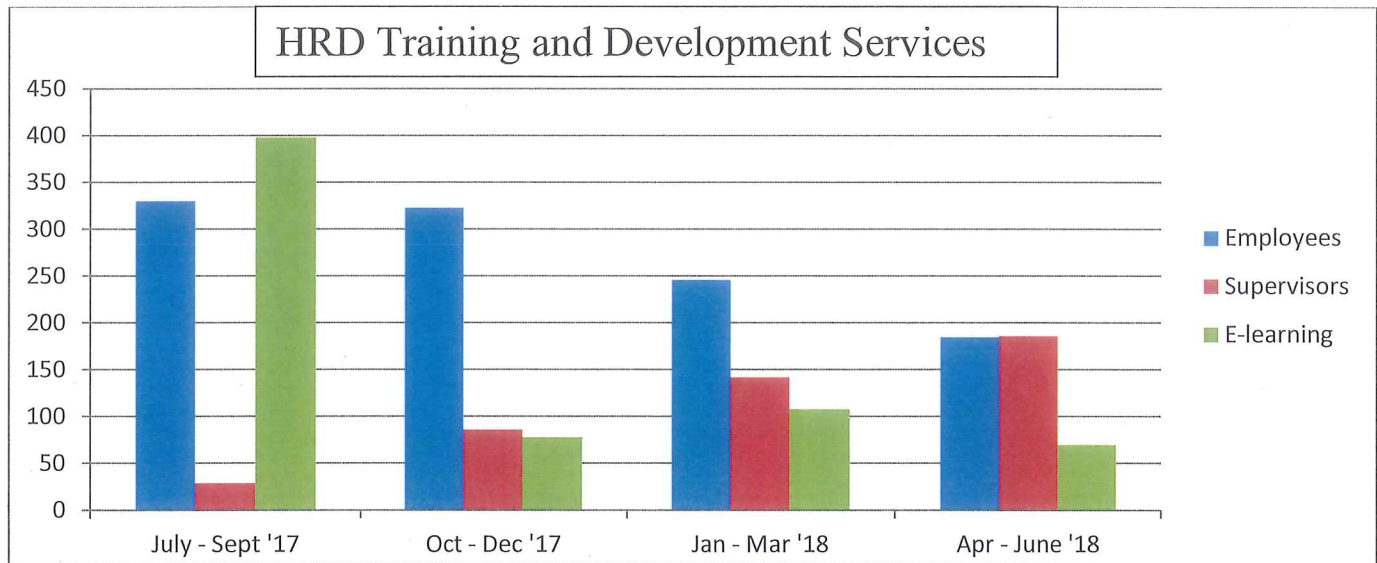
We recruited 10-15 students to participate in job readiness classes; classes will start again in April and run thru June.

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



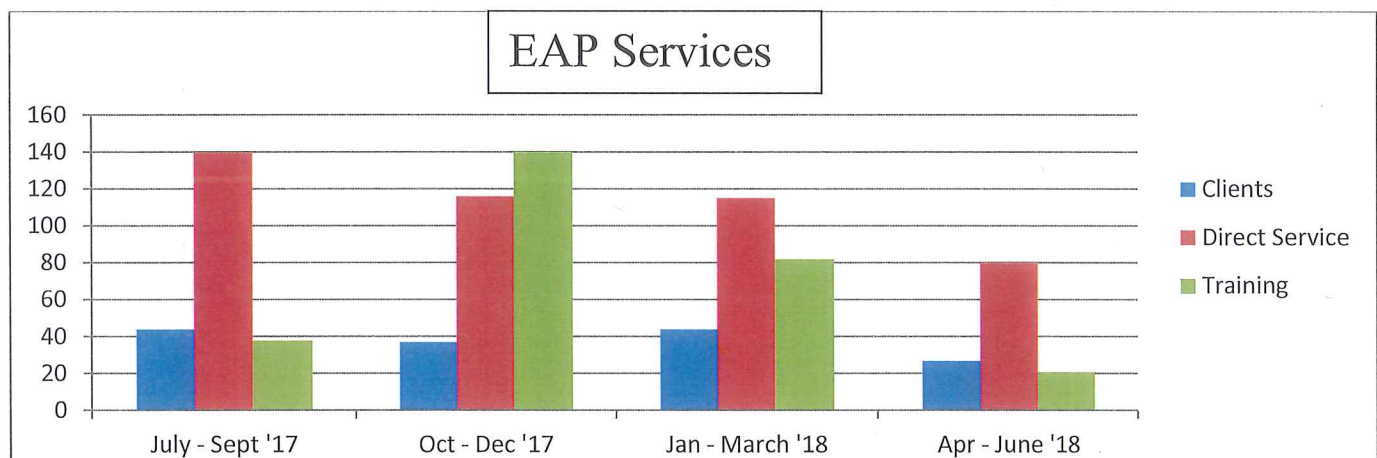
## **TRAINING AND DEVELOPMENT**

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:**

The spike in training numbers in the 4<sup>th</sup> quarter of FY17 and 1<sup>st</sup> quarter of FY18 are reflective of mandatory training related to Workplace Violence and Vehicle Driver laws. Employee training numbers in 3<sup>rd</sup> quarter of FY2018 are lower than normal which is reflective of lower than normal participation rates. On the flip side, supervisory training, which includes leadership training, has increased significantly due to O'cademy.



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

\* DAFWP Return to Work Agreements First violation – 1, Second violations – 0.

### **EAP Updates:**

EAP has seen a reduction in services due to less new clients, less direct hours with existing clients, and less training. The primary reason for this change is due to seasonal fluctuation and the resolution of previous high stress environments in the employee population. EAP has also dedicated an increasing amount of staff hours to the TAP initiative with EAP Manager Carol Bauman serving on one of the sub-committees.

## HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/RECORDS

*Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist,  
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 (Power 8 aka 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 revision of some HR forms; Assisted MIS and OBC Records Management regarding Power 8 access for Boards/Committees/Commissions; Involved in a variety of meetings regarding HR Budget, HR Triennial Strategic Planning and with MIS regarding Global HR systems; Worked with MIS regarding Gaming Incentive implementation; Data entry of FY18 Incentive.

Functions	Apr	May	June	Total
HR/Payroll Entry Transactions*	620	2004	1362	3986
Employee Self-Service Entries	32	34	37	103
Employment Verifications	177	262	234	673

\*High volume of transactions due to incentive data entry.

## COMPENSATION AND BENEFITS

*Josh Cottrell-Employee Insurance Manager, Daniel Habeck, Compensation Analyst, Kimberly Schultz-Insurance Specialist, Kristin Jorgenson-Insurance Specialist, Gina Jasmer-HR Assistant*

### During the third quarter of FY18:

- Assisted in providing content for the launch of SharePoint.
- Hired and training a Compensation Analyst.
- Brought in a Student Intern for the summer.

### Upcoming Items:

- Planning for year-end activities that include:
  - Open Enrollment (held in October)
  - Annual Flex Spending Enrollment (held in November/December)
  - ACA Compliance
  - Year End Adjustments (premiums, changes, etc.)



### Insurance Requests Processed – Third Quarter FY18

Type of Requests	# of Requests Processed	
	Third Quarter	FY18
Leaves/Return to Work	190	529
Applications, Insurance Changes, Beneficiary, etc.	119	480
Disability	56	139
RAS Completions	91	425
Wellness Incentives	172	592
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 – JUNE 2018

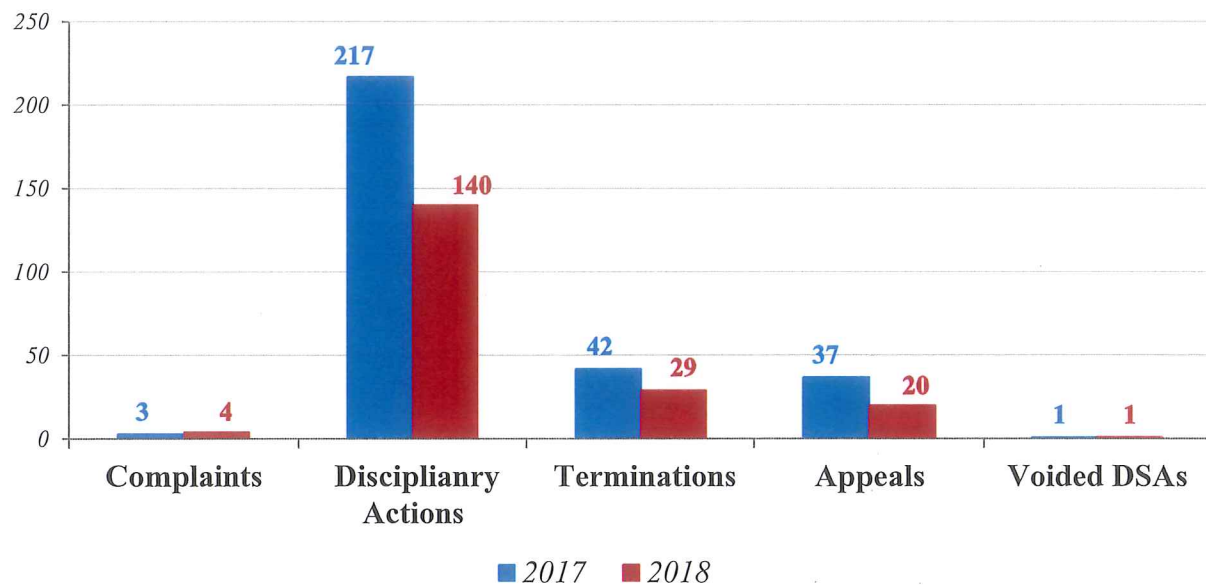
Breakdown	Employee Count	Breakdown	Employee Count
401K (Pre-Tax)	1,664	Medical – Single	905
Roth (After Tax)	191	Medical - Limited Family	463
LIF52 (\$50,000 Life Insurance)	2,602	Medical – Family	589
Short Term Disability	2,129	<b>Total Medical</b>	<b>1,957</b>
Long Term Disability	2,127	Vision - Single	838
Delta Dental – Single	695	Vision - Limited Family	534
Delta Dental- Limited Family	465	Vision - Family	702
Delta Dental - Family	616	<b>Total Vision</b>	<b>2,074</b>
<b>Total Delta Dental</b>	<b>1,776</b>	There are currently 1,186 employees receiving a premium adjustment on their medical premium based upon their HRA/RAS.	
Dental Associates – Single	151		
Dental Associates – Limited Family	69	There are currently 246 employees receiving the non-participant rate for not having an HRA done.	
Dental Associates - Family	92		
<b>Total Dental Associates</b>	<b>312</b>		



## 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*

### Equal Employment Opportunity(EEO)



### Background Investigations

