

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 07 / 25 / 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:

Approve the 3rd quarter report of the Internal Services Division.

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:

Joanie Buckley, Division Director/Internal Services

 7/17/18

Primary Requestor/Submitter:

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:

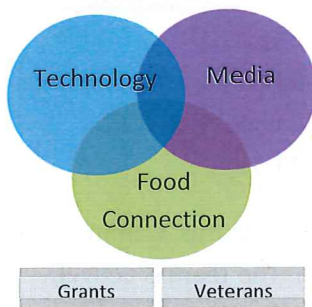
Describe the purpose, background/history, and action requested:

Attached is the 3rd quarter (April-June 2018) report for the Internal Services Division.

- 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

INTERNAL SERVICES DIVISION

Third Quarter Report FY18 (Apr. – Jun. 2018)



During the 3rd Quarter for Internal Services, we can easily recap activities that relate to our strategic plans. We continue to focus our efforts by looking at operational efficiencies that support nation building. These efficiencies are driven by building systems such as Big Bear Media (Print, Mail, Kali, and Tourism); the expansive support of Technology (MIS); and the collaboration of the Oneida Cannery, Aquaponics, and the Emergency Food Pantry's connection to food. The systems promote an integrated approach to nation-building for a healthy community sharing manpower and resources.

Technology

MIS is busy completing various phases of their Surveillance Project. Gaming sites have been completed apart from IMAC while Retail sites that have gaming have been completed. The team is actively working on the IMAC site and remaining Retail locations. They are also completing infrastructure designs and plans to provide broad surveillance access to OPD.

Media

Big Bear Media continues make great use of their resources. In particular, the cost of 7,000 GTC packets had a \$80,000 cost-saving through Permit 4 postage. We are appreciative of our staff who work long hours to ensure the printing for on-time mailing. **The Longhouse at the Cultural Heritage Grounds is scheduled to celebrate their opening on August 3rd at 5 pm, and later that evening to enjoy an outdoor film "More than Fry Bread" at 8:30 pm.**

Food Connection

A grant from Economic Development Agency is funding the feasibility study for a community food center. New Venture Advisors is our external consultant who has experience in Food System assessments. This study will determine the market need, potential size and cost, and other elements which may include entrepreneur kitchen, small café, and value-added production. We will be gathering community input and will be sending out a survey with Planning Dept.

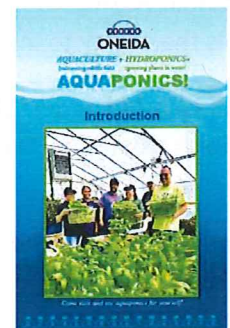
Volunteerism and community engagement continues to grow at the Emergency Food Pantry weekly, Aquaponics on the weekends, families at the community garden at Tsyunhehkwa led by the Cannery, and summer youth throughout ISD. We are incredibly grateful for their time, effort, and support.

Special Services

The Grants Office secured \$2.6 million in external funding for the various programs and support services. Veterans Services is working with the Department of Veteran Affairs HUD to on housing for Vets who experience homelessness and continue to engage in the community through their aquaponics system and create a mindset for healthy foods

Summer Interns

This summer we are fortunate to develop four young Oneidas in the summer intern program – Janelle Miller, Jameson Wilson, Ladonna Parker, Camille Billie. For us this is another way we invest in young minds to support the future of our nation. The interns have incredible talent and range or interest and are learning about the organization and specific operations.



Management Information Systems

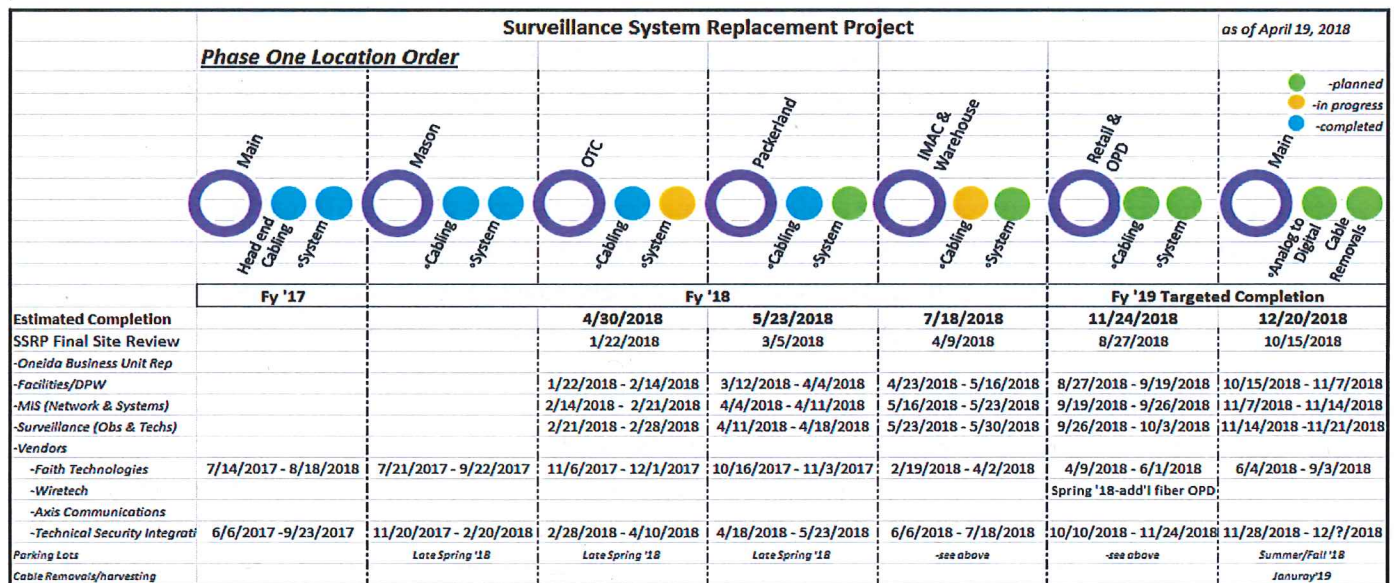
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Strategy #1 Deliver Business Technology Solutions

MIS has completed all modifications and updates in preparation for the rollout of the OBC Agenda Management system. The foundation of the system is OnBase with designs unique to the requirements of the OBC Administrative staff. Training and testing of the new system is wrapping up with the go-live scheduled for 4th quarter FY'18.

The Surveillance Project continues to progress. Below is a high-level overview of the current project status. Gaming sites have been completed apart from IMAC while Retail sites that have gaming have been completed. The team is actively working on the IMAC site and remaining Retail locations. They are also completing infrastructure designs and plans to provide broad surveillance access to OPD.



Strategy #2 Promote Information Sharing & Collaboration

MIS in coordination with the Language department and our business partner has completed a downloadable Oneida language app for Apple ios (iPhones and iPads). The app is designed to assist the user to learn the Oneida language while preserving the Nation's rich culture and heritage. The formal rollout of the app is scheduled for 4th quarter FY'18 with plans to create an app for droid devices in FY'19.

Strategy #3 Optimize Use of Resources

The Info-Sec team completed the deployment of SSL Decryption. According to most recent estimates, half of all internet traffic is encrypted which is an essential capability in the battle for data security. However, while encryption can protect and hide sensitive data it can also hide undesirable code including malware. SSL Decryption allows network and security tools the ability to inspect encrypted data to ensure an organization's information assets aren't exposed.

MIS Goals for FY'18

Deliver Business Technology Solutions

Develop mobile app's to support the goals and objectives associated with Oneida Language Preservation and On^yote?a.ka principles.

Promote Information Sharing & Collaboration

Leverage the recent deployment of Passport (POS) solution within the Retail environment. This activity is in alignment with the Nation's 4 Strategic Directions, specifically a commitment to building a responsible Nation.

Optimize Use of Resources

Phase I of the Surveillance project will be completed. The outcome will support the standardization of the Nation's surveillance environment while enhancing the Nation's overall security posture.

GRANTS OFFICE

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Mission

Ensure the Oneida Nation maximizes external forms of revenue to meet the needs of the Oneida Community as stated in the National Priorities.

Strategy 1: Enhance tribal services with external funding

Goal: \$7 million in funded grants.

Due to federal budget cuts, grant programs are very strict and have become harder to obtain as funding agencies want to see their funding distributed to more needy organizations. Ultimately, there is **always a positive impact** with grants as the funding provides additional services, programming, and jobs for our membership and community.

- Currently we have a total of \$2.6 million in funded grants in FY 2018, with \$3.2 million in pending.

Strategy 2: Become a resource for a 1-stop shop for funding/grant data and services.

Goal: Grants resource center

- Provide full assistance for various programs and enhanced their ability to obtain external funding.
- Continue to maintain internal and external relationships to increase our funding opportunities.
- Maintaining a database that includes all funded, denied, and pending grants for tracking and informational purposes.
- June Highlight: Great Lakes Restoration Initiative (GLRI) and Natural Resource Conservation Services(NRCS) work with Oneida Environmental Health Safety and Land Division to restock Rainbow and Brook trout at Oneida Lake.



Strategy 3: Enhance tribal and community efforts in fundraising thru the development of a 7871 fund unit.

Goal: Oneida Youth Leadership Institute – provide a tax exempt fundraising tool.

OYLI Mission: Build endowments, to steward funds and to provide financial opportunities that invest in youth leadership initiatives.

- The Grants Manager also acts as Executive Manager of the OYLI.
- Our website has been launched and is currently being used for fundraising...the first in the Oneida Nation to provide on-line payment services!
- Listed below is our account activity for Q2/Q3.

	Q2	Q3	Total
Incoming Funds			
Restricted Funds	\$ 26,086.55	\$ 34,629.21	\$ 60,715.76
Unrestricted Funds	\$ 1,010.00	\$ 375.00	\$ 1,385.00
Total	\$ 27,096.55	\$ 35,004.21	\$ 62,100.76
Outgoing Funds			
Distributed (Restricted)	\$ 5,195.91	\$ 2,740.00	\$ 7,935.91

Oneida Cannery

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Mission

The Oneida Cannery program specializes and assist in traditional and conventional food processing and preservation, and creates educational opportunities that strengthen food sovereignty.

Summary

The 3rd Quarter at the Cannery was exciting. Jamie Betters contacted the Seneca Nation to inquire about available White Corn to help with this year's production. A member of the Seneca Nation donated 1000 lbs. of white corn to the Oneida Cannery and Jamie drove to New York to pick up the corn. This was a great example of Iroquois Nations supporting each other when needed. We are incredibly thankful.

The Community Garden at Tsyunehkwa has thirty families planting and caring for a wide variety of table crops. The white corn is 6-8 inches tall, a trellis was built for the beans, and drip hoses are being used to water the garden. Families will begin to share their harvest which will include white corn, beans, squash, tomatoes, cucumbers, carrots, onions, green peppers, jalapenos, and potatoes for all the good work they have put into the garden.



Production

Cannery Products

Hulled and dehydrated corn continue to drive white corn production. Hulled White Corn 68 lbs., Corn Bread Flour 204 lbs., Corn Bread Flour Hulled 232 lbs., Fresh Hull Corn 122.4 lbs., Corn Bread 393 lbs., Jam 116 ½ pt. There were 3 external orders for Corn Soup 30 qt., Strawberry Drink 30 qt., and Fresh Hull Corn 4 qt.

Community Food Processing

Eight Community members used the cannery facility and equipment to process: Corn into Dehy 157 lbs., Corn Mush Flour 80 lbs., Corn Bread Flour 15 lbs., All Purpose Flour 10 lbs., Maple Syrup 110 qt., Strawberry Jam 12 pt.

Department & External Orders

The Cannery completed 21 individual department and several deliveries for a total of \$11,203. Orders were placed by Oneida School, Perinatal Healthy Start, Cultural Heritage, Domestic Violence, Airport Childcare, Oneida Museum, Title IVB, Health Promotion, SEOTS, Green Bay Public Schools.



Workshops & Presentations

A Fiddlehead and Leek Workshop and a two Jam Workshops were available to the community during the quarter. Sixteen participants attended three workshops and enjoyed learning how to harvest and preserve food. A Three-Sisters Planting presentation was given at the University of Wisconsin – Madison.

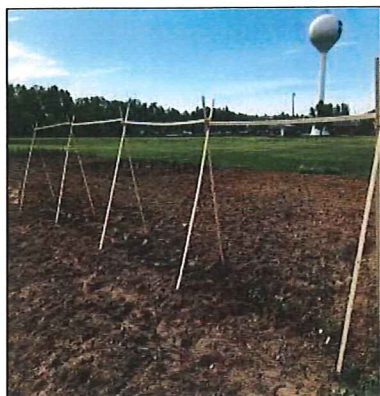
Equipment

- Boiler replaced to fix low water levels in April
- Painted walls in May
- ACIS diagnosed convection oven in June

ONEIDA EMERGENCY FOOD PANTRY

ISD Third Quarter Report FY18

Emergency Food Pantry



In the 3rd Quarter the Pantry served 2,054 clients (Including repeats) and distributed 24,386 pounds of food during the 26 days available for food pick up. We picked up food on 53 days and processed 142 bulk donations from various sources. There was an increase in the number of clients and families being served and we continue to collaborate with GSD to evaluate the collective food-related resources. The pantry hosted a canoe building project with Josy Thomas and the Woodland Indian Arts; and worked with the US Postal Service on the nation-wide Stamp Out Hunger Food Drive. We secured two grants, one from Blooming Prairie Foundation for an educational garden, and a second from Brown County United Way to support emergency food. Our volunteer efforts have continued to grow and we logged 323 hours from 25 volunteers in the quarter. We will continue to develop initiatives around operational sustainability and community self-reliance.

Q3 Donations Collected

23,549.98 Lbs. + 3.5%

Q3 Food Purchased

\$8,889.37 +35.4%

7,791.7Lbs. +41.4%

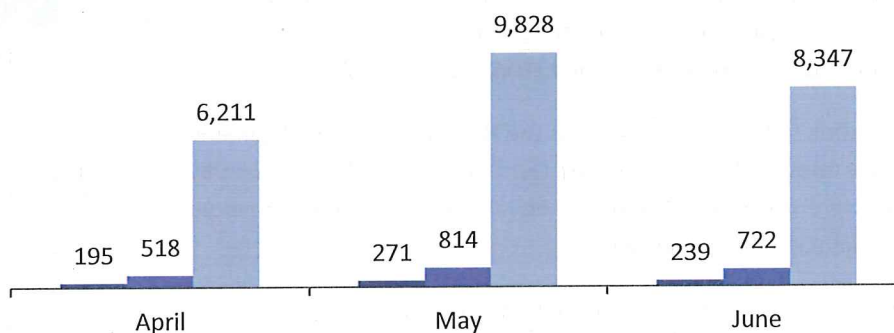
Q3 Food Waste

401 Lbs. -89.9%

Q3 Food Re-Donated

6,123.9 Lbs. +16%

■ Food Packages ■ Clients ■ Pounds of Food to Clients



In the 3rd Quarter the Pantry saw an increase in families, packages, and food being dispersed. Out of the 705 packages dispersed 358 of those were to repeat clients. Out of the 347 families served, 79 were new clients. We helped to feed 922 individuals in our community during Q3. The large increase can be attributed to awareness with economic support on site.

Strategic Goals

Development

- Create Case Study of Food Network Model
- Develop Educational Aspect Surrounding Garden

Improve Operational Change

- Develop Process for Community/Outreach Feedback
- Create Succession Plan

Increase Community Engagement

- Assess and Review Volunteer Needs/Duties
- Revising and networking for FY19 School and Oneida Operation Food Drives



VETERAN DEPARTMENT

ISD Third Quarter Report FY18

Mission

Provide Quality Services and Assistance in the Delivery of Entitlements and Benefits due our Oneida Nation Veterans and their Families.

Summary

One of Oneida's Veteran Departments Major Initiative is Improving Customer Service and our Clientele numbers maintain approx. 312 visits per month, last quarter was 308.

Another major initiative that we, the Oneida Veteran Dept. are working on is an end for Homeless Veterans in Oneida. Currently working with the Dept. of Veteran Affairs HUD/VASH Case Manager and OHA. 20 veterans have met the VA criteria and 16 have been awarded Rent Vouchers. The Oneida Nation Veteran Dept. worked with a local Christian Organization and was able to furnish an Oneida Nation veteran's new apartment. VA case worker will work with Christian organization to help other native homeless veterans with furnishings. Oneida was awarded 20 Vouchers in 01/2016.

Oneida Nation Veteran Dept. supports the Nation's Initiative Alignments, specifically Community Development. Our Dept.'s annual Memorial Day activities were well received and our annual B-B-Q contest for community veterans/families was a huge success.

The Oneida Nation Veterans Department main service is VA Disability Compensation/Pension claims. Awards so far this F/Y, total in Retro payments the sum of \$158,080, Monthly VA disability/pension checks total \$15,235 per month.

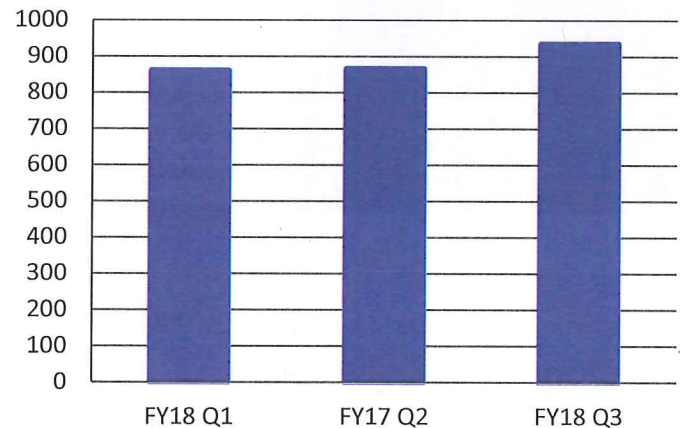
Aquaponics Project

The Aquaponics Project continues to draw in community and outside visitors to see the operation up close and experience the newest element to our integrated food system.

Our Department had an Energy Audit done by NWTC Energy Management students which was an 1st for Oneida. The students performed an energy audit on both our Aquaponics project and Veterans Facilities to identify improvement opportunities and investment options. Our Tribal Project Manager and BC members were also involved with the final report presentation.

We are working on outreach and networking for IDEAs for the Oneida Nation Aquaponics. The volunteer staffs are a perfect example of community involvement.

Veteran Department Client Visits



3rd Quarter Highlights

Calls Received	990
New Clients	4
Other Tribes	12
VA Disability Claims	16
Community Utilization of Veterans Building	49 Days





Graphics * Print * Media * Mail * Tourism * Kali
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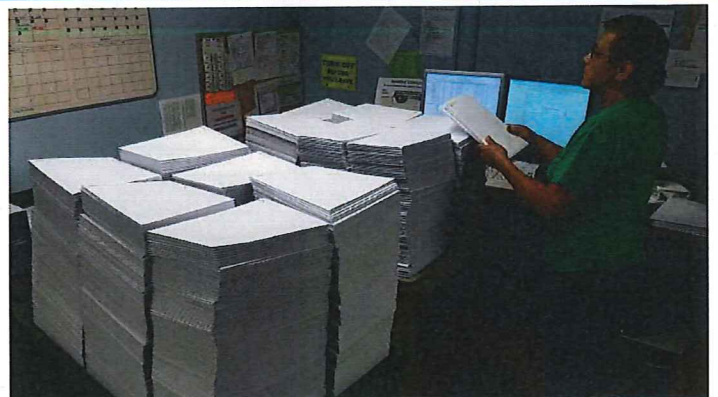
Strategy 1: Community Engagement

- Ag Expo – Event assistance
- Woodland Indian Art Show – acquired bark for canoe project last minute from LCO/Mole Lake
- Royalty Pageant crowned a new Miss/Jr/Lil Oneida
- Assist with Advertisement/Arbor decorations for Pow Wow
- Kali – printed 6 issues, totaling 48,600 papers printed. Covering GTC meetings/BC meetings, lead up to LPGA, Youth & Elder Fishing, Oneida Nation Economic impact. Online stats: 1,200 views and 10,000 reached average within 28 days.
- Total postage saved by using Permit 4 Postage process was \$80K (not utilizing UPS)
- As seen above Big Bear Media will be continued to be rolled out as Print/Tourism/Print/Mail are a marketing arm for the whole Nation.



Strategy 2: Improving Organizational Changes

- Tourism Reporting Systems – continue to update and tweak reporting systems. (Bus Reporting has largest change with creation of tour operator data base)
- Kali switched to a new printer for the paper. Working on paper layout/publishing/web process.
- Mail Center working on formal processes on paper.
- (8) GTC Mailings totaling 3.5 million Copies, Print & Postage \$141K
- Print sales less \$100K to prior year (3.2M copies printed in July 2017) The print shop was also informed that of the \$480,000 gaming marketing printing outsourced, \$45,000 would be all that would remain starting October 2018. This will be a decrease of \$145,000 in revenue of the current variable data work printed through Printing.



- Print set up in federal system to seek out federal printing/media contracts and will be looking for other revenue avenues as the mission of "Sustainability" continues for the Nation. Leon Webster working on a Duplo printer.
- Print Shop has successfully trained a "Trainee" Press Operator over the course of a year giving a tribal member the opportunity to move into a regular Press Operator career.

Strategy 3: Advancing On^yote?aka Principles

- Long House – Phase I bark has been installed. 2nd Phase will continue in the middle of July.
- Work will continue on the inside with interns and local youth groups
- CH Land Development – currently pitched HEMP products to be used to create bathrooms approved under CIP process.
- Facebook 119 posts, Reached 275,037 YTD, Likes/Reaction 29,831 Following 4,421
- Bus Tours
 - Reservation Tours
 - 2018 YTD 663 people/24 Tours
 - 2017 834 people
 - 2016 2883 people
 - Tour 50 Koreans from Chicago
- Carol Smart Donates materials for the Log Home Experiential Tour Project with the Green Bay Convention & Visitors Bureau Consultant Joe Venuto.

