

# Oneida Business Committee Agenda Request

1. Meeting Date Requested: 10 / 24 / 18

## 2. General Information:

Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:

Other - type reason

Agenda Header: Reports

☒ Accept as Information only

☐ Action - please describe:

## 3. Supporting Materials

☒ Report ☐ Resolution ☐ Contract

☐ Other:

1. ISD 4th Quarter Report

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

Primary Requestor/Submitter:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

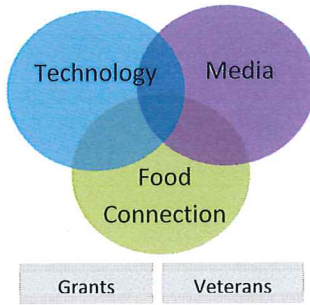
Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# INTERNAL SERVICES DIVISION

Fourth Quarter Report FY18 (Jul. – Sep. 2018)



Internal Services had a productive 4<sup>th</sup> Quarter. This time of year, is always busy with many events including the Pow-Wow, Big Apple Fest, and Agriculture in Action to name a few. In preparation for the end of the fiscal year, and the beginning of a new one, our team supported the nation's budget process with a department review, adjustments, and collaborating to create an outcome focused presentation for the General Tribal Council. Our three areas of Technology, Media, and Food Connection have excelled in collaborating on projects and working to build a strong nation of strong families.



## Technology

Management Information Systems (MIS) upgraded the Nation's desktop automation suite to Office 365 ProPlus. This upgrade allows for a more productive and secure Microsoft Office experience across phone, tablet, and desktop. The Microsoft team also visited Oneida and presented CityNext which empowers people to build digital, safer, smarter, healthier and more sustainable communities. The project included MIS, Gov. Affairs, Department of Public Works, Emergency Management, Environment Health Safety & Land.

## Media

Big Apple Fest was another major success. They continue bring families from around the region and saw an increase in attendance each year. This year there were many volunteers from Associated Bank in addition to our own staff and community members. Five (5) GTC Mailings totaling \$2.1 million copies. Print and postage totals are at \$97,000. Switching to permit 4 has saved the Nation roughly 100,000 in UPS charges.



## Food Connection

The Food Center project partners presented the 1<sup>st</sup> phase assessment. This was developed through community surveys and market analysis. Their final presentation will be the 1<sup>st</sup> week in December.

Agriculture in Action: A Taste of Oneida is a new monthly lunch event, hosted at Veteran Services, that connects individuals, partners, and programs with the Oneida Nation's vision of a healthy food system. Our first theme was "Apples in Oneida" which brought together the Oneida Nation High School, Oneida Cannery, Oneida Emergency Food Pantry, a donation of apples from the Oneida Orchard, and a story from Oneida Tourism on the Big Apple Fest. Congruently there is collaboration happening on a Value – Added Apple chip grant to fruition.

A poster for 'Agriculture in Action: A Taste of Oneida'. It features a central graphic with a green plant growing from a globe, surrounded by images of food and community. To the right is a vertical schedule for the 'Community Lunch Roundtable' with dates and themes. At the bottom right is the 'LOCATION' information for Veteran Services.

**Community Lunch Roundtable**  
12:00 pm - 1:30 pm

SEPTEMBER 20  
APPLES IN ONEIDA

OCTOBER 15  
RECIPES FOR DIABETES

NOVEMBER 15  
WHITE CORN EFFECT

DECEMBER 20  
TRIBAL PRODUCTS

**LOCATION**  
VETERAN SERVICES  
134 Niverville Dr.  
Oneida, WI 54155  
Bill Veroyon, CCFS  
920-436-5642

**Agriculture in Action**  
A TASTE OF ONEIDA

Share Your Knowledge  
Join us to explore the various elements of the Agricultural Strategy. Each month we will visit an overarching theme that connects individuals, partners, and programs with the Oneida Nation vision of a healthy community. Enjoy a healthy meal and share your insights!

ONEIDA

## Special Services

The Grants Office secured \$3.8 million in external funding for the various programs and support services. Veterans Services hosted the Wisconsin Department of Veteran Affairs Secretary, Mr. Daniel Zimmerman in September. They also had 108 veterans participate in this year's 4<sup>th</sup> of July Pow-Wow.





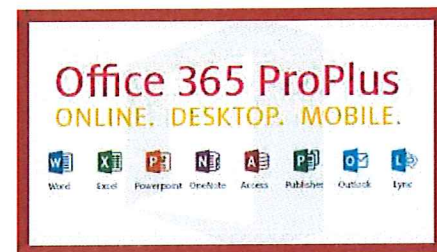
# Management Information Systems

ISD - Fourth Quarter Report FY18

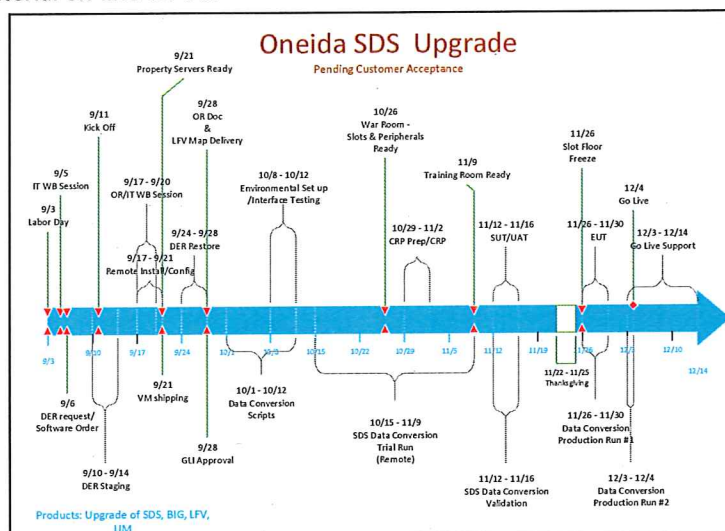


## Strategy #1 Increase Community Engagement Goal: Deliver Business Technology Solutions

The Nation's desktop office automation suite, Office 365, was upgraded to Office 365 ProPlus. This was a challenging project due to its impact and visibility. The project team invested considerable time and energy up front verifying compatibility with legacy systems, specialty software and performance. Over the fourth quarter the project team provided advance notification to scheduled customers prior to "pushing" the software to the desktop and mobile devices. With few exceptions the project was considered a success. The CSC reported that the number one customer question was related to the color of the MSO365 icon as it changed with the upgrade. The team has established educational material on-line for our customers to review or expand their skills at their leisure. The project was completed on time and within budget.



MIS in coordination with multiple Gaming departments, the OGC and our business partner Scientific Games, have begun the planning for an upgrade to the Nation's Gaming Slot Data System (SDS). The upgraded system will resolve a number of open service requests, improve performance and provide several new features and reporting capabilities. To the right is the initial project timeline which is targeted for completion mid-December.



## Strategy #2 Improve Operational Change Goal: Promote Information Sharing & Collaboration

Formal rollout of the Oneida Language app for Apple ios has been completed. The app is now available in the Apple Store for download. MIS in coordination with the Language department and our business partner developed the free app for Apple ios (iPhones and iPads) to assist the user to learn the Oneida language. Plans to create an app for droid devices are currently underway.



Staff training and system documentation for the OBC Agenda Management system has been completed. The system has been placed into production with the OBC Administrative staff using the system in parallel with the legacy paper process. MIS is resolving some system/process issues that have been discovered through this process. The foundation of the system is OnBase with designs unique to the requirements of the OBC Administrative staff. In the next quarterly report, we expect to report on the efficiency impact of the new system.

## Strategy #3 Develop and Innovate Goal: Optimize Use of Resources

On August 27<sup>th</sup> the Green Bay area was hit with a significant rain storm. The city's infrastructure associated with storm water management was overwhelmed as numerous reports of flooding was being reported. The Nation's Skenandoah Center was one of those sites. Specifically, there was storm water that entered the facility in several areas including the Data Center. Because of strategies developed by MIS with respect to high availability (HA), business continuity and Tier IV controls, the Nation avoided any interruption of service or lasting damage to its Data Center. The three inches of standing water that entered the Skenandoah Data Center would have resulted in a true disaster had those strategies not been implemented. An aspect of the event that deserves attention is the response from the team from DPW lead by Jacque Boyle was invaluable. The assistance the MIS team received from staff such as Kevin Rentmeester and Jeremy Vandehei was first rate.

# GRANTS OFFICE

## ISD - Fourth Quarter Report FY18

### 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: Increase Community Engagement

**Goal: \$7 million in funded grants** to enhance tribal services with external funding

Grant dollars have become harder to obtain as funding agencies are looking to see their funding distributed more. There is **always a positive impact** with grants as the funding provides additional services, programming, and jobs for our membership and community.

- Q4: Total of \$3.8 million in funded grants in FY 2018, with \$4 million in pending.
- Q3: Total of \$2.6 million in funded grants in FY 2018, with \$3.2 million in pending.

### Strategy 2: Improving Organizational Change:

**Goal: Become a resource for a 1-stop shop for funding/grant data and services as a 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 including all funded, denied, and pending grants for tracking purposes.
- **September Highlight:** Two US Dept. of Justice CTAS grants were awarded. One, the Oneida Judiciary court was funded \$144,872 to plan and develop a Wellness Court. Second, the OPD Gang Task Force program was funded \$363,812 to address habitual absenteeism, delinquency, and gang activity through culturally relevant and education-focused prevention and intervention strategies.

### Strategy 3: Develop and Innovate

**Goal: Enhance tribal and community efforts in fundraising through the Oneida Youth Leadership Institute – provide a 7871 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.
- LPGA Fundraiser 4H Check Presentation / Erwin Cottrell Outing Check presentation.
- Listed below is our account activity for the quarter.

	Q2	Q3	Q4	Total
<b>Incoming Funds</b>				
Restricted Funds	\$ 26,086.55	\$ 34,629.21	\$ 18,725.21	\$79,440.97
Unrestricted Funds	\$ 1,010.00	\$ 375.00	\$ 1,260.00	\$ 2,645.00
Total	\$27,096.55	\$35,004.21	\$ 19,985.21	<b>\$82,085.97</b>
<b>Outgoing Funds</b>				
Distributed (Restricted)	\$ 5,195.91	\$ 2,740.00	\$ 2,607.61	\$10,543.52
Group Event Costs			\$ 13,876.44	\$13,876.44
Total				<b>\$24,419.96</b>
			Acct Balance	<b>\$57,666.01</b>





# Oneida Cannery

## ISD - Fourth Quarter Report FY18

### 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 4rd Quarter at the Cannery was filled with support from our Summer Youth Workers. They learn tribal preservation methods and created Trail Mix, Sweet Grass Braids, and Ties for which are available at the Oneida Market. Jamie worked them daily and shared her knowledge about processing white corn, berries, and other healthy foods. The group also completed their Food Handlers Course with Vanessa Miller from Oneida Environmental, Health, Safety and Land Division.

In July, our Cannery Supervisor Vickie Cornelius transitioned to a new position at Cultural Heritage. She will be sharing her knowledge and building community around Indigenous Foods. Congratulations Vickie! And yaw^ko for many great years at the Cannery.



### Strategy 1: Increase Community Engagement

- Our youth workers completed their program. They said "it was like going to a garden and food school!"
- Six community members used the facility to process 241 qts. of food including pickles, spaghetti sauce, and juice.
- Fourteen attendees joined us for a Pickle Workshop in July and left with several jars for their home



### Strategy 2: Improve Organizational Change

- Jodi King is our newest team member at the Cannery. We are excited to have her skills, talent, and heart working in the food system.
- Cannery formed its own Business Unit and completed their Triennial Strategic Plan and budget for FY19-21.
- Renewed Food Service Vendor license. | Equipment Repair: Convection Oven.

### Strategy 3: Develop & Innovate

- Acquired two freeze dryers at the Cannery and started to test white corn, apple chips and wedges, and blueberries.
- Submitted a petition for Wood Ash to become a certified ingredient. Many tribes across Indian Country could benefit.
- Collaborated to plan the Agriculture in Action event. Shared apple growing and processing knowledge with community.
- Working on Value Added Producer - Apple Grant to validate our local market, test product, and elevate the apple chip.

### Production

Oneida department orders to programs (12), external orders to events (3), deliveries to the Oneida Market and Oneida One-Stop 54 (bi-weekly) for the quarter totals \$8838.95. The Cannery Processed 1585 lbs. and 56 qts. of White Corn Product, 89 pts. of berry product, 348.75 pts. and 103 oz. of apple product, 20 pts. pickle product, and 1400 youth products (trail mix, sweet grass).



# ONEIDA EMERGENCY FOOD PANTRY

ISD Fourth Quarter Report FY18

## Emergency Food Pantry



The 4<sup>th</sup> quarter we served 2,633 clients (Including repeats) and distributed 31,460 pounds of food during the 26 days available for food pickups. We picked up 52 different days and processed 162 bulk donations from various sources. With the increase in clientele, the pantry looked for alternative avenues of our most purchased items. Over the last three months we secured two large pickups with an evaluation of \$15,000 free of charge, that gave us a considerable amount of product to stock our shelves for months. Pallets of peanut butter, vegetables, cereal, beans, fruit, and chicken tenders. These continuous connections will shrink the purchased food down

considerably in FY19. Internal Services Division has been busy deconstructing the systems in which our food operations reside to improve efficiencies, collaboration, and allocation of resources. This insight has given us a cross comparison of food programs, client systems, and ability to administer an effective strategy to create more cohesiveness amongst our food programs. Our focus for FY19 will to align ourselves with the OBC, Internal Services strategies and goals. We will strive to meet those goals every quarter.

### Q4 Donations Collected

40,719.98 Lbs. + 72.9%

### Q4 Food Purchased

\$9,313.15.37 +4.8%

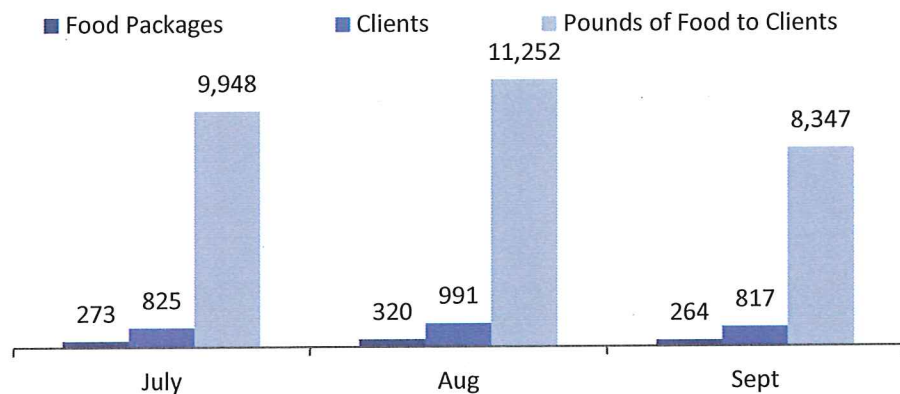
8,506.15Lbs. +9.2%

### Q4 Food Waste

641 Lbs. +59.9%

### Q4 Food Re-Donated

7,170.1 Lbs. +17.1%



In the 4th Quarter the Pantry saw an increase in families, packages, and food being dispersed. Out of the 857 packages dispersed 432 of those were to repeat clients within the same month. Out of the 231 families/individuals served, 98 were new clients. We helped to feed 698 individuals in our community during Q4. These families utilized pantry an average of 4 times during the past three months.

### Strategic Goals

#### Increase Community Engagement

- Assess and Review Volunteer Needs/Duties
- Pilot Nutrition Programming (Food Distribution, UW Extension)

#### Improve Operational Change

- Conduct Client Survey on Satisfaction and Improvements
- Secure Wholesaler Purchasing Vendor

#### Develop and Innovate

- Network with Partners for Summer Lunch Program 2019
- Nutrition Policy





# VETERAN DEPARTMENT

## ISD Fourth Quarter Report FY18

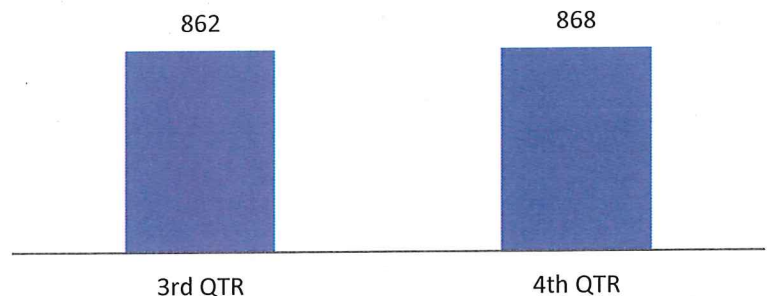
**Mission:** *Provide Quality Services and Assistance in the Delivery of Entitlements and Benefits due our Oneida Nation Veterans and their Families.*

### Strategy 1: Increase Community Engagement

We had the honor to host the Wisconsin Department of Veterans Affairs Secretary, Mr. Daniel Zimmerman on Sept. 17<sup>th</sup>. We would like to thank our BC Liaison Jenny Webster, and the Oneida Office of Intergovernmental Affairs and Communications Tana Aguirre for coordinating and arranging the meeting and tour.

One of Oneida's Veterans Dept. Major initiatives is to improve Customer Service and our clientele numbers maintain approx. 290 visits per month, last quarter visits were 312

### Veteran Department Client Visits



### Strategy 2: Improve Organizational Change

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 from the Green Bay VA Clinic and OHA, 20 veterans have met the VA criteria and 18 have been awarded Rent Vouchers. Oneida was awarded 20 Vouchers in 01/2016.

The Oneida Nation Veteran Department supports the Nation's Initiative Alignments, specifically Community Development. At our annual 4<sup>th</sup> of July Pow-wow the department had 108 veterans participate in our Grand Entries. The Ho-Chunk Veterans Dept. donated approx. 400 3' x 4' U.S. Flags to our office and we in turn gave to community members at both the Elder Expo and Diabetic Conference in August.

The Oneida Nation Veterans Department main service is **VA Disability Compensation/Pension claims**. Awards for F/Y 2018 total, in Retro payments the sum of \$308,307 new monthly VA disability/pension checks total \$25,292 per month, F/Y 2017 were \$499,800 and \$32,547 respectively.

### 4th Quarter Highlights

Calls Received	1010
New Clients	8
Other Tribes	13
VA Disability Claims	26
Community Utilization of Veterans Building	47 Days

### Strategy 3: Develop & Innovate 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 Aquaponics system was given a rest in July and resumed in early August just in time for our primary clientele, the students at the ONHS lunch room. Every week since school started the ONHS food service have been the recipient of FRESH greens for Healthy salads.

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







Graphics \* Print \* Media \* Mail \* Tourism \* Kali  
ISD - Fourth Quarter Report FY18



### Strategy 1: Increase Community Engagement

- Oneida Pow Wow – Royalty crowned & presented
- Oneida Film Night & Long House Opening Aug. 3
- Big Apple Fest – Sept. 22 – larger crowds than 2017
- Kalihwisaks worked with OBC Treasure's Office to on Sept 13 Special to provide info on the budget process and introduce the Mentimeter survey.



### Strategy 2: Improve Organizational Change

- Tourism continues to tweak reporting systems – bus data base
- Kali created draft layout/publishing/web process & publish special edition
- Mail Center added new staff Member, Jolene
- (5) GTC Mailings totaling 2.1 million Copies, Print & Postage \$97K : Note: switching to utilizing tribe's Permit 4 has saved the tribe roughly 100K in UPS charges.
- Print sales less \$152K to prior year. \$40K short of 1 million in total sales. The total invoices/estimates processed 1,311. In 2017, July had an order that consisted of 3.2 million copies. Printing will be reduced by 125K count monthly post card print job due to Gaming outsourcing to Graphic Comp. This reduction will be realized in FY19 less sales.
- Sustainability – purchasing zebra printer to offer UPS for Employees/Members. E-commerce & government contracting plan.



### Strategy 3: Develop & Innovate

- Long House – Outside is complete
- Work will continue on the inside with interns and local youth groups
- Tourism continues to be part of the CH development team
- Facebook 598 posts, Reached 415,290 YTD, Likes/Reaction 34,105 (doubled impact from FY'17) Following 4,540
- Bus Tours – all contact info is now digital for ease of use. (80 tour operators identified in database)
  - Reservation Tours
  - 2018 YTD 1059 people/38 Tours
  - 2017 834 people
  - 2016 + 2883 people
- Oct'18-50 Managers from Sam's Club being flown in for tour/diversity training.
- Log Home Experiential Tour Project with the Green Bay Convention & Visitors Bureau Consultant Joe Venuto – (2) Experiential Tours booked for 2019.

