

## Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 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:



Primary Requestor:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.



**Human Resources Department (HRD)**  
**4th Quarter Report - July through September FY'18**

**HR Administrative Staff at Skenandoah Complex: Geraldine Danforth- HRD Area Manager, Maureen Metoxen- Executive Assistant, Administrative Assistants – 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	\$ 2,427,388	\$ 190,229
<b>Employee Assistance</b>	215,331	Tribal Contribution	\$ 210,479	\$ 4,852
<b>Workforce Development</b>	256,345	Grant 79% & TC	\$ 178,834	\$ 77,511
<b>Student Intern Program</b>	608,971	Tribal Contribution	\$ 352,502	\$ 256,469
<b>Employee Incentive &amp; Testing</b>	23,028	Tribal Contribution	\$ 15,524	\$ 7,504

- **Human Resources.** The budget is \$190,229 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 (40) blankets for YOS and two (4) 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 40 tribal employees for their years of service to the nation during the October 10<sup>th</sup> and 24<sup>th</sup> Oneida Business Committee (OBC) meetings. 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 blanket at a later date. Employees recognized for years of service were:

**40 Years of Service 4th Qtr. 2018**

*Joylyn Cornelius*

**35 Years of Service 4th Qtr. 2018**

*Laura Beach*

*Bonnie Reiter*

*Debra Danforth*

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

*Shane John*

*Michelle Giese*

*April Skenandore*

*Kerry Danforth*

*Chad Jordan*

*Brenda Wagner*

*Kristie Stevens*

*Randi Rusniak*

*Gail Skenandore*

*Marlene Garvey*

*Racquel Hill*

*Linda Kriescher*

*Robert Bangert*

*Penelope Hernandez*

*Wayne Connelius, Jr.*

*Cindy Mcarthur*

*Daniel King*

*Lynn Schmidt*

*Jon Dubois*

*Harold Johnson*

*Amy Skenandore*

*Robert Wenzel*

*Kim Pargo*

*Larry Smith*

*Gail Smith*

*Margaret Danforth*

*James Capelle*

*Laura Manthe*

*Daniel Lara, II*

*Laura Lane*

*David Prahl*

*Kim Waupoose*

*Richard Summers, Jr.*

*Lonnie Metoxen*

*LesleyNess*

*Vickie Chambers*

## IMPLEMENTATION OF WAGE AND SALARY INCREASE OF \$.85

### Number of Employees

**Total Employees: 2442**

Exempt Employees: 445

Non-Exempt Employees: 1997

EXEMPT EMPLOYEES		NON-EXEMPT EMPLOYEES		Total Amount
Received \$.85 increase	421	Received \$.85 increase	1308	1729
Received \$.01 to \$.84	9	Received \$.01 to \$.84	172	181
Received lump sum amt.	15	Received lump sum amt.	517	532
	445		1997	2442

### How much are the employees over the maximum of their position grade?

Exempt Employees 3 more than \$4.00 above the grade

**Total: 3**

Non-Exempt Employees 86 \$.01 to \$1.00 above the grade

Non-Exempt Employees 29 \$1.01 to \$2.00 above the grade

Non-Exempt Employees 14 \$2.01 to \$3.00 above the grade

Non-Exempt Employees 6 \$3.01 to \$6.00 above the grade

**Total: 135**

Approximately 335 employees did not receive an increase nor a lump sum payment

Reasons: New Hire-less than 1 year of service

Contracted - increases built in

Temporary employees

## Supervisors / Employee Ratio

10/1/2015				8/29/2018		
Division	Super.	Emps.	Ratio	Super.	Emps.	Ratio
Comp Health	35	312	1:9	38	341	1:9
Comp Housing	n/a	n/a	n/a	8	39	1:5
CEDD	n/a	n/a	n/a	5	20	1:4
CFO	n/a	n/a	n/a	13	62	1:5
DEV-DPW	34	230	1:7	27	166	1:6
Enterprise	8	126	1:16	14	144	1:10
Enviro Health-Land	14	54	1:4	11	42	1:4
Gaming	63	1046	1:17	57	1039	1:18
Govern Services	122	299	1:2	61	305	1:5
Internal Services	15	86	1:6	16	98	1:6
Non-Divisional	65	348	1:5	44	190	1:4
Police Commission	15	208	1:14	12	212	1:18
Tribal School	n/a	n/a	n/a	10	128	1:13
<b>TOTAL</b>	<b>336</b>	<b>2397</b>	<b>1:7</b>	<b>316</b>	<b>2786</b>	<b>1:9</b>

The numbers above represent the number of employees and supervisors in each division. The ratio is an overall division. The ratio is an overall. The frequency



## Frequency - Overall 2015

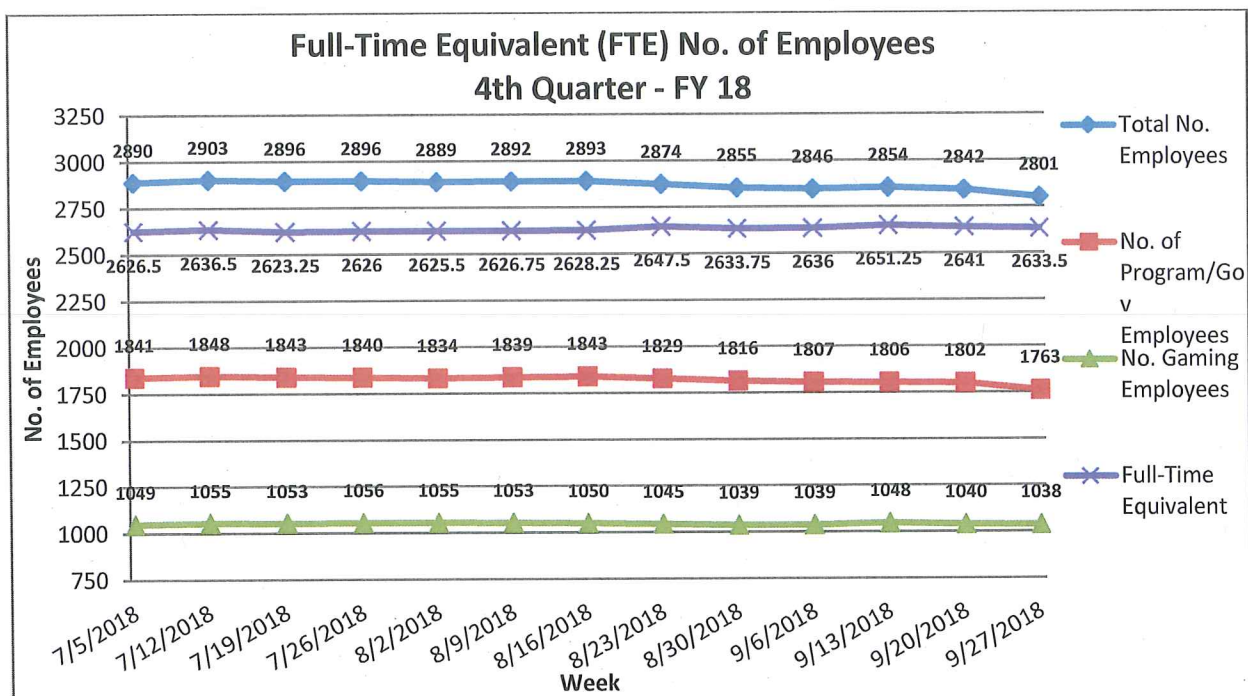
Ratio	No of Times	%
1:1	42	13.38%
1:2	36	11.46%
1:3	41	13.06%
1:4	27	8.60%
1:5	31	9.87%
1:6	21	6.69%
1:7	19	6.05%
1:8	12	3.82%
1:9	11	3.50%
1:10	8	2.55%
1:11	9	2.87%
1:12	9	2.87%
1:13	3	0.96%
1:14	8	2.55%
1:15	3	0.96%
1:16 to 1:20	7	2.23%
1:21 to 1:30	9	2.87%
1:31 to 1:40	4	1.27%
1:41 to 1:50	4	1.27%
1:51 to 1:169	10	3.18%
	<b>314</b>	<b>100.00%</b>

## Frequency - Overall 2018

Ratio	No of Times	%
1:1	47	14.87%
1:2	34	10.76%
1:3	33	10.44%
1:4	28	8.86%
1:5	24	7.59%
1:6	26	8.23%
1:7	21	6.65%
1:8	19	6.01%
1:9	14	4.43%
1:10	11	3.48%
1:11	15	4.75%
1:12	4	1.27%
1:13	5	1.58%
1:14	3	0.95%
1:15	2	0.63%
1:16 to 1:20	8	2.53%
1:21 to 1:30	8	2.53%
1:31 to 1:40	0	0.00%
1:41 to 1:50	7	2.22%
1:51 to 1:159	7	2.22%
	<b>316</b>	<b>100.00%</b>

How often does each ratio occur in the organization?

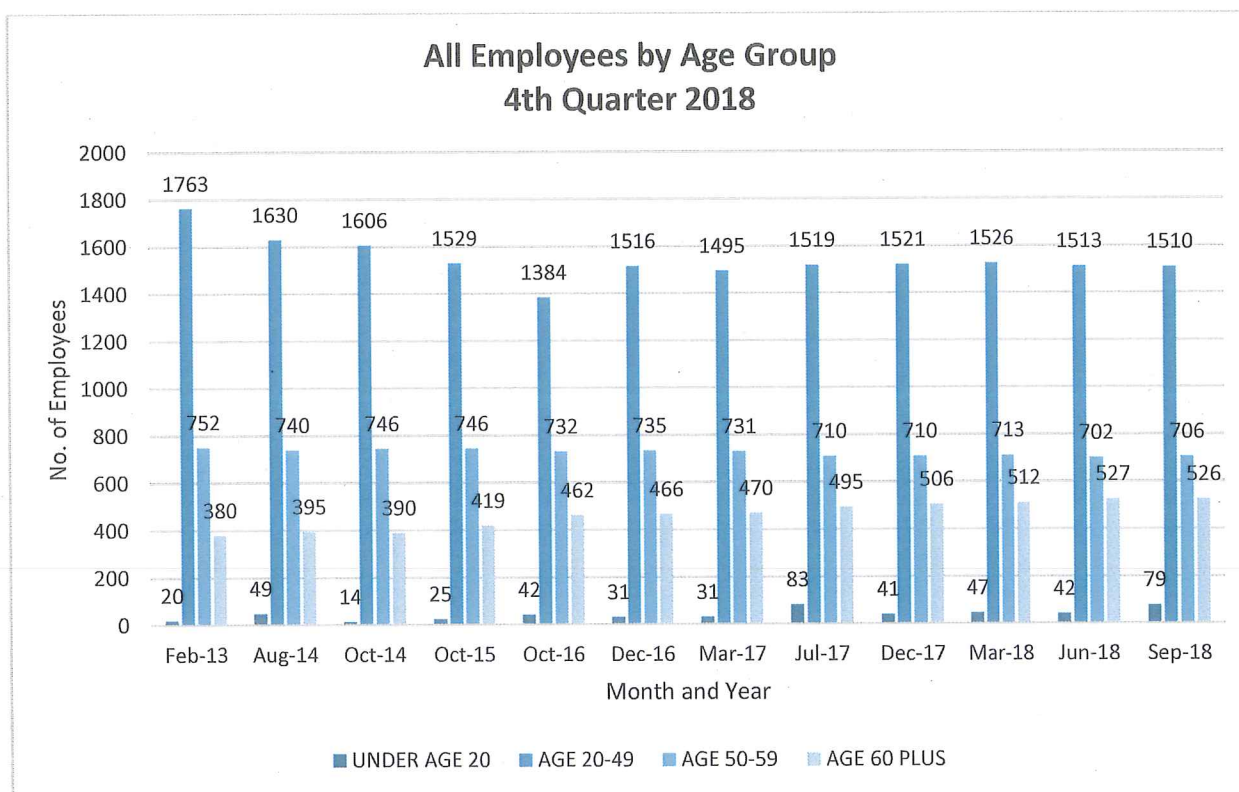
Some areas have multiple shifts with multiple supervisors at multiple locations. When this occurs, all the employees are listed under one supervisor.



### Employee Vacation and Personal Time Accruals For the Period of September 31, 2018

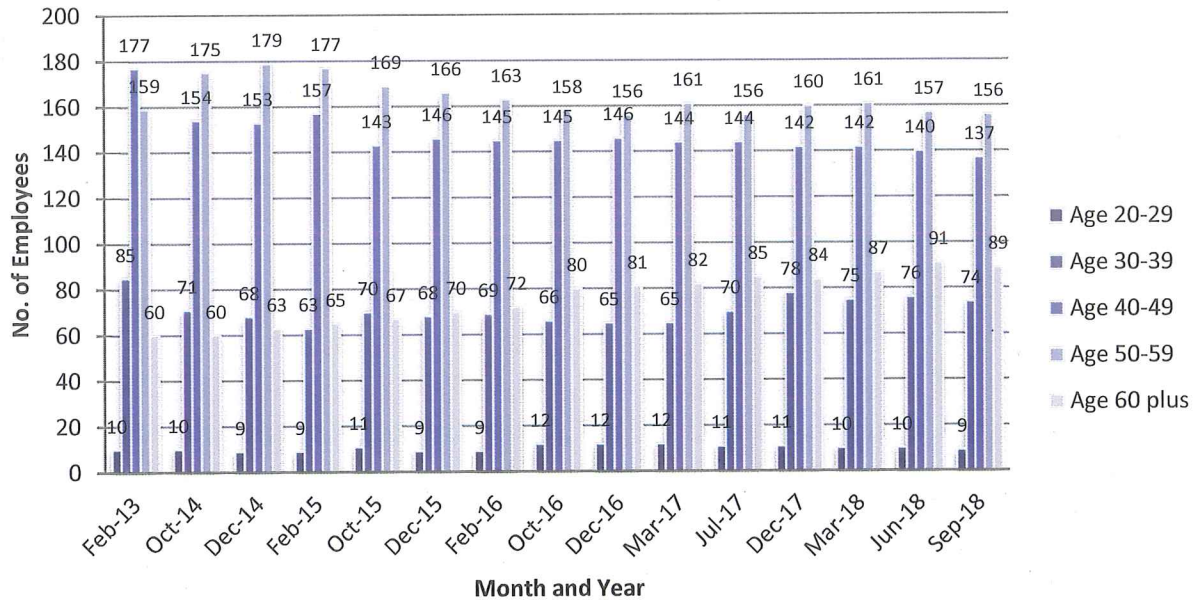
	Sep-14	Sep-15	Sep-16	Sep-17	Oct-17	Dec-17	Mar-18	Jun-18	Sep-18
<b>Total EE's</b>	2608	2623	2,639	2683	2680	2724	2719	2683	2687
<b>Total Hours</b>	260,572	263,529	264,422	255,165	257,302	267,908	269,584	271,854	266,496
<b>Total Payout</b>	\$5,271,854	\$5,412,394	\$5,793,148	\$5,782,351	\$5,935,470	\$6,172,289	\$6,185,739	\$6,266,731	\$6,138,898
<b>No. of EE's @ Max</b>	29	30	42	19	24	45	43	42	46
<b>280 Hours</b>	\$202,833	\$261,496	\$331,728	\$183,315	\$201,918	\$447,552	\$387,188	\$295,671	\$374,992
<b>Avg Hours</b>	99.91	100.47	100.2	95.10	96.01	98.35	99.15	101.32	99.18
<b>Avg Payout</b>	\$2,021	\$2,063	\$2,195	\$2,155	\$2,215	\$2,266	\$2,275	\$2,336	\$2,285
<b>% EMPS @ MAX</b>	1.11%	1.14%	1.59%	0.71%	0.90%	1.65%	1.58%	1.57%	1.71%

At the beginning of the fiscal year, on 10/05/17 there were 2810 employee with a Full-time Equivalent of 2655.50. Gaming had 1066 employees, while the program side had 1744. Gaming is now at 1038 employees and the program side has 1763.





## All Supervisors by Age Group 4th Quarter 2018

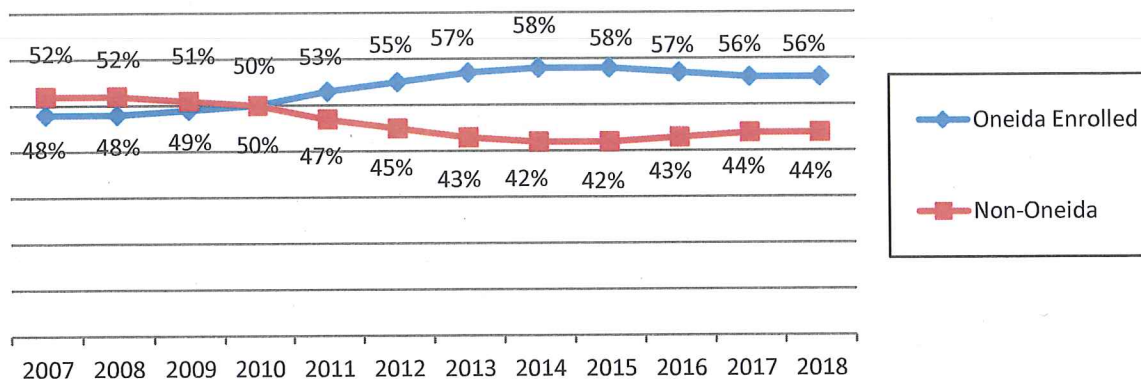


## RECRUITMENT & EMPLOYMENT

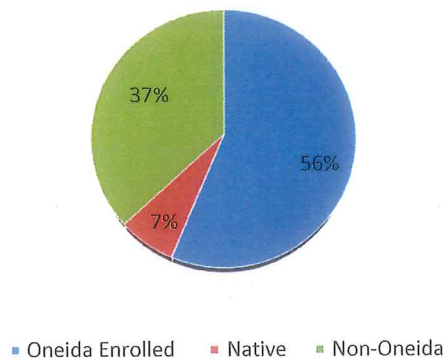
*Wendy Alvarez-Recruitment & Employment Director, Katrina Snyder-Sr. HR Generalist, Lisa Hock-HR Generalist, Wanita Decorah-HR Generalist, Jenny Garcia-HR Generalist, Peril Huff-HR Generalist, Candace House-HR Assistant*

## Ethnicity Reports

### Ethnicity Report 2007 through 2018



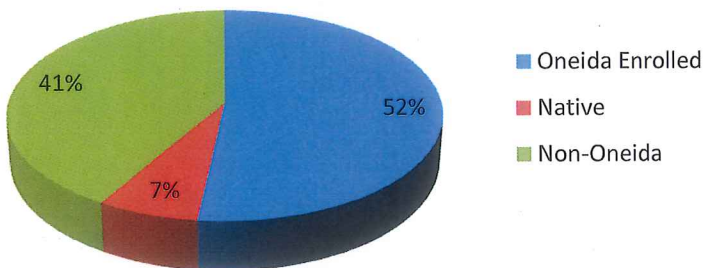
### Ethnicity Report - September 2017



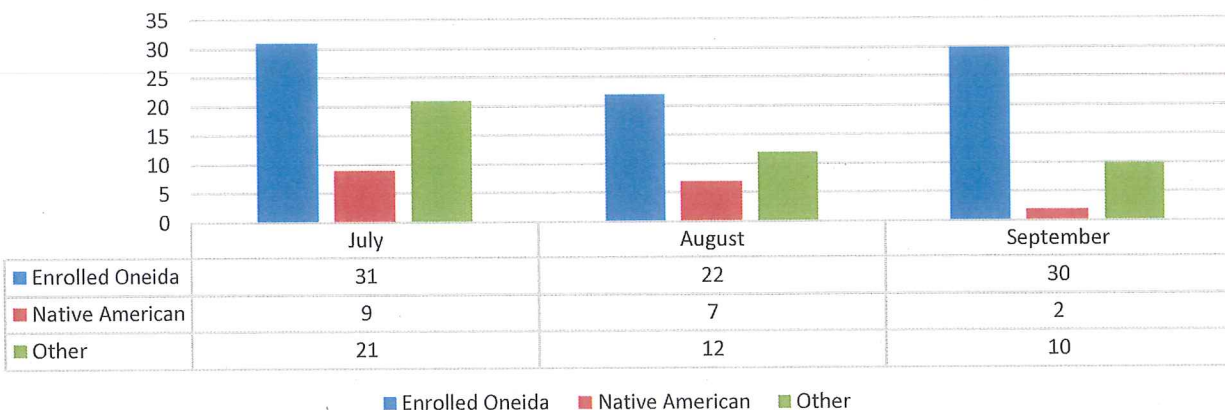
The Ethnicity report for Sept 2018 indicates an increase in the number of Enrolled Oneida members by 18 and an increase in Native Americans by +14 and an increase in Others by +233 in comparison to Sept 2017.

	2017	2018	Difference
Enrolled Oneida	1,552	1570	+18
Native American	188	208	+20
Non-Native	1018	1251	+233

### Ethnicity Report - September 2018

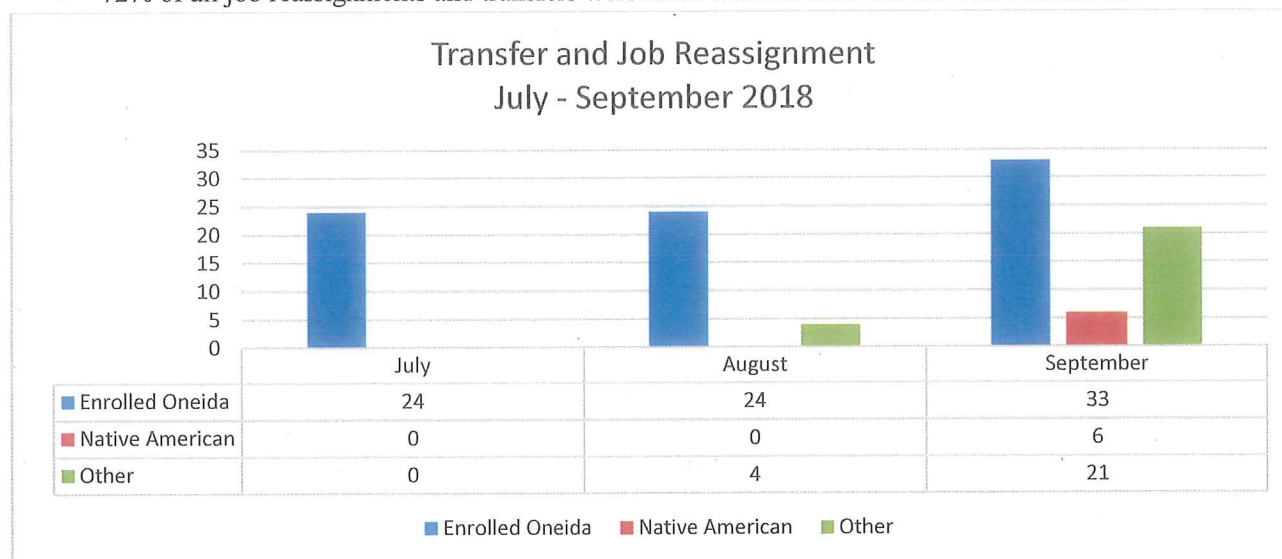


### Hires July - September 2018



July- September 2018

- 63% of all hires were filled with enrolled Oneida Tribal members.
- 72% of all job reassignments and transfers were filled with enrolled Oneida Tribal members.

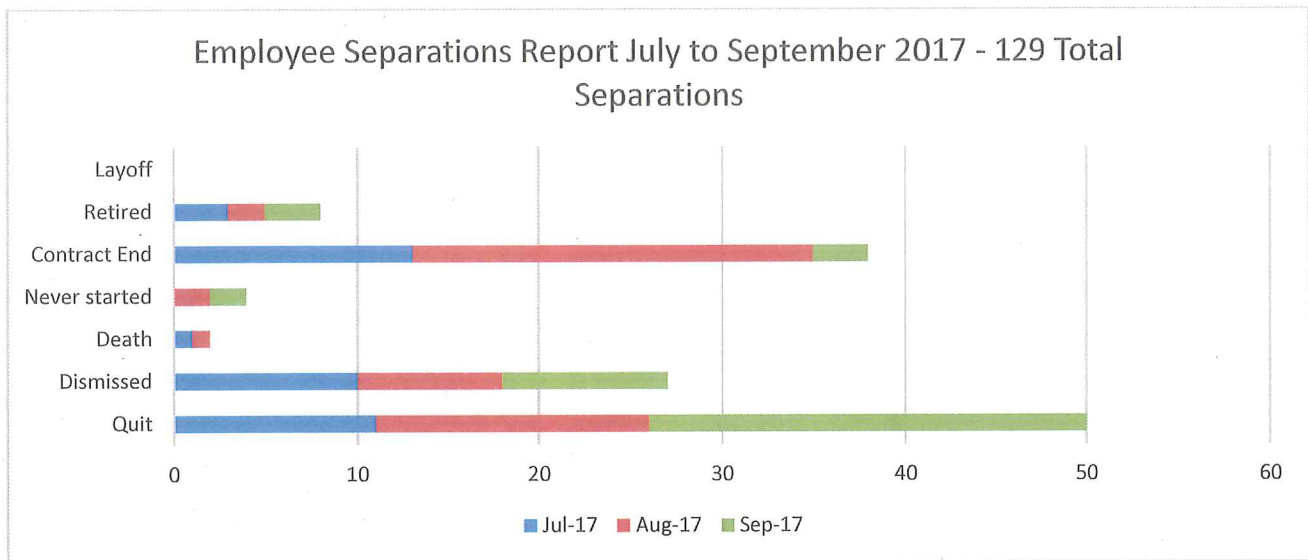


### **Job Postings**

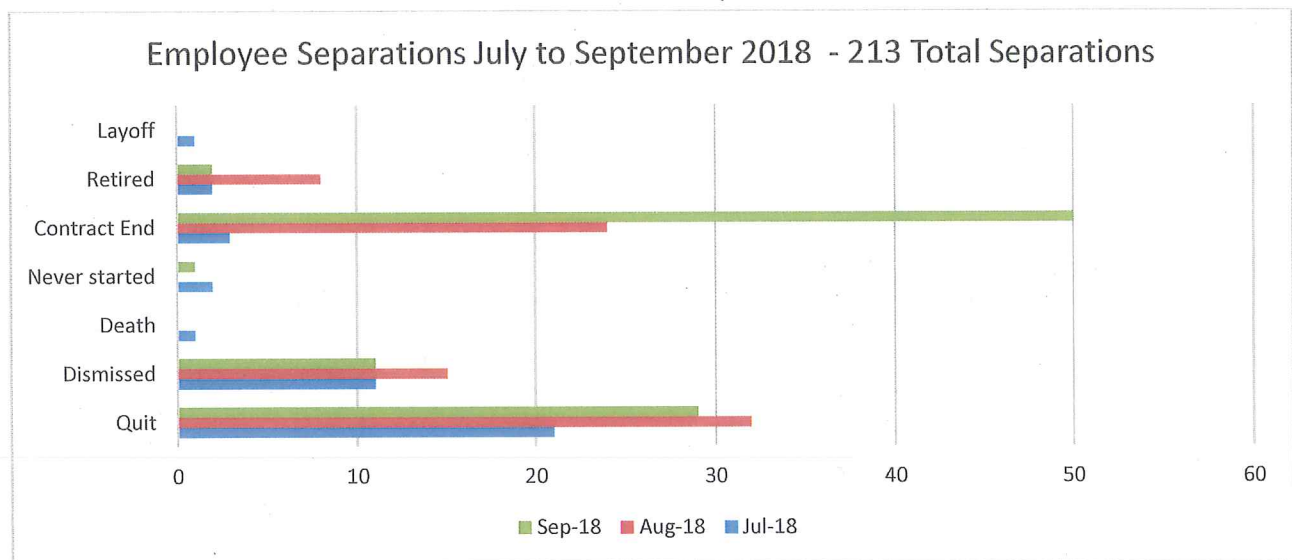
<b>Job Postings by Division for July, August and September 2018</b>				
<b>Division</b>	<b>July</b>	<b>August</b>	<b>September</b>	<b>TOTAL</b>
<b>Gaming</b>	5	10	6	15
<b>Comp Health</b>	8	5	5	13
<b>Develop</b>			6	6
<b>EHS/Land Mgmt.</b>			1	1
<b>Comp Housing</b>				0
<b>Internal Services</b>			1	1
<b>Enterprise</b>	3			3
<b>CFO</b>				0
<b>Non-Div1</b>	7	9	1	16
<b>GSD</b>	9	4	6	13
<b>Total</b>	<b>32</b>	<b>28</b>	<b>0</b>	



## Employee Separations Reports



There was a total of 129 Separation for the period of July to September 2018 in comparison with 213 employee separations during the same period the previous year.



### Number of Employees by Division Report



### COMPENSATION AND BENEFITS

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

#### Upcoming Items:

- Open Enrollment (held in October)
- Annual Flex Spending Enrollment (held in November/December)
- Carrier switch from The Hartford to MetLife will occur on 1/1/2019 and includes short/long term disability, Group Life Insurance (\$50,000 Policy) and Voluntary Term Life.

#### Insurance Requests Processed – Fourth Quarter FY18

Type of Requests	# of Requests Processed	
	Fourth Quarter	FY18
Leaves/Return to Work	232	761
Applications, Insurance Changes, Beneficiary, etc.	139	619
Disability	62	201
RAS Completions	85	510
Wellness Incentives	175	767
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.		

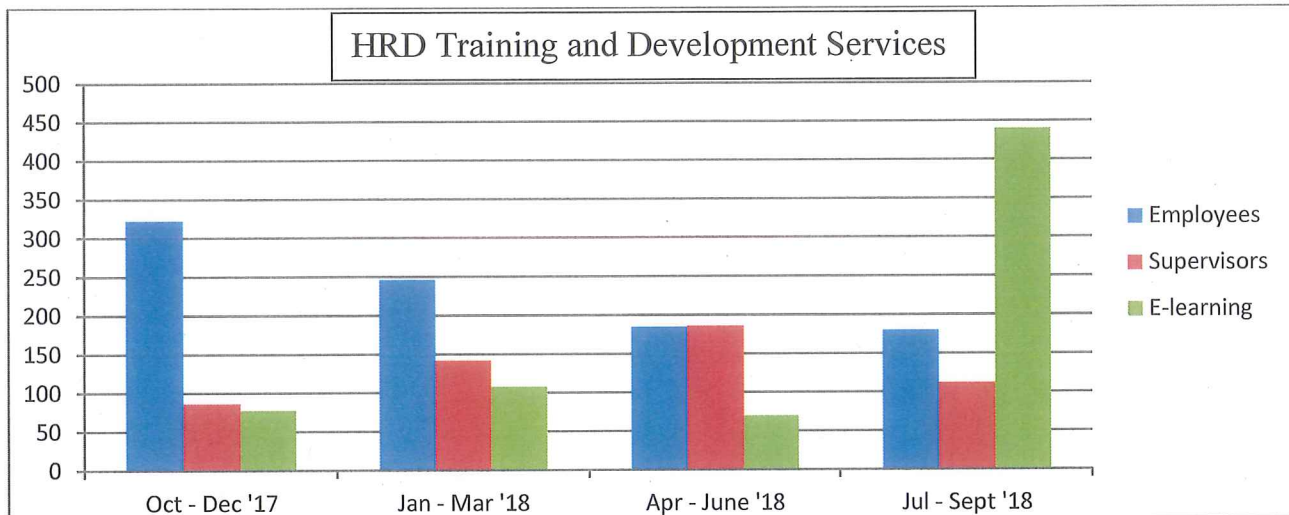
Medical Insurance Breakdown - As of October 23, 2018							
	Non-Par (27%)	17%	16%	15%	13%	10%	Total
Single	138	305	80	97	81	195	896
Limited	44	108	37	67	68	139	463
Family	50	114	51	80	79	214	588
Total	232	527	168	244	228	548	1,947
%	11.92%	27.07%	8.63%	12.53%	11.71%	28.15%	

MONTHLY INSURANCE COUNT – SEPTEMBER 2018			
Breakdown	Employee Count	Breakdown	Employee Count
401K (Pre-Tax)	1,684	Medical – Single	894
Roth (After Tax)	195	Medical - Limited Family	462
LIF52 (\$50,000 Life Insurance)	2,599	Medical – Family	589
Short Term Disability	2,117	<b>Total Medical</b>	<b>1,945</b>
Long Term Disability	2,101	Vision - Single	839
Delta Dental – Single	690	Vision - Limited Family	527
Delta Dental- Limited Family	459	Vision - Family	698
Delta Dental - Family	614	<b>Total Vision</b>	<b>2,064</b>
<b>Total Delta Dental</b>	<b>1,763</b>	There are currently 1,191 employees receiving a premium adjustment on their medical premium based upon their HRA/RAS.	
Dental Associates – Single	151		
Dental Associates – Limited Family	68	There are currently 232 employees receiving the non-participant rate for not having an HRA done.	
Dental Associates - Family	93		
<b>Total Dental Associates</b>	<b>312</b>		



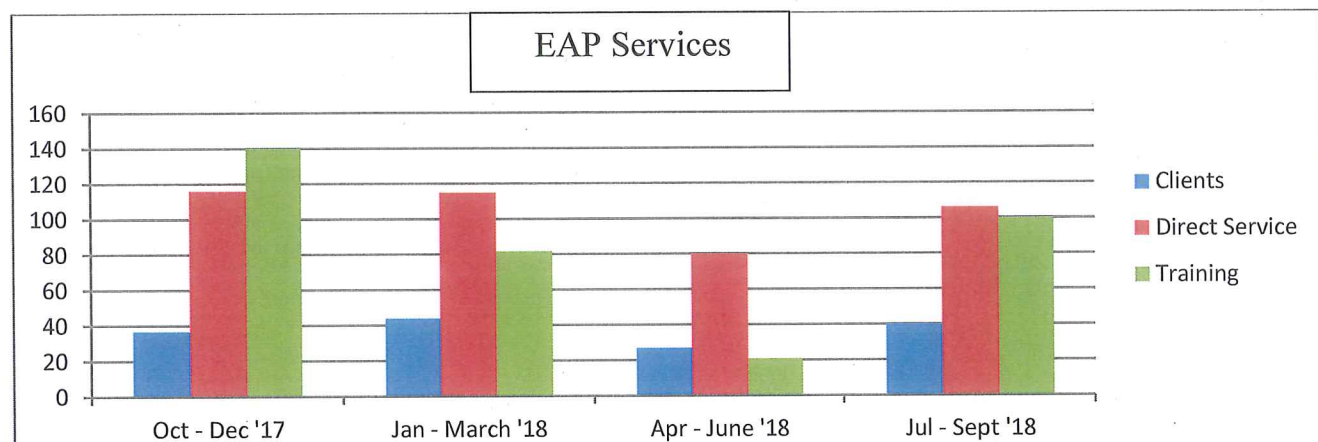
## TRAINING AND DEVELOPMENT

Nicolas Reynolds-Training & Development Director, Barb Kolitsch-Sr. Training Specialist, Regina Robinson-Sr. Training Specialist, Shannon Stone-Sr. Training Specialist,



### Training & Development Updates:

During the 4<sup>th</sup> quarter, the Training & Development team wrapped up the O'cademy pilot year. Our goal was 100 participants and 99 individuals participated. An additional seven helped as facilitators. O'cademy primarily consisted of training, mentoring, and wellness sessions. Training sessions offered – 25, Mentoring sessions - 27, Wellness Sessions – 8. All combined, participants attended these sessions 649 time for a grand total of 4,990 hours of training and personal development. A formal report will be submitted in the coming weeks.



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

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

**EAP Updates:**

EAP serves tend to ebb and flow throughout the year. As is typical, services increased in the 4<sup>th</sup> quarter as parents, teachers, and students prepared for school, a statistically higher-stress time for most individuals. Clients utilize EAP services for topics ranging from anxiety and PTSD to grief and work stress. In addition to direct services provided to clients, EAP made a total of eight Gateway referrals during the quarter.

## HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/ RECORDS

*Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist,  
Vicki Cornelius-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 (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).

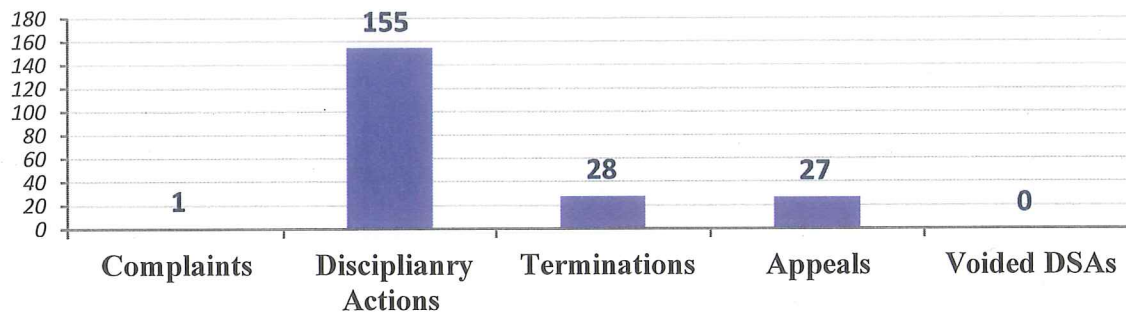
Focus was only on annual evaluation and FY 2018 incentive data entry and prepare for the FY 2019 \$.85 cent wage increase. Records assisted with an audit request which included 60 personnel files. This Fiscal Year we manually entered over 5400 incentives, of which, 690 were late submissions (after August 31, 2018 deadline).

Functions	July	Aug	Sept	Total
HR/Payroll Entry Transactions*	1902	3465	3491	6956
Employee Self-Service Entries	42	44	45	131
Employment Verifications	267	223	197	687

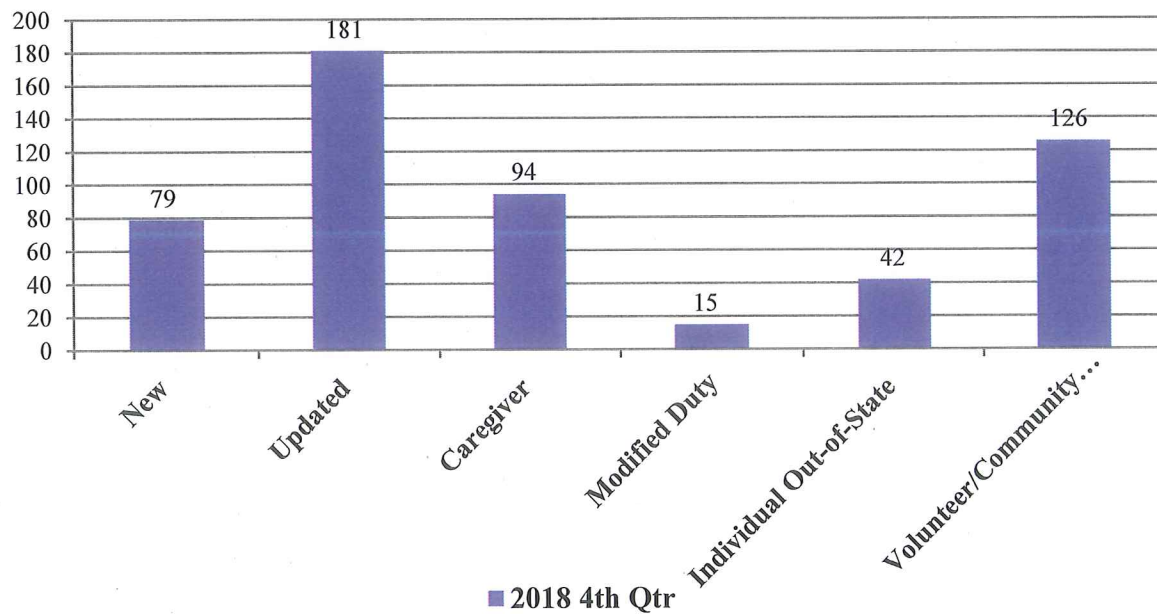
\*High volume of transactions due to annual evaluation and incentive data entry.

**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)**

■ 2018 4th Qtr

**Background Investigations**

■ 2018 4th Qtr



### Continuous Improvement Mediation (CIMS)

