Government Administration

Government Administration

Executive Summary

Government administration is comprised of:

➢ 28 fund units

➢ Nine (9) Boards, Committees, and Commissions whose members are appointed

➢ Seven (7) Boards, Committees, and Commissions whose members are elected

➢ Judiciary system whose members are elected

Boards, Committees, Commissions, and Judiciary provides a quarterly report in accordance with Title 1. Government and Finances – Chapter 105 Boards, Committees, and Commissions - Laotiyanl<hsla>sh&ha k<tyohkway<t&se> (Their laws of the groups we have)

Government Administration components look to the greater good to incorporate "Good Governance Principles" so that collectively we can:

➢ Clear the path for Tribal operations

➢ Fulfill our constitutional responsibility to conserve and develop our common resources

➢ Promote the welfare of ourselves and our descendants

The outcome of Government Administration is a Nation of Strong Families built on Tsi>Niyukwaliho T^ and a strong economy.

The Triennial Strategic Plan (TSP) roadmap will guide the Nation to realize our strategies, ultimately our Mission. The following Government Administration components have completed their (TSP's) describing a total of 52 specific SMART goals and outcomes:

➢ Self-Governance

➢ EH&S Division Admin

➢ Legislative Affairs / Communications

➢ Human Resources

➢ Finance

➢ Purchasing

➢ Licensing Coordinator

➢ Indian Preference

➢ Risk Management

➢ Central Accounting

➢ GTC Legal Resource Center

➢ Internal Services Administration

➢ Grants

➢ Big Bear Media; Print Center/ Mail Center/Kalihwisaks/ Tourism

➢ M.I.S.

Government Administration

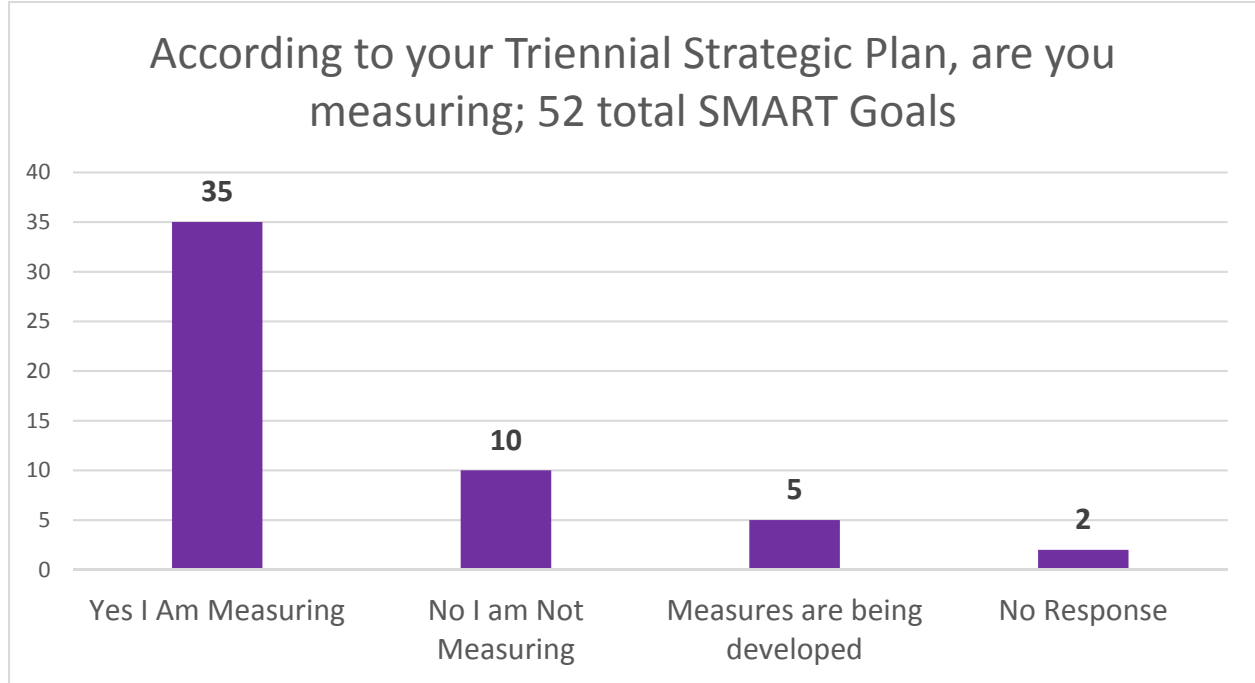| Who We Are	SMART Goal #1	SMART Goal #2	SMART Goal #3
Self-Governance Candice Skenandore	Set up a contingency fund proposal to alleviate budget cut impact and present it by December 2019 and implemented by 2020	Fully staff Self-Governance office with one additional position with required competencies by 2021	Survey community to identify current needs. To be made smart
E H & S Division Patrick Pelky	Update job description and compensate our team for the services they perform	We will engage in Federal agencies, BC and other Tribes through this fiscal year	Work to develop better processes for distributing lands for the best utilization by the end of the fiscal year
Legislative Affairs / Communications Melinda J Danforth	Branding - We will increase the awareness and effectiveness of our brand by September 2021	Government Relations - We will enhance our relationships with political leaders every year by increasing the amount of networking sessions	Oneida Nation Government Engagement - Support the Oneida Nation government with the 2020 election through outreach and communication
Human Resources Geraldine Danforth	HRD will develop and implement a plan to reshape HR to become a strategic business partner with fund units by September 30, 2021	Acquire and implement HRIS System	Attract and retain employees. Need to advertise
Oneida Business Committee	Advancing On^yote?aka principles	Exercising Sovereignty	Improving Organizational Changes
Oneida Business Committee	Inspiring Yukwatsistay^	Encouraging Tsi?niyukwalihot^	Promoting Positive Community Relations
Finance Lawrence Barton	Through our work and advice, not go into cost containment	Consistently meet financial obligations. Optimize expense management	Responsible and effective asset management. Reporting
Purchasing Patrick Stensloff	Develop training videos for future use for all Tribal Business Units. Training videos will focus on proper procurement process	Create a robust Oneida Intranet page which contains tools & guidelines and SOP's for use & reference	Develop a standardize list of office supplies to reduce the number of products and reduce prices
Licensing Coordinator Tonya Webster	Offering more types of licenses	Expand department by hiring another person	Increase revenue by 10% or more each year

Government Administration

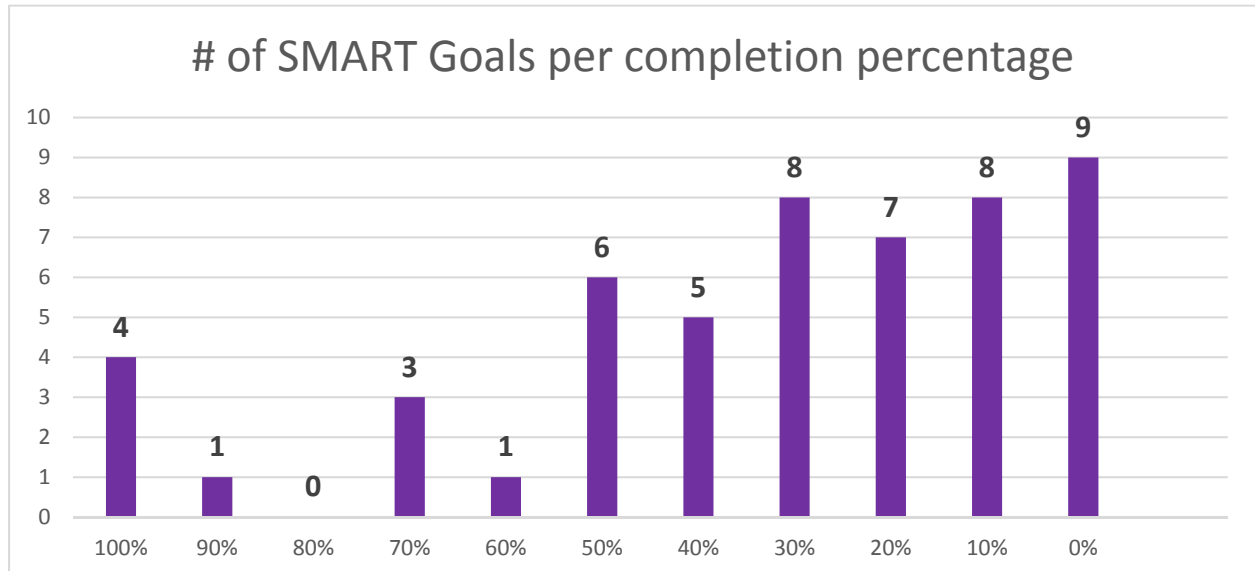| Who We Are	Smart Goal #1	Smart Goal #2	Smart Goal #3
Indian Preference Travis Wallenfang	Establish STEM or Engineering is Education programs for the Elementary school	Enhance Apprenticeship opportunities for Tribal Skilled Trades workers	Open the door for opportunities for Tribal skilled trades workers for projects located on and near the Oneida reservation
Indian Preference Travis Wallenfang	**SMART Goal #4** Attain long term positions establishing careers for Tribal Skilled Trades workers when working on or near the Oneida reservation		
Risk Management Robert Keck	Manage health care costs at or below annual budgeted amount	Create a formal cyber breach response plan	Rewrite the Safety Law
Central Accounting Lee Thomas	Clean Audit Opinions	Accounts Payable – Ten (10) business day turnaround	Timely Monthly Financial Reporting received electronically
G.T.C. Legal Resource Center Wesley Martin / Tsyoslake House	The GTC Legal Resource center will be adequately staffed within the first three months of the 2021 budget cycle; using reports from our database for services requested and rendered, this data will actual staffing needs	The GTC Legal Resource Center will amend the GTC Legal Resource Center law by July 2021	The GTC Legal Resource Center will have a political appointee training and transition plan in place by July 2021
Internal Services Administration Joanie Buckley	By 2021, Internal Services Division will work to realign areas and create synergies in Technology, Media and Food System	By 2021 will have established a baseline for measures for Internal services departments, services, and staff using business intelligence (data) and using the data to improve departments, services and staff	By 2021, Internal Services will have supported several new initiatives that support the Oneida Nation
Grants Cheryl Stevens	Enhance tribal services with external grant funding of $5 million dollars per year	To increase Oneida Nation staff knowledge by providing grants training to programs/departments in need	Provide administrative and fundraising support to the Oneida Youth Leadership Institute
Print Center/Mail Center / Tourism (Michelle Danforth Anderson) & Kalihwisaks (Dawn Walschinski)	Advancing On^yote>aka principles through integrated initiatives to Experience Oneida	Improving organizational changes toward operational sustainability and capacity building, and quality of work	Encourage Tsi>Niyukwalihot^ with new programs to attract & engage Customers, i.e. e-commerce, Explore Oneida programs, media
MIS Dave Cluckey	Expand and improve technology systems, infrastructure, and support	Provide Technologies and Processes that Promote Information Sharing & Collaboration	Keep the system running (KTSR)

Government Administration

Measurements

Government Administration components describe 52 SMART goals. 35 SMART goals are being measured; 10 SMART goals are not being measured; and 5 SMART goals are being developed; and no status reported for 2 SMART goals

According to your Triennial Strategic Plan, are you measuring; 52 total SMART Goals

Category	Value
Yes I Am Measuring	35
No I am Not Measuring	10
Measures are being developed	5
No Response	2

Completion % of Measurements

Status - The following chart reports the completion % for each SMART Goal. IE. 4 SMART goals are complete (100%); 6 SMART goals are 50% complete, and 9 SMART goals are 0% complete, not started, or are being developed.

of SMART Goals per completion percentage

Completion %	# of SMART Goals
100%	4
90%	1
80%	0
70%	3
60%	1
50%	6
40%	5
30%	8
20%	7
10%	8
0%	9

Good Governance Principles

The Oneida Business Committee has determined that implementing and practicing governance principles will enhance the Nation's path to realizing our priorities, our Mission, and our Vision. Good governance enhances the process of decision-making and then is the efficiency to execute those decisions. Historically, good governance processes were incorporated within the clan system.

Rule of Law - Ensuring the rules are known and applied equally to all with clear appeal (if needed) and are enforced by an impartial regulatory body, for the full protection of Oneida Nation stakeholders

Transparency - Open communication about actions taken and decisions made ensuring access to information is clear

Responsiveness - Availability to the public and timeous reaction to the needs and opinions of the public

Consensus Oriented - Consultation is required to understand diverse interests (Membership, Employee, Community) to reach a broad consensus of what is in the best interest of the Nation and how this can be achieved in a sustainable and prudent manner

Equity and Inclusiveness - Providing the opportunity for the Nation's stakeholders to maintain, enhance, or generally improve their well-being which provides the most compelling message regarding its reason for existence and value to the Nation

Effectiveness and Efficiency - Processes implemented by the Nation producing favorable results which meets the needs of Membership, Employees, Community, while making the best use of resources – human, technological, financial, natural and environmental

Accountability - The acknowledgement and assumption of responsibility for decisions and actions as well as the applicable rules of law

Participation - Fostering a system in which the public feels that they are part of decision-making processes, including freedom of expression and assiduous concern for the best interests of the Tribe and community in general

The eight (8) major characteristics, when successfully implemented, ensures the following:
- ➢ responsive to the present and future needs of the Nation
- ➢ exercising prudence in policy-setting and decision-making
- ➢ ensuring the best interests of all stakeholders are considered

Government Administration

Conclusion

The components (fund units) within the Service Group titled, "Government Administration" have completed their Triennial Strategic Plan in accordance with Chapter 121 (Twahwistatye>n$tha>), section 121.4-2; and 52 SMART goals are provided for a three-year planning cycle. Nine (9) SMART goals (17%) are being developed and 43 SMART goals (83%) are developed and are being measured. The oversight of the 52 SMART goals occurs within the respective chain of command and reported quarterly to the Oneida Business Committee.

Next Steps

On November 20, 2018, at an OBC Work Session, the Oneida Business Committee collectively agreed to begin development and communication of Good Governance Principles. Although the fund unit's 3-year plans show how Government Administration "clears the path" for Tribal operations; the logical next step to continue realizing the Government Administration's SMART goals is to develop measurements and indicators of each outcome's relationship, to each good governance principle.

Requested Action

- ➢ Approve Government Administration's 1st Quarterly Report
- ➢ Request Chief Counsel to draft a resolution describing and adopting the Eight (8) Good Governance Principles
- ➢ Transition the development of the Government Administration quarterly report to the Oneida Business Committee Support Office
- ➢ Add the Government Administration quarterly report to the next OBC Work Session

Oneida Big Bear Media

Priority Area: Governmental Administration
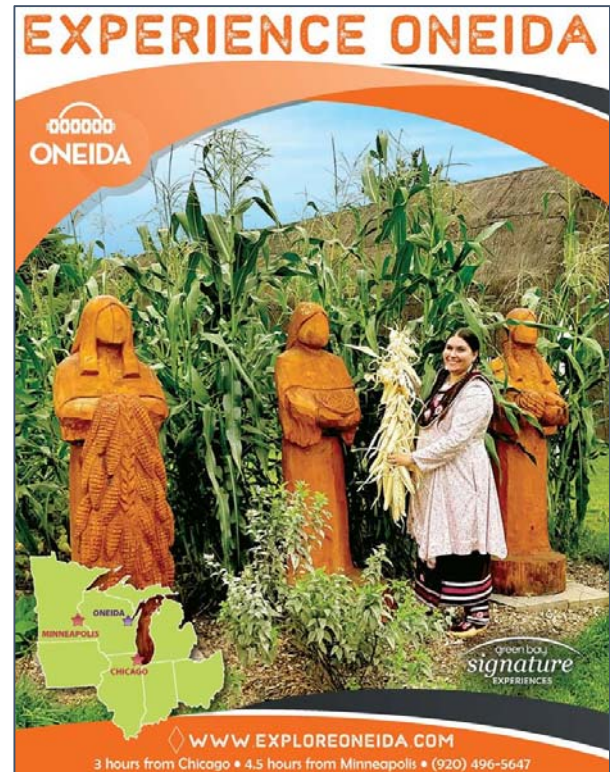**Division: Internal Services**
FY19 Quarter 1 Report

Status Update

During the first quarter Big Bear Media, which is an umbrella media center that houses the Oneida Print Shop, Tourism, Kalihwisaks and Mail Center worked together to support each areas services. We continue to seek out additional revenue towards sustainability. Tourism assisted the Tsyunhehkwa Farm with the fall harvest. We have been able to work with Gordon Mc Lester on his expansive paper collection. This collection is getting scanned and uploaded to the ExploreOneida.com. Currently, there are over 800 new documents that pertain to Oneida history available for viewing.

Next Steps

We will continue the development of 2 products which include offering UPS services to the Oneida employees and then tribal members. The second is the development of e-commerce utilizing the Nation's logo on a variety of promotional items for sale both at our location and on-line.

Oneida Grants Office

Priority Area: Government Administration
Division: Internal Services
FY19 Quarter 1 Report

Status Update:
Grant dollars have become harder to obtain as funding agencies are looking to see their funding distributed more. However, there is a ***positive impact*** with all grant funding thru additional services, programming, and jobs for our membership and community. Our goal is to secure $7 million in grant funds for FY19. Currently we have a total of $4.9 million in funded grants in the 1st quarter of FY 2019, with $1.1 million in pending.

We provide full assistance for various programs and enhanced their ability to obtain external funding. The Grants Office continues to be a resource center and maintain internal and external relationships to increase our funding opportunities. Also, a database including all funded, denied, and pending grants for tracking purposes is maintained and available upon request.

We continue to support the Oneida Youth Leadership Institute (OYLI). The mission is to build endowments, to steward funds and to provide financial opportunities that invest in youth leadership initiatives. This endeavor is proving to be a success with 10 groups fundraising thru the 7871 entity within the community, which benefits over 100 youth.

Next Steps:

Finalize OYLI policies and procedures. Continue efforts of researching, applying for, and obtaining new funding sources. Work diligently with outside/local entities and funding agencies to create and maintain working relationships that will build our prospects for additional funding.

Upcoming Dates:

- January 21, 2019, Oneida Youth Leadership Institute GTC Report
- Date TBD, OYLI Fundraising event
- July 7-9, 2019, LPGA Concessions Volunteer Fundraiser

Internal Services Division

Priority Area: Governmental Administration
Division: Internal Services
FY19 Quarter 1 Report

Status Update

Our 2019 Fiscal Year got off to a great start. We continue to develop and support the areas of Technology, Media, and Food Connection. In October we finalized the USDA-Value Added Producer grant where we developed a line of four apple products for the Oneida Cannery. The Oneida Cannery also increased their corn bread production to meet the seasonal demand. In November, we shared about our programs and gathered information at the Community Budget Session – MIS conducted a survey that gathered insight to the individual use of software and online activity. The Food Center Assessment was also presented to our development teams and leadership.

Next Steps

We are working with First Nation's Development Institute to plan and organize the 2019 Food Sovereignty Summit. We are actively looking for speakers and selecting themes that will have the greatest impact for the event. We are determining next phases for the Food Center project now that the feasibility study is complete. We are implementing our Big Bear Media consolidation plan in Technology. The food pantry is meeting with Communications and Economic Support to be proactive about the federal government shutdown.

Upcoming Objectives

- 2019 Food Sovereignty Summit – September 23-26,2019

Management Information Systems

Area: Governmental Administration
Internal Services
Quarter 1 Report

Priority
Division:
FY19

Status Update

Early first quarter, MIS in coordination with Gaming Bingo and a new business partner, Video King, replaced Gaming's Bingo system. The project was completed on-time and within budget. The MIS department also completed a significant upgrade to the Casino's primary gaming system environment, Bally's. This was in partnership with multiple Gaming departments and Scientific Games.

The Rave Alert Systems project is underway. Led by Emergency Management the project includes representation from HRD, OPD, DPW and MIS. The system is intended to provide notice to subscribers of events and activities of importance that range from weather alerts to active shooter notifications.

Next Steps

The Nation's Behavioral Health (BH) area has struggled to find qualified psychiatrists to deliver critical services to its clients. It is an issue that is felt nationwide as the industry is experiencing a shortage of psychiatric care givers. In an effort to continue delivering this critical service, BH identified a provider in Tennessee and a service that facilitated remote conferencing between patient and physician. MIS working with BH, the vendor (Regroup) and the psychiatrist was able to place the system into production. Going forward, BH will review their processes and standards to ensure regulatory compliance.

Upcoming Objectives

- Conduct discovery to address a request to provide Land Management with a property management system
- Continue system design to support the Human Resource department's pursuit of a more robust personnel management solution.
- 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

Oneida Human Resources
Priority Area: Governmental Administration
Division: Non-Divisional
FY 19 Quarter 1 Report

Status Update

Oneidas in Employment

Oneidas are 55.34% of the workforce for October 55.2% for November, and 55.31% for December.

Human Resources Department
Workforce Ethnicity
1st Quarter - FY 19

Strategic Workforce Planning
The Team is currently revising and expanding on the SWP charter, business case, and work-breakdown-structure. The project will be broken into three phases, starting with developing operational workforce plans and progressing through pilot and full roll out of Strategic Workforce Planning. Communication and change management plans will help roll out the initiative. Further efforts re-positioning HR as a more strategic partner to help business units reach results and outcomes.

Upcoming Objectives
Developing strategies to implement new Human Capital Management software to improve process time for Hiring, applicant tracking, talent management, etc.

Recruitment efforts for HR are working in collaboration with the Nation's departments to post positions on websites that are industry specific (Police Department, MIS). Positions are also being posted on the Internet, Career Builder, Fox 11, WI Tech Connect, Green Bay Jobs, and Simply Hired. Upcoming job fairs – Monthly Brown county, collaborative effort with the Menominee and Stockbridge Nations to develop Job fair for April, May and June.