



## Oneida Business Committee

Regular Meeting  
8:30 AM Tuesday, November 24, 2020  
BC Conference Room, 2nd floor, Norbert Hill Center

### Agenda

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Meeting agenda is available here: [oneida-nsn.gov/government/business-committee/agendas-packets/](https://oneida-nsn.gov/government/business-committee/agendas-packets/). Materials for the "General Tribal Council" section of the agenda, if any, are available to enrolled members of the Oneida Nation; to obtain a copy, visit the BC Support Office, 2nd floor, Norbert Hill Center and present a valid Tribal I.D. or go to <https://goo.gl/uLp2jE>. Scheduled times are subject to change.

#### NOTICE

All regular, special, and emergency Business Committee meetings are closed to the public for the duration of the Public Health State of Emergency. This is preventative measure as a result of the COVID-19 pandemic. Audio recordings are made of all meetings of the Business Committee. Video recordings are made of regular meetings of the Business Committee. All recordings are available on the Nation's website at: <https://oneida-nsn.gov/government/business-committee/recordings/>

If you have comments regarding open session items, please submit them to [TribalSecretary@oneidanation.org](mailto:TribalSecretary@oneidanation.org) no later than close of business the day prior to a Business Committee meeting. Comments will be noticed to the Business Committee.

#### **I. CALL TO ORDER**

#### **II. OPENING**

#### **III. ADOPT THE AGENDA**

#### **IV. MINUTES**

- A. Approve the November 10, 2020, regular Business Committee meeting minutes**  
Sponsor: Lisa Liggins, Secretary

**V. RESOLUTIONS**

- A. Adopt resolution entitled CY 2021 County Tribal Enforcement Grant-Brown County**  
Sponsor: Lisa Liggins, Secretary
- B. Adopt resolution entitled CY 2021 County Tribal Law Enforcement Grant-Outagamie County**  
Sponsor: Lisa Liggins, Secretary
- C. Adopt resolution entitled Continuation of Temporary Closure of Listed Boards, Committees and Commissions for Fiscal Year 2021**  
Sponsor: Lisa Liggins, Secretary

**VI. APPOINTMENTS**

- A. Determine next steps regarding one (1) vacancy - Oneida Trust Enrollment Committee**  
Sponsor: Lisa Liggins, Secretary

**VII. STANDING COMMITTEES**

- A. FINANCE COMMITTEE**
  - 1. Accept the November 2, 2020, regular Finance Committee meeting minutes**  
Sponsor: David P. Jordan, Councilman
  - 2. Accept the November 16 2020, regular Finance Committee meeting minutes**  
Sponsor: Tina Danforth, Treasurer
- B. QUALITY OF LIFE COMMITTEE**
  - 1. Accept the March 12, 2020, regular Quality of Life Committee meeting minutes**  
Sponsor: Marie Summers, Councilwoman

**VIII. UNFINISHED BUSINESS**

- A. Review the CRF Government Relief Funds request for the Supplemental Pandemic Relief Assistance Program and determine next steps**  
Sponsor: Debbie Thundercloud, General Manager



**IX. NEW BUSINESS**

- A. Approve two (2) actions regarding the Business Compliance Analyst vacancy**  
Sponsor: Tehassi Hill, Chairman
- B. Rescind the Suspension of Premium Pay and All Temporary Pay Increases declaration**  
Sponsor: Lisa Liggins, Secretary
- C. Approve Oneida Business Committee Standard Operating Procedure (SOP) entitled Restricting Access to an Employee on Leave or Separation of Employment**  
Sponsor: Tehassi Hill, Chairman
- D. Approve Oneida Business Committee Standard Operating Procedure (SOP) entitled Complaint Process for Direct Reports to the Oneida Business Committee**  
Sponsor: Tehassi Hill, Chairman
- E. Approve Oneida Business Committee Standard Operating Procedure (SOP) entitled OBC Virtual Meetings**  
Sponsor: Lisa Liggins, Secretary
- F. Approve the revised Quality of Life Committee charter**  
Sponsor: Marie Summers, Councilwoman
- G. Review request for formal Business Committee action for the release of enrollment names and numbers of members over the age of 18 for audit verification for the food card distribution and determine next steps**  
Sponsor: Tina Danforth, Treasurer
- H. Enter the e-poll results into the record regarding the approved two (2) actions regarding paid voting time on November 3, 2020**  
Sponsor: Lisa Liggins, Secretary

**X. REPORTS**

- A. APPOINTED BOARDS, COMMITTEES, COMMISSIONS**
  - 1. Accept the Anna John Resident Centered Care Community Board FY-2020 4th quarter report**  
Sponsor: Joshua Hicks, Chairman/Anna John Resident Centered Care Community Board
  - 2. Accept the Oneida Police Commission FY-2020 4th quarter report**  
Sponsor: Sandra Reveles, Chair/Oneida Police Commission

**B. ELECTED BOARDS, COMMITTEES, COMMISSIONS**

1. **Accept the Oneida Election Board FY-2020 4th quarter report**  
Sponsor: Vicki Cornelius, Chair/Election Board
2. **Accept the Oneida Gaming Commission FY-2020 4th quarter report**  
Sponsor: Mark A. Powles Sr., Chair/Oneida Gaming Commission
3. **Accept the Oneida Land Commission FY-2020 4th quarter report**  
Sponsor: Becky Webster, Chair/Oneida Land Commission
4. **Accept the Oneida Nation School Board FY-2020 4th quarter report**  
Sponsor: Aaron Manders, Chair/Oneida Nation School Board
5. **Accept the Oneida Trust Enrollment Committee FY-2020 4th quarter report**  
Sponsor: Debra J. Danforth, Chair/Oneida Trust Enrollment Committee

**C. CORPORATE BOARDS**

1. **Accept the Bay Bancorporation Inc. FY-2020 4th quarter report**  
Sponsor: Jeff Bowman, President/Bay Bancorporation Inc.
2. **Accept the Oneida ESC Group LLC FY-2020 4th quarter report**  
Sponsor: John L. Breuninger, Chair/Oneida Esc Group
3. **Accept Oneida Airport Hotel Corporation FY-2020 4th quarter report**  
Sponsor: Kathy Hughes, Chair/Oneida Airport Hotel Corporation
4. **Accept the Oneida Golf Enterprise FY-2020 4th quarter report**  
Sponsor: Eric McLester, Agent/Oneida Golf Enterprise

**D. STANDING COMMITTEES**

1. **Accept the Finance Committee FY-2020 4th quarter report**  
Sponsor: Tina Danforth, Treasurer
2. **Accept the Legislative Operating Committee FY-2020 4th quarter report**  
Sponsor: David P. Jordan, Councilman

**E. OTHER**

1. **Accept the Oneida Youth Leadership Institute FY-2020 4th quarter report (not submitted)**

**XI. GENERAL TRIBAL COUNCIL**

- A. **Review the FY-2021 budget packet and determine next steps**  
Sponsor: Tina Danforth, Treasurer

**XII. EXECUTIVE SESSION****A. REPORTS**

1. **Accept the Bay Bancorporation Inc. FY-2020 4th quarter executive report (1:30 p.m.)**  
Sponsor: Jeff Bowman, President/Bay Bancorporation Inc.
2. **Accept the Oneida ESC Group LLC FY-2020 4th quarter executive report (2:00 p.m.)**  
Sponsor: John L. Breuninger, Chair/Oneida ESC Group LLC
3. **Accept the Oneida Airport Hotel Corporation FY-2020 4th quarter executive report (2:30 p.m.)**  
Sponsor: Kathy Hughes, Chair/Oneida Airport Hotel Corporation
4. **Accept the Oneida Golf Enterprise FY-2020 4th quarter executive report (3:00 p.m.)**  
Sponsor: Eric McLester, Agent/Oneida Golf Enterprise
5. **Accept the Intergovernmental Affairs, Communications, and Self-Governance November 2020 report**  
Sponsor: Melinda J. Danforth, Director/Intergovernmental Affairs
6. **Accept the Chief Counsel report**  
Sponsor: Jo Anne House, Chief Counsel
7. **Defer the November 2020 Treasurer's report**  
Sponsor: Tina Danforth, Treasurer

**B. AUDIT COMMITTEE**

1. **Accept the Audit Committee FY-2020 4th quarter report**  
Sponsor: David P. Jordan, Councilman

**C. TABLED BUSINESS**

1. **Joint Marketing Standard Operating Procedures regarding Tickets & Merchandise Distribution (tabled 4/8/20) (11:00 a.m.)**  
Sponsor: Debbie Thundercloud, General Manager

**D. NEW BUSINESS**

1. **Accept the October 2, 2020 and November 5, 2020 regular OBC Officers meeting notes**  
Sponsor: Tehassi Hill, Chairman
2. **Review application(s) for one (1) vacancy - Oneida Trust Enrollment Committee**  
Sponsor: Lisa Liggins, Secretary

3. **Review the posting request and determine next steps - Trust Enrollment Committee (11:30 a.m.)**  
Sponsor: Debra J. Danforth, Chair/Oneida Trust Enrollment Committee
4. **Approve a limited waiver of sovereign immunity - Axon Enterprises Inc. file # 2020-0674**  
Sponsor: Sandra Reveles, Chair/Oneida Police Commission
5. **Review the employment request and determine next steps - Head Start/Early Head Start**  
Sponsor: Debbie Thundercloud, General Manager
6. **Approve a limited waiver of sovereign immunity - BMO Harris Bank file # 2020-0738**  
Sponsor: Tina Danforth, Treasurer

### **XIII. ADJOURN**

Posted on the Oneida Nation's official website, [www.oneida-nsn.gov](http://www.oneida-nsn.gov) pursuant to the Open Records and Open Meetings law (§ 107.14.)

The meeting packet of the open session materials for this meeting is available by going to the Oneida Nation's official website at: [oneida-nsn.gov/government/business-committee/agendas-packets/](http://oneida-nsn.gov/government/business-committee/agendas-packets/)

For information about this meeting, please call the Business Committee Support Office at (920) 869-4364 or (800) 236-2214

Approve the November 10, 2020, regular Business Committee meeting minutes

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## Business Committee Agenda Request

1. Meeting Date Requested: 11-24-20

2. General Information:

Session: ☒ Open ☐ Executive – must qualify under §107.4-1.

Justification: *Choose reason for Executive.*

3. Supporting Documents:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Bylaws                 | <input type="checkbox"/> Fiscal Impact Statement | <input type="checkbox"/> Presentation           |
| <input type="checkbox"/> Contract Document(s)   | <input type="checkbox"/> Law                     | <input type="checkbox"/> Report                 |
| <input type="checkbox"/> Correspondence         | <input type="checkbox"/> Legal Review            | <input type="checkbox"/> Resolution             |
| <input type="checkbox"/> Draft GTC Notice       | <input checked="" type="checkbox"/> Minutes      | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet       | <input type="checkbox"/> MOU/MOA                 | <input type="checkbox"/> Statement of Effect    |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition                | <input type="checkbox"/> Travel Documents       |
| <input type="checkbox"/> Other: <i>Describe</i> |  |   |

4. Budget Information:

- |  |  |                                     |
|--|--|-------------------------------------|
| <input type="checkbox"/> Budgeted                  | <input type="checkbox"/> Budgeted – Grant Funded | <input type="checkbox"/> Unbudgeted |
| <input checked="" type="checkbox"/> Not Applicable | <input type="checkbox"/> Other: <i>Describe</i>  |                                     |

5. Submission:

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: \_\_\_\_\_

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: CWILSON1

# DRAFT



## Oneida Business Committee

Regular Meeting  
8:30 AM Tuesday, November 10, 2020  
BC Conference Room, 2nd floor, Norbert Hill Center

### Minutes

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#### **REGULAR MEETING**

**Present:** Chairman Tehassi Hill, Vice-Chairman Brandon Stevens, Treasurer Tina Danforth, Secretary Lisa Liggins, Council members: Daniel Guzman King, David P. Jordan, Kirby Metoxen, Marie Summers, Jennifer Webster;

**Not Present:** n/a

**Arrived at:** n/a

**Others present:** Jo Anne House, Larry Barton, Ralinda Ninham-Lamberies, Danelle Wilson, Clorissa Santiago, Chad Wilson, Debbie Thundercloud (via Microsoft Teams<sup>1</sup>), Vicki Cornelius (via Microsoft Teams), Jackie Smith (via Microsoft Teams), Brooke Doxtator (via Microsoft Teams), Susan House (via Microsoft Teams), Renita Hernandez (via Microsoft Teams), Leslie Doxtater (via Microsoft Teams), Eric McLester (via Microsoft Teams), Louise Cornelius (via Microsoft Teams), Chad Fuss (via Microsoft Teams), Kaylynn Gresham (via Microsoft Teams);

#### **I. CALL TO ORDER**

*Meeting was called to order by Chairman Tehassi Hill at 8:30 a.m.*

*For the record: Chairman Tehassi Hill will be leaving early for an appointment with the BIA regarding the Hearth Act. Treasurer Tina Danforth and Councilwoman Jennifer Webster will be leaving early for personal appointments.*

#### **II. OPENING (00:00:21)**

#### **III. ADOPT THE AGENDA (00:00:47)**

Motion by David P. Jordan to adopt the agenda with the three (3) changes [1) add item IX.B. Review the CRF Government Relief Funds Requests and determine next steps; 2) add item IX.C. Approve the letter to the BIA Office of Justice Services and authorize the Chairman to sign; and 3) move the discussion for item X.A. Review the FY-2021 budget packet and determine next steps as the first item in Executive Session], seconded by Kirby Metoxen. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,  
Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

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<sup>1</sup> Microsoft Teams is software which provides a communication and collaboration platform for workplace chat, file sharing, and video meetings

# DRAFT

## IV. OATH OF OFFICE (00:03:30); (00:06:00)

*Item V.A. was addressed next*

### A. Oneida Nation School Board - Vicki Cornelius

Sponsor: Lisa Liggins, Secretary

*Oath of office administered by Secretary Lisa Liggins. Vicki Cornelius present via Microsoft Teams.*

*Item VI.A. was addressed next*

## V. MINUTES

### A. Approve the August 27, 2020, special Business Committee meeting minutes (00:05:09)

Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to approve the August 27, 2020, special Business Committee meeting minutes, seconded by Kirby Metoxen. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

### B. Approve the October 28, 2020, regular Business Committee meeting minutes (00:05:34)

Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to approve the October 28, 2020, regular Business Committee meeting minutes, seconded by David P. Jordan. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

*Item IV. was addressed next.*

## VI. RESOLUTIONS

### A. Adopt resolution entitled Extension of Declaration of Public Health State of Emergency Until December 13, 2020 (00:08:17)

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to adopt resolution 11-10-20-A Extension of Declaration of Public Health State of Emergency Until December 13, 2020, seconded by Daniel Guzman King. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

# DRAFT

## VII. STANDING COMMITTEES

### A. LEGISLATIVE OPERATING COMMITTEE

**1. Accept the October 21, 2020 regular Legislative Operating Committee meeting minutes (00:12:35)**

Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to accept the October 21, 2020 regular Legislative Operating Committee meeting minutes, seconded by Kirby Metoxen. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

## VIII. UNFINISHED BUSINESS

**A. Accept the Headstart and Early Headstart update (00:13:10)**

Sponsor: Debbie Thundercloud, General Manager

Motion by Jennifer Webster to accept the Headstart and Early Headstart update, seconded by Brandon Stevens. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

**B. Accept the update regarding the resolution entitled Continued Support of Patricia King on the Treasury Tribal Advisory Committee (00:23:15)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to accept the update regarding the resolution entitled Continued Support of Patricia King on the Treasury Tribal Advisory Committee and remove from agenda, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

## IX. NEW BUSINESS

**A. Accept the Tribal Action Plan update (00:25:05)**

Sponsor: Debbie Thundercloud, General Manager

Motion by Daniel Guzman King to accept the Tribal Action Plan update, seconded by Lisa Liggins. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

*Treasurer Tina Danforth left 9:00 a.m.*

*Treasurer Tina Danforth returned 9:03 a.m.*



# DRAFT

**B. Review the CRF Government Relief Funds Requests and determine next steps (00:45:21)**

Sponsor: Debbie Thundercloud, General Manager

Motion by Lisa Liggins to approve the 18 CRF requests, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

Motion by Lisa Liggins to approve the supplemental pandemic relief assistant payment plan and for the details, final changes, and documents to brought back to the November 24, 2020 regular Business Committee meeting, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

**C. Approve the letter to the BIA Office of Justice Services and authorize the Chairman to sign (01:04:35)**

Sponsor: Tehassi Hill, Chairman

Motion by Jennifer Webster to approve the letter to the BIA Office of Justice Services and authorize the Chairman to sign, seconded by Tina Danforth. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

*Item XI. was addressed next.*

## **X. GENERAL TRIBAL COUNCIL**

**A. Review the FY-2021 budget packet and determine next steps (01:14:07)**

Sponsor: Tina Danforth, Treasurer

Motion by Daniel Guzman King to defer the FY-2021 budget packet to the November 24, 2020 regular Business Committee meeting, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

*Item XII. was addressed next.*

# DRAFT

## XI. EXECUTIVE SESSION (01:06:06)

Motion by Daniel Guzman King to go into executive session at 9:36 a.m., seconded by Marie Summers. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,  
Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster

*The Oneida Business Committee, by consensus, recessed from 12:10 p.m. to 1:30 p.m.*

*Councilwoman Jennifer Webster left at 12:10 p.m.*

*Chairman Tehassi Hill left at 12:10 p.m. Vice-Chairman Brandon Stevens assumes the role of the Chair.*

*Vice-Chairman Brandon Stevens called the meeting to order at 1:30 p.m.*

*Roll call for the record:*

*Present: Treasurer Tina Danforth; Councilman Daniel Guzman King; Councilman David P. Jordan; Councilman Kirby Metoxen; Vice-Chairman Brandon Stevens; Councilwoman Marie Summers;*

*Not Present: Chairman Tehassi Hill; Secretary Lisa Liggins; Councilwoman Jennifer Webster;*

*Secretary Lisa Liggins returned at 1:34 p.m.*

*Treasurer Tina Danforth left at 3:50 p.m.*

Motion by Daniel Guzman King to come out of executive session at 4:18 p.m., seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

### A. REPORTS

#### 1. Accept the Gaming General Manager report (01:06:50)

Sponsor: Louise Cornelius, Gaming General Manager

Motion by Lisa Liggins to accept the Gaming General Manager report, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

#### 2. Accept the Emergency Management FY-2020 4th quarter report (01:07:10)

Sponsor: Kaylynn Gresham, Director/Emergency Management

Motion by Lisa Liggins to accept the Emergency Management FY-2020 4th quarter report, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**DRAFT****3. Accept the Retail General Manager FY-2020 4th quarter report (01:07:25)**

Sponsor: Eric McLester, Retail General Manager

Motion by David P. Jordan to approve the Retail General Manager FY-2020 4th quarter report, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**4. Accept the FY-2020 September Treasurer's report (01:07:40)**

Sponsor: Tina Danforth, Treasurer

Motion by Lisa Liggins to accept the FY-2020 September Treasurer's report, seconded by David P. Jordan. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**5. Accept the Chief Counsel report (01:07:57)**

Sponsor: Jo Anne House, Chief Counsel

Motion by David P. Jordan to accept the Chief Counsel report, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

Motion by Lisa Liggins to request Legislative Operating Committee to replace the Law Enforcement ordinance and/or ONGO [Oneida Nation Gaming Ordinance] on the active files list as a priority to address the placement of Internal Security, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**6. Accept the General Manager report (01:08:42)**

Sponsor: Debbie Thundercloud, General Manager

Motion by Kirby Metoxen to accept the General Manager report, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**DRAFT****B. AUDIT COMMITTEE****1. Accept the February 20, 2020, regular Audit Committee meeting minutes (01:09:20)**

Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to accept the February 20, 2020, regular Audit Committee meeting minutes, seconded by Kirby Metoxen. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**2. Schedule a special Business Committee meeting on December 18, 2020 at 9:00 am for RSM US LLP to present the Year-End Financial Statements (01:09:37)**

Sponsor: David P. Jordan, Councilman

Motion by Kirby Metoxen to schedule a special Business Committee meeting on December 18, 2020 at 9:00 am for RSM US LLP to present the Year-End Financial Statements, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

*For the record: Secretary Lisa Liggins stated this special Business Committee meeting will be a virtual meeting pending the adoption of an SOP by the Business Committee*

**3. Accept the Environmental Quality Department performance assurance audit and lift the confidentiality requirement (01:10:35)**

Sponsor: David P. Jordan, Councilman

Motion by David P. Jordan to accept the Environmental Quality Department performance assurance audit and lift the confidentiality requirement, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**4. Accept the Health and Industrial Services performance assurance audit and lift the confidentiality requirement (01:10:54)**

Sponsor: David P. Jordan, Councilman

Motion by David P. Jordan to accept the Health and Industrial Services performance assurance audit and lift the confidentiality requirement, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**DRAFT****5. Accept the Legal Office performance assurance audit and lift the confidentiality requirement (01:11:12)**

Sponsor: David P. Jordan, Councilman

Motion by David P. Jordan to accept the Legal Office performance assurance audit and lift the confidentiality requirement, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**6. Accept the Oneida Apple Orchard Administration performance assurance audit and lift the confidentiality requirement (01:11:27)**

Sponsor: David P. Jordan, Councilman

Motion by David P. Jordan to accept the Oneida Apple Orchard Administration performance assurance audit and lift the confidentiality requirement, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**7. Accept the Risk Management performance assurance audit and lift the confidentiality requirement (01:11:44)**

Sponsor: David P. Jordan, Councilman

Motion by David P. Jordan to accept the Risk Management performance assurance audit and lift the confidentiality requirement, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**C. NEW BUSINESS****1. Accept the BC Transition follow-up report from Gaming (01:12:12)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to accept the BC Transition follow-up report from Gaming, . Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**2. Review the posting request and determine next steps - Trust Enrollment Committee (01:12:15)**

Sponsor: Debra J. Danforth, Chair/Trust Enrollment Committee

Motion by David P. Jordan to approve the posting request from Trust Enrollment Committee for one (1) Financial Analyst, seconded by Lisa Liggins. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**DRAFT****3. Review the posting request and determine next steps - Oneida Retail Enterprise (01:12:40)**

Sponsor: Eric McLester, Retail General Manager

Motion by David P. Jordan to approve the posting request from Oneida Retail Enterprise to hire two (2) emergency temps for six (6) months of one (1) Executive Assistant and one (1) Information Specialist, seconded by Marie Summers. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**4. Adopt resolution entitled Approving a Limited Waiver of Sovereignty for the Lazard International Strategic Equity (ACW ex-U.S.) Trust, Investment Management Subscription and Adoption Agreement with the Oneida Trust Enrollment Committee (01:13:05)**

Sponsor: Debra J. Danforth, Chair/Oneida Trust Enrollment Committee

Motion by Lisa Liggins to adopt resolution 11-10-20-B Approving a Limited Waiver of Sovereignty for the Lazard International Strategic Equity (ACW ex-U.S.) Trust, Investment Management Subscription and Adoption Agreement with the Oneida Trust Enrollment Committee and move the resolution to open session, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

**5. Enter the e-poll results into the record regarding the approved recall request from the General Manager for one (1) Press Operator (01:13:40)**

Sponsor: Lisa Liggins, Secretary

Motion by David P. Jordan to enter the e-poll results into the record regarding the approved recall request from the General Manager for one (1) Press Operator, seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

*Item X.A. was addressed next*

# ***DRAFT***

## **XII. ADJOURN (01:14:55)**

Motion by David P. Jordan to adjourn at 4:26 p.m., seconded by Daniel Guzman King. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen,  
Marie Summers

Not Present: Tehassi Hill, Tina Danforth, Jennifer Webster

Minutes prepared by Chad Wilson, Senior Information Management Specialist.  
Minutes approved as presented on \_\_\_\_\_.

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Lisa Liggins, Secretary  
ONEIDA BUSINESS COMMITTEE

**Oneida Business Committee Agenda Request**

Adopt resolution entitled CY 2021 County Tribal Enforcement Grant-Brown County

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter: 

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Additional Requestor:



## Oneida Business Committee Agenda Request

### 6. Cover Memo:

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

The Wisconsin Department of Justice requires an approved, signed resolution by the governing body as part of the County Tribal Law Enforcement grant application guidelines. The Oneida Police Department and the Brown County Sheriff's Department will collaborate on an application in the total amount of \$34,190 with each Department receiving \$17,095. This funding will be used to fund law enforcement operations.

#### GRANT SYNOPSIS

GRANT: CY 2021 County Tribal Law Enforcement – Brown County State of Wisconsin – Department of Justice

PROGRAM: Oneida Police Department

PROGRAM DIRECTOR: Eric Boulanger, Chief of Police

MATCH: None

SUMMARY: This funding will allow for the replacement of outdated equipment, uniforms, continued maintenance agreements on equipment and software and supplies for community programs.

- 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)

# Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

## BC Resolution # Leave this line blank CY 2021 County Tribal Law Enforcement Grant – Brown County

- 1  
2  
3 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe  
4 recognized by the laws of the United States of America; and  
5  
6 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and  
7  
8 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,  
9 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and  
10  
11 **WHEREAS,** the Oneida Nation has determined that the overall goal is to protect, maintain and improve  
12 the standard of living and the environment in which the Oneida people live; and  
13  
14 **WHEREAS,** the Oneida Police Department was established and whose mission is to...*"Serve the*  
15 *community, within the Oneida Reservation boundaries, by helping build a stronger, safer*  
16 *community through police protection and services while instilling a sense of unity and*  
17 *treating all with respect, dignity and compassion"*; and  
18  
19 **WHEREAS,** the purpose of the Oneida Police Department is to improve the safety and quality of life in  
20 our community, develop partnerships and relationships, enforcing the law and continuing  
21 to carry out and succeed with our community service programs. To ensure the most  
22 efficient, safest, and effective delivery of public safety services to meet our community's  
23 needs and to improve our policing skills, our goal is to address our most current law  
24 enforcement necessities; and  
25  
26 **WHEREAS,** the Oneida Nation encourages the collaborative effort between the Oneida Police  
27 Department and other local law enforcement agencies, such as the Brown County Sheriff's  
28 Department to continue to provide joint community policing efforts for our community and  
29 members; and  
30  
31 **NOW THEREFORE BE IT RESOLVED** that the Oneida Nation authorizes and supports the submission of  
32 a grant application to the State of Wisconsin / Department of Justice for the CY 2021 County Tribal Law  
33 Enforcement Grant in the amount of \$17,095.  
34

**Oneida Business Committee Agenda Request**

Adopt resolution entitled CY 2021 County Tribal Law Enforcement Grant-Outagamie County

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter: 

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Additional Requestor:

## Oneida Business Committee Agenda Request

### 6. Cover Memo:

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

The Wisconsin Department of Justice requires an approved, signed resolution by the governing body as part of the County Tribal Law Enforcement grant application guidelines. The Oneida Police Department and the Outagamie County Sheriff's Department will collaborate on an application in the total amount of \$31,137 with each Department receiving \$15,568.50. This funding will be used to fund law enforcement operations.

#### GRANT SYNOPSIS

GRANT: CY 2021 County Tribal Law Enforcement – Outagamie County State of Wisconsin – Department of Justice

PROGRAM: Oneida Police Department

PROGRAM DIRECTOR: Eric Boulanger, Chief of Police

MATCH: None

SUMMARY: This funding will allow for the replacement of uniforms and continued maintenance agreements for equipment and software.

1) Save a copy of this form for your records.

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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)

# Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

**BC Resolution # Leave this line blank**  
**CY 2021 County Tribal Law Enforcement Grant – Outagamie County**

- 1  
2  
3 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe  
4 recognized by the laws of the United States of America; and  
5  
6 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and  
7  
8 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,  
9 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and  
10  
11 **WHEREAS,** the Oneida Nation has determined that the overall goal is to protect, maintain and improve  
12 the standard of living and the environment in which the Oneida people live; and  
13  
14 **WHEREAS,** the Oneida Police Department was established and whose mission is to...*"Serve the*  
15 *community, within the Oneida Reservation boundaries, by helping build a stronger, safer*  
16 *community through police protection and services while instilling a sense of unity and*  
17 *treating all with respect, dignity and compassion"*; and  
18  
19 **WHEREAS,** the purpose of the Oneida Police Department is to improve the safety and quality of life in  
20 our community, develop partnerships and relationships, enforcing the law and continuing  
21 to carry out and succeed with our community service programs. To ensure the most  
22 efficient, safest, and effective delivery of public safety services to meet our community's  
23 needs and to improve our policing skills, our goal is to address our most current law  
24 enforcement necessities; and  
25  
26 **WHEREAS,** the Oneida Nation encourages the collaborative effort between the Oneida Police  
27 Department and other local law enforcement agencies, such as the Outagamie County  
28 Sheriff's Department to continue to provide joint community policing efforts for our  
29 community and members; and  
30  
31 **NOW THEREFORE BE IT RESOLVED** that the Oneida Nation authorizes and supports the submission of  
32 a grant application to the State of Wisconsin / Department of Justice for the CY 2021 County Tribal Law  
33 Enforcement Grant in the amount of \$15,568.50.  
34

**Oneida Business Committee Agenda Request**

Adopt resolution entitled Continuation of Temporary Closure of Listed Boards, Committees and...

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:   
Your Name, Title / Dept. or Tribal MemberAdditional 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:

In a Chief Counsel memo from 11/04/2020 it stated: This declaration was intended to reduce expenses as well as reduce gathering people together.

This declaration was formalized by resolution # BC-04-08-20-B, Placing Listed Boards, Committees and Commissions in Temporary Closure Status. The resolution concludes at the adoption of the FY2021 budget.

Requested Action: Adopt resolution Continuation of Temporary Closure of Listed Boards, Committees and commissions for Fiscal Year 2021.

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

Jo Anne House, PhD | Chief Counsel  
James R. Bittorf | Deputy Chief Counsel  
Kelly M. McAndrews | Senior Staff Attorney

Carl J. Artman  
Krystal L. John  
Peggy A. Schneider

Law Office

**M E M O R A N D U M**

**TO:** Oneida Business Committee

**FROM:** Jo Anne House, Chief Counsel

**DATE:** November 4, 2020

**SUBJECT:** **Suspension of all Non-emergent Expenses & Stipends and Activity by Certain Boards, Committees and Commissions, Adopted March 19, 2020**

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**Excerpt from *COVID-19 Core Decision Making Team Declarations – Review, October 26, 2020***

Policy: This declaration was intended to reduce expenses as well as reduce gathering people together. This declaration was formalized by resolution # BC-04-08-20-B, *Placing Listed Boards, Committees and Commissions in Temporary Closure Status* (p. 75 of bound materials). The resolution concludes at the adoption of the FY2021 budget.

Options:

1. No action needed, allow resolution to lapse.
2. Forward a request to the Oneida Business Committee to extend resolution # BC-04-08-20-B for the remainder of Fiscal Year 2021 or until otherwise directed.

**Resolution # BC-04-08-20-B, *Placing Listed Boards, Committees and Commissions in Temporary Closure Status***

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee directs that the following boards, committees and commissions are placed on temporary closure for the remainder of Fiscal Year 2020 and during any continuing resolution for Fiscal Year 2021.

1. Oneida Community Library Board;
2. Oneida Environmental Resources Board;
3. Oneida Nation Arts Board;
4. Oneida Nation Veterans Affairs Committee;
5. Oneida Personnel Commission;
6. Oneida Pow Wow Committee;
7. Pardon and Forgiveness Screening Committee;
8. Southeast Wisconsin Oneida Tribal Social Services Advisory Board;
9. Oneida Land Claims Commission; and
10. Oneida Nation Commission on Aging.

NOW THEREFORE BE IT FURTHER RESOLVED, that posting of vacancies shall be discontinued for the remainder of Fiscal Year 2020 and during any continuing resolution for Fiscal Year 2021.



Page 2

NOW THEREFORE BE IT FINALLY RESOLVED, that all Oaths of Office for the remainder of Fiscal Year 2020 and during any continuing resolution for Fiscal Year 2021

### Discussion

Discussion identified the ongoing pandemic impact likely to continue after the Fiscal Year 2021 budget has been presented, approved by the Oneida Business Committee, and forwarded for approval to the General Tribal Council for adoption.<sup>1</sup> In addition, it was identified that no funding for stipends for those boards, committees and commissions in temporary closure in the FY2021 budget. The consensus identified that the temporary closure status should be continued for FY2021 to reduce potential exposure and/or spread of COVID-19 and reduced expenses of the Nation.

**Recommended Action:** Motion to adopt resolution.

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<sup>1</sup> The Oneida Business Committee determined that the budget would be forwarded to the General Tribal Council for adoption by Special Election after presentation at Community Meetings by the Treasurer that are conducted within the *Stay Safer at Home Declaration*, June 10, 2020. The Community Meetings would be limited to attendance one time only to allow the greatest number of opportunities for members to attend as a result of the audience limitations. See October 20, 2020 Work Session Notes and October 21, 2020 mem to Oneida Business Committee, *Work Session Consensus – Budget Approval – Special Election*.

*Budget Management and Control Law*, s. 121.5-7. *Final Draft Budget*. The Oneida Business Committee shall work with fund unit managers and the CFO to compile a final draft budget to be presented to the General Tribal Council. The Oneida Business Committee shall approve, by resolution, the final draft budget to be presented to the General Tribal Council by the end of July each year.

# Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

## BC Resolution # Leave this line blank

### Continuation of Temporary Closure of Listed Boards, Committees and Commissions for Fiscal Year 2021

- 1  
2  
3  
4 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe  
5 recognized by the laws of the United States of America; and  
6  
7 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and  
8  
9 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,  
10 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and  
11  
12 **WHEREAS,** an ongoing Public Health State of Emergency continues to be in place as a result of the  
13 COVID-19 pandemic increases on the Reservation, within the State of Wisconsin and  
14 throughout the United States; and  
15  
16 **WHEREAS,** the restricted finances of the Oneida Nation, the need to maintain reduced expenditures,  
17 and the desire to avoid group meetings which could result in the spread of the COVID-19  
18 virus; and  
19  
20 **WHEREAS,** the Oneida Business Committee adopted resolution # BC-04-08-20-B, *Placing Listed*  
21 *Boards, Committees and Commissions in Temporary Closure Status*, which is effective  
22 until a budget is adopted for Fiscal Year 2021; and  
23  
24 **WHEREAS,** the Oneida Business Committee believes that the ongoing policies set by the boards,  
25 committees, and commissions during this pandemic period are affected by the  
26 restrictions of the pandemic and the finances of the Nation and adjustments are being  
27 made by programming and service providers within those restrictions; and  
28  
29 **WHEREAS,** the Oneida Business Committee has identified that the temporary closure should  
30 continue for the duration of Fiscal Year 2021; and  
31  
32 **NOW THEREFORE BE IT RESOLVED,** that resolution # BC-04-08-20-B, *Placing Listed Boards,*  
33 *Committees and Commissions in Temporary Closure Status*, shall remain in effect for the duration of  
34 Fiscal Year 2021.



**Oneida Nation**  
 Oneida Business Committee  
 Legislative Operating Committee  
 PO Box 365 • Oneida, WI 54155-0365  
[Oneida-nsn.gov](http://Oneida-nsn.gov)



## **Statement of Effect**

*Continuation of Temporary Closure of Listed Boards, Committees and Commissions for Fiscal Year 2021*

### **Summary**

This resolution provides that resolution BC-04-08-20-B titled, “*Placing Listed Boards, Committees and Commissions in Temporary Closure Status*” shall remain in effect for the duration of Fiscal Year 2021.

*Submitted by: Clorissa N. Santiago, Senior Staff Attorney, Legislative Reference Office*

*Date: November 9, 2020*

### **Analysis by the Legislative Reference Office**

In early 2020 the world began experiencing the effects of the COVID-19 pandemic. As a result of the COVID-19 pandemic, in accordance with the authority granted to the Oneida Business Committee through the Emergency Management and Homeland Security law, on March 12, 2020, Chairman Tehassi Hill signed a “*Declaration of Public Health State of Emergency*” which sets into place the necessary authority should action need to be taken, and allows the Oneida Nation to seek reimbursement of emergency management actions that may result in unexpected expenses. [3 O.C. 302.8-1]. The Oneida Business Committee has extended this Public Health State of Emergency until November 13, 2020, through the adoption of the following resolutions: BC-03-28-20-A, BC-05-06-20-A, BC-06-10-20-A, BC-07-08-20-A, BC-08-06-20-A, BC-09-09-20-A, and BC-10-08-20-A. [3 O.C. 302.8-5].

On March 17, 2020, the Oneida Business Committee adopted emergency amendments to the Emergency Management and Homeland Security law to create and delegate authority to a COVID-19 Core Decision Making Team. [3 O.C. 302.10]. When a public health emergency has been declared, the COVID-19 Core Decision Making Team has the authority to declare exceptions to the Nation’s laws, policies, procedures, regulations, or standard operating procedures during the emergency period which will be of immediate impact for the purposes of protecting the health, safety, and general welfare of the Nation’s community, members, and employees. [3 O.C. 302.10-2]. These declarations remain in effect for the duration of the Public Health State of Emergency, unless identified to be effective for a shorter time period. [3 O.C. 302.10-3].

On March 19, 2020, the COVID-19 Core Decision Making Team issued a “*Suspension of all Non-Emergent Expenses & Stipends and Activity by Certain Boards, Committees and Commissions*” declaration which in an effort to preserve cash flow to provide funds for regular wages to employees throughout the emergency declaration period, budget expenditures, stipends, and meetings were suspended for identified boards, committees, and commissions of the Nation.

On April 8, 2020, the Oneida Business Committee then adopted resolution BC-04-08-20-B, titled “*Placing Listed Boards, Committees and Commissions in Temporary Closure Status*.” This

resolution provided that the following boards, committees and commissions of the Nation would be placed on temporary closure for the remainder of Fiscal Year 2020 and during any continuing resolution for Fiscal Year 2021.

- Oneida Community Library Board;
- Oneida Environmental Resource Board;
- Oneida Nation Arts Board;
- Oneida Nation Veterans Affairs Committee;
- Oneida Personnel Commission;
- Oneida Pow Wow Committee;
- Pardon and Forgiveness Screening Committee;
- Southeastern Wisconsin Oneida Tribal Social Services Advisory Board;
- Oneida Land Claims Commission; and
- Oneida Nation Commission on Aging.

Resolution BC-04-08-20-B also directed that posting of vacancies and oaths of office shall be discontinued for the remainder of Fiscal Year 2020 and during any continuing resolution for Fiscal Year 2021.

Then the Oneida Business Committee adopted resolution BC-04-08-20-C titled, *“Tier V Budget Contingency Declared for Remainder of Fiscal Year 2020.”* This resolution adopted Tier V budget reductions from the Budget Contingency Plan in accordance with the Budget Management and Control law, which included five percent (5%) mandatory budget cuts across the Nation, reduction of all funding to essential services only, and layoffs and furloughs. [1 O.C. 121.4-3].

On August 12, 2020, the Oneida Business Committee adopted resolution BC-08-12-20-J titled, *“Continuing Resolution for Fiscal Year 2021”* which adopted a continuing budget resolution for FY21, directing that FY21 expenditures derive from each fund unit’s approved contingency plan (FY20 budget) as impacted by resolution BC-04-08-20-C, and that all expenditures shall be restricted to the greatest extent possible to allow the Nation to provide critical-essential services.

This resolution identifies that the Oneida Business Committee believes that the ongoing policies set by the boards, committees, and commissions during the pandemic period are affected by the restrictions of the pandemic and the finances of the Nation, and adjustments are being made by programming and service providers within those restrictions. The Oneida Business Committee had identified that the temporary closure should continue for the duration of Fiscal Year 2021.

This resolution provides that resolution BC-04-08-20-B titled, *“Placing Listed Boards, Committees and Commissions in Temporary Closure Status”* shall remain in effect for the duration of Fiscal Year 2021.

### ***Conclusion***

Adoption of this resolution would not conflict with any of the Nation’s laws.

Oneida Business Committee Agenda Request

Determine next steps regarding one (1) vacancy - Oneida Trust Enrollment Committee

1. Meeting Date Requested: 11 / 24 / 20

2. General Information:

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

Agenda Header: Appointments

- ☐ Accept as Information only
- ☒ Action - please describe:

Determine next steps regarding one (1) Vacancy - Oneida Trust Enrollment Committee

3. Supporting Materials

- ☐ Report ☐ Resolution ☐ Contract
- ☐ Other:

1. 2. 3. 4.

☐ Business Committee signature required

4. Budget Information

- ☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Lisa Liggins, Secretary

Primary Requestor/Submitter: Brooke Doxtator, Boards, Committees, and Commissions Supervisor  
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:

One (1) vacancy was posted for the Oneida Trust Enrollment Committee.

The application deadline was October 23, 2020 and two (2) application(s) were received for the following applicant(s):

Carol Silva

Jennifer Hill-Kelly

Select action(s) provided below:

(1) accept the selected the applicant(s) and appoint to term(s) ending July 31, 2021; OR

(2) reject the selected applicant(s) and oppose the vote\*\*; OR

(3) request the Secretary to re-notice the vacancy(ies) in accordance with §105.7-1.(c)(2) due to ineligible, unqualified, or under qualified applicants

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

Accept the November 2, 2020 regular Finance Committee meeting minutes

## Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 25 / 20

### 2. General Information:

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

Agenda Header:

☒ Accept as Information only

☐ Action - please describe:

BC to accept the Finance Committee Meeting Minutes of November 2, 2020.

### 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.



## ***INTERNAL MEMO***

**TO:** Finance Committee  
**FR:** Denise J. Vigue, Executive Assistant to the CFO &  
Finance Committee Support /Contact  
**DT:** November 2, 2020  
**RE:** E-Poll Results - FC Meeting Minutes of November 2, 2020

---

An E-Poll vote of the Finance Committee was conducted to approve the Finance Committee meeting minutes of Nov. 2, 2020. The E-Poll and minutes were sent out and concluded today. The results of the completed E-Poll are as follows:

**E-POLL RESULTS:**

There was a Majority of 4 FC members voting to approve the Nov. 2, 2020 Finance Committee Meeting Minutes. FC Members voting included: Larry Barton, Jennifer Webster, Kirby Metoxen and Chad Fuss. Cristina Danforth abstained as she chaired the meeting but noted her approval.

These Finance Committee Minutes of Nov. 2, 2020 will be placed on the next Finance Committee agenda to ratify this E-Poll action. Per the FC By-Laws all Minutes of the FC will be submitted to the Secretary's Office once a month for Council acceptance.

E-Polls of the Finance Committee meeting minutes is part of the FC By-Laws and approval conducted per the FC SOP's on Electronic Voting.

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## FINANCE COMMITTEE

### REGULAR MEETING

November 2, 2020 ▪ Time: 9:00 A.M

Via Microsoft Teams

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### REGULAR MEETING MINUTES

#### **FC MEMBERS PRESENT (Via Teams):**

Cristina Danforth, Treasurer/FC Chair

Jennifer Webster, BC Council Member

Chad Fuss, Gaming AGM; GGM Alt.

Larry Barton, CFO/FC Vice-Chair

Kirby Metoxen, BC Council Member

**FC MEMBERS EXCUSED:** Patrick Stensloff, Purchasing Director

**OTHERS PRESENT (Via Teams):** Sam Van den Heuvel, Mike Debraska, Vanessa Miller, Mary Graves, Mary Wasurick, Wanda Diemel, David Emerson, Paul Witek and Denise J. Vigue, taking notes

**I. CALL TO ORDER:** The FC Regular Meeting was called to order by the FC Chair at 9:02 A.M.

**II. APPROVAL OF AGENDA:** NOVEMBER 2, 2020

Motion by Jennifer Webster to approve the Nov. 2, 2020 FC Meeting Agenda. Seconded by Larry Barton. Motion carried unanimously.

**III. APPROVAL OF MINUTES:** OCTOBER 19, 2020 (Approved via E-Poll on 10/19/20):

Motion by Jennifer Webster to ratify the FC E-Poll action approving the Oct. 19, 2020 Finance Committee Meeting Minutes. Seconded by Larry Barton. Motion carried unanimously.

**IV. APPROVAL OF FC SPECIAL E-POLL: UC Check Request – State of WI:**

Motion by Jennifer Webster to ratify the Special FC E-Poll action on 10/23/20 approving the check request for payment to the State of Wisconsin for unemployment compensation. Seconded by Kirby Metoxen. Motion carried unanimously.

**V. TABLED BUSINESS:** None

**VI. CAPITAL EXPENDITURES:** None

**VII. NEW BUSINESS:**

**1. Mission Support Services-LBDC Upgrades**

**Amount: \$77,609.32**

Sam Van Den Heuvel, Engineering

Motion by Jennifer Webster to approve the Mission Support Services contract for the Little Bear Development Center upgrades expended from CARES (COVID-19) funds, not tribal contribution, in the amount of \$77,609.32. Seconded by Kirby Metoxen. Motion carried unanimously.

**2. Midwest Restoration****Amount: \$133,570.**

Tim Skenandore, Gaming-Facilities

The request is for cleaning overhead equipment; there were questions on the disparity with the costs of the bids submitted; all of the bids received were not complete, some did not include all buildings; with the pandemic do not have enough employees to do the cleaning so a vendor was sought.

For the Record: Requester is to submit a narrative of what happened with the bids. Chad Fuss will follow up.

Motion by Jennifer Webster to approve the Midwest Restoration contract payment in the amount of \$133,570.00. Seconded by Kirby Metoxen. Motion carried unanimously.

Motion by Jennifer Webster to submit this request for these funds to come out the CARES (COVID-19) funds for reimbursement as soon as possible. Seconded by Kirby Metoxen. Motion carried unanimously.

**3. FY21 Blkt PO – 1822 Land & Dev.****Amount: \$98,040.**

Mark A. Powless, Sr., OGC

There was no one present to discuss this request; there was an extensive discussion of the recommendations and directives in previous years for this department to move to another location with little follow up or suggestions rejected. This needs to occur soon.

Motion by Jennifer Webster to defer this lease payment request and send a directive to Troy Parr to bring back a moving transition plan within thirty days. Seconded by Larry Barton. Motion carried unanimously.

**4. FY21 Blkt PO –Oneida Generations LLC****Amount: \$166,827.**

David Emerson, Gaming – Slots

This is building lease payments for the travel center; this is a reduced rate by almost half; it is the year two payment of a three year lease; there was a question if this vendor and the previous vendor are the same; that is correct so requester is asked to review to see if name needs to be updated.

Motion by Larry Barton to approve the FY21 Blanket Purchase Order with Oneida Generations LLC for the Travel Center lease payments in the amount of \$166,827.00. Seconded by Jennifer Webster. Motion carried unanimously.

**5. DeGroot, Inc. contract****Amount: \$283,630.82**

Paul Witek &amp; Jacque Boyle, Engineering

Paul Witek explained this is for community sewer repairs, maintenance and possible parts replacement of the sewer system; it is IHS funded; timeframe to complete is one year, weather permitting.

Motion by Jennifer Webster to approve the DeGroot, Inc. contract for Community Sewer Improvements, project ENG #21-101 in the amount of \$283,630.82. Seconded by Larry Barton. Motion carried unanimously.

- 6. FY21 Blkt PO – Davis Marketing** **Amount: \$608,400.**  
Mary Wasurick, Gaming – Marketing

Mary Wasurick was present and explained this is year two of this previously approved contract and noted that there is an order breakdown included that shows all expenditures; with the pandemic she noted that the whole Purchase Order may not be utilized.

Motion by Larry Barton to approve the FY21 Blanket Purchase Order with Davis Marketing in the amount of \$608,400.00. Seconded by Jennifer Webster. Motion carried unanimously.

#### **VIII. COMMUNITY FUND:**

- 1. Report: Monthly CF Update for November**  
Denise J. Vigue, Executive Assistant to the CFO

Motion by Jennifer Webster to approve/accept the Community Fund Update Report for November 2020. Seconded by Chad Fuss. Motion carried unanimously.

- 2. Request: WorkSomeMore Basketball Training Fees** **Amount: \$500.**  
Vanessa Miller for Javon

Motion by Larry Barton to approve from the Community Fund the WorkSomeMore Basketball Training Fees for the son of the requester in the amount of \$500.00. Seconded by Jennifer Webster. Motion carried unanimously.

- 3. Request: Pure Barre Membership/Class Fees** **Amount: \$500.**  
Mary Graves

Motion by Jennifer Webster to approve from the Community Fund the Pure Barre Membership/Class Fees for the requester the amount of \$500.00. Seconded by Chad Fuss. Motion carried unanimously.

- 4. Request: Youth Flag Football Registration** **Amount: \$52.20**  
Sam & Margaret Van Den Heuvel for Colt

Motion by Jennifer Webster to approve from the Community Fund the Youth Flag Football Registration fees for this and the following two requests for the three sons of the requesters in the amount of \$52.20 each. Seconded Larry Barton. Motion carried unanimously.

- 5. Request: Youth Flag Football Registration** **Amount: \$52.20**  
Sam & Margaret Van Den Heuvel for Gage

- SEE Motion in CF Request #4.

- 6. Request: Youth Flag Football Registration** **Amount: \$52.20**  
Sam & Margaret Van Den Heuvel for Gavin

- SEE Motion in CF Request #4.

- 7. Request: Cub Scout Camp Fees** **Amount: \$500.**  
Jason Widi for Ronald

Motion by Larry Barton to approve from the Community Fund the Cub Scout Camp Fees for the son of the requester and the following Synergy Soccer Club Registration Fees for the daughter of the requester in the amount of \$500.00 for each request. Seconded by Jennifer Webster. Motion carried unanimously.

- 8. Request: Synergy Soccer Club Registration** **Amount: \$500.**  
Jason Widi for Kendall

- SEE Motion in CF Request #7.

- 9. Request: Personal Weights to assist w/Health** **Amount: \$315.**  
Michael Debraska

Motion by Larry Barton to approve from the Community Fund the purchase of Personal Weights for the requester to assist with his health/exercising in the amount of \$315.00. Seconded by Jennifer Webster. Motion carried unanimously.

- 10. Request: Impact Sports Softball Club Fees** **Amount: \$ 500.**  
Cindy John for Naleyah

Motion by Jennifer Webster to approve from the Community Fund the Impact Sports Softball Club Fees for the daughter of the requester in the amount of \$500.00. Seconded by Larry Barton. Motion carried unanimously.

- 11. Request: F.I.R.E. Fitness Registration/Class Fees** **Amount: \$497.**  
Chad Metoxen

Motion by Jennifer Webster to approve from the Community Fund the F.I.R.E. Fitness Registration/Class Fees for the requester in the amount of \$497.00. Seconded by Chad Fuss. Motion carried unanimously.

- 12. Request: Green Bay Area Youth Hockey Player Fees** **Amount: \$500.**  
Shakira Rasmussen for Zander

Motion by Larry Barton to approve from the Community Fund the Green Bay Area Youth Hockey Player Fees for the son of the requester in the amount of \$500.00. Seconded by Chad Fuss. Motion carried unanimously.

- 13. Request: New Fusion Dance Fees** **Amount: \$ 500.**  
Andrew Doxtater for Scarlett

Motion by Larry Barton to approve from the Community Fund the New Fusion Dance Class Fees for the daughter of the requester in the amount of \$500.00. Seconded by Jennifer Webster. Motion carried unanimously.

#### **IX. EXECUTIVE SESSION:**

Motion to move into Executive Session by Larry Barton. Seconded by Chad Fuss. Motion carried unanimously. Time: 9:42 A.M.

Motion to come out of Executive Session by Larry Barton. Seconded by Jennifer Webster. Motion carried unanimously. Time: 9:49 A.M.

- 1. FY21 Blkt PO – Independent Contract for Legal Services (#2019-1082)**  
Mark A. Powless, Sr., OGC

Motion by Chad Fuss to approve the FY21 Blanket Purchase Order for the Independent Contract for Legal Services (#2019-1082) in the amount of \$80,000.00. Seconded by Larry Barton. Motion carried unanimously.

NOTE: Motion made with a contingency that if requester wanted an increase they can resubmit a request for the difference with justification/clarification.

**X. ADMINISTRATIVE /INTERNAL:** None

**XI. FOLLOW UP:** None

**XII. FOR INFORMATION ONLY:**

**1. IGT – 4 Lease Games**

David Emerson, Gaming Slots

Motion by Jennifer Webster to accept the IGT - 4 Leases Games as FYI. Seconded by Larry Barton.

Motion carried unanimously.

**XIII. ADJOURN:** Motion by Larry Barton to adjourn. Seconded by Kirby Metoxen. Motion carried unanimously. Time: 9:51 A.M.

Minutes submitted by:

Denise J. Vigue, Executive Assistant to the CFO

& Finance Committee Contact/Recording Secretary

*Finance Committee Approval Date of Minutes via E-Poll:* November 2, 2020

Accept the November 16, 2020, regular Finance Committee Meeting Minutes

## Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 25 / 20

### 2. General Information:

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

Agenda Header:

☒ Accept as Information only

☐ Action - please describe:

BC to accept the Finance Committee Meeting Minutes of November 16, 2020.

### 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:

Additional Requestor:



## ***INTERNAL MEMO***

**TO:** Finance Committee

**FR:** Denise J. Vigue, Executive Assistant to the CFO &  
Finance Committee Support /Contact

**DT:** November 16, 2020

**RE:** E-Poll Results - FC Meeting Minutes of November 16, 2020

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An E-Poll vote of the Finance Committee was conducted to approve the Finance Committee meeting minutes of Nov. 16, 2020. The E-Poll and minutes were sent out and concluded today. The results of the completed E-Poll are as follows:

**E-POLL RESULTS:**

There was a Majority of 3 FC members voting to approve the Nov. 16, 2020 Finance Committee Meeting Minutes. FC Members voting included: Kirby Metoxen, Patrick Stensloff and Chad Fuss. Vice-Chair Larry Barton abstained as he chaired the meeting.

These Finance Committee Minutes of Nov. 16, 2020 will be placed on the next Finance Committee agenda to ratify this E-Poll action. Per the FC By-Laws all Minutes of the FC will be submitted to the Secretary's Office once a month for Council acceptance.

E-Polls of the Finance Committee meeting minutes is part of the FC By-Laws and approval conducted per the FC SOP's on Electronic Voting.



## FINANCE COMMITTEE

### FC REGULAR MEETING

November 16, 2020 ▪ Time: 9:00 A.M

Via Microsoft Teams

### REGULAR MEETING MINUTES

#### FC MEMBERS PRESENT (Via Teams):

Larry Barton, CFO/FC Vice-Chair  
Chad Fuss, Asst. Gaming CFO

Kirby Metoxen, BC Council Member  
Patrick Stensloff, Purchasing Director

**FC MEMBERS EXCUSED:** Cristina Danforth, Treasurer/FC Chair & Jennifer Webster, BC Council Member

**OTHERS PRESENT (Via Teams):** Andrew Doxtater; David Emerson, RaLinda Ninham-Lamberies and Denise J. Vigue, taking notes

**I. CALL TO ORDER:** The FC Regular Meeting was called to order by the FC Vice-Chair at 9:03 A.M.

**II. APPROVAL OF AGENDA:** NOVEMBER 16, 2020

Motion by Patrick Stensloff to approve the Nov. 16, 2020 FC Meeting Agenda. Seconded by Chad Fuss. Motion carried unanimously.

**III. APPROVAL OF MINUTES:** NOVEMBER 2, 2020 (Approved via E-Poll on 11/02/20):

Motion by Patrick Stensloff to ratify the FC E-Poll action taken on Nov. 2, 2020 approving the Nov. 2, 2020 Finance Committee Meeting Minutes. Seconded by Kirby Metoxen. Motion carried unanimously.

**IV. TABLED BUSINESS:** None

**V. CAPITAL EXPENDITURES:**

- |   |                                 |
|---|---------------------------------|
| <p><b>1. Data Financial -2 Dispensing Units-Main</b><br/>Andrew Doxtater, Gaming Cage Vault</p> | <p><b>Amount: \$86,940.</b></p> |
|---|---------------------------------|

Andrew explained these kiosks are to replace old and outdated machines that need increased maintenance; new kiosks will provide less contact between customers and cage cashiers and vice versa which helps with distancing and safety. It was noted by Larry that as the FY21 budget has not been passed by the BC all purchases approved will be conditional until there is budget resolution passed.

Motion by Chad Fuss to approve the Gaming Capital Expenditure purchases from Data Financial for this and the following request for two dispensing unit replacements (each) in the amount of \$86,940.00 (each); contingent upon the FY21 budget resolution being approved. Seconded by Kirby Metoxen. Motion carried unanimously.



2. **Data Financial -2 Dispensing Units-Mason & Main** **Amount: \$86,940.**  
Andrew Doxtater, Gaming Cage Vault

- SEE Motion in Capital Expenditures request #2.

3. **Data Financial -17 ticket redemption kiosks** **Amount: \$726,740.**  
Andrew Doxtater, Gaming Cage Vault

Andrew indicated that this purchase was approved and coming from the CARES funds.

Motion by Chad Fuss to approve the Gaming Capital Expenditure purchase from Data Financial for seventeen (17) ticket redemption kiosks in the amount of \$726,740.00 noting that the purchase is coming from the CARES funds. Seconded by Patrick Stensloff. Motion carried unanimously.

#### **VI. NEW BUSINESS:**

1. **A/P Check Request – DWD UID (Claims Month-Oct.)** **Amount: \$371,249.09**  
RaLinda Ninham Lamberies, Asst. CFO – Finance Admin.

Motion by Patrick Stensloff to approve the A/P Check Request for payment of the DWD UID claims for the month of October in the amount of \$371,249.09. Seconded by Chad Fuss. Motion carried unanimously.

2. **Safe Place Homeless Shelter Assistance**  
Requester: Pearl Webster

The requester was not on the virtual meeting so the FC could not obtain clarification on the request; there was no plan or budget submitted; also BC members have been working with Wise Women Gathering Place on the renovation of the old Accounting building as a homeless shelter, including CARES funding for the renovation; perhaps this needs to be forwarded to the General Manager for her follow up and or assistance.

Motion by Kirby Metoxen defer this request to the General Manager to provide any assistance and or direction for the requester on her request. Seconded by Chad Fuss. Motion carried unanimously.

#### **VII. EXECUTIVE SESSION:** None

#### **VIII. ADMINISTRATIVE /INTERNAL:**

1. **Finance Committee – FY20 Fourth Quarter Report to the BC**  
Denise J. Vigue, Executive Assistant to the CFO

Motion by Chad Fuss to approve the FY20 FC's Fourth Quarter Report and to send it to the BC for their next meeting agenda. Seconded by Patrick Stensloff. Motion carried unanimously.

#### **IX. FOLLOW UP:** None

#### **X. FOR INFORMATION ONLY:**

1. **KONAMI – 4 ALL ABOARD Games**  
David Emerson, Gaming Slots

Motion by Patrick Stensloff to accept the KONAMI – 4 All Aboard Games information as FYI. Seconded by Kirby Metoxen. Motion carried unanimously.

- XI. ADJOURN:** Motion by Patrick Stensloff to adjourn. Seconded by Kirby Metoxen. Motion carried unanimously. Time: 9:27 A.M.

Minutes submitted by:  
Denise J. Vigue, Executive Assistant to the CFO  
& Finance Committee Contact/Recording Secretary

*Finance Committee Approval Date of Minutes via E-Poll:* November 16, 2020

**Oneida Business Committee Agenda Request**

Accept the March 12, 2020, regular Quality of Life Committee meeting minutes

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:   
Your Name, Title / Dept. or Tribal MemberAdditional Requestor:   
Name, Title / Dept.Additional Requestor:   
Name, Title / Dept.



## Quality of Life Committee

Regular Meeting  
8:30 a.m. Thursday, March 12<sup>th</sup>, 2020  
BC-Executive Conference Room

### Minutes

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**Present:** Daniel Guzman-King, Tehassi Hill (arrived at 9:05 a.m.), Kirby Metoxen, Brandon Stevens;

**Not Present:** Ernest Stevens III,

**Others Present:** Melanie Burkhart, Leslie Doxtater, Aliskwet Ellis, Susan House, Patrick Pelky, Jameson Wilson;

#### I. CALL TO ORDER AND ROLL CALL

*Meeting called to order by Brandon Stevens at 8:41 a.m.*

#### II. APPROVAL OF THE AGENDA

Motion by Kirby Metoxen to approve the agenda with the addition of V. B. COVID-19 Update and a deletion of VI. B. Zero Suicide Report, seconded by Daniel Guzman-King. Motion carried unanimously:

Ayes: Daniel Guzman-King, Kirby Metoxen  
Not Present: Tehassi Hill, Ernest Stevens III

#### III. APPROVAL OF MEETING MINUTES

##### A. January 23, 2020 Quality of Life Meeting Minutes

Motion by Daniel Guzman-King to approve the January 23, 2020 Quality of Life meeting minutes, seconded by Kirby Metoxen. Motion carried unanimously:

Ayes: Daniel Guzman-King, Kirby Metoxen  
Not Present: Tehassi Hill, Ernest Stevens III

#### IV. UNFINISHED BUSINESS - NONE

#### V. NEW BUSINESS

##### A. Enter the e-poll results into the record regarding the approval of QOL FY20 Q1 report

Motion by Daniel Guzman-King to enter the e-poll results regarding the approval of QOL FY20 Q1 report into the record, seconded by Kirby Metoxen. Motion carried unanimously:

Ayes: Daniel Guzman-King, Kirby Metoxen  
Not Present: Tehassi Hill, Ernest Stevens III

*Item VI. A. addressed next.*

##### B. COVID-19 Update

*Tehassi Hill leaves at 9:34 a.m.  
Brandon Stevens leaves at 9:36 a.m.*

*No action taken.*

*Item VIII. addressed next.*

## **VI. REPORTS**

### **A. Environmental Issues – Ernie Stevens III**

Motion by Daniel Guzman-King to accept the update and to have Environmental to bring back a draft proclamation and draft resolution in two months, seconded by Kirby Metoxen. Motion carried unanimously:

Ayes:	Daniel Guzman-King, Kirby Metoxen
Not Present:	Tehassi Hill, Ernest Stevens III

### **~~B. Zero Suicide Report – Dr. Vir~~**

*Item deleted with the adoption of the agenda.*

### **C. Tribal Action Plan – Debbie Thundercloud**

*Tehassi Hill arrives at 9:05 a.m.*

Motion by to Kirby Metoxen accept the Tribal Action Plan update, seconded by Daniel Guzman-King. Motion carried unanimously:

Ayes:	Daniel Guzman-King, Tehassi Hill, Kirby Metoxen
Not Present:	Ernest Stevens III

*Item V. B. addressed next.*

## **VII. ADDITIONS – NONE**

## **VIII. ADJOURN**

*Brandon Stevens arrives at 9:59 a.m.*

Motion by Daniel Guzman-King to adjourn at 10:00 a.m., seconded by Kirby Metoxen. Motion carried unanimously:

Ayes:	Daniel Guzman-King, Kirby Metoxen
Not Present:	Tehassi Hill, Ernest Stevens III

**Oneida Business Committee Agenda Request**

Review the CRF Government Relief Funds request for the Supplemental Pandemic Relief Assistance...

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:   
Your Name, Title / Dept. or Tribal MemberAdditional 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:

Request to use Treasury Covid Relief Funds for 1 item. Will need to define age category date.

This request is being brought forward in accordance with Resolution 06-10-20-B: Process for Authorization for Use of CARES Act Covid Relief Funds.

Requested action: Approve use of Treasury Covid Relief Funds for supplemental Pandemic Relief Payment.

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)

**Memorandum**

To: Oneida Business Committee

From: Susan House

Susan M. House, Ph.D.

2020.11.18 10:23:09

-06'00'

Copy: Debbie Thundercloud, GM, Jo Anne House, Chief Counsel, Keith Doxtater, Director, Tina Jorgensen, Division Director, Eric Bristol, Manager, Melinda Danforth, Director, Ralinda Ninham-Lamberies, Assistant CFO, Jennifer Schabow, Manager, Heidi Janowski, Manager, Carl Artman, Attorney, Delia Smith, Director, Kelly Danforth, Administrator, Doreen Thorpe, Analyst, Bobbi Webster, Director, Jameson Wilson, Project Coordinator

Date: November 12, 2020

Re: Follow up Report on Supplemental Pandemic Relief Assistance Program Payment0

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We have been requested to prepare a plan for a supplemental Pandemic Relief Assistance Program ("PRAP") payment in December 2020. The goal is for a payment to go out by December 10, 2020 with a backup plan by December 17. The motion from the November 10 Business Committee regular session meeting is as follows:

"Motion by Lisa Liggins to approve the supplemental pandemic relief assistant payment plan and for the details, final changes, and documents to brought back to the November 24, 2020 regular Business Committee meeting, seconded by Jennifer Webster. Motion carried."

The tribal membership that turns 18 years of age from October 1 through December 30 will need a decision to include or not in this supplemental payment. They would only be eligible for this payment, not the first payment made in October. The breakdown for membership inclusion based on age a8 and date from our Enrollment Department is:

- If cut off is 12/7, the count is 54
- If cut off is 12/14, the count is 60
- If whole month of December, the count is 73

We recommend strongly the December 2020 PRAP payment be made only to those members that submitted applications for the initial PRAP payment. These members had established a need in the wake of the COVID-19 public health emergency and memorialized that need



through an application. Their information has been recorded in our databases and checks may be processed prior to the CARES Act December 31, 2020 deadline for use of CRF.

The initial and only other PRAP application and payment process was widely broadcasted to membership through Facebook, letters, and print media. We could not, in this short time frame imposed by the federal government, expand our already pervasive marketing efforts to find members that were not aware of the first PRAP payment. The nearly 11,300 members processed in the first round would likely make up most of the members that would apply for the December PRAP, excluding the 50 members that passed since September.

Our Nation's human resources and technical resources limit our ability to seek out the qualified members that did not apply in the first round, process their information, and process their payments in the limited time available to us pursuant to the CARES Act. We are left with the choice to serve the 78% of our adult membership that applied for PRAP funds in the first round or to find and incentivize those members that showed no interest or were unreachable. The former option may be accomplished prior to December 30, 2020. The latter option would extend deadlines too close to the December 30, 2020 CARES Act deadline and force an already understaffed Economic Support to process potentially thousands of new recipients, a task that may be impossible due to the limited amount of time remaining.

Our review process included stakeholders from all contributing departments. Collectively we reviewed internal procedures, technical resources, and human resources. We concluded the inclusion of members beyond the initial applicants will create an insurmountable task due to the number of personnel hours for input combined with the limited amount of time prior to the federal deadline and the limited human resources.

We concluded the most equitable and reasonable option to recommend to you is to move forward with the payment of the December PRAP to the nearly 78% of the adult membership that applied for the initial PRAP. This recommendation ensures the maximum number of members are served, especially during this time of pervasive need.

#### Emergency Adoption of Pandemic Relief Assistance Law

The Legislative Operating Committee has developed an emergency Pandemic Relief Assistance Law for consideration of adoption by the Oneida Business Committee. The purpose of the Pandemic Relief Assistance Law is to specify the process by which a portion of the Coronavirus Relief Funds will

be distributed to the adult members of the Oneida Nation, the needs upon which such distributions will be based, and illustrate that the program and purpose of these funds fall within the general welfare exclusion of Title 10 of the Oneida Code of Laws. The Oneida Business Committee is delegated the authority to temporarily enact emergency legislation when legislation is necessary for the immediate preservation of the public health, safety, or general welfare of the Reservation population, and the amendment of the legislation is required sooner than would be possible under the Legislative Procedures Act. *1 O.C. 109.9-5*]. The emergency adoption of this Law is necessary for the preservation of the general welfare of the Reservation population. The emergency adoption of this Law will assist in addressing the economic needs of the Reservation population during the public health crisis that is the COVID-19 pandemic. Additionally, observance of the requirements under the Legislative Procedures Act for the adoption of the amendments to this Law would be contrary to public interest since the Nation is currently experiencing the vast effects of the COVID-19 pandemic, and the process and requirements of the Legislative Procedures Act cannot be completed in time to ensure that the Law can be adopted to best assist members of the Nation during this COVID-19 pandemic. The emergency amendments to this Law will become effective immediately upon adoption by the Oneida Business Committee and will remain in effect for six (6) months. There will be one (1) opportunity to extend the emergency amendments to this Law for an additional six (6) month period. *[1 O.C. 109.9-5(b)]*.

#### Internal Payment Process

To facilitate this disbursement, a custom process will be developed to interface with Infinium PL. The custom process is designed around the specific requirements of this PRAP disbursement while meeting the short timelines of the project. Meaning, this custom process should be considered a “one time” solution. If the need for additional disbursements arise in the future, the new requirements must be considered, and it shouldn’t be assumed this custom process will meet those future needs. The reason why a custom process is needed for this disbursement is because our current Infinium Financial System doesn’t provide an out-of-the-box solution to meet this need. Since this process is being developed outside our Financial system, we must keep in mind the potential auditing, documentation and larger impact to the nation by quickly adding in payment batches without doing financial due diligence. The effort to develop this custom process from MIS is estimated at 60-80 hours.

## Scope

MIS programming staff will be creating an automated process for the disbursement of the Covid Relief Funds in December 2020 to Tribal Members. The scope of this automated process is to create an interface batch to PL for Members who claimed the \$1,000 Covid relief funds and who has an Eligible membership status within the Enrollment's database. Deceased or relinquished Members who received the \$1,000 payment will not be included in the interface. The scope of this automated process does not include members who choose not to claim the \$1,000. The interface will create an invoice for the eligible member to receive the December disbursement. Payment of this invoice will be via ACH or mailed to the address initially requested on the \$1,000 payment application.

Economic Support final update for the first Pandemic Relief Assistance payments is November 13, 2020. Any corrections from internal errors will be completed by AP check request so that the membership file can be pushed through without errors.

The process of quickly processing checks required significant manual activities. This contrasts with the almost automated process used for the per capita payments. On the other hand, the per capita process is a lengthier process. In either case, both result in errors such as bank routing and account number errors and address errors that are addressed as quickly as the error is identified and confirmed. The supplemental payment will be automated to the greatest extent possible, with some manual follow-up.

## Communication

The communications team will create a FAQ document that will be available on the Nation's website. The payment will be made one time, all checks/ direct deposits will go out at one time. We will inform the membership that a new form does not need to be submitted because the need for the payment has been outlined in the form for the first payment. This will also be announced to the membership closer to the distribution date on the Oneida Facebook Live event. We will not be sending out a flyer for this payment to the membership. This payment is non-taxable and should not affect the members on unemployment benefits at this time.

The draft Frequently Asked Question document is attached for your review.

Recommendation:

The Team requests that a motion to support a supplemental payment and requests the Business Committee to decide if the members that turned 18 after October 1 be included and the date range for inclusion.

The Team requests the following motion:

Motion to approve supplemental Pandemic Relief Assistance Program payment to the membership that have already turned in the Pandemic Relief Assistance Program form between August and October, and that the payment will be made in December 2020.



On Tuesday, November 10, 2020, the Oneida Business Committee approved another individual Oneida Nation member COVID payment from the remainder of the CARES funds acquired. If you received the 1<sup>st</sup> COVID payment for \$1000.00, you will automatically receive this supplemental payment. The same conditions apply, please keep your receipts.

The amount of this payment will be \$800.

You will be contacted by us if you have had an address or deposit change, and that may delay your payment a week to 10 days.

This is not taxable income.

If you relinquished your enrollment from the Oneida Nation since October 1, 2020 you will not receive this supplement.

No additional payment forms will be administered. If you did not apply for the first payment, you cannot apply for the supplemental payment.

If you have questions, please call the COVID-hotline between 8a.m. and 4 p.m. Monday through Friday.

The Oneida Nation encourages everyone to exercise as much self-protection as possible, we urge you to continue to mask, sanitize frequently and keep a distance of at least 6 feet from anyone outside your household. This pandemic has proven to be deadly and has not diminished in the numbers. We are all in this global pandemic together, we must unite to keep one another safe.

**With a good mind, a good heart and a strong fire.**



**Oneida Business Committee Agenda Request**

Approve two (2) actions regarding the Business Compliance Analyst vacancy

**1. Meeting Date Requested:** 11 / 25 / 20**2. General Information:**Session: ☒ Open ☐ Executive - See instructions for the applicable laws, then choose one:Agenda Header: ☐ Accept as Information only☒ Action - please describe:

OBC to post the vacant position of the Business Compliance Analyst and delegate a hiring sub-team to interview, negotiate and hire.

**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/Submitter: Jessica Vandekamp, Employee Relations Rep  
Your Name, Title / Dept. or Tribal MemberAdditional 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:

Purpose: The Business Compliance Analyst position was recently vacated by Eric McLester. The request is to review the need for the position, assign a sub-team of BC Councilmembers to be on the hiring team.

Background/History:

The Business Compliance Analyst was originally hired in May 2019 to act as the Agent on behalf of the Oneida Nation for Thornberry Creek at Oneida and started at 20 hours per week. The hours per week increased to 40 hours per week in April 2020 to work with the Retail Enterprise to improve inefficiencies found in an analysis conducted during the Retail re-organization and to improve profits.

The purpose of this position is to review the business activities for compliance with management contracts and other contracts, review financial activities of the business, grant approvals or disapprovals regarding business activities as set forth in business charters or operating agreements on behalf of the business. Make annual, semi-annual, quarterly reports, and other reports as directed by the Oneida Nation.

Action Requested:

To approve the posting of the Business Compliance Analyst and delegate a sub-team of three OBC Members to participate on the hiring team to screen, interview, negotiate and hire.

- 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)



## REQUEST TO FILL A POSITION IN FY'19

### Position Information and Required Attachments

Job Title:  Job #:  Position Grade:

Department:  Division:

Name of Supervisor completing this form:

Title of Supervisor completing this form:  Phone #:

Main Function of this position:

Review the business activities for compliance with management contracts and review financial activities of the business, grant approvals and other activities as set forth in business charters and operating agreements on behalf of the business. Specifically, Oneida Golf Enterprise.

How many positions currently budgeted with similar or identical titles within your department?

Does this position deliver direct services to the Customer? ☐ Yes ☒ No If yes, please explain:

This position is to ensure compliance with agreements on behalf of the business.

Please attach the following:

- 1) Department Organizational chart to include all Employee's names and titles and must include vacancies.
- 2) Copy of Approved, Budgeted Workforce Levels for the department this Position is within.
- 3) Any industry standards you may have to support the position requested.
- 4) A copy of the department's Operational Plans.
- 5) Funding Source.

### Position Funding

% Grand Funded:

Grants \$

% Tribal Contribution:

Tribal Contribution \$

% From Sales:

If grant funded, what is the length of the grant?

**NOTE: Please attach a copy of the grant**



Questions regarding the Position

Is this a Revenue Generating Position? ☐ Yes ☒ No Please explain:

Is this a Regulatory/Compliance Position? ☒ Yes ☐ No Please explain:

This position is to ensure compliance with agreements and finances on behalf of the business.

Is this a health or safety position? ☐ Yes ☒ No Please explain:

Is this a position which provides services to youth and/or elders? ☐ Yes ☒ No Please explain:

Additional Information

If this position is not filled, what is the impact to the department, division and community?

Impacts will be potential lost revenues and non-compliance with business agreements for OGE operations.

Approvals for Posting and/or Filling the Requested Position

Approval: Please Check Yes or No  
If at any time a level denies this request, return it to the Requesting Supervisor.

Requesting Supervisor's Signature: \_\_\_\_\_

☐ Yes ☐ No Area Manager's Signature: \_\_\_\_\_

Date:

☐ Yes ☐ No Division Director's Signature: \_\_\_\_\_

Date:

☐ Yes ☐ No General Manager's Signature: \_\_\_\_\_

Date:

**APPLY IN PERSON AT:**

Human Resource Department  
909 Packerland Drive  
Green Bay, WI 54303



A good mind. A good heart. A strong fire.

**OR MAIL TO:**

Human Resource Department  
P.O. Box 365  
Oneida, WI 54155-0365  
Phone: (920) 496-7900  
Fax: (920) 496-7490

**APPLY ONLINE AT:**

<http://oneida-nsn.gov>

**POSITION TITLE:** Business Compliance Analyst (Half-time 20 hours)  
**POSITION NUMBER:** 03029  
**DEPARTMENT:** Oneida Business Committee  
**LOCATION:** N7210 Seminary Rd, Oneida WI  
**DIVISION:** Non-Divisional  
**RESPONSIBLE TO:** Oneida Business Committee  
**SALARY:** NE12 \$27.29/hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)  
 (Employees will receive 5% below the negotiated pay rate during their probationary status.)  
**CLASSIFICATION:** Non-Exempt  
**POSTING DATE:**  
**CLOSING DATE:**  
**Transfer Deadline:**  
**Proposed Start Date:** As Soon As Possible

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**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The Oneida Nation does not discriminate on the basis of race, color, national origin, sex, religion, age or disability status in employment or the provision of services. However, individuals of Indian ancestry and Veterans will be given preference by law in initial employment or re-employment.

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**POSITION SUMMARY**

The purpose of this position will be review of the business activities for compliance with management contracts and other contracts, review financial activities of the business, grant approvals or disapprovals regarding business activities as set forth in business charters or operating agreements on behalf of the business. Make annual, semi-annual, quarterly reports, and other reports as directed by the Oneida Nation. Continuation of this position is contingent upon funding allocations.

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**DUTIES AND RESPONSIBILITIES:**

**Strategy, Planning and Management:**

1. Assess contract compliance.
2. Assess and evaluate financial performance of business regarding long-term operational goals, budgets and forecasts.
3. Provide insight and recommendations to both short-term and long-term growth plan of business.
4. Communicate, engage and interact with the business and Oneida Business Committee.
5. Select and engage auditors for business and assist Oneida Nation's Internal Audit Department in conducting audits authorized under the Internal Audit law.
6. Participate in pivotal decisions as they relate to strategic initiatives and operational models.
7. Interact with and bring the business into line with plans, initiatives and recommendations of the Oneida Business Committee.
8. Review policies, procedures and processes of the business and review implementation plans as appropriate.

**Financial Analysis, Budgeting and Forecasting:**

1. Review and report on monthly financial budgeting reports including monthly profit and loss by division, forecast vs. budget by division and weekly cash flow by corporate business.
2. Review and analyze monthly financial results and provide recommendations to the business and report to Oneida Business Committee.
3. Identify, develop and execute analysis of business initiatives, product launches and/or new service offerings.
4. Review and monitor the monthly operating budget and annual operating budget of the business.
5. Set up and conduct financial planning and analysis regarding businesses.

**JOB DESCRIPTION****Business Compliance Analyst**

Page 2

**DUTIES AND RESPONSIBILITIES (Cont.):****Accounting, General Ledger, Administration and Operations:**

1. Review and ensure application of appropriate internal controls and financial procedures.
2. Ensure timeliness and accuracy of financial and management reporting.
3. Oversee the preparation and communication of weekly, monthly and annual financial statements.
4. Review and presentation of monthly, quarterly and annual financial statements.
5. Review all month-end closing activities including general ledger accounts, balance sheet accounts and overhead cost allocation.
6. Serve as a key point of contact for external auditors; Manage preparation and support of all external audits.

**Financial Management:**

1. Review and direct corrections cash flow planning process and ensure funds availability as appropriate.
2. Maintain banking relationships and strategic alliances with vendors and business partners.

**Financial Relations and Policies:**

1. Review and approve as appropriate management contractor short term and long-term plans, projections and budgets.
2. Represent company to banks, financial partners, institutions, investors, public auditors and officials.
3. Remain current on audit best practices as well as state, federal and local laws regarding company operations.

The above duties and responsibilities are not an all-inclusive list but rather a general representation of the duties and responsibilities associated with this position. The duties and responsibilities will be subject to change based on organizational needs and/or deemed necessary by the supervisor.

**STANDARD QUALIFICATIONS:**

1. Ability to review business plans and financial documents present or report to business owner on business and financial status of the corporation.
2. Excellent analytical, reasoning, problem-solving and decision-making abilities.
3. Ability to inform and communicate verbally and in writing in diverse and challenging situations with the ability to process information effectively, identify and define problems and make objective decisions.
4. Outstanding communication and presentation skills.
5. Experience working with external auditors, internal controls and compliance-related issues.
6. Must present a professional appearance and demeanor as a representative of the Oneida Nation in dealing with the public.
7. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
8. Must be willing and able to obtain additional education and training.
9. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
10. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
11. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
12. Must pass a background security check with the Oneida Nation in order to meet the Employment Eligibility Requirements, Tribal/State Compact and/or Oneida Nation Gaming Ordinance as they pertain to the position. A temporary license or Gaming License issued by the Oneida Nation Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
13. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a Personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

1. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter.

**JOB DESCRIPTION****Business Compliance Analyst****Page 3****PREFERRED QUALIFICATIONS:****Applicants please clearly state on the application/resume if you meet these qualifications.**

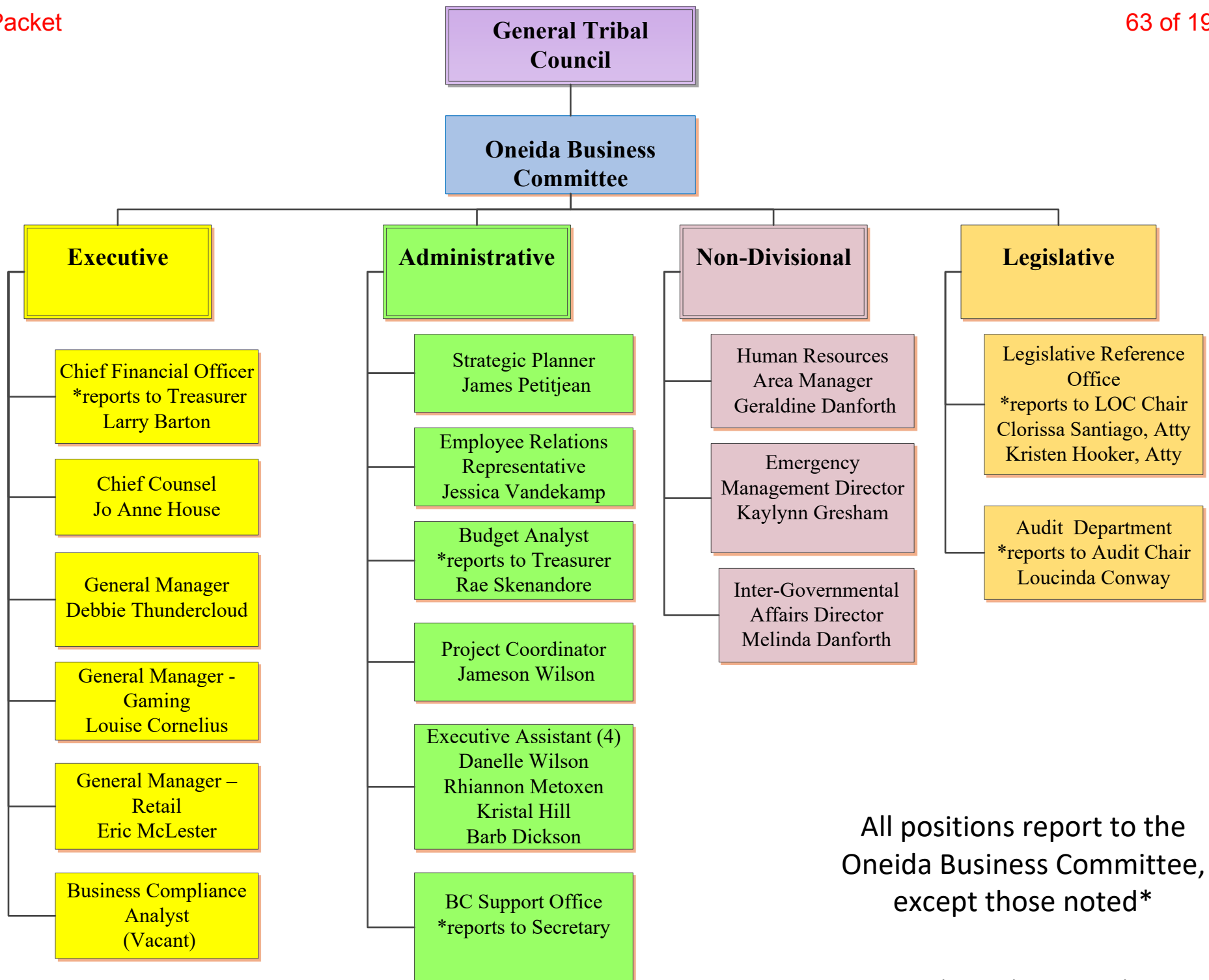
1. Master's Degree in Business, Management or Accounting.
2. Five (5) years of experience in business management, marketing, analysis, finance at top-level position.

**MINIMUM QUALIFICATIONS:****Applicants please clearly state how you meet these qualifications on the application/resume.**

1. **Must be an enrolled member of the Oneida Nation.**
2. Bachelor's Degree in Accounting, Finance, Business or related degree.
3. Three (3) years accounting or finance experience and three (3) years business management experience.

**ITEMS TO BE SUBMITTED:**

1. **Must provide a copy of diploma, license, degree or certification upon employment.**
2. **Three (3) current letters of reference**



**Oneida Business Committee Agenda Request**

Rescind the Suspension of Premium Pay and All Temporary Pay Increases declaration

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:   
Your Name, Title / Dept. or Tribal MemberAdditional Requestor:   
Name, Title / Dept.Additional Requestor:   
Name, Title / Dept.

A good mind. A good heart. A strong fire.



## Business Committee Agenda Request – Cover Memo

**From:** Lisa Liggins, Secretary  
**Date:** 11/20/2020  
**RE:** Premium Pay declaration

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### **PURPOSE**

### **BACKGROUND**

The Business Committee discussed the attached declaration on November 3rd and determined it needed to be further discussed at the November 17th BC Work Session. At that Work Session, the BC came to a consensus agreement that the declaration should be rescinded.

### **REQUESTED ACTION**

Rescind the attached declaration dated March 23, 2020



Jo Anne House, PhD | Chief Counsel  
James R. Bittorf | Deputy Chief Counsel  
Kelly M. McAndrews | Senior Staff Attorney

Carl J. Artman  
Krystal L. John  
Peggy A. Schneider

Law Office



## MEMORANDUM

**TO:** Oneida Business Committee

**FROM:** Jo Anne House, Chief Counsel

**DATE:** November 5, 2020

**SUBJECT:** **Suspension of Premium Pay and All Temporary Pay Increases, Adopted March 23, 2020<sup>1</sup>**

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**Excerpt from *COVID-19 Core Decision Making Team Declarations – Review, October 26, 2020***

Policy: The purpose of this declaration was to immediately reduce employment related expenditures considering the impact of gaming closing. This included premium pay, paid time off (i.e. parental leave, exercise, etc.), interim pay increases, and withdrawal of vacant positions from posting. The result was discontinuing pay for ‘non-productive time’, maintaining then current employment levels, and reducing costs related to current employment.

Options:

1. Allow declaration to lapse at the end of the emergency period which will re-implement premium pay and ‘non-productive time’ benefits.
2. Forward a request to the Oneida Business Committee to consider all or part of the declaration to be continued during Fiscal Year 2021.
  - ☐ SOP Premium Pay Tribal Work Standards
  - ☐ SOP Compensation for Additional Duties Work Standards and Procedures
  - ☐ SOP Exercise at Work
  - ☐ SOP Holiday Work Standard
  - ☐ SOP Interim Job Reassignment
  - ☐ SOP On-Call Pay
  - ☐ SOP Salary Wage Adjustment
  - ☐ SOP Reorganizing Positions
  - ☐ Resolution, # BC-03-02-1994, Parental Leave

### Discussion

Discussion identified two additional options: 3. Directive to conclude restriction; and, 4. Send to Oneida Business Committee Work Session and include the Chief Financial Officer, General Managers, and Human Resource Department in the discussion. The consensus identified that longer and more critical discussion regarding this declaration is needed.

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<sup>1</sup> See also, Chairman Memorandum issued to HRD: *Suspension of Premium Pay and All Temporary Pay Increases*, issued March 31, 2020.



Page 2

**Recommended Action:** Motion to place this on the November 17, 2020 Oneida Business Committee Work Session.



Oneida Nation  
Oneida Business Committee  
Legislative Operating Committee  
PO Box 365 • Oneida, WI 54155-0365  
[Oneida-nsn.gov](http://Oneida-nsn.gov)



## ***COVID-19 Core Decision Making Team Declaration*** ***Suspension of Premium Pay and All Temporary Pay Increases*** ***March 23, 2020***

The world is currently facing a pandemic of the coronavirus disease 2019 (COVID-19). The COVID-19 outbreak originated in Wuhan, China and has spread to many other countries throughout the world, including the United States. The World Health Organization has identified that the spread of COVID-19 is now a pandemic resulting in many countries experiencing the effects of illness and health issues related to COVID-19 and economic impacts.

On March 12, 2020, Chairman Tehassi Hill signed a “*Declaration of Public Health State of Emergency*” regarding COVID-19 which set into place the necessary authority should action need to be taken and allows the Nation to seek reimbursement of emergency management actions that may result in unexpected expenses.

On March 17, 2020, the Oneida Business Committee adopted emergency amendments to the Emergency Management and Homeland Security law to create and delegate authority to a COVID-19 Core Decision Making Team (COVID-19 Team). [3 O.C. 302.10]. When a public health emergency has been declared, the COVID-19 Team has the authority to declare exceptions to the Nation’s laws, policies, procedures, regulations, or standard operating procedures during the emergency period which will be of immediate impact for the purposes of protecting the health safety, and general welfare of the Nation’s community, members, and employees. [3 O.C. 302.10-2].

The Oneida Business Committee has declared a public health emergency, closed gaming operations, and instituted Tier IV budget contingency to conserve cash flow for essential governmental services and to meet payroll needs. The Oneida Business Committee has also committed to maintain payroll during the initial public health emergency to ensure that employees have funding to meet their family financial needs.

With no gaming revenue being generated, the Nation needs to reduce all expenses. The following Standard Operating Procedures and Resolutions impact salary and employee time.

- Standard Operating Procedures:
  - Premium Pay Tribal Work Standards: authorizes premium pay for certain holidays. In addition, requests have been made to authorize premium pay for employees who are coming in to work in offices and work sites.
  - Compensation for Additional Duties Work Standards and Procedures: authorizes compensation for performing additional duties for vacant position responsibilities or special projects.
  - Exercise at Work: authorizes 30 minutes of paid physical activity time.
  - Holiday Work Standard: defines how Tribal holidays are recognized and paid.
  - Interim Job Reassignment: identifies that interim assignment pay can be between the minimum and maximum compensation for the grade.
  - On-Call Pay: authorizes payment for being prepared to be called into work.
  - Salary Wage Adjustment: identifies process for organization-wide salary or wage adjustments.

- Reorganizing Positions: authorizes compensation adjustments as positions are shifted within the organizational structure and/or modified.
- Parental Leave, Resolution # BC-03-02-1994: authorizes paid time off to attend child related activities.

The COVID-19 Team recognizes that public contact within retail locations and between employees in offices and work sites causes concern for employees. We have instituted measures regarding critical employees maintaining social distancing as suggested by the CDC and implemented work from home as well as self-isolation. The COVID-19 Team also recognizes the extra duties, time and actions that are being taken by employees to continue to conduct their duties during this pandemic.

The COVID-19 Team also recognizes that hiring new employees during this time should be placed on hold. This will allow for the re-assignment of existing employees who wish to come into work opportunities to continue employment after the initial 30-day public health emergency period.

The COVID-19 Finance Team has identified that the Oneida Nation does not have sufficient funds to authorize premium pay or other pay increases during this time. Any increase in wages results in negatively impacting the ability to make payroll and provide essential governmental services.

During this public health emergency period, the Finance COVID-19 Team and the Human Resource Department will continue to review these policies for permanent amendments at or before the conclusion of the Emergency period should permanent amendments be needed.

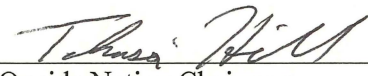
The COVID-19 Team hereby declares:

1. That all premium pay, temporary pay increases, interim duties, holiday pay, parental leave, exercise paid time, and similar actions shall not be authorized during the Public Health Emergency.
2. That the following Standard Operating Procedures are suspended during the Public Health Emergency. Provided that, there are specific exceptions to the Standard Operating Procedures identified below.
  - a. Premium Pay Tribal Work Standards
  - b. Compensation for Additional Duties Work Standards and Procedures will also apply to all employees currently receiving additional duties compensation.
  - c. Exercise at Work
  - d. Holiday Work Standard
  - e. Interim Job Reassignment applies only to pay, interim job reassignments would be authorized.
  - f. On-Call Pay, provided that, areas may forward on-call pay standard operating procedures to the COVID-19 Team for approval.
  - g. Salary Wage Adjustment
  - h. Reorganizing Positions, applies only to pay, reorganizing positions would be authorized.
  - i.
3. That Parental Leave, Resolution # BC-03-02-1994, is suspended during the Public Health Emergency.
4. All vacant positions shall be withdrawn from posting, all offers shall be withdrawn, all new hires who have not appeared for work shall be notified that the offer of employment is withdrawn. The COVID-19 Team shall consider all requests to post or hire based on the information provided in the request, critical need, and financial status of the Nation.
5. Employees receiving COVID emergency pay not be eligible for: lead pay, shift differential, and similar pay adjustments.



6. Section III(D) of the Personnel Policies and Procedures regarding employees moving from employment probation shall be awarded the increase at the conclusion of the probationary period.

This declaration shall be made effective immediately and shall remain in effect for the duration of the Nation's public health emergency.

  
\_\_\_\_\_  
Oneida Nation Chairman

**Oneida Business Committee Agenda Request**

Approve Oneida Business Committee Standard Operating Procedure (SOP) entitled Restricting Access to

**1. Meeting Date Requested:** 11 / 25 / 20**2. General Information:**Session: ☐ Open ☒ Executive - See instructions for the applicable laws, then choose one:

Personnel-Related

Agenda Header: 

New Business

☐ Accept as Information only☒ Action - please describe:

Approve BC SOP: Restricting Access to an Employee on Leave or Separation of Employment

**3. Supporting Materials**☐ Report ☐ Resolution ☐ Contract☒ Other:1. 

SOP - HRD approved version

3. 2. 

SOP - Highlighted version to see changes

4. ☐ Business Committee signature required**4. Budget Information**☐ Budgeted - Tribal Contribution☐ Budgeted - Grant Funded☐ Unbudgeted**5. Submission**Authorized Sponsor / Liaison: 

Tehassi Hill, Chairman

Primary Requestor/Submitter: 

Jessica Vandekamp, Employee Relations Representative

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:

Purpose: The SOP was updated to remove the Nation's Secretary from the process and replace with the Employee Relations Representative position.


Background: This SOP was reviewed at the BC Officer's meeting on November 2, 2020. Recommended changes were made to the SOP and it is now ready for final approval.

Action Requested: Approve BC SOP: Restricting Access to an Employee on Leave or Separating Employment.

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)

 <b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b>	TITLE: Restricting Access for an Employee on Leave or Separation of Employment	ORIGINATION DATE: May 17, 2018 REVISION DATE: November 04, 2020 EFFECTIVE DATE: After last signature
AUTHOR: Paula King-Dessart and Jessica Vandekamp	APPROVED BY: <i>Oneida Business Committee</i>	DATE:
DEPARTMENT: OBC	APPROVED BY: <i>OBC Officer</i>	DATE
DIVISION: <b>Non-divisional</b>	COMPLIANCE REVIEW BY: <i>EEO</i>	DATE:
EEO REFERENCE NUMBER: 506		DATE:
PAGE NO: 1 of 2		DATE:

## 1.0 PURPOSE

- 1.1 To have standard procedures when any direct report to the Oneida Business Committee separates from the organization or requests a leave of absence.

## 2.0 DEFINITIONS

- 2.1 Direct Reports: An Employee of the Oneida Nation who reports directly to the OBC as defined in resolution BC-09-23-20-A Setting Supervision and Management of Direct Reports to OBC; Legislative Reference Office Attorneys; Chief Financial Officer; Budget Analyst; and Audit Manager.
- 2.2 ERR: Employee Relations Representative, a direct report to the OBC
- 2.3 HRD: Human Resources Department
- 2.4 MIS: Management Information Systems department
- 2.5 OBC: Oneida Business Committee
- 2.6 RFS: Request for Services, a MIS form

## 3.0 WORK STANDARDS

- 3.1 The ERR shall be immediately notified of an employee's separation or leave of absence.

## PROCEDURES – SEPARATING AN EMPLOYEE

### Employee Relations Representative

- 3.2 Create an OBC Agenda Request for the next Regular OBC meeting to accept

- employee's resignation with a copy of the resignation letter.
- 3.2.1 Once approved, file a copy of the motion from the meeting minutes in direct report's personnel file.
- 3.3 Write and send an e-mail to the OBC, HRD Generalist, OBC Support Office and Time & Attendance Department with the following information:
- 3.3.1 Employee's name
- 3.3.2 Employee's employment number
- 3.3.3 Copy of resignation letter and/or last day of work and reason for separation.
- 3.3.4 Completed Employee Separation Checklist (HRD)
- 3.4 Send e-mail to OBC [Records\\_Management@oneidanation.org](mailto:Records_Management@oneidanation.org) to retrieve employees electronic and hard files to storage.
- 3.5 Complete and send RFS to MIS to remove access to all systems and to cancel electronic services, and telecommunications.
- 3.6 Complete and send RFS form to MIS to give access to another designated co-worker or supervisor of e-files held by an employee.
- 3.7 Send e-mail to NHC Building Manager to remove access to the building and request office to be cleaned by custodial.
- 3.8 Collect building access card and give to BC Support Office Executive Assistant.
- 3.9 Collect all electronics and passwords, to include:
- 3.9.1 Laptop, mouse, carrying case, cords, etc.
- 3.9.2 Cell phone, charging cord, etc.
- 3.10 In the event of a possible threatening employee, notify Security/OPD to be on stand-by.

## PROCEDURES –EMPLOYEE TAKING LEAVE OF ABSENCE

### Direct Report

- 3.11 Direct Report must complete required Leave of Absence Request (HRD form) and submit to the [BC\\_Signoff\\_Request@Oneidanation.org](mailto:BC_Signoff_Request@Oneidanation.org) for approval.
- 3.12 File for insurance benefits, such as short-term disability by contacting the HRD Insurance department, when applicable.
- 3.13 Submit a completed Time Off Request form to use any vacation or personal time while on leave to the [BC\\_Signoff\\_Request@Oneidanation.org](mailto:BC_Signoff_Request@Oneidanation.org) for approval.
- 3.14 Submit medical release from doctor prior to returning to work at [BC\\_Signoff\\_Request@Oneidanation.org](mailto:BC_Signoff_Request@Oneidanation.org) AND [HR\\_Insurance@oneidanation.org](mailto:HR_Insurance@oneidanation.org)
- 3.15 May submit a request to work reduced hours while recovering to [BC\\_Signoff\\_Request@Oneidanation.org](mailto:BC_Signoff_Request@Oneidanation.org)
- 3.16 Prior to 90 days, if an employee needs additional leave time, they must repeat the process by going back to 3.11 to complete required Leave of Absence Request (HRD form) and submit to the [BC\\_Signoff\\_Request@Oneidanation.org](mailto:BC_Signoff_Request@Oneidanation.org) for approval.

### BC Support Office Manager

- 3.17 Obtain BC Officer's approval for Leave of Absence and/or time off request by e-



mail.

- 3.18 Send approved/denied Leave of Absence notification to employee, employee's designee, and OBC Officers with a copy of the Leave Request Form with e-mail approval responses only.

3.18.1 Do not send medical documentation.

- 3.19 Send approved Leave of Absence notification with copy of the Leave Request Form with e-mail approval responses AND medical documentation to [HRD\\_Insurance@oneidanation.org](mailto:HRD_Insurance@oneidanation.org) and the ERR.

- 3.20 Enter any approved time off requests during leave into KRONOS.

- 3.21 Submit a copy of the BC Officer approved medical release from doctor to employee, employee's designee, OBC Officers, Time and Attendance, [HRD\\_Insurance@oneidanation.org](mailto:HRD_Insurance@oneidanation.org) and ERR.

#### Employee Relations Representative (ERR)


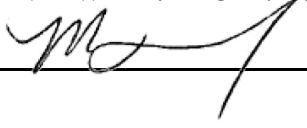
- 3.22 Request additional information, such as; personal e-mail or phone number to contact employee on leave if needed.
- 3.23 File all Leave of Absence documentation in direct report's personnel file.
- 3.24 Follow-up with HRD Insurance to ensure all paperwork has been submitted correctly and track the expected return to work date.
- 3.25 If employee doesn't call within 48 hours of the expected return to work date, follow-up with employee to confirm their return to work or if they are taking additional leave time.

## **4.0 REFERENCES**

- 4.1 Tribe-wide Timekeeping Work Standards
- 4.2 BC Resolution #09-23-20-A Setting Supervision and Management of Direct Reports to OBC

## **5.0 FORMS**

- 5.1 Employee Separation Checklist (HRD – Employee Portal)
- 5.2 Leave Request Form (HRD – Employee Portal)
- 5.3 RFS Form (MIS – Employee Portal)

 <b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b>	TITLE: Restricting Access for an Employee on Leave or Separation of Employment	ORIGINATION DATE: May 17, 2018 REVISION DATE: November 04, 2020 EFFECTIVE DATE: After last signature
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DIVISION: <b>Non-divisional</b>	REVIEW BY: <i>EEO Director</i> 	DATE: 11/5/2020
EEO REFERENCE NUMBER: 506		DATE:
PAGE NO: 1 of 3		DATE:

### 1.0 PURPOSE

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- 3.2.1 Once approved, file a copy of the motion from the meeting minutes in direct report's personnel file.
- 3.3 Write and send an e-mail to the OBC, HRD Generalist, OBC Support Office and Time & Attendance Department with the following information:
  - 3.3.1 Employee's name
  - 3.3.2 Employee's employment number
  - 3.3.3 Copy of resignation letter and/or last day of work and reason for separation.
  - 3.3.4 Completed Employee Separation Checklist (HRD)
- 3.4 Send e-mail to OBC [Records\\_Management@oneidanation.org](mailto:Records_Management@oneidanation.org) to retrieve employees electronic and hard files to storage.
- 3.5 Complete and send RFS to MIS to remove access to all systems and to cancel electronic services, and telecommunications.
- 3.6 Complete and send RFS form to MIS to give access to another designated co-worker or supervisor of e-files held by an employee.
- 3.7 Send e-mail to NHC Building Manager to remove access to the building and request office to be cleaned by custodial.
- 3.8 Collect building access card and give to BC Support Office Executive Assistant.
- 3.9 Collect all electronics and passwords, to include:
  - 3.9.1 Laptop, mouse, carrying case, cords, etc.
  - 3.9.2 Cell phone, charging cord, etc.
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## **PROCEDURES –EMPLOYEE TAKING LEAVE OF ABSENCE**

### Direct Report

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- 3.12 File for insurance benefits, such as short-term disability by contacting the HRD Insurance department, when applicable.
- 3.13 Submit a completed Time Off Request form to use any vacation or personal time while on leave to the [BC\\_Signoff\\_Request@Oneidanation.org](mailto:BC_Signoff_Request@Oneidanation.org) for approval.
- 3.14 Submit medical release from doctor prior to returning to work at [BC\\_Signoff\\_Request@Oneidanation.org](mailto:BC_Signoff_Request@Oneidanation.org) AND [HR\\_Insurance@oneidanation.org](mailto:HR_Insurance@oneidanation.org)
- 3.15 May submit a request to work reduced hours while recovering to [BC\\_Signoff\\_Request@Oneidanation.org](mailto:BC_Signoff_Request@Oneidanation.org)
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### BC Support Office Manager

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- 3.18 Send approved/denied Leave of Absence notification to employee, employee's

designee, and OBC Officers with a copy of the Leave Request Form with e-mail approval responses only.

3.18.1 Do not send medical documentation.

- 3.19 Send approved Leave of Absence notification with copy of the Leave Request Form with e-mail approval responses AND medical documentation to [HRD\\_Insurance@oneidanation.org](mailto:HRD_Insurance@oneidanation.org) and the ERR.
- 3.20 Enter any approved time off requests during leave into KRONOS.
- 3.21 Submit a copy of the BC Officer approved medical release from doctor to employee, employee's designee, OBC Officers, Time and Attendance, [HRD\\_Insurance@oneidanation.org](mailto:HRD_Insurance@oneidanation.org) and ERR.

#### Employee Relations Representative (ERR)

- 3.22 Request additional information, such as; personal e-mail or phone number to contact employee on leave if needed.
- 3.23 File all Leave of Absence documentation in direct report's personnel file.
- 3.24 Follow-up with HRD Insurance to ensure all paperwork has been submitted correctly and track the expected return to work date.
- 3.25 If employee doesn't call within 48 hours of the expected return to work date, follow-up with employee to confirm their return to work or if they are taking additional leave time.

#### **4.0 REFERENCES**

- 4.1 Tribe-wide Timekeeping Work Standards
- 4.2 BC Resolution #09-23-20-A Setting Supervision and Management of Direct Reports to OBC

#### **5.0 FORMS**

- 5.1 Employee Separation Checklist (HRD – Employee Portal)
- 5.2 Leave Request Form (HRD – Employee Portal)
- 5.3 RFS Form (MIS – Employee Portal)

**Oneida Business Committee Agenda Request**

Approve Oneida Business Committee Standard Operating Procedure (SOP) entitled Complaint Process...

**1. Meeting Date Requested:** 11 / 25 / 20**2. General Information:**Session: ☐ Open ☒ Executive - See instructions for the applicable laws, then choose one:

Personnel-Related

Agenda Header: 

New Business

☐ Accept as Information only☒ Action - please describe:

Approve BC SOP: Complaint Process for Direct Reports

**3. Supporting Materials**☐ Report ☐ Resolution ☐ Contract☒ Other:1. 

SOP - HRD approved version

3. 

Investigation Checklist

2. 

SOP - Highlighted version to see changes

4. ☐ Business Committee signature required**4. Budget Information**☐ Budgeted - Tribal Contribution☐ Budgeted - Grant Funded☐ Unbudgeted**5. Submission**Authorized Sponsor / Liaison: 

Tehassi Hill, Chairman

Primary Requestor/Submitter: 

Jessica Vandekamp, Employee Relations Representative

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:

Purpose: The SOP was updated to remove the Nation's Secretary from the process and replace with the Employee Relations Representative position. Additional procedures were added to ensure the process was consistent with the policy.

Background: This SOP was reviewed at the BC Officer's meeting on November 2, 2020. Recommended changes were made to the SOP and it is now ready for final approval. The Investigation Checklist was revised to be more thorough.

Action Requested: Approve BC SOP: Complaint Process for Direct Reports

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)

<b>ONEIDA NATION</b>	TITLE:  Complaint Process for Direct Reports to the Business Committee	ORIGINATION DATE: 11/26/2012 REVISION DATE: 10/20/20 EFFECTIVE DATE: Upon OBC approval
<b><i>DIVISION:</i></b> Non-Divisional	APPROVED BY: <i>Oneida Business Committee</i>	DATE:
<b><i>DEPARTMENT:</i></b> Oneida Business Committee	APPROVED BY: OBC Officer	DATE:
<b><i>REVISED:</i></b> Jessica Vandekamp	REVIEWED BY: <i>Compliance Review Team</i>	DATE:
PAGE NO: 1 of 4 PRO # 1267		

## 1.0 PURPOSE

To create a standardized process for handling complaints for employees who are direct reports to the Oneida Business Committee (OBC)

This procedure is in alignment with the Oneida Personnel Policies and Procedures, OBC Resolution # 11-26-14-C, and is a predecessor to the procedures “Disciplinary Process for Direct Reports to the Business Committee”.

## 2.0 DEFINITIONS

- 2.1 Employee Relations Representative: A position that reports to the OBC and is the liaison to the Human Resources Department.
- 2.2 Direct Reports: An Employee of the Oneida Nation who reports directly to the OBC as defined in resolution BC-09-23-20-A Setting Supervision and Management of Direct Reports to OBC.
- 2.3 LOC: Legislative Operating Committee: consists of five (5) Councilmembers.
- 2.4 OBC Officers: Shall mean the Chairperson, Vice Chairperson, Treasurer, Secretary and LOC Chairperson.

## 3.0 PROCEDURES

### Receiving a Complaint

- 3.1 All complaints must be in a written format, such as a letter or e-mail, and addressed to the OBC.
- 3.2 Any member of the OBC may accept complaints.

- 3.3 All complaints must be delivered to the **Employee Relations Representative** for processing.
- 3.4 Within two (2) business days, the **Employee Relations Representative** shall:
  - 3.4.1 Use date stamper to acknowledge the receipt of the complaint:
    - 3.4.1.1. Stamp “confidential” on each page, at the top of the document.
    - 3.4.1.2. Stamp the month/day/year received on each page of the document.
  - 3.4.2 Submit a copy of the complaint to each member of the OBC.
  - 3.4.3 Create a master complaint file.
  - 3.4.4 Submit the complaint to the master complaint file.
- 3.5 The **Employee Relations Representative** shall add the complaint to the next OBC meeting agenda in Executive Session for the OBC to review the complaint and to determine if the complaint has merit.
  - 3.5.1. The **Employee Relations Representative** shall contact the complainant and provide them a date and time to meet with the OBC to discuss their complaint during the Executive Session discussion.
- 3.6 If the complaint is determined to have no merit, the OBC shall make a motion to reflect this decision.
  - 3.6.1 Upon this decision, the complaint is considered closed.
  - 3.6.2 The **Employee Relations Representative** shall submit a copy of the meeting minutes with this motion to the master complaint file.
  - 3.6.3 Within two (2) business days of the motion, the **Employee Relations Representative** shall:
    - 3.6.3.1 Provide the complainant with written response indicating the complaint is closed.
    - 3.6.3.2. Submit a copy of the written response to the master complaint file.
- 3.7 If the complaint is determined to have merit, the OBC shall make a motion assigning three (3) OBC members to investigate the complaint.
  - 3.7.1 The OBC may authorize a designee, or multiple designees if needed due to recusal of OBC members from the investigation.
    - 3.7.1.1 If designee(s) are required, the OBC shall make a motion to reflect this decision.
  - 3.7.2 The **Employee Relations Representative** shall submit a copy of the meeting minutes with this motion to the master complaint file.
  - 3.7.3 Within two (2) business days of the motion, the **Employee Relations Representative** shall:
    - 3.7.3.1 Provide the complainant with written notice that the complaint is under investigation.
    - 3.7.3.2. Submit a copy of the written notice to the master complaint file.



Investigating a Complaint

- 3.8 The Employee Relations Representative will facilitate the investigate process using the Complaint Investigation Checklist.
- 3.9 The assigned OBC members, or designee(s), shall work together, in confidence, to investigate the complaint.
- 3.9.1 Review the complaint to gain a background on the issue(s) presented.
- 3.9.2 Determine what relevant information is still needed relating to the complaint.
- 3.9.3 Initiate the investigation based on additional information that is needed.
- 3.9.4 Develop and agree to a list of questions which must be answered.
- 3.9.5 Develop a list of people, including the complainant, to interview.
- 3.10 The assigned OBC members, or designee(s), shall make every attempt to conclude the investigation, within forty-five (45) calendar days.
- 3.10.1 If the investigation is not concluded in forty-five (45) days, the assigned OBC members will provide a status update to the OBC in Executive Session.
- 3.11 Upon the conclusion of the investigation, the assigned OBC members, or designee(s), shall submit a written report to the soonest OBC Meeting for Executive Session. The written report shall include:
- 3.11.1 a summary of the complaint,
- 3.11.2 investigation methodology,
- 3.11.3 results of the investigation, and
- 3.11.4 recommended action.
- 3.12 The Employee Relations Representative shall submit the written report to the master complaint file.
- 3.13 The Employee Relations Representative shall add the written report to the next OBC meeting agenda in Executive Session after conclusion of the investigation.
- 3.14 The OBC shall review the written report.
- 3.14.1 The OBC shall accept the written report.
- 3.14.1.1 Upon acceptance of the written report, the complaint shall be considered closed.
- 3.14.2 The OBC may:
- 3.14.2.1 approve the recommended action(s);
- 3.14.2.2 modify the recommended action(s); or,
- 3.14.2.3 reject the recommended action(s).

3.14.3 When appropriate, OBC Officer(s) will be designated to follow through on approved action(s) that are outlined in the OBC SOP entitled “Disciplinary Process for Direct Reports to the Business Committee”.

3.15 Within two (2) business days of the motion to accept the written report, the **Employee Relations Representative** shall:

3.15.1 Provide the complainant with written response indicating the complaint is closed.

3.15.2 Submit a copy of the written response to the master complaint file.

#### Duties and Responsibilities for Investigation

3.16 OBC members assigned to an investigation, their designee(s), shall:

3.16.1 Conduct themselves in accordance with the approved complaint process and may work with the Employee Relations Representative if additional assistance is required.

3.16.2 Recuse themselves if a real or perceived conflict of interest exists in accordance with the Conflict of Interest Policy and the Code of Ethics Law.

## **4.0 RECORDS**

4.1 Record Maintenance

4.1.1 Complaint records shall be maintained by the **Employee Relations Representative in a Group accessible drive.**

4.1.2 Complaint records will be made available for OBC review within a reasonable amount of time, upon request.

4.1.3 Records shall be held in accordance with the Open Records and Open Meetings Law.

## **5.0 REFERENCES**

5.1 Human Resources Memorandum dated 11-21-01

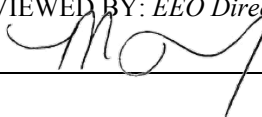
5.2 Human Resources Area Manager Interpretation dated 12-09-11

5.3 Personnel Policies & Procedures, Section V.D

5.4 **Resolution BC-09-23-20-A**

5.5 **Complaint Investigation Checklist**

5.6 OBC SOP - Disciplinary Process for Direct Reports of the Business Committee

 <p><b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b></p>	TITLE: OBC Complaint Process	ORIGINATION DATE: 11/26/2012 REVISION DATE: 11/04/20 EFFECTIVE DATE: Upon OBC approval
<b>DIVISION:</b> Non-Divisional	APPROVED BY: <i>Oneida Business Committee</i>	DATE:
<b>DEPARTMENT:</b> Oneida Business Committee	APPROVED BY: OBC Officer	DATE:
<b>REVISED:</b> Jessica Vandekamp	REVIEWED BY: <i>EEO Director</i> 	DATE: 11/05/2020
PAGE NO: 1 of 4 PRO # 1267		

## 1.0 PURPOSE

To create a standardized process for handling employee complaints against an Oneida Business Committee (OBC) direct report.

This procedure is in alignment with the Oneida Personnel Policies and Procedures, OBC Resolution # 11-26-14-C.

## 2.0 DEFINITIONS

- 2.1 Employee Relations Representative: A position that reports to the OBC and is the liaison to the Human Resources Department.
- 2.2 Direct Reports: An Employee of the Oneida Nation who reports directly to the OBC as defined in resolution BC-09-23-20-A Setting Supervision and Management of Direct Reports to OBC; Legislative Reference Office Attorneys; Chief Financial Officer; Budget Analyst; and Audit Manager.
- 2.3 LOC: Legislative Operating Committee: consists of five (5) Councilmembers.
- 2.4 OBC Officers: Shall mean the Chairperson, Vice Chairperson, Treasurer, Secretary and LOC Chairperson.

## 3.0 PROCEDURES

### Receiving a Complaint

- 3.1 All complaints must be in a written format, such as a letter or e-mail, and addressed to the OBC.
  - 3.1.1 OBC Professional Support staff may assist in putting a verbal complaint in writing to the OBC.

- 3.2 Any member of the OBC may accept complaints.
- 3.3 All complaints must be delivered to the Employee Relations Representative for processing.
- 3.4 Within two (2) business days, the Employee Relations Representative shall:
  - 3.4.1 Use date stamper to acknowledge the receipt of the complaint:
    - 3.4.1.1 Stamp “confidential” on each page, at the top of the document.
    - 3.4.1.2 Stamp the month/day/year received on each page of the document.
  - 3.4.2 Submit a copy of the complaint to each member of the OBC.
  - 3.4.3 Create a master complaint file.
  - 3.4.4 Submit the complaint to the master complaint file.
- 3.5 The Employee Relations Representative shall add the complaint to the next OBC meeting agenda in Executive Session for the OBC to review the complaint and to determine if the complaint has merit.
  - 3.5.1 The Employee Relations Representative shall contact the complainant and provide them a date and time to meet with the OBC to discuss their complaint during an Executive Session discussion.
- 3.6 If the complaint is determined to have no merit, the OBC shall make a motion to reflect this decision.
  - 3.6.1 Upon this decision, the complaint is considered closed.
  - 3.6.2 The Employee Relations Representative shall submit a copy of the meeting minutes with this motion to the master complaint file.
  - 3.6.3 Within two (2) business days of the motion, the Employee Relations Representative shall:
    - 3.6.3.1 Provide the complainant with written response indicating the complaint is closed.
    - 3.6.3.2 Submit a copy of the written response to the master complaint file.
- 3.7 If the complaint is determined to have merit, the OBC shall make a motion assigning three (3) OBC members to investigate the complaint.
  - 3.7.1 The OBC may authorize a designee, or multiple designees if needed due to recusal of OBC members from the investigation.
    - 3.7.1.1 If designee(s) are required, the OBC shall make a motion to reflect this decision.
  - 3.7.2 The Employee Relations Representative shall submit a copy of the meeting minutes with this motion to the master complaint file.
  - 3.7.3 Within two (2) business days of the motion, the Employee Relations Representative shall:
    - 3.7.3.1 Provide the complainant with written notice that the complaint is under investigation.
    - 3.7.3.2 Submit a copy of the written notice to the master complaint file.

Investigating a Complaint

- 3.8 The Employee Relations Representative will facilitate the investigation process using the Complaint Investigation Checklist.
- 3.9 The assigned OBC members, or designee(s), shall work together, in confidence, to investigate the complaint.
  - 3.9.1 Review the complaint to gain a background on the issue(s) presented.
  - 3.9.2 Determine what relevant information is still needed relating to the complaint.
  - 3.9.3 Initiate the investigation based on additional information that is needed.
  - 3.9.4 Develop and agree to a list of questions which must be answered.
  - 3.9.5 Develop a list of people, including the complainant, to interview.
- 3.10 The assigned OBC members, or designee(s), shall make every attempt to conclude the investigation, within forty-five (45) calendar days.
  - 3.10.1 If the investigation is not concluded in forty-five (45) days, the assigned OBC members will provide a status update to the OBC in Executive Session.
- 3.11 Upon the conclusion of the investigation, the assigned OBC members, or designee(s), shall submit a written report to the soonest OBC Meeting for Executive Session. The written report shall include:
  - 3.11.1 a summary of the complaint,
  - 3.11.2 investigation methodology,
  - 3.11.3 results of the investigation, and
  - 3.11.4 recommended action.
- 3.12 The Employee Relations Representative shall submit the written report to the master complaint file.
- 3.13 The Employee Relations Representative shall add the written report to the next OBC meeting agenda in Executive Session after conclusion of the investigation.
- 3.14 The OBC shall review the written report.
  - 3.14.1 The OBC shall accept the written report.
    - 3.14.1.1 Upon acceptance of the written report, the complaint shall be considered closed.
  - 3.14.2 The OBC may:
    - 3.14.2.1 approve the recommended action(s);
    - 3.14.2.2 modify the recommended action(s); or,
    - 3.14.2.3 reject the recommended action(s).
  - 3.14.3 When appropriate, OBC Officer(s) will be designated to follow through on approved action(s) that are outlined in the OBC SOP entitled “Disciplinary Process for Direct Reports to the Business Committee”.

- 3.15 Within two (2) business days of the motion to accept the written report, the Employee Relations Representative shall:
  - 3.15.1 Provide the complainant with written response indicating the complaint is closed.
  - 3.15.2 Submit a copy of the written response to the master complaint file.

Duties and Responsibilities for Investigation

- 3.16 OBC members assigned to an investigation, their designee(s), shall:
  - 3.16.1 Conduct themselves in accordance with the approved complaint process and may work with the Employee Relations Representative if additional assistance is required.
  - 3.16.2 Recuse themselves if a real or perceived conflict of interest exists in accordance with the Conflict of Interest Policy and the Code of Ethics Law.

**4.0 RECORDS**

- 4.1 Record Maintenance
  - 4.1.1 Complaint records shall be maintained by the Employee Relations Representative in a Group accessible drive.
  - 4.1.2 Complaint records will be made available for OBC review within a reasonable amount of time, upon request.
  - 4.1.3 Records shall be held in accordance with the Open Records and Open Meetings Law.

**5.0 REFERENCES**

- 5.1 Human Resources Memorandum dated 11-21-01
- 5.2 Human Resources Area Manager Interpretation dated 12-09-11
- 5.3 Personnel Policies & Procedures, Section V.D
- 5.4 Resolution BC-09-23-20-A
- 5.5 Complaint Investigation Checklist
- 5.6 OBC SOP - Disciplinary Process for Direct Reports of the Business Committee

# Complaint Investigation Checklist

Rev. 10/20/20 by JV

**Purpose:** This checklist is to be used once a complaint is deemed to have merit by the Business Committee and a sub-team of BC members is assigned.

**Facilitator:** Employee Relations Representative (ERR) to the OBC.

**Documents for this process are located:** G:\Business Committee\Direct Reports to BC\SOP- Policies – Resolutions for Direct Reports\Complaint Procedures and Templates

<b>Complaint Received Date:</b>	<b>Complaint #:</b>	<b>BC Meeting for Merit:</b>
<b>Complainant's Name</b>	<b>Interview Date</b>	<b>Prep Meeting w/Sub-team:</b>
<b>Direct Report Name</b>	<b>Interview Date</b>	<b>BC Meeting- 45-day update:</b>
<b>Witness #1</b>	<b>Interview date</b>	<b>BC Sub-team #1</b>
<b>Witness #2</b>	<b>Interview date</b>	<b>BC Sub-team #2</b>
<b>Witness #3</b>	<b>Interview date</b>	<b>BC Sub-team #3</b>

- ☐ Send complainant a letter to notify of acceptance of complaint & investigation process.
- ☐ Schedule prep meeting between BC Sub-team and ERR to review the complaint and determine who needs to be interviewed, to include;
  - a. Complainant: the person(s) who wrote the complaint
  - b. Direct Report: employee supervised by the OBC that the complaint is about.
  - c. Witnesses: other people identified in the complaint (individuals, employees in the department, witnesses, etc.)
- ☐ Schedule investigation interviews with OBC Sub-team with:
  - a. Complainant
  - b. Witnesses
  - c. Direct Report, explaining:
    - The BC received a complaint that was deemed to have merit by the full committee.
    - Our (BC) responsibility is to investigate the complaints and bring back our findings and recommendations to the full BC at the Executive Session.


- ☐ Assist in drafting interview questions for:
  - a. Complainant
  - b. Direct report
  - c. Witnesses
  
- ☐ Attend interviews to take notes for:
  - a. Complainant
  - b. Direct report
  - c. Witnesses
  
- ☐ WRAP UP – OBC Sub-team meets to create/review final report, which must include:
  - a. Summary of complaint,
  - b. Investigation methodology, (interviews, sources used, etc.)
  - c. Results of the investigation,
  - d. Recommended action
  - e. Complete BC Agenda Request form and submit with report for next BC Executive Session.
  
- ☐ FOLLOW-UP
  - a. Once the OBC accepts the closeout report, the complaint shall be considered closed.
  - b. If there are Recommended Actions in the report, the OBC may:
    - i. Approve the recommendation
    - ii. Modify the recommendation, or
    - iii. Reject the recommendation
  - c. When appropriate, the Sub-team or designee(s) will follow through on a disciplinary action. **REFER TO: OBC SOP, “Disciplinary Process for Direct Reports to the Business Committee.”**



**Oneida Business Committee Agenda Request**

Approve Oneida Business Committee Standard Operating Procedure (SOP) entitled OBC Virtual Meeting

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:   
Your Name, Title / Dept. or Tribal MemberAdditional Requestor:   
Name, Title / Dept.Additional Requestor:   
Name, Title / Dept.

 <b>ONEIDA NATION STANDARD OPERATING PROCEDURE</b>	<b>TITLE:</b> OBC Virtual Meeting	<b>ORIGINATION DATE:</b> 11-06-2020 <b>REVISION DATE:</b>  <b>EFFECTIVE DATE:</b> <i>After last signature</i>
<b>DEPARTMENT:</b> Oneida Business Committee	<b>APPROVED BY:</b> <i>Oneida Business Committee</i> See attached OBC meeting minutes	<b>DATE:</b>
<b>AUTHOR:</b>	<b>AUTHORED BY:</b>	<b>DATE:</b>

## 1.0 PURPOSE

- 1.1 The purpose of this standard operating procedure is to formalize the process for holding an OBC meeting virtually through Microsoft Teams.

## 2.0 DEFINITIONS

- 2.1 “Chairperson” means the OBC Chair or OBC Vice-Chair in the absence of the OBC Chairperson.
- 2.2 “Emergency event” means a situation that poses an immediate risk to health, life, safety, property, or environment.
- 2.3 “OBC” means the Oneida Business Committee.
- 2.4 “BCSO” means the Business Committee Support Office.
- 2.5 “Public Health Emergency” means the occurrence or imminent threat of an illness or health condition which:
- 2.5.1 is a quarantinable disease, or is believed to be caused by bioterrorism or a biological agent; and
  - 2.5.2 poses a high probability of any of the following:
    - 2.5.2.1 a large number of deaths or serious or long-term disability among humans; or
    - 2.5.2.2 widespread exposure to a biological, chemical, or radiological agent that creates a significant risk of substantial future harm to a large number of people.

## 3.0 WHEN A VIRTUAL MEETING MAY BE HELD

- 3.1 The OBC may hold a virtual meeting:
- 3.1.1 when the Nation has proclaimed a Public Health Emergency; and
  - 3.1.2 as a result of an emergency event.

## 4.0 NOTICE OF A VIRTUAL MEETING

- 4.1 The OBC shall provide notice that the meeting shall be held virtually through Microsoft Teams when the agenda for the meeting is posted.

- 4.1.1 The BCSO shall post the agenda for the upcoming OBC meeting on the Nation's website no fewer than:
  - 4.1.1.1 three (3) business days prior to a regularly scheduled meeting;
  - 4.1.1.2 twenty-four (24) hours before a special meeting; or
  - 4.1.1.3 as soon as possible for an emergency meeting.
- 4.2 The notice shall provide the following information:
  - 4.2.1 That due to the Public Health Emergency or emergency event the OBC meeting will be held virtually through Microsoft Teams and therefore be closed to the public.
  - 4.2.2 Any person who has comments or questions regarding open session items may submit them to TribalSecretary@oneidanation.org no later than the close of business the day before the OBC meeting. Any comments or questions received shall be noticed to the OBC and entered in to the record as a handout by the BCSO.
  - 4.2.3 That a recording of the virtual meeting shall be made available on the Nation's website.

## **5.0 REQUIREMENTS OF A VIRTUAL MEETING**

- 5.1 The Chairperson shall open the meeting with an explanation for the record as to why the meeting is being held virtually.
- 5.2 The Chairperson shall take rollcall at both the beginning and end of the virtual meeting to demonstrate presence of the OBC members and that a quorum for the meeting has been established.
  - 5.2.1 All OBC members shall verbally respond that they are present during rollcall.
  - 5.2.2 A quorum for a virtual meeting shall consist of five (5) OBC members, including the Chairperson.
- 5.3 All OBC members shall keep his or her video camera on during the entire virtual meeting.
  - 5.3.1 Any other individual in attendance during the meeting shall keep his or her video camera off unless speaking.
- 5.4 All individuals in attendance during the meeting shall keep his or her microphone on mute unless he or she is speaking.
- 5.5 If a person wishes to speak during the meeting, the person shall raise his or her hand. The Chairperson shall call on people to speak during a meeting.
- 5.6 The OBC may determine when it is necessary and appropriate to invite other individuals to the virtual meeting.

## **6.0 VOTING**

- 6.1 Voting during a virtual meeting shall be in accordance with simple majority vote

of the OBC members present at the duly called virtual meeting.

- 6.2 The Chairperson shall poll each individual member of the OBC to vocalize his or her support, opposition, or abstention to the motion.

**7.0 RECORD OF VIRTUAL MEETING**

- 7.1 The BCSO shall be responsible for ensuring the recording of the virtual OBC meeting is posted on the Nation's website.
-

Oneida Business Committee Agenda Request

Approve the revised Quality of Life Committee charter

1. Meeting Date Requested: 11 / 24 / 20

2. General Information:

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

Agenda Header: Standing Committees

- ☐ Accept as Information only  
☒ Action - please describe:

Approve revised Quality of Life Charter

3. Supporting Materials

- ☐ Report ☐ Resolution ☐ Contract  
☒ Other:

- |                            |    |
|----------------------------|----|
| 1. Quality of Life Charter | 3. |
| 2. Quality of Life Minutes | 4. |

☐ Business Committee signature required

4. Budget Information

- ☐ Budgeted - Tribal Contribution ☐ Budgeted - Grant Funded ☐ Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Marie Summers, Councilmember

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:

The Quality of Life Committee was established by the adoption of BC Resolution 06-08-11-E. The charter was reviewed and adopted by BC Resolution 06-10-15-A.

The new Quality of Life Committee has reviewed and revised the charter further and is requesting Business Committee approval.

Attached is the revised charter.

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)

### Oneida Business Committee Quality of Life Charter

**Business need:** The Quality of Life Committee is standing committee of the Oneida Business Committee that will have oversight of health, wellness and social issues of the following areas of the Nation: Language, Culture, Health, Environmental Issues, Housing and Food Security and Sovereignty.

**Objectives:**

**Business Objectives:** The Quality of Life Committee will provide oversight developed in the Charter and provide recommendations of improvement.

**Task Objectives:** The Quality of Life Committee will meet on a monthly basis and review the items stated in the deliverables. Responsibilities outlined in the charter will provide a baseline in guiding team decision.

**Deliverables:** The following areas will deliver results related to quality of life

- A) Quality of Life Survey – Annually
- B) Readiness Survey from TAP – Monthly
- C) Police Commission – Quarterly
- D) Oneida Native American Drug and Gang Initiative – Quarterly
- E) COVID-19 Report from Health Dept – Monthly
- F) Housing Needs of the Nation – Monthly
- G) HR Unemployment Rate – Monthly
- H) Environmental Issues – Monthly
- I) Wellness Council – Quarterly
- J) Live, Sustain, Grow – Quarterly
- K) Food Security Update – Bi Monthly
- L) Recreation Integration - Quarterly

**Team Structure:**

- A) The Quality of Life committee shall be comprised of four (4) Oneida Business Committee members appointed by the BC. The remaining five (5) business committee members shall be ad hoc.
- B) Three (3) members shall make a quorum. A quorum is required at all meetings in order to be considered a formal meeting of the Quality of Life Committee.
- C) If necessary, an ad hoc member can fill in for a regular member in order to meet the quorum.
- D) All decisions made by majority vote.
- E) Direct reports along with appropriate staff shall be directed to attend the Quality of Life Committee meetings with relevant agenda topics.
- F) Chair of the committee will review agenda items prior to the meeting. Chair will also break any tie in voting. The Vice Chair will stand in for the Chair in the event the chair is unavailable.

**Responsibilities and Rules**

- A) The Quality of Life Committee is responsible for making policy recommendations to the Business Committee concerning areas outlined in the deliverables. The Business Committee will determine whether to accept the Quality of Life Committee's recommendations.
- B) Committee meetings will be held monthly with a prescribed agenda that will align with

one or all four of the current OBC strategic directions.

- \*Advancing On^yote?aka principles

- \*Committing to building a responsible nation

- \*Creating a positive organizational culture

- \*Implementing Good Governance process

- C) Coordinate all policy matters relating to the Quality of Life Committee in cooperation with any Department.
- D) Monitor activity and strategies with regards to areas of policy oversight assigned to this committee and align with strategic direction of the Business Committee
- E) Make recommendations to the Business Committee.
- F) Meeting may be held virtually with a quorum.

**Process:**

- A) Meetings shall be held on the 2<sup>nd</sup> Thursday of each month
- B) The Quality of Life Chairperson staff will prepare the meeting packets, minutes and track all issues.
- C) A list of business unit representatives and boards/committee/commissions will be provided by direct reports.
- D) The Quality of Life Committee shall provide the OBC with the following per month: Meeting minutes, specific action items that may require OBC approval, quarterly reports.

Charter Approved:  
November 12, 2020





## Quality of Life Committee

Regular Meeting  
9:00 a.m. Thursday, November 12, 2020  
Teleconference

### Minutes

**Present:** QOL Chair Marie Summers, QOL Vice-Chair Daniel Guzman-King, QOL Members: Tehassi Hill, Brandon Stevens;

**Others Present:** Aliskwet Ellis, Shannon Hill, RC Metoxen, James Petitjean, Danelle Wilson

#### I. CALL TO ORDER AND ROLL CALL

*Meeting called to order by QOL Vice-Chair Daniel Guzman-King at 9:00 a.m.*

#### II. APPROVAL OF THE AGENDA

#### III. APPROVAL OF MEETING MINUTES

##### A. March 12, 2020 Quality of Life Meeting Minutes – Aliskwet Ellis

Motion by Brandon Stevens to approve the March 12, 2020 Quality of Life meeting minutes, seconded by Marie Summers. Motion carried unanimously:

Ayes: Tehassi Hill, Brandon Stevens, Marie Summers

#### IV. UNFINISHED BUSINESS – NONE

#### V. NEW BUSINESS

##### A. Approve Revised Quality of Life Charter – James Petitjean

Motion by Marie Summers to approve the Quality of Life Charter and to forward onto the Business Committee for approval, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Tehassi Hill, Brandon Stevens, Marie Summers

##### B. Approve Reporting Schedule – Aliskwet Ellis

Motion by Marie Summers to approve the Quality of Life reporting schedule, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Tehassi Hill, Brandon Stevens, Marie Summers

##### C. Review tribal member request to build a drug detox center and determine next steps – Shannon Hill

Motion by Marie Summers to request a statistic report from the General Manager on all drug related activity on the reservation – overdoses, treatment, deaths – to come specifically from the Oneida Comprehensive Health Department, seconded by Tehassi Hill. Motion carried unanimously:

Oneida Business Committee Agenda Request

Review request for formal Business Committee action for the release of enrollment names and numbers of

1. Meeting Date Requested: 11 / 24 / 20

2. General Information:

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

Agenda Header: New Business

- ☐ Accept as Information only  
☒ Action - please describe:

Formal Business Committee action to request the release of the enrollment names and numbers for members over the age of 18 for audit verification for the food card distribution.

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: Cristina Danforth, Treasurer

Primary Requestor/Submitter: Your Name, Title / Dept. or Tribal Member

Additional Requestor: Name, Title / Dept.

Additional Requestor: Name, Title / Dept.

Enter the e-poll results into the record regarding the approved two (2) actions regarding paid voting time...

## Business Committee Agenda Request

1. Meeting Date Requested: 11-24-20

2. General Information:

Session: ☒ Open ☐ Executive – must qualify under §107.4-1.

Justification: *Choose reason for Executive.*

3. Supporting Documents:

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> Bylaws                            | <input type="checkbox"/> Fiscal Impact Statement | <input type="checkbox"/> Presentation           |
| <input type="checkbox"/> Contract Document(s)              | <input type="checkbox"/> Law                     | <input type="checkbox"/> Report                 |
| <input type="checkbox"/> Correspondence                    | <input type="checkbox"/> Legal Review            | <input type="checkbox"/> Resolution             |
| <input type="checkbox"/> Draft GTC Notice                  | <input type="checkbox"/> Minutes                 | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet                  | <input type="checkbox"/> MOU/MOA                 | <input type="checkbox"/> Statement of Effect    |
| <input checked="" type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition                | <input type="checkbox"/> Travel Documents       |
| <input type="checkbox"/> Other: <i>Describe</i>            |  |   |

4. Budget Information:

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Budgeted       | <input type="checkbox"/> Budgeted – Grant Funded | <input type="checkbox"/> Unbudgeted |
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Other: <i>Describe</i>  |                                     |

5. Submission:

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: \_\_\_\_\_

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: CWILSON1

**From:** [TribalSecretary](#)  
**To:** [Brandon L. Yellowbird-Stevens](#); [Cristina S. Danforth](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Ethel M. Summers](#); [Jennifer A. Webster](#); [Kirby W. Metoxen](#); [Lisa A. Liggins](#); [Tehassi Tasi Hill](#); [TribalSecretary](#)  
**Cc:** [Danelle A. Wilson](#); [Rhiannon R. Metoxen](#); [Kristal E. Hill](#); [BC Agenda Requests](#); [Geraldine R. Danforth](#); [Louise C. Cornelius](#); [Georgianna J. Mielke](#); [Rae M. Skenandore](#)  
**Subject:** E-POLL RESULTS: Approve two (2) actions regarding paid voting time on November 3, 2020  
**Date:** Friday, November 6, 2020 7:02:02 AM  
**Attachments:** [BCAR Approve two \(2\) actions regarding paid voting time on November 3, 2020.pdf](#)

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## E-POLL RESULTS

**The e-poll to: 1) Approve the interpretation by the Oneida Business Committee that implementation of resolution # BC-10-13-10-B, *Encouraging Tribal Employees to Participate in Political Process* is not impacted by the March 23, 2020 declaration *Suspension of Premium Pay and All Temporary Pay Increases*, section 1; and 2) Direct the Budget Analyst to submit a request for application of CARES Act funding to this expense, has carried. As of the deadline, below are the results:**

**Support: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Marie Summers, Jennifer Webster**

Lisa Liggins  
Secretary  
Business Committee



A good mind. A good heart. A strong fire.

P.O. Box 365  
Oneida, WI 54155-0365  
[oneida-nsn.gov](http://oneida-nsn.gov)

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**From:** TribalSecretary <[TribalSecretary@oneidanation.org](mailto:TribalSecretary@oneidanation.org)>  
**Sent:** Wednesday, November 4, 2020 10:21 PM  
**To:** Brandon L. Yellowbird-Stevens <[bstevens@oneidanation.org](mailto:bstevens@oneidanation.org)>; Cristina S. Danforth <[cdanfor4@oneidanation.org](mailto:cdanfor4@oneidanation.org)>; Daniel P. Guzman <[dguzman@oneidanation.org](mailto:dguzman@oneidanation.org)>; David P. Jordan <[djordan1@oneidanation.org](mailto:djordan1@oneidanation.org)>; Ethel M. Summers <[esummer1@oneidanation.org](mailto:esummer1@oneidanation.org)>; Jennifer A. Webster <[JWEBSTE1@oneidanation.org](mailto:JWEBSTE1@oneidanation.org)>; Kirby W. Metoxen <[KMETOX@oneidanation.org](mailto:KMETOX@oneidanation.org)>; Lisa A. Liggins <[lliggins@oneidanation.org](mailto:lliggins@oneidanation.org)>; Tehassi Tasi Hill <[thill7@oneidanation.org](mailto:thill7@oneidanation.org)>  
**Cc:** Danelle A. Wilson <[dwilson1@oneidanation.org](mailto:dwilson1@oneidanation.org)>; Rhiannon R. Metoxen <[rmetoxe2@oneidanation.org](mailto:rmetoxe2@oneidanation.org)>; Kristal E. Hill <[khill@oneidanation.org](mailto:khill@oneidanation.org)>; TribalSecretary <[TribalSecretary@oneidanation.org](mailto:TribalSecretary@oneidanation.org)>  
**Subject:** E-POLL REQUEST: Approve two (2) actions regarding paid voting time on November 3, 2020

## E-POLL REQUEST

### Summary:

**The *Suspension of Premium Pay and All Temporary Pay Increases* declaration dated March 23, 2020, declares “that all premium pay, temporary pay increases, interim duties, holiday pay, parental leave, exercise paid time, and similar actions shall not be**

authorized during the Public Health Emergency.” This would include the paid voting time authorized by BC resolution # 10-13-10-B.

Chief Counsel has provided guidance on how the Business Committee can allow for the paid voting time for November 3, 2020, which has been communicated to the employees as part of the Nation’s Get Out The Vote efforts. Please see memo included with the attached. Additionally, I’ve requested Time and Attendance to provide a report on how many hours were paid under BC resolution # 10-13-10-B for the 2016 (the last presidential election year) for your information.

*Justification for E-Poll:* An e-poll is necessary as the next Oneida Business Committee meeting is not until after the deadline to submit timekeeping reports for this payroll period.

**Requested Action:**

- 1) Approve the interpretation by the Oneida Business Committee that implementation of resolution # BC-10-13-10-B, Encouraging Tribal Employees to Participate in Political Process is not impacted by the March 23, 2020 declaration Suspension of Premium Pay and All Temporary Pay Increases, section 1; and
- 2) Direct the Budget Analyst to submit a request for application of CARES Act funding to this expense.

**Deadline for response:**

**Responses are due no later than 4:30 p.m., THURSDAY, November 5, 2020.**

**Voting:**

1. Use the voting button above, if available; OR
2. Reply with “Support” or “Oppose”.

Lisa Liggins  
Secretary  
Business Committee



A good mind. A good heart. A strong fire.

P.O. Box 365  
Oneida, WI 54155-0365  
oneida-nsn.gov

**Oneida Business Committee Agenda Request****1. Meeting Date Requested:**    \_\_\_ / \_\_\_ / \_\_\_**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/Submitter:

Additional Requestor:

Additional Requestor:

Jo Anne House, PhD | Chief Counsel  
James R. Bittorf | Deputy Chief Counsel  
Kelly M. McAndrews | Senior Staff Attorney

Carl J. Artman  
Krystal L. John  
Peggy A. Schneider

Law Office



## M E M O R A N D U M

**TO:** Lisa Liggins, Secretary

**FROM:** Jo Anne House, Chief Counsel

**DATE:** November 4, 2020

Digitally signed by Jo  
Anne House

Date: 2020.11.04  
10:45:34 -06'00'

**SUBJECT:** E-Poll Request: Resolution # BC-10-13-10-B, *Encouraging Tribal Employees to Participate in Political Process*

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You have identified the above resolution and requested an opinion regarding the impact of the Suspension of Premium Pay and All Temporary Pay Increases adopted on March 23, 2020. This declaration declared “that all premium pay, temporary pay increases, interim duties, holiday pay, parental leave, exercise paid time, and similar actions shall not be authorized during the Public Health Emergency.” *Section #1.*

The Oneida Business Committee has supported employees taking time to vote in general and special elections. This was formalized by the adoption of resolution # BC-10-13-10-B, *Encouraging Tribal Employees to Participate in Political Process*. This resolution contains the following Resolve.

**NOW THEREFORE BE IT RESOLVED**, employees are allowed up to one (1) hour of paid work time to leave their work sites depending on the location of the polling site, to get out and vote for Oneida Tribal, local, state and federal primary and general elections. Employees are required to get **prior** approval from their department manager or supervisor to ensure adequate coverage in their respective department

Under the March 23<sup>rd</sup> premium pay declaration this is like the prohibited actions and would therefore not be allowed during the public health emergency. To clarify this potential conflict, I am requesting the Oneida Business Committee conduct an e-poll to clarify the application of the declaration on resolution # BC-10-13-10-B, *Encouraging Tribal Employees to Participate in Political Process*. An e-poll is necessary as the next Oneida Business Committee meeting is not until after the deadline to submit timekeeping reports for this payroll period.

**Requested Actions:**

1. Approve e-poll request.
2. Motion to approve the interpretation by the Oneida Business Committee that implementation of resolution # BC-10-13-10-B, *Encouraging Tribal Employees to Participate in Political Process* is not impacted by the March 23, 2020 declaration *Suspension of Premium Pay and All Temporary Pay Increases*, section 1, and to direct the Budget Analyst to submit a request for application of CARES Act funding to this expense.





Oneida Nation  
Oneida Business Committee  
Legislative Operating Committee  
PO Box 365 • Oneida, WI 54155-0365  
[Oneida-nsn.gov](http://Oneida-nsn.gov)



## ***COVID-19 Core Decision Making Team Declaration***

### ***Suspension of Premium Pay and All Temporary Pay Increases***

***March 23, 2020***

The world is currently facing a pandemic of the coronavirus disease 2019 (COVID-19). The COVID-19 outbreak originated in Wuhan, China and has spread to many other countries throughout the world, including the United States. The World Health Organization has identified that the spread of COVID-19 is now a pandemic resulting in many countries experiencing the effects of illness and health issues related to COVID-19 and economic impacts.

On March 12, 2020, Chairman Tehassi Hill signed a “*Declaration of Public Health State of Emergency*” regarding COVID-19 which set into place the necessary authority should action need to be taken and allows the Nation to seek reimbursement of emergency management actions that may result in unexpected expenses.

On March 17, 2020, the Oneida Business Committee adopted emergency amendments to the Emergency Management and Homeland Security law to create and delegate authority to a COVID-19 Core Decision Making Team (COVID-19 Team). [3 O.C. 302.10]. When a public health emergency has been declared, the COVID-19 Team has the authority to declare exceptions to the Nation’s laws, policies, procedures, regulations, or standard operating procedures during the emergency period which will be of immediate impact for the purposes of protecting the health safety, and general welfare of the Nation’s community, members, and employees. [3 O.C. 302.10-2].

The Oneida Business Committee has declared a public health emergency, closed gaming operations, and instituted Tier IV budget contingency to conserve cash flow for essential governmental services and to meet payroll needs. The Oneida Business Committee has also committed to maintain payroll during the initial public health emergency to ensure that employees have funding to meet their family financial needs.

With no gaming revenue being generated, the Nation needs to reduce all expenses. The following Standard Operating Procedures and Resolutions impact salary and employee time.

- Standard Operating Procedures:
  - Premium Pay Tribal Work Standards: authorizes premium pay for certain holidays. In addition, requests have been made to authorize premium pay for employees who are coming in to work in offices and work sites.
  - Compensation for Additional Duties Work Standards and Procedures: authorizes compensation for performing additional duties for vacant position responsibilities or special projects.
  - Exercise at Work: authorizes 30 minutes of paid physical activity time.
  - Holiday Work Standard: defines how Tribal holidays are recognized and paid.
  - Interim Job Reassignment: identifies that interim assignment pay can be between the minimum and maximum compensation for the grade.
  - On-Call Pay: authorizes payment for being prepared to be called into work.
  - Salary Wage Adjustment: identifies process for organization-wide salary or wage adjustments.



- Reorganizing Positions: authorizes compensation adjustments as positions are shifted within the organizational structure and/or modified.
- Parental Leave, Resolution # BC-03-02-1994: authorizes paid time off to attend child related activities.

The COVID-19 Team recognizes that public contact within retail locations and between employees in offices and work sites causes concern for employees. We have instituted measures regarding critical employees maintaining social distancing as suggested by the CDC and implemented work from home as well as self-isolation. The COVID-19 Team also recognizes the extra duties, time and actions that are being taken by employees to continue to conduct their duties during this pandemic.

The COVID-19 Team also recognizes that hiring new employees during this time should be placed on hold. This will allow for the re-assignment of existing employees who wish to come into work opportunities to continue employment after the initial 30-day public health emergency period.

The COVID-19 Finance Team has identified that the Oneida Nation does not have sufficient funds to authorize premium pay or other pay increases during this time. Any increase in wages results in negatively impacting the ability to make payroll and provide essential governmental services.

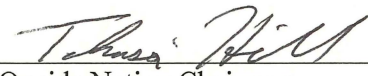
During this public health emergency period, the Finance COVID-19 Team and the Human Resource Department will continue to review these policies for permanent amendments at or before the conclusion of the Emergency period should permanent amendments be needed.

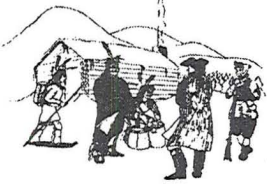
The COVID-19 Team hereby declares:

1. That all premium pay, temporary pay increases, interim duties, holiday pay, parental leave, exercise paid time, and similar actions shall not be authorized during the Public Health Emergency.
2. That the following Standard Operating Procedures are suspended during the Public Health Emergency. Provided that, there are specific exceptions to the Standard Operating Procedures identified below.
  - a. Premium Pay Tribal Work Standards
  - b. Compensation for Additional Duties Work Standards and Procedures will also apply to all employees currently receiving additional duties compensation.
  - c. Exercise at Work
  - d. Holiday Work Standard
  - e. Interim Job Reassignment applies only to pay, interim job reassignments would be authorized.
  - f. On-Call Pay, provided that, areas may forward on-call pay standard operating procedures to the COVID-19 Team for approval.
  - g. Salary Wage Adjustment
  - h. Reorganizing Positions, applies only to pay, reorganizing positions would be authorized.
  - i.
3. That Parental Leave, Resolution # BC-03-02-1994, is suspended during the Public Health Emergency.
4. All vacant positions shall be withdrawn from posting, all offers shall be withdrawn, all new hires who have not appeared for work shall be notified that the offer of employment is withdrawn. The COVID-19 Team shall consider all requests to post or hire based on the information provided in the request, critical need, and financial status of the Nation.
5. Employees receiving COVID emergency pay not be eligible for: lead pay, shift differential, and similar pay adjustments.

6. Section III(D) of the Personnel Policies and Procedures regarding employees moving from employment probation shall be awarded the increase at the conclusion of the probationary period.

This declaration shall be made effective immediately and shall remain in effect for the duration of the Nation's public health emergency.

  
\_\_\_\_\_  
Oneida Nation Chairman



Oneidas bringing several hundred bags of corn to Washington's starving army at Valley Forge, after the colonists had consistently refused to aid them.



UGWA DEMOLUM YATEHE  
Because of the help of this Oneida Chief in cementing a friendship between the six nations and the colony of Pennsylvania, a new nation, the United States was made possible.

### BC Resolution 10-13-10-B

#### *Encouraging Tribal Employees to Participate in Political Process*

**WHEREAS,** the Oneida Tribe of Indians of Wisconsin is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America; and

**WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Tribe of Indians of Wisconsin; and

**WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV of the Oneida Tribal Constitution by the Oneida General Tribal Council; and

**WHEREAS,** the Oneida Business Committee encourages all tribal citizens and employees to become part of the political process. The need to continue to participate in the electoral process and elect leadership who will represent the Tribe's issues and concerns at all levels of government is imperative.

**NOW THEREFORE BE IT RESOLVED,** employees are allowed up to one (1) hour of paid work time to leave their work sites depending on the location of the polling site, to get out and vote for Oneida Tribal, local, state and federal primary and general elections. Employees are required to get **prior** approval from their department manager or supervisor to ensure adequate coverage in their respective department.

### CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum. 8 members were present at a meeting duly called, noticed and held on the 13<sup>th</sup> day of October 2010; that the foregoing resolution was duly adopted at such meeting by a vote of 6 members for; 0 members against; and 1 member not voting; and that said resolution has not been rescinded or amended in any way.

Patricia Hoeft, Tribal Secretary  
Oneida Business Committee

\*According to the By-Laws, Article I, Section 1, the Chair votes "only in the case of a tie."



**Lisa A. Liggins**

---

**From:** Georgianna J. Mielke  
**Sent:** Wednesday, November 4, 2020 5:00 PM  
**To:** Lisa A. Liggins  
**Subject:** Report on Voting Time Used

**I ran a report for 2016**

I can only report hours – I have no dollar figure to go with this. You could ask HR or MIS to run one with dollars

HRD-Benefits	1.50 hrs	02 EEs
HRD-Admin	3.75 hrs	04 EEs
Central Acctg	10.75 hrs	12 EEs
CED/Admin	1.25 hrs	02 EEs
ComHS	14.0 hrs	14 EEs
Ed&Trng	10.75 hrs	12 EEs
Environmental	1.00 hrs	01 EE
Finance	2.00 hrs	02 EEs
G-Comm	5.00 hrs	05 EEs
Security	1.00 hrs	01 EE
Land Office	2.00 hrs	02 EEs
OHC/Medical	3.00 hrs	05 EEs
OHC/BusOp	5.75 hrs	08 EEs
OHC/Dental	1.00 hrs	01 EE
OHC/Admin	1.00 hrs	01 EE
MIS/Oper	0.25 hrs	01 EE
OBC	2.75 hrs	03 EEs
Elder Services	1.75 hrs	02 EEs
Parks & Rec	1.00 hrs	01 EE
DPW	1.00 hrs	01 EE
Retail	1.50 hrs	02 EEs
School Board	0.75 hrs	01 EE
Tourism	1.00 hrs	01 EE
Trust	0.75 hrs	01 EE
Tsyunhehkwa	1.00 hrs	01 EE
G-Maintenance	7.75 hrs	08 EEs
G-Shuttle	1.00 hrs	01 EE
G- Accounting	8.75 hrs	10 EEs
G-EE Services	7.75 hrs	09 EEs
G-Table Games	1.00 hrs	01 EE
G -Slot Tec	2.75 hrs	03 EEs
G-Marketing	1.75 hrs	02 EEs
Total	106.25 hrs	120 EEs

**Oneida Business Committee Agenda Request**

Accept the Anna John Resident Centered Care Community Board FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:

Joshua Hicks, AJRCCC Board Interim Chair

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# 2020 report template

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on:

Submitted by: Aliskwet Ellis, Recording Clerk

OBC Liaison: Jennifer Webster

OBC Liaison: Daniel Guzman-King

## AJRCCC BOARD – FY20 Q4 REPORT

**Purpose:**

The purpose of the Anna John Resident Centered Care Community (AJRCCC) Board is to serve in an advisory capacity ensuring operations of AJRCCC are within the guidelines and policies of the Oneida Nation and within all regulations, rules, policies governing the operation of a nursing home.

The Board ensures the AJRCCC maintains a safe and sanitary environment while providing quality care and services to residents of the facility and as ordered by each resident’s attending physician.

**BCC Members**

Vacant  
Enter Board Member Title, if any  
07/31/2021

Shirley Barber  
Board Member  
07/31/2020

Joshua Hicks  
Interim Chairperson  
07/31/2020

Kenny Kriescher  
Board Member  
07/31/2022

Kristin Jorgenson  
Board Secretary  
07/31/2020

Valerie Groleau  
Board Member  
07/31/2022

Patricia Moore  
Board Member  
07/31/2021

**Substantiated Complaints (if applicable)**

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: Zero (0)

**Meetings**

Held every 2<sup>nd</sup> Wednesday of the month at 5:00 p.m.

There were no meetings held in Quarter 4 due to the COVID-19 Pandemic. The board has been communicating with our Liaison and the AJRCCC administration regularly.

Emergency Meetings: 0

**Contact Info**

CONTACT: Joshua Hicks  
TITLE: AJRCCC Board Interim Chair  
E-MAIL: [ajc-jhic@oneidanation.org](mailto:ajc-jhic@oneidanation.org)

**Status report of Three-Year Outcomes/Goals**


---

Outcome/Goal # 1

Encouraging Tsi' NiyukwalihoTÁ (We have everything here to sustain us): Community and organizational buy-in will be formed and Economic sustainability will be promoted.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Board is scheduled to meet monthly and attend the Resident Council Meetings. By attending these meetings, the Board can hear concerns directly from the residents and can attempt to solve issues or bring up concerns to other areas such as the Oneida Business Committee.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Due to COVID-19 the board has not been attending Resident Meetings due to the proper precautions laid out by the AJRCCC.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

It has become an expectation of the Board to attend Resident Council meetings and to continue to be involved in activities to provide a positive and safe and sanitary environment for residents. When it is safe to do so, the board will continue to attend said meetings.

---

### Outcome/Goal # 2

Continue and update education of AJRCCC Board members.

IS THIS A LONG-TERM OR QUARTERLY GOAL?      Quarterly

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

It is important for the AJRCCC Board to be knowledgeable on the latest health topics, treatments, initiatives, etc. The National Indian Health Board provides information that the board member(s) can bring back to AJRCCC administration and the rest of the board.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The board has been communicating with AJRCCC Administration on planning for education and trainings for the board to bring back information for AJRCCC.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The board will have to discuss attending virtual trainings as they become available and monitor the COVID-19 situation.

**Stipends**

*Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 05-08-19-B sets the stipend amounts.*

**Budget Information**

FY-2020 BUDGET:

Line Item in AJRCCC Budget

FY-2020 EXPENDITURES AS OF END OF REPORTING PERIOD:

\$0 in Stipends – No Meetings



Line item in AJRCCC budget for stipends, travel, training. This quarter no money has been spent due to not meeting.

### Requests

Enter request(s), if needed.

### Other

The AJRCCC board decided it would be a good idea to begin meeting again in FY21 since the board is not in the Temporary Closure Status. The board will be meeting with administrative staff via Microsoft Teams in accordance with the COVID-19 Team Declaration.

The board has been having difficulties filling vacancies, four (4) vacancies are being re-posted with only one (1) applicant. With the new amendments to the BCC Law it may be more difficult to fill these vacancies.

*105.5-5. Insufficient Applicants.* In the event that there are an insufficient number of applicants after the deadline date has passed for appointed positions, the Business Committee Support Office may repost for an additional time period:

(a) If the number of applicants is equal to or less than the number of vacancies then it shall be determined to be an insufficient number of applicants.

(b) The Business Committee Support Office shall notify the Oneida Business Committee if a position will be reposted for an additional time period.

(c) In the event of reposting, prior applicants will be considered to have filed applications within the deadline period.

(d) The Oneida Business Committee may elect to include within the pool of appointed persons late applications

**Oneida Business Committee Agenda Request**

Accept the Oneida Police Commission FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:

Additional Requestor:

Additional Requestor:

# 2020 report template

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: November 13, 2020

Submitted by: Sandra Reveles, Chairwoman

OBC Liaison: Brandon Stevens

OBC Liaison Alternates: Tehassi Hill & Daniel Guzman

## ONEIDA POLICE COMMISSION

**Purpose:**

The purpose of the Oneida Police Commission is to regulate the conduct of the Oneida Nation Law Enforcement personnel according to the highest professional standards, to provide oversight regarding the activities and actions of the law enforcement operations, to provide the greatest possible professional services to the Oneida Community, and to allow the community input regarding those law enforcement services through its representatives on the Police Commission. This entity is created as an oversight body of the Oneida Police Department. The Chief of Police is responsible for the day to day activities of the law enforcement services provided to our community.

**BCC Members**

Sandra Reveles  
Chairwoman  
7-31-2022

Kory Wesaw  
Member  
10-31-2022

Richard Van Boxel  
Secretary  
7-31-2023

Kim Rae Nishimoto  
Vice-Chairwoman  
7-31-2024

Beverly Anderson  
Member  
7-31-2021

**Substantiated Complaints (if applicable)**

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

0

0

### Meetings

Held every 4<sup>th</sup> Wednesday of the month.

Emergency Meetings: 0

### Contact Info

CONTACT: Sandra Reveles

TITLE: Chairwoman, Police Commission

PHONE NUMBER: 920-869-4451

E-MAIL: sreveles@oneidanation.org

MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-and-commissions/appointed/#Oneida-Police-Commission>

### Status report of Three-Year Outcomes/Goals

---

#### Outcome/Goal # 1

One of the Commissions goals is to develop positive relationships with the Oneida Community

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

#### GOOD GOVERNANCE PRINCIPLE:

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

#### HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Oneida Police Commission is appointed by the Oneida Business Committee and entrusted with oversight of the Oneida Police Department. Duties include evaluating appointments and promotions, standard operating procedures and work standards (SOP/WS), Memorandum of Agreements (MOA), expenditures and grant opportunities. The Commission is a "checks and balances" of the Police Department because it is composed of Tribal members who are vested in the Oneida Community, which in turn encourages citizen input. The Oneida Police Department had several unfilled police officer positions. To address the vacant positions, the Commission has given approval to hire non-tribal members at entry level positions.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The Police Commission has open mandatory monthly meeting with the Police Chief and/or Assistant Police Chief to review and approve the Oneida Police Departments monthly report and to keep the Police Commission informed of all the duties and responsibilities of the department and provide guidance. In accordance with the Law Enforcement Ordinance, the Commission worked with the Police Department to approve and fill vacant positions and approve standard operating procedures and work standards (SOP/WS).

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

In the future, the Police commission will continue to develop a positive relationship with the community and the Police Department. The Police Commission can plan and attend events together showing support.

---

Outcome/Goal # 2

Develop three community events to promote good relations between the community, Police Commission and Police Department while measuring attendance at events.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Oneida Police Commissioners are dedicated to building a strong community built on Tsi? Niyukwaliho'\*ta by participating in community events and sharing our knowledge and experience. The Oneida Police Commission and Oneida Police Department collaborates with other tribal entities and other municipalities to strengthen our community.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The community event aspect of this goal has been placed on hold due to the COVID-19 pandemic, however, it remains a priority for the Commission and we hope to resume these activities as soon as it safe to do so.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Oneida Police Commission will continue to collaborate with other tribal entities and municipalities. We can also investigate alternative methods to reach out to community in a safe manner during the pandemic.

**Stipends**

*Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 03-17-20-D sets the stipend amounts.*

**Budget Information**

FY-2020 BUDGET: \$36,278

FY-2020 EXPENDITURES AS OF END OF REPORTING PERIOD: \$21,998

**Requests**

No requests.

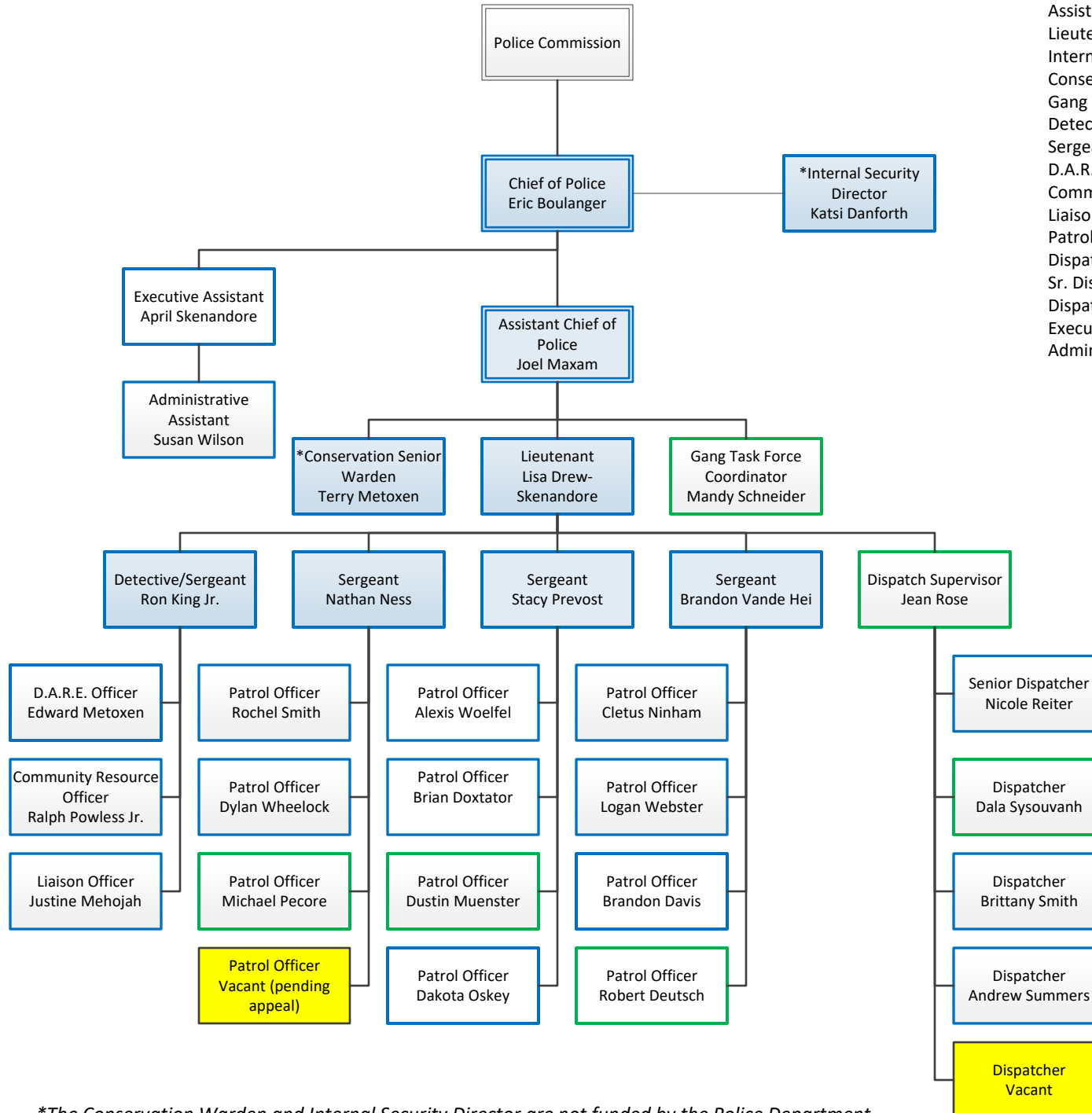
**Other**

- OPD Organization Chart is attached.
- We welcomed Beverly Anderson to the Commission in August.

# Oneida Police Department Organizational Chart

Police Enrolled Required 9
Oneida Enrolled 25
Other 6

POSITION	NO.
Chief of Police	1
Assistant Chief	1
Lieutenant	1
Internal Security Director	1
Conservation Warden	1
Gang Task Force	1
Detective Sergeant	1
Sergeant	3
D.A.R.E. Officer	1
Community Resource Officer	1
Liaison Officer	1
Patrol Officer	12
Dispatch Supervisor	1
Sr. Dispatch	1
Dispatcher	4
Executive Assistant	1
Admin Asst	1



\*The Conservation Warden and Internal Security Director are not funded by the Police Department.

**Oneida Business Committee Agenda Request**

Accept the Oneida Election Board FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:

Additional Requestor:

Additional Requestor:



# 2020 report template

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 11/16/2020

Submitted by: Aliskwet Ellis, Recording Clerk

OBC Liaison: Tehassi Hill

OBC Liaison: Lisa Summers

## ONEIDA ELECTION BOARD – FY20 Q4 REPORT

### Purpose:

Responsible for conducting fair and orderly elections for the Oneida Nation, and responsible to count hand and/or ballot votes at General Tribal Council (GTC) meetings.

### BCC Members

Vicki Cornelius  
Chair  
7/31/2021

Tina Skenandore  
Member  
7/31/2023

Christina Liggins  
Vice Chair  
7/31/2023

Vacant  
Member  
7/31/2021

Melinda K. Danforth  
Secretary  
7/31/2021

Vacant  
Member  
7/31/2022

Patricia Moore  
Member  
7/31/2022

Tonya Webster  
Member  
7/31/2023

Racquel Hill  
Member  
7/31/2022

**Alternate Members – Terms Expired when Final Report was Ratified**

Twylite Moore, Interim Chairwoman  
Margret King, Interim Vice-Chairwoman  
Pat Moore, Interim Secretary  
Kimberly Ninham, Alternate  
Steve Webster, Alternate  
Linda Langen, Alternate  
Lisa Duff, Alternate  
Ramona Salinas, Alternate  
Terry Thomas, Alternate  
Keenan Skenandore, Alternate  
Wayne Cornelius Jr. Alternate  
Clarissa Reyes, Alternate  
Linda Nockideneh, Alternate  
Kathryn LaRoque, Alternate  
Danielle White, Alternate

**Substantiated Complaints (if applicable)**

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a “Substantiated complaint” means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

**Meetings**

Held every Thursday of the month due to the planning surrounding COVID-19 and providing safe measures for the Membership.

Emergency Meetings: 1

**Contact Info**

CONTACT: Vicki Cornelius  
TITLE: Chair  
PHONE NUMBER: 920-869-3634  
E-MAIL: Election\_Board@oneidanation.org  
MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-and-commissions/elected/>

## Status report of Three-Year Outcomes/Goals

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### Outcome/Goal # 1

Conduct Oneida Elections in compliance with Oneida Law, Policy and/or Resolution.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

#### GOOD GOVERNANCE PRINCIPLE:

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

#### HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Being compliant with Oneida Law, Policy, and/or Resolutions gives General Tribal Council orderly and easily understood elections.

#### EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

In August the newly elected members of the OEB were sworn in. The first meeting in September, the board immediately began reviewing and updating SOPs. Due to COVID-19, a new precedence for voting processes was developed for the health and safety of GTC members. Also needed to update for next election cycle after reviewing the 2020 General Election.

### Stipends

*Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 08-12-20-C sets the stipend amounts.*

### Budget Information

<u>FY-2020 BUDGET:</u>	\$81,200
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<u>FY-2020 EXPENDITURES AS OF END OF REPORTING PERIOD:</u>	\$44,736
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Stipends, 2020 General Election Materials

Expenditures were approved by COVID-19 Funding team for reimbursement through CARES Act totaling: \$12,830.79

### Requests

In the 2020 General Election it became very apparent that a large number of Alternates are needed to run an Election due to recusals, resignations, two methods of voting, etc. The

board is requesting for the next election cycle that there be no limit to the number of alternates appointed in accordance with the BCC Law and Election Law.

*102.4-7 The Business Committee may appoint or reappoint a sufficient number of alternates to the Election Board, as recommended by the Election Board, to assist with election day and preelection activities.*

### Other

The first month of this quarter the 2020 General Election was held. COVID-19 created new challenges for the Nation including a safe voting process. A major question that arose was absentee voting. This would require an amendment to the Nation's Constitution, which has been presented to General Tribal Council previously, and has been turned down. With the recent Pandemic it may be something to consider given the new precedence.

Election results were sent to the OBC in accordance with the Election Law and it was ratified on August 26, 2020.

All litigation against the Election Board has been resolved and dismissed.

**Oneida Business Committee Agenda Request**

Accept the Oneida Gaming Commission FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter: Mark A. Powless Sr. OGC Chairman  
Your Name, Title / Dept. or Tribal MemberAdditional Requestor: \_\_\_\_\_  
Name, Title / Dept.Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

# 2020 4<sup>th</sup> Quarter Report (Jul.20- Sept.20)

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: [Click here to enter approval date](#)

Submitted by: Mark A. Powless Sr. Chairman

OBC Liaison: Brandon Yellowbird Stevens

OBC Liaison: [Click here to enter OBC Liaison](#)

## ONEIDA GAMING COMMISSION

**Purpose:**

The Oneida Gaming Commission and its departments collectively promote and ensure the integrity, security, honesty and fairness of the regulation and administration of all Gaming activities within the jurisdiction of the Oneida Nation

**BCC Members**

Mark A. Powless Sr.  
Chairman  
August 2023

Michelle Braaten  
Secretary  
August 2022

Enter Board Member Name  
Enter Board Member Title, if any  
Enter term end date

Enter Board Member Name  
Enter Board Member Title, if any  
Enter term end date

Reynold “Tom” Danforth  
Vice Chairman  
August 2025

Jonas Hill  
Commissioner  
August 2024

Enter Board Member Name  
Enter Board Member Title, if any  
Enter term end date

Enter Board Member Name  
Enter Board Member Title, if any  
Enter term end date

**Substantiated Complaints (if applicable)**

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a “Substantiated complaint” means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

**Meetings**

Held every 1<sup>st</sup> and 3<sup>rd</sup> Monday of the month. Unless the Monday falls on a holiday, then it will be that following Tuesday.

Special Meetings: (1) Internal Elections of Officers.

Emergency Meetings: 0

**Contact Info**

CONTACT: Mark A. Powless Sr.  
TITLE: Chairman  
PHONE NUMBER: 920-497-5850 ext. 5654  
E-MAIL: Mpowles5@oneidanation.org  
MAIN WEBSITE: <http://www.oneida-nsn.gov/GamingComm>

**Status report of Three-Year Outcomes/Goals**

For the purposes of the Service Groups identified under the Budget Management Control law, all Boards, Committees, and Commissions are under the Service Group entitled “Government Administration”.

Government Administration’s main Three-Year Outcome has been identified as:

**Incorporate Good Governance Principles to: 1) Clear the path for Tribal operations; 2) Fulfill our constitutional responsibility to conserve and develop our common resources; 3) Promote the welfare of ourselves and our descendants**

As such, for this section of the report each BCC is being asked to identify the following:

1. Which Three-Year outcome/goal does the BCC wish to report on?
  - a. This outcome/goal should come directly from the BCC’s Triennial Strategic Plan (TSP).
2. Which of the Good Governance Principles does the outcome/goal support?

- a. Please see attached document entitled "Good Governance Principles".
3. How does the outcome/goal support the good governance principle chosen?
4. What are the accomplishments (i.e. positives, things the BCC is proud, brags) have occurred over the first half of the fiscal year that will help the BCC reach the Three-Year outcome/goal?
5. What can the membership expect to see in the future (i.e. 6 months; next year; 18 months) from the BCC related to the BCC reaching the Three-Year outcome/ goal?

Please keep each of your narrative sections within the maximum word count indicated.

Space is provided for each BCC to report the status on **UP TO** three (3) outcomes/goals. If you choose to report on less than three (3) outcomes/goals, please delete the extra space.

---

### Outcome/Goal # 1

Develop/Finalize and revise all regulations, as necessary, including the OGMICS and regulations for Compliance and Enforcement, Employee Licensing, Hearings, Administration/Staffing, and Raffles

IS THIS A LONG-TERM OR QUARTERLY GOAL?      Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Establishing and maintaining comprehensive and clear regulations that promulgate the rule of law, ensures fair and consistent processes are followed by the Gaming Commission and it's departments. Keeping regulations up to date and available for stakeholder reference also allows for a transparent process and knowledge of what is expected. Up-to-date regulations provide for operational and customer references that benefit the Nation and assist the OGC regulate Oneida Gaming effectively

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

*Use the space below to enter the accomplishments (i.e. positives, things the BCC is proud, brags) have occurred over the first half of the fiscal year that will help the BCC reach the Three-Year outcome/goal. **150 words max***

The following chapters of the Oneida Nation Gaming Minimum Internal Control Standards have been reviewed, revised and approved in the fourth quarter: PAM/PRAT, OGMICS Chapter 6 Gaming Promotion and Player Tracking Systems, OGMICS Chapter 12 Drop Count.



EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

*Use the space below to describe what they can expect to see in the future (i.e. 6 months; next year; 18 months) from the BCC related to the BCC reaching the Three-Year outcome/ goal. For example: what will the BCC be working on to realize the SMART goals in the Triennial Strategic Plan related to the Three-Year outcome/goal above or what will the BCC be working on to reach the Three-Year outcome/goal above? 150 words max*

The OGMICs (Oneida Gaming Minimum Internal Controls) revision project will continue with OGC-Compliance facilitating the process for the OGC and Gaming Operations. The OGMICs chapters to be completed include: Drop Count, Player Tracking & Promotions and Controlled Keys. Background & Investigations, CHRI (Criminal History Reporting Information) SOP for Federal Process of Fingerprints with the FBI. Outcome/Goal

---

Outcome/Goal # 2

Implement department-wide software system/technology for streamlined communication and regulatory processes and information sharing, budget permitting

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

*Use the Dropdown Menu below to choose the Good Governance Principle which the Three-year outcome/goal above supports.*

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

*Use the space below to describe how the Three-Year outcome/goal above supports the Good Governance Principle chosen. 150 words max*

“Doing more with less” has been an on-going phrase heard over the years, particularly during the budget planning cycles, and taken to task. To implement processes that produce favorable results to meet all stakeholders’ needs is ideal. And to do so, utilizing the Nation’s resources responsibly and to the fullest is even more ideal. In order to improve operational effectiveness and efficiencies for the OGC and its departments, leveraging technology is a focal point of such improvement.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

*Use the space below to enter the accomplishments (i.e. positives, things the BCC is proud, brags) have occurred over the first half of the fiscal year that will help the BCC reach the Three-Year outcome/goal. 150 words max*

Attempting to utilize what the Nation has already invested in, namely OnBase, to create customized work flows is not working out as anticipated. Surveillance reporting and employee licensing information, as well as regulatory compliance matters, need more targeted project attention. It's been determined that a turn-key solution must be considered at this point.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

*Use the space below to describe what they can expect to see in the future (i.e. 6 months; next year; 18 months) from the BCC related to the BCC reaching the Three-Year outcome/ goal. For example: what will the BCC be working on to realize the SMART goals in the Triennial Strategic Plan related to the Three-Year outcome/goal above or what will the BCC be working on to reach the Three-Year outcome/goal above? **150 words max***

The OGC and its departments are conducting a needs assessment for a regulatory compliance system. The ideal system will be a cross-functional regulatory platform that accommodates the needs of the Investigations & License, Surveillance, Compliance and Administrative departments. The ideal platform will handle processing and record keeping from/for licensing applications, surveillance reporting, compliance checks, audit reports, special investigations, and internal process work flows.

---

Outcome/Goal # 3

Determine staff competencies and expectations, evaluate staff and identify gaps, and train accordingly.

IS THIS A LONG-TERM OR QUARTERLY GOAL?      Long-term

*Use the Dropdown Menu below to choose the Good Governance Principle which the Three-year outcome/goal above supports.*

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

*Use the space below to describe how the Three-Year outcome/goal above supports the Good Governance Principle chosen. **150 words max***

Accountability is achievable when expectations are communicated, and stakeholders are held to those expectations. In order to ensure the OGC departments are sufficiently accountable, required competencies must first be identified, staff evaluated, and subsequently trained, accordingly. For accountability-sake, stakeholders need to acknowledge determined expectations and be held to them as standards of performance.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

*Use the space below to enter the accomplishments (i.e. positives, things the BCC is proud, brags)*

*have occurred over the first half of the fiscal year that will help the BCC reach the Three-Year outcome/goal. 150 words max*

Each department of the OGC has developed annual SMART Goals to move this goal forward. Competencies and expectations have been identified, staff evaluated and trained identified and/or planned for all departments to ensure staff is aware and understands expectations. The Surveillance department has already initiated on-going staff training with periodic assessments. The training material continues to be improved upon as the on-going assessments ensue.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

*Use the space below to describe what they can expect to see in the future (i.e. 6 months; next year; 18 months) from the BCC related to the BCC reaching the Three-Year outcome/ goal. For example: what will the BCC be working on to realize the SMART goals in the Triennial Strategic Plan related to the Three-Year outcome/goal above or what will the BCC be working on to reach the Three-Year outcome/goal above? 150 words max*

All OGC departments are to tie these staff accountability goals into finalizing strategic workforce plans that are to be complete by June 2021

### Stipends

*Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 05-08-19-B sets the stipend amounts.*

### Budget Information

<u>FY-2020 BUDGET:</u>	\$4,609,642.00
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<u>FY-2020 EXPENDITURES AS OF END OF REPORTING PERIOD:</u>	\$235,152.63
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*If the BCC has for additional information regarding the use of the BCC budget, use the space below.*

The OGC's budget, along with the budgets for the departments under the Executive Director's oversight and the umbrella guidance of the OGC, are utilized to accomplish regulatory requirements and expectations.

### Requests

*If the BCC has requests, use the space below.*

Enter request(s), if needed.

**Other**

*If the BCC has for other information to share, use the space below.*

Backgrounds & Investigations Dept. With the loss of staff in the Investigations and Licensing Department, we have been forced to re-evaluate most of the previous processes to maintain the daily load of responsibilities including external compliance demands. In order to maintain necessary compliance, particularly with employee licensing needs. The Backgrounds & Investigations Dept. we will need to recall additional staff to restore compliance of the Federal levels.

**Oneida Business Committee Agenda Request**

Accept the Oneida Land Commission FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:   
Your Name, Title / Dept. or Tribal MemberAdditional Requestor:   
Name, Title / Dept.Additional Requestor:   
Name, Title / Dept.

# 2020 Q4 Report

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: November 12<sup>th</sup>, 2020

Submitted by: Sidney White

OBC Liaison: Cristina Danforth

OBC Liaison: Jennifer Webster / Marie Summers

## ONEIDA LAND COMMISSION

### **Purpose:**

The Commission was established for the purpose of managing the Nation's land resources, with authority to carry out all the powers and duties as delegated under the following laws of the Nation:

- 1.The Real Property law;
- 2.The Leasing law;
- 3.The Building Code;
- 4.The Condominium Ordinance;
- 5.The Zoning and Shoreland Protection law;
- 6.The Eviction and Termination law;
- 7.The Landlord-Tenant law;
- 8.The Mortgage and Foreclosure law;
- 9.The Cemetery Law; and
- 10.All any other delegating law, policy, rule and/or resolution of the Nation.

**BCC Members**

Rebeca Webster  
Chair  
07/31/2022

Sidney White  
Secretary  
07/31/2023

Sherrole Benton  
Commissioner  
07/31/2021

Pat Cornelius  
Commissioner  
07/31/2022

Michael Mousseau  
Vice-Chair  
07/31/2021

Julie Barton  
Commissioner  
07/31/2023

Donald McLester  
Commissioner  
07/31/2021

**Substantiated Complaints (if applicable)**

Per § 105.12-4.(a) of the [Boards, Committees and Commissions law](#), annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a “Substantiated complaint” means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

**Meetings**

Held every 2<sup>nd</sup> and 4<sup>th</sup> Monday of the month.

Emergency Meetings: [Click here to enter any emergency meetings that were held during the reporting period and the reason for the meeting](#)

**Contact Info**

CONTACT: Oneida Business Committee Support Office

TITLE: Brooke Doxtator

PHONE NUMBER: (920) 869-1690

E-MAIL: [Land\\_Commission@oneidanation.org](mailto:Land_Commission@oneidanation.org)

MAIN WEBSITE: <https://oneida-nsn.gov/government/boards-committees-and-commissions/elected/#Oneida-Land-Commission>

## Status report of Three-Year Outcomes/Goals

---

### Outcome/Goal # 1

#### Promoting Positive Community Relations

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Commission strives to be open and transparent about the actions it takes, and decisions made. We regularly communicate with the membership via General Tribal Council meetings as well as statements posted on Members-Only page. By doing so we hope the membership is informed and engaged with land acquisition, zoning and use as it pertains to our Nation.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Reporting to general membership has to be primarily made through online or the Kalihwisaks. No general update has been provided to the membership since the last General Tribal Council (GTC) meeting. We may look to release updates via Oneida-nsn.gov website or the online version of the Kalihwisaks.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Information will be presented during annual and semi-annual meetings to the membership. Additionally, we'll communicate to the membership any "high-profile" land acquisition matters to provide as much transparency as possible.

---

### Outcome/Goal # 2

#### Exercising Sovereignty

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Re-establish roles & responsibilities to fully implement the 2033 Plan approved by GTC. Which provides for an allocation of funds to reacquire land within the Oneida Reservation.



ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Due to COVID-19 which put the tribe into a Tier V Budget Contingency Plan the last closing was on 3/24/20. At that time we had closed on: 266.85 acres for the year; 162.60 was in Brown County; 104.30 was in Outagamie County. We currently own 27,610.33 acres (42.20%) of the reservation.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The Commission continually looks for opportunities to acquire land, use land appropriately and establish new ways to exercise our sovereignty as a Nation. The membership will continue to see new acquisitions and new programs being established with their input to maximize the use of Nation land and properties.

---

Outcome/Goal # 3

## Promoting Positive Community Relations

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Develop Land use policy to better serve the needs of the membership. Focus on programs to serve individual farmers, entrepreneurs, and community organizations.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Delays continue to be expected on new rules being enacted and implemented due the COVID-19 response effort. There was no substantial progress mad on new rules this past quarter.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

We anticipate changes and rules we've been able to enact so far will have a positive impact on the nation and our neighbors for the future. When the area begins to rebound from current events, we'll likely see current programs and future expansion of these programs flourish.

**Stipends**

*Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 05-08-19-B sets the stipend amounts.*

**Budget Information**

FY-2020 BUDGET: \$16,800

FY-2020 EXPENDITURES AS OF END OF REPORTING  
PERIOD: \$13,350

**Requests**

Enter request(s), if needed.

**Other**

August through September we had no closings.

Accept the Oneida Nation School Board FY-2020 4th quarter report  
**Oneida Business Committee Agenda Request**

1. Meeting Date Requested: 11 / 24 / 20

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 Q4 Oneida Nation School Board Report

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/Submitter:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# 2020 report template

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: November 17, 2020

Submitted by: Aaron Manders, Ph.D, Chair

OBC Liaison: Lisa Liggins, Secretary

OBC Liaison: Brandon Stevens, Vice-Chairman

## ONEIDA NATION SCHOOL BOARD

**Purpose:**

The Board was established to coordinate existing and future education programs of the Oneida Nation; per directive of the Oneida General Tribal Council, to be an autonomous administrator of the Oneida Nation School System ("System") under a Memorandum of Agreement with the Oneida Business Committee; and to administer the Oneida Nation School System Endowment in accordance with the Nation's Endowments law as authorized under resolution BC-02-27-19-B

**BCC Members**

Aaron Manders, (At-large)  
Chair  
7-31-2021

Sylvia Cornelius (Parent)  
Secretary  
7-31-2021

Vacant (Parent)  
Member  
7-31-2022

Vacant (At-large)  
Member  
7-31-2023

Vacant (At-large)  
Member  
7-31-2023

Sacheen Lawrence (parent)  
Vice Chair  
7-31-2022

Melinda K. Danforth (Parent)  
Member  
7-31-2021

Vacant (At-large)  
Member  
7-31-2021

Vacant (At-large)  
Member  
7-31-2023

**Substantiated Complaints (if applicable)**

Per § 105.12-4.(a) of the Boards, Committees and Commissions law, annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

**Meetings**

Held every 1<sup>st</sup> Monday of the month and scheduled 2<sup>nd</sup> meeting as needed.

Emergency Meetings: None

**Contact Info**

CONTACT: Jolene Hensberger  
TITLE: Administrative Assistant  
PHONE NUMBER: 920-869-1676  
E-MAIL: school\_board@oneidanation.org

**MAIN WEBSITE:** <https://oneida-nsn.gov/government/boards-committees-and-commissions/elected/#Oneida-Nation-School-Board>

**Status report of Three-Year Outcomes/Goals**

---

Outcome/Goal # 1

Complete Strategic Planning for the Oneida Nation School System (ONSS)

IS THIS A LONG-TERM OR QUARTERLY GOAL?

Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

The Strategic Planning process the ONSS is working through Plan that will involve not only the school and its staff; parents and the community-at-large will also be able to participate.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

With the Coronavirus Pandemic still maintaining its grip on the community, a halt to the progress that was being made in regards to the strategic planning process continues. The school system attempted to continue to work on the strategic planning process, but there was minimal interest from the staff at this time. It is believed that with the added stress the pandemic has created, staff is potentially feeling overwhelmed and not interested in taking on additional work at this time. Mr. Aaron Malczewski (CESA 7) suggested that we request volunteers to work on the actions teams again after the new year. The board understands the importance of the strategic plan and offered to present to staff if necessary so that a viable plan can be created. The board does not want a top down version without the input of the staff.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Administration will reach out to school staff after the holidays. It is hoped that at that time there will be more willing to participate in the action teams to work toward developing steps to achieve the strategic plan goals.

---

Outcome/Goal # 2

Increase communication

IS THIS A LONG-TERM OR QUARTERLY GOAL?

Long-term

GOOD GOVERNANCE PRINCIPLE:

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



HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Increased communication will increase the Board's ability to respond to the needs of the community and the school.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

There was some miscommunication in regards to the survey and it's results that were created and tabulated December 2019. The board will be looking at gathering additional insight from staff in the near future. Additionally, the administrative team is looking to create a survey to gather insight from families on the current virtual learning environment. The results of the survey will help the school system continue to improve its instructional practices.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

With COVID-19 still prevalent in the community, the board understands that getting a clear picture of the culture and climate of the schools is likely not possible at this time of "new" normal. That being said, feedback is always important and can help provide information for improvement in the education services the school system provides.

---

### Outcome/Goal # 3

Finalize bylaws

IS THIS A LONG-TERM OR QUARTERLY GOAL?

Quarterly

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Completing the bylaws ensure compliance with the Boards, Committees, and Commissions law.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

The bylaws were deferred to the 2nd BC meeting in November 2019. The Board reviewed the bylaws and determined that some of the changes they had requested would need to go before General Tribal Council to change (i.e. number of members, number of parent members). As such, the board decided it was not ready to take the changes to the General Tribal Council. The Board has approved a final draft to be processed through the LRO.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The intent was to have approval completed by March 2020. As mentioned previously, the COVID-19 pandemic has created greater urgency in the immediate day to day activities and approvals of the board. The finalization of the bylaws will be worked on when the

school system is able to regain a sense of normalcy. It is on our agenda and will continue to be for future meetings.

**Stipends**

*Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 05-08-19-B sets the stipend amounts.*

**Budget Information**

<u>FY-2020 BUDGET:</u>	54,652.00
<u>FY-2020 EXPENDITURES AS OF END OF REPORTING PERIOD:</u>	15,055.00

**Requests**

The Oneida Nation School Board continues to appreciate the Oneida Business Committee's decision to support the school system as much as it can. The school system is doing all that it can in regards to reducing spending as we understand the very difficult financial times we are experiencing. That includes not posting positions that have been vacated, making budgetary adjustments to better reflect grant funded positions, and reducing spending wherever possible. We understand that these are unprecedented times for everyone and we will continue to do what we can to support the Nation.

**Other**

As you can see from the beginning of this report, there are more vacant Oneida Nation School Board positions than there are filled ones. We are hopeful to get additional members in the future. The board continues to work to get additional members as it is not always easy to have all current board members available in order to have a quorum. This is in addition to the need of three out of the current four members to be available for hiring processes as needed. The board appreciates the advertisements that have been put forth by the Oneida Nation Business Committee in hopes to get additional members in the future.



**Oneida Business Committee Agenda Request**

Accept the Oneida Trust Enrollment Committee FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:

Additional Requestor:

Additional Requestor:

# 2020 report template

For Boards, Committees, and Commissions (BCCs)

Approved by official entity action on: 10/27/2020

Submitted by: Venessa Cardish

OBC Liaison: Jenny Webster

OBC Liaison: [Click here to enter OBC Liaison](#)

## ONEIDA TRUST ENROLLMENT COMMITTEE – FY20 Q4 REPORT

**Purpose:**

Sustain the Oneida Membership and protect our trust assets. To exercise stewardship over tribal enrollment and trust assets while providing leadership to sustain the tribe.

**BCC Members**

Debra Danforth  
Chair  
07/31/2021

Loretta Metoxen  
Member  
07/31/2022

Barbara “Bobbi” Webster  
Vice Chair  
07/31/2023

Jenny Webster  
Member/Liaison  
07/31 2023

Geraldine Danforth  
Secretary  
07/31/2021

Pamela Ninham  
Member  
07/31/2022

Norbert Hill Jr.  
Member  
07/31/2022

Lisa Summers  
Member  
07/31/2023

(Vacant)

**Substantiated Complaints (if applicable)**

Per § 105.12-4.(a) of the Boards, Committees and Commissions law, annual and semi-annual reports shall contain information on the number of substantiated complaints against all members of the entity.

Per § 105.3-1.(q) a "Substantiated complaint" means a complaint or allegation in a complaint that was found to be valid by clear and convincing evidence.

NUMBER OF SUBSTANTIATED COMPLAINTS: 0

**Meetings**

4<sup>th</sup> Tuesday of the month.

Emergency Meetings: October 13, 2020-Special Meeting: Dept. Staff Meeting

**Contact Info**

CONTACT: Keith Doxtator  
TITLE: Trust Enrollment Department Director  
PHONE NUMBER: 920-490-3934  
E-MAIL: kdoxtat1@oneidanation.org  
MAIN WEBSITE: <https://oneida-nsn.gov/resources/enrollments/>

**Status report of Three-Year Outcomes/Goals**

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Outcome/Goal # 1

Sustain Oneida. By community education and engagement, we will identify and research options our goal will be to follow our Sustain Oneida roadmap to an actionable solution within 3 years.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Sustain Oneida continues to be an ongoing project that has gathered membership data and had a demographer analyze the information that provided current and projections of enrollment data.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Sustain Oneida project's momentum has been at a standstill due to the Covid-19 pandemic and the ongoing Stay at Home Order issued by the nation. Sustain Oneida was set with the demographer results to provide and present at a Special GTC Meeting. There is still a goal of providing this delivering this presentation once it is safe and healthy to do so.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

There is still a goal of providing this delivering this presentation once it is safe and healthy to do so. The Tier V Budget Contingency Plan coupled with the continuing with the Safer at Home order which includes social distancing has stalled the progress of the project. With the decreased staff and limited services offered to the membership the department focus has been on issuing updated tribal ID's, and processing minor trust and elder per capita forms and payments.

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Outcome/Goal # 2

Community education and engagement to prioritize our nations long term savings so trust assets are sustainable within 3 years

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

By providing ongoing education for the membership, transparency with different options coupled with realistic projections it assists the membership with potential future short- term and long-term gains/losses. Given the uncertainty of the economy, having the most relevant information available will assist in determining and selecting investment strategies towards becoming self- sustainable. Previous investment strategies assisted in providing the Elder 65 per capita distribution this year, while regular membership per capita did not.

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

Minor Trust accounts were processed within the targeted date.

EEGWT funding and projects have been completed. Expense projections have been completed. OTEC is aware of the savings deficit and have started to reign in expenses accordingly to move towards a sustainable spending plan.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

The membership can expect transparent reporting of Trust assets and our progress towards making sustainable payments on our shared expense goals.

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Outcome/Goal # 3

Align our customer service needs with department capacity and efficiencies. Review annually.

IS THIS A LONG-TERM OR QUARTERLY GOAL? Long-term

GOOD GOVERNANCE PRINCIPLE:

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

HOW OUTCOME/GOAL SUPPORTS THE GOOD GOVERNANCE PRINCIPLE:

Reviewing the delivery of services to the department needs on a regular basis gives the opportunity to gauge and improve where necessary

ACCOMPLISHMENTS REGARDING THE OUTCOME/GOAL:

With the approval and return of three (3) more staff, the Trust Enrollment Department was able to assist with the tribal elections in July 2020 which had limited staffing/volunteers due to tribal furlough & layoffs. While abiding with the nation's continued Safer at Home Order the Trust Enrollment Department continues to provide limited scheduled appointments for members to obtain new, updated tribal ID's. Additionally, the department was able to process all payment forms and OLIPP received in our normally timely manner.

EXPECTATIONS/FUTURE PLANS REGARDING THE OUTCOME/GOAL:

Currently with the limited opening, the department continues to provide basic services, mainly issue tribal ID's. With the continuation of providing non-contact services and processing of forms. This will continue until the nation determines it is safe to open up and provide more in contact services tribal wide. An ongoing project the department has returned to is acquiring the equipment to transition to a no cash payment system like most other departments. Long term, pending staff size and other department availability, the department will continue to work towards transitioning identified forms for completion and submission online. The goal is to improve efficiency, assist & provide members who do not live in the surrounding area and paper reduction.

### Stipends

*Per the Boards, Committees, and Commissions law, stipends are set via OBC resolution. BC resolution # 08-12-20-C sets the stipend amounts.*

### Budget Information

FY-2020 BUDGET: \$1,040,059 as of 09/30

FY-2020 EXPENDITURES AS OF END OF REPORTING PERIOD: \$687,300 as of 09/30

### Requests

### Other

**Oneida Business Committee Agenda Request**

Accept the Bay Bancorporation Inc. FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter:

Your Name, Title / Dept. or Tribal Member



Additional Requestor:

Additional Requestor:

**Oneida Business Committee Agenda Request****6. Cover Memo:**

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

Bay Bank is presenting its quarterly corporate report to the BC in Open Session. Management of Bay Bank will provide a summary of the Bank's financial results for the quarter ended 9/30/20.

- 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)

**Bay Bank**  
**QUARTERLY REPORT**

Quarter ended September 30, 2020

A. BAY BANK

Submitted by: Jeff Bowman, Board Member  
Directors: Fern Orie, Bob Jossie, Jeff Bowman,  
Todd Van Den Heuvel, Elaine Skenandore-Cornelius

Oneida Business Committee Contact: David Jordan

B. MINUTES

None Submitted

ACTION TAKEN

No Tribal Policy changes.

D. FINANCIAL

Note that various financial reports

December 31, 2020 is Bay Bank's fiscal year end.

E. SPECIAL EVENTS AND TRAVEL

None

F. PERSONAL COMMENTS

Bay Bank account numbers as of September 30, 2020:

1,418	Checking Accounts
458	Business Checking Accounts
134	Money Market Accounts



1,649	Savings Accounts
330	Certificates of Deposit
112	Commercial Real Estate Loans
1,056	Residential Real Estate Loans
330	Business Loans
511	Consumer Loans
34	Oneida Small Business 2000 Loan Program Loans

The Oneida Small Business Loan Program 2000 that is administered by Bay Bank started on May 1, 2002. As of this date over \$ 14.2 million in new loans have been made to over 140 new or growing Oneida tribal member owned businesses.

The Section 184 mortgage loans serviced under FHLB MPF program totaled \$84.5 million at September 30, 2020. There are 695 loans in the program currently.

#### G. GOALS AND OBJECTIVES

##### 2020 GOALS:

GOAL A: Bay Bank will strive to attain a minimum 0.50% Return on Assets for the year ending December 31, 2020. Return on Assets (ROA) is a common measurement of a bank's profitability. This ratio informs you how well the bank is managing and investing the bank's assets.

2020 ROA Goal	2020 YTD ROA Actual	2020 Peer Group Average
0.50 %	1.03%	1.11%

GOAL B: Bay Bank will strive to attain a minimum 6.00 % Return on Equity for the year ending December 31, 2020. Return on Equity (ROE) is the measurement of how well the bank is performing for its stockholder.

2020 ROE Goal	2020 YTD ROE Actual	2020 Peer Group Average
6.00 %	7.73 %	9.55 %

Bay Bank had budgeted total loans for the quarter ended September 30, 2020 in the amount of \$ 66.4 million. Total loans at September 30, 2020 were \$ 80.5 million, an increase of \$ 14.1 million from budget. Loans increased \$ 15.4 million over the 12-month period ended September 30, 2020.

Bay Bank had budgeted total deposits for the quarter ended September 30, 2020 in the amount of \$ 89.5 million. Total deposits at September 30, 2020 were \$ 90.9 million, an increase of \$1.4 million over budget. Deposits increased \$ 8.1 million for the past twelve months, the result of increase in transaction accounts, savings deposits and time deposits.

#### H. MEETINGS

Monthly meeting on the fourth Thursday of each month. Well attended.

**Oneida Business Committee Agenda Request**

Accept the Oneida ESC Group LLC FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 24 / 20**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/Submitter: Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.



# **Oneida ESC Group, LLC**

**4th Quarter Report – FY 2020**

**November 10, 2020**

**OESC Board of Managers:**

**John L. Breuninger, Chairman**

**Jacquelyn Zalim**

**Leslie Wheelock**

Oneida ESC Group, LLC (OESC), was formed in 2012 as a holding company to house subsidiaries to do business with the federal government. OESC has six subsidiaries, Oneida Total Integrated Enterprises (OTIE), Mission Support Services (MS2) and General Mechanical Corp (GMC), Sustainment and Restoration Services (SRS), Oneida Engineering Solutions (OES) and 1822 Land and Development Company of Oneida (1822).

OESC's subsidiaries are supported by OESC with general management and administrative functions, including accounting and contracting management, human resource management, IT support, overall management, and marketing, bid and proposal. Below is a summary of OESC and its subsidiary's activities.

### **Narrative Report**

#### **a. Explanation of the core of the Corporation's business practices and market overview**

OESC's subsidiary limited liability companies focus on contracts issued by the government agencies for engineering, science and construction work. OESC's revenue is derived from the subsidiaries that operate in the full and open market as well as the Small Business Administration Business Development Markets primarily as 8(a) and Small Business designated companies.

OESC and its subsidiaries are a highly technical organization providing research /investigation, design, engineering and project management. Oneida ESC Group operates in five core services:

- Environmental services – Assessment, investigation, design, testing and monitoring
- Remediation – Action Planning, project management, extraction of contaminated materials.
- Construction and demolition – Repair, service, abatement, renovation and new.
- Engineering Services – Design and project managements for sites and site design, structural, mechanical, plumbing, civil, structural, water / wastewater systems and storm water management.
- Munitions response services – Investigation and remediation of munitions and ordinances.

**Oneida Total Integrated Enterprises (OTIE)** – Competes in the full and open marketplace as a small business (less than 750 employees). Core competencies include environmental services, environmental remediation, engineering services and project management.

**Mission Support Services (MS2)** – 8a Graduation date is 3/15/2022. MS2 is focused on construction management contracts. Core competencies include construction management services, New and renovated structures, HVAC systems and controls Utility systems - water, sewer, gas, electrical, Electrical power generators, transformers, and distribution, Communication and security systems, Interior remodeling, upgrades focused on the federal market with supplemental markets includes commercial and tribal construction projects.

General Mechanical Corporation (GMC) is subsidiary company to MS2 and operates mainly as an HVAC Contractor and General Contractor in Daytona FL.

**Sustainment & Restoration Services (SRS)** – 8a Graduation date is 2/18/2023.

SRS core competencies include facility investigations, corrective measures design/implementation, remedial designs/remedial actions, including characterization, assessment, and cleanup, Wetlands assessment and wetlands restoration design, Brownfields – Phase I & II ESAs, Technical Enforcement Support Facility and asset inventory, evaluation, and assessment Engineering design for site development, utility systems, facilities Engineering design for wastewater treatment and sewerage systems, and specialized professional services manpower solutions.

**Oneida Engineering Solutions (OES)** – OES focuses on performing transportation engineering services for governmental agencies (Federal, State and Local). Work is federally funded and abides by the Brooks Act; requiring selection based on competency, qualifications and experience. OES has been certified as a Disadvantage Business Enterprise in the State of Wisconsin.

**1822 Land and Development Company of Oneida (1822)** – 1822 is a real estate holding company that owns, leases and sub-lease various real estate holdings in and around the Oneida Nation Reservation. The overall goal is to grow the portfolio that meets the needs of the Oneida Nation and the Northeastern WI.

**b. Explanation of the Corporation's current place within the market**

OESC operates in a fiercely competitive and expanding market. An abundance of Architecture / Engineering / Construction (AEC) firms provide similar services offered by OESC. Competitive factors for our success include performance reputation, network, price, geographic location, and availability of technically skilled personnel (flexibility).

Three of the top five federal spending agencies awarding non-competitive contracts are OESC customers.

**c. Explanation of the outlines of strategies by the Corporation for improved value in the market**

OESC's subsidiaries are positioned to take advantage of existing relationships, contracts and networks OTIE established since 2008.

We continuously evaluate solutions to broaden and capture a larger share of the Federal and State markets. Each subsidiary operates based on primary NAICS codes with secondary NAIC codes that overlap with the sister companies.

**d. Explanation of the Corporation's relative performance vs. competitors and identification of key competitors within the market**

Our competitors include: Small Businesses, Alaskan Native Corporations (ANCs); Native American Owned, tribally-owned small businesses; and Native Hawaiian Organizations (NHOs). Each of these businesses is in a category of small business that may be awarded

prime contracts without competition. Oneida ESC subsidiaries also compete against other 8(a) firms for set-aside acquisitions, including small businesses that are categorized as Woman-Owned, HUB Zone, Service Disabled Veteran Owned small business, and others. Finally, Oneida ESC competes in the full and open markets without restrictions.

Typical competitors include Small Business firms with fewer than 750 employees in NAICS 562910. Another area of significant competition is the regional Transportation Engineering firms in Wisconsin for WI DOT work (OES).

**e. Explanation of any material changes or developments in the market or nature of business the Corporation is primarily engaged in since the last reporting period.**

Proposal activity increased in the fourth quarter from our federal customers. Backlog for FY21 grew to our highest level ever. The COVID pandemic does cause delays and project execution problems which are mainly due to access to project sites and communication issues.

The Small Business Administration (SBA) announced several changes to the SBA's small business, 8a and Mentor Protégé programs. Most changes are beneficial to our operations and take effect 11/16/2020. Key changes include the softening of Business Activity Targets, defining follow-on contract and the elimination of 8a mentor protégé programs which are now combined with the All Small Mentor Protégé programs (ASMP).

In addition, Department of Defense can now award up to \$100 million for award of a sole-source contracts under the Small Business Administration's 8(a) program up from the prior \$22 million limit. Contracting officers won't have to issue a justification or obtain approval for the awards.

**f. Identification of the primary goals and targets of the Corporation and progress made towards accomplishment of the same**

***Goals for Oneida ESC Group***

Growth at a reasonable rate is the primary business goal for OESC. Financial reward for OESC is when we align our investment strategies according to our client's mission priorities.

***Targets for OESC Subsidiaries:***

Opportunities continue to exist in geographies where OTIE, MS2, SRS and OES have successful past performance; and where personnel involved in such projects have established strong relationships with teaming partners and clients. Opportunities continue to emerge based on combined efforts of OESC's marketing and sales efforts. Target clients continue to include Department of Defense agencies (various bases – Navy, Air Force, and Army), Environmental Protection Agency, WI Department of Transportation, Milwaukee Metropolitan Sewer District and the Oneida Nation.

New target clients include extended services on existing bases, geographical growth on “new” bases where OESC has not performed work on in the past, municipalities geographically related to OESC offices and other Tribal Nations.

**g. Identification of key elements for success in strategies given, including risks, resources and relations available and needed in order to successfully fulfill outlined strategies**

***Key elements for success in the OESC model include:***

- Meeting performance indicators, including safety, staff turnover, profitability, staff utilization, backlog and capacity.
- Adapting to a changing customer base, contract type, or key skill set. We recognize and reconfigure based on identified needs to delivery strategic growth.
- Identification of contract capacity and access is under regular review.
- Increasing our geographic footprint and capabilities.

***Risk in the marketplace***

- We operate in highly competitive industries
- Contracting is often erratic and unpredictable; cancellations or delays in pending awards by government agencies could adversely affect us
- International operations carries additional risk
- Loss of key personnel
- Adoption of new contract laws or regulations.

**h. Identification of medium (two to five year) and long (greater than five year) prospects and sustainability of the Corporation given the present status, strategies and risks**

Our medium and long range prospects for sustainability are balanced by business diversification and consistent project management delivery.

We have successfully groomed long-term business relationships with key US Agencies for services delivered around the world. Contracting with the US government remains a reliable strategy in terms of payment, stability, and growth opportunity.

***Medium-term prospects***

OESC’s prospects in the two- to five-year term rely on our sturdy performance in engineering, science and construction to existing clients; adjacent clients/services and geographic areas; and new service offerings to new clients. OESC continues to focus on business development and talent acquisition to meet our growth metrics.

***Long-term prospects***

OESC envisions steady growth with our key customers over the long term. OESC is nimble and agile, allowing us to focus on governments funding flows.

Continued reliance on low-price awards is a staple in our business model and we continue to adjust the pricing structure to ensure that we remain competitive. We continue to concentrate marketing efforts on maximizing our return on investment through expanding support for



existing customers, developing tasks under existing contracts, and collaborating with firms that need either small business participation or our specialized expertise.

i. **Explanation of market growth (if any) experienced by the Corporation, identifying sources of growth (i.e., organic growth through market share increase, volume of business increase, acquisition of competition or other assets, etc.)**

We have made a concerted effort on our fence-to-fence contracts which is environmental operations and compliance services. We also see growth in our traditional engineering services such as civil, mechanical, electrical, etc.

j. **Summary of the assets of the Corporation, including but not limited to its financial, physical, employee, customer, brand or intellectual property, and supply assets.**

OESC ASSETS
<b><u>Financial (On Balance Sheet)</u></b> Cash –Checking Account Work In Process on Current Projects Fixed Assets such as Vehicles, Furniture and Fixtures, and Miscellaneous Equipment Other Assets such as Prepaid Expenses, Investment
<b><u>Employees</u></b> OESC - 47 employees (includes 1822 employees) OTIE – 150 employees MS2 – 76 employees (includes GMC employees) SRS - 98 employees OES – 30 employees
<b><u>Customers</u></b> 75% of Revenue from Federal clients.

k. **Summary and status of any pending legal action to which the Corporation is a party and any relevant government regulation to which the Corporation may be subject.**

One of GMC’s subcontractors has threatened to file a mediation claim against GMC. GMC terminated the subcontractor’s subcontract for default. GMC has calculated that the total back charge the sub owes to GMC due to the sub’s poor performance is \$26K, and is defensible. After retaining the back charge amount, GMC owes the sub \$31K for work that was performed and accepted. The sub disagrees with the amount withheld for back charges. After internal GMC discussion, GMC agreed to reduce back charge to \$23K, but will not agree to any further reduction. The sub said they'll go to mediation. GMC's position is very strong and stays at \$23K back charges or go to mediation. In June, the sub asked GMC to resend its detailed response, and GMC did so. In August, GMC agreed to settle the matter by paying \$30,000 to Hibbits. The matter is now closed.

USACE Huntington District has directed OTIE to perform additional excavation work that OTIE considers to be out of scope on one of OTIE's remediation projects at the Plum Brook Ordnance Works site in Ohio. OTIE is working with counsel to prepare a claim that is expected to be filed in October. The price of the claim is approximately \$1.2M, however, the total damages amount has not yet been calculated. The government is also directing OTIE to perform additional road and site restoration, which may become the subject of a second claim. Finally, the government is also directing OTIE to perform additional soil sampling, which may become the subject of a third claim.

## Accept Oneida Airport Hotel Business Committee FY2020 4th Quarter Report

1. Meeting Date Requested: 11 / 24 / 20

2. General Information:

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

Agenda Header:

☐ Accept as Information only

☒ Action - please describe:

Motion to accept the FY20 4th Quarter Report.

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/Submitter:

Kathy Hughes / Chairwoman

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

Oneida Airport Hotel Corporation  
Radisson Hotel & Conference Center  
Quarterly Report  
For the quarter ended: September 30, 2020

## Narrative Section

### Business practice, market overview, place within market:

- Q4 STR Occupancy YOY index down 19.2%; ADR YOY up 9.9%; RevPar YOY index down 11.2% - compared to comp set. More rooms YOY in Radisson inventory of 3,367. STR numbers affected YOY due to increase of inventory compared YOY.
- STR numbers down for Occupancy due to Covid, starting March 12, 2020, which would affect Q3 & Q4 for the property. Hotel tried to maintain somewhat rate integrity to gain occupancy in transient and group. Many groups cancelled due to Covid
- Sales team reduced to Director Sales, Sales Manager, Corporate Revenue Manager, Catering Manager and Catering Coordinator

### Competitive analysis:

- Green Bay area hotels currently fighting for same pieces of transient business and putting offers and deals/packages out to gain occupancy
- Corporate guests just starting to travel a little, not as much as prior due to state restrictions/travel restrictions etc.

### Strategies for improved value:

- Developed packaging & incentive bookings for Corporate/Association Meetings, Tour & Travel, Wedding, Travel Agents and Transient markets to gain short term bookings for need months
- Working with Radisson Corporate in all Sales markets to gain leverage and recognition, as well as utilizing their Meeting Planner incentive programs
- Working with Aimbridge Regional properties to gain leverage and recognition
- Working closely with Green Bay CVB in all Sales markets to keep top of mind and participate in all sales initiatives
- Ensuring all Safety Protocols being enforced in meeting and catering groups booked

### Material changes or developments in market/business:

- Radisson Appleton now a Red Lion– in our STR comp set
- Holiday Inn Appleton now a DoubleTree by Marriott – in our STR comp set
- Brown County Arena and Shopko Hall under complete renovation, open January 2021 with 1<sup>st</sup> event
- Lodge Kohler closed until July 28, 2020

### Market growth:

- Legacy Hotel due to break ground 2021 – 79 room property
- My Place – completed, TBD on opening date – 64 room property

Pending legal action:

- Yes

Oneida Airport Hotel Corporation  
Radisson Hotel & Conference Center  
Quarterly Report  
For the quarter ended: September 30, 2020

**Narrative Section**Business practice, market overview, place within market:

- Q4 STR Occupancy YOY index down 19.2%; ADR YOY up 9.9%; RevPar YOY index down 11.2% - compared to comp set. More rooms YOY in Radisson inventory of 3,367. STR numbers affected YOY due to increase of inventory compared YOY.
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- Brown County Arena and Shopko Hall under complete renovation, open January 2021 with 1<sup>st</sup> event
- Lodge Kohler closed until July 28, 2020

Market growth:

- Legacy Hotel due to break ground 2021 – 79 room property
- My Place – completed, TBD on opening date – 64 room property

Pending legal action:

- Yes



Accept the Oneida Golf Enterprise FY-2020 4th quarter report

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## Business Committee Agenda Request

1. Meeting Date Requested: 11/24/20

2. General Information:

Session: ☒ Open ☐ Executive – must qualify under §107.4-1.

Justification: *Choose reason for Executive.*

3. Supporting Documents:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Bylaws                 | <input type="checkbox"/> Fiscal Impact Statement | <input type="checkbox"/> Presentation           |
| <input type="checkbox"/> Contract Document(s)   | <input type="checkbox"/> Law                     | <input checked="" type="checkbox"/> Report      |
| <input type="checkbox"/> Correspondence         | <input type="checkbox"/> Legal Review            | <input type="checkbox"/> Resolution             |
| <input type="checkbox"/> Draft GTC Notice       | <input type="checkbox"/> Minutes                 | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet       | <input type="checkbox"/> MOU/MOA                 | <input type="checkbox"/> Statement of Effect    |
| <input type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition                | <input type="checkbox"/> Travel Documents       |
| <input type="checkbox"/> Other: <i>Describe</i> |  |   |

4. Budget Information:

- |   |  |                                     |
|---|--|-------------------------------------|
| <input type="checkbox"/> Budgeted       | <input type="checkbox"/> Budgeted – Grant Funded | <input type="checkbox"/> Unbudgeted |
| <input type="checkbox"/> Not Applicable | <input type="checkbox"/> Other: <i>Describe</i>  |                                     |

5. Submission:

Authorized Sponsor: Eric McLester, Agent/Oneida Golf Enterprise

Primary Requestor: \_\_\_\_\_

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: LLIGGINS





## Oneida Golf Enterprise Corporation

### Fiscal year-To-Date Reporting for period Ending:

**September 2020**

The Oneida Golf Enterprise Corporation (OGEC) is a corporation of the Oneida Nation established to oversee and manage the business known as Thornberry Creek at Oneida.

## **Narrative Report**

### ***Business Overview***

#### **FY2020 Overview – October 2019 – September 2020**

Overall, 2020 was a challenging year due to the COVID-19 pandemic; however, golf has seen a resurgence across the country and ended the season with strong numbers. The team continues to evaluate the business and make difficult decisions to make Thornberry Creek at Oneida more profitable. The PPP Loan of \$434,000 was forgiven by Bay Bank and recorded as a negative expense under General & Administrative in the month of September.

- Overall revenues missed budget by over \$800,000 or 22.7% and 13.7 % less than LY
- Payroll expenses operated at 13.7% savings or \$261K better than budget and 4.4% better than 2019.
- Operating expenses ended the year \$570K below budget or 56.9% and 59.6% better than LY
- **NOI YTD ended the year at \$315,599 ahead of budget or 164% and 131% better than LY.**
- Without the PPP Loan, NOI would have ended the year \$118,401 behind budget, but \$85K better than LY.

#### **4<sup>th</sup> Quarter FY20 – July, August, September**

Golf ended the 4<sup>th</sup> Quarter/Fiscal Year on a strong note, however increased COVID-19 restrictions with a mask mandate beginning at the end of July, had an impact on events and golf outings. Total golf rounds and TOTAL PAID rounds were both up 31% compared to LY with total PAID rounds up 31% to LY. The Iroquois Course had the most dramatic increase at 41% above LY and Juniors play was up 61% or over 1,000 rounds compared to 2019. Internal, creative event programming helped to drive revenue and increase awareness in the community by producing Beer Gardens, Floral Workshops, Fitness Classes and a Wine Dinner.

- Overall revenues missed budget by \$262,962 or 15.7% and 12.2% less than LY
- Payroll expenses operated at a 9% savings or \$56K better than budget and 5.7% better than LY.
- The PPP Loan forgiveness of \$434,000 hit as a negative Operating Expense in September.
- **NOI exceeded the Q4 budget by \$241,711 or 59.1%**

### 3<sup>rd</sup> Quarter FY20 – April, May, June

3<sup>rd</sup> Quarter 2020 began with the restaurant open to curbside take-out only, but then quickly progressed through the reopening plan for all areas of the business. Golf course operations officially opened with restrictions on April 24<sup>th</sup> to include online and phone reservations/payments, 15-minute tee-time intervals, single riders in carts, limited food & beverage operations and the clubhouse remaining closed. The golf shop opened on May 15<sup>th</sup> followed by the restaurant and event spaces on May 22<sup>nd</sup>. (2) riders per cart began on May 22<sup>nd</sup> and tee-time intervals were moved back to 10 minutes on May 26<sup>th</sup>.

- Overall revenues missed budget by 34% or \$404,938 and 27.3% compared to LY
- Payroll expenses operated at a 19.8% savings (\$103,258) vs budget
- Operating expenses ended the quarter at 55.5% under budget or \$203,983
- **NOI exceeded budget by 80.8% or \$35,740. NOI still exceeds YTD budget by \$73,887 through the end of June.**

### 2<sup>nd</sup> Quarter FY20 – January, February, March

2<sup>nd</sup> Quarter 2020 saw many changes and presented staff with many challenges; however, the staff has worked together as a team to make the best of the COVID-19 pandemic that began in March.

- Overall revenues missed budget by 45% or \$116,321 and 37.5% compared to LY
- Payroll expenses operated at a 11.3% savings (\$39,368) vs budget
- Operating expenses ended the quarter at 16% under budget or \$26,101
- **NOI exceeded YTD budget by 5.9% or \$38,149 through the end of March**
- Food and Beverage introduced several creative internal events to include SINGO Thursday (biweekly), Cribbage League nights, Big Game (Superbowl) promotion, Valentine's Wine Dinner and Murder Mystery Dinner
- March began COVID-19 closures on March 17<sup>th</sup>

### 1<sup>st</sup> Quarter FY20 – October, November & December

Overall, the 1<sup>st</sup> quarter saw many successes even as we battled continued poor weather and early snow over Halloween. While October's revenues fell short of budget, Net Operating Income (NOI) exceeded budget by \$11,000. November's new Annual Pass promotion drove higher than budgeted revenues as they exceeded budget by over \$22,000 helping our NOI to again exceed budget by over \$57,000. December saw us take a step back in both revenues, missed budget by \$26,000 and NOI as we lost over \$7,000 vs budget. This was to be expected based on the amount of Annual Pass revenues originally budgeted for in December but due to our early Black Friday promotion most of this hit November.

- Cool temperatures and October snow brought the end to the 2019 golf season earlier than expected.
- Overall revenues missed budget by 5% or \$20,670 but exceeded PY by \$38,801
- Payroll expenses operated at a 16% savings (\$62,326) vs budget
- Operating expenses saved 7% or \$13,267
- **Q1 Net Operating Income is at a savings of \$62,232 vs budget and \$163,226 better than PY.**

**Personnel Update:**

- General and Administrative
  - Holly Williams – General Manager
  - Kathleen Kaminski - Controller
- Course & Grounds
  - Steve Archibald – Golf Course Superintendent
  - Pete Nowak – Assistant Golf Course Superintendent
  - Ed Brusky – Golf Course Fleet Mechanic
- Golf
  - Justin Nishimoto – Head Golf Professional
  - Andrew Gutzman – First Assistant Golf Professional
- Food and Beverage
  - Adam Marty – Executive Chef and Food & Beverage Director
  - Sous Chef – Vacant
  - Wes Suzawith – Food & Beverage Manager
  - Brittnei Hemauer – Food & Beverage Manager
  - Joy Lundberg – Event & Catering Coordinator
- Clubhouse Maintenance
  - Mike Gottfried – Clubhouse Superintendent
- Sales and Marketing
  - Director, Sales & Marketing – Chelsea Kocken
  - Manager, Marketing & Events – Tawny Casey (starts in October)

**Key Performance Highlights Q4:**

- Overall golf rounds were up 30.56% compared to LY with total paid rounds up 31%.
- Rounds on the Iroquois Course were up over 6,000 rounds compared to LY. Junior rounds were up over 1K.
- The golf shop started charging an extra fee for single rider golf carts beginning in August due to the increased demand and maintenance for the carts. Cart revenue ended the year \$294K above budget.
- The range ended the year \$58K ahead of budget and \$60K better than LY.
- The seasonal elevated stage deck behind the clubhouse was installed at the end of July and acted as an outdoor event space in combination with the lower level. This space has been branded as the TCO Beer Garden (outdoor) and Tap Room (indoor) and has been used for multiple wedding ceremonies, beer gardens, fitness classes, floral workshops and a wine dinner.
- A Wedding Open House was executed in August with (3) weddings that were booked directly from the event.

**Key Performance Issues Q4:**

- Food and Beverage revenues continue to fall behind budget due to the cancelation and downsizing of banquets and golf outings. YTD \$350K of food and beverage revenue has been lost due to these COVID-19 cancelations.

- Merchandise sales in the golf shop are also down due to the decreased number of golf outings. Golf Shop revenue ended the year \$59K behind budget and \$51K behind LY.
- Two irrigation pedestals were damaged and needed total replacement due to an incident with a golf cart, the damage totaled over \$5K.
- The chiller in the clubhouse went down in September and needed repair for over \$2K.

#### **Key Marketing Actions to Drive Performance Q4:**

- Restaurant Week drove traffic into the restaurant, we say 565 total meals served with 55% of those at lunch at 45% during dinner service. Of those 565, we collected 113 surveys with 57 new email addresses. 50 of the 113 surveys had never dined at TCO, nearly every survey response said they would recommend TCO for dining.
- Creative events continue to build a new customer base for TCO. Beer Garden events were held in August and September with rave reviews. Floral Workshops held in partnership with Green Bay Floral have been popular along with a Purre Barre Fitness class and a wine dinner in September. We work together with local businesses and use their connections to increase awareness of Thornberry Creek at Oneida and develop new customers.
- (37) Rental events are already contracted for 2021, including (34) weddings. As a reference, only (29) weddings were held over the 2019 fiscal year. Corporate and Association events are difficult to book right now and I anticipate that these areas will remain unsteady until at least January if not beyond.
- We are focusing on social gatherings right now (large and small) as well as creative internal events to fill in the gaps. Once the pandemic changes, we will shift our focus to new business in these areas.
- We are currently researching a new digital marketing provider to take the place of our current provider, Logical Position with the help of the RSMD at KemperSports.
- Wedding Open House on Sunday, August cohosted with 12+ other vendors had approximately 16 couples attend. This event was very well received and three weddings were booked from this event. We will look at hosting another open house at a different time of year, potentially January to capitalize off of holiday season engagements.
- Travel WI visited the course on August 26 to include Thornberry Creek at Oneida in golf promotions for 2021. They shot B roll video, drone and still images and TCO will get a copy of the images/video to use in future creative.
- Professional photos were taken for restaurant week and the wedding open house to be used in upcoming promotion.
- Golf promotions were created to promote golf including a Foursome package on the Legends Course (M-W), Senior Special on the Legends Course (M-W, Golf & Dine (Fridays after 3 PM), Military & First Responder Rate on the Legends Course. A flash promotion was also created for the Legends Course that can be activated when needed to boost utilization on the Tee Sheet.
- We ran two ads with The Press Times advertising restaurant, golf and events (nearly 26,000 households with emphasis in De Pere, all homes in Hobart also receive an issue)
- Daily specials started in the restaurant including live music on Saturday evenings and a brunch menu served on Sundays
- New :15s were written for WIXX to run – one focused on each area of business (restaurant, golf and events), Facebook post promoted Wedding Open House

**Player Development Q4:**

- September was Player Development Month and one week was dedicated to player development with programming to include Women's Golf Day and discounted rates for Juniors and Senior Citizens along with discounted range balls and Pro Tips. Women's Golf Day reached capacity at 36 players and included a complimentary Shotgun event on the Iroquois Course followed by Yoga in the Beer Garden and a golf clinic. Based on the success of the summer Junior Programming and virtual learning for many area schools a Fall Junior League was created that continues into October with 72 youth signed up for the program.
- Junior golf programming and PGA Jr. League continued through the month of July with over 100 youth involved in these programs.



Course	NPS	Overall Rating	Service Rating	Course Rating	Food Rating	Recommend Rating	# of Surveys
FY 20 TYD	70.5	8.9	9.2	8.5	8.6	9.1	427
FY 19 YTD	69.9	8.8	9.0	8.5	8.3	9.1	296

**Oneida Business Committee Agenda Request**

Accept the Finance Committee FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 25 / 20**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/Submitter: Denise J. Vigue, Executive Asst. to the CFO & FC support/contact  
Your Name, Title / Dept. or Tribal MemberAdditional Requestor: \_\_\_\_\_  
Name, Title / Dept.Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

## FINANCE COMMITTEE

### FY2020 – Fourth Quarter Report (Jul., Aug. & Sept. 2020)

**The Formation of the Finance Committee** was approved by Official BC Action on 7/19/95.

**Purpose:** The Finance Committee is a working Sub-Committee of the Oneida Business Committee and is responsible for recommending financial decisions related to policies, organizational expenditures, and budgets; while supporting the mission, values, and strategic goals of the Oneida Nation.

**Who We Serve:** The Finance Committee works with all departments within the Nation to ensure expenditures of any substantial amount are procured in the most cost effective and fair manner (as established by the Purchasing Procurement Manual). The FC also serves Oneida Community groups, local charitable organizations, and Oneida members through Finance Committee Donations and the Community Fund.

**Finance Committee Members:** This was a Tribal Election year and the makeup of the FC changed. FC members include two BC Council Members Jennifer Webster and Kirby Metoxen; the Treasurer, Cristina Danforth who Chairs the meetings; Chief Financial Officer, Larry Barton who acts as the Vice-Chair; Gaming General Manager, Louise Cornelius; and Purchasing Director, Patrick Stensloff. Chad Fuss, Asst. Gam. CFO and RaLinda Ninham-Lamberies, Asst. CFO act as alternates for the GGM and CFO. The Community Elder position has been vacant since January 2020.

**Meetings:** FC meetings are normally held twice a month on a Monday one week prior to the regularly scheduled BC meetings; and are held at the NHC, BC Executive Conference Room at 9:00 A.M. Due to the BC Declaration of Public Health State of Emergency relating to the COVID-19 virus/pandemic a stay at home order was enacted that lasted through the 4th Quarter. To assist essential services the FC held three virtual meetings via Teams on 8/17; 8/31; & 9/14/20.

**Goals:** The three identified goals of the Finance Committee remain the same as last year and are as follows:

1. Continue to develop endowments for the Nation in the areas of Language, Land, and Health to sustain funding for these important areas for future generations.
2. Demonstrate consistent community commitment by providing Donations to Not-for-Profits, Veteran's groups, and charitable organizations; and by offering Community Funds/Products to the Oneida membership and Oneida community groups; and
3. Continue to support and improve all processes, procedures, laws, budgets, and resolutions that pertain to responsible financial oversight for the Nation.

### ORGANIZATIONAL ACTIVITIES

There were three FC meetings in the 4<sup>th</sup> Quarter. The FC reviewed and approved Eighty-Seven (87) requests from the organization for a total of \$122,073,039.82. The requests consisted mainly of FY21 Blanket Purchase Orders from Gaming, Retail, the Health Center, and health insurance contracts. There was also a few change orders and requests for blanket increases.

Informational items are provided to the Finance Committee to maintain transparency within the organization of business activities/procedures; Intergovernmental Agreements; and Reports for and by the FC. In the 4<sup>th</sup> Quarter the FC reviewed Twelve (12) Information Only items including: FC Monthly Reports; Slot Lease/Percentage/Free Trial Games; government to government agreements; Gaming Compact fee information and internal policies and procedures.

### INVESTMENT UPDATES

There were no investment updates in the 4<sup>th</sup> Quarter for several reasons. First, all activities centered on the pandemic and how it affected the Nation and there was also a downsizing of staff in the Finance Area.

### DONATIONS

The Finance Committee normally reviews Donation Requests at their second meeting of each month. The Donation Line allocated for fiscal year 2020 was \$50,000.00. Per the Finance Committee Donation criteria all requests approved represent the following categories: Oneida Community Causes; Local Groups (charitable); and Nation Groups (Indian Affiliated).

Due to the emergency closing of the organization in the 3<sup>rd</sup> and 4<sup>th</sup> quarters there were no requests reviewed as funds were diverted to essential services. Therefore, total Donations from the Oneida Nation and the Finance Committee in FY20 was \$29,000.00; with an end balance of \$21,000. (the balance remaining from the Second Quarter). See attachment.

### COMMUNITY FUND

The Finance Committee has designated that they normally review Community Fund (CF) requests at their first meeting of each month. The Fiscal year 2020 funding from the previous years' earnings was \$52,552.38. The FY2020 Product amount was \$5,000.00 (per the contract) which approximated to 517.59 Cases for use.

There were no CF Funding Requests reviewed in the 4<sup>th</sup> Quarter. Therefore, the balance of the CF funds remained at \$8,630.38 (\*after adjustments). This amount was invested in the vendor generated fund. There were 3 emergency requests for Product in the 4<sup>th</sup> Quarter. They totaled 112 cases for a \$948.50 spend amount. See attached.

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Note: Adjustments refer to two checks returned due to activities being cancelled.



## Oneida Finance Committee - External Donations

FY2020 ALLOCATED AMOUNT \$50,000.00		
FC Mtg Date	Name of Group	Amt Approved
1 7/15/19	AISES - Fall Conference (FY19 Req-Appr for FY20)	\$2,500.00
2 9/16/19	Oneida Sportsmen's Club (FY19 Req-Appr for FY20)	\$2,500.00
3 9/16/19	Oneida Apostolic Church (FY19 Req-Appr for FY20)	\$2,500.00
4 10/15/19	St. John the Evangelist Homeless Shelter	\$2,500.00
5 10/15/19	Rawhide Ranch for boys	\$5,000.00
6 11/18/19	Oneida United Methodist Church	\$2,500.00
7 11/18/19	End Domestic Abuse WI-WI Coalition Against Domestic Violence	\$2,500.00
8 11/18/19	Greater GB Foundation-Shop-w/a-Cop-Oneida	\$2,500.00
9 11/18/19	Yankton Sioux Nation-White Swan Community	\$1,500.00
10 1/13/20	Church of the Holy Apostles	\$2,500.00
11 2/17/20	Mtn. Chief Institute-Oneida Hoops Camp	\$2,500.00
	<b>Total Giving for FY 2020</b>	<b>\$29,000.00</b>
NOTE: There was a COVID-19 pandemic worldwide - the Oneida Nation issued an emergency stay at home, all funds were reallocated to essential services only.		

## FY 2020 Community Fund

Monthly Spend Totals  
Beginning Balance \$52,552.38

	Month	FC Mtg Date	total Request	Amt. Requested	proved Reque	Appr /Adj Amt	Balance
Q1	October	10/3/19	21	\$9,243.00	20	\$7,834.00	\$44,718.38
	November	11/4/19	24	\$8,384.00	24	\$8,374.00	\$36,344.38
	December	12/2/19	7	\$3,082.00	7	\$2,994.00	\$33,350.38
			52	\$20,709.00	51	\$19,202.00	\$33,350.38

	Month	FC Mtg Date	Total Requests	Amt. Requested	Approved Requests	Appr Adj Amt	Balance
Q2	January	12/30/19	16	\$ 5,866.00	16	\$5,366.00	\$27,984.38
	February	2/3/20	20	\$ 8,195.30	20	\$8,073.30	\$20,411.08
	March	3/2/20	27	\$ 12,180.70	27	\$12,140.70	\$8,270.38
			63	\$ 26,242.00	63	\$25,580.00	\$8,630.38

	Month	FC Mtg Date	Total Requests	Amt. Requested	Approved Requests	Appr Adj Amt	Balance
Q3	April	3/30/20	MTG	CANCELED	N/A	N/A	\$8,630.38
	May	5/4/20	MTG	CANCELED	N/A	N/A	\$8,630.38
	June	6/1/20	MTG	CANCELED	N/A	N/A	\$8,630.38
							\$8,630.38

	Month	FC Mtg Date	Total Requests	Amt. Requested	Approved Requests	Appr Adj Amt	Balance
Q4	July	6/29/20	MTG	CANCELED	N/A	N/A	\$8,630.38
	August	8/3/20	MTG	CANCELED	N/A	N/A	\$8,630.38
	September	8/31/20	NO	REQUESTS	N/A	N/A	\$8,630.38
							\$8,630.38

## Community Fund Balance Sheet for Product

FY2020 Oct 2019-Sept 2020

Allocated Amt - \$5,000 = 517.59 Cases

FIRST QUARTER COSTS AND TOTALS
623.83 Spend
69 Total Cs from 5 Requests
4376.18 End Balance = Approx 453 Cs

SECOND QUARTER COSTS AND TOTALS
551.61 Spend
59 Total Cs from 3 Requests
3824.57 End Balance = Approx 395.91 Cs

THIRD QUARTER COSTS AND TOTALS
0 Spend                      2 Events requesting product
0 Total Cs                      were canceled
3824.57 End Balance = Approx 395.91 Cs

FOURTH QUARTER COSTS AND TOTALS
948.50 Spend
112 Total Cs from 3 Request
2876.07 End Balance = Approx 97.72 Cs

**Oneida Business Committee Agenda Request**

Accept the Legislative Operating Committee FY-2020 4th quarter report

**1. Meeting Date Requested:** 11 / 10 / 20**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/Submitter: Clorissa N. Santiago, LRO Senior Staff Attorney  
Your Name, Title / Dept. or Tribal MemberAdditional Requestor: \_\_\_\_\_  
Name, Title / Dept.Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.



## Legislative Operating Committee FY2020 Fourth Quarter Report

Active Files List As of 9/30/2020

● This item was completed and the LOC is no longer working on it

■ Work completed

■ Work completed July 1, 2020 – September 30, 2020

Name of Legislation	Development	Public Input	GTC/OBC Consideration or Adoption
Sanctions & Penalties Law - <i>Deferred by GTC 3/17/19</i>			●
Industrial Hemp Law			●
Taxation Law	■		
Wellness Court Law	■		
Recycling & Solid Waste Law Amendments	■		
Real Property Law Amends. ( <i>Emerg. Expire 1/22/21</i> )	■		
ONEPC Bylaws Amendments	■		
Election Law Amendments ( <i>Emerg. Expire 12/24/20</i> )			●
GTC Meeting Stipend Payment Policy Amendments ( <i>Emerg. Expire 4/8/21</i> )			●
Emergency Management and Homeland Security Law Amendments ( <i>Emerg. Expires 3/17/21</i> )			●
Oneida General Welfare Law ( <i>Emerg. Expires 2/12/21</i> )			●
Oneida Higher Education Pandemic Relief Fund Law ( <i>Emerg. Expires 2/25/21</i> )			●
Oneida Land Commission Bylaws Amends.	■		
Oneida Trust Enrollment Committee Bylaws Amends.	■		
Public Peace Law	■		
Drug & Alcohol Free Elected/Appointed Officials Law	■		
Tribal Traffic Code	■		
Business Corporations Law	■		
Code of Ethics Law Amendments	■		
Rules of Civil Procedure Law Amendments	■		
Work Visas Law	■		
Law Enforcement Ordinance Amendments	■		
Environmental Review Law	■		
Attorney Contract Policy Amendments	■		
Tribal Institutional Review Board Law	■		
Guardianship Law	■		
Uniform Commercial Code	■		
Personnel Policies & Procedures Amendments	■		
Investigative Leave Policy Amendments	■		
Workplace Violence Law Amendments	■		

### FY20 Fourth Quarter Executive Summary- COVID-19 Pandemic Response

The COVID-19 pandemic began in early 2020. On March 12, 2020, Chairman Tehassi Hill signed a “Declaration of Public Health State of Emergency” regarding COVID-19 which declared a Public Health State of Emergency for the Nation until April 12, 2020, and set into place the

necessary authority for action to be taken and allows the Nation to seek reimbursement of emergency management actions that may result in unexpected expenses. The Public Health State of Emergency has since been extended until November 13, 2020, through the adoption of resolutions BC-03-28-20-A, BC-05-06-20-A, BC-06-10-20-A, BC-07-08-20-A, BC-08-06-20-A, BC-09-09-20-A, and BC-10-08-20-A.

As the Nation continued to respond to this public health crisis, it became clear that laws would require emergency amendments in order to protect and maintain the public's health, safety, and general welfare. The Legislative Operating Committee (LOC) brought forward the following laws for emergency action during the FY20 Fourth Quarter:

### **Emergency Adoption of the Oneida General Welfare Law**

The purpose of the Oneida General Welfare law is to assist eligible members of the Nation on a non-taxable basis, pursuant to the principles of the General Welfare Exclusion to Indian Tribal governmental programs that provide benefits to Tribal members. Emergency adoption of the Oneida General Welfare law was sought to:

- Provide a framework and guidelines for the Nation to establish and operate approved programs which provide assistance to eligible members of the Nation to promote the general welfare of the Nation, including programs designed to enhance the promotion of health, education, self-sufficiency, self-determination, and the maintenance of culture and tradition, entrepreneurship, and employment.

The Oneida Business Committee adopted this law on an emergency basis on August 12, 2020, through resolution BC-08-12-20-D. The emergency adoption of this law will expire on February 12, 2021, with an opportunity for a six (6) month extension.

### **Emergency Adoption of the Oneida Higher Education Pandemic Relief Fund Law**

The Oneida Higher Education Pandemic Relief Fund law creates the Oneida Higher Education Pandemic Relief Fund which assists eligible members of the Nation enrolled as students in higher education institutions for the 2020 Fall Term. Emergency adoption of the Oneida Higher Education Pandemic Relief Fund law was sought to:

- Provide the guidelines and requirements for use of the Oneida Higher Education Pandemic Relief Fund;
- Describe the presumption of need and the General Test to be used to determine General Welfare Exclusion; and
- Provide that the Nation allocate funds to the Oneida Higher Education Pandemic Relief Fund only from monies it received pursuant to the Coronavirus Relief Funds (CRF), and that this program is dependent on availability of funding from the CRF.

The Oneida Business Committee adopted this law on an emergency basis on August 12, 2020, through resolution BC-08-12-20-E. The emergency adoption of this law was set to expire on February 12, 2021, with an opportunity for a six (6) month extension.

### **Emergency Amendments to the Oneida Higher Education Pandemic Relief Fund Law**

After the Oneida Higher Education Pandemic Relief Fund law was adopted by the Oneida Business Committee on an emergency basis, emergency amendments to the law were sought to clarify the

intent of the law and ensure proper effectuation of the law. Emergency amendments to the Oneida Higher Education Pandemic Relief Fund law was sought to:

- Add a definition for the term “accredited;”
- Revise the definition for “higher education institution” so it is clarified that the higher education institution must be accredited;
- Include transportation costs in the definition for “room and board;” and
- Clarify that all student expenses shall be paid directly to the student, whom shall be responsible for maintaining and submitting receipts or other proof of expenditures by December 15, 2020.

The Oneida Business Committee adopted the emergency amendments on August 25, 2020, through resolution BC-08-25-20-A. The emergency amendments to this law will expire on February 25, 2021, with an opportunity for a six (6) month extension.

### **Extension of the Emergency Amendments to the Emergency Management and Homeland Security Law**

Emergency amendments to the Emergency Management and Homeland Security law were adopted by the Oneida Business Committee through resolution BC-03-17-20-E for the purpose of creating and delegating authority to a COVID-19 Core Decision Making Team (COVID-19 Team). The emergency amendments to the law:

- Created the COVID-19 Team;
- Identified what positions of the Nation would serve on the COVID-19 Team;
- Described the authority delegated to the COVID-19 Team to declare exceptions to any law, policy, procedure, regulation, or standard operating procedure of the Nation;
- Provided for the duration of authority for exceptions declared by the COVID-19 Team; and
- Described how the COVID-19 Team will make its declarations.

The Oneida Business Committee extended the emergency amendments to the Emergency Management and Homeland Security law on August 26, 2020, through resolution BC-08-26-20-A. A six (6) month extension of the emergency amendments to the law were adopted because the Nation is still experiencing the effects of the Public Health State of Emergency due to the COVID-19 pandemic, and this provided the LOC additional time to process emergency amendments to the law. The emergency amendments will expire on March 17, 2021.

### **Extension of the Emergency Amendments to the General Tribal Council Meeting Stipend Payment Policy**

Emergency amendments to the General Tribal Council Meeting Stipend Payment Policy were adopted by the Oneida Business Committee through resolution BC-04-08-20-A. The emergency amendments to the law:

- Provided the Oneida Business Committee with authority to decide, through adoption of a resolution, to halt the payment of General Tribal Council meeting stipends to all eligible members for a period of time that the Oneida Business Committee deems necessary to protect and safeguard the resources and general welfare of the Nation.

The Oneida Business Committee extended the emergency amendments to the General Tribal Council Meeting Stipend Payment Policy on September 23, 2020, through resolution BC-09-23-20-B. A six (6) month extension of the emergency amendments to the law were adopted because the Nation is still experiencing the effects of the Public Health State of Emergency due to the COVID-19 pandemic, and the emergency amendments are consistent with resolution BC-04-08-

20-F, which halts GTC meeting stipend payments for FY2020 and FY2021 based on the finding that the financial status of the Nation will continue to be under extreme stress such that, when GTC meetings are scheduled, it will not be possible to make \$180,000 to \$200,000 in stipend payments in the near future and still maintain governmental services. The emergency amendments will expire on April 8, 2021.

## **FY20 Fourth Quarter Executive Summary- Non-COVID-19 Pandemic Related Matters**

The LOC brought forward the following laws for action during the FY20 Fourth Quarter:

### **Extension of the Real Property Law Emergency Amendments**

Emergency amendments to the Real Property law were adopted by the Oneida Business Committee through resolution BC-01-22-20-B to allow the Comprehensive Housing Division, Oneida Land Commission, and Land Management the ability to develop a rule under the Law to address the acquisition of land. The delegation of rulemaking authority was sought to address land acquisitions due to the transparency and oversight the process of the Administrative Rulemaking law provides. The emergency amendments to the law:

- Added a provision which provides that the Comprehensive Housing Division, Oneida Land Commission, and Land Management are delegated rulemaking authority as needed to exercise the authority granted and manage the responsibilities bestowed upon each area as identified in this law.

The Oneida Business Committee extended the emergency amendments to the Real Property law on July 22, 2020, through resolution BC-07-22-20-A. A six (6) month extension of the emergency amendments to the Law was adopted to allow the Comprehensive Housing Division, Oneida Land Commission, and Land Management additional time to adopt a land acquisition rule, as well as additional time for the LOC to process the permanent amendments to the Law. The emergency amendments will expire on January 22, 2021.

### **Boards, Committees, and Commissions Law Amendments**

The purpose of the Boards, Committees, and Commissions law is to govern boards, committees, and commissions of the Nation, including the procedures regarding the appointment and election of persons to boards, committees and commissions, creation of bylaws, maintenance of official records, compensation, and other items related to boards, committees and commissions. The Boards, Committees, and Commissions law was amended to:

- Allow the Business Committee Support Office to repost a vacancy for an additional time period if insufficient applications are received, as long as notification is provided to the Oneida Business Committee;
- Allow the Business Committee Support Office to request additional time from the Oneida Business Committee in compiling the applications, summary of qualifications, or results of any investigation;
- Clarify a deadline for when a Chairperson of an entity may submit a recommendation for an appointment to the entity for the Oneida Business Committee's consideration;
- Allow for the oath of office to be taken at an alternative time and location other than during a regular or special Oneida Business Committee meeting as determined by the Secretary, as long as a quorum of the Oneida Business Committee is present to witness the oath;
- Require that the entity's bylaws provide how the entity shall approve purchases or travel



on behalf of the entity, but clarify the Business Committee Support Office has budgetary sign off authority on behalf of the entity;

- Reinstate the requirement that an entity audio record all meetings;
- Clarify that only a member of an entity shall respond to e-polls;
- Eliminate the requirement that a member of a board, committee, or commission be physically present during the entirety of a meeting or joint meeting in order to be eligible to receive a meeting stipend, but still require the member to be present and participate for the entire meeting through some means;
- Address how technological issues during a meeting held through telecommunications is addressed and how it may affect a member's eligibility for a meeting stipend;
- Provide that meetings and joint meetings can occur in person, by telephone, through videoconferencing, or through other telecommunications;
- Revise how the limitation of stipend eligible meetings is calculated;
- Clarify how eligibility for a conference or training stipend is calculated;
- Provide a deadline for a member to activate his or her e-mail address, and clarify when an ad hoc or alternate member of an entity must have an official e-mail address; and
- Specify that certain positions within the Nation are ineligible to serve on a board, committee, or commission of the Nation due to the potential for a real or perceived conflict of interest to exist.

The Oneida Business Committee adopted the proposed amendments to the Boards, Committees, and Commissions law on August 12, 2020, through resolution BC-08-12-20-B. The amendments to the Boards, Committees, and Commissions law became effective on August 26, 2020.

The Oneida Business Committee also adopted resolution BC-08-12-20-C titled, "*Amended Boards, Committees, and Commissions Law Stipends*" which set forth the specific stipend amounts that are allowed to be paid to a member of a board, committee, or commission. This resolution became effective on August 26, 2020.

### **FY20 Fourth Quarter LOC Meetings**

Typically, all LOC meetings are open to the public and held on the first and third Wednesday of each month, at 9:00 a.m. in the Norbert Hill Center's Business Committee Conference Room.

Due to the COVID-19 pandemic and the Nation's Public Health State of Emergency only one (1) LOC meeting was held during the FY20 Fourth Quarter. On August 19, 2020, the LOC held a meeting that was closed to the public. An audio recording of this meeting was posted on the Nation's website.

Instead of holding meetings in person during the Public Health State of Emergency, the LOC conducted its business through the use of telecommunications and the approval of e-polls.

### **End of 2017-2020 Legislative Term and Transition to 2020-2023 Legislative Term**

The 2020 General Election was held on July 25, 2020. David P. Jordan, Kirby Metoxen, Jennifer Webster, and Daniel Guzman King were reelected to their positions as councilmembers of the Oneida Business Committee. Marie Summers was elected and replaced Ernest Stevens III. On August 24, 2020, the 2020-2023 Oneida Business Committee began its transition and orientation.

On August 27, 2020, the 2020-2023 Oneida Business Committee was sworn into office. The LOC bylaws require that the LOC meet within twenty-four (24) hours of taking the Oath of Office for the Oneida Business Committee to elect officer positions. On August 28, 2020, the LOC held its officer selection meeting. David P. Jordan was selected to serve as LOC Chairperson and Kirby Metoxen was selected to serve as LOC Vice-Chairperson.

On August 31, 2020, the LOC held its orientation presented by the Legislative Reference Office where the following topics were discussed:

- History of the LOC;
- Structure of the LOC and LRO;
- Background on the LRO;
- Explanation of the legislative process;
- Information on LOC meetings; and
- Discussion of the LOC's next steps.

The LOC bylaws required that the LOC consider any outstanding legislation at the end of term from the previous LOC within sixty (60) days of taking office. On September 24, 2020, the LOC held a work meeting to consider the twenty-eight (28) outstanding items of the 2017-2020 legislative term and determine what, if any, items would be added to the 2020-2023 Active Files List. The LOC intended to take formal action on this matter at the October 7, 2020, LOC meeting.

### **LOC Plans for FY2021 First Quarter**

During the FY21 First Quarter the LOC will focus its legislative efforts on the following matters:

1. Continued response to the COVID-19 pandemic;
2. Development of the Active Files List; and
3. Adoption of the Industrial Hemp law.

### **Legislative Reference Office Update**

In addition to assisting the LOC with its legislative actions throughout the FY20 Fourth Quarter, the Legislative Reference Office prepared for the orientation of the 2020-2023 LOC and development of the Active Files List.

During the FY20 Fourth Quarter the Legislative Reference Office has operated with a Senior Legislative Staff Attorney and a Legislative Staff Attorney. On March 20, 2020, Legislative Reference Office staff began working from home and telecommuting. The Senior Legislative Staff Attorney and Legislative Staff Attorney returned to working at the Norbert Hill Center on August 31, 2020. Two (2) legislative analyst positions remain vacant. The Director of the Legislative Reference Office has been in furlough status since April 12, 2020.

During the FY21 First Quarter the Legislative Reference Office will focus on the LOC's legislative priorities. In addition, the Legislative Reference Office will focus on:

- Moving the Nation's legislative history to a digital and searchable format; and
- Continued preparation of a recovery plan and staffing model for the Legislative Reference Office.

**Legislative Operating Committee Contact Information**

Feel free to contact the LOC at [LOC@oneidanation.org](mailto:LOC@oneidanation.org) with any questions or comments, or individual LOC members at the following:

- David Jordan, LOC Chairperson  
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- Kirby Metoxen, LOC Vice Chairperson,  
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