



Oneida Business Committee

Regular Meeting
8:30 AM Wednesday, March 24, 2021
BC Conference Room, 2nd floor, Norbert Hill Center

Agenda

Meeting agenda is available here: 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

In accordance with the OBC Virtual meeting standard operating procedure, due to the Public Health State of Emergency the OBC meeting will be held virtually through Microsoft Teams and therefore be closed to the public. 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 into the record as a handout by the Business Committee Support Office. A recording of the virtual meeting shall be made available on the Nation's website.

I. CALL TO ORDER

II. OPENING

III. ADOPT THE AGENDA

IV. MINUTES

- A. **Approve the March 2, 2021, special Business Committee meeting minutes**
Sponsor: Lisa Liggins, Secretary
- B. **Approve the March 10, 2020, regular Business Committee meeting minutes**
Sponsor: Lisa Liggins, Secretary

V. RESOLUTIONS

- A. **Approve resolution entitled Amendments to the Oneida Airport Hotel Corporation Bylaws**
Sponsor: Kirby Metoxen, Councilman

VI. STANDING COMMITTEES**A. COMMUNITY DEVELOPMENT PLANNING COMMITTEE**

- 1. Accept the January 7, 2021, regular Community Development Planning Committee meeting minutes**
Sponsor: Brandon Stevens, Vice-Chairman
- 2. Accept the February 4, 2021, regular Community Development Planning Committee meeting minutes**
Sponsor: Brandon Stevens, Vice-Chairman

B. FINANCE COMMITTEE

- 1. Accept the March 1, 2021, regular Finance Committee meeting minutes**
Sponsor: Tina Danforth, Treasurer
- 2. Accept the March 15, 2021, regular Finance Committee meeting minutes**
Sponsor: Tina Danforth, Treasurer

VII. NEW BUSINESS

- A. Post one (1) vacancy - Oneida Trust Enrollment Committee**
Sponsor: Lisa Liggins, Secretary
- B. Post ten (10) vacancies for alternates for 2021 Special Election - Oneida Election Board**
Sponsor: Lisa Liggins, Secretary
- C. Determine next steps regarding the request from the Oneida Election Board for emergency amendments to the Election law**
Sponsor: Candance House, Chairwoman/Election Board
- D. Approve the Family Services request to post two (2) grant funded positions for one (1) Community Advocate (Women's Domestic Abuse) and one (1) Community Advocate (Prevention)**
Sponsor: Geraldine Danforth, Area Manager/Human Resources
- E. Review the Cage/Vault/Kiosk Chapter 10 Minimum Internal Controls and determine appropriate next steps**
Sponsor: Mark A. Powless Sr., Chair/Oneida Gaming Commission

VIII. EXECUTIVE SESSION**A. REPORTS**

- 1. Accept the Intergovernmental Affairs, Communications, and Self-Governance March 2021 report**
Sponsor: Melinda J. Danforth, Director/Intergovernmental Affairs

2. **Accept the February 2021 Treasurer's report**
Sponsor: Tina Danforth, Treasurer

B. NEW BUSINESS

1. **Accept the March 1, 2021, regular OBC Officer meeting notes**
Sponsor: Jessica Vandekamp, Employee Relations Representative
2. **Approve one (1) relinquishment**
Sponsor: Debbie Danforth, Chairwoman/Oneida Trust Enrollment Committee
3. **Approve a limited waiver of sovereign immunity - Green Bay Packers Sponsorship Agreement - file # 2021-0030**
Sponsor: Louise Cornelius, Gaming General Manager
4. **Approve two (2) actions regarding the Family Court Judge resignation - file # 2016-1106**
Sponsor: Jessica Vandekamp, Employee Relations Representative
5. **Determine next steps regarding the transition for BC DR08**
Sponsor: Jessica Vandekamp, Employee Relations Representative
6. **Review request and determine next steps - Human Resources Department**
Sponsor: Geraldine Danforth, Area Manager/Human Resources
7. **File # 2021-DR05-01 - Accept the written report and consider the recommended action(s)**
Sponsor: Jessica Vandekamp, Employee Relations Representative
8. **Review the request to create two (2) new position and determine next steps - Family Services**
Sponsor: Debbie Thundercloud, General Manager
9. **Review complaint/concern and determine appropriate next steps**
Sponsor: Lisa Liggins, Secretary

IX. ADJOURN

Posted on the Oneida Nation's official website, 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/

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

Approve the March 2, 2021, special Business Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 03/24/21

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 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**

Special Meeting
3:30 PM Tuesday, March 02, 2021
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes**SPECIAL MEETING**

Present: Chairman Tehassi Hill (via Microsoft Teams¹), Treasurer Tina Danforth (via Microsoft Teams), Secretary Lisa Liggins, Council members: Daniel Guzman King (via Microsoft Teams), Marie Summers, Jennifer Webster (via Microsoft Teams);

Not Present: Vice-Chair Brandon Stevens, Councilman David P. Jordan;

Arrived at: Councilman Kirby Metoxen arrived at 3:37 p.m.;

Others present: Melinda J. Danforth (via Microsoft Teams), Jo Anne House (via Microsoft Teams), Larry Barton, Debbie Thundercloud (via Microsoft Teams), James Bittorf (via Microsoft Teams) Martin Prevost, Chad Wilson, Kathy M. Metoxen (via Microsoft Teams), Danelle Wilson (via Microsoft Teams), Rhiannon Metoxen (via Microsoft Teams), Debbie Melchert (via Microsoft Teams), Paula King Dessart (via Microsoft Teams), Aliskwet Ellis (via Microsoft Teams), Melanie Burkhart (via Microsoft Teams), Jessica Vandekamp (via Microsoft Teams), James Petitjean (via Microsoft Teams), Rae Skenandore (via Microsoft Teams), Brooke Doxtator (via Microsoft Teams), Lori Hill (via Microsoft Teams), Tana Aguirre (via Microsoft Teams), Candice Skenandore (via Microsoft Teams), Brandon Wisneski (via Microsoft Teams), Kelly McAndrews (via Microsoft Teams);

I. CALL TO ORDER

Meeting called to order by Chairman Tehassi Hill at 3:32 a.m.

For the record: Vice-Chair Brandon Stevens is out on funeral leave and Councilman David Jordan is out on vacation.

II. OPENING (00:01:12)

Opening provided by Councilman Daniel Guzman King.

III. ADOPT THE AGENDA (00:02:39)

Motion by Jennifer Webster to adopt the agenda as presented, seconded by Lisa Liggins. Motion carried:

Ayes:	Tina Danforth, Daniel Guzman King, Lisa Liggins, Marie Summers, Jennifer Webster
Not Present:	David P. Jordan, Kirby Metoxen, Brandon Stevens

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

DRAFT**IV. NEW BUSINESS**

Councilman Kirby Metoxen arrived at 3:37 p.m.

A. Approve the Cooperative Governance Agreement between the Oneida Nation and the City of Green Bay and a limited waiver of sovereign immunity - file # 2021-0035 (00:03:26)

Sponsor: Melinda J. Danforth, Director/Intergovernmental Affairs

Motion by Jennifer Webster to approve the Cooperative Governance Agreement between the Oneida Nation and the City of Green Bay and a limited waiver of sovereign immunity - file # 2021-0035 noting the initial agreement is 10 years with two (2) five (5) year extensions, seconded by Daniel Guzman King. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, Lisa Liggins, Kirby Metoxen,
Marie Summers, Jennifer Webster

Not Present: David P. Jordan, Brandon Stevens

B. Approve the Law Enforcement Response and Mutual Assistance Agreement between the Oneida Nation and the City of Green Bay and a limited waiver of sovereign immunity - file # 2021-0034 (00:20:19)

Sponsor: Melinda J. Danforth, Director/Intergovernmental Affairs

Motion by Daniel Guzman King to approve the Law Enforcement Response and Mutual Assistance Agreement between the Oneida Nation and the City of Green Bay and a limited waiver of sovereign immunity - file # 2021-0034, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, Lisa Liggins, Kirby Metoxen,
Marie Summers, Jennifer Webster

Not Present: David P. Jordan, Brandon Stevens

V. ADJOURN (00:25:09)

Motion by Marie Summers to adjourn at 3:58 p.m., seconded by Lisa Liggins. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, Lisa Liggins, Kirby Metoxen,
Marie Summers, Jennifer Webster

Not Present: David P. Jordan, Brandon Stevens

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

Lisa Liggins, Secretary
ONEIDA BUSINESS COMMITTEE

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

Business Committee Agenda Request

1. Meeting Date Requested: 03/24/21

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 Wednesday, March 10, 2021
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes**REGULAR MEETING**

Present: 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: Chairman Tehassi Hill arrived at 10:00 a.m.;

Others present: Jo Anne House, Larry Barton, Debbie Thundercloud, Melinda J. Danforth (via Microsoft Teams¹), Chad Wilson, Danelle Wilson (via Microsoft Teams), Clorissa Santiago, Kristen Hooker, Kathy Metoxen, Keith Doxtator (via Microsoft Teams), Brooke Doxtator (via Microsoft Teams), Debbie Melchert (via Microsoft Teams), Ivory Kelly (via Microsoft Teams), Mark A. Powless Sr. (via Microsoft Teams), James Petitjean (via Microsoft Teams), Jessica Vandekamp (via Microsoft Teams), Kristal Hill (via Microsoft Teams), Melanie Burkhart (via Microsoft Teams), Paul King Dessart (via Microsoft Teams), Rae Skenandore (via Microsoft Teams), Dr. Ravinder Vir (via Microsoft Teams), Debra Danforth (via Microsoft Teams), Jeff Bowman (via Microsoft Teams), Nate King, (via Microsoft Teams), Kathy Hughes (via Microsoft Teams), John L. Breuninger (via Microsoft Teams), Geraldine Danforth (via Microsoft Teams), Jeff House (via Microsoft Teams), Jeanne Nault (via Microsoft Teams);

I. CALL TO ORDER

Meeting called to order by Vice-Chairman Brandon Stevens at 8:34 a.m.

II. OPENING (00:00:09)

Opening provided by Vice-Chairman Brandon Stevens.

III. ADOPT THE AGENDA (00:00:34)

Motion by Lisa Liggins to adopt the agenda with one (1) addition [1] under Executive Session New Business, add item 9.D.3. Determine next steps - BC DR20], seconded by Jennifer Webster. Motion carried:

Ayes:	Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers, Jennifer Webster
Not Present:	Tehassi Hill

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

DRAFT**IV. MINUTES****A. Approve the February 24, 2021, regular Business Committee meeting minutes (00:01:15)**

Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to approve the February 24, 2021, regular Business Committee meeting minutes, seconded by Marie Summers. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, Lisa Liggins, Kirby Metoxen,
Marie Summers, Jennifer Webster
Abstained: David P. Jordan
Not Present: Tehassi Hill

V. RESOLUTIONS**A. Adopt resolution entitled Amendments to the Emergency Management and Homeland Security Law (00:01:57)**

Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to adopt resolution 03-10-21-A Amendments to the Emergency Management and Homeland Security Law with one (1) change [1] in line 129, change date to March 10, 2021], seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,
Kirby Metoxen, Marie Summers, Jennifer Webster
Not Present: Tehassi Hill

B. Adopt resolution entitled Emergency Management Law Citation Schedule (00:09:24)

Sponsor: David P. Jordan, Councilman

Motion by David P. Jordan to adopt resolution 03-10-21-B Emergency Management Law Citation Schedule with two (2) changes [1] in line 13, insert the appropriate resolution number; and 2) in line 42, change date to March 10, 2021], seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,
Kirby Metoxen, Marie Summers, Jennifer Webster
Not Present: Tehassi Hill

C. Adopt resolution entitled Amendments to the Community Support Fund Law (00:11:15)

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to adopt resolution 03-10-21-C Amendments to the Community Support Fund Law, seconded by Kirby Metoxen. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,
Kirby Metoxen, Marie Summers, Jennifer Webster
Not Present: Tehassi Hill

DRAFT**D. Adopt resolution entitled Extension of Declaration of Public Health State of Emergency Until April 12, 2021 (00:17:17)**

Sponsor: Tehassi Hill, Chairman

Motion by Lisa Liggins to adopt resolution 03-10-21-D Extension of Declaration of Public Health State of Emergency Until May 12, 2021, with one (1) change [1] in line 63, change date to May 12, 2021], seconded by Jennifer Webster. Motion carried:

Ayes: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Jennifer Webster
 Opposed: Marie Summers
 Abstained: Tina Danforth
 Not Present: Tehassi Hill

Motion by Lisa Liggins to send the discussion regarding all the COVID-19 Core Decision Making Team declarations and all Business Committee resolutions regarding the COVID-19 pandemic to a special BC work session scheduled by the Secretary, seconded by Kirby Metoxen. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers, Jennifer Webster
 Not Present: Tehassi Hill

Motion by Lisa Liggins to direct the Project Coordinator and the General Manager to bring forward a study on the organizational chart and any plans the closed areas have for possible reopening and to bring back a report to the March 24, 2021 regular BC meeting, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers, Jennifer Webster
 Not Present: Tehassi Hill

VI. STANDING COMMITTEES**A. LEGISLATIVE OPERATING COMMITTEE****1. Accept the February 17, 2021, regular Legislative Operating Committee meeting minutes (00:30:05)**

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to accept the February 17, 2021, regular Legislative Operating Committee meeting minutes, seconded by Lisa Liggins. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers, Jennifer Webster
 Not Present: Tehassi Hill

2. Approve the Oneida Trust Enrollment Committee (OTEC) Bylaws amendments (00:30:05)

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to defer the Oneida Trust Enrollment Committee (OTEC) Bylaws amendments until after the (BC) joint meeting with OTEC, seconded by Lisa Liggins. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers, Jennifer Webster
 Not Present: Tehassi Hill

DRAFT

Treasurer Tina Danforth left at 9:37 a.m.

Councilman Daniel Guzman King left at 9:37 a.m.

VII. NEW BUSINESS**A. Post one (1) vacancy - Oneida Police Commission (01:00:47)**

Sponsor: Lisa Liggins, Secretary

Motion by Lisa Liggins to post one (1) vacancy for the Oneida Police Commission, seconded by Kirby Metoxen. Motion carried:

Ayes: David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers,
Jennifer Webster

Not Present: Tina Danforth, Tehassi Hill, Daniel Guzman King

B. Authorize the use of stories from the Wisconsin Oneida Language Preservation Project by Dr. Wendi Sierra for the purposes of creating interactive narratives to teach vocabulary words in Oneida (00:01:15)

Sponsor: Jo Anne House, Chief Counsel

Councilman Daniel Guzman King returned at 9:41 a.m.

Motion by Jennifer Webster to authorize the use of stories from the Wisconsin Oneida Language Preservation Project by Dr. Wendi Sierra for the purposes of creating interactive narratives to teach vocabulary words in Oneida, seconded by Lisa Liggins. Motion carried:

Ayes: David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers,
Jennifer Webster

Not Present: Tina Danforth, Tehassi Hill

Treasurer Tina Danforth returned at 9:42 a.m.

C. Accept the recommendation to approve of documentary film request regarding Applefest (01:02:57)

Sponsor: Jo Anne House, Chief Counsel

Motion by Lisa Liggins to approve Tsanavi Spoonhunter to film her proposed documentary "Holder of the Sky" on the Oneida Reservation and to require that any final version of the documentary be reviewed by the Oneida Law Office to ensure the accuracy of legal concepts presented in the documentary, seconded by Marie Summers. Motion carried:

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

Not Present: Tehassi Hill

DRAFT**D. Determine next steps regarding the Oneida Airport Hotel Corporation resolution number 02-24-21 A Resolution to Approve Amendment of Bylaws (01:06:50); (01:21:29)**

Sponsor: Kathy Hughes, Chairwoman/Oneida Airport Hotel Corporation

Motion by Lisa Liggins to defer Oneida Airport Hotel Corporation resolution number 02-24-21 A Resolution to Approve Amendment of Bylaws until after executive session, seconded by Tina Danforth. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers, Jennifer Webster
Not Present: Tehassi Hill

Item VII.E. was addressed next.

Motion by Lisa Liggins to direct the Business Committee liaisons to the Oneida Airport Hotel Corporation to bring a BC resolution for the proposed amendments to the OAHB Bylaws to the March 24, 2021 regular BC meeting, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Brandon Stevens, Marie Summers, Jennifer Webster
Not Present: Kirby Metoxen

*Item IX.A.1. was addressed next.***E. Review the Gaming Machines Chapter 5 Minimum Internal Controls and determine appropriate next steps (01:14:07)**

Sponsor: Mark A. Powless Sr., Chairman/Oneida Gaming Commission

Motion by Lisa Liggins to accept the notice of the Oneida Gaming Minimum Internal Controls (OGMIC) for Chapter 5 Gaming Machines approved by the Oneida Gaming Commission (OGC) on February 26, 2021 and to direct notice to the OGC there are no requested revisions under §501.6-14(d), seconded by Marie Summers. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers, Jennifer Webster
Not Present: Tehassi Hill

F. Review the Controlled Keys Chapter 3 Minimum Internal Controls and determine appropriate next steps (01:16:40)

Sponsor: Mark A. Powless Sr., Chairman/Oneida Gaming Commission

Motion by Lisa Liggins to accept the notice of the Oneida Gaming Minimum Internal Controls (OGMIC) for Chapter 3 Controlled Keys approved by the Oneida Gaming Commission (OGC) on February 26, 2021 and to direct notice to the OGC there are no requested revisions under §501.6-14(d), seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Marie Summers, Jennifer Webster
Not Present: Tehassi Hill

DRAFT**VIII. REPORTS****A. CORPORATE BOARDS****1. Accept the Bay Bancorporation Inc. FY-2021 1st quarter report (01:19:10)**

Sponsor: Jeff Bowman, President/Bay Bank

Motion by Lisa Liggins to accept the Bay Bancorporation Inc. FY-2021 1st quarter report, seconded by David P. Jordan. Motion carried:

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

Not Present: Tehassi Hill

2. Accept the Oneida ESC Group, LLC FY-2021 1st quarter report (01:19:32)

Sponsor: John L. Breuninger, Chairman/Oneida ESC Group, LLC

Motion by Lisa Liggins to accept the Oneida ESC Group, LLC FY-2021 1st quarter report, seconded by Marie Summers. Motion carried:

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

Not Present: Tehassi Hill

3. Accept the Oneida Airport Hotel Corporation FY-2021 1st quarter report (01:20:18)

Sponsor: Kathy Hughes, Chairwoman/Oneida Airport Hotel Corporation

Motion by Lisa Liggins to accept the Oneida Airport Hotel Corporation FY-2021 1st quarter report, seconded by Kirby Metoxen. Motion carried:

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

Not Present: Tehassi Hill

4. Accept the Oneida Golf Enterprise FY-2021 1st quarter report (01:20:18)

Sponsor: James Petitjean, Agent/Oneida Golf Enterprise

Motion by Lisa Liggins to accept the Oneida Golf Enterprise FY-2021 1st quarter report, seconded by David P. Jordan. Motion carried:

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

Not Present: Tehassi Hill

DRAFT**IX. EXECUTIVE SESSION (01:20:53)**

Motion by David P. Jordan to go into executive session at 9:57 a.m., seconded by Marie Summers.
Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,
Kirby Metoxen, Marie Summers, Jennifer Webster
Not Present: Tehassi Hill

Chairman Tehassi Hill arrived at 10:00 a.m. and assumed the resumed the role of the Chair.

The Oneida Business Committee, by consensus recessed at 12:14 p.m. to 1:45 p.m.

Chairman Tehassi Hill called the meeting to order at 1:48 p.m.

Roll call for the record:

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

Councilman Kirby Metoxen left 4:00 p.m.

Motion by David P. Jordan to come out of executive session at 4:03 p.m., seconded by Marie Summers. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,
Brandon Stevens, Marie Summers, Jennifer Webster
Not Present: Kirby Metoxen

Item VII.D. was re-addressed next.

A. REPORTS**1. Accept the Bay Bancorporation Inc. FY-2021 1st quarter executive report (01:20:35)**

Sponsor: Jeff Bowman, President/Bay Bank

Motion by David P. Jordan to accept the Bay Bancorporation Inc. FY-2021 1st quarter executive report, seconded by Jennifer Webster. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,
Brandon Stevens, Marie Summers, Jennifer Webster
Not Present: Kirby Metoxen

2. Accept the Oneida ESC Group, LLC FY-2021 1st quarter executive report (01:20:54)

Sponsor: John L. Breuninger, Chairman/Oneida ESC Group, LLC

Motion by David P. Jordan to accept the Oneida ESC Group, LLC FY-2021 1st quarter executive report, seconded by Brandon Stevens. Motion carried:

Ayes: Tina Danforth, Daniel Guzman King, David P. Jordan, Lisa Liggins,
Brandon Stevens, Marie Summers, Jennifer Webster
Not Present: Kirby Metoxen

DRAFT**3. Accept the Oneida Airport Hotel Corporation FY-2021 1st quarter executive report (01:21:10)**

Sponsor: Kathy Hughes, Chairwoman/Oneida Airport Corporation

Motion by Jennifer Webster to accept the Oneida Airport Hotel Corporation FY-2021 1st quarter executive report, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

4. Accept the Oneida Golf Enterprise FY-2021 1st quarter executive report (01:21:30)

Sponsor: James Petitjean, Agent/Oneida Golf Enterprise

Motion by David P. Jordan to accept the Oneida Golf Enterprise FY-2021 1st quarter executive report, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

5. Accept the Chief Counsel report (01:21:50)

Sponsor: Jo Anne House, Chief Counsel

Motion by Lisa Liggins to accept the Chief Counsel report, seconded by Jennifer Webster. Motion carried:

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

Not Present: Kirby Metoxen

6. Accept the General Manager report (01:22:07)

Sponsor: Debbie Thundercloud, General Manager

Motion by David P. Jordan to accept the General Manager report, seconded by Lisa Liggins. Motion carried:

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

Not Present: Kirby Metoxen

Motion by Lisa Liggins to direct Chief Counsel and the General Manager to provide the three (3) requested pieces of correspondence as noted in the memorandum dated March 10, 2021, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

DRAFT**B. AUDIT COMMITTEE****1. Accept the January 21, 2021, regular Audit Committee meeting minutes (01:22:43)**

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to accept the January 21, 2021, regular Audit Committee meeting minutes, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

2. Accept the Cultural Heritage performance assurance audit and lift the confidentiality requirement (01:23:02)

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to accept the Cultural Heritage performance assurance audit and lift the confidentiality requirement, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

3. Accept the Oneida Child Care performance assurance audit and lift the confidentiality requirement (01:23:19)

Sponsor: David P. Jordan, Councilman

Motion by Daniel Guzman King to accept the Oneida Child Care performance assurance audit and lift the confidentiality requirement, seconded by Lisa Liggins. Motion carried:

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

Not Present: Kirby Metoxen

4. Accept the Cage/Vault/Kiosk compliance audit and lift the confidentiality requirement (01:23:35)

Sponsor: David P. Jordan, Councilman

Motion by Lisa Liggins to accept the Cage/Vault/Kiosk compliance audit and lift the confidentiality requirement, seconded by David P. Jordan. Motion carried:

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

Not Present: Kirby Metoxen

5. Accept the Four Card Poker Rules of Play compliance audit and lift the confidentiality requirement (01:23:50)

Sponsor: David P. Jordan, Councilman

Motion by Jennifer Webster to accept the Four Card Poker Rules of Play compliance audit and lift the confidentiality requirement, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

DRAFT**C. UNFINISHED BUSINESS****1. Review COVID-19 Paid Time SOP and determine next steps (01:24:25)**

Sponsor: Geraldine Danforth, Area Manager/Human Resources

Motion by Daniel Guzman King to support the COVID-19 Paid Time for vaccination initiative and the COVID-19 Paid Time for adverse side effects initiative to be retro-active to March 1, 2021, and accept the COVID-19 Paid Time SOP as information, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

2. Review follow up regarding audit # 368 and determine next steps BCAR (01:24:54)

Sponsor: Geraldine Danforth, Area Manager/Human Resources

Motion by David P. Jordan to defer to the follow-up regarding audit #368 to the April 28, 2021, regular Business Committee meeting², seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

D. NEW BUSINESS**1. Enter e-poll results into the record regarding the approved contract - Sweet & Associates LLC - file #2021-0127 (01:25:14)**

Sponsor: Lisa Liggins, Secretary

Motion by Jennifer Webster to enter the e-poll results into the record regarding the approved contract for Sweet & Associates LLC - file #2021-0127, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

² This motion made in the meeting incorrectly identified the second regular Business Committee meeting of the month as April 24, 2021. The correct date is April 28, 2021.

DRAFT**2. Review request and determine next steps - BC DR08 (01:25:34)**

Sponsor: Jessica Vandekamp, Employee Relations

Motion by Jennifer Webster to accept the resignation dated March 10, 2021, and approve job reassignment, seconded by Lisa Liggins. Motion carried:

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

Not Present: Kirby Metoxen

Motion by Jennifer Webster to approve the amendment to employment contract # 2019-0110 as noted in the letter dated March 10, 2021, seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

Motion by Marie Summers to assign Vice-Chairman Brandon Stevens, Secretary Lisa Liggins, Treasurer Tina Danforth, Council persons Daniel Guzman King, David P. Jordan, Kirby Metoxen, and Jennifer Webster to a sub-team to complete all the hiring processes for BC DR08, seconded by Jennifer Webster. Motion carried:

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

Not Present: Kirby Metoxen

3. Determine next steps - BC DR20 (01:26:48)

Sponsor: Jessica Vandekamp, Employee Relations

Motion by Marie Summers to accept the resignation dated March 5, 2021, and to assign Chairman Tehassi Hill, Treasurer Tina Danforth, and Councilman Daniel Guzman King to a sub-team to complete all the hiring processes for BC DR20, seconded by David P. Jordan. Motion carried:

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

Not Present: Kirby Metoxen

X. ADJOURN (01:27:05)

Motion by David P. Jordan to adjourn at 4:11 p.m., seconded by Daniel Guzman King. Motion carried:

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

Not Present: Kirby Metoxen

Minutes prepared by Chad Wilson, Senior Information Management Specialist.

Minutes approved as presented on _____.

Lisa Liggins, Secretary
ONEIDA BUSINESS COMMITTEE

Approve resolution entitled Amendments to the Oneida Airport Hotel Corporation Bylaws

Business Committee Agenda Request

1. Meeting Date Requested: 03/24/21

2. General Information:

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

Justification: *Choose reason for Executive.*

3. Supporting Documents:

- Bylaws
- Fiscal Impact Statement
- Presentation
- Contract Document(s)
- Law
- Report
- Correspondence
- Legal Review
- Resolution
- Draft GTC Notice
- Minutes
- Rule (adoption packet)
- Draft GTC Packet
- MOU/MOA
- Statement of Effect
- E-poll results/back-up
- Petition
- Travel Documents
- Other: *Describe*

4. Budget Information:

- Budgeted
- Budgeted – Grant Funded
- Unbudgeted
- Not Applicable
- Other: *Describe*

5. Submission:

Authorized Sponsor: Kirby Metoxen, Councilman

Primary Requestor:

Additional Requestor: *(Name, Title/Entity)*

Additional Requestor: *(Name, Title/Entity)*

Submitted By: CWILSON1

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution # Amendments to the Oneida Airport Hotel Corporation Bylaws

- WHEREAS,** the Oneida Nation 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 Nation; and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and
- WHEREAS,** the Oneida Business Committee, under authority of Article IV, Section 1(h), chartered the corporate entity the Oneida Airport Hotel Corporation which manages the Oneida Radisson and the Wingate properties; and
- WHEREAS,** the Oneida Airport Hotel Corporation has adopted by-laws which set forth directions regarding the membership on the corporate board, which require approval by the Oneida Business Committee of all amendments, *see Article V, Section 1¹*; and
- WHEREAS,** the Oneida Airport Hotel Corporation Board has identified that Article I, Section 4(e)² should be updated to reflect the career experiences of Oneida Nation members that can benefit the hotel operations guidance the Board provides; and
- WHEREAS,** the Oneida Airport Hotel Corporation Board adopted resolution # OAH-02-24-21, *A Resolution to Approve Amendment of By-Laws*, which proposed an amendment to Article 1, Section 4(e) as follows:
 “Each member will have *either a Law Degree, Bachelor’s degree with at least 2, or 5 years of work experience in his or her chosen field one of the areas of financial, general accounting, business and management experience in the hospitality industry or general business and management procedures.*”; and
- WHEREAS,** the Oneida Business Committee, at its March 10, 2021, meeting reviewed the request and determined that it was not in favor of a requirement including a ‘law degree’ and would rather have that as an experience option as follows:
 “Each member will have *either a Bachelor’s degree with at least 2, or 5 years of work experience in his or her chosen field one of the areas of financial, general accounting, law, or business and management experience in the hospitality industry or general business and management procedures.*”; and

¹ These By-Laws may be altered, amended or repealed or new By-Laws adopted by a majority of the entire Board of Directors at a regular or emergency meeting of the Board of Directors, subject to being approved by the Oneida Business Committee.

² In order to provide the diversity and experience needed to efficiently manage the Corporation, the following structure and qualifications have been set forth:

1. Each member will have a Bachelor’s degree with at least 2 years of work experience in his or her chosen field.

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee approves the following amended Article 1, Section 4(e):

Each member will have either a Bachelor's degree or 5 years of work experience in one of the areas of financial, general accounting, law, or business and management experience in the hospitality industry or general business and management procedures.

BE IT FURTHER RESOLVED, this amendment shall be effective immediately.

BE IT FINALLY RESOLVED, the Oneida Business Committee Support Office shall finalize the amended corporate by-laws for the records of the Oneida Airport Hotel Corporation Board of Directors and placement on the Nation's website.



Oneida Nation
 Oneida Business Committee
 Legislative Operating Committee
 PO Box 365 • Oneida, WI 54155-0365
 Oneida-nsn.gov



Statement of Effect

Amendments to the Oneida Airport Hotel Corporation bylaws

Summary

This resolution approves an amendment to the Oneida Airport Hotel Corporation's bylaws.

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

Date: March 17, 2021

Analysis by the Legislative Reference Office

The Oneida Airport Hotel Corporation is a corporate entity of the Nation chartered by the Oneida Business Committee under Article IV, Section 1(h) of the Constitution and Bylaws of the Oneida Nation for the purpose of managing the Oneida Radisson and the Wingate properties. The Oneida Airport Hotel Corporation is not subject to the Nation's Boards, Committees, and Commissions law. [1 O.C. 105.1-1(b)]. The Oneida Airport Hotel Corporation has adopted bylaws which set forth directions regarding the membership on the corporate board, which require approval by the Oneida Business Committee of all amendments.

The Oneida Airport Hotel Corporation Board identified that Article I, Section 4(e) of their bylaws should be updated to reflect the career experiences of Oneida Nation members that can benefit the hotel operations guidance the Board provides, and adopted resolution OAHC-02-24-21 titled, "*A Resolution to Approve Amendment of Bylaws*," which proposed the following amendment to Article 1, Section 4(e) of their bylaws:

"Each member will have *either a Law Degree, Bachelor's degree with at least 2, or 5 years of work experience in his or her chosen field one of the areas of financial, general accounting, business and management experience in the hospitality industry or general business and management procedures.*"

This resolution provides that on March 10, 2021, the Oneida Business Committee reviewed the request from the Oneida Airport Hotel Corporation for amendments to its bylaws and determined that it was not in favor of a requirement including a 'law degree' and would rather have that as an experience option as follows:

"Each member will have *either a Bachelor's degree with at least 2, or 5 years of work experience in his or her chosen field one of the areas of financial, general accounting, law, or business and management experience in the hospitality industry or general business and management procedures.*"

Through this resolution the Oneida Business Committee approves the following amendment to Article 1, Section 4(e) of the Oneida Airport Hotel Corporation's bylaws:

"Each member will have either a Bachelor's degree or 5 years of experience in one of the areas of financial, general accounting, law, or business and management experience in the hospitality industry or general business and management procedures."

The amendment to the Oneida Airport Hotel Corporation's bylaws shall be effective immediately. This resolution then directs the Oneida Business Committee Support Office to finalize the amended corporate bylaws for the records of the Oneida Airport Hotel Corporation Board of Directors and placement on the Nation's website.

Conclusion

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

DRAFT**3. Accept the Oneida Airport Hotel Corporation FY-2021 1st quarter report (01:20:18)**

Sponsor: Kathy Hughes, Chairwoman/Oneida Airport Hotel Corporation

Motion by Lisa Liggins to direct the BC liaisons to the Oneida Airport Hotel Corporation (OAHC) to bring a BC resolution for the proposed amendments to the OAHC bylaws to the March 24, 2021, regular Business Committee meeting, seconded by Kirby Metoxen. Motion carried:

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

4. Accept the Oneida Golf Enterprise FY-2021 1st quarter report (01:20:18)

Sponsor: James Petitjean, Agent/Oneida Golf Enterprise

Motion by Lisa Liggins to accept the Oneida Golf Enterprise FY-2021 1st quarter report, seconded by David P. Jordan. Motion carried:

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

IX. EXECUTIVE SESSION (01:20:53)

Motion by David P. Jordan to go into executive session at 9:57 a.m., seconded by Marie Summers. Motion carried:

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

Chairman Tehassi Hill arrived at 10:00 a.m.

The Oneida Business Committee, by consensus recessed at 12:14 p.m. to 1:45 p.m.

Chairman Tehassi Hill called the meeting to order at 1:48 p.m.

Roll call for the record:

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

Councilman Kirby Metoxen left 4:00 p.m.

Motion by David P. Jordan to come out of executive session at 4:03 p.m., seconded by Marie Summers. Motion carried:

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

Not Present: Kirby Metoxen

Item VII.D. was re-addressed next.

Accept the January 7, 2021, regular Community Development Planning Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 03/24/12

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: Brandon Stevens, Vice-Chairman

Primary Requestor: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1

Community Development Planning Committee



Regular Meeting
5:00 p.m. Thursday, January 7, 2021
Teleconference

Minutes

Regular Meeting

Present: Chairman Brandon Stevens, Daniel Guzman King, Tehassi Hill, Kirby Metoxen

Others Present: Deborah Thundercloud, RC Metoxen, Brooke Doxtator, Paul Witek, Larry Barton, Troy Parr, Patrick Pelky, Jeffrey House, Kristal Hill, James Petitjean, Jacque Boyle

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chairman Brandon Stevens at 9:02 a.m.

II. ADOPT THE AGENDA

Motion by Daniel Guzman to adopt the agenda, seconded by Tehassi Hill. Motion carried.

Ayes: Daniel Guzman King, Tehassi Hill

Kirby Metoxen arrived at 9:05 a.m.

III. MEETING MINUTES

IV. UNFINISHED BUSINESS

V. NEW BUSINESS

Marie Summers arrived at 9:30 a.m.

A. Review and Revise CDPC Charter

Sponsor: James Petitjean

Motion by Tehassi Hill to accept the discussion on the CDPC Charter, seconded by Marie Summers. Motion carried.

Ayes: Daniel Guzman King, Tehassi Hill, Kirby Metoxen, Marie Summers

B. Review CDPC FY2020 2nd Quarter Report

Sponsor: Brandon Stevens

Motion by Tehassi Hill to accept as information, seconded by Daniel Guzman King, Motion carried.

Ayes: Daniel Guzman King, Tehassi Hill, Kirby Metoxen, Marie Summers

C. CIP List Status Update

Sponsor: Paul Witek

No action taken

VI. STANDING ITEMS

VII. ADJOURNMENT

Motion by Marie Summers to adjourn at 10:23 a.m., seconded by Kirby Metoxen. Motion carried.

Ayes: Daniel Guzman King, Tehassi Hill, Kirby Metoxen, Marie Summers

Minutes prepared by Brooke Doxtator, Boards, Committees, and Commissions Supervisor
Minutes approved as presented/corrected on February 4, 2021.



Brandon Stevens, Chair
Community Development Planning Committee

Accept the February 4, 2021, regular Community Development Planning Committee meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 03/24/21

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: Brandon Stevens, Vice-Chairman

Primary Requestor: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1

Community Development Planning Committee



Regular Meeting
9:00 a.m. Thursday, February 4, 2021
Teleconference

Minutes

Regular Meeting

Present: Chairman Brandon Stevens, Vice-Chairman Daniel Guzman King, Marie Summers, Tehassi Hill

Others Present: Patrick Pelky, Kristal Hill, James Petitjean, Rhiannon Metoxen, Larry Barton, Rae Skenandore, David Jordan, Jacque Boyle, Jeffrey House, Nancy Barton, Brooke Doxtator, Paul Witek

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chairman Brandon Stevens at 9:02 a.m.

For the record: Tehassi Hill is on another call.

II. ADOPT THE AGENDA

Motion by Daniel Guzman King to adopt the agenda with one (1) addition [1) Housing options under new business], seconded by Marie Summers. Motion carries.

Ayes: Daniel Guzman King, Marie Summers

III. MEETING MINUTES

A. Approve January 7, 2021 Meeting Minutes

Motion by Daniel Guzman to approve the January 7, 2021 meeting minutes, seconded by Marie Summers. Motion carries.

Ayes: Daniel Guzman King, Marie Summers

IV. UNFINISHED BUSINESS

A. Review and Revise CDPC Charter – James Petitjean

Sponsor: Brandon Stevens

Motion by Daniel Guzman King to table review and revise CDPC Charter till the end of the agenda, seconded by Marie Summer. Motion carries.

Ayes: Daniel Guzman King, Marie Summers

Note: Item was left on the table for the next meeting

V. STANDING UPDATES

Tehassi Hill arrived at 10:08 a.m.

A. CIP #14-002 Cemetery Improvement Update

Sponsor: Marie Summers

Motion by Marie Summers to accept cemetery improvement update and add to CDPC meeting for monthly updates and include a maintenance report and statistics, seconded by Daniel Guzman King. Motion Carries.

Ayes: Daniel Guzman King, Tehassi Hill, Marie Summers

VI. NEW BUSINESS

A. Housing options discussion– David P. Jordan

Sponsor: Brandon Stevens

Motion by Daniel Guzman King for a monthly strategic planning team meeting report be brought to CDPC, seconded by Marie Summer. Motion carries.

Ayes: Daniel Guzman King, Tehassi Hill, Marie Summers

VII. ADJOURNMENT

Motion by Marie Summers to adjourn at 10:49 a.m., seconded by Daniel Guzman King. Motion carries.

Ayes: Daniel Guzman King, Tehassi Hill, Marie Summers

Minutes prepared by Brooke Doxtator, Boards, Committees, and Commissions Supervisor
Minutes approved as presented/corrected on March 4, 2021.



Brandon Stevens, Chair
Community Development Planning Committee

Oneida Business Committee Agenda Request

Accept the March 1, 2021, regular Finance Committee meeting minutes

1. Meeting Date Requested: 3 / 24 / 21

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 March 1, 2021

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: Denise Vigue, Executive Assistant to the CFO /Finance Administration
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: March 2, 2021
RE: E-Poll Results - FC Meeting Minutes of March 1, 2021

An E-Poll vote of the Finance Committee was conducted to approve the Finance Committee meeting minutes of Mar. 1, 2021. 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 5 FC members voting to approve the Mar. 1, 2021 Finance Committee Meeting Minutes. FC Members voting included: Larry Barton, Jennifer Webster, Chad Fuss, Kirby Metoxen and Patrick Stensloff.

These Finance Committee Minutes of Mar. 1, 2021 will be placed on the next Finance Committee agenda to acknowledge 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

REGULAR MEETING

March 1, 2021 ▪ Time: 9:00 A.M

Via Microsoft Teams

REGULAR MEETING MINUTES - DRAFT

FC MEMBERS PRESENT (Via Teams):

Cristina Danforth, Treasurer/FC Chair
 Jennifer Webster, BC Council Member
 Chad Fuss, Asst. Gaming CFO

Larry Barton, CFO/FC Vice-Chair
 Kirby Metoxen, BC Council Member
 Patrick Stensloff, Purchasing Director

OTHERS PRESENT (Via Teams): Lisa Ness, Tana Aguirre, Wanda Diemel, James Snitgen, Anthony Kuchma, David Emerson and Denise J. Vigue, taking notes

I. CALL TO ORDER: The FC Regular Meeting was called to order by the FC Vice-Chair at 9:01 A.M.

NOTE: There are some technical issues due to an upgrade over the weekend so the Vice-Chair started the meeting with the expectation the Chair will join shortly.

II. APPROVAL OF AGENDA: MARCH 1, 2021

Motion by Jennifer Webster to approve the Mar. 1, 2021 FC Meeting Agenda. Seconded by Kirby Metoxen. Motion carried unanimously.

III. MINUTES: FEBRUARY 15, 2021 (Approved via E-Poll on 2/15/21):

Motion by Jennifer Webster to acknowledge the FC E-Poll action taken on Feb. 15, 2021 approving the Feb. 15, 2021 Finance Committee Meeting Minutes. Seconded by Kirby Metoxen. Motion carried unanimously.

IV. TABLED BUSINESS: None

V. CAPITAL EXPENDITURES:

1. TGHS – HVAC Unit Replacement

Amount: \$115,460.

Nathan Maufort, Gaming Facilities

Wanda Diemel was present and explained this is for the replacement of HVAC Units in the Main Casino that have gone past their usual life cycle; only two bids, so is considered sole source.

Motion by Jennifer Webster to approve the Capital Expenditure request for HVAC Unit Replacements by TGHS in the amount of \$115,460.00. Seconded by Kirby Metoxen. Motion carried unanimously.

Tina Danforth joined the meeting at 9:14 A.M and Larry continued as the Chair.

- 2. NE Asphalt Co – RV Parking Lot** **Amount: \$65,520.**
Nathan Maufort, Gaming Facilities

Motion by Kirby Metoxen to approve the Capital Expenditure request for RV Parking Lot paving by NE Asphalt Co. in the amount of \$65,520.00. Seconded by Jennifer Webster. Motion carried unanimously.

FOR THE RECORD: Larry Barton stated the coordination of these types of services was done in the past by the Development Division with staff no longer there and hopes this process to continue in the future.

- 3. NE Asphalt Co – Mason St Casino Parking Lot** **Amount: \$182,090.**
Nathan Maufort, Gaming Facilities

Motion by Jennifer Webster to approve the Capital Expenditure request for Mason Street Parking Lot paving by NE Asphalt Co in the amount of \$182,090.00. Seconded by Kirby Metoxen. Motion carried unanimously.

- 4. NE Asphalt Co – Gaming Warehouse Parking Lot** **Amount: \$85,700.**
Nathan Maufort, Gaming Facilities

Motion by Kirby Metoxen to approve the Capital Expenditure request for Gaming Warehouse Parking Lot paving by NE Asphalt Co in the amount of \$85,700.00. Seconded by Jennifer Webster. Motion carried unanimously.

- 5. Ainsworth (10) Slot Machine Purchase** **Amount: \$190,000.**
David Emerson, Gaming Slots Dept

David noted these are regular replacements of machines that are no longer profitable at the Mason Street Casino. Chad Fuss noted this is also the start of their tracking of capital leases.

Motion by Jennifer Webster to approve the Capital Expenditure request for the purchase of ten slot machines from Ainsworth in the amount of \$190,000.00. Seconded by Kirby Metoxen. Motion carried unanimously.

- 6. ARUZE (10) Slot Machine Purchase** **Amount: \$183,781.80**
David Emerson, Gaming Slots Dept.

David noted this is the same as the previous request, just from a different vendor.

Motion by Jennifer Webster to approve the Capital Expenditure request for the purchase of ten slot machines from ARUZE in the amount of \$183,781.80. Seconded by Kirby Metoxen. Motion carried unanimously.

VI. NEW BUSINESS:

- 1. Great Lakes Ecological Services, LLC** **Amount: \$61,700.**
Anthony Kuchma / James Snitgen, Water Resource EHLS Quality

Anthony explained this is a project to conduct Wildlife Surveys and Habitat Management Planning and is revision of a previous contract that was put on hold last year due to the pandemic; this is the only vendor in the region to offer these types of services; it is also grant funded.

Motion by Jennifer Webster to approve the contract with Great Lakes Ecological Services, LLC in the amount of \$61,700.00. Seconded by Kirby Metoxen. Motion carried unanimously.

VII. COMMUNITY FUND:**Report:****1. Monthly Community Fund Update for March 2021**

Denise J. Vigue, Executive Assistant to the CFO

Motion by Jennifer Webster to approve the Community Funds Update Report for March 2021.

Seconded by Chad Fuss. Motion carried unanimously.

Requests:**1. Equip: ETHOS Power Rack 1.0 Barbell & Weights****Amount: \$500.**

Requester: Dylan Wheelock

Motion by Jennifer Webster to approve from the Community Fund \$500.00 for the exercise equipment request for ETHOS Power Rack 1.0 Barbell & Weights. Seconded by Chad Fuss. Motion carried unanimously.

2. Equip: ETHOS Power Rack 1.0 Barbell & Weights**Amount: \$500.**

Requester: Justine Wheelock

Motion by Jennifer Webster to approve from the Community Fund \$500.00 for the exercise equipment request for ETHOS Power Rack 1.0 Barbell & Weights. Seconded by Kirby Metoxen. Motion carried unanimously.

3. Youth Golf Tournament Registration Fees for daughter**Amount: \$500.**

Requester: Shoney Skenandore for Skye

Motion by Jennifer Webster to approve from the Community Fund \$500.00 for Youth Golf Registration fees for the daughter of the requester. Seconded by Chad Fuss. Motion carried unanimously.

4. AAU Youth Basketball Registration for son**Amount: \$329.**

Requester: Sherry Skenandore for Holden

Motion by Jennifer Webster to approve from the Community Fund \$329.00 for AAU Youth Basketball Registration for the son of the requester. Seconded by Kirby Metoxen. Motion carried unanimously.

5. Equip: CRX Recumbent Bike**Amount: \$379.**

Requester: Matt Denny

Motion by Kirby Metoxen to approve from the Community Fund \$379.00 for the exercise equipment request for a CRX Recumbent Bike. Seconded by Jennifer Webster. Motion carried unanimously.

6. Basketball Registration for daughter**Amount: \$500.**

Requester: Cindy John for Jaydah

Motion by Jennifer Webster to approve from the Community Fund \$500.00 for Basketball registration for the daughter of the requester. Seconded by Kirby Metoxen. Motion carried unanimously.

7. De Pere Baseball Registration for son Amount: \$49.50

Requester: Margaret Vanden Heuvel for Colt

Motion by Jennifer Webster to approve from the Community Fund requests #7 through #12 in the amounts requested for sports registration fees for the sons of the requester. Seconded by Kirby Metoxen. Motion carried unanimously.

8. De Pere Baseball Registration for son Amount: \$49.50

Requester: Requester: Margaret Vanden Heuvel for Gavin

-See Motion in CF Request #7.

9. De Pere Baseball Registration for son Amount: \$40.50

Requester: Requester: Margaret Vanden Heuvel for Jack

-See Motion in CF Request #7.

10. De Pere Baseball Registration for son Amount: \$40.50

Requester: Requester: Margaret Vanden Heuvel for Sawyer

-See Motion in CF Request #7.

11. De Pere Baseball Registration for son Amount: \$81.

Requester: Requester: Margaret Vanden Heuvel for Gage

-See Motion in CF Request #7.

12. Basketball Summer Camp Registration for son Amount: \$165.01

Requester: Requester: Margaret Vanden Heuvel for Gage

-See Motion in CF Request #7.

13. Equip: Spin Bike Amount: \$363.83

Requester: Gerald Cornelius

Motion by Jennifer Webster to approve from the Community Fund \$363.83 for the exercise equipment request of a Spin Bike. Seconded by Kirby Metoxen. Motion carried unanimously.

14. Equip: ETHOS Folding Wall Rack & Olympic Bar Amount: \$500.

Requester: Adrianna Thomas

Motion by Kirby Metoxen to approve from the Community Fund \$500.00 for the exercise equipment request for ETHOS Folding Wall Rack and Olympic Bar. Seconded by Jennifer Webster. Motion carried unanimously.

15. IdealWeigh Start Up Fees Amount: \$287.14

Requester: Kara Melchert

Motion by Jennifer Webster to approve from the Community Fund \$287.14 for the IdealWeigh Start Up fees. Seconded by Chad Fuss. Motion carried unanimously.

Due to technical difficulties Larry Barton was temporarily off the virtual call. Tina Danforth took over to Chair the meeting @ 9:32 A.M.

16. AAU Basketball Registration for son Amount: \$500.

Requester: Lisa Rauschenbach for Miles

Motion by Jennifer Webster to approve from the Community Fund \$500.00 for the AAU Basketball Registration for the son of the requestor. Seconded by Kirby Metoxen. Motion carried unanimously.

17. Equip: TRX Bands & Mount for Home Workouts **Amount: \$190.**

Requester: Melissa Ness

Motion by Kirby Metoxen to approve from the Community Fund \$190.00 for the exercise equipment request for TRX Bands and Mount for Home Workouts. Seconded by Chad Fuss. Motion carried unanimously.

18. Equip: Rogue Weights for Home Workouts **Amount: \$500.**

Requester: Christopher Ness

Motion by Larry Barton to approve from the Community Fund the request in the amount of \$450.00 which is the amount minus the required 10%. Seconded by Jennifer Webster. Motion carried unanimously.

19. Equip: Sole F80 Treadmill **Amount: \$500.**

Requester: Lisa Ness

Motion by Jennifer Webster to approve from the Community Fund \$500.00 for the exercise equipment request for a Sole F80 Treadmill. Seconded by Kirby Metoxen. Motion carried unanimously.

20. Equip: Townie 7D step Exercise Bike **Amount: \$500.**

Requester: Gene Red Hail

Motion by Jennifer Webster to approve from the Community Fund \$500.00 for the exercise equipment request for a Townie 7D step Exercise Bike. Seconded by Kirby Metoxen. Motion carried unanimously.

21. YMCA of Greater Green Bay Membership Fees **Amount: \$177.86**

Requester: Kelly Metoxen

Motion by Jennifer Webster to approve from the Community Fund \$177.86 for the YMCA of Greater Green Bay membership fee. Seconded by Chad Fuss. Kirby Metoxen abstained. Motion carried.

22. Green Bay Elite Cheer Class Fees for daughter **Amount: \$500.**

Requester: Tana Aguirre for Riley

Motion by Jennifer Webster to approve from the Community Fund \$500.00 for the Green Bay Elite Cheer class fees for the daughter of the requester. Seconded by Kirby Metoxen. Motion carried unanimously.

23. Equip: CRX Recumbent Bike **Amount: \$379.79**

Requester: Shelly Stevens

Motion by Jennifer Webster to approve from the Community Fund \$379.79 for the exercise equipment request for a CRX Recumbent Bike. Seconded by Kirby Metoxen. Motion carried unanimously.

VIII. EXECUTIVE SESSION: None**IX. ADMINISTRATIVE /INTERNAL: None**

X. FOLLOW UP: None

XI. FOR INFORMATION ONLY:

1. IGT – (4) Slot Lease Games-Main Casino

David Emerson, Gaming Slots Dept

Motion by Jennifer Webster to accept as FYI the IGT-4 Slot Lease Games for the Main Casino.

Seconded by Kirby Metoxen. Motion carried unanimously.

2. IGT – (4) Slot Lease Games-Mason St. Casino

David Emerson, Gaming Slots Dept

Motion by Larry Barton to accept as FYI the IGT-4 Slot Lease Games for the Mason Street Casino.

Seconded by Kirby Metoxen. Motion carried unanimously.

3. Aristocrat – Minimum Lease Agreement

David Emerson, Gaming Slots Dept

Motion by Jennifer Webster to accept as FYI the Minimum Lease Agreement with Aristocrat.

Seconded by Kirby Metoxen. Motion carried unanimously.

XII. ADJOURN: Motion by Larry Barton to adjourn. Seconded by Kirby Metoxen. Motion carried unanimously. Time: 9:42 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: March 1, 2021

Oneida Business Committee Agenda Request

Accept the March 15, 2021, regular Finance Committee meeting minutes

1. Meeting Date Requested: 3 / 24 / 21

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 March 15, 2021

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: Denise Vigue, Executive Assistant to the CFO /Finance Administration
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: March 15, 2021
RE: E-Poll Results - FC Meeting Minutes of March 15, 2021

An E-Poll vote of the Finance Committee was conducted to approve the Finance Committee meeting minutes of Mar. 15, 2021. 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 5 FC members voting to approve the Mar. 15, 2021 Finance Committee Meeting Minutes. FC Members voting included: Jennifer Webster, Chad Fuss, Patrick Stensloff, Larry Barton and Kirby Metoxen.

These Finance Committee Minutes of Mar. 15, 2021 will be placed on the next Finance Committee agenda to acknowledge 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

REGULAR MEETING

March 15, 2021 ▪ Time: 9:00 A.M

Via Microsoft Teams

REGULAR MEETING MINUTES

FC MEMBERS PRESENT (Via Teams):

Cristina Danforth, Treasurer/FC Chair
 Jennifer Webster, BC Council Member
 Chad Fuss, Asst. Gaming CFO

Larry Barton, CFO/FC Vice-Chair
 Kirby Metoxen, BC Council Member
 Patrick Stensloff, Purchasing Director

OTHERS PRESENT (Via Teams): David Emerson, Joseph Sikora and Denise J. Vigue, taking minutes

I. CALL TO ORDER: The FC Regular Meeting was called to order by the FC Chair at 9:00 A.M.

II. APPROVAL OF AGENDA: MARCH 15, 2021

Motion by Larry Barton to approve the Mar. 15, 2021 FC Meeting Agenda noting the Green Bay Packer Sponsorship Agreement will be in Executive Session. Seconded by Jennifer Webster. Motion carried unanimously.

III. FC MINUTES: MARCH 1, 2021 (Approved via E-Poll on 3/2/21):

Motion by Jennifer Webster to acknowledge the FC E-Poll action taken on Mar. 2, 2021 approving the Mar. 1, 2021 Finance Committee Meeting Minutes. Seconded by Patrick Stensloff. Motion carried unanimously.

IV. TABLED BUSINESS: None

V. CAPITAL EXPENDITURES:

1. IGT (4) Lease Slot Games Purchase **Amount: \$16,000.**

David Emerson, Gaming Slots

David noted these are lease games already on the floor at the Main Casino, Gaming will be buying outright.

Motion by Jennifer Webster to approve this Capital Expenditures request for four (4) Lease Slot Games Purchase from IGT in the amount of \$16,000.00. Seconded by Patrick Stensloff. Motion carried unanimously.

Kirby Metoxen Signed on to the Virtual Meeting at 9:03 A.M.

VI. NEW BUSINESS:

- 1. FY21 Blkt PO - IGT Lease Games Contract** **Amount: \$600,000.**
David Emerson, Gaming Slots

Motion by Jennifer Webster to approve the FY2021 Blanket Purchase Order with IGT for the Leased Games contract in the amount of \$600,000.00. Seconded by Patrick Stensloff. Motion carried unanimously.

VII. DONATIONS:**Report:**

- 1. Monthly Donation Report for March 2021**
Denise J. Vigue, Executive Assistant to the CFO
& Finance Committee Contact /Support

Motion by Jennifer Webster to accept the Donation Update Report for March 2021. Seconded by Chad Fuss. Motion carried unanimously.

Requests:

- 1. Rawhide Inc. – 2021 Gala Sponsor** **Amount: \$5,000.**
Requester: Sean Tiernan, Development Manager

It was noted the maximum for a donation is \$2,500 if approved the FC should not go over that amount; there was also a discussion over a past lawsuit against the Oneida Nation by Bart Starr so should this request be considered, or put on hold; the FC decided to move forward with Councilman Metoxen to bring back additional information.

Motion by Larry Barton to approve from the Finance Committee's Donation line the request from Rawhide Inc in the amount of \$2,500.00. Seconded by Jennifer Webster. Kirby Metoxen Opposed. Motion carried.

VIII. EXECUTIVE SESSION:

- 1. Green Bay Packers Sponsorship Agreement**
Brenda Mendolla-Buckley, Gaming Advertising/Marketing

Motion by Larry Barton to Move into Executive Session. Seconded by Jennifer Webster. Motion Carried Unanimously. Time: 9:15 A.M.

Motion by Larry Barton to Come out of Executive Session. Seconded by Kirby Metoxen. Motion Carried unanimously. Time: 9:53 A.M.

Motion by Jennifer Webster to approve the Green Bay Packers Sponsorship Agreement in the amount as specified. Seconded by Patrick Stensloff. Motion carried unanimously.

IX. ADMINISTRATIVE /INTERNAL: None**X. FOLLOW UP: None**

XI. FOR INFORMATION ONLY:**1. Government to Government Agreement – Outagamie County**

Melinda J. Danforth, Legislative Affairs

Motion by Jennifer Webster to accept the Government to Government Agreement with Outagamie County as FYI. Seconded by Larry Barton. Motion carried unanimously.

2. Aristocrat – (4) Flame 55 Cabinet Slot Machines

David Emerson, Gaming Slots

Motion by Jennifer Webster to accept the Four Flame 55 Cabinet Slot Machines with Aristocrat as FYI. Seconded by Larry Barton. Motion carried unanimously.

XII. ADJOURN: Motion by Jennifer Webster to adjourn. Seconded by Patrick Stensloff. Motion carried unanimously. Time: 9:55 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: March 15, 2021

Post one (1) vacancy - Oneida Trust Enrollment Committee

Business Committee Agenda Request

1. Meeting Date Requested: 03/24/21

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 checked="" 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 checked="" type="checkbox"/> Not Applicable | <input type="checkbox"/> Other: <i>Describe</i> | |

5. Submission:

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: CELLIS1

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



Business Committee Agenda Request – Cover Memo

From: Brooke Doxtator, BCC Supervisor
Date: 3/16/2021
RE: Oneida Trust Enrollment Committee – Vacancy

PURPOSE

BC action needed per BCC Law

BACKGROUND

There is one (1) vacancy on the Oneida Trust Enrollment Committee (OTEC) due to the passing of an elected member, the vacancy is for a term ending July 31, 2022.

REQUESTED ACTION

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

From: [Venessa L. Cardish](#)
To: [Brooke M. Doxtator](#)
Cc: [Boards](#); [Keith A. Doxtator](#); [Debra Danforth](#); [Debra J. Danforth](#)
Subject: Notice: OTEC Member Vacancy
Date: Thursday, March 11, 2021 9:27:31 AM
Attachments: [image001.png](#)

Good Morning,

Please consider this formal notice on behalf of the Trust Enrollment Committee that due to the passing of Loretta Metoxen, on 02/23/2021, there is a member vacancy. Respectfully requesting to begin the process to fill the member vacancy.

Yaw^ko (Thank You)

Venessa Cardish
Executive Assistant
Oneida Trust Enrollment Department



Office 920.490.3931
PO Box 365
Oneida, WI 54155-0365
[Oneida-nsn.gov](#)

CONFIDENTIALITY NOTICE: This message and any included attachments are intended only for the addressee. This message may contain privileged, confidential, or proprietary information. Unauthorized forwarding, printing, copying, distribution, or use of such information is strictly prohibited and may be unlawful. If you have received this message in error, please inform us promptly by reply e-mail, then delete the e-mail and destroy any printed copy.

 Post ten (10) vacancies for alternates for 2021 Special Election - Oneida Election Board

Business Committee Agenda Request

1. Meeting Date Requested: 03/24/21

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 checked="" 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:

- Budgeted Budgeted – Grant Funded Unbudgeted
 Not Applicable Other: *Describe*

5. Submission:

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: Candace House, Election Board Chair

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: CELLIS1



Business Committee Agenda Request – Cover Memo

From: Candace House, Election Board Chair
Date: 3/19/2021
RE: Request to post for ten (10) alternates for 2021 Special Election

PURPOSE

Requires BC action per Boards, Committees, and Commissions Law.

BACKGROUND

Due to recusals and the increase of staff needed for the polls, the Election Board is requesting to post for ten (10) alternates to help with the 2021 Special Election.

REQUESTED ACTION

Approve request to post ten (10) vacancies for alternates on the Oneida Election Board for the 2021 Special Election.

Oneida Business Committee Agenda Request

Determine next steps regarding the request from the Oneida Election Board for emergency amendments.

1. Meeting Date Requested: 03 / 24 / 21

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 request from the Oneida Election Board concerning the 2021 Special Election.

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: Aliskwet Ellis, BCC Clerk
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.



MEMORANDUM

To: Business Committee
From: Candance House, Election Board Chair
Date: March 16, 2021
Re: Emergency Amendments to Election Law

The purpose of this memorandum is to make a request to the Oneida Business Committee to make emergency amendments to the Election Law due to the Public Health State of Emergency.

Background

On March 10, 2021 BC Resolution 03-10-21-D Extension of Declaration of Public Health State of Emergency Until May 12, 2021 was adopted. The Election Board has scheduled the 2021 Special Election Caucus for May 8, 2021. Since it is advised for the membership to stay home and to social distance the Election Board has decided it would be in best interest to cancel the caucus.

When the COVID-19 Pandemic came to the Oneida Reservation in 2020 affecting the 2020 General Election Caucus, the Election Board provided another way for the membership to apply for vacancies. The Election Board is requesting amendments to be made to the Election Law so safe processes can be implemented for the application process. This includes eliminating the caucus, the petition process, and reducing the number of members required to sign election totals on machine counted ballots from six (6) to three (3).

Applicants may pick up and drop off application materials in the main office of Norbert Hill during business hours the week of May 10th – May 14th. The same procedures for application process will be in place in accordance with the Election Board's Applications SOP, with the exception of the caucus and petition process. The board has discussed applicants applying via mail, fax, or e-mail and believe that there will be too much room for error and want to follow the process of turning in applications in person to the BC Support Office.

The Election Board believes the referendum question is an important part of the election process and want the registered voters of the membership to be able to exercise that option. Due to the cancellation of the caucus, registered voters would still be able to provide their question in writing to the BC Support Office during the week of May 10th – May 14th during business hours.

Request



In preparations for the 2021 Special Election, the Election Board is respectfully requesting the following emergency amendments to the Election Law:

- Eliminate the caucus from the election process [1 O.C. 102.6-1];
- Require an individual to submit an application in order to have his or her name placed on a ballot for an election [1 O.C. 102.6-1];
- Eliminate the requirement for an individual to obtain at least ten (10) signatures of qualified voters when submitting an application to be placed on the ballot [1 O.C. 102.6-1];
- Referendum question are to be presented in writing to the Nation's Secretary or designated agent, during normal business hours, 8:00 to 4:30 Monday through Friday. No mailed, internal Nation mail delivery, faxed or other delivery method shall be accepted [1 O.C. 102.12-9]; and
- Reduce the number of Oneida Election Board members who are required to sign the election totals on machine counted ballots from six (6) to three (3) [1 O.C. 102.10-2].

Please let us know of any questions/concerns.

Yaw^ko

Attachment:
Application SOP

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Applications</p>	<p>ORIGINATION DATE: 11/27/2006 REVISION DATE: 11/30/2020 EFFECTIVE DATE: After last signature</p>
<p>DIVISION: Non-Divisional</p>	<p>REQUIRED APPROVAL BY: Oneida Election Board</p>	<p>DATE: 11/30/2020</p>
<p>CHAIRPERSON: Candace House</p>	<p>SIGNATURE: </p>	<p>DATE: 12/09/2020</p>
<p>AUTHOR: Oneida Election Board</p>	<p>SENT TO: BC Support Office</p>	<p>DATE: 12/09/2020</p>

1.0 PURPOSE

- 1.1 To ensure all individuals are provided with a fair process in the handling of applications for Oneida Nation elections.

2.0 DEFINITIONS

- 2.1 Application: completed form(s) with required documentation for the elected position an individual is running for, including but not limited to: proof of residency, degrees/certifications, etc.
- 2.2 Application Checklist: Form used to verify eligibility of an applicant.
- 2.3 Background Check: Investigation conducted by the Oneida Background Investigations Department.
- 2.4 Business Committee Support Office: Designated agent for submission/distribution of application packets, formally Tribal Secretary's Office.
- 2.5 Candidate: Petitioner or nominee whose application has been officially accepted and approved as eligible to be placed on the ballot.
- 2.6 Certified Mail: Method of tracking letters sent from Oneida Election Board to applicants/candidates.
- 2.7 Date Stamper: Mechanism used to record date and time of application submission.
- 2.8 Election: Held to fill vacancies on boards, committees and commissions in accordance with the Boards, Committees, and Commissions Law and Election Law.
- 2.9 Election Board: Individuals elected and/or appointed to serve on the Election Board (a.k.a. Board Members).
- 2.10 Enrollment Office: Official Oneida Nation entity responsible for verification of enrollment.
- 2.11 Nominee: Individual nominated at an Election Caucus.
- 2.12 Oneida Election Law: Law which governs Oneida elections.

- 2.13 Petitioner: Applicant running for an elected position, who is required to complete the Official Election Petition form and obtain signatures.

3.0 WORK STANDARD

- 3.1 Applicant must use most recently approved application form(s).
- 3.2 Applicants must complete a separate application for each position they are running for.
- 3.3 Incomplete application deems an applicant ineligible.
- 3.4 Per Election Law 102.6-4 A person who runs for a position on the Oneida Business Committee, or a position on a judicial court or commission, shall not run for more than one (1) elective office or seat per election.

4.0 PROCEDURES

4.1 Nominations Process

- 4.1.1 See Conducting Elections SOP (Section 3.2 Caucus)

4.2 Petitions Process

- 4.2.1 Ensure there are ample blank applications. If additional applications needed, order from Oneida Printing.
- 4.2.2 Any applicant may petition to be placed on a ballot according to the following procedures:
- 4.2.2.1 Petitions must be presented to the Business Committee Support Office, during normal business hours, 8:00a.m. - 4:30 p.m. Monday through Friday, but no later than prior to close of business on the deadline date. The location to drop off petitions shall be identified in the mailing identifying the caucus date.
 - 4.2.2.2 Petitioners must complete an official petition form which may be obtained in the Business Committee Support Office or at the caucus.
 - 4.2.2.3 If running for a position on two (2) or more boards, committees or commissions, the potential candidate must complete a separate official petition form for each position running for unless nominated at the caucus. All petitions must be with original signatures for each position, no copies will be accepted.
 - 4.2.2.4 Petitioner must obtain no less than ten (10) signatures of enrolled Tribal members who are eligible to vote as defined by Article III, Section 2 in the Oneida Tribal constitution.
 - 4.2.2.5 The Election Board shall have an Enrollment Officer verify all signatures contained on the petition. (See Timetable in Conducting Elections SOP.)
 - 4.2.2.6 Candidate petition form shall consist of:
 - Endorsee's printed name and address
 - Endorsee's date of birth

- Endorsee's Oneida Tribe enrollment number
- Endorsee's signature
- Petitioner's name, roll number, and position running for
- Enrollment verification (filled out by Enrollments Department)

4.3 Applications Process

- 4.3.1 Applications and petitions will be made available at the caucus and thereafter through the Business Committee Support Office.
- 4.3.2 Completed applications are to be submitted to Business Committee Support Office. (Deadline is noticed on applications.)
- 4.3.2.1 Any reproduction of the original application, whether carbon copied, photocopied, faxed, scanned or by any other process shall NOT be considered valid as the original & will be deemed ineligible for candidacy.
- 4.3.3 Information included in application is as follows (see attached application):
- Information sheet (what is required of applicants)
 - Triplicated 3-page Application Form
 - Triplicated Official Election Petition Form
- 4.3.4 Applications received are date/time stamped and are placed on ballot in the order received. (See Ballots SOP.)
- 4.3.5 Once deadline has been reached, applications are placed in sealed container and picked up by Chair or designee.
- 4.3.6 Applications reviewed by Election Board to determine candidate eligibility.
- 4.3.6.1 See Timetable in Conducting Elections SOP to determine date to review applications.
- 4.3.6.2 Reference Applications Checklist per Board, Committee, and Commission qualifications.
- 4.3.7 Designated copy of triplicated application will be furnished to Enrollments Department for verification of Tribal enrollment of applicant and/or petitioners.
- 4.3.8 Designated copy of triplicated application will be furnished to Backgrounds Department for background checks for the vacancies with this requirement. (See examples of memorandums sent.)
- 4.3.9 GTC LRC - Designated copy of triplicated application will be furnished to Judiciary for Admission to Practice verification.
- 4.3.10 Judicial candidates will be notified via e-mail from the Election Board@oneidanation.org and/or via certified mail to contact the Psychological Testing Vendor to set up an appointment to get the required Psychological Test done.
- 4.3.10.1 The Election Board will verify eligibility once results are received from the vendor.

- 4.3.11 Those applications that do not provide the proper back-up documentation proving they possess the necessary qualifications will be deemed as incomplete and applicant will not be eligible for candidacy.
- 4.3.12 Board reviews applications for completeness and candidate eligibility is determined. (See Timetable in Conducting Elections SOP and Applications Checklist.)
- 4.3.12.1 Applications checklist will consist of Election Board members filling out the following information:
- Candidate name
 - Date/Time application was received
 - Checkoff boxes: enrollment, petition, qualifications (varies per subsection), background check
 - Reviewed and checked by Board member
 - Date reviewed and checked
- 4.3.13 Letters sent to applicants regarding notice of eligibility or ineligibility via certified mail or other tracking method.

5.0 REFERENCES

- 5.1 Conducting Elections SOP
- 5.2 Oneida Constitution
- 5.3 Uniform Application
- 5.4 Ballots SOP
- 5.5 Memo to Backgrounds
- 5.6 Applications Checklist
- 5.7 Eligible/Ineligible Letters
- 5.8 Election Law

Oneida Business Committee Agenda Request

Approve the Family Services request to post two (2) grant funded positions for one (1) Community...

1. Meeting Date Requested: 03 / 24 / 21

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

1. For approval

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 Business Committee Agenda Request

6. Cover Memo:

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

Request approval for posting Grand Funded Community Advocate Positions in Family Services

- 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

Oneida Nation
 PO Box 365 • Oneida, WI 5455-0365
 oneida-nsn.gov





Request to Fill a Grant-Funded position

For new, 100% Grant funded positions only¹

INSTRUCTIONS:

1. Complete this form
2. Submit it along with any supporting documents to the Chief Financial Officer (lbarton@oneidanation.org); Cc the HRD Area Manager (gdanfor1@oneidanation.org)
 - a. Required supporting documents:
 - Job Description
 - Re-entry Training
 - Safety Plan
 - Workforce Level Assessment.
3. Chief Financial Officer will review and submit a recommendation to the requestor and the HRD Area Manager.
4. HRD Area Manager will submit the request to the BC for consideration (BC Agenda or E-poll).

 Digitally signed by Tina Jorgensen, MS
 Date: 2021.03.10 11:54:29 -06'00'

 Deborah Thundercloud
 2021.03.10 13:55:40
 -06'00'

TYPE OF REQUEST:	FILL A VACANCY			
DEPARTMENT:	Family Services			
COST:	Weekly Personnel Cost: \$840/\$630	Weekly Fringe/Indirect Cost: \$390/\$293 \$145/\$109	Total Weekly Cost: \$1375/\$1032	Need for remainder for FY-21: \$33,000/\$24,768
# OF EMPLOYEES:	1.5			
TITLE:	Community Advocate (Domestic Abuse)			
POSITION NUMBER:	01772 & 01608			
DATE NEEDED:	ASAP			
RECALL PROCEDURE USED:	New Positions			
TRIBAL PREFERENCE USED:	<input checked="" type="radio"/> YES / NO / N/A	Explanation:		
NARRATIVE/JUSTIFICATION:	100 % Grant Funded To provide advocacy services to individuals and family survivors of Domestic Abuse			

¹ Please see resolve #4 of resolution BC-11-24-20-F.

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>

THIRD POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Community Advocate (Women's Domestic Abuse)
POSITION NUMBER: 01772
DEPARTMENT: Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Community Advocate Manager
SALARY: NE06 \$18.49/Hr. (NEGOTIABLE)
 (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

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.

POSITION SUMMARY

Under direct supervision of the Community Advocate Manager, assist in providing direct program services and community education. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Practice excellent and trauma informed customer service and skills at all times to include, but not limited to, addressing customer and co-workers needs courteously and promptly.
2. Assist with program intakes and initial assessments, case management, crisis intervention, support services, and works closely with the local domestic violence shelter coordinators for screening and placement.
3. Encourage and assist clients with filling out Temporary Protective Orders/Stalking and Harassment Orders and act as a liaison between law enforcement and the courts.
4. Provide domestic abuse education groups to clients on-site and to other community locations.
5. Develop program curriculum needed to identify and address various social issues such as AODA, sexuality/gender, parenting, cultural identity, conflict resolution, communication, relationships and economics.
6. Maintain client files to include, but not limited to, referrals, intakes, assessments, releases, safety plans, service notes and discharge/closing reports.
7. Provide access to culturally based teachings and healing practices that are geared toward client population.
8. Assist with co-facilitation of various program groups, such as the Coordinated Community Response, when appropriate.
9. Complete required reports for the department, organization and/or funding source in a timely manner.
10. Provide service-related presentations and educational information to tribal, non-tribal programs and the community.
11. Develop a thorough understanding of the Oneida Police Department's procedures and protocols when handling incidences involving victims of domestic abuse.
12. Provide intervention and court advocacy for survivors of domestic violence and sexual assault.
13. Assist with Domestic Abuse prevention presentations including Dating Violence.
14. Attend Domestic Abuse Task Force Team meetings, provide outreach services and assists in facilitating a women's support group.
15. Assist with the annual grant application and required reporting to include, but not limited to data collection on services.
16. Contributes to a team effort and accomplishes related results as required.
17. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

JOB DESCRIPTION

Domestic Violence Advocate (Women's Domestic Abuse)

Page 2

DUTIES AND RESPONSIBILITIES(Cont.):

18. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
19. 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.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently walk and sit; reach with hands and arms.
2. Occasionally stand and stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Ability to work flexible and extended hours and various work schedules.
4. Work is generally performed in an office setting with a moderate noise level.
5. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

1. Knowledge of applicable federal, state, county and local laws, regulations, and requirements.
2. Knowledge of the judicial system in the area of domestic violence prosecution.
3. Knowledge of the effects and consequences of victimization.
4. Knowledge of business English, proper spelling, grammar, punctuation, and basic math.
5. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
6. Skill in making effective decisions in emergency situations.
7. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
8. Ability to communicate effectively both verbally and in writing.
9. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
10. Ability to work effectively with individuals and demonstrate leadership and team-building skills with empathy and enthusiasm.
11. Ability to handle multiple tasks and meet deadlines.
12. Ability to demonstrate moral character, honesty, tact, fairness, lack of prejudice, and desire to help when dealing with people.
13. Ability to analyze situations and adopt appropriate courses of action.
14. Ability to make solid decisions and exercise independent judgment.
15. Ability to define problems, collect data, establish facts, and draw valid conclusions.
16. Ability to prepare accurate, complete and legible reports and present detailed, accurate and objective oral presentations.
17. Ability to integrate training, experience, and common sense sufficient to identify potentially dangerous situations, make effective logical decisions, and exercise the appropriate measure of tact or force to resolve the situation with minimum injury to self or other persons or minimum damage to property involved.
18. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
19. Must be willing and able to obtain additional education and training.
20. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
21. 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 Gaming Commission is required as a condition of employment and continuing employment within the Oneida Nation's Gaming Division.
22. A valid driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin 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 Law prior to actual start date. Must maintain driver's eligibility as a condition of employment.

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

1. Knowledge of Oneida community, history and culture.
2. Knowledge of community resources.

JOB DESCRIPTION

Domestic Violence Advocate (Women's Domestic Abuse)

Page 3

MINIMUM QUALIFICATIONS:

Applicants please clearly state how you meet these qualifications on the application/resume.

1. Bachelor's Degree in Psychology, Sociology, Human Services, Social Work Counseling or closely related field; two (2) years recent direct practice experience working with individuals or families in crisis situations which should include domestic abuse or sexual assault; one (1) year recent experience facilitating educational or support groups in the area of domestic abuse, sexual assault or related and/or equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Must provide a copy of diploma, license, degree or certification upon employment.**

APPLY IN PERSON AT:

Human Resource Department
909 Packerland Drive
Green Bay, WI 54303



ONEIDA

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: Community Advocate (Prevention)
POSITION NUMBER: 01608
DEPARTMENT: Children and Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Community Advocate Manager
SALARY: NE06 \$18.49/Hourly (NEGOTIABLE)
CLASSIFICATION: Non-Exempt
POSTING DATE:
CLOSING DATE:
Transfer Deadline:
Proposed Start Date: As Soon As Possible

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.

POSITION SUMMARY

Accomplish the Children Family Services Department objectives by planning, coordinating, implementing, and facilitating preventive, educational, and recreational group activities to support the program objectives of reducing the use of alcohol, drug, and tobacco use; suicide; gang involvement and activity; teen pregnancy; and sexually transmitted diseases. Ensure that services are provided effectively and efficiently to the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Coordinate the operation of the prevention and training programs and ensures compliance with the guidelines established by the prevention program. This will include the following:
 - a. Design and implementation of prevention activities and strategies consistent with the risk and protective model and with other research-based approaches to prevention planning.
 - b. Create and utilize a program evaluation system consistent with the principles identified by the Prevention Program Standard Operating Procedures.
 - c. Assist in formulating policies and procedures for prevention programs.
 - d. Conducting activities based on approaches that reflect an understanding of youth development; provides leadership training for effective youth groups such as: summer programming; Native American groups, KIDS Can groups, Babes in Elementary, pregnancy prevention, Tutoring, Proud Choices, Protective Behaviors, AODA Groups, babysitting classes, and other pertinent topics.
 - e. Work with students, faculty, and staff to support and educate students in making healthier choices about alcohol and substance abuse. Establish rapport with youths.
 - f. Chaperone events and activities as needed. Recruit participants and provide services to clients through individual and/or group short term counseling or educational sessions.
 - g. Conducting needs assessments to identify specific risk factors for participants.
 - h. Identify and implement strategies that increase student success.
 - i. Provide technical assistance, training, and education to local community groups, schools, and external agencies.
 - j. Develop and maintain relationships with local community resources; collaborate with school-based interdepartmental services to improve success for at-risk students.
 - k. Network with other prevention programs, professionals, and consultants to establish best practices.
 - l. Coordinate public relations efforts through educational forums, community meetings and events, publications, circulars, newsletters, bulletins, memorandums and other appropriate media.
 - m. Participate in staff development and training programs.
 - n. Provide individual and family case management.
 - o. Refer individual to appropriate human service program as necessary.



Family Services Re-Opening Plan

The Oneida Family Services Department has developed this Re-Opening Plan to decrease the spread of seasonal flu and other contagious diseases that may occur in the workplace and to help maintain business continuity during such outbreaks. The Goal is to not only to provide measures for the prevention of a workplace outbreak of illness, but to also meet the CDC policy recommendations to help prevent the spread of infectious diseases and a potential pandemic crisis. Oneida Family Services employees by the nature of their business are at an increased risk of contracting influenza and other contagious diseases because the workers are consistently closer than 6 feet in proximity to a diverse group of the public. Recommended increases in social distances during influenza season or in the event of another contagious disease outbreak are impossible to achieve in the Social Services environment. Oneida Family Services employees are considered to be a "Medium Risk" for exposure based on OSHA.gov Guidance on Preparing Workplace for Influenza Pandemic. This document will be included within the Oneida Family Services Emergency Action Plan.

- *The risk factor may change based on the activity; time spent in the office may be considered a low risk activity.*
- *Different risk factors may be experienced throughout the workday, depending on the environment.*

COVID-19: Symptoms of COVID-19

Infection with SARS-CoV-2, the virus that causes COVID-19, can cause illness ranging from mild to severe and, in some cases, can be fatal. Symptoms typically include fever, cough, and shortness of breath. Some people infected with the virus have reported experiencing other non-respiratory symptoms. Other people, referred to as *asymptomatic cases*, have experienced no symptoms at all. According to the CDC, symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

Personal Protective Equipment (PPE)

Always have the following on hand:

- Masks for you, and extra disposable masks for visit attendees
- One set of eyewear or face shield per employee, should not be shared.
- **Selected Options for Reprocessing Eye Protection**
- <https://www.cdc.gov/coronavirus/2019-ncov/hcp/ppe-strategy/eye-protection.html>

- **Adhere to recommended manufacturer instructions for cleaning and disinfection.**
 1. When manufacturer instructions for cleaning and disinfection are unavailable, such as for single use disposable face shields, consider:
 2. While wearing gloves, carefully wipe the *inside*, followed by the *outside* of the face shield or goggles using a clean cloth saturated with neutral detergent solution or cleaner wipe.
 3. Carefully wipe the *outside* of the face shield or goggles using a wipe or clean cloth saturated with EPA-registered hospital disinfectant solution.
 4. Wipe the outside of face shield or goggles with clean water or alcohol to remove residue.
 5. Fully dry (air dry or use clean absorbent towels).
 6. Remove gloves and perform hand hygiene.
- Disposable Gloves (one-time use following the recommendations of how to properly remove)
- Garbage container in the vehicle or bag to dispose of the discarded PPE
- Hand Sanitizer (at least 60% alcohol)
- Pens for the attendees to use and keep (to minimize passing items back and forth)
- Call ahead to make sure the number of people you interact with is limited and remind them to mask.
- Discourage handshaking.

Safe Work Practices: Social Distancing & Hygiene

- Allow 6 feet of space from one another.
- If you need to transport use one of the tribal SUVs / Vans; have the rider sit in the seat furthest back in the vehicle.
 - Worker who provided transport will wipe down vehicle once returned to the building.
 - Follow IHS "Coronavirus 2019 (COVID-19) IHS Cleaning and Disinfecting of Vehicles Guidance" (see attachment)
- Cover sneezes with the inside of your elbow.
- Wear PPE during **all** in-person contacts.
- Wash hands thoroughly and frequently especially before and after all deliveries, in person contact, transports, etc.
 - If soap and water are not available use hand sanitizer.

- Provide the necessary cleaning and safety supplies; trash receptacle, tissues, anti-bacterial wipes etc.
- Encourage employees to routinely clean surfaces and items that are more likely to have frequent hand contact.
 - Countertops, door handles, phones, workstations
 - For transports, an anti-bacterial wipe used on the steering wheel before driving is encouraged (especially when switching from one driver to another)
 - Follow IHS "Coronavirus 2019 (COVID-19) IHS Cleaning and Disinfecting of Vehicles Guidance" (see attachment)
- When home visiting, meet outside when possible
- If you are experiencing any symptoms (cough, shortness of breath, fever) remember to notify your supervisor as soon as possible and do not have any in-person contact, including delivering items to anyone
- Building Safety monitoring and maintenance will occur;
 - Custodial will continue to disinfect commonly touches surfaces such as light switches and doorknobs.
 - The HVAC systems will be routinely monitored and adjusted in conjunction with current COVID 19 recommendations.

Employee Safety Monitoring

- Sick persons should stay home if they have influenza-like or influenza symptoms or symptoms identified as being associated with other identified contagions
Symptoms may include:
 - Fever (100.4° F +)
 - Chills
 - Cough
 - Sore throat
 - Headache
 - Tiredness
 - Diarrhea
 - Vomiting
- Employees will be required to check in daily with COVID-19 Employee Health Screening.
- Employees who report to work ill should be advised to return home and follow up with their health care provider.

- Other employees should be encouraged to monitor themselves for symptoms when potentially exposed.
- Identify normal absenteeism levels – monitor to adjust procedures as needed.
- Employees should follow the Nation’s Time Keeping Work Standards and Procedures SOP, Department Time and Attendance policy and/or Special Emergency Time Off SOPs; such as COVID-19 Emergency Time Off
- Per supervisor’s and Governmental Services Director recommendation and/or approval employees may have the option to utilize the Tribal Wide Telecommunicating SOP

COVID Contact

Please notify your supervisor and follow these instructions should you come in to contact with someone who has COVID.

- Follow up with your medical provider to do further screening.

Follow the medical provider or public health recommendations. Different providers may give different directions based on the contact circumstance and the underlying health issues of that particular person. For example, a person that is diabetic and has heart problems, may be told to quarantine for a period of time, while a healthy person may be told it is ok to return the following day. Also, the provider is the only one that can order the testing if they feel it is warranted.

- If an employee is recommended to NOT WORK and quarantine for any amount of days, personal or vacation time can be used or the option to Telecommute for this time away from work.

When required to have face-to-face contact: **Screen for Symptoms**

- Always screen participants for any symptoms prior to in-person contact. A telephone call must be made, this call may be with a mandated reporter, law enforcement or hospital staff in the event that the individual/family has not initiated the contact. to ask the following questions:

1. Does the parent, child/youth or any member of the family living in the home have a respiratory illness (e.g. cough, shortness of breath) or temperature/fever over 100.4?
 - Are there any other newly developed medical concerns such as vomiting or diarrhea, vomiting, diarrhea, fatigue, body aches, sore throat, inability to smell or taste, chills or repeated shaking with chills?

2. Has the parent, child/youth or any member of the family living in the home come into close contact with a person diagnosed or awaiting testing results for COVID-19?

Close contact means being within approximately 6 feet for a prolonged period; or having direct contact with individual.

 - Prolonged is defined as (see below) CDC guidance
 - <https://www.cdc.gov/coronavirus/2019-ncov/hcp/guidance-risk-assesment-hcp.html>
 - Changing the definition of prolonged exposure to more closely align with the definition used for community exposures and contact tracing (15 minutes or longer).

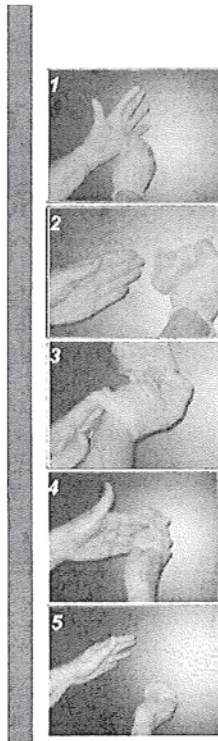
3. Has anyone in the home been advised to self-isolate due to COVID 19 symptoms?
 - If meeting in the building, ensure that temperatures are taken via the kiosk or handheld thermometer as well as providing PPEs to those who may need them.

** Follow up: If the individual/family or reporter answers YES to any of the questions, ask: "Has there been follow-up with the person's medical provider for testing."*

When required to have face-to-face contact: Utilize these **Safety Measures**

1. Workers shall wear a mask at all times when making face-to-face contacts. Cloth or surgical masks can be worn. Use hand sanitizer before placing the mask on your face. Avoid touching the surface of the mask.
 - a. Masks should be put on prior to contact with others.

- b. Cloth masks should fit snugly but comfortably against the side of worker's face covering the nose and mouth. It should be secured with ties or ear loops.
 - c. Workers should wash cloth masks after each use, if possible. Masks can be washed in a washing machine or hand washed.
 - d. Workers should not reuse surgical masks.
 - e. Workers are to offer a mask to clients with whom they are having contact.
 - f. Workers should not remove their mask until he/she returns to their vehicle. The worker should use hand sanitizer after removing the mask. The worker should fold the mask so that the outer surface is held inward against itself to reduce contact with the outer surface during storage. The folded mask can be stored between uses (if necessary) in a clean sealable paper bag or breathable container.
2. The worker is encouraged to wear gloves during the home visit. Using hand sanitizer before and after using the gloves is required.
 3. The worker shall remove gloves following these steps:
 1. Pinch the palm of the first glove and pull straight off
 2. Holding the 1st glove in the 2nd gloves fingers
 3. Do not touch that "dirty" glove again
 4. While holding the dirty glove, use your clean finger and put them underneath the remaining (2nd) glove
 5. Pulling it up and over
 6. Turning it inside out
 7. Touching ONLY the inside of glove # 2 remove both gloves
 - a. The inside of the glove is the clean side
 8. Discard both gloves and **wash your hands**



PROPERLY REMOVE GLOVES

1. Pinch the palm of the first glove and pull straight off
 - *Holding the 1st glove in the 2nd gloves fingers*
2. Do not touch that "dirty" glove again
3. While holding the dirty glove, use your clean finger and put them underneath the remaining (2nd) glove
 - Pulling it up and over
 - Turning it inside out
4. Touching **ONLY** the inside of glove # 2 remove both gloves
 - The inside of the glove is the clean side
5. Discard both gloves and wash your hands

4. Only bring in necessary supplies, equipment and materials. Bring extra pens for clients to use and keep.
5. Use disinfectant spray and paper towel to wipe down anything that may have touched during interactions with clients or in the community (tables, chairs, bag, keys, iPad, pens, pencils, etc.)
 - a. Utilize gloves when using disinfecting wipes and/or spray.
 - b. Reference the Safety Data Sheet (SDS) located near disinfecting products you are using.
6. Check and ensure that any vehicle used has adequate cleaning supplies prior to leaving the agency for any home visits or transportation of clients. Please re-supply any vehicle after use.
7. Contact custodial if a room needs cleaning after a family interaction or face to face activity, as additional safety measure.
 - a. Signage on door to reflect whether the room is in need of cleaning or has been cleaned. Red signifies needs cleaning; Green signifies has been cleaned.

When required to have face-to-face contact: **Home Visiting Measures**

- Be efficient and prepared with what information needs to be assessed, gathered or shared during face to face contact.
- Worker's should only be entering homes if there are safety concerns relating to the condition of the home. All interviews should be completed outside the home. Follow these general guidelines:
 - Practice social distancing! Keep at least six feet of space between yourself and others.
 - Attempt to meet with family members outside the home whenever possible.
 - If you must enter the home to assess unsafe environmental conditions, when possible:
 - Have anyone not directly involved or a primary member of the family wait in another room or outside of the home.
 - Stand during your visit.
 - Remain in a well-ventilated area.
 - Do not touch anything in the home.
 - Refrain from touching your face.
 - Practice and follow the Safety Measures

Transition Phase or special circumstances prior to Safer At Home being lifted:

- Requires Safer At Home order to remain "inactive", unless circumstances require consideration such as Family Interactions, individual meetings or small group activity.
- Requires no positive cases of COVID within the team and a continued downward trajectory of new COVID cases in the Oneida community and both Brown and Outagamie counties.
- Staggered schedules for staff returning to the office to reduce the number of individuals in the building at one time.
 - Staff who have successfully been telecommuting have the option to remain telecommuting during the transition period.
 - Updated Telecommute Agreements required to be completed.
- Request custodial to increase cleaning within the building upon staff return.

- While in the office staff shall ensure social distancing and safe practices to include but not limited to:
 - Use your cloth mask or face covering
 - Do not enter other employee's office space
 - Practice social distancing of at least 6 feet
 - Wash your hands frequently or use hand sanitizer of at least 60%
 - Disinfect areas that are commonly touched such as:
 - Time clock number keypad
 - Copier buttons
 - Telephones
 - Light switches, doorknobs etc.
- Off site visits or virtual visits still encouraged during this time.
- Small In person groups to be considered during this time, virtual meetings still encouraged.

ICW/Foster Care/Kinship Care/Parenting/Domestic Abuse/Prevention Program service delivery protocol:

- Home / Office/ School Visits: continue doing via phone or video, in person only as needed.
- Court Hearings: at court's directive/discretion (in person, video, phone etc.)
- Coordinating / Supervising Family Interactions: Resume face to face family interaction in as many circumstances as possible following the below guidelines in addition to Face to Face Safety and Home Visiting Measures:
 - Provide face coverings for anyone over age 2
 - Handwashing before/after visits
 - Proper cleaning of any visitation space
 - Screening for symptoms beforehand
 - Temperature check
 - Small children are tricky: change clothes before/after, give bath after visit along with attentive hygiene for the parents to follow as well. Sharing this information with placement provider.
 - Additional considerations:
 - Meet outside
 - Provide activities that engage young children but don't require contact like a game of kicking the ball back and forth. See if relatives can provide transportation to limit circle of contacts

- There will be situations like a spike in spread, etc so use virtual interactions only when necessary.
- Case Staffings: continue doing via phone or video
- Family Interaction Coordination: Utilize the Face to Face safety measure, Screen for Symptoms and Home Visiting guidelines.
- New Placements Coordination: ensure that child / family are assessed for COVID and all relevant information is shared with placement resource
- Transporting: use tribal SUV or Van if possible, have rider sit in the seat furthest back while ensuring all adults in vehicle have PPE on.
- Groups: Virtual groups still encouraged during this time. Consideration for small in-person groups, to include safety measures; social distancing, use of PPEs (when appropriate and as needed) and safe practices (such as not sharing items).
- Trainings for Foster Parents*: continue doing virtually
- All departmental meetings (one-on-one supervision, team meetings, etc.) will continue being done via Microsoft Teams or Skype.

Resume “ New Normal” Operations Phase (TBD)

- Requires Safer At Home order to remain “inactive”.
- Requires no positive cases of COVID within the team continued downward trajectory of new COVID cases in the Oneida community and both Brown and Outagamie counties.
- Staff to return working in the office 40 hours a week.
- Continued request custodial to increase cleaning within the building upon staff return.
- While in the office staff shall ensure social distancing and safe practices to include but not limited to:
 - Do not enter other employee’s office space
 - Practice social distancing of at least 6 feet
 - Wash your hands frequently or use hand sanitizer of at least 60%
 - Disinfect areas that are commonly touched such as:
 - Time clock number keypad
 - Copier buttons
 - Telephones
 - Light switches, doorknobs etc.
- Office visits with clients resume at this time. Required to ask screening questions.
- In person groups with safety precautions can resume.

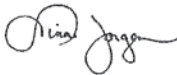
ICW/Foster Care/Kinship Care/Parenting/Domestic Abuse/Prevention Program service delivery protocol:

- Home / Office/ School Visits: may resume in person interactions following safety measures
- Court Hearings: at court's directive/discretion (in person, video, phone etc.)
- Coordinating / Supervising Family Interactions: Resume face to face family interaction in as many circumstances as possible following the below guidelines:
 - Handwashing before/after visits
 - Proper cleaning of any visitation space
 - Screening for symptoms beforehand
 - Temperature checks
 - Continue meeting outside if possible
 - There will be situations like a spike in spread, etc. so use virtual interactions only when necessary.
- Transporting: clean vehicle after each transport, keep distance as needed.
- Case Staffings may resume in person.
- Family Interaction Coordination: Utilize the Face to Face safety measure, Screen for Symptoms and Home Visiting guidelines.
- New Placements Coordination: ensure that child / family are assessed for COVID and all relevant information is shared with placement resource
- Transporting: use tribal SUV or Van if possible, have rider sit in the seat furthest back while ensuring all adults in vehicle have PPE on.
- Groups: consideration for in person groups conducted in the building to include safety measures; social distancing, health screens, use of PPEs. Continuation of virtual groups will also be considered for safety.
- Trainings for Foster Parents*: continue doing virtually
- All departmental meetings (one-on-one supervision, team meetings, etc.) will continue being done via Microsoft Teams or Skype.

Oneida Family Services Re-Open plan will not have a fiscal impact as our staffing levels will remain the same. We do have some vacant grant funded positions that we would like to fill once we are provided approval. This re-open plan is exclusive to the safety and wellness of the staff and families served by the programs.

Oneida Family Services has developed this re-opening plan in collaboration with Public Health Officials to decrease the spread of seasonal flu and other contagious disease that may occur in the workplace and to help maintain business continuity during such outbreaks.

Signatures authorizing approval



Digitally signed by Tina Jorgensen, MS
Date: 2021.03.02 08:11:19 -06'00'

Governmental Services Director

Date

MG MT	DI V	BU	DEP T	JO B #	POSITION TITLE	CATEG ORY	GRANT/O ther Funding %	3rd Party Reven ue %	TC %	BTCF TE	BF T	BH T	BP T	BF TE	HR S	EM PS	AF T	AH T	AP T	Actu al TC	AO T	AF TE	
BCG M	GO VT	FAM LY	ADM IN	015 59	COORD-CHILD PLACEMENT	STAND	26%	0%	74 %	1.48	2	0	0	2	80	2	2	0	0	1.48	0	2	
BCG M	GO VT	FAM LY	ADM IN	016 08	ADVOCATE-COMMUNITY PREVENTION	GRANT	100%	0%	0%	0	2	0	0	1	40	1	1	0	0	0	0	1	
BCG M	GO VT	FAM LY	ADM IN	017 13	ADVOCATE-CHILD/TEEN FEMALE	GRANT	75%	0%	25 %	0.25	1	0	0	1						0			
BCG M	GO VT	FAM LY	ADM IN	017 56	COORD-PARENT PROGRAM	GRANT	100%	0%	0%	0	2	0	0	2	80	2	2	0	0	0	0	0	2
BCG M	GO VT	FAM LY	ADM IN	017 72	ADVOCATE-DOMESTIC VIOLENCE	GRANT	100%	0%	0%	0	1	0	0	1						0			
BCG M	GO VT	FAM LY	ADM IN	019 13	ADVOCATE-CHILD TEEN MALE	STAND	0%	0%	100 %	0	0	0	0	0						0			
BCG M	GO VT	FAM LY	ADM IN	023 23	COORD-DOMESTIC ABUSE SERVICES	STAND	0%	0%	100 %	0	0	0	0	0						0			
BCG M	GO VT	FAM LY	ADM IN	025 41	WORKER-SOCIAL/CASE MANAGER	STAND	23%	0%	77 %	4.62	6	0	0	6	240	6	6	0	0	4.62	0	6	
BCG M	GO VT	FAM LY	ADM IN	025 45	SUPER-FAMILY SERVICES	STAND	23%	0%	77 %	1.54	2	0	0	2	80	2	2	0	0	1.54	0	2	
BCG M	GO VT	FAM LY	ADM IN	026 70	MENTOR/ADVOCATE-YOUTH	GRANT	100%	0%	0%	0	1	0	0	1	40	1	1	0	0	0	0	1	
BCG M	GO VT	FAM LY	ADM IN	027 06	DV CULTURAL SUPPORT STAFF	GRANT	75%	0%	25 %	0.1875	0	1	0	0.75	24	1	0	1	0	0.15	0	0.6	
BCG M	GO VT	FAM LY	ADM IN	027 41	MGR-COMMUNITY ADVOCATE	GRANT	100%	0%	0%	0	1	0	0	1	40	1	1	0	0	0	0	1	
BCG M	GO VT	FAM LY	ADM IN	027 57	ADVOCATE-LAY	GRANT	100%	0%	0%	0	1	0	0	1						0			
BCG M	GO VT	FAM LY	ADM IN	027 59	DIR-FAMILY SERVICES	STAND	23%	0%	77 %	0.77	1	0	0	1	40	1	1	0	0	0.77	0	1	
BCG M	GO VT	FAM LY	ADM IN	029 21	WORKER-SOCIAL ICW	STAND	23%	0%	77 %	2.31	3	0	0	3	120	3	3	0	0	2.31	0	3	
BCG M	GO VT	FAM LY	ADM IN	029 75	PARALEGAL	STAND	23%	0%	77 %	0.77	1	0	0	1	40	1	1	0	0	0.77	0	1	
BCG M	GO VT	FAM LY	ADM IN	030 39	MGR-OFFICE	STAND	23%	0%	77 %	0.77	1	0	0	1	40	1	1	0	0	0.77	0	1	
BCG M	GO VT	FAM LY	ADM IN	030 85	ADVOCATE-WOMENS SEXUAL ABUSE	GRANT	100%	0%	0%	0	1	0	0	1						0			
BCG M	GO VT	FAM LY	ADM IN	051 97	STUDENT INTERN-FAMILY SERVICES	STAND	0%	0%	100 %	0										0			

From: [Maureen A. Metoxen](#)
To: [BC Agenda Requests](#)
Cc: [Geraldine R. Danforth](#); [Tina M. Jorgensen](#)
Subject: Agenda Item - March 24th meeting
Date: Friday, March 12, 2021 11:00:14 AM
Attachments: [RTP Grant Funded Family Serv Prevention.pdf](#)
[image001.png](#)
[Re Request to Post Grant Funded in Family Services.msg](#)
[image002.png](#)
[Agenda Request - RTP Family Serv Prevention 3-12-21.pdf](#)

See attached agenda item for March 24th OBC Meeting. Please let me know if you need anything further. Thank you.

From: Geraldine R. Danforth <GDANFOR1@oneidanation.org>
Sent: Thursday, March 11, 2021 8:22 AM
To: Maureen A. Metoxen <MMETOXEN@oneidanation.org>
Cc: Tina M. Jorgensen <tjorgens@oneidanation.org>
Subject: FW: Request to Post: Grant Funded in Family Services

Please submit the attachments to the OBC for final approval. Please copy Tina on the submission.

yaw^?kó• (Thank you!)

Geraldine R. Danforth
Human Resources Area Manager
Skenandoah Complex
909 Packerland Drive
(920)496-7358



A GOOD MIND. A GOOD HEART. A STRONG FIRE.

The information contained in this e-mail is confidential and privileged. If you are not the intended recipient, please be advised that any use, copying, or dissemination of this information is prohibited. Please destroy this e-mail and immediately notify us of the erroneous transmission.

From: Tina M. Jorgensen <tjorgens@oneidanation.org>
Sent: Thursday, March 11, 2021 8:13 AM
To: Lawrence E. Barton <lbarton@oneidanation.org>
Cc: Geraldine R. Danforth <GDANFOR1@oneidanation.org>
Subject: Request to Post: Grant Funded in Family Services

Good morning,

Family Services received a Sexual Assault grant just before the pandemic. Please approve the posting of these 2 positions at 1.5 FTE. Let me know if you need anything else.

Yaw^ko,

Tina Jorgensen, MS, RDN

Division Director
Governmental Services



A good mind. A good heart. A strong Fire.

office: 920.490.3904

Mailing Address:
PO Box 365
Oneida, WI 54155

Location:
2640 West Point Rd
Green Bay, WI 54304
<https://oneida-nsn.gov>

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From: [Lawrence E. Barton](#)
To: [Tina M. Jorgensen](#)
Cc: [Geraldine R. Danforth](#); [Ralinda R. Ninham-Lamberies](#)
Subject: Re: Request to Post: Grant Funded in Family Services
Date: Thursday, March 11, 2021 8:19:37 AM
Attachments: [image001.png](#)

Ms. Jorgenson, I have reviewed the request and approve to proceed with the Request to Post the cited positions in Family Services, Thanks, Larry Barton

From: Tina M. Jorgensen <tjorgens@oneidanation.org>
Sent: Thursday, March 11, 2021 8:13 AM
To: Lawrence E. Barton <lbarton@oneidanation.org>
Cc: Geraldine R. Danforth <GDANFOR1@oneidanation.org>
Subject: Request to Post: Grant Funded in Family Services

Good morning,

Family Services received a Sexual Assault grant just before the pandemic. Please approve the posting of these 2 positions at 1.5 FTE. Let me know if you need anything else.

Yaw^ko,

Tina Jorgensen, MS, RDN
Division Director
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Review the Cage/Vault/Kiosk Chapter 10 Minimum Internal Controls and determine appropriate next steps
Oneida Business Committee Agenda Request

1. Meeting Date Requested: 03 / 24 / 21

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 Business Committee Agenda Request

6. Cover Memo:

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

The OGMICs Revision Project has had multiple phase iterations and numerous document revisions due to staff shortages, other project priorities, review timing delay and new nationally published control standards. An aggressive timeline has since been developed to ensure relevant minimum standards are incorporated into these tribal internal control standards. The OGMICs is being revised one section chapter at a time to minimally include:

- National Indian Gaming Commission (NIGC) Class II Minimum Internal Control Standards (MICS)
- NIGC Class II MICS Guidance
- Oneida Tribe and State of Wisconsin Compact and its amendments
- Industry control standards and best regulatory practices

OGMICs section chapters are (re)formatted, (re)finalized and (re)reviewed before they are submitted to Gaming Management for comments. Management comments are reviewed and considered before the section chapter is officially approved by the OGC.

The OGC has prepared this document to set forth the Nation's tribal minimum internal controls that will guide gaming operations and assist internal audit to ensure and maintain the integrity and security of gaming operations.

ACTION REQUESTED: ACCEPT THE OGMICs CHAPTER 10 - Cage/Vault/Kiosk WITH NO REQUESTED REVISIONS.

*****PLEASE NOTE (OBC ACTION OPTIONS)***** Per the Chief Counsel memo dated February 27, 2018, regarding appropriate OBC action for OGMICR Revisions, the motion for this request would be as follows: "Accept the notice of the OGMICs Chapter 10-Cage/Vault/Kiosk approved by the Oneida Gaming Commission on March 15, 2021

and...

- (a) Directs notice to the Gaming Commission there are no requested revisions under section 501.6-14(d);
- (b) Directs notice to the Gaming Commission that the Oneida Business Committee will be recommending amendments to the OGMICs Chapter 10 - Cage/Vault/Kiosk in accordance with sections 510.6-14(d)(3)(C); or
- (c) Directs notice to the Gaming Commission that the Oneida Business Committee repeals the OGMICs Chapter 10 - Cage/Vault/Kiosk in accordance with section 501.6-14(d)(3)(A) and subsections (i)."

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

Oneida Gaming Minimum Internal Control Standards Revision Project Authority, Project and Process

Oneida Gaming Commission (OGC) Authority

As designated in the Oneida Nation Gaming Ordinance (ONGO) 501.6-14.(d), the OGC is to *draft and approve Oneida Gaming Minimum Internal Controls (OGMICs) that require review and comment by Senior Gaming Management prior to approval by the Commission and are subject to review by the Oneida Business Committee.*

The OGMICs are effective upon adoption by the Commission. If the Oneida Business Committee has any concerns and/or requested revisions upon review, the Commission shall work with the Oneida Business Committee to address such concerns and/or requested revisions according to the process described in ONGO 501.6-14.(d)(3).

OGMICs Revision Project

The OGMICs Revision Project has had multiple phase iterations and numerous document revisions due to staff shortages, other project priorities, review timing delays, and new nationally published control standards. An aggressive timeline has since been developed to ensure relevant minimum standards are incorporated into these tribal internal control standards.

The OGC-Compliance department is designated as the facilitator of the OGMICs Revision Project and is responsible for document coordination and progress. Research and recommendations are provided by the Compliance Staff and project team. Upon Executive Director support, the OGC is the decision-making body that ultimately approves the OGMICs through official action.

OGMICs Revision Process

The OGMICs is being revised one section chapter at a time to minimally include:

- National Indian Gaming Commission (NIGC) Class II Minimum Internal Control Standards (MICS)
- NIGC Class III MICS Guidance
- Oneida Tribe and State of Wisconsin Compact and its amendments
- Industry control standards and best regulatory practices

OGMICs section chapters are (re)formatted, (re)finalized, and (re)reviewed before they are submitted to Gaming Management for comments. Management comments are reviewed and considered before the section chapter is officially approved by the OGC.

The OGC has prepared this document to set forth the Nation's tribal minimum internal controls that will guide gaming operations and assist internal audit to ensure and maintain the integrity and security of gaming operations.

Please accept/adopt this document as the Oneida Gaming Minimum Internal Controls for Chapter 10 Cage/Vault/Kiosk.

Ivory S. Kelly

From: Melissa M. Alvarado
Sent: Monday, March 15, 2021 2:46 PM
To: GamingCommission_Compliance
Cc: Michelle M. Braaten; Melissa M. Alvarado
Subject: NOTIFICATION: OGMICS Chapter 10 Cage/Vault/Kiosk - Amendment
Attachments: E-Routed OGMICS Chapter 10 Cage Vault Kiosk - Amendment 2.pdf

DATE: 03/15/21
FROM: Mark Powless Sr.
SUBJECT: OGMICS Chapter 10 Cage/Vault/Kiosk - Amendment

Good Afternoon,

The Gaming Commission has reviewed the following item(s) and is approved. This will be placed on the next Regular OGC Meeting agenda for retro approval.

- 1. OGMICS Chapter 10 Cage/Vault/Kiosk - Amendment

If you have any further questions please feel free to contact the OGC Chair Mark Powless Sr. via email mpowles5@oneidanation.org or at 497-5850.

Thank you.

Melissa Alvarado

Administrative Assistant
Oneida Gaming Commission
920-497-5850
Toll Free: 1-800-497-5897
malvarad@oneidanation.org



Chapter: 10

Cage/Vault/Kiosk

Table of Contents

- (a) Supervision
- (b) Check Cashing
- (c) Cage and Vault Accountability
- (d) Kiosks
- (e) Promotional Payments, Drawings, and Giveaways Programs
- (f) Chip(s)
- (g) Vouchers
- (h) Cage and Vault Access
- (i) Variances

All employees and associates are required to adhere to the controls in this section, all other sections, and regulatory documents.

Regulatory Credentials Legend:

NIGC MICS: Black Font

OGC Additions: Blue Font

(a) Supervision

- (1) Supervision shall be provided as needed for cage, vault, kiosk, and other operations using cash or cash equivalents by an employee(s) with authority equal to or greater than those being supervised.

(b) Check Cashing

- (1) If checks are cashed at the cage, the controls shall provide for security and integrity. For each check cashing transaction, the employee(s) conducting the transaction shall:
 - (i) Verify the customer's identity;
 - (ii) Examine the check to ensure it includes the customer's name, current address, and signature;
 - (iii) For personal checks, verify the customer's check cashing authority and record the source and results in accordance with management policy; however
 - (iv) If a check guarantee service is used to guarantee the transaction and the procedures required by the check guarantee service are followed, then the above requirements do not apply.
- (2) When counter checks are issued, the following shall be included on the check:
 - (i) The customer's name and signature;
 - (ii) The dollar amount of the counter check;
 - (iii) Customer's bank name, bank routing, and account numbers;
 - (iv) Date of issuance; and
 - (v) Signature of the employee approving the counter check transaction.
- (3) When traveler's checks or other guaranteed drafts, such as cashier's checks, are presented, the cashier shall comply with the examination and documentation procedures as require by the issuer.
- (4) If a third-party check cashing or guarantee service is used, the examination and documentation procedures required by the service provider apply, unless otherwise provided by tribal law or regulation.

(c) Cage and Vault Accountability

- (1) All transactions that flow through the cage and vault, other than customer cash or cash equivalent exchanges, shall be summarized for each shift of the cage and shall be supported by documentation.
- (2) Increases and decreases to the total cage and vault inventory shall be verified, supported by documentation, and recorded. Documentation shall include the date and shift, the purpose of the increase/decrease, the employee(s) completing the transaction, and the person or department receiving the cage funds (for decreases only).
- (3) The cage and vault inventories (including coin rooms) shall be counted independently by at least two employees, attested to by signature, and recorded in ink or other permanent form at the end of each shift during which the activity took place. These employees shall make individual counts to compare for accuracy and maintain individual accountability. All variances shall be documented and investigated.

- (4) The gaming operation shall establish and comply with a minimum bankroll formula to ensure the gaming operation maintains cash or cash equivalents (on hand and in the bank, if readily accessible) in an amount sufficient to satisfy obligations to the gaming operation's customers as they are incurred.

(d) Kiosks

- (1) Kiosks shall be maintained on the cage **and/or vault** accountability and shall be counted independently by at least two employees, documented, and reconciled for each increase or decrease to the kiosk inventory.
- (2) Currency cassettes shall be counted and filled by an employee and verified independently by at least one employee, all of whom shall sign each cassette.
- (3) Currency cassettes shall be secured with a lock or tamper resistant seal and, if not placed inside a kiosk, shall be stored in a secured area of the cage/vault.
- (4) Gaming management, subject to the approval of the OGC, shall develop and implement physical security controls over the kiosks. Controls should address the following: forced entry, evidence of any entry, and protection of circuit boards containing programs.
- (5) With regard to cashless systems, gaming management, subject to the approval of the OGC, shall develop and implement procedures to ensure that communications between the kiosk and system are secure and functioning.
- (6) The following reconciliation reports shall be available upon demand for each day, shift, and drop cycle (this is not required if the system does not track the information, but system limitation(s) shall be noted):
 - (i) Starting balance dollar amount per financial instrument;
 - (ii) Starting balance number of items per financial instrument;
 - (iii) Dollar amount per financial instrument issued;
 - (iv) Number of items per financial instrument issued;
 - (v) Dollar amount per financial instrument redeemed;
 - (vi) Number of items per financial instrument redeemed;
 - (vii) Dollar amount per financial instrument increases;
 - (viii) Number of items per financial instrument increases;
 - (ix) Dollar amount per financial instrument decreases;
 - (x) Number of items per financial instrument decreases;
 - (xi) Ending balance dollar amount per financial instrument; and
 - (xii) Ending balance number of items per financial instrument.

(e) Promotional Payments, Drawings, and Giveaway Programs.

- (1) The following procedures shall apply to any payment resulting from a promotional payment, drawing, or giveaway program disbursed by the cage department or any other department. This section does not apply to payouts for table games and card games promotional pots and/or pools.
 - (i) All payments shall be documented to support the cage accountability.

- (ii) Payments above \$600 (or lesser amount as approved by OGC) shall be documented at the time of the payment, and documentation shall include the following:
 - (A) Date and time;
 - (B) Dollar amount of payment or description of personal property;
 - (C) Reason for payment; and
 - (D) Customer's name and confirmation that identity was verified (drawings only).
 - (E) Signature(s) of at least two employees verifying, authorizing, and completing the promotional payment with the customer.
 - (F) For computerized systems that validate and print the dollar amount of the payment on a computer-generated form, only one signature is required.

(f) Chip(s)

- (1) Controls must be established, and procedures implemented to ensure accountability of chip and token inventory. [The gaming operation as approved by the OGC, shall establish and comply with procedures not limited to the following:](#)
 - (i) Purchase;
 - (ii) Receipt;
 - (iii) Inventory;
 - (iv) Storage; and
 - (v) Destruction.

(g) Vouchers

- (1) Controls shall be established, and procedures implemented to:
 - (i) Verify the authenticity of each voucher redeemed.
 - (ii) If the voucher is valid, verify that the customer is paid the appropriate amount.
 - (iii) Document the payment of a claim on a voucher that is not physically available or a voucher that cannot be validated such as a mutilated, expired, lost, or stolen voucher.
 - (iv) Retain payment documentation for reconciliation purposes.
 - (v) For manual payment of a voucher in an amount established by management and approved by the OGC, require a supervisory employee to verify the validity of the voucher prior to payment.
- (2) Vouchers paid during a period while the voucher system is temporarily out of operation shall be marked "paid" by the cashier.
- (3) Vouchers redeemed while the voucher system was temporarily out of operation shall be validated as expeditiously as possible upon restored operation of the voucher system.
- (4) Paid vouchers shall be maintained in the cashier's accountability for reconciliation purposes.
- (5) Unredeemed vouchers can only be voided in the voucher system by supervisory employees or accounting. The accounting department will maintain the voided voucher,

if available.

(h) Cage and Vault Access

- (1) Controls shall be established, and procedures implemented to:
 - (i) Restrict physical access to the cage to cage employees, designated staff, and other authorized persons; and
 - (ii) Limit transportation of extraneous such as personal belongings, tool boxes, beverage containers, etc., into and out of the cage and vault.
 - (A) Extraneous items, such as purses, coats, magazines, food, newspapers, etc., are not allowed in the cage, vault, coin room, and count room.
 - (B) No team member is allowed to have personal currency on them.

(i) Variances

- (1) The operation shall establish, as approved by the OGC, the threshold level at which a variance shall be reviewed to determine the cause. Any such review shall be documented.



Oneida Gaming Minimum Internal Control Standards/Rules of Play
Amendments-Chapter 10 Cage/Vault/Kiosk Gaming Management Review

Per ONGO 21.6-14. (d), the OGC is to draft and approve the OGMICS, subject to review and adoption by the OBC, provided that Gaming Operations has the opportunity to review and comment prior to OGC approval. Gaming Operations comments are to be included in submissions to the OBC.

GAMING OPERATIONS MANAGEMENT

Reviewed and Input Provided By:

Name and Title	Signature	Date
AGM	<i>Chris F 5607</i>	3/15/21
Director/Manager	<i>[Signature] 13555</i>	3/15/21
Gaming Compliance	<i>Donick King 11229</i>	3/15/21



**Oneida Gaming Minimum Internal Control Standards/Rules of Play
Amendments-Chapter 10 Cage/Vault/Kiosk Gaming Management Review**

Record regulatory reference, concern and suggestion to the OGMICS/ROP document:

Concern/Question	Management Suggestion
<p><i>(g)(5)</i> Unredeemed vouchers can only be voided in the voucher system by supervisory employees. The accounting department will maintain the voided voucher, if available.</p>	<p>Please review and consider revision point (5) that can read as following:</p> <p><i>(5) Unredeemed vouchers can only be voided in the voucher system by supervisory employees or accounting. The accounting department will maintain the voided voucher, if available.</i></p>
<p><u>OGC Response</u> After review of Gaming Management’s request, the OGC has agreed to make the requested change to (g)(5). By adding “accounting” the Operation will continue to follow the processes that are already in place and will continue to meet compliance of the regulation.</p>	
<p> </p>	
<p><u>OGC Response</u></p>	
<p> </p>	
<p><u>OGC Response</u></p>	
<p> </p>	
<p><u>OGC Response</u></p>	

(Insert additional rows, as necessary)