



Oneida Business Committee

Regular Meeting
8:30 AM Wednesday, April 14, 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

- A. Special recognition for years of service**
Sponsor: Geraldine Danforth, Area Manager/Human Resources

III. ADOPT THE AGENDA

IV. RESOLUTIONS

- A. Adopt resolution entitled Extension of the Waiver of the Application Fee under the Pardon and Forgiveness Law for Fiscal Year 2022**
Sponsor: Jo Anne House, Chief Counsel
- B. Adopt resolution entitled Authorization of Boards, Committees and Commissions to Meet and Superseding the Temporary Closure**
Sponsor: Jo Anne House, Chief Counsel
- C. Adopt resolution entitled 2021 Summer Tribal Youth Program**
Sponsor: Patrick Pelky, Division Director EHSL&A

V. APPOINTMENTS

- A. **Determine next steps regarding four (4) vacancies - Oneida Nation Arts Board**
Sponsor: Lisa Liggins, Secretary
- B. **Determine next steps regarding four (4) vacancies - Anna John Resident Centered Care Community Board**
Sponsor: Lisa Liggins, Secretary

VI. STANDING COMMITTEES**A. LEGISLATIVE OPERATING COMMITTEE**

- 1. **Accept the March 3, 2021, regular Legislative Operating Committee meeting minutes**
Sponsor: David P. Jordan, Councilman
- 2. **Adopt the Oneida Nation Standard Operating Procedure entitled Oneida General Welfare Law - Adoption of an Approved Program**
Sponsor: David P. Jordan, Councilman
- 3. **Approve the Audit Committee bylaws amendments**
Sponsor: David P. Jordan, Councilman

B. QUALITY OF LIFE COMMITTEE

- 1. **Accept the February 18, 2021, regular Quality of Life meeting minutes**
Sponsor: Marie Summers, Councilwoman

VII. NEW BUSINESS

- A. **Determine next steps regarding quorum for the Pardon and Forgiveness Screening Committee**
Sponsor: Lisa Liggins, Secretary
- B. **Approve the Community Health Department request to post one (1) grant funded limited term position for one (1) Stroke Prevention Wellness Coach**
Sponsor: Geraldine Danforth, Area Manager/Human Resources
- C. **Approve the Family Services Department request to post two (2) grant funded positions for one (1) Social Worker/Case Manager and one (1) Case Aide**
Sponsor: Geraldine Danforth, Area Manager/Human Resources
- D. **Accept the notice that Councilman Kirby Metoxen has been confirmed as Vice-President of the Native American Tourism of Wisconsin Board**
Sponsor: Kirby Metoxen, Councilman

- E. **Accept the notice that Councilwoman Jennifer Webster has been appointed as primary delegate for the Bemidji area of the Administration for Children and Families, Tribal Advisory Committee**
Sponsor: Jennifer Webster, Councilwoman
- F. **Enter e-poll results into the record regarding the adopted BC resolution # 03-19-21-A**
Sponsor: Lisa Liggins, Secretary
- G. **Enter e-poll results into the record regarding the approved request for an exception to BC Resolution 12-31-20-A to post the Family Court Judge position for all applicants**
Sponsor: Lisa Liggins, Secretary

VIII. GENERAL TRIBAL COUNCIL

- A. **Approve four (4) requested actions - Petitioner Lori Elm re: Real Property law Eviction and Termination**
Sponsor: Lisa Liggins, Secretary

IX. EXECUTIVE SESSION

A. REPORTS

- 1. **Accept the Chief Council Report**
Sponsor: Jo Anne House, Chief Counsel

B. AUDIT COMMITTEE

- 1. **Accept the February 18, 2021, regular Audit Committee meeting minutes**
Sponsor: David P. Jordan, Councilman
- 2. **Accept the Mississippi Stud compliance audit and lift the confidentiality requirement**
Sponsor: David P. Jordan, Councilman

C. UNFINISHED BUSINESS

- 1. **Accept the Complaint Process for Finance SOP as information**
Sponsor: Lisa Liggins, Secretary
- 2. **Accept the HR Area Manager's follow-up report regarding the process for layoffs, furloughs, and recalls**
Sponsor: Geraldine Danforth, Area Manager/Human Resources

D. NEW BUSINESS

1. **Review applications for four (4) vacancies - Oneida Nation Arts Board**
Sponsor: Lisa Liggins, Secretary
2. **Review applications for four (4) vacancies - Anna John Resident Centered Care Community Board**
Sponsor: Lisa Liggins, Secretary
3. **Determine next steps regarding the amendment of file # 2020-0464**
Sponsor: Jessica Vandekamp, Employee Relations Representative
4. **Approve the Human Resources General Manager job description and assign a sub-team to completed the hiring process**
Sponsor: Jessica Vandekamp, Employee Relations Representative
5. **Enter the e-poll results into the record regarding the approved letter of intent to renegotiate the agreement with Greater Green Bay Convention and Visitors Bureau**
Sponsor: Lisa Liggins, Secretary

X. 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

Oneida Business Committee Agenda Request

Special recognition for years of service

1. Meeting Date Requested: 04 / 14 / 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:

Acknowledge Years of Service Recipients with the attached PowerPoint. 2nd Quarter, 2021 Recipients.

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:

HRD coordinates efforts, on a quarterly basis, with the Business Committee to recognize employees who have reached the 25+ years of service milestone. There are 15 recipients for 2nd Quarter, FY'21. Supervisors have been contacted to submit certificates and pick up employee's award.

- 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

**YEARS OF SERVICE RECIPIENTS
2ND QUARTER FY'21 JANUARY - MARCH**

NAME	EMP #	SUPERVISOR NAME	ADOH	YOS	Thursday, April 14, 2021
DENNY,CELESTINE M	385	FITZPATRICK,RACHEL A	Mar 22, 1976	45	
SMITH,JACQUELINE M	5705	THUNDERCLOUD,DEBORAH J	Feb 4, 1991	30	
HILL,REESE E	5345	DOXTATER,ANDREW J	Feb 12, 1991	30	
BLAKER,VICTORIA L	6098	BRISTOL,ERIC N	Mar 4, 1991	30	
WEBSTER,GUNLADUNT	1558	KING,KATHLEEN E	Jan 8, 1996	25	
TRUTTMANN,BARBARA J	3680	REYNOLDS,NICOLAS A	Feb 8, 1996	25	
JORDAN,EMILIE J	829	MOUSSEAU,SHARON A	Feb 12, 1996	25	
BIGFIRE,LISA M	8400	FISH,SARAH A	Feb 18, 1996	25	
KRUEGER,VICTORIA L	3701	DOXTATOR,TONY L	Feb 19, 1996	25	
FUSS,RICKY J	3189	BOYLE,JACQUE L	Feb 28, 1996	25	
DOXTATER,EVAN S	8418	METOXEN,LAMBERT M	Mar 1, 1996	25	
PARKER,GERALDINE C	713	MELCHERT,ADAM J	Mar 4, 1996	25	
LAGEST,TINA A	2280	MELCHERT,ADAM J	Mar 4, 1996	25	
LECLAIRE,DEBRA J	3720	BERG-HARGROVE,JENNIFER S	Mar 11, 1996	25	
CORNELIUS,KENNETH P	1866	EMERSON,DAVID L	Mar 11, 1996	25	

Oneida Business Committee Agenda Request

Adopt resolution entitled Extension of the Waiver of the Application Fee under the Pardon and...

1. Meeting Date Requested: 4 / 14 / 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 adopt resolution "Extension of the Waiver of the Application Fee under the Pardon and Forgiveness Law for Fiscal Year 2022."

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 Oneida Business Committee, at the March 29th work session, determined that the waiver of the application fee for a pardon or forgiveness under the Pardon and Forgiveness Law should be extended through Fiscal Year 2022. See attached resolution.

- 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

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution

Extension of the Waiver of the Application Fee under the Pardon and Forgiveness Law for Fiscal Year 2022

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 declared a public health state of emergency in March of 2020 because of the COVID-19 pandemic and has continued that declaration through May 12, 2021; and

WHEREAS, there are members who have been impacted by the pandemic which may have resulted in job loss, reduction of hours, and inability to find employment who may need to access the Pardon and Forgiveness Law processes; and

WHEREAS, the Oneida Business Committee adopted resolution # BC-05-13-20-G, *Suspension of the Pardon and Forgiveness Law Application Fee due to the COVID-19 Public Health State of Emergency*; and

WHEREAS, the Oneida Business Committee has determined that the fee waiver should continue through Fiscal Year 2022 as a result of the ongoing impact of the pandemic; and

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee suspend the application fee for a pardon or forgiveness from the Nation for the entirety of Fiscal Year 2022.



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



Statement of Effect

Extension of the Waiver of the Application Fee under the Pardon and Forgiveness Law for Fiscal Year 2022

Summary

This resolution suspends the nonrefundable application fee for requesting a pardon or forgiveness from the Nation in accordance with the Pardon and Forgiveness law for the entirety of Fiscal Year 2022.

*Submitted by: Clorissa N. Santiago, Senior Staff Attorney, Legislative Reference Office
 Date: March 30, 2021*

Analysis by the Legislative Reference Office

The Pardon and Forgiveness law (“the Law”) was adopted by the Oneida Business Committee for the purpose of providing a fair, efficient and formal process by which a member of the Nation may receive a pardon for the conviction of a crime(s); a member of the Nation may receive forgiveness for acts that render him or her ineligible for housing with the Nation or other benefits; and a member of the Nation or non-member may receive forgiveness for acts that render him or her ineligible for employment with the Nation, an occupational license, certification or permit issued by the Nation, housing through the Nation or other benefit. [1 O.C. 126.1-1].

The Law requires that an application for a pardon or forgiveness include payment of a nonrefundable fee. [1 O.C. 126.6-4(a)(6) and 126.6-4(b)(9)]. The Oneida Business Committee is delegated the responsibility to set the fee amount through resolution. [1 O.C. 126.7-1]. On May 13, 2020, the Oneida Business Committee adopted resolution BC-05-13-20-F which set the application fee for a pardon or forgiveness from the Nation at fifty dollars (\$50).

Due to the potential for financial impacts of the COVID-19 virus to limit the ability of an individual to apply for a pardon or forgiveness, the Oneida Business Committee adopted resolution BC-05-13-20-G which suspended the application fee for a pardon or forgiveness from the Nation for the duration of the COVID-19 Public Health State of Emergency. The suspension of the application fee for a pardon or forgiveness from the Nation was retroactive from March 12, 2020, when the Nation first declared the Public Health State of emergency. Therefore, any individual who submitted the application fee during the Public Health State of Emergency would be refunded the application fee amount.

This resolution provides that the Oneida Business Committee has determined that the fee waiver should continue through Fiscal Year 2022 as a result of the ongoing impact of the COVID-19 pandemic. This resolution provides that the Oneida Business Committee suspends the application fee for a pardon or forgiveness from the Nation for the entirety of Fiscal Year 2022.

Conclusion

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

Oneida Business Committee Agenda Request

Adopt resolution entitled Authorization of Boards, Committees and Commissions to Meet and Superseding

1. Meeting Date Requested: ___ / ___ / ___

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Motion to adoption resolution "Authorization of Boards, Committees and Commissions to Meet and Superseding the Temporary Closure"

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.

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

Carl J. Artman
Krystal L. John
Peggy A. Schneider
Lydia M. Witte

Law Office



MEMORANDUM

TO: Oneida Business Committee

FROM: Jo Anne House, Chief Counsel

DATE: March 30, 2021

SUBJECT: Resolution – Superseding Temporary Closure of Boards, Committees and Commissions

The Oneida Business Committee reviewed resolution # BC-11-24-20-C, *Continuation of Temporary Closure of Listed Boards, Committees and Commissions for Fiscal Year 2021*, at a work session on March 29, 2021. At that work session, the Oneida Business Committee determined that virtual meetings through MicroSoft Teams were generally accessible by all members of boards, committees or commissions.

A resolution superseding the November resolution allowing entities to meet, but not receive stipends, should they desire to do so has been drafted. In addition, the draft resolution allows vacancies on appointed entities to be posted and filled.

If the resolution is adopted, then oaths of office can be given to all new appointed and elected members.

Recommended Action: Motion to adopt resolution titled “Authorization of Boards, Committees and Commissions to Meet and Superseding the Temporary Closure.”

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution

Authorization of Boards, Committees and Commissions to Meet and Superseding the Temporary Closure

- 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 placed listed board, committees and commissions under temporary closure as a result of both public health and safety measures and to reduce financial expenses by resolution # BC-04-08-20-B; and
- WHEREAS,** the Oneida Business Committee extended this temporary closure for Fiscal Year 2021 primarily as a public health and safety measure; and
- WHEREAS,** there are no stipends for those boards, committees or commissions that were placed in temporary closure for Fiscal Year 2021; and
- WHEREAS,** the Oneida Business Committee has determined that the organization, specifically the Oneida Business Committee Support Office, has resources in place through MicroSoft Teams to allow members of boards, committees or commissions to meet virtually;

NOW THEREFORE BE IT RESOLVED, that resolution # BC-11-24-20-C, *Continuation of Temporary Closure of Listed Boards, Committees and Commissions for Fiscal Year 2021*, is hereby superseded and the listed board, committees and commissions may meet virtually in conformance with all quorum requirements but shall not be authorized to meet in person or to receive a stipend. No board, committee or commission is authorized to travel or cause other expenses to be incurred.

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

BE IT FINALLY RESOLVED, the Oneida Business Committee Support Office is directed to –

1. make available resources for members of boards, committees and commissions to meet virtually;
2. to post all existing vacancies to appointed positions; and
3. complete any budget actions to include stipends for boards, committees and commissions in the Fiscal Year 2022 budget.



Statement of Effect

Authorization of Boards, Committees and Commissions to Meet and Superseding the Temporary Closure

Summary

This resolution supersedes resolution BC-11-24-20-C, “Continuation of Temporary Closure of Listed Boards, Committees and Commissions for Fiscal Year 2021,” and allows the listed boards, committees and commissions to meet virtually in conformance with all quorum requirements.

Submitted by: Clorissa N. Santiago, Senior Staff Attorney, Legislative Reference Office
Date: March 31, 2021

Analysis by the Legislative Reference Office

On March 12, 2020, Chairman Tehassi Hill signed a “Declaration of Public Health State of Emergency” which sets into place the necessary authority should action need to be taken, and allows the Oneida Nation to seek reimbursement of emergency management actions that may result in unexpected expenses. [3 O.C. 302.8-1]. The Oneida Business Committee has extended this Public Health State of Emergency until May 12, 2021, through the adoption of the following resolutions BC-03-26-20-A, BC-05-06-20-A, BC-06-10-20-A, BC-07-08-20-A, BC-08-06-20-A, BC-09-09-20-A, BC-10-08-20-A, BC-11-10-20-A, BC-12-09-20-D, BC-01-07-21-A, BC-02-10-21-A, and BC-03-10-21-D. [3 O.C. 302.8-5].

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

On April 8, 2020, the Oneida Business Committee then adopted resolution BC-04-08-20-B titled, “Placing Listed Boards, Committees and Commissions in Temporary Closure Status.” This resolution provided that the following boards, committees and commissions of the Nation would be placed on temporary closure for the remainder of Fiscal Year 2020 and during any continuing resolution for Fiscal Year 2021.

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

- Oneida Nation Commission on Aging.

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

The Oneida Business Committee then adopted resolution BC-11-24-20-C titled, “*Continuation of Temporary Closure of Listed Boards, Committees and Commissions for Fiscal Year 2021.*” Resolution BC-11-24-20-C provided that the temporary closure of those certain boards, committees, and commissions identified in resolution BC-04-08-20-B should continue for the duration of Fiscal Year 2021.

The Oneida Business Committee then exempted the Oneida Nation Arts Board from the temporary closure status provided for in resolution BC-11-24-20-C through the adoption of resolution BC-02-10-21-E titled, “*Authorizing Exemption from Temporary Closure – Oneida Nation Arts Board.*”

This resolution provides that the Oneida Business Committee has determined that the organization, specifically the Oneida Business Committee Support Office, has resources in place through Microsoft Teams to allow members of boards, committees or commissions to meet virtually. Through the adoption of this resolution, resolution BC-11-24-20-C would be superseded and the following listed boards, committees, and commissions may meet virtually in conformance with all quorum requirements but shall not be authorized to meet in person or to receive a stipend:

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

This resolution also provides that board, committee or commission is authorized to travel or cause other expenses to be incurred.

Additionally, this resolution directs the Oneida Business Committee Support Office to make available resources for members of boards, committees and commissions to meet virtually; to post all existing vacancies to appointed positions; and complete any budget actions to include stipends for boards, committees and commissions in the Fiscal Year 2022 budget.

Conclusion

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

Oneida Business Committee Agenda Request

Adopt resolution entitled 2021 Summer Tribal Youth Program

1. Meeting Date Requested: 4 / 14 / 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:

Approval of a resolution that authorizes and supports the submission of the 2021 Summer Tribal Youth Program grant application to the State of Wisconsin / Department of Natural Resources.

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: Nicole Rommel, Forestry & Trails and Tsyuhekwa Deputy Director
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 State of Wisconsin / Department of Natural Resources guidelines states every grant application must include a resolution adopted by the tribe's governing body.

GRANT SYNOPSIS

GRANT: 2021 Summer Tribal Youth Program State of Wisconsin / Department of Natural Resources

PROGRAM: Forestry & Trails and Tsyunhehkwa Program Land Management and Conservation Area

PROGRAM DIRECTOR: Nicole Rommel, Deputy Director

GRANT AMOUNT: \$22,700

MATCH: \$22,700

SUMMARY: Funding will be used to establish a summer program for youth to work on project related to the conservation of natural resources. Tribal Youth between the ages of 13 -19 will learn the importance and value of natural resources for both present and future generations, learn culture based environmental education and gain a sense of ownership and pride from their work.

Current staff hours of supervision, training and interaction; transportation and equipment will be used for the match.

- 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

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution # 2021 Summer Tribal Youth Program

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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 Nation has determined that the overall goal of the Oneida Nation is to protect, maintain and improve the standard of living and the environment in which the Oneida people live; and

WHEREAS, the Oneida Nation is qualified to carry out the responsibilities of the Summer Tribal Youth Program; and

WHEREAS, the Oneida Nation is interested in developing a Summer Tribal Youth Program; and

WHEREAS, the Oneida Environmental, Health, Safety and Land Division is eligible to receive funding from the Summer Tribal Youth Program grant; and

NOW THEREFORE BE IT RESOLVED, the Oneida Nation requests grant funding available in the amount of \$22,700 from the Wisconsin Department of Natural Resources under the “Summer Tribal Youth Grant Program” and hereby authorizes the Forestry & Trails and Tsyunhehkwa Deputy Director to act on behalf of the Oneida Nation to submit an application to the State of Wisconsin for financial aid and summer youth program purposes; sign documents; take necessary action to undertake, direct, and complete the approved project; and submit reimbursement claims along with necessary supporting documentation for reimbursement, and

BE IT FUTHER RESOLVED THAT, the Oneida Nation will meet the requirements of the Summer Tribal Youth Program including all reports and the financial obligations of 50% commitment to the program costs.

Determine next steps regarding four (4) vacancies - Oneida Nation Arts Board

Business Committee Agenda Request

1. Meeting Date Requested: 04/14/21

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 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 checked="" type="checkbox"/> Other: Appointment | | |

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: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1



Business Committee Agenda Request – Cover Memo

From: Brooke Doxtator, BCC Supervisor
Date: 4/9/2021
RE: Appointments to the Oneida Nation Arts Board

PURPOSE

Determine next steps regarding four (4) vacancies – Oneida Nation Arts Board

BACKGROUND

Four (4) vacancies were posted for the Oneida Nation Arts Board. Two (2) vacancies are to complete terms ending March 31, 2023 and two (2) vacancies are to complete terms ending March 31, 2024. The application deadline was April 2, 2021 and three (3) application(s) were received for the following applicant(s): Frances Brigham, Kent Hutchison, and Kelli Strickland.

REQUESTED ACTION

(1) accept the selected the applicant(s) and appoint to terms ending March 31, 2023 or terms ending March 31, 2024; OR (2) reject the selected applicant(s) and oppose the vote**;
OR (3) request the Secretary to re-notice the vacancy(ies) in accordance with §105.7-1.(c)(2) due to ineligible, unqualified, or under qualified applicants.

Determine next steps regarding four (4) vacancies - Anna John Resident Centered Care Community Board

Business Committee Agenda Request

1. Meeting Date Requested: 04/14/21

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 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: Brooke Doxtator, BCC Supervisor

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: BDOXTAT1



Business Committee Agenda Request – Cover Memo

From: Brooke Doxtator, BCC Supervisor

Date: 4/9/2021

RE: Appointments to AJRCCC Board

PURPOSE

Determine next steps regarding four (4) vacancies – Anna John Resident Centered Care Community Board

BACKGROUND

Four (4) vacancies were posted for the Anna John Resident Centered Care Community Board. One (1) vacancy is to complete a term ending July 31, 2021 and three (3) vacancies are to complete terms ending July 31, 2023. The application deadline was April 2, 2021 and two (2) application(s) were received for the following applicant(s): Kristin Jorgenson-Dann and Beverly Anderson.

REQUESTED ACTION

Select an action(s) provided: (1) accept the selected the applicant(s) and appoint to a term ending July 31, 2021 or term(s) ending July 31, 2023; OR (2) reject the selected applicant(s) and oppose the vote**; OR (3) request the Secretary to re-notice the vacancy(ies) in accordance with §105.7-1.(c)(2) due to ineligible, unqualified, or under qualified applicants.

Oneida Business Committee Agenda Request

Accept the March 3, 2021, regular Legislative Operating Committee meeting minutes

1. Meeting Date Requested: 4 / 14 / 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:

Accept the March 3, 2021 Legislative Operating Committee meeting minutes.

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="3/3/21 LOC Meeting Minutes"/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Clorissa N. Santiago, LRO Senior Staff Attorney
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.



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



LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES
 Oneida Business Committee Conference Room-2nd Floor Norbert Hill Center
 March 3, 2021
 9:00 a.m.

Present: Kirby Metoxen Jennifer Webster, Marie Summers, Daniel Guzman King

Excused: David P. Jordan

Others Present: Clorissa N. Santiago, Kristen Hooker, Kristal Hill, Rhiannon Metoxen, Brooke Doxtator

I. Call to Order and Approval of the Agenda

Kirby Metoxen called the March 3, 2021, Legislative Operating Committee meeting to order at 9:07 a.m.

Motion by Jennifer Webster to adopt the agenda with one revision, item one (1) under Administrative Updates should be moved to item three (3) under Current Business; seconded by Marie Summers. Motion carried unanimously.

II. Minutes to be Approved

1. February 17, 2021 LOC Meeting Minutes

Motion by Marie Summers to approve the January 20, 2021 LOC meeting minutes and forward to the Business Committee for consideration; seconded by Jennifer Webster. Motion carried unanimously.

III. Current Business

1. Emergency Management and Homeland Security Law Amendments

Motion by Jennifer Webster to approve the Emergency Management and Homeland Security law amendments adoption packet and forward to the Oneida Business Committee; seconded by Marie Summers. Motion carried unanimously.

Motion by Jennifer Webster to approve the resolution titled, “*Emergency Management Law Citation Schedule*” and forward to the Oneida Business Committee for consideration; seconded by Daniel Guzman King. Motion carried unanimously.

2. Community Support Fund Law Amendments

Motion by Jennifer Webster to approve the Community Support Fund law amendments adoption packet and forward to the Oneida Business Committee for consideration; seconded by Daniel Guzman King. Motion carried unanimously.

3. Oneida Trust Enrollment Committee Bylaws Amendments

Motion by Jennifer Webster to accept the Oneida Trust Enrollment Committee bylaws amendments and legislative analysis “option B” and forward to the Oneida Business Committee for consideration; motion not seconded. Motion failed.



Motion by Daniel Guzman King to accept the Oneida Trust Enrollment Committee bylaws amendments and legislative analysis and forward to the Oneida Business Committee for consideration as it is in the packet; seconded by Marie Summers. Motion carried unanimously.

IV. New Submissions

V. Additions

VI. Administrative Items

VII. Executive Session

Motion by Jennifer Webster to go into executive session at 9:35 a.m.; seconded by Marie Summers. Motion carried unanimously.

Motion by Jennifer Webster to come out of executive session at 10:29 a.m.; seconded by Marie Summers. Motion carried unanimously.

1. Children's Code Emergency Amendments

Motion by Jennifer Webster to deny the request for emergency amendments due to the fact that it does not meet the standard for emergency legislation provided by the Legislative Procedures Act which is that it is necessary for the immediate preservation of the public health, safety, and general welfare of the Reservation population, and move this item from a medium priority to a high priority with direction that this be worked on as expeditiously as possible; seconded by Daniel Guzman King. Motion carried unanimously.

VIII. Adjourn

Motion by Daniel Guzman King to adjourn at 10:31 a.m.; seconded by Marie Summers. Motion carried unanimously.

Oneida Business Committee Agenda Request

Adopt the Oneida Nation Standard Operating Procedure entitled Oneida General Welfare Law - Adoption

1. Meeting Date Requested: 4 / 14 / 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:

Adopt the Oneida Nation Standard Operating Procedure titled "Oneida General Welfare Law - Adoption of an Approved Program"

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="Standard Operating Procedure"/>	3. <input type="text"/>
2. <input type="text"/>	4. <input type="text"/>

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Clorissa N. Santiago, LRO Senior Staff Attorney
Your Name, Title / Dept. or Tribal 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:

On February 10, 2021, upon adoption of emergency amendments to the Oneida General Welfare law through resolution BC-02-10-21-B, the Oneida Business Committee adopted a subsequent motion to request the Legislative Operating Committee and Legislative Reference Office to bring forward a Business Committee Standard Operating Procedure (SOP) to an upcoming BC Work Session regarding how laws and resolutions are submitted to the Business Committee in accordance with this resolution.

At the March 16, 2021, Business Committee work session the Legislative Reference Office presented a draft "Oneida General Welfare Law - Adoption of an Approved Program" SOP for consideration and review by the Oneida Business Committee. The Oneida Business Committee reviewed and discussed this draft SOP, directed some minor revisions, and requested that this SOP be placed on an Oneida Business Committee meeting agenda for adoption. The Oneida General Welfare Law - Adoption of an Approved Program SOP is now ready for consideration by the Oneida Business Committee.

- 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

 <p>ONEIDA ONEIDA NATION STANDARD OPERATING PROCEDURE</p>	<p>TITLE: Oneida General Welfare Law – Adoption of an Approved Program</p>	<p>ORIGINATION DATE:</p> <p>REVISION DATE:</p> <p>EFFECTIVE DATE:</p>
<p>AUTHOR: Legislative Reference Office</p> <p>PAGE NO: 1 of 2</p>	<p>APPROVED BY:</p>	<p>DATE:</p>

1.0 PURPOSE.

1.1 The purpose of this standard operating procedure is to formalize the process for an approved program to be adopted in accordance with the Oneida General Welfare law.

2.0 DEFINITIONS

2.1 "Approved program" means any program(s) to provide general welfare assistance that is intended to qualify as non-taxable as a General Welfare Exclusion, administered under specific guidelines, and is adopted by the Oneida Business Committee through resolution or law of the Nation.

2.2 "General Test" means the criteria used to determine if any assistance or benefits provided through an approved program to a recipient shall be treated as a General Welfare Exclusion. The criteria of the General Test include the following:

- 2.2.1 Paid on behalf of the Nation;
- 2.2.2 Pursuant to an approved program;
- 2.2.3 Does not discriminate in favor of members of the governing body of the Nation;
- 2.2.4 Are available to any Tribal member who meets the guidelines of the approved program;
- 2.2.5 For the promotion of general welfare;
- 2.2.6 Are not lavish or extravagant;
- 2.2.7 Not compensation for services; and
- 2.2.8 Are not per capita payments.

2.3 "General Welfare Exclusion" means any benefits shall be treated as non-taxable under federal law so long as it:

- 2.3.1 Satisfies the requirements for exclusion under 26 U.S.C. §139E;
- 2.3.2 Is provided under a Safe Harbor Program listed and detailed in I.R.S. Rev. Proc. 2014-35 or subsequent Internal Revenue Service procedures or regulations; or
- 2.3.3 Meets the General Test.

2.4 "Limited term" means an approved program has a defined start and end date or utilizes third-party funding and is not intended to be permanent.

2.5 "Statement of Effect" means the document produced by the Legislative Reference Office which explains the impact and/or conflicts adopting a resolution would have on the laws and policies of the Nation.

3.0 MEANS OF ADOPTION FOR AN APPROVED PROGRAM

- 3.1 An approved program may be adopted by the Oneida Business Committee through a resolution or law of the Nation.
 - 3.1.1 *Resolution.* An approved program shall be adopted by the Oneida Business Committee through a resolution if the approved program will function for a limited term.
 - 3.1.2 *Law.* An approved program shall be adopted by the Oneida Business Committee through a law if the approved program will function on a permanent basis.

4.0 ADOPTION OF AN APPROVED PROGRAM THROUGH RESOLUTION

- 4.1 An approved program to be considered for adoption through resolution by the Oneida Business Committee shall be submitted in accordance with the Oneida Business Committee's submission procedure and deadlines and contain the following:
 - 4.1.1 Agenda request form.
 - 4.1.2 Resolution.
 - 4.1.3 Statement of effect.
- 4.2 The resolution shall contain the following information:
 - 4.2.1 Name of the approved program.
 - 4.2.2 Purpose of the approved program.
 - 4.2.3 Eligibility rules and limitations for approved program.
 - 4.2.4. Funding source for approved program.
 - 4.2.5 How the approved program qualifies for General Welfare Exclusion.
 - 4.2.6 Start and end date of approved program.
- 4.3 The resolution may be accompanied by any backup materials as deemed relevant for the Oneida Business Committee's consideration of the approved program.

5.0 ADOPTION OF AN APPROVED PROGRAM THROUGH LEGISLATION

- 5.1 Adoption of an approved program by the Oneida Business Committee through a law of the Nation shall comply with the process and procedures of the Legislative Procedures Act.

6.0 REFERENCES

- 6.1 Oneida General Welfare law, 10 O.C. 1001
-

Oneida Business Committee Agenda Request

Approve the Audit Committee bylaws amendments

1. Meeting Date Requested: 4 / 14 / 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:

Adopt the amendments to the Audit Committee Bylaws.

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: Kristen M. Hooker, LRO Staff Attorney
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

AUDIT COMMITTEE BYLAWS**Article I. Authority**

1-1. *Name.* The name of this committee shall be the Audit Committee, hereinafter referred to as "Committee."

1-2. *Authority.* By the authority of the Oneida Business Committee, the Committee was created by adoption of the Audit Law Resolution BC-07-15-98-C which has been updated to Internal Audit BC 08 09 17 B. Through ~~the Internal Audit BC 08 09 17 B-Law~~, the Committee has been delegated the authority to ensure the integrity of the ~~Tribe's Oneida Nation's~~ financial reporting and audit systems. Definitions for the words used throughout these bylaws shall be taken from ~~the Internal Audit BC 08 09 17 B-Law~~. All words not defined in ~~the Internal Audit BC 08 09 17 B-Law~~ shall be used in their ordinary and everyday sense.

1-3. *Office.* The office of the Committee shall be located within the exterior boundaries of the Oneida Reservation and its mailing address shall be P.O. Box 365, Oneida, WI 54155.

1-4. *Membership.*

a. Number of members. The Committee shall consist of five (5) members.

b. How elected or appointed.

1. Four (4) Committee members shall be Oneida Business Committee members, excluding the Treasurer, selected by a majority of the Oneida Business Committee.

A. Any member of the Oneida Business Committee, with the exception of the Treasurer, may serve as Ad Hoc when needed.

2. One (1) Committee member shall be a member of the community who meets the qualifications of 1-4(d). ~~This member shall be appointed in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions.~~

A. The Committee member from the Community shall be selected through the application and appointment process set forth in those sections of the Boards, Committees and Commissions law that govern the appointment of persons to entities of the Nation that are subject to the law.

c. How vacancies are filled. Vacancies on the Committee shall be filled in accordance with section 1-4(b) for the remainder of the outstanding term.

d. Qualifications of members.

1. The appointed Committee member shall be at least twenty-one (21) years of age and be an enrolled member of the Oneida ~~NationTribe of Indians of Wisconsin~~.

2. Committee members shall be both independent and financially literate or have access to financial expertise, whether in the form of the Chief Financial Officer, a single individual serving on the Committee, or collectively among Committee members. Components of financial expertise include:

A. The ability to assess the general application of the principles and standards in connection with the accounting for estimates, accruals, and reserves.

B. An understanding of internal controls.

C. An understanding of the procedures for financial reporting.

D. An understanding of Audit Committee functions and responsibilities.

e. Term of office.

1. The terms of the Audit Committee members shall coincide with the term of the Oneida Business Committee.

2. The term of the appointed community member shall expire midway through the term of the Oneida Business Committee.

3. Defining independence of each Committee member is important for the ~~Tribe~~Nation

50 and no Committee member may:

- 51 A. Be employed by any ~~Tribal~~ entity of the Nation.
- 52 B. Provide contract services to the ~~Tribe~~Nation.
- 53 C. Be a member of any other of the Nation's Tribal bBoards, cCommittees or
- 54 cCommissions, other than the Oneida Business Committee.
- 55 D. Represent any interests other than the ~~Tribe's-Oneida Nation's~~ while acting
- 56 as a member of the Committee.
- 57 4. Committee members shall strictly adhere to the ~~Tribe's-Oneida Nation's~~ laws and
- 58 policies, ~~-~~ establishing ethical standards and/or conflicts of interest, and any code of
- 59 conduct. All work shall be performed in accordance with the International Professional
- 60 Practices Framework. Failure to do so may result in the removal from the Committee
- 61 or termination of an appointment.
- 62

63 Article II. Officers

- 64 2-1. The Committee shall have two (2) officers: Chairperson and Vice-Chairperson. The terms
- 65 of office for the officers shall coincide with the terms of the Oneida Business Committee
- 66 members.
- 67 2-2. *Chairperson Duties.* The Chairperson shall preside over all meetings and may not vote
- 68 except in the case of a tie. The Chairperson shall be responsible for calling meetings and
- 69 notifying members with the assistance of the Internal Audit Department.
- 70 2-3. *Vice-Chairperson Duties.* The Vice-Chairperson shall assist the Chairperson with his or her
- 71 duties, at the request of the Chairperson, and shall preside over all meetings in the
- 72 Chairperson's absence.
- 73 2-4. *How Officers are Chosen.* The Chairperson and Vice-Chairperson shall be chosen from the
- 74 Oneida Business Committee representatives by all Committee members present at the first
- 75 meeting held after the Committee is appointed.
- 76 2-5. *Personnel.* The Committee shall recruit and hire a qualified Internal Audit Manager to lead
- 77 the internal audit function and to assure unbiased audit and investigative processes and
- 78 reporting.
- 79

80 Article III. Meetings

- 81 3-1. All meetings of the Audit Committee are to be closed session as required by the
- 82 International Professional Practices Framework with the exceptions below. Notice of
- 83 Committee meetings shall be provided to members and to the public in accordance with
- 84 these bylaws and the applicable provisions of the Nation's Open Records and Open
- 85 Meetings law.
- 86 3-2. The Committee shall meet on a monthly basis within the Reservation boundaries.
- 87 a. All Committee members are expected to attend each meeting.
- 88 b. The Committee may invite entity representatives, auditors or others to attend meetings
- 89 and provide ~~per~~+ pertinent information.
- 90 c. The Committee may hold meetings in executive session with auditors, legal counsel,
- 91 and entity representatives as invited.
- 92 3-3. *Emergency and Special Meetings.* Emergency or special meetings of the Committee may
- 93 be called by the Chairperson or upon written request of any two (2) members. The
- 94 Chairperson shall designate a time and place for holding an emergency or special meeting.
- 95 3-4. Virtual Meetings. Virtual meetings are allowed in accordance with Audit Committee
- 96 Virtual meetings SOP.
- 97 3-45. Notice of Emergency or Special Meeting. Notice of an emergency or special meeting shall be:
- 98 a. *Members.* The Committee shall provide notice to members at least ~~for~~rty-eight (48)

99 hours prior to the date set for any such meeting, unless, for good cause, such notice is
 100 impossible or impractical.—Notice may be communicated in person, or through
 101 electronic communication.

~~102 b. Public. The Committee shall provide public notice of special meetings by submitting~~
 103 ~~the [RJS1] date, time and location of the special meeting to the Intergovernmental Affairs~~
 104 ~~and Communications Department to be included on the community calendar on the~~
 105 ~~Tribe's website no later than twenty four (24) hours prior to the time of the special~~
 106 ~~meeting.~~

107 3-~~56~~. *Quorum.* A quorum shall consist of a majority of current members of the Committee and
 108 shall include the Chairperson or Vice-Chairperson.

109 3-~~76~~. *Order of Business.* The regular meetings of the Committee shall follow the order of
 110 business as set out herein:

111 ~~a.~~I. Call to Order.

112 ~~b.~~II. Approval of Agenda

113 ~~c.~~III. Approval of Minutes

114 ~~d.~~IV. Old Business

115 V. New Business

116 ~~e.~~VI. Tabled Business

117 ~~f.~~VII. Executive Session

118 ~~g.~~VIII. Adjourn

119 3-~~78~~. *Voting.* Decisions of the Committee shall be based on a majority of a quorum of members
 120 present at a meeting. The officer presiding at a meeting shall vote only in case of a tie.

121 a. Electronic e-polls are allowed as long as they are conducted in accordance with
 122 Conducting Electronic Voting (E-Polls) SOP.

123 3-~~89~~. *Stipends.* The appointed Committee member shall be paid a meeting stipend of \$75.00 per
 124 any meeting in accordance with Section 11-3 of the Comprehensive Policy Governing
 125 Boards, Committees and Commissions, provided that the meeting has established a quorum
 126 for a minimum of one (1) hour and the Committee member collecting the stipend was
 127 present for at least one (1) hour of the established quorum.

128 **Article IV. Reporting**

129 4-1. Agenda items shall be in an identified format.

130 4-2. Minutes shall be typed and in a consistent format designed to generate the most informative
 131 record of the meetings of the Committee.

132 4-3. Handouts, reports, memoranda and the like may be attached to the minutes and agenda, or
 133 may be kept separately, provided that all materials can be identified to the meeting in which
 134 they were presented.

135 4-4. The Committee shall report to the Oneida Business Committee and to the General Tribal
 136 Council, when appropriate, relative to audits, financial reports, management reports and
 137 recommended corrective measures.

138 4-5. The Committee shall report to the Oneida Business Committee, as often as deemed
 139 appropriate, the approved Committee minutes, audit reports and appropriate supporting
 140 information.

141 a. Minutes and audit reports require Oneida Business Committee acceptance in order to
 142 finalize the audit records.

143 **Article V. Amendments**

144 5-1. The Bylaws of the Committee shall be amended with the approval of a quorum of the
 145 Committee and upon subsequent approval by the Oneida Business Committee.
 146
 147

148

149 **Article VI. Responsibilities**

150 6-1. The Committee shall have oversight of the activities of the internal audit function in
151 independent assignments related to auditing, evaluating, and special investigations related
152 to detecting fraudulent financial reporting and conducting investigations into fraud and
153 theft in the ~~Tribe's Oneida Nation's~~ entities. The Committee shall perform all work in
154 accordance with the International Professional Practices Framework.

155 6-2. *Enforcement.* The Committee shall have the ability to utilize all existing enforcement
156 authorities to carry out their responsibilities to achieve their purpose, including:

157 a. Request the Business Committee to compel entity representatives to attend meetings
158 in order to represent issues.

159 b. Request the Business Committee to compel entity representatives to comply with audit
160 requests and reply to audit reports.

161 c. Instruct the external auditor and the internal auditor that the Committee expects to be
162 advised if there are any areas that require its special attention.

163 d. Request the Business Committee to issue notices of noncompliance to entity employees
164 in accordance with the disciplinary provisions relating to work performance and
165 personal actions, as provided for in the ~~Tribe's Oneida Nation's~~ Personnel Policies and
166 Procedures.

167 e. Request the Business Committee to issue notices of violation of Oath of Office, as
168 appropriate, to entity members.

169 f. Seek improvements to assure the ~~Tribe's Oneida Nation's~~ laws and policies establishing
170 ethical standards and/or conflicts of interest, as well as any code of conduct implemented
171 are current and adequate to ensure fairness for all and equity by protecting the resources.

172 6-3. *Financial Statements.* The Committee shall review and discuss annual statements and
173 Managements Discussion & Analysis (MD&A) with auditors.

174 6-4. *Internal Control.* The Committee shall ensure that entities have developed and follow an
175 adequate system of internal control, including:

176 a. Compliance with legal and regulatory requirements.

177 b. Risk assessment and risk management.

178 c. Adopt a code of ethics which includes monitoring and enforcement.

179 d. Establish procedures for the receipt, retention, and treatment of complaints; establish a
180 confidential anonymous submission by individuals for concerns regarding questionable
181 matters.

182 e. Ensure open communication and information flow with entities, internal auditors and
183 external auditors.

184 6-5. *External Audit.* The Committee shall be responsible for evaluating and recommending to the
185 Oneida Business Committee, an independent public accounting firm for the annual or any
186 special audit, unless there is a prior alternative written agreement in place delegating the
187 responsibility for a given special audit. When an external auditor is hired, the Committee
188 shall:

189 a. Verify the qualifications of the external auditor.

190 b. Oversee the performance of the external audit.

191 c. Assure all reports from the external auditor go directly to the Committee.

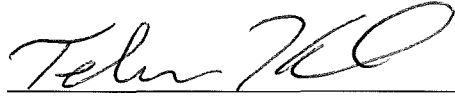
192 6-6. *Compliance.* The Committee shall review the effectiveness of the system for monitoring
193 compliance with laws and regulations and the results of an entity's investigation and follow-
194 up of any instances of non-compliance. Special audits and/or investigations may be
195 recommended by the Audit Committee.

196 6-7. *Other Responsibilities.* The Committee shall complete a self-evaluation annually to identify

197 improvement opportunities. This includes comparing the Committee's performance to its
198 bylaws, any formal guidelines and rules, and against best practices. Such review is
199 confidential and may or may not include evaluations of particular members.
200

201

202 These Bylaws are hereby attested to as adopted by the Audit Committee at a duly called
203 meeting held on the 14 of January, 2016 by the Audit Committee Chairperson's signature.



204

205 ~~Tehassi Hill, Chairperson~~

206

~~Audit Committee~~

207

208 ~~These By-Laws are also approved by the Oneida Business Committee at a duly called meeting~~
209 ~~held on the 27 of January, 2016 by the Secretary of the Oneida Business Committee's~~
210 ~~signature.~~

211



212

~~Lisa Summers, Tribal Secretary Oneida Business Committee~~



Audit Committee Bylaws Amendments Legislative Analysis

SECTION 1. EXECUTIVE SUMMARY

<i>Analysis by the Legislative Reference Office</i>	
Intent of the Amendments	<p>The Audit Committee (“Committee”) bylaws were added to the Active Files List per the request of the Internal Audit Department to amend the Committee’s bylaws in accordance with the Legislative Procedures Act as follows:</p> <ul style="list-style-type: none"> • To Remove the requirement that the Committee member from the community be appointed in accordance with the Boards, Committees and Commissions law [Proposed Bylaws 1-4(b)(2)]; • To allow for Committee meetings to be attended virtually so long as they are conducted in accordance with the Committee’s Virtual Meetings SOP [Proposed Bylaws 3-4]; • To add flexibility to the section governing how notice of special or emergency Committee meetings is provided to the members, as well as the public [Proposed Bylaws 3-5(a) – (b)]; • To allow voting to occur via e-polls so long as they are conducted in accordance with the Committee’s SOP governing their use [Proposed Bylaws 3-8]; • To remove the requirement that meeting stipends be paid per the Boards, Committees and Commissions law, and that eligibility for stipends be dependent upon whether a member attended at least one (1) hour of a Committee meeting that had established a quorum for at least one (1) hour [Proposed Bylaws 3-9]; and • To update certain references and language within the bylaws to coincide with the Nation’s current practices, such as using the term “Nation” instead of “Tribe” to refer to the Oneida Nation [Proposed Bylaws 1-4(d)(1)].
Purpose	The Audit Committee is as a standing committee of the Oneida Business Committee (“OBC”) that was established pursuant to the Nation’s Internal Audit law, which was adopted and subsequently amended through resolutions BC-07-15-98-C and BC-08-09-17-B, to oversee the internal audit process, including, but not limited to, any and all violations of the Nation’s policies, laws, rules and directives. [1 O.C. 108.1-1].
Related Legislation	Oneida Nation Constitution, Internal Audit law, Social Media Policy, Travel and Expense Policy, Conflict of Interest law, Open Records and Open Meetings law; Vehicle Driver Certification and Fleet Management law; Computer Resources Ordinance.
Enforcement/Due Process	Committee members are required to strictly adhere to the laws, as well as policies, of the Nation regarding ethics and/or conflicts of interest and any code of conduct, including the International Professional Practices Framework. A failure to adhere to the above could result in a member’s removal from the Committee or a termination of his/her appointment. [Committee Bylaws 1-4(e)(4)]. The Internal Audit law grants the Committee the authority to utilize all existing enforcement mechanisms to carry out its responsibilities as set forth therein. [1 O.C. 108.4-2].
Public Meeting	Public meetings are not required for bylaws.
Fiscal Impact	A fiscal impact statement is not required for bylaws.

1 SECTION 2. BACKGROUND

- 2 A. Bylaws provide a framework for the operation and management of a board, committee or commission
3 of the Nation; the government of its members; and the regulation of its affairs.
- 4 B. The Audit Committee was established pursuant to the Internal Audit law, which was adopted and
5 subsequently amended by resolutions BC-07-15-98-C and BC-08-09-17-B, respectively. [1 O.C. 108.2-
6 I]. The Committee is a standing committee of the OBC that oversees the internal audit process,
7 including, but not limited to, any investigations into complaints alleging or suspecting improprieties
8 and/or violations of the Nation’s policies, laws, rules and directives. [1 O.C. 108.4-1].
- 9 C. On February 3, 2021, the Legislative Operating Committee added this item to the Active Files List, per
10 the request of the Internal Audit Department, to amend the Committee’s bylaws in accordance with the
11 Legislative Procedures Act.
- 12 D. The Committee’s current bylaws were adopted in January of 2016 and have not been updated since. As
13 a standing committee of the OBC, the Audit Committee is not subject to the Boards, Committees and
14 Commissions law, and thus, amendments to its bylaws do not have to conform to the provisions therein
15 that govern the bylaws of other boards, committees and commissions of the Nation not exempted
16 therefrom. [1 O.C. 105.1-1(a)].

18 SECTION 3. AMENDMENTS

19 This section details the changes to the bylaws from the previously adopted bylaws.

21 A. Article I. Authority.

- 22 ■ **Section 1-4(b) – Membership.** Under its current bylaws, the Committee’s membership is made up
23 of four (4) members from the Oneida Business Committee and one (1) member from the
24 community, for a total of five (5) Audit Committee members. [Committee Bylaws 1-4(b)(2)].
25 Except for the Treasurer, who is barred from being a member of the Committee, the OBC
26 Committee members are “selected by a majority of the Oneida Business Committee”. [Committee
27 Bylaws 1-4(b)(1)]. The Committee member from the community is selected through appointment
28 in accordance with the Comprehensive Policy Governing Boards, Committees and Commissions
29 (n/k/a/ the Boards, Committees and Commissions law). [Committee Bylaws 1-4(b)(2)].

30
31 This section was revised to remove the requirement that the member of the Committee from the
32 community be selected through appointment in accordance with the Boards, Committees and
33 Commissions law. [Proposed Bylaws 1-4(b)(2)]. It now reads that “[o]ne (1) Committee member
34 shall be a member of the community who meets the qualifications of 1-4(d).” [Id.].

- 35 • **Impact:** The Committee no longer has to follow the process for appointment as set forth in
36 the Boards, Committees and Commissions law when selecting its member from the
37 community. It is not clear, however, what process would be used for purposes of selecting
38 the community member. As noted in section 5 of this Legislative Analysis, the Committee
39 may want to consider adding the intended selection process to this section of its bylaws to
40 avoid confusion and/or inconsistency in the future.

42 B. Article III. Meetings.

- 43 ■ **Section 3-4 – Virtual Meetings.** This section was added to the Committee’s bylaws to allow for
44 virtual meetings of the Committee to be held so long as in accordance with the Committee’s
45 Standard Operating Procedure (“SOP”) titled, *Virtual Meetings*. [Proposed Bylaws 3-4].
- 46 • **Impact:** This added provision will allow for the Committee to still hold meetings and conduct
47 business even if one or all of its members cannot attend a meeting in person; provided, the
48 process set forth in the applicable SOP is followed.
- 49 ■ **Section 3-5 – Notice of Emergency or Special Meeting.** This section, renumbered from 3-4 to 3-
50 5, was revised to:

- 51 (1) include an exception to the forty-eight (48) hour notice mandate when “for good cause,
52 such notice is impossible or impractical” [*Proposed Bylaws 3-5(a)*]; and
53 (2) remove the subsection regarding public notice altogether [*Committee Bylaws 3-4(b) &*
54 *Proposed Bylaws 3-5*].
- 55 ■ **Section 3-8 – Voting.** This section, renumbered from 3-7 to 3-8, was revised to include a subsection
56 that allows voting to occur by e-poll; provided, that the e-poll is conducted in accordance with the
57 Committee’s SOP titled, *Conducting Electronic Voting (E-Polls)*. [*Proposed Bylaws 3-8(a)*].
58 • **Impact:** Including e-polls as another voting option provides the Committee more flexibility
59 when, for example, formal action is necessary before the next scheduled meeting of the
60 Committee.
 - 61 ■ **Section 3-9 – Stipends.** Section 3-8 of the Committee’s bylaws currently provides that “[t]he
62 appointed Committee member shall be paid a meeting stipend in accordance with Section 11-3 of
63 the Comprehensive Policy Governing Boards, Committees and Commissions, provided that the
64 meeting has established a quorum for a minimum of one (1) hour and the Committee member
65 collecting the stipend was present for at least one (1) hour of the established quorum.” [*Committee*
66 *Bylaws 3-8*]. Under the proposed bylaws, this section, renumbered as 3-9, will now read that “[t]he
67 appointed Committee member shall be paid a meeting stipend of \$75.00 per any meeting provided
68 that the meeting has established a quorum.” [*Proposed Bylaws 3-9*].
69 • **Impact:** This revision provides clarification as to the amount (i.e., \$75.00) the Committee
70 member from the community is eligible to receive for attending a Committee meeting and
71 removes any of the requirements and/or restrictions that may have attached if eligibility was
72 governed by the Boards, Committees and Commissions law.
73

74 SECTION 4. LEGISLATION RELATED TO BOARDS, COMMITTEES AND COMMISSIONS

75 Below is a summary of laws referenced in and related to the proposed amendments to the Audit Committee
76 bylaws.
77

- 78 A. **Oneida Nation Constitution.** The Constitution of the Oneida Nation contains a provision that allows
79 for the creation of committees for the proper conduct of tribal business of the Nation. [*Oneida Nation*
80 *Constitution, Article IV, Section 1(g)*]. There are no conflicts between the proposed bylaws amendments
81 and the Oneida Nation Constitution.
82
- 83 B. **Internal Audit [1 O.C. Chapter 108].** This law creates a process by which internal audits are conducted
84 upon the Nation’s entities and delegates responsibilities for the purpose of conducting such audits. The
85 Audit Committee, established under section 108.4-1 of the law, is a standing committee of the OBC
86 with the responsibility for overseeing the internal audit process, including, but not limited to, any and
87 all investigations into complaints received alleging or suspecting improprieties and/or violations of the
88 Nation’s policies, laws, rules and directives. [*1 O.C. 108-4-1*]. There are no conflicts between the
89 proposed bylaws amendments and the Nation’s Internal Audit law.
90
- 91 C. **Social Media Policy [2 O.C. Chapter 218].** This law regulates social media accounts, including how
92 content is managed and published on behalf of the Nation. [*2 O.C. 218.1-1*]. Committee members are
93 required to strictly adhere to the Nation’s laws and policies regarding ethical standards and/or conflicts
94 of interest, which would include the Social Media Policy, when acting in their official capacity.
95 [*Proposed Bylaws 1-4(e)(4)*]. There are no conflicts between the proposed bylaws amendments and the
96 Nation’s Social Media Policy.
97
- 98 D. **Travel and Expense Policy [1 O.C. Chapter 219].** This law establishes policies that govern the
99 reimbursement of travel and related expenses incurred during the conduct of company business. [*2 O.C.*
100 *219.1*]. It states that “any travel for Boards, Committees and Commissions must be authorized by sign
101 off authority as indicated within the entity’s approved bylaws.” [*2 O.C. 219.4-1*]. The proposed bylaws

are silent on the issue of travel, as well as travel reimbursement. Thus, absent guidance from one of the policies referenced within the Committee's bylaws, such as the International Professional Practices Framework, multiple interpretations, including that authorization is not required, may result. Although the proposed bylaws amendments do not conflict with the Nation's Travel and Expense Policy, as indicated in section 5 of this Legislative Analysis, the Committee may want to consider adding clarification on whether authorization is required and, if so, who holds such authority within its bylaws.

- E. Open Records and Open Meetings [1 O.C. Chapter 107].** This law sets the requirements for how meetings of the Nation's governmental bodies shall be conducted, as well as how materials from that meeting shall be maintained and made available to the public. [1 O.C. 107.1 & 107.12]. "Governmental bodies" is defined to encompass most of the Nation's boards, committees and commissions [1 O.C. 107.31(d)], which means that, absent an exception, meetings of a governmental body, such as the Audit Committee, are to be open to the public and the materials therefrom available for public inspection so long as they constitute a "record" as defined within the law. [1 O.C. 107.15 & 107.17].
- **Record Release/Retention.** Section 107.4 of the Open Records and Open Meetings law sets forth exceptions and limitations to the public's access to records produced in the course of governmental business that are of a sensitive nature, and thus, the public's right to inspect is outweighed by the public interest in keeping them confidential. [1 O.C. 107.4-1]. This section contains a subsection specifically related to audit records, which states that their release shall be governed by the Internal Audit law. [1 O.C. 107.4-2].

With respect to the release of audit records, the Internal Audit law provides as follows:

- That, prior to communicating any information related to an audit to an external entity, including, but not limited to, law enforcement agencies, the Internal Audit Department shall receive approval from the Committee [1 O.C. 108.7-4];
- That, once the Committee has approved the final audit report, it shall be forwarded to the OBC for acceptance and, if accepted, the OBC shall include in its acceptance notice that the audit report is released for members of the Nation to view in whole, subject to redaction as deemed necessary by the Oneida Law Office [1 O.C. 108.6-7];
- That, audit reports may not under any circumstances be provided in a General Tribal Council agenda packet [1 O.C. 108.8-1];
- That, only members of the Nation may request access to internal and/or external audit reports, provided that:
 - prior to granting access, the custodian of the report shall require that requesters verify their status by means of a Tribal member identification card and that they sign and print their full name on the applicable audit report access log [1 O.C. 108.8-1(a)].
- That, custodians of audit reports shall limit access to on-site review and deny permission to print and/or make copies of audit reports [1 O.C. 108.8-1(b)];
- That, requests for internal audit reports shall be submitted to the Internal Audit Department and that the Internal Audit Department shall keep all information related to an incomplete audit, including audit progress, strictly confidential until the audit report has been approved by the OBC and released for members of the Nation to view [1 O.C. 108.8-2];
- That, the Committee may provide progress updates related to incomplete audits to the OBC upon request; however, such updates must be conducted in executive session [1 O.C. 108.8-2];
- That, all external annual audit reports, including those of a vendor, consultant or other party organized outside of the Nation's Federal Identification Number may be made available for members of the Nation to view directly with the audited entity [1 O.C. 108.8-3]; and
- That, requests for annual financial audits of the Nation shall be submitted to the responsible custodian located at any of the following locations:

- 153 ○ the Oneida Community Library;
154 ○ the Office of the Nation’s Treasurer;
155 ○ the Finance Department; and/or
156 ○ the Oneida Business Committee Records Management Office(s). [1 O.C. 108.8-3
157 (a) – (d)].
158

159 With respect to record retention, the Internal Audit law simply provides that the Internal Audit
160 Department shall maintain all information collected or derived from an audit and that, upon closure
161 of an audit, all documentation shall be retained in a secure location “in accordance with the laws
162 of the Nation.” [1 O.C. 108.5-4]. This means that one must go back to the Open Records and Open
163 Meetings law to further determine how to lawfully retain records that are collected or derived from
164 an audit under the Internal Audit law.
165

166 Section 107.9 of the Open Records and Open Meetings law governs the retention of records that
167 are produced in the course of governmental business. [1 O.C. 107.9-1]. It provides, in pertinent
168 part, that “[u]nless an alternate retention period is approved by the Oneida Business Committee for
169 specific records and except as otherwise provided by law, all records shall be retained at least seven
170 (7) years before destruction.” [1 O.C. 107.9-4]. Because the Internal Audit law is silent on the
171 period of retention and there appears not to be an alternative retention schedule that governs audit
172 records, the Committee is legally obligated to retain all records, as defined under the Open Records
173 and Open Meetings law, in a secure location for a period of at least seven (7) years. [1 O.C. 108.5-
174 4 & 1 O.C. 107.9-4].
175

176 The proposed bylaws amendments do not conflict with the portion of the Open Records and Open
177 Meetings law that governs the release and retention of records.
178

- 179 ▪ *Meetings of Governmental Bodies.* Section 107.15 of the Open Records and Open Meetings law
180 provides that all meetings of governmental bodies other than the OBC shall be preceded by public
181 notice and, except where otherwise provided by any other laws or bylaws, shall be held in open
182 session. [1 O.C. 107.15-1]. Public notice of all meetings of a governmental body shall set forth the
183 time, date and place of the meeting and shall be given in the following manner:
184 • As required by any other laws or bylaws;
185 • By communication from the presiding officer to the editor of the Kalihwisaks when the
186 submission deadline precedes a meeting date; and
187 • At least twenty-four (24) hours prior to the commencement of such a meeting, unless for
188 good cause, such notice is impossible or impractical, in which case shorter notice may be
189 given. [1 O.C. 107.15-2].
190

191 The proposed bylaws state that “[a]ll meetings of the Audit Committee are to be closed session as
192 required by the International Professional Practices Framework.” [Proposed Bylaws 3-1]. The
193 bylaws contain an exception that allows for the Committee to invite entity representatives, auditors
194 or others to attend meetings and provide pertinent information. [Proposed Bylaws 3-1(b)]. With
195 respect to the manner in which members are to be notified of Committee meetings, the proposed
196 bylaws state “[t]he Chairperson shall be responsible for calling meetings and notifying members
197 with the assistance of the Internal Audit Department.” [Proposed Bylaws 2-2]. In addition, the
198 bylaws state that the Committee shall provide notice to members at least forty-eight (48) hours
199 prior to the date set for such meeting, “unless, for good cause, such notice is impossible or
200 impractical.” [Proposed Bylaws 3-5].
201

202 The proposed bylaws are silent on the issue of public notice because the provision governing public
203 notice, as set forth in its current bylaws, was deleted. [Proposed Bylaws 3-4(b)]. According to

204 section 107.15-1 of the Open Records and Open Meetings law, public notice of a meeting of a
 205 governmental body other than the OBC, as set forth in the section immediately below, is required
 206 even if such meeting is closed to the public. [1 O.C. 107.15-1 & 107.15-2]. It is not clear whether
 207 any of the policies referenced within the Committee's bylaws, such as the International Professional
 208 Practices Framework, address meeting notice in a manner that would satisfy section 107.15 of the
 209 Open Records and Open Meetings law. *Without the issue being expressly addressed within the*
 210 *bylaws, a possible conflict exists between the Committee's proposed bylaws amendments and the*
 211 *portion of the Nation's Open Records and Open Meetings law that governs public notice.*
 212

- 213 **F. Computer Resources Ordinance [2 O.C. Chapter 215].** This law regulates the use of computer
 214 resources that are owned and operated by the Nation and, among other individuals, applies to members
 215 of a board, committee or commission. [2 O.C. 215.1-1 & 215.3-1]. The proposed bylaws amendments
 216 comply and are not in conflict with the Nation's Computer Resources Ordinance.
 217
- 218 **G. Vehicle Driver Certification and Fleet Management [2 O.C. Chapter 210].** This law establishes
 219 standards for individuals who drive a fleet vehicle or personal vehicle on official business and regulates
 220 the use of all vehicles owned and leased by the Nation. [2 O.C. 210.1-1]. The Committee is considered
 221 an entity and its members considered officials who are authorized to travel on behalf of and in vehicles
 222 owned by the Nation. [2 O.C. 210.3-1(g) & (j)]. The proposed bylaws amendments are not in conflict
 223 with the Nation's Vehicle Driver Certification and Fleet Management law.
 224
- 225 **H. Conflict of Interest [2 O.C. Chapter 217].** This law establishes specific limitations on the handling, as
 226 well as sharing, of information/materials that are confidential in nature or could be used by the Nation's
 227 competitors and providers during negotiations to the Nation's detriment. [2 O.C. 217.1-1]. It applies to
 228 the Nation's employees, contractors, elected officials, officers, political appointees and appointed/
 229 elected members of the Nation's boards, committees and commissions. [2 O.C. 217.1-1]. With respect
 230 to any laws/policies of the Nation governing conflicts of interest, the proposed bylaws state that
 231 Committee members shall strictly adhere. [Proposed Bylaws 1-4(e)(4)]. The proposed bylaws
 232 amendments do not conflict with the Nation's Conflict of Interest law.
 233

234 SECTION 5. OTHER CONSIDERATIONS

- 235 **A.** Section 1-4 of the proposed bylaws does not state how the Committee member from the community
 236 will be selected. To avoid inconsistencies and confusion, the Committee may want to consider adding
 237 language to govern the process.
 238
- 239 **B.** Section 1-4(e) refers to "Tribal" entity and "Tribal" board, committee or commission. It is unclear
 240 whether this is referring to something broader than an entity of the Nation and/or a board, committee
 241 or commission of the Nation. If it is meant to have a broader application, the Committee may want to
 242 consider defining the word "Tribal".
 243
- 244 **C.** As indicated above, the Committee's bylaws are silent on the issue of travel and travel reimbursement;
 245 more specifically, whether advance travel authorization is required and, if so, who holds such authority.
 246 The Committee may want to consider addressing this issue within its bylaws to avoid any confusion or
 247 inconsistent processes in the future.
 248
- 249 **D.** As indicated above, a possible conflict of interest exists between the proposed bylaws amendments and
 250 the Nation's Open Records and Open Meetings law; specifically, the requirement relating to public
 251 notice of Committee meetings, even if held in closed session. If this issue is addressed within any of
 252 the policies referenced within the Committee's bylaws, the simple fix would be to reiterate such policy
 253 within the bylaws. If not, the conflict should be resolved by adding a provision to address public notice
 254 within the proposed bylaws before submitting to the Oneida Business Committee for consideration.

Accept the February 18, 2021, regular Quality of Life meeting minutes

Business Committee Agenda Request

1. Meeting Date Requested: 04/14/21

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: Marie Summers, Councilwoman

Primary Requestor: Aliskwet Ellis, Recording Clerk/BC Support Office

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: CELLIS1



Quality of Life Committee

Regular Meeting
9:00 a.m. Thursday, February 18, 2021
Teleconference

Minutes

Present: QOL Chair Marie Summers, QOL Members: Tehassi Hill, Kirby Metoxen, Brandon Stevens,
Others Present: Eric Boulanger, Jacque Boyle, Leslie Doxtater, Aliskwet Ellis, Renita Hernandez, Shannon Hill, Tina Jorgensen, RC Metoxen, Michelle Meyers, Joann Ninham, Melissa Nuthals, Patrick Pelky, James Petitjean, Ravinder Vir, Danelle Wilson;

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by QOL Chair Marie Summers at 9:00 a.m.

II. APPROVAL OF THE AGENDA

Motion by Kirby Metoxen to approve the agenda, seconded by Tehassi Hill. Motion carried unanimously:
Ayes: Tehassi Hill, Kirby Metoxen, Brandon Stevens

III. APPROVAL OF MEETING MINUTES

A. January 14, 2021 Quality of Life Meeting Minutes – Aliskwet Ellis

Motion by Tehassi Hill to approve the January 14, 2021 Quality of Life meeting minutes, seconded by Brandon Stevens. Motion carried unanimously:
Ayes: Tehassi Hill, Kirby Metoxen, Brandon Stevens

IV. UNFINISHED BUSINESS – NONE

V. NEW BUSINESS

A. Enter E-Poll Results into the record regarding FY-2021 Q1 Quality of Life Committee report – Aliskwet Ellis

Motion by Tehassi Hill to enter E-Poll results into the record regarding FY-2021 Q1 Quality of Life Committee report, seconded by Brandon Stevens. Motion carried unanimously:
Ayes: Tehassi Hill, Kirby Metoxen, Brandon Stevens

VI. REPORTS

A. Cultural Heritage – Tina Jorgensen

Motion by Tehassi Hill to approve the Cultural Heritage report, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Tehassi Hill, Kirby Metoxen, Brandon Stevens

B. Recreation Integration – Tina Jorgensen

Motion by Tehassi Hill to approve the Recreation Integration report, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Tehassi Hill, Kirby Metoxen, Brandon Stevens

C. Tribal Action Plan – Renita Hernandez

Motion by Kirby Metoxen to approve the Tribal Action Plan report, seconded by Brandon Stevens. Motion carried unanimously:

Ayes: Tehassi Hill, Kirby Metoxen, Brandon Stevens

VII. ADDITIONS – NONE

VIII. ADJOURN

Motion by Brandon Stevens to adjourn at 10:13 a.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Tehassi Hill, Kirby Metoxen, Brandon Stevens

Determine next steps regarding quorum for the Pardon and Forgiveness Screening Committee

Business Committee Agenda Request

1. **Meeting Date Requested:** 04/14/21

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 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



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



MEMORANDUM

TO: Oneida Business Committee

FROM: Lisa Liggins, Secretary

DATE: April 7, 2021

RE: Quorum for Pardon and Forgiveness Screening Committee

Brooke Doxtator, Supervisor, Boards, Committees and Commissions has identified there are three applications for consideration by this committee. Her memo outlines the current situation.

I have reviewed the by-laws, section 1-5(a) and 3-5 and agree with her interpretation that at least one of the community members must be present. However, there are no applicants for this position.

I am recommending the Oneida Business Committee temporarily amend the by-laws of this entity to change all “alternate” positions to “member” positions while maintaining a quorum at three members. This will allow the committee to meet and hold virtual hearings for the current applicants. Since I am uncertain when the Community Member positions will be filled, I am recommending this proposed amendment be in place indefinitely.

In addition, I am requesting two additional actions. One is to direct the committee to meet as soon as possible to address the existing applications to avoid any further delays. One is to develop emergency amendments to allow a hearing as soon as possible to move the existing applications forward without further delays.


REQUESTED ACTION:

1. **Motion to amend the by-laws of the Pardon and Forgiveness Screening Committee, section 1-5(a) that all alternates, as specifically identified in subsections 1-5(a)(1)(A-C), are now members and shall be eligible to make up the three person quorum requirement in section 3-5, and that such amendments shall remain in place until rescinded by the Oneida Business Committee or the by-laws are amended.**
2. **Motion to direct the Pardon and Forgiveness Screening Committee to meet as soon as possible to address existing applications.**
3. **Motion to direct the Legislative Operating Committee to develop emergency amendments to 126.8 of the Pardon and Forgiveness Law to allow a virtual hearing to be scheduled as soon as possible regarding the existing applications to avoid further delay for the April 28, 2021 Oneida Business Committee meeting.**



Memorandum

TO: Lisa Liggins, Secretary

FROM: Brooke Doxtator, BCC Supervisor 

DATE: April 7, 2021

RE: Pardon and Forgiveness Screening Committee Update

The purpose of this correspondence is to provide background information regarding the Pardon and Forgiveness Screening Committee (PFSC).

Background

On April 8, 2020 the Oneida Business Committee adopted BC Resolution # 04-08-20-B Placing Listed Boards, Committees, and Commissions in Temporary Closure Status for the remainder of Fiscal Year 2020 and during any continuing resolution for Fiscal Year 2021.

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

On November 24, 2020 the Oneida Business Committee adopted BC Resolution # 11-24-20-C Continuation of Temporary Closure of Listed Boards, Committees and Commissions for Fiscal Year 2021. This resolution also exempted the Pardon and Forgiveness Screening Committee from temporary closure status.

We informed the previous PFSC members that the Committee was active again and the community-at-large positions were posted.

The Oneida Police Department and Social Service representatives Eric Boulanger, Ronald King Jr. (Alternate), Elijah Metoxen, and Mark W. Powless (Alternate) were appointed to the PFSC on January 13, 2021 and administered their oaths of office on January 27, 2021.

The community-at-large positions (ages 25+ and 55+) have been posted since the PFSC was brought back, however, as of April 7, 2021 we have not received any applications for these positions.

Pardon and Forgiveness requests

There are three (3) pending applications on file for Pardon and Forgiveness applicants.

1. Delores Denny – received February 19, 2020
2. Sheila Shawanokasic – received August 24, 2020 (retracted application on 9/9/20 and asked for it to be reinstated on 1/15/21)
3. Rebecca Selwyn – received December 16, 2020

The PFSC bylaws require at least three (3) members for quorum. The PFSC hasn't been able to meet this requirement since we haven't been able to fill at least one of the community-at-large positions. If the PFSC can make quorum the next hearing is scheduled for Thursday, May 20, 2021 at 10:00 a.m.

Attachments:

2020 Pardon and Forgiveness Hearing Schedule
2021 Pardon and Forgiveness Hearing Schedule



Pardon and Forgiveness Screening Committee

2020 Pardon and Forgiveness Hearing Schedule

Pardon and Forgiveness Hearings are held four (4) times each year. The application and hearing schedule are provided below. Please see the application for all the requirements.

Application due by 4:30 PM on:	Hearing held at 10:00 AM on:
Tuesday, December 31, 2019	Thursday, February 20, 2020
Tuesday, March 31, 2020	Thursday, May 21, 2020
Tuesday, June 30, 2020	Thursday, August 20, 2020
Wednesday, September 30, 2020	Thursday, November 19, 2020

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Failure of the applicant to provide a complete application or any of the required information and/or materials may result in:

- a) The application being returned with a request for more information; or
- b) The application being removed from consideration; or
- c) Denial of pardon or forgiveness.

CONTACT US OR SUBMIT YOUR APPLICATION TO:

Phone: (920) 869-4364

Email: TribalSecretary@oneidanation.org

Mail: Business Committee Support Office
PO Box 365
Oneida WI 54155-0365

In Person: Business Committee Support Office
N7210 Seminary Rd
Oneida WI 54155



Pardon and Forgiveness Screening Committee

2021 Pardon and Forgiveness Hearing Schedule

Pardon and Forgiveness Hearings are held four (4) times each year. The application and hearing schedule are provided below. Please see the application for all the requirements.

Application due by 4:30 PM on:	Hearing held at 10:00 AM on:
Thursday, December 31, 2020	Thursday, February 18, 2021
Wednesday, March 31, 2021	Thursday, May 20, 2021
Wednesday, June 30, 2021	Thursday, August 19, 2021
Thursday, September 30, 2021	Thursday, November 18, 2021

***INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED**

Failure of the applicant to provide a complete application or any of the required information and/or materials may result in:

- a) The application being returned with a request for more information; or
- b) The application being removed from consideration; or
- c) Denial of pardon or forgiveness.

CONTACT US OR SUBMIT YOUR APPLICATION TO:

Phone: (920) 869-4364

Email: TribalSecretary@oneidanation.org

Mail: Business Committee Support Office
PO Box 365
Oneida WI 54155-0365

In Person: Business Committee Support Office
N7210 Seminary Rd
Oneida WI 54155

Oneida Business Committee Agenda Request

Approve the Community Health Department request to post one (1) grant funded limited term position for.

1. Meeting Date Requested: 04 / 14 / 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:

Approve the Community Health request to post one (1) grant funded limited term position of two 2 years for a Stroke Prevention Wellness Coach

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: Stefani F. Reinke
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 Stroke Prevention Wellness Coach Position

- 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



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).

TYPE OF REQUEST:	FILL A VACANCY			
DEPARTMENT:	Community Health			
COST:	Weekly Personnel Cost: \$820.40	Fringe/Indirect Cost: \$429.32	Total Weekly Cost: \$1249.72	Need for remainder for FY-21: \$24,994.40 (20 weeks)
# OF EMPLOYEES:	1			
TITLE:	Stroke Prevention Wellness Coach			
POSITION NUMBER:	03133			
DATE NEEDED:	ASAP			
RECALL PROCEDURE USED:	No			
TRIBAL PREFERENCE USED:	YES / NO / N/A	Explanation:		

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



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>

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

FIRST POSTING OPEN TO ENROLLED ONEIDA TRIBAL MEMBERS ONLY

POSITION TITLE: Stroke Prevention Wellness Coach (Limited Term – 2 years)
POSITION NUMBER: 03133
DEPARTMENT: Community Health
LOCATION: 525 Airport Road Oneida WI
DIVISION: Comprehensive Health
RESPONSIBLE TO: Health Promotion Manager
SALARY: NE09 \$20.51/Hr (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Non-Exempt
POSTING DATE: March 24, 2021
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 the direct supervision of the Health Promotion Manager, this position provides health, wellness, or lifestyle coaching to participants of the "Stroke Prevention in the Wisconsin Native American Population" study. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

The Health Promotion Specialist performs the following essential functions within the framework of the Public Health Core Competencies (PHCC). These 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.

Analytical and Assessment Skills

1. Assess readiness to change in individuals interested in programming, individuals referred by their medical provider or individuals recruited in the "Stroke Prevention in the Wisconsin Native American Population" study as part of their treatment plan.
2. Conduct Wellbeing Assessments and facilitate the Wellness Vision at intake for study participants.
3. Participate in developing goals and objectives for study participants to reduce or eliminate high-risk behaviors and promote lifestyle and behavior change.

Policy Development and Program Planning Skills

4. Assist in the development and/or research of educational materials for all Health Promotion/Prevention activities.
5. Assist in the development of action plans to incorporate in the community.
6. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.

Communication Skills

7. Facilitate problem solving for clients to overcome barriers to success.
8. Provide ongoing health and wellness education and health risk reduction programming, including but not limited to the lifestyle programs for individuals, families, AMVETS, and children.

JOB DESCRIPTION**Stroke Prevention Wellness Coach****Page 2****DUTIES AND RESPONSIBILITIES: (Cont.)****Cultural Competency Skills**

9. Identify resources and make referrals for individuals who require more direct medical attention.
10. Assist with the emotional impact of chronic life stresses and provide emotional support in the form of showing compassion, teaching coping skills, demonstrating empathy and a non-judgmental attitude.
11. Practice excellent customer service skills always to include, but not limited to, addressing customer and employee needs courteously and promptly.
12. Assist in the development and procurement of training materials. Evaluate methods and materials used in the health education for appropriateness.

Community Dimensions of Practice Skills

13. Assist in planning and coordinating Health Division sponsored conferences, workshops, and continuing education programs such as Just Move It-Oneida.
14. Establish close contact with tribal, private, and volunteer health agencies, businesses and community organizations to foster mutual program assistance.

Public Health Sciences Skills

15. Provide Wellness Coaching using an evidence-based best practice coaching model which includes Appreciative Inquiry and Motivational Interviewing.

Financial Planning and Management Skills

16. Record and maintain patient documentation in an electronic medical record to ensure accurate billing of services.
17. Follow purchasing processes and budget guidelines in requests for program supplies, services and training.

Leadership and Systems Thinking Skills

18. Contribute to a team effort and accomplish related results as required.
19. Participate in professional continuing education activities, as required to maintain credentials.
20. Provide professional mentoring to students, dietetic interns, using direct observation, assistance and feedback for performance success and rotation assignments.

DUTIES AND RESPONSIBILITIES SPECIFIC TO “STROKE PREVENTION IN THE WISCONSIN NATIVE AMERICAN POPULATION” STUDY:

21. Participate in study recruitment activities to include participation in health education, community, and onsite study events.
22. Participate in study activities (coaching, escorting participants to study activities).
23. Consent participants for participation in study.
24. Maintain study records (health journals, participation logs).
25. Develop health wellness goals with study participants and monitor goal progress through weekly communication with participants and quarterly in person visits.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

1. Frequently stand, walk, use hands to finger, handle, feel; reach and pull with hands and arms; talk and hear.
2. Occasionally sit, stoop, kneel, crouch, or crawl; lift and/or move up to twenty-five (25) pounds.
3. Work is generally performed in a medical office, home setting or training setting with moderate noise level.
4. Exposure to inclement weather.
5. Evening and/or weekend work or extended hours and irregular shifts may be required.
6. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

STANDARD QUALIFICATIONS:

Must adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.

1. Knowledge of applicable Oneida, federal, state, county and local laws, regulations, and requirements.
2. Knowledge of JCAHO, HIPPA, Workers Compensation, OSHA, Federal, State and Local regulations.
3. Knowledge of current principles, methods and procedures for the delivery of wellness programs.
4. Knowledge of methods and techniques of providing fitness assessment and evaluation.

JOB DESCRIPTION**Stroke Prevention Wellness Coach****Page 3****STANDARD QUALIFICATIONS: (Cont.)**

5. Knowledge of current and emerging trends in technologies, techniques, issues, and approaches in area of expertise.
6. Knowledge of community outreach health initiatives.
7. Knowledge of health education theory and practice.
8. Skill in preparing and maintaining reports.
9. Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
10. Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
11. Ability to provide services for operations and activities of health and wellness programs.
12. Ability to coordinate health awareness/fitness related events.
13. Ability to educate patients and/or families as to the nature of disease and to provide instruction on proper care and treatment.
14. Ability to communicate effectively in the English language, both verbally and in writing.
15. Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with vendors and co-workers at all levels.
16. Ability to foster a cooperative work environment.
17. Ability to work both independently and in a team environment.
18. Ability to exercise sound judgment in decision making.
19. Ability to communicate technical information to non-technical personnel.
20. Ability and willingness to provide strong customer service orientation.
21. Ability to continually seek improvement in results.
22. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
23. Must complete Health Insurance Portability and Accountability Act (HIPAA) training within 30 days of employment and annually thereafter.
24. Employees are required to have proof of immunity or dates of two (2) doses of MMR and proof of immunity or dates of two (2) doses of Varicella prior to starting in any position within the Oneida Comprehensive Health Division. Any refusal of vaccination(s) or failure to provide proof of immunity may disqualify the applicant.
25. Must be willing and able to obtain additional education and training.
26. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
27. 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.
28. 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 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 on the application/resume if you meet these qualifications.

1. Wellness Coach Certification from Nationally Accredited Organization.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Health Education, Nutrition, Health Promotion, Wellness, Exercise Science or Physiology, or health related field and one (1) year experience providing one-on-one counseling, education and/or wellness coaching.
2. Must obtain the Wellness Coach Certification within one (1) year.

ITEMS TO BE SUBMITTED:

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

From: [Geraldine R. Danforth](#)
To: [Stefanie F. Reinke](#)
Cc: [Lawrence E. Barton](#); [Maureen A. Metoxen](#)
Subject: FW: Request to Fill Grant Funded Position
Date: Monday, March 29, 2021 8:22:17 AM
Attachments: [image001.png](#)
[image002.png](#)

I also support the request. Maureen will get on the OBC agenda for final approval.

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: Lawrence E. Barton <lbarton@oneidanation.org>
Sent: Friday, March 26, 2021 7:49 AM
To: Stefanie F. Reinke <sreinke@oneidanation.org>
Cc: Geraldine R. Danforth <GDANFOR1@oneidanation.org>; Debra J. Danforth <ddanfort@oneidanation.org>; Ravinder Vir <rvir@oneidanation.org>; Michelle L. Myers <mmyers@oneidanation.org>; Lisa L. Hock <LHOOCK@oneidanation.org>
Subject: Re: Request to Fill Grant Funded Position

Ms. Reinke, I have reviewed the supporting documents and approve posting & hiring of the Stroke Prevention Wellness Coach. If you have any questions my extension is 4491. Thanks,
Larry Barton

From: Stefanie F. Reinke <sreinke@oneidanation.org>
Sent: Thursday, March 25, 2021 4:26 PM
To: Lawrence E. Barton <lbarton@oneidanation.org>
Cc: Geraldine R. Danforth <GDANFOR1@oneidanation.org>; Debra J. Danforth <ddanfort@oneidanation.org>; Ravinder Vir <rvir@oneidanation.org>; Michelle L. Myers <mmyers@oneidanation.org>; Lisa L. Hock <LHOOCK@oneidanation.org>
Subject: Request to Fill Grant Funded Position

Good Evening Larry,

Please read the attached memo and supporting documents requesting to post the Stroke Prevention Wellness Coach position. Because the Oneida Business Committee is already aware of the collaboration between UW-Madison and the Oneida Nation for the clinical study "Stroke Prevention in the Wisconsin Native American Population," I am requesting an E-Poll of the OBC to post this position. Due to the COVID-19 pandemic, the study was delayed from its original start in 2020. UW-Madison would like to get this project underway as soon as possible and I believe an E-Poll would keep the momentum of the project going most efficiently.

Thank you for your time and attention.

Sincerely,

Stefanie Reinke – Health Promotion Manager

Oneida Comprehensive Health Division
Community Health Services Health Promotion



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

office: 920.490.3993

fax: 920.490.3953

PO Box 365

2640 West Point Road

Green Bay, WI 54304

<https://oneida-nsn.gov/resources/health/health-promotions/>

HEALTH PROMOTION MISSION

Empowering the Oneida community to achieve optimal health.

CONFIDENTIALITY NOTICE: This e-mail and any attachments may contain confidential, proprietary and privileged information. Unauthorized disclosure or use is prohibited by state and federal law. If you received this e-mail in error; please notify the sender, delete the e-mail & any attachments. Do not use, disclose or store the information this e-mail and any attachments it contains.

MGMT	DIV	BU	DEPT	Job #	POSITION TITLE	CATEGORY	GRANT %	BFT	BHT	BPT	BFTE	HRS
BCGM	COMHE	OPERA	CMHLT	02608	ASST-ADMINISTRATIVE	STAND	00%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	02789	ASST-ADMINISTRATIVE	GRANT	100%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	02968	COORD-DATA	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	03040	COORD-HEALTH PROMOTION	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	02988	COORD-LACTATION DIETITIAN	GRANT	100%					
BCGM	COMHE	OPERA	CMHLT	03030	COORD-PUBLIC HEALTH	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	02019	COUNSELOR-PEER BREAST FEEDING	GRANT	100%	0	1	0	0.75	24
BCGM	COMHE	OPERA	CMHLT	00007	DIETICIAN-YOUTH CONSULTANT	GRANT	100%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	02044	DIETITIAN-DIABETES EDUCATOR	GRANT	100%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	03019	MGR-CARE	GRANT	100%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	03096	MGR-CASE MGMT PROGRAM	GRANT	100%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	02500	MGR-COMMUNITY HEALTH	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	03091	MGR-HEALTH PROMOTION	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	03062	MGR-PUBLIC HEALTH	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	00490	MGR-WIC NUTRITION	GRANT	100%	1	0	0	1	80
BCGM	COMHE	OPERA	CMHLT	02856	OFFICER-COMMUNITY PUBLIC HLTH	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	00120	REP-COMMUNITY HLTH	GRANT	42%	4	0	0	4	160
BCGM	COMHE	OPERA	CMHLT	02527	RN-COMMUNITY HEALTH CASE MGMT	STAND	00%	5	0	0	5	160
BCGM	COMHE	OPERA	CMHLT	01137	RN-COMMUNITY HLTH	GRANT	42%	3	0	0	3	120
BCGM	COMHE	OPERA	CMHLT	00118	RN-HEADSTART	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	01478	RN-PRENATAL CARE COORD	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	02381	RN-SCHOOL NURSE	STAND	00%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	01741	SPEC-HLTH PROMOTION	GRANT	42%	3	0	0	3	120
BCGM	COMHE	OPERA	CMHLT	02532	SPEC-TRIBAL DEMENTIA CARE	GRANT	42%	1	0	0	1	40
BCGM	COMHE	OPERA	CMHLT	00491	WIC-DIETITIAN	GRANT	100%	2	1	0	2.75	108
BCGM	COMHE	OPERA	CMHLT	02853	WORKER HOME CARE	STAND	00%	4	0	0	4	160
BCGM	COMHE	OPERA	CMHLT	02501	WORKER-SOCIAL	GRANT	99%					



Meeting: Stroke reduction research collaboration between Oneida and University of Wisconsin
 Date: Tuesday, January 12, 2021
 Time: 10:00am – 11:00 am
 Location: Virtual via WebEX
 Facilitator: Carol Mitchell
 Minutes: Carol Mitchell, Stephanie Wilbrand

Collaboration participants:

X	Michelle Myers	Oneida Community/ Public Health Officer	920-869-4896	mmyers@oneidanation.org
X	Connie Vandenberg	Oneida Medical Clinic Director of Nursing	920-869-4849	CVANDEN1@oneidanation.org
X	Carrie Blohowiak	Oneida Laboratory Director	920-869-4965	cblohowi@oneidanation.org
X	Lisa Hock	Oneida Human Resource Department (HRD)	920-496-7900	LHOCK@oneidanation.org
X	Stefanie Reinke	Oneida Health Promotion Manager	920-490-3993	sreinke@oneidanation.org
X	Dr Ravinder Vir	Oneida Comprehensive Health Division Director- Medical Director	920-869-4808	Rvir@oneidanation.org
X	Debra Danforth	Oneida Comprehensive Health Division Director- Operations Director	920-869-4807	DDANFORT@ONEIDANATION.org
X	Dr Stephanie Wilbrand	UW Madison- School of Medicine and Public Health Department of Medicine and Public Health	608-265-9248	wilbrand@neurosurgery.wisc.edu
	Dr Robert Dempsey- unable to attend	UW Madison- School of Medicine and Public Health Department of Medicine and Public Health	608-265-5967	dempsey@neurosurgery.wisc.edu
X	Dr Carol Mitchell	UW Madison- School of Medicine and Public Health Department of Medicine and Public Health	608-262-0680	ccm@medicine.wisc.edu
	Danielle Yancey-unable to attend.	UW Madison- School of Medicine and Public Health Director, Native American Center for Health Professions	608-262-0982	dlyancey@wisc.edu
	Melissa Metoxen	UW Madison – School of Medicine and Public Health Sr. Student Service Coord. Native American Center for Health Professions	608-265-8655	mfmtoxen@wisc.edu

1. Purpose of today's meeting:
 - a. Follow-up on action items for project
 - b. Action items were defined in the meeting minutes from the December 14, 2020 meeting

2. Carol Mitchell reported one addition to the meeting minutes from December 14, 2020. The addition is that in addition to the 100 high risk participants, 20 low risk participants (controls) will also be recruited.
3. The website for the clinical trials registration was again shared and is: <https://www.clinicaltrials.gov/ct2/show/NCT04382963>. All team members should feel free to share this link. It is available for the public and provides a nice overview of the project.
4. Action Items to report:
 - a. Determine if the Woodland site would be available in March to meet with participants-
 - i. Dr. Vir reported that he would continue to follow up on the agreement with the Woodland facility to see if it could be used for the research study.
 - b. Determine and communicate if it is possible to have lab draw off site at Woodland- Carrie Blohowiak
 - i. Connie Vandenberg and Carrie Blohowiak then reported on how lab should be done for the project. The plan will be to have study participants scheduled 7:00 – 8:00 am prior to lab opening. After the lab draw, participants would then drive to the Woodland facility for the other study tests (health history, ultrasound imaging and initial meeting with health coach for participants randomized to that arm of the study). Stephanie Wilbrand asked if it would be okay for a study team member to be with the participants during the lab draw. This study team member would verify participant, label tubes and package specimens for courier hand-off. Carrie thought this would be a good idea. Carrie will provide lab coats and gloves for the UW Madison team member helping in the lab. The UW Madison team member will provide their own face masks and face shields. They will also wear scrubs.
 - c. Prepare job description for Wellness Coach position(s)
 - i. Stefanie Reinke and Lisa Hock reported that they are working on a position description. Discussion then took place regarding if this could be one full time employee as opposed to two part-time employees. Michelle Myers and Stefanie Reinke stated that this will be a difficult recruit and it will be easier to recruit a full-time employee. Stefanie Reinke then shared that her team could provide back-up for the full-time employee. Carol Mitchell and Stephanie Wilbrand thought this would be fine as long as there is back-up. The team decide to pursue the full-time option and will write the position description to be a full-time position. Discussion then took place regarding training of the new Health Wellness Coach. The grant will pay the training costs. Stefanie Reinke and her staff will oversee the training for the new Health Wellness Coach to become certified through Health and Wellness Coach Certification. (Information found at <https://www.wellcoachesschool.com/>). Once the new coach is trained and certified, they will take over coaching for study participants.

Prior to completion of certification, Stefanie Reinke and her team will work with study participants.

- d. Determine who is Oneida point of contact to develop data usage agreement between UW & Oneida for this project
 - i. Michelle Myers reported that Dr. Vir and Debbie Danforth are the point of contacts for the data usage agreement.
 - ii. Stephanie Wilbrand will initiate the data usage agreement from UW Madison and send to Dr. Vir and Debbie Danforth for review.
5. New Business
 - a. Discussion regarding in person visits. The group discussed when in person visits might be able to take place. This will depend on Covid-19 health policies. The team discussed potentially starting in March or April and will finalize dates at the next meeting which is scheduled for February 2, 2021.
 - i. Dates to consider are; March 10-12, 2021 and April 7-9, 2021.
 - b. Health Wellness Coach training (outside of certification training). Discussion took place regarding the time commitment for training for the Health Wellness Coach outside of the certification training. Stephanie Wilbrand reported that the required Institutional Review Board (IRB) training would be about four hours, and Carol Mitchell reported that the clinical project training would take about four hours.
 - c. Collaboration meetings. The team discussed that it would be good to have collaboration meetings every 2-3 weeks – just to check in and follow up on action items, even if the meetings are short. Collaboration meetings scheduled will continue to be scheduled throughout the project.
 - d. Medical students rotating at Oneida participation in project. Carol Mitchell shared that it would be great to offer medical students the opportunity to work with this project and inquired if there might be any students on rotations during March and April. Melissa stated that there was a student on rotation at this time. She will put the student in contact with Carol Mitchell and Stephanie Wilbrand and Dr. Vir will follow up to see if the student could participate with study data collection while on their medical student rotation.

Action items for next meeting:

1. Follow-up on Woodland agreement – Dr. Vir
2. Position description for health wellness coach – Michelle Myers, Stefanie Reinke, Lisa Hock
3. Health Wellness Institutional Review Board (IRB) Training – Stephanie Wilbrand, Michelle Myers/Stefanie Reinke will send list of individuals to complete IRB training.
4. Clinical Project training through UW-Madison CANVAS – Carol Mitchell, Michelle Myers/Stefanie Reinke will send list of individuals to complete IRB training.
5. Data Usage Agreement – Stephanie Wilbrand
6. Medical student participation in project – Dr. Vir and Melissa Metoxen

Next meeting scheduled for Tuesday 02/02/2021, 8am-9am.

Oneida Business Committee Agenda Request

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

1. Meeting Date Requested: 04 / 14 / 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 approve the Family Services request to post two (2) grant funded positions one (1) Social Worker/ Case Manager (Indian Child Welfare) and one (1) Case Aide (Indian Child Welfare).

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 to increase Workforce Levels.

- 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:
 - X Job Description
 - X Re-entry Training
 - X Safety Plan
 - X 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).

TYPE OF REQUEST:	Add additional position FY21 (grant funded)			
DEPARTMENT:	Family Services-Indian Child Welfare			
COST:	Weekly Personnel Cost: 920.00	Fringe/Indirect Cost: 587.00	Total Weekly Cost: 1507.00	Need for remainder for FY-21: 34,661.00
# OF EMPLOYEES:	1			
TITLE:	Social Worker/Case Manager (Indian Child Welfare-Access)			
POSITION NUMBER:	02541			
DATE NEEDED:	05/01/2021			
RECALL PROCEDURE USED:	New position			
TRIBAL PREFERENCE USED:	<input checked="" type="radio"/> YES / NO / N/A Explanation:			
NARRATIVE/JUSTIFICATION:	100% grant funded, utilizing Title IV-E grant funds to support the position in FY21 budget. The reimbursement amount of \$125,591.46 for our FY21 1st quarter surpassed what we budgeted, which was \$61,469.50 . This			

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

overage is enough in this quarter alone to cover the expenses of the requested position, \$34,661.00 for FY21.

Title IV-E State Passthrough Agreement attached. Please note *Section A. VI* which notes the intent of the funding to include funding for child welfare staff.

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>

THIRD POSTING OPEN TO ALL APPLICANTS

POSITION TITLE: Social Worker/Case Manager (Indian Child Welfare)
POSITION NUMBER: 02541
DEPARTMENT: Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Family Services Supervisor
SALARY: E05 \$45,961/Annually (NEGOTIABLE)
(Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: Exempt
POSTING DATE: March 15, 2021
CLOSING DATE: Until Filled
Transfer Deadline: March 22, 2021
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

Promote and accomplish the mission and objectives of the Family Services Department by providing services necessary to meet the spiritual, emotional, physical and intellectual well-being needs of the children, youth and families. Provide case management services to families involved in alleged or adjudicated abuse. Services to be provided in a respectful manner that strengthens, empowers and is culturally sensitive. Ensure that services are provided efficiently and with best practice standards of the Oneida Nation. Continuation of this position is contingent upon funding allocations.

DUTIES AND RESPONSIBILITIES:

1. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and case needs courteously and promptly (Customer service provided shall be in line with the organizations "Good Mind" core values).
2. Develop positive working relationships with county, state and Tribal agencies.
3. Participate in all pertinent case staffing and meetings with county and other programs.
4. Provide supportive services and needs assessments for families to address safety concerns and to best maintain the family unit.
5. Research family tree and enrollment verification to identify, contact, and investigate potential placements with relatives.
6. Document and file all case related information in ICW database.
7. Provide case consultation and case assistance/teaming to Family Services Department staff when requested.
8. Provide monthly reports/updates to the ICW Supervisor on case load numbers and case activity.
9. Provide information on Family Services Department services to inquiring clients or community members to include community presentations about child protection, role of Indian Child Welfare and Mandated Reporting.
10. Assure best practice standards (as defined by the Department) are adhered to ensure safety, confidentiality, and professionalism at all times.
11. Prepare and submit court reports, narratives, statistical, and other case related correspondence documents as required by the judicial system.
12. Assist in formulating policies and procedures for programs.
13. Provide night and weekend on-call services on a rotating schedule.
14. Facilitate and participate in meetings as needed. Participate in staff development and training programs.

JOB DESCRIPTION**Social Worker/Case Manager (Indian Child Welfare)**

Page 2

DUTIES AND RESPONSIBILITIES: (Cont.)

15. Maintain professional and technical knowledge by conducting research, attending seminars, educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional societies; conferring with representatives of contracting agencies and related organizations.
16. Perform Intake/Investigation duties, this includes but is not limited to:
 - a. Process all Indian Child Welfare (ICW) abuse and neglect referrals and requests for enrollment verifications. Verify enrollment eligibility.
 - b. Maintain on-going contact with referring/requesting agency on eligibility determination and develop joint service plan.
 - c. Investigate reported abuse and neglect cases to determine substantiation.
 - d. Conduct risk factor safety assessment and development of an appropriate safety plan, when appropriate.
 - e. Collect and organize all ICW case related information into respective case files.
 - f. Participate in all pertinent court hearings during the intake and investigation process of a case.
 - g. Brief and transfer substantiated cases of abuse and neglect with ICW supervisor and related case contacts.
 - h. Offer voluntary prevention services to the families of unsubstantiated abuse and neglect cases. Refer to other programs that may be appropriate to provide needed services.
17. Perform On-going case management duties, to include but not limited to:
 - a. Maintain a current case plan for every active case assigned. Ensure accurate, pertinent and up to date information regarding children and their families.
 - b. Receive, record, and provide information regarding child abuse and neglect to appropriate agencies.
 - c. Provide child welfare services and intervene in emergency situations; provide assessment and referral services in emergency situations.
 - d. Coordinating required family contact defined by the Children's Code.
 - e. Assess the family situation and determine services needed on an ongoing basis.
 - f. Provide family support services, primary prevention, and early intervention in child abuse and neglect situations.
 - g. Conduct investigations for cases within Oneida's jurisdiction and participate in investigations conducted by county Social Services agencies as required.
 - h. Prepare and maintain a current case plan and safety plan for every active case with the family's input.
 - i. Attend court hearings and provide court testimony when necessary.
 - j. Network with tribal, county, state, federal, and private sector services and organizations that will best serve the children and their families.
 - k. Ensure compliance of program with tribal, state, and federal child welfare regulations.
 - l. Coordinate Oneida and county foster home placements, including foster care, pre-adoptive, guardianships, kinships and report back to judicial agencies.
 - m. Arrange, transport, and supervise visits between parents, children, and relatives.
18. Maintain professional and practice-based knowledge by attending educational workshops, classes and conferences; reviewing professional publications; establishing networks; participating in professional multidisciplinary work groups; conferring with representatives of contracting agencies and related organizations.
19. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
20. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
21. 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. Work may be performed in situations where extreme caution must be exercised and may occur when contacting individuals at home.
4. A Tuberculosis (TB) Screening and/or TB Skin Test is required within thirty (30) days of employment and annually thereafter as required.

JOB DESCRIPTION**Social Worker/Case Manager (Indian Child Welfare)**

Page 3

STANDARD QUALIFICATIONS:

1. Knowledge of best practice standards, trauma informed care, historical trauma and strength-based approaches.
2. Knowledge of available community resources.
3. Knowledge of professional social work interviewing principles and techniques.
4. Knowledge of the Oneida community, history, and culture.
5. Knowledge of social work theories and principles; child and adolescent growth and development; individual and family dynamics; human behavior; and current social and economic conditions and the effects of these conditions on families, individuals, and the community.
6. Knowledge of proper spelling, grammar, punctuation, and basic math skills.
7. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
8. Ability to exercise independent judgment and meet strict timelines.
9. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
10. Ability to communicate efficiently and effectively both verbally and in writing. Ability to write clear and concise reports and correspondences.
11. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds
12. Oneida Certification on reporting Child Abuse and Neglect within (90) ninety days of employment.
13. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
14. Must be willing and able to obtain additional education and training.
15. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during employment.
16. 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.
17. A valid driver's license or occupational driver's license is 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. This position follows the stricter Bureau of Indian Affairs Motor Vehicle Policy in order to follow the Nation's current Department of Interior funding agreement.

PREFERRED QUALIFICATIONS:

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

1. Licensed Social Worker.
2. Two (2) or more years of professional experience working with children and families.
3. Knowledge and experience in Trauma Informed Care practices.

MINIMUM QUALIFICATIONS:

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

1. Bachelor's Degree in Social Work or related human service field.
2. One (1) year of successful and current field experience working full-time with children and their families; an equivalent combination of education and experience may be considered.

ITEMS TO BE SUBMITTED:

1. **Copy of diploma, license, degree or certification upon employment.**
2. **One (1) letter of professional reference with application.**

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:
 - X Job Description
 - X Re-entry Training
 - X Safety Plan
 - X 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).

TYPE OF REQUEST:	Add additional position FY21 (grant funded)			
DEPARTMENT:	Family Services-Indian Child Welfare			
COST:	Weekly Personnel Cost: 768.40	Fringe/Indirect Cost: 490.47	Total Weekly Cost: 1258.87	Need for remainder for FY-21: 28,954.01
# OF EMPLOYEES:	1			
TITLE:	Case Aide (Indian Child Welfare)-New Job Description Required- HRD is in receipt of the draft job description.			
POSITION NUMBER:	TBD			
DATE NEEDED:	05/01/2021			
RECALL PROCEDURE USED:	New position			
TRIBAL PREFERENCE USED:	<input checked="" type="radio"/> YES / NO / N/A	Explanation:		
NARRATIVE/JUSTIFICATION:	100% grant funded, utilizing Title IV-E grant funds to support the position in FY21 budget. The reimbursement amount of \$125,591.46 for our FY21 1st quarter surpassed what we budgeted, which was \$61,469.50 . This			

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

overage is enough in this quarter alone to cover the expenses of the requested position, \$28,954.01 for FY21.

Title IV-E State Passthrough Agreement attached. Please note *Section A. VI* which notes the intent of the funding to include funding for child welfare staff.

JOB DESCRIPTION

Social Worker/Case Manager - Indian Child Welfare

Page 1

APPLY IN PERSON AT:

Human Resource Department
 Department 909 Packerland Drive
 365
 Green Bay, WI 54303



ONEIDA

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

OR MAIL TO:

Human Resource
 P.O. Box

Oneida, WI 54155-0365

Phone: (920) 496-7900

Fax: (920) 496-7490

APPLY ONLINE AT:

<http://oneida-nsn.gov>

POSITION TITLE: Case Aide (Indian Child Welfare)
POSITION NUMBER: NEW NUMBER
DEPARTMENT: Family Services
LOCATION: 2640 West Point Rd Green Bay WI
DIVISION: Governmental Services
RESPONSIBLE TO: Family Services Supervisor
SALARY: E04 \$19.21TBD /Hr (NEGOTIABLE DEPENDING ON EDUCATION & EXPERIENCE)
 (Employees will receive 5% below the negotiated pay rate during their probationary status.)
CLASSIFICATION: 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

Promote and support the mission and objectives of the Family Services Department by providing services necessary to keeping children safe and promoting family wellness and preservation. Assist Indian Child Welfare (ICW) Social Worker/Case Managers in case related duties. Services to be provided in a respectful manner that strengthens, empowers and is culturally sensitive.

DUTIES AND RESPONSIBILITIES:

1. Provide supportive services and case related duties to include, but not limited to;
 - a. Transport parents and/or children to appointments, visits, community resources.
 - b. Supervise visits between parents, children, and relatives.
 - c. Assist with case related data entry or document management.
 - d. Providing referrals, connecting families and assisting with applications to community resources.
 - e. Assist families with personal and daily living needs.
 - f. Receive, record, and provide information regarding child abuse and neglect to appropriate agencies, as needed.
 - g. Assists social workers/case managers with other case related duties, as needed
2. Practice excellent customer service skills at all times to include, but not limited to, addressing customer and case needs courteously and promptly (Customer service provided shall be in line with the organizations "Good Mind" core values).
3. Develop positive working relationships with County, State and Tribal agencies.
4. Participate in all pertinent case staffing and meetings with county and other programs.
5. Research family tree and enrollment verification to identify, contact, and investigate potential placements with relatives.
6. Provide updates to the ICW Social Worker/Case Manager and/or Supervisor on case related support and activity.
7. Provide information on Family Services Department services to inquiring clients or community members.
8. Assure best practice standards (as defined by the Department) are adhered to ensure safety, confidentiality, and professionalism at all times.
9. Provide night and weekend on-call services on a rotating schedule. ?

JOB DESCRIPTION**Social Worker/Case Manager - Indian Child Welfare****Page 2****DUTIES AND RESPONSIBILITIES: (Cont.)**

10. Facilitate and participate in meetings as needed. Participate in staff development and training programs.
11. Maintain professional and practice based knowledge by attending educational workshops, classes and conferences; establishing networks; participating in professional multidisciplinary work groups; conferring with representatives of contracting agencies and related organizations.
12. Adhere to all Tribal Personnel Policies and Procedures, Tribal Standard Operating Procedures, and Area and Program Strategic Plans and Policies.
13. Maintain strict department security, confidentiality, and quality to meet professional standards of the department.
14. 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. Work may be performed in situations where extreme caution must be exercised and may occur when contacting individuals at home.
4. 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 best practice standards, trauma informed care, historical trauma and strength-based approaches.
2. Knowledge of available community resources.
3. Knowledge of the Oneida community, history, and culture.
4. Knowledge of social work theories and principals; child and adolescent growth and development; individual and family dynamics; human behavior; and current social and economic conditions and the effects of these conditions on families, individuals, and the community.
5. Knowledge of proper spelling, grammar, punctuation, and basic math skills.
6. Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
7. Ability to exercise independent judgment and meet strict time lines.
8. Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
9. Ability to communicate efficiently and effectively both verbally and in writing. Ability to write clear and concise reports and correspondences.
10. Ability to establish and maintain good working relationships with the individuals of varying social and cultural backgrounds
11. Oneida Certification on reporting Child Abuse and Neglect within 90 days of employment.
12. Must adhere to strict confidentiality in all matters. **(Must sign a confidentiality statement prior to employment.)**
13. Must be willing and able to obtain additional education and training.
14. Must pass a pre-employment drug screening. Must adhere to the Nation's Drug and Alcohol-Free Workplace Policy during the course of employment.
15. 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.
16. A valid, non-probationary driver's license or occupational driver's license, reliable transportation, and insurance are required. Must obtain a Wisconsin non-probationary driver's license or occupational driver's license within thirty (30) days of employment if applicant has an out-of-state driver's license. Must be authorized as eligible to operate a personal and Tribal vehicle under the Oneida Nation's Vehicle Driver Certification and Fleet Management Policy prior to actual start date. Must maintain driver's eligibility as a condition of employment.

PREFERRED QUALIFICATIONS:

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

1. One (1) year of professional experience working with children and families.
2. Knowledge and experience in Trauma Informed Care practices.

MINIMUM QUALIFICATIONS:

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

1. Associates Degree in Human Services/Social Work or related field.

ITEMS TO BE SUBMITTED:

1. Must provide a copy of diploma, license, degree or certification upon employment.
2. Must provide at least one (1) letter of professional reference with application

JOB DESCRIPTION

Social Worker/Case Manager - Indian Child Welfare

Page 3

U032017ph

From: [Chad A. Wilson](#)
To: [BC Agenda Requests](#)
Subject: FW: Agenda Item - Apr 14th Meeting
Date: Friday, April 9, 2021 12:38:00 PM
Attachments: [image001.png](#)
[image002.png](#)

From: Lawrence E. Barton <lbarton@oneidanation.org>
Sent: Thursday, April 8, 2021 12:55 PM
To: Geraldine R. Danforth <GDANFOR1@oneidanation.org>; Chad A. Wilson <CWILSON1@oneidanation.org>
Subject: Re: Agenda Item - Apr 14th Meeting

Chad, please accept this email as approval to request formal action to consider the request,
Thanks, Larry

From: Geraldine R. Danforth <GDANFOR1@oneidanation.org>
Sent: Thursday, April 8, 2021 12:46 PM
To: Chad A. Wilson <CWILSON1@oneidanation.org>
Cc: Lawrence E. Barton <lbarton@oneidanation.org>
Subject: FW: Agenda Item - Apr 14th Meeting

I got a verbal from Larry on this one.

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: Chad A. Wilson <CWILSON1@oneidanation.org>
Sent: Thursday, April 8, 2021 11:03 AM
To: Geraldine R. Danforth <GDANFOR1@oneidanation.org>

Subject: FW: Agenda Item - Apr 14th Meeting

Here you go

From: BC_Agenda_Requests
Sent: Thursday, April 8, 2021 10:12 AM
To: Maureen A. Metoxen <MMETOXEN@oneidanation.org>
Subject: FW: Agenda Item - Apr 14th Meeting

Hi Maureen,

I wish your morning is going along well.
Do you have the e-mails for Geraldine and Larry approving these positions?

Let me know

-Chad

From: Maureen A. Metoxen <MMETOXEN@oneidanation.org>
Sent: Tuesday, April 6, 2021 2:21 PM
To: BC_Agenda_Requests <BC_Agenda_Requests@oneidanation.org>
Cc: Lawrence E. Barton <lbarton@oneidanation.org>; Geraldine R. Danforth <GDANFOR1@oneidanation.org>; Cristina S. Danforth <cdanfor4@oneidanation.org>; Tina M. Jorgensen <tjorgens@oneidanation.org>
Subject: Agenda Item - Apr 14th Meeting

Agenda Item for April 14th OBC Meeting. Please let me know if you need anything further. Thank you.

Maureen Metoxen
Executive Assistant – HRD
Work (920)490-3619
Fax (920)496-7490
mmetoxen@oneidanation.org

From: [General Manager SignOff](#)
To: [Tina M. Jorgensen](#)
Subject: FW: ICW Positions
Date: Thursday, April 1, 2021 11:28:38 AM
Attachments: [image003.png](#)

GM reply below.

Lori S. Hill

Ext. 3803 or 490-3803

Lhill4@oneidanation.org

From: Deborah J. Thundercloud <dtthunde2@oneidanation.org>
Sent: Thursday, April 1, 2021 10:46 AM
To: General_Manager_SignOff <General_Manager_SignOff@oneidanation.org>
Subject: RE: ICW Positions

These two positions are approved to go forward to Finance and then the OBC.

Debbie Thundercloud
General Manager
Oneida Nation, WI

920-869-4315 – Norbert Hill Center
920-496-7414 – Skenandoah Complex
dtthunde2@oneidanation.org

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

From: General_Manager_SignOff <General_Manager_SignOff@oneidanation.org>
Sent: Thursday, April 1, 2021 10:28 AM
To: Deborah J. Thundercloud <dtthunde2@oneidanation.org>
Subject: FW: ICW Positions

Approval requested for 2 positions to go to Finance and then BC.

1. Case Aide (ICW) new job description.
2. Social Worker/Case Manager (ICW-Access)

From: Tina M. Jorgensen <tjorgens@oneidanation.org>
Sent: Thursday, April 1, 2021 10:18 AM
To: General_Manager_SignOff <General_Manager_SignOff@oneidanation.org>
Subject: ICW Positions

Debbie,

We worked with Accounting to figure out how to request the 2 new positions in ICW.

- The Title IV-E funds are reimbursements based on ICW worker documentation.
- We have these funds included in the budget for this fiscal year which offsets the TC. The budgeted amount is \$61,500/quarter.
- The 1st quarter of this fiscal year, we received \$124,591, resulting in a surplus of \$63,091.

We are requesting to use this surplus to create 2 new 100% grant funded positions. We will use this grant funding for this fiscal year and then work on getting them funded under ICW during the next fiscal year budget process.

Please approve the attached 2 requests to go to Finance and then the BC. Thank you!

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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Workforce Levels Budget with Funding Category

MGMT	DIV	BU	DEPT	Job #	POSITION TITLE	CATEGOR Y	GRANT %	BFT	BHT	BPT	BFTE	HRS	EMPS	AFT	AHT	APT	AOT
BCGM	GOVT	FAMILY	ICW	01559	ILD PLACEMENT	STAND	00%	2	0	0	2	80	2	2	0	0	0
BCGM	GOVT	FAMILY	ICW	01756	ENT PROGRAM	GRANT	100%	2	0	0	2	80	2	2	0	0	0
BCGM	GOVT	FAMILY	ICW	02545	FAMILY SERVICES	STAND	00%	2	0	0	2	80	2	2	0	0	0
BCGM	GOVT	FAMILY	ICW	02541	AL/CASE MANAGER	STAND	00%	6	0	0	6	320	8	8	0	0	0



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-assessment-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).

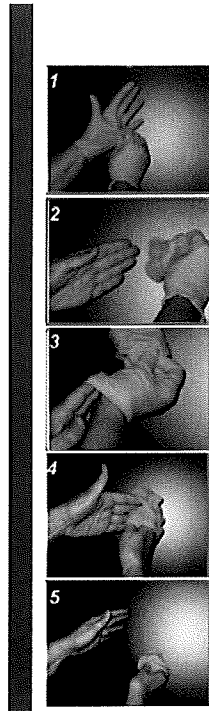
3. Has anyone in the home been advised to self-isolate due to COVID 19 symptoms?
 - If meeting in the building, ensure that temperatures are taken via the kiosk or handheld thermometer as well as providing PPEs to those who may need them.

** 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.

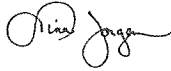
ICW/Foster Care/Kinship Care/Parenting/Domestic Abuse/Prevention Program service delivery protocol:

- 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	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		

Tribal/State Title IV-E Financial Agreement

This financial agreement is made and entered into this by and between the Oneida Nation (hereinafter "the Tribe"), a sovereign nation, at 2640 West Point Road Green Bay, WI 54304, Wisconsin, and the Wisconsin Department of Children and Families (hereinafter "the Department"), the state Title IV-E agency, 201 E. Washington Ave., Madison, WI 53708.

Purpose of Agreement

WHEREAS, 42 U.S.C. § 672(a)(2), also referred to as Part IV-E of the Social Security Act, requires that an agreement exist between the State Title IV-E agency and a sovereign nation as a mechanism for the sovereign nation to obtain Federal IV-E funds in accordance with Title IV, Part E, section 472(a)(2).

WHEREAS, the Department is the state agency responsible for the compliance with Federal requirements of the Title IV-E foster care program in Wisconsin and administration of the State Title Plan for Title IV-E of the Social Security Act.

WHEREAS, this agreement is necessary to establish a mechanism to enable the Tribe to obtain Federal Title IV-E reimbursement for the foster care administrative and maintenance costs for Indian children when such placements are ordered by the State or Tribal circuit courts.

WHEREAS, the Department recognizes its responsibility in giving full faith and credit to public acts, records, and judicial proceedings of a tribal court applicable to Indian child custody proceedings to the same extent given to any other entity as required by 25 U.S.C. § 1911(d).

WHEREAS, the Department recognizes that the Tribe, as a sovereign nation, has authority to make decisions related to the care and protection of its children through the exercise of jurisdiction over placement and care responsibilities for all appropriate child(ren), and will designate the services to be provided by order of the State or Tribal court.

WHEREAS, 25 U.S.C. § 1919, also referred to as the Indian Child Welfare Act (ICWA), authorizes states and Indian Tribes to "enter into agreements with each other respecting the care and custody of Indian children". Both parties agree that this document is consistent with the law, intent and spirit of the Indian Child Welfare Act and the Wisconsin Indian Child Welfare Act.

WHEREAS, the parties to this agreement understand and agree that the State and its counties and other agents, in its supervisory role shall comply with the mandates of the Federal Indian Child Welfare Act.

WHEREAS, nothing in this agreement shall be construed, expressed or implied as a waiver of the State's or the Tribe's sovereign immunity.

Based on these principles, this agreement allows for the Department to provide IV-E foster care administrative and/or maintenance reimbursement to the Tribe for the costs of Tribal social services activities for children who are in Title IV-E eligible placements, kinship care placements where the Tribe is performing active licensing efforts, or are candidates for foster care.

THEREFORE, it is further agreed:

A. General Provisions:

- I. The Tribe may choose to claim Federal Title IV-E foster care maintenance, administrative or all types of reimbursement under this agreement. The Tribe may choose to claim specific types of costs for administrative reimbursement. The agreement may be modified to change the types of costs included for Title IV-E reimbursement.
- II. The Department and Tribe shall cooperate in carrying out the intent and purpose of this agreement.
- III. The Department Tribal Consultation Policy shall be used to resolve any conflicts that may arise between the Department and the Tribe regarding implementation of this agreement, except that any conflict pertaining to this agreement shall be resolved between the Tribes and the Department and shall not be referred to the Department of Administration. In the event that a conflict cannot be resolved through the dispute resolution method referred to in Section E. II by the Tribe and the Department, the parties may terminate the agreement.
- IV. The Tribe must make maintenance payments and pay for Tribal child welfare administrative costs from Tribal, State general purpose revenue (GPR), or Bureau of Indian Affairs (BIA) funds. Other federal funds approved by a federal agency may be used as reimbursement for Title IV-E reimbursement. The Tribe must ensure that funds used as the basis for Title IV-E reimbursement are not used as match for other Federal funding sources.
- V. Title IV-E revenue will be distributed to the Tribe as part of the state/tribal contract using a financial reporting system determined by the Department.
- VI. Title IV-E revenue received by the Tribe must be used for Tribal child welfare services, including maintenance payments, funding of Tribal child welfare staff, and services to children and families. IV-E revenue may also be used to fund and support Tribal attorneys working with child welfare cases.
- VII. The Tribe must adhere to all Federal Title IV-E regulations and requirements, as described in the Code of Federal Regulations (CFR), Title 45, Part 1355.30 and Part 1356. This includes all current and future Title IV-E reporting and claiming requirements.
- VIII. The Tribe must comply with the portions of the Wisconsin Title IV-E State Plan applicable to administrative and, when applicable, maintenance cost claiming. This Tribal IV-E agreement does not limit the authority of the Department to administer the Title IV-E State Plan. Future modifications to the Title IV-E State Plan will apply to this agreement. The Department shall provide written notice to the Tribe of pending modifications of the Title IV-E State Plan affecting this agreement and provide the Tribe with an opportunity for consultation and negotiation.
- IX. The Tribe must comply with the Wisconsin Title IV-E Eligibility and Reimbursability Policy Manual. This Tribal IV-E Agreement does not limit the authority of the Department to administer the Title IV-E Eligibility and Reimbursability Policy Manual. Future modifications to the Title IV-E Eligibility and Reimbursability Policy Manual will apply to this agreement. The Department shall provide written notice to the Tribe of future modifications of the Title

IV-E Eligibility and Reimbursability Policy Manual affecting this agreement and provide the Tribe with an opportunity for consultation and negotiation.

- X. The Department shall provide the Tribe with training, technical assistance and support in order to ensure appropriate claiming and to adjust Title IV-E claims related to ineligible claims or underpayments. Training and technical assistance will be provided on-site at the Tribal office to the extent feasible.
- XI. To the extent that confidential personal information must be shared for purposes of claiming Title IV-E reimbursement, both parties to this agreement agree to protect confidential information and adhere to federal, state and Tribal privacy protections to the extent applicable.
- XII. The Tribe shall make records that support maintenance and administrative claims available to the Department for quality assurance reviews. Records will be made available at the Tribe's office at reasonable times upon request of the Department. Tribal staff may be present during the records review.
- XIII. The Tribe shall provide, from an independent certified public accountant, an audit of Federal funds in accordance with OMB 2 CFR Part 200 and provide a copy of such audit to the Department within 60 days of the receipt of the audit by the Tribe. Upon request, the Department will assist the Tribe in providing Tribal auditors with instructions for reviewing Title IV-E documentation.
- XIV. The Tribe acknowledges that the United States Department of Health and Human Services (DHHS), Administration of Children and Families (ACF), the Wisconsin Department of Children and Families (DCF) and the Wisconsin Legislative Audit Bureau (LAB) conduct periodic reviews of the Title IV-E eligibility and claiming processes. Upon advanced written notice the Tribe will make the following information available for an onsite review:
- Case files of children in foster care.
 - Case files of children determined to be Title IV-E Candidates for foster care, as defined in Section D, Item XII.
 - Appropriate fiscal and staff time records used in the calculation of administrative claiming.
 - Licensing files for Tribal foster care providers.

The Tribe shall make all reasonable efforts to provide the reviewing agency with original records or copies of relevant portions of records as requested by the agency. The records and case files shall at all times remain the property of the Tribe. All reviews shall take place at either the Tribe's ICW Department or Law Office. No case files shall be removed offsite. Tribal staff may be present during the records review.

- XV. This agreement may be modified and expanded to include maintenance & training claiming and other administrative costs associated with the adoption assistance and/or subsidized guardianship programs if the Tribe implements these programs.

B. Maintenance Claims:

Not under current consideration – may be added via contract amendment.

C. Training Administrative Claims:

The allowable costs associated with the development and delivery of Title IV-E allowable training to tribal child welfare staff at the administrative or enhanced training rate, whichever is applicable, are not under current consideration – may be added via contract amendment.

D. Staffing and other Administrative Claims:

- I. The Tribe may choose any or all of the following costs for IV-E administrative reimbursement:
 - Foster Care Activities:
 - Out-of-Home Care (OHC) Case Management
 - OHC Legal and Service Support
 - Foster Home Management and Recruitment
 - IV-E Eligibility Assistance
 - Attending Child Welfare Trainings
 - Placement Prevention for At-Risk Children
 - General Administration
 - Adoption Activities
- II. The Tribe shall provide information to the Department regarding allowable costs and activities of Tribal child welfare, legal and other staff to determine the amount of allowable costs that can be claimed for Title IV-E administrative reimbursement.
- III. The allowable administrative activities for Title IV-E reimbursement do not infringe on the sovereignty of the Tribe to establish Tribal policies and procedures, including Tribal children's code, Foster Care policy and Foster Home licensing procedures, including the tribal licensing of off-reservation Foster Homes. However, payment shall be provided for according to all applicable laws, regulations and policy guidance. Full faith and credit will be given by the Department to Tribal policies and procedures as provided under Wisconsin Statutes, WICWA and general tribal full faith and credit actions, Wis. Stat. Sections 48.028(3)(f) and 806.245.
- IV. Staff of the Tribal child welfare agency, that has placement and care responsibility for children placed in out-of-home care, shall participate in a Social Services Administrative Tribal Time Study (SSATTS), identified in Appendix A, to document activities related to case management, foster home licensing, prevention of placement, and foster parent training to determine the portion of staff time that is allowable for Title IV-E reimbursement. Tribal staff participating in the SSATTS shall be part of a time study that is conducted for a period of two weeks on a quarterly basis. All completed time study results will be submitted to the Department on a timely basis.
- V. The Tribe shall act as the administrator and fiscal reporting agent for purposes of operating the SSATTS. The Tribe is responsible for:
 - A. Appointing and maintaining a SSATTS coordinator who will:
 - Be responsible for the overall operation of the time study;
 - Ensure appropriate staff understand SSATTS requirements and complete training on activity codes used in the time study;
 - Monitor staff participation in the time study and completeness of time study results;

- Be the singular contact for the Department for responding to questions and resolving problems or issues regarding time study results.
- Not be a participant in the SSATTS.

B. Appointing and maintaining a SSATTS fiscal representative who will:

- Be responsible for the accurate completion of the quarterly cost report to the Department within the required timeframe.
- Be the singular contact for the Department for responding to questions and resolving problems or issues regarding the quarterly cost report.
- Report direct and indirect expenditures to the Department using the System for Payments and Reports of Contracts (SPARC) system.

Note: the SSATTS Coordinator and the SSATTS Fiscal Representative can be the same person.

- VI. The Tribe shall ensure that staff participating in the time study, the SSATTS coordinator and fiscal representative have completed all necessary training regarding Title IV-E requirements. Training and technical assistance will be provided by the Department on-site at the Tribal office to the extent feasible.
- VII. The Tribe shall submit the following claiming reports for reimbursement of eligible expenditures:
- **Quarterly Cost Reporting** – The Tribe shall submit the certified quarterly cost report via the SPARC system within 30 days following the end date of the quarter. Costs reported late shall be added to the next quarterly claim.
 - **Title IV-E Tribal Time Study** - The Tribe shall ensure that all required staff complete the quarterly time study by close of business the Wednesday following the two week time study period.

The Tribal claiming reports received by the Department, in a timely manner, will be processed for the federal IV-E claim in that quarter. Any reports received by the Department more than 30 days after the end date of the quarter shall be delayed for processing and included in the next Title IV-E claim. Claiming reports received by the Department more than 24 months from the end of the quarter will not be eligible for reimbursement.

- VIII. The Tribe shall maintain an accounting and financial management system and/or procedures adequate to support the amount of administrative costs reported to the Department for the Title IV-E administrative claim. These costs include personnel costs for Tribal child welfare staff, other administrative costs for the Tribal child welfare program, and indirect or overhead costs charged by the Tribe to the child welfare program.
- IX. Direct costs for staff that are allocated across several units (which may include Tribal attorneys) shall be calculated using a consistent time reporting methodology proposed by the tribe and approved by the Department. This methodology must be consistent with cost allocation methods used for other funding sources, including federal grants. If applicable, the methodology must also reduce total allocable expenses to account for the portion of allocable staff expenses that are in the indirect cost pool, if any. Tribes are responsible for ensuring that

the legal staff time allocation method used meets existing annual single audit and other applicable audit requirements.

- X. The Tribe shall ensure that costs submitted for Title IV-E reimbursement shall be the actual costs, to be determined in accordance with costs principles outlined in OMB 2 CFR Part 200 and any subsequent applicable amendments to federal cost principles, and are accorded consistent treatment through the application of generally accepted accounting principles appropriate to the circumstances. The Tribe shall make its cost allocation plan for federal funds available to the Department upon request.
- XI. The Department shall use a statewide Tribal claiming penetration rate for applicable costs in all administrative claims. The Department will provide the estimated statewide Tribal claiming penetration percentage rate to the Tribe on an annual basis. The actual statewide penetration rate will be used for the quarterly claim.
- XII. When claiming Title IV-E administrative reimbursement for prevention of placement case management activities provided to children who are at risk of out-of-home placement (candidates for foster care), the Tribe must comply with the following requirements:
- Make a determination that the children are at imminent risk of out-of-home placement in a written service plan, safety plan, or through evidence of court proceeding describing the child's imminent risk of placement, with a re-determination made every six months.
 - Have a State or Tribal court order or service plan in place during each six-month period services are being provided to prevent placement.
 - Risk of placement is limited to placement in a licensed, foster care-related setting. Children at risk of a correctional or detention placement cannot be identified and claimed as a candidate for foster care.
 - Other requirements for candidates for foster care as specified in the Title IV-E Eligibility and Reimbursability Policy Manual.
- XIII. The Tribe shall provide the Department with an explanation of the procedures used to identify children as candidates for foster care and make determinations that the children are at imminent risk of placement. This includes copies of formats used for all case plans, safety plans or court orders that will be used to make candidate determinations.
- XIV. The Department shall provide Tribes with a quarterly statement showing the amount of Tribal costs included in the Federal Title IV-E claim, the penetration rate, net amount of Title IV-E reimbursement to the Tribe for that quarter, and any adjustments to prior quarter claims.
- XV. The Tribe acknowledges that repayment of ineligible Federal Title IV-E administrative costs may occur for costs determined to be in error during an audit review. Errors associated with the Tribe providing inaccurate information to the Department will be corrected via an adjustment to the next quarterly claim. Errors associated with the Department incorrectly calculating the Title IV-E claim after all appropriate cost information was provided by the Tribe will be corrected by the Department via an adjustment to the next quarterly claim.

E. Additional Terms:

- I. The term of this Agreement is July 24, 2018 to July 24, 2020. By mutual agreement between parties, the Agreement may be renewed.
- II. In the event a dispute arises that cannot be resolved by the Tribe and the Department, both parties shall use the Department's Policy Regarding Consultation with Wisconsin's Indian Tribes, or another mutually agreed upon dispute resolution method:
<http://dcf.wisconsin.gov/tribalaffairs/consultation>

Either party, without cause, may terminate this agreement by giving 60 day written notice, delivered by mail or in person, to the other party to the agreement.

- III. Tribes may terminate this agreement and submit Title IV-E claims directly to the federal government. The Department will submit Title IV-E claims on behalf of the Tribe until a direct federal claim agreement takes effect for up to one year as long as the Tribe continues to submit the necessary quarterly cost reports, participate in the SSATTS and abide by any other provisions included within this agreement.
- IV. In the event of a breach of this agreement, either party may terminate the agreement by written notice to the other party. Such notice shall specify the breach, and the party to whom notice is given shall have 30 days from the date of receipt of the notice to cure the breach. If the breach is not cured, termination shall become effective on the 31st day following receipt of notice, or such later date as specified in the notice.
- V. Termination of this agreement does not absolve the Tribe of responsibility for repayment of ineligible costs or the Department of responsibility for reimbursements calculated incorrectly as described in item D. XVII. Should the agreement be terminated, the Department may recover any unpaid costs from other State or Federal funds provided by the Department to the Tribe, however, the Department shall provide the Tribe with 30 days' notice of intent to recover unpaid cost before garnishing any funds, and unpaid costs may not be withheld on applicable State- or Federally-restricted funds.
- VI. Each party shall be solely responsible for fiscal or other sanctions occasioned as a result of its own violation of requirements applicable to the performance of this agreement.

Signatures:

Tribe Signatory Representatives:

Jennifer Berg-Hargrove Digitally signed by Jennifer Berg-Hargrove
Date: 2019.07.16 16:17:50 -05'00'

Date: _____

Jennifer Berg-Hargrove, Family Services Director

Tsyoshaht C. Delgado

Tsyoshaht C. Delgado
2019.07.22 11:58:07 -05'00'

Date: _____

Tsyoshaht Delgado, Social Services Area Manager

Susan M. House

Digitally signed by Susan M. House
Date: 2019.07.22 12:22:17 -05'00'

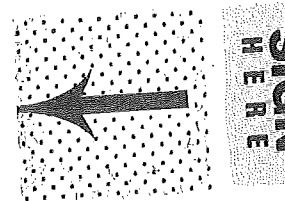
Date: _____

Susan House, Governmental Services Director

Tehassi Hill

Date: 7-23-19

Tehassi Hill, Chairman



Department of Children and Families Signatory Representatives:

Freda-Elle Bove, Director, Division of Safety and Permanence
State of Wisconsin

Date: _____

Bob Nikolay, Director, Division of Management Services
State of Wisconsin

Date: _____

Eloise Anderson, Secretary, Department of Children and Families
State of Wisconsin

Date: _____

Appendix A:**TRIBAL TITLE IV-E TIME STUDY
INTRODUCTION AND INSTRUCTIONS**

A. Introduction

In order to claim Title IV-E funds for the cost of administering a child welfare foster care program it is necessary to complete a time study to determine how much staff time is specifically spent on working with children in Title IV-E reimbursable activities. Staff will participate in a two week Social Services Administrative Time Study (SSATTS) survey to identify federally claimable activities.

B. Target Population

The population of children for whom Title IV-E administrative claiming may occur is:

1. Children who are in Tribal or county licensed foster care or kinship care setting and are under the placement and care responsibility of the Tribe; or
2. Children who are placed in county licensed foster homes or approved kinship care placements via county court orders or voluntary placement agreements; or
3. Children receiving in-home services and are considered to be candidates for out-of-home care (see below) if those in-home services were not provided. Candidates for out-of-home care require the following documentation:

A defined case plan which clearly indicates that, absent effective preventive services, foster care is the planned arrangement for the child. The decision to remove a child from home is a significant legal and practice issue that is not entered into lightly. Therefore, a case plan that sets foster care as the goal for the child absent effective preventive services is an indication that the child is at serious risk of removal from his/her home because the State agency believes that a plan of action is needed to prevent that removal.

The target population includes children who meet any of the above criteria and are:

1. Wisconsin residents; or
2. Wisconsin children placed in other states under ICWA or Tribal provisions; or
3. Out of state children placed in Wisconsin under ICWA or Tribal provisions and case supervision is requested by the placing state.

C. Frequency

The Title IV-E SSATTS will be completed by Tribal staff for a period of two weeks, determined randomly by the Department each quarter, and submitted to the Department by close of business the following Wednesday.

D. Participants

Staff that are required to be included in the Tribal time study include:

1. Those who provide case management and service coordination directly to children in out-of-home placement,

2. Those who provide case management and service coordination directly to children receiving in-home services who are considered candidates for foster care,
3. Those whose duties include recruiting, licensing, supporting, and training foster care providers,
4. Those whose duties are split between case management and administrative or other activities.

Prior to the start of each quarter, the time study coordinator must submit a roster of agency employees who are required to be part of the time study.

Staff that shouldn't be included in the time study are as follows:

1. Those whose activities fall under support staff activities,
2. Staff who primarily provide direct service to families (i.e. counseling, in-home therapy, homemaking, etc.),
3. Supervisors,
4. Temporary and/or LTE employees,
5. Staff already included in an Income Maintenance time study roster,
6. Staff whose salary is paid by another federal funding source, with the exception of funds from Bureau of Indian Affairs (BIA).

E. Quarterly Time Study

Each staff listed on the time study roster must complete an online survey for all days and hours worked during the time study period. Each survey is broken down into 15 minute intervals for the worker to fill in using the one activity code that best describes the activity they were performing at that time:

- 01 – Out-of-Home Care (OHC) Case Management**
- 02 – OHC Legal and Service Support**
- 03 – Foster Home Management and Recruitment**
- 04 – IV-E Eligibility Assistance**
- 05 – Attending Child Welfare Training**
- 06 – Placement Prevention for At-Risk Children**
- 07 – In-Home/Informal Kinship Case Management**
- 08 – Therapy and Counseling Services**
- 09 – Adoption Assistance Activities**
- 10 – Other Program and Social Service Activities**
- 11 – General Administration**

Accept the notice that Councilman Kirby Metoxen has been confirmed as Vice-President of the Native...
Oneida Business Committee Agenda Request

1. Meeting Date Requested: 04 / 14 / 21

2. General Information:

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

Other - type reason

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:

Submitting the NATOW Announcement for informational purposes.

On March 10, 2021, Councilman Metoxen was nominated and confirmed to fill the Vice President position on the NATOW board.

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



March 16, 2021

Dear Councilman Metoxen:

I am happy to inform you that at our board meeting held on March 10, 2021, you were nominated and confirmed by acclamation to fill the Vice President position on the NATOW board.

Thank you for your service and we look forward to working with you in the coming year as we implement the many projects and initiatives to promote Tribal tourism in Wisconsin.

If you have any questions, please don't hesitate to reach out to me at director@natow.org or by phone at 715-861-1212.

Respectfully,

Suzette Brewer

Suzette Brewer
Executive Director
NATOW

Accept the notice that Councilwoman Jennifer Webster has been appointed as primary delegate for the...
Oneida Business Committee Agenda Request

1. Meeting Date Requested: 04 / 14 / 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:

Submitting the Administration for Children and Families (ACF) Announcement for informational purposes.

On March 16, 2021, Councilwomen Jennifer Webster was selected to represent the Bemidji Area as the primary delegate.

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



ADMINISTRATION FOR
CHILDREN & FAMILIES

330 C Street, S.W., Washington, DC 20201 | www.acf.hhs.gov

March 16, 2021

The Honorable Tehassi Tasi Hill
Chairman
Oneida Nation of Wisconsin
P. O. Box 365
Oneida, WI 54155-0365

Dear Chairman Hill:

Thank you for nominating Councilwoman Jennifer Webster to continue to serve on the Administration for Children and Families (ACF) Tribal Advisory Committee (TAC). As you are aware, the TAC serves several purposes that help guide ACF programs and policies focused on tribal communities and is comprised of 13 primary (and alternate) positions representing 11 Indian Health Service Areas and two National At-Large Member primary (and alternate) slots.

This letter is to convey that Councilwoman Webster has been selected to represent the Bemidji Area as the primary delegate. Her period of service begins April 1, 2021, and ends December 31, 2023. The TAC will continue to meet virtually each month in response to COVID-19.

We are pleased that Councilwoman Webster will continue on the ACF TAC. Agency officials look forward to her contributions and working collaboratively to improve the wellbeing of Native communities.

Sincerely,

A handwritten signature in black ink, appearing to read "JooYeun Chang".

JooYeun Chang
Acting Assistant Secretary
for Children and Families

Enter e-poll results into the record regarding the adopted BC resolution # 03-19-21-A

Business Committee Agenda Request

1. Meeting Date Requested: 04/14/21

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 type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input type="checkbox"/> Statement of Effect |
| <input checked="" type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input type="checkbox"/> Other: <i>Describe</i> | | |

4. Budget Information:

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

5. Submission:

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: _____

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: _____

From: [TribalSecretary](#)
To: [Brandon L. Yellowbird-Stevens](#); [Cristina S. Danforth](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Ethel M. Summers](#); [Jennifer A. Webster](#); [Kirby W. Metoxen](#); [Tehassi Tasi Hill](#)
Cc: [Danelle A. Wilson](#); [Rhiannon R. Metoxen](#); [Kristal E. Hill](#); [Chad A. Wilson](#); [Jo A. House](#); [Deborah J. Thundercloud](#); [Jacque L. Boyle](#)
Subject: E-POLL RESULTS: Adopt resolution entitled Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Forec
Date: Friday, March 19, 2021 5:07:00 PM
Attachments: [E-Poll Request - Land Acquisition for Housing-173855 - Updated - Final.pdf](#)
[TD comment beyond a vote A.pdf](#)
[ES comment beyond a vote.pdf](#)
[TD comment beyond a vote B.pdf](#)
[LL comment beyond a vote.pdf](#)
[03-19-21-A EDDCD Fund for Buy Back of Dream Homes Under Existing Mortgages, Right of First Refusal Bay Bank Mortgages and Foreclosures.pdf](#)

E-POLL RESULTS

The e-poll to adopt the resolution entitled Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosures, has carried. As of the deadline, below are the results:

Support: Daniel Guzman King, David P. Jordan, Lisa Liggins, Kirby Metoxen, Brandon Stevens, Jennifer Webster

Oppose: Tina Danforth

Abstain: Marie Summers

Per section 5.2.c. of the OBC SOP “Conducting Electronic Voting (E-polls)”, attached are copies of any comment by an OBC member made beyond a vote.

The adopted resolution has been attached as well. Thank you.

Brooke Doxtator
BCC Supervisor
Business Committee Support Office (BCSO)

office 920.869.4452
fax 920.869.4040

From: TribalSecretary <TribalSecretary@oneidanation.org>
Sent: Thursday, March 18, 2021 1:35 PM
To: Brandon L. Yellowbird-Stevens <bsteven@oneidanation.org>; Cristina S. Danforth <cdanfor4@oneidanation.org>; Daniel P. Guzman <dguzman@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Ethel M. Summers <esummer1@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Kirby W. Metoxen <KMETOX@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Tehassi Tasi Hill <thill7@oneidanation.org>
Cc: TribalSecretary <TribalSecretary@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Kristal E. Hill <khill@oneidanation.org>; Chad A. Wilson <CWILSON1@oneidanation.org>
Subject: E-POLL REQUEST: Adopt resolution entitled Approval of Use of Economic Development,

Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosure

E-POLL REQUEST

-

Summary:

The resolution approves an allocation of one million dollars (\$1,000,000) from the Economic Development, Diversification and Community Development Fund for the purposes of supporting the housing resources by having funding available to meet buying back Dream Homes under mortgage language, exercising the right of first refusal in Bay Bank mortgages, terminating leases and reacquiring homes, and exercising foreclosure rights.

Justification for E-Poll: There is current and existing circumstances that need to be addressed, but funding is not available to complete the transaction.

Requested Action:

Adopt resolution entitled Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosures

-

Deadline for response:

Responses are due no later than **4:30 p.m., FRIDAY, March 19, 2021.**

-

Voting:

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

Brooke Doxtator
BCC Supervisor
Business Committee Support Office (BCSO)

office 920.869.4452
fax 920.869.4040

Oneida Business Committee Agenda Request

1. Meeting Date Requested: ___ / ___ / ___

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

1. Request to approve e-poll
2. Motion to approve resolution *Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosures*

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.

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

Carl J. Artman
Krystal L. John
Peggy A. Schneider
Lydia M. Witte

Law Office



MEMORANDUM

TO: Oneida Business Committee

FROM: Jo Anne House, Chief Counsel

DATE: March 18, 2021

SUBJECT: E-Poll Request – Use of Economic Development Funds for Land Acquisition – Comprehensive Housing Program

On behalf of Jacque Boyle, Division Director and Attorney Krystal John, I am requesting an e-poll to adopt a resolution allocating Economic Development, Diversification and Community Development Funds to the Comprehensive Housing Program. These funds will be utilized to maintain housing ‘stock’ within the Nation for use by members in the event the house must be re-gained repurchase of Dream Homes, through right of first refusal in the event of a default or violation of lease agreement or through foreclosure.

The FY2021 budget allocates \$3.4 million from the Economic Development, Diversification and Community Development Funds for land acquisition. The actions identified in this resolution would have utilized land acquisition funds to accomplish these goals. Currently, there have been two properties that have been recovered under these processes since January. It is anticipated that there may be more as Comprehensive Housing Division works with Oneida Police Department and TAP to get a better handle on the illegal drug activity in our neighborhoods.

This two-pronged approach is lease enforcement and member assistance. The first goal is to identify, enforce and reduce illegal activity in the Nation’s neighborhoods. The second goal is to ensure assistance is available for innocent victims of criminal activity within a household.

There is current an existing circumstance that needs to be addressed, but funding is not available to complete the transaction.

Requested Action:

1. Approve e-poll request.
2. Adoption resolution titled *Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosures.*

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

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BC Resolution #

Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosures

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 Economic Development, Diversification and Community Development Fund was created by resolutions # BC-09-28-16-B, BC-07-12-17-A, and the procedures for use of the fund set forth in resolution # BC-12-12-18-B, *Updating and Clarifying Access to the Economic Development, Diversification and Community Development Fund*; and

WHEREAS, the Comprehensive Housing Division is responsible for managing the Nation’s housing assets through mortgages and leases; and

WHEREAS, there are 198 Dream Home mortgages which contain language that requires the Nation to repurchase the home after specific actions have taken place in accordance with specific rules such as obtaining an appraisal valuation; and

WHEREAS, there are mortgages on Tribal trust and fee lands through Bay Bank which contain right of first refusal options which allow the Nation to recover the house in the event of default on the mortgage; and

WHEREAS, there are occasions where the Comprehensive Housing Division will implement foreclosure on a mortgagee under various tribal loans; and

WHEREAS, there are occasions where the Comprehensive Housing Division will terminate an encumbered residential lease requiring the Nation to buyout the lenders interest in the property as part of a lease enforcement action; and

WHEREAS, the funding for land acquisition for Fiscal Year 2021 is identified as deriving from the Economic Development, Diversification and Community Development Fund; and

WHEREAS, utilizing the Economic Development, Diversification and Community Development Fund to maintain the Nation’s housing stock for use by Oneida members is supporting a “community project which nurture and sustain Oneida families” by ensuring housing is available; and

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee does approve the allocation of \$1 million from the Economic Development, Diversification and Community Development Fund for the purposes of supporting the housing resources by having funding available to meet buying back Dream

Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosures

49 Homes under mortgage language, exercising the right of first refusal in Bay Bank mortgages, terminating
50 leases and reacquiring homes, and exercising foreclosure rights; identifies Jacque Boyle, Division Director,
51 as the responsible party for expenditure of these funds; and finally, all unexpended funds at the conclusion
52 of Fiscal Year 2021 shall be returned to the Economic Development, Diversification and Community
53 Development Fund.

54
55 **BE IT FINALLY RESOLVED**, that the Oneida Business Committee authorizes this exception to the
56 Economic Development, Diversification and Community Development fund approval processes requiring
57 the recommendation of the Community and Economic Development Division Director until such time
58 updated processes can be presented.



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



Statement of Effect

Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosures

Summary

The resolution approves an allocation of one million dollars (\$1,000,000) from the Economic Development, Diversification and Community Development Fund for the purposes of supporting the housing resources by having funding available to meet buying back Dream Homes under mortgage language, exercising the right of first refusal in Bay Bank mortgages, terminating leases and reacquiring homes, and exercising foreclosure rights.

*Submitted by: Clorissa N. Santiago, Senior Staff Attorney, Legislative Reference Office
 Date: March 18, 2021*

Analysis by the Legislative Reference Office

The Oneida Business Committee has adopted resolutions which set aside funds disbursed from corporations to the Nation in an Economic Development, Diversification and Community Development fund (“the Fund”) and describes the process for accessing those funds. [Resolutions BC-09-28-16-B, BC-07-12-17-A, BC-12-12-18-B, BC-01-23-19-C and BC-01-23-19-D]. When a request to utilize monies from the Fund is received, the Community and Economic Development Division Director reviews the request for use of the Fund and determines if the proposed use is consistent with the Fund. The Community and Economic Development Division Director is then required to provide a written recommendation to the Oneida Business Committee regarding whether to authorize the allocation from the Fund to a specific project identified by a contract number, CIP number, economic development opportunity number or other easily trackable number or designation. The Oneida Business Committee is then responsible for authorizing use of the Fund by a resolution clearly identifying the amount of funds authorized and purpose of the funds, which may be identified by a contract number, CIP number, economic development opportunity number or other easily trackable number or designation, and the employee responsible for authorizing expenditures of the authorized amount.

Through this resolution the Oneida Business Committee approves an allocation of one million dollars (\$1,000,000) from the Fund for the purpose of supporting the Comprehensive Housing Division’s housing resources by having funding available to meet buying back Dream Homes under mortgage language, exercising the right of first refusal in Bay Bank mortgages, terminating leases and reacquiring homes, and exercising foreclosure rights. This resolution provides that utilizing the Fund to maintain the Nation’s housing stock for use by Oneida members is supporting a community project which nurture and sustain Oneida families by ensuring housing is available. The resolution then identifies Jacque Boyle, Division Director, as the responsible party for expenditure of these funds. The Fiscal Year 2021 Budget did identify that the funding for land

acquisitions would derive from the Fund. This resolution provides that all unexpended funds at the conclusion of Fiscal Year 2021 shall be returned to the Fund.

A review and recommendation from the Community and Economic Development Division Director was not completed for this allocation from the Fund. Through this resolution the Oneida Business Committee recognizes that the process for utilization of the Funds as provided by resolution BC-01-2-19-C was not complied with, and then authorizes an exception to the Fund approval processes requiring the recommendation of the Community and Economic Development Division Director until such time updated processes can be presented.

Conclusion

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

From: Cristina S. Danforth
Sent: Thursday, March 18, 2021 3:23 PM
To: TribalSecretary; Brandon L. Yellowbird-Stevens; Daniel P. Guzman; David P. Jordan; Ethel M. Summers; Jennifer A. Webster; Kirby W. Metoxen; Lisa A. Liggins; Tehassi Tasi Hill
Cc: Danelle A. Wilson; Rhiannon R. Metoxen; Kristal E. Hill; Chad A. Wilson; Lawrence E. Barton; Ralinda R. Ninham-Lamberies; Rae M. Skenandore
Subject: RE: E-POLL REQUEST: Adopt resolution entitled Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Forec

Good afternoon, where did this resolution come from? Who authored it? When did the BC take action to have this resolution drafted for consideration? Why is this an epoll?? My questions are about process, direction of the BC as a body. The intent of and the use of the Economic diversification funds are not for programming.

I am also curious as to urgency. Can this be addressed in a work meeting or on the BC agenda? What about other tribal housing initiatives?

I cannot support an epoll at this time and my statements and questions are for the record.

Thank you

Tina Danforth

From: Ethel M. Summers
Sent: Thursday, March 18, 2021 3:55 PM
To: TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; Daniel P. Guzman; David P. Jordan; Jennifer A. Webster; Kirby W. Metoxen; Lisa A. Liggins; Tehassi Tasi Hill
Cc: Danelle A. Wilson; Rhiannon R. Metoxen; Kristal E. Hill; Chad A. Wilson
Subject: RE: E-POLL REQUEST: Adopt resolution entitled Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Forec

Abstain. For the Record, there isn't enough information for me to consider. I would prefer to have an itemized list of how many homes (besides the 2 noted), cost of buy back of each, rehab cost, and timeline to repair for resale. Another concern is that we haven't seen a plan to rehab the existing homes that are currently sitting vacant.

Yaw^ko,
Marie Summers
Councilwoman
Oneida Business Committee



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

office: (920) 869-4475
cell: (920) 615-9384
Office Hours: Monday – Friday 8:00- 4:30 pm
Email: esummer1@oneidanation.org

Mailing address:
Oneida Nation
PO Box 365
Oneida, WI 54115

From: Cristina S. Danforth
Sent: Thursday, March 18, 2021 3:58 PM
To: Ethel M. Summers; TribalSecretary; Brandon L. Yellowbird-Stevens; Daniel P. Guzman; David P. Jordan; Jennifer A. Webster; Kirby W. Metoxen; Lisa A. Liggins; Tehassi Tasi Hill
Cc: Danelle A. Wilson; Rhiannon R. Metoxen; Kristal E. Hill; Chad A. Wilson
Subject: RE: E-POLL REQUEST: Adopt resolution entitled Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Forec

Marie, I was thinking the same. Again when did the BC discuss a million dollar resolution without any financial itemization?

Tina Danforth

From: Lisa Liggins
Sent: Friday, March 19, 2021 4:30 PM
To: TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; Daniel P. Guzman; David P. Jordan; Ethel M. Summers; Jennifer A. Webster; Kirby W. Metoxen; Tehassi Tasi Hill
Cc: Danelle A. Wilson; Rhiannon R. Metoxen; Kristal E. Hill; Chad A. Wilson
Subject: RE: E-POLL REQUEST: Adopt resolution entitled Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Forec

5.2.c. of the BC SOP entitled Conducting Electronic Voting states:

A copy of any comment by an Oneida Business Committee member if comments are made beyond a vote.

This means that questions/comments from BC members will be entered into the record, but responses are not required. As such, I've compiled the responses below for some of the questions that have been posed by the BC either from my own perspective and/or that of responses provided by staff. This way they will be in the record. Thank you.

Good afternoon, where did this resolution come from?

The resolution came from the Chief Counsel on behalf of Attorney John and Division Director Jacque Boyle.

Who authored it?

Chief Counsel authored the resolution based on information received from Jacque Boyle and Krystal John.

When did the BC take action to have this resolution drafted for consideration?

This is not a BC request, this is a request of the Division Director in order to meet the emergent needs of the Comprehensive Housing Division.

Why is this an epoll?? An e-poll is requested because a current land lease issue is unable to be resolved unless funding is made available. If no funding is available, the house will be lost, although it sits on tribal land. This e-poll request is following the E-Poll SOP.

The intent of and the use of the Economic diversification funds are not for programming. This is not entirely accurate. The fund has been used for programming in the past (i.e. the Hemp Pilot Project). For this particular request, it is not a programming request, it is a need based on emerging issues.

I am also curious as to urgency. The urgency involves a current homeowner/land lessee with a time sensitive need.

Can this be addressed in a work meeting or on the BC agenda? If an e-poll was not approved, the matter was requested to be placed on the next BC agenda. Action by the BC is required that cannot be taken in a work session. The delay until the next meeting could have had unintended consequences.

What about other tribal housing initiatives? Housing initiatives are not a part of this matter, they are ongoing in different forums and programming. This is a matter of losing access to a house which sits upon tribal land. It is possible banks will no longer issue mortgages if this is not resolved in a timely manner cause further reliance on Tribal funds for mortgages.

Is this just for 1 Mil of the 3.5 Mil ? I thought the OLC thinks they still have dibs on the 3.5mil? Just asking. So if we approve this 1Mil there will still be 2.5Mil left? Right

Yes, just 1 million of the total budgeted amount

The memo itself doesn't have the 1 million stated, however, it does have the 3.5 million noted, so it was a bit confusing. I read the resolution fully to see where the 1 million was listed. My only thought is I hope after the houses are purchased back that they don't just sit and dwindle away. It would have been nice to see an itemized list of how many homes we are talking about besides the 2 noted in the memo and the rehab cost if any for each home we are buying back. Often times, the question comes up by our citizens, is why are the houses just sitting there vacant.

This was forwarded to the Division Director. No response at this time.

Lisa Liggins
Secretary
Oneida Business Committee

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Resolution # 03-19-21-A

Approval of Use of Economic Development, Diversification and Community Development Fund for Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank Mortgage Loans and Foreclosures

- 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 Economic Development, Diversification and Community Development Fund was created by resolutions # BC-09-28-16-B, BC-07-12-17-A, and the procedures for use of the fund set forth in resolution # BC-12-12-18-B, *Updating and Clarifying Access to the Economic Development, Diversification and Community Development Fund*; and
- WHEREAS,** the Comprehensive Housing Division is responsible for managing the Nation's housing assets through mortgages and leases; and
- WHEREAS,** there are 198 Dream Home mortgages which contain language that requires the Nation to repurchase the home after specific actions have taken place in accordance with specific rules such as obtaining an appraisal valuation; and
- WHEREAS,** there are mortgages on Tribal trust and fee lands through Bay Bank which contain right of first refusal options which allow the Nation to recover the house in the event of default on the mortgage; and
- WHEREAS,** there are occasions where the Comprehensive Housing Division will implement foreclosure on a mortgagee under various tribal loans; and
- WHEREAS,** there are occasions where the Comprehensive Housing Division will terminate an encumbered residential lease requiring the Nation to buyout the lenders interest in the property as part of a lease enforcement action; and
- WHEREAS,** the funding for land acquisition for Fiscal Year 2021 is identified as deriving from the Economic Development, Diversification and Community Development Fund; and
- WHEREAS,** utilizing the Economic Development, Diversification and Community Development Fund to maintain the Nation's housing stock for use by Oneida members is supporting a "community project which nurture and sustain Oneida families" by ensuring housing is available; and

BC Resolution # 03-19-21
Approval of Use of Economic Development, Diversification and Community Development Fund for
Buy Back of Dream Homes Under Existing Mortgage Language, Right of First Refusal in Bay Bank
Mortgage Loans and Foreclosures
Page 2 of 2

NOW THEREFORE BE IT RESOLVED, the Oneida Business Committee does approve the allocation of \$1 million from the Economic Development, Diversification and Community Development Fund for the purposes of supporting the housing resources by having funding available to meet buying back Dream Homes under mortgage language, exercising the right of first refusal in Bay Bank mortgages, terminating leases and reacquiring homes, and exercising foreclosure rights; identifies Jacque Boyle, Division Director, as the responsible party for expenditure of these funds; and finally, all unexpended funds at the conclusion of Fiscal Year 2021 shall be returned to the Economic Development, Diversification and Community Development Fund.

BE IT FINALLY RESOLVED, that the Oneida Business Committee authorizes this exception to the Economic Development, Diversification and Community Development fund approval processes requiring the recommendation of the Community and Economic Development Division Director until such time updated processes can be presented.

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the Oneida Business Committee is composed of 9 members of whom 5 members constitute a quorum; 8 members participated in an electronic vote (e-poll) which closed on the 19th day of March, 2021; that the forgoing resolution was duly adopted by a vote of 6 members for, 1 members against, and 1 members not voting*; and that said resolution has not been rescinded or amended in any way. The results of the e-poll will be entered into the record at the next Oneida Business Committee scheduled on April 14, 2021.



Lisa Liggins, Secretary
Oneida Business Committee

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



Oneida Land Commission

Regular Meeting
5:00 p.m. Monday, February 22, 2021
Teleconference

Minutes

Regular Meeting

Present: Chairwoman Rebecca Webster, Vice-Chairman Michael Mousseau, Secretary Sidney White, Commissioners: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester

Others Present: Maryjo Nash, Brooke Doxtator, Trish King

I. CALL TO ORDER AND ROLL CALL

Meeting called to order by Chairwoman Rebecca Webster at 5:03 p.m.

II. ADOPT THE AGENDA

Motion by Patricia Cornelius to adopt the agenda with one (1) addition [1] add VI.B. Community Concerns], seconded by Donald McLester. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Michael Mousseau, Sidney White

Motion by Donald McLester to go into executive session at 5:07 p.m., seconded by Patricia Cornelius. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Michael Mousseau, Sidney White

Motion by Patricia Cornelius to come out of executive session at 5:19 p.m., seconded by Donald McLester. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Michael Mousseau, Sidney White

III. TASK LIST

IV. READING OF MINUTES

A. Approve February 8, 2021 regular meeting minutes

Sponsor: Sidney White

Motion by Patricia Cornelius to approve the February 8, 2021 regular meeting minutes, seconded by Donald McLester. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Michael Mousseau, Sidney White

V. TABLED BUSINESS**A. Review New York Land Update – not submitted**

Sponsor: Patrick Pelky

VI. NEW BUSINESS**A. Accept report regarding 0.095 acres of surplus land donated by WisDOT**

Sponsor: Maryjo Nash

Motion by Donald McLester to accept the report as information, seconded by Patricia Cornelius. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Michael Mousseau, Sidney White

~~B. Community Concerns~~

Sponsor: Patricia Cornelius

Note: Pat Cornelius agreed to remove from agenda after discussion, will bring concern back to Commission when more information is available.

VII. REPORTS**A. Retro-approve FY-21 1st quarter report pg. 16**

Sponsor: Sidney White

Motion by Michael Mousseau to retro-approve the FY-21 1st Quarter report, seconded by Donald McLester. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Michael Mousseau, Sidney White

Motion by Patricia Cornelius to go into executive session at 5:28 p.m., seconded by Sherrole Benton. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Michael Mousseau, Sidney White

Motion by Donald McLester to come out of executive session at 6:10 p.m., seconded by Michael Mousseau. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Michael Mousseau, Sidney White

VIII. EXECUTIVE SESSION**A. Leases****1. Approve American Towers lease extension**

Sponsor: Maryjo Nash

Motion by Donald McLester to approve staff recommendation and proceed with the lease negotiation contingent upon legal review, seconded by Sherrole Benton. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester,
Michael Mousseau, Sidney White

B. Review request to reduce HBO financing requirement and determine next steps pg. 29

Sponsor: Maryjo Nash

Motion by Sherrole Benton to waive the finance requirements under section 1.4-1(a) of the Leasing Law Rule #4 for Residential Lease eligibility recognizing that the individual has access to sufficient liquid capital, seconded by Patricia Cornelius. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester,
Michael Mousseau, Sidney White

C. Review file number 02202101RES and determine next steps

Sponsor: Maryjo Nash

Motion by Michael Mousseau to deny, seconded by Patricia Cornelius. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester,
Michael Mousseau, Sidney White

D. Review acquisition budget and determine next steps

Sponsor: Maryjo Nash

Motion by Patricia Cornelius to offer to reallocate acquisition funds to CHD for the repair of existing tribally owned homes to help get tribal families in the homes contingent upon CHD meeting with the Land Commission to let us know how much they anticipate needing and a timeline for repairs with monthly updates on the spending and the progress of repairs, seconded by Julie Barton. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester,
Michael Mousseau, Sidney White

Motion by Donald McLester to Request recommendation from CHD on whether we should make acquisition funds available for HIP and THRIFT, seconded by Sherrole Benton. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester,
Michael Mousseau, Sidney White

IX. ADJOURNMENT

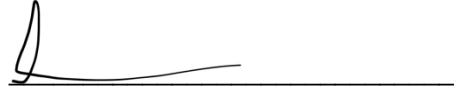
Motion by Donald McLester to adjourn at 6:16 p.m., seconded by Patricia Cornelius. Motion carries.

Ayes: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester,
Michael Mousseau, Sidney White

Roll call for the record:

Present: Chairwoman Rebecca Webster, Vice-Chairman Michael Mousseau, Commissioners: Julie Barton, Sherrole Benton, Patricia Cornelius, Donald McLester, Sidney White

Minutes prepared by Brooke Doxtator, Boards, Committees, and Commissions Supervisor
Minutes approved as presented/corrected on March 8, 2021.

A handwritten signature in black ink, appearing to be 'Sidney White', written over a horizontal line.

Sidney White, Secretary
Oneida Land Commission

Enter e-poll results into the record regarding the approved request for an exception to BC Resolution...

Business Committee Agenda Request

1. Meeting Date Requested: 04/14/21

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 type="checkbox"/> Minutes | <input type="checkbox"/> Rule (adoption packet) |
| <input type="checkbox"/> Draft GTC Packet | <input type="checkbox"/> MOU/MOA | <input type="checkbox"/> Statement of Effect |
| <input checked="" type="checkbox"/> E-poll results/back-up | <input type="checkbox"/> Petition | <input type="checkbox"/> Travel Documents |
| <input type="checkbox"/> Other: <i>Describe</i> | | |

4. Budget Information:

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

5. Submission:

Authorized Sponsor: Lisa Liggins, Secretary

Primary Requestor: _____

Additional Requestor: (Name, Title/Entity)

Additional Requestor: (Name, Title/Entity)

Submitted By: CWILSON1

From: [TribalSecretary](#)
To: [Brandon L. Yellowbird-Stevens](#); [Cristina S. Danforth](#); [Daniel P. Guzman](#); [David P. Jordan](#); [Ethel M. Summers](#); [Jennifer A. Webster](#); [Kirby W. Metoxen](#); [Lisa A. Liggins](#); [Tehassi Tasi Hill](#)
Cc: [TribalSecretary](#); [Danelle A. Wilson](#); [Rhiannon R. Metoxen](#); [Kristal E. Hill](#); [BC Agenda Requests](#); [Jessica L. Vandekamp](#); [Geraldine R. Danforth](#)
Subject: E-POLL RESULTS: Approve request for an exception to BC Resolution 12-31-20-A, to post the Family Court Judge position for all applicants
Date: Wednesday, March 31, 2021 9:37:18 AM
Attachments: [BCAR approve exception to BC Resolution 12-31-20-A to post the Family Court Judge position to all applicants.pdf](#)

E-POLL RESULTS

The e-poll to Approve request for an exception to BC Resolution 12-31-20-A Second Amendment to Resolution # 08-12-20-H, Amending Furlough and Layoff Return to Work Protection Additional Weeks and Payout of Vacation and Personal Time, Authorizing Recall of Layoff or Furlough Employees for an Additional 13 Week Extension, to post the Family Court Judge position for all applicants., **has been approved**. Below are the results:

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

Brooke Doxtator
BCC Supervisor
Business Committee Support Office (BCSO)

office 920.869.4452
fax 920.869.4040

From: TribalSecretary <TribalSecretary@oneidanation.org>
Sent: Tuesday, March 30, 2021 4:21 PM
To: Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <cdanfor4@oneidanation.org>; Daniel P. Guzman <dguzman@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Ethel M. Summers <esummer1@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Kirby W. Metoxen <KMETOX@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Tehassi Tasi Hill <thill7@oneidanation.org>
Cc: TribalSecretary <TribalSecretary@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Kristal E. Hill <khill@oneidanation.org>
Subject: E-POLL REQUEST: Approve request for an exception to BC Resolution 12-31-20-A, to post the Family Court Judge position for all applicants

E-POLL REQUEST

-
Summary:

HRD is currently posting positions internally and for protected employees per BC

resolution 12-31-20-A first, then to tribal members, then to all. Due to the particular needs of the family court judge position, the Employee Relations Representative and some BC members have asked for the posting be for all applicants immediately.

Justification for E-Poll: BC action is need in order to post the family court judge position for all applicants.

- **Requested Action:**

Approve request for an exception to BC Resolution 12-31-20-A Second Amendment to Resolution # 08-12-20-H, Amending Furlough and Layoff Return to Work Protection Additional Weeks and Payout of Vacation and Personal Time, Authorizing Recall of Layoff or Furlough Employees for an Additional 13 Week Extension, to post the Family Court Judge position for all applicants.

- **Deadline for response:**

Responses are due no later than **4:30 p.m., WEDNESDAY, March 31, 2021.**

- **Voting:**

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

Brooke Doxtator
BCC Supervisor
Business Committee Support Office (BCSO)

office 920.869.4452
fax 920.869.4040

Oneida Business Committee Agenda Request

1. Meeting Date Requested: ___ / ___ / ___

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Approve request for an exception to BC Resolution 12-31-20-A Second Amendment to Resolution # 08-12-20-H, Amending Furlough and Layoff Return to Work Protection Additional Weeks and Payout of Vacation and Personal Time, Authorizing Recall of Layoff or Furlough Employees for an Additional 13 Week Extension, to post the Family Court Judge position for all applicants.

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:

HRD is currently posting positions internally and for protected employees per BC resolution 12-31-20-A first, then to tribal members, then to all. Due to the particular needs of the family court judge position, the Employee Relations Representative and some BC members have asked for the posting be for all applicants immediately.

The HRD Area Manager has indicated that in order to do so, BC action is needed. Chief Counsel advised an e-poll to for an exception to BC resolution 12-31-20-A will be sufficient.

Add the draft minutes where we took action to accept the resignation and post as the back up.

- 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

DRAFT**B. NEW BUSINESS****1. Accept the March 1, 2021, regular OBC Officer meeting notes**

Sponsor: Jessica Vandekamp, Employee Relations Representative

Motion by Kirby Metoxen to accept the March 1, 2021, regular OBC Officer meeting notes, seconded by Marie Summers. Motion carried:

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

Not Present: Tina Danforth, Jennifer Webster

2. Approve one (1) relinquishment

Sponsor: Debbie Danforth, Chairwoman/Oneida Trust Enrollment Committee

Motion by David P. Jordan to approve one (1) relinquishment, seconded by Kirby Metoxen. Motion carried:

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

Not Present: Tina Danforth, Jennifer Webster

3. Approve a limited waiver of sovereign immunity - Green Bay Packers Sponsorship Agreement - file # 2021-0030

Sponsor: Louise Cornelius, Gaming General Manager

Motion by David P. Jordan to approve a limited waiver of sovereign immunity - Green Bay Packers Sponsorship Agreement - file # 2021-0030, seconded by Marie Summers. Motion carried:

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

Not Present: Tina Danforth, Jennifer Webster

4. Approve two (2) actions regarding the Family Court Judge resignation - file # 2016-1106

Sponsor: Jessica Vandekamp, Employee Relations Representative

Motion by David P. Jordan to accept the resignation of Marcus Zelenski with an end date of June 9, 2021- file # 2016-1106, seconded by Kirby Metoxen. Motion carried:

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

Not Present: Tina Danforth, Jennifer Webster

Motion by Lisa Liggins to assign Vice-Chairman Brandon Stevens, Secretary Lisa Liggins, Councilman David P. Jordan, and Councilwoman Marie Summers to a sub-team to hire a new Family Court Judge in accordance with SOP, seconded by Kirby Metoxen. Motion carried:

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

Not Present: Tina Danforth, Jennifer Webster

Oneida Business Committee Agenda Request

Approve four (4) requested actions - Petitioner Lori Elm re: Real Property law Eviction and Termination

1. Meeting Date Requested: 04 / 14 / 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) To acknowledge receipt of the petition from Lori Elm regarding Real Property Law Eviction and Termination
2) To assign the petition to a tentative GTC meeting agenda;
3) To direct the Direct Report Offices to complete and submit their administrative impact statements; and
4) To direct the Law, Finance, and Legislative Reference Offices to complete and submit the legal review, fiscal impact statement, and statement of effect, respectively.

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:

BACKGROUND

On April 7, 2021, the attached petition was submitted. To comply with Article III, section 6 of the Oneida Nation Constitution, the petition was submitted to the Trust Enrollment Department to verify the requirement of fifty (50) qualified voters, by written notice, were met; this requirement was met.

The next step is for the OBC to acknowledge receipt of the petition. Then, normally, the petition would be assigned to a tentative GTC meeting agenda to be held within 180-days of the date of receipt (i.e. no later than October 4, 2021). Due to the current Public Health State of Emergency and the Stay Safer at Home declaration, no date can be identified at this time. Instead, the action to assign the petition "to the next available GTC meeting agenda" as been suggested, rather than identifying a specific date.

Additionally, the BC will need to direct the Law, Finance, Legislative Reference, and BC Direct Report Offices to complete, respectively, the legal review, fiscal impact statement, statement of effect, and administrative impact statement of the petition.

SUGGESTED MOTIONS

- 1) To acknowledge receipt of the petition from Lori Elm regarding Real Property Law Eviction and Termination;
- 2) To assign the petition to the next available GTC meeting agenda for consideration;
- 3) To direct the BC Direct Report Offices to complete and submit their administrative impact statements of the petition to the TribalSecretary mailbox by Wednesday, May 5, 2021.
- 4) To direct the Law, Finance, and Legislative Reference Offices to complete, respectively, the legal review, fiscal impact statement, and statement of effect with status updates to be submitted for the June 9, 2021, regular Business Committee meeting agenda and the first BC meeting of the month thereafter or until the final documents are submitted.

- 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

TO: Oneida Nation Secretary
FROM: KELLY DANFORTH, PAYMENT ADMINISTRATOR
DATE: April 7, 2021
SUBJECT: GTC Petition Verification Results

On DATE the Oneida Trust Enrollment Department received a petition authored by Lori Elm regarding the Real Property Law, concerning Eviction and Termination including residential leases.

Results:

- 56 Number of Printed Names on petition.
- 53 Number of Printed Names verified as Enrolled Members of the Nation.
- 0 Number of Oneida Nation Members that did not meet the eligible voter criteria in Article VI, Section 2 of the Oneida Constitution.
- 2 Number of Printed Names that could not be verified.
- 1 Number of Printed Names that were submitted more than once.

Verified by:

 4/7/2021

Signature Date

If there are any question's please contact the Oneida Trust Enrollment Department.

Brooke M. Doxtator

From: Lisa A. Liggins
Sent: Wednesday, April 7, 2021 1:27 PM
To: Brooke M. Doxtator
Subject: Fwd: Petition

Lori sent this in. Please add to the materials. Chad should get this on the agenda for next week.

Sent from my iPhone

Begin forwarded message:

From: Lori Elm [REDACTED]
Date: April 7, 2021 at 1:02:37 PM CDT
To: "Lisa A. Liggins" <lliggins@oneidanation.org>
Subject: Petition

Lisa I forgot to put my name and information on the petition I turned in with Carol Silva at the front desk.

It's Lori Elm [REDACTED]
[REDACTED]

I may lose my house but that law needs to be clarified because if you live in housing you lose your house for drinking driving 5th offense also, so does that mean you can lose your lease. They also took Denny's home away in 2018 when he had drug trafficking in Green Bay at his daughter house but he stayed an employee at OHA as well, an their house was paid off. So if I am correct presence would be set to say offense not at home can be considered on your residential lease.

I went to several homes and leases owners and non of them know that this policy is in place as well so information should be sent out to them. It's the consistency of the how the law is being followed, is why I put the petition in.

And just a not their is awful house in Rolling Hills by the water tower on the corner of Oneida it beyond belief how this looks as well as what all the neighbors say, right across from Julie Ann's home.

Just wanted consistency in the process and a law to protect our homeowners from their awful children and their activities.

Thank you
Let me know if you need anything else from me, when I talked to OBC member Guzman he said LOC/LRO are currently looking into clarification on this law already.

Sent from my iPhone



GTC PETITION: Requesting a General Tribal Council (GTC) meeting be held by virtual or in-person, regarding the Real Property Law, concerning **Eviction and termination** including residential leases. With our current pandemic of addiction in the community, the stipulation of vacating your home in five (5) days, from the time of the incident is or should be considered and Unconstitutional, furthermore we need a due process to protect the heads of household leases), from losing their homes, an include procedures in the case they do. Including timeframes for them to sell their homes; implementation of a chart of penalties,(Drugs and type, Violence, Sexual abuse or assault, human trafficking and all unlawful activities) including intent of eviction Notice with timelines, from the date of the incident as well as date of Notice and including Due Process; Request an advocated board be created between Oneida Land Commission, Oneida Police Commission, with representatives from Behavior Health, and Comprehensive Housing Division Area; Request if the head of household is not the occupant in violation, a compliance agreement be done with them, outline, behavior or property for a period of time, before termination(eviction) of lessee is implemented; also requesting occupant of violation must be removed from residence and if a successful treatment plan and stability review is approved by advocate board, they may be able to enter into their own lease or reside back at residence; Evaluation of how one can be held responsible of activities: address on citation, activity at residence, accusations and/or any other ways; Timeline(s) for getting another lease and how; The reasoning for this petition is to protect families from their loved one's addiction, and so they do not lose their home after all the other family suffering, they already, have consumed over the addiction.

#	Roll #	Name	Address	City	D-O-B	Signature
1	11795	[REDACTED]				
2	10888					
3	9948					
4	6265					

Kelly DanForth-Kelly Danforth
 (4) verified on this page 4-7-21

5	13737
6	753
7	12220
8	3873
9	13032
10	9792

X 11 | Not Enrolled

12 | 14617

Kelly Danforth - Kelly Danforth
⑦ verified on this page 4-7-21

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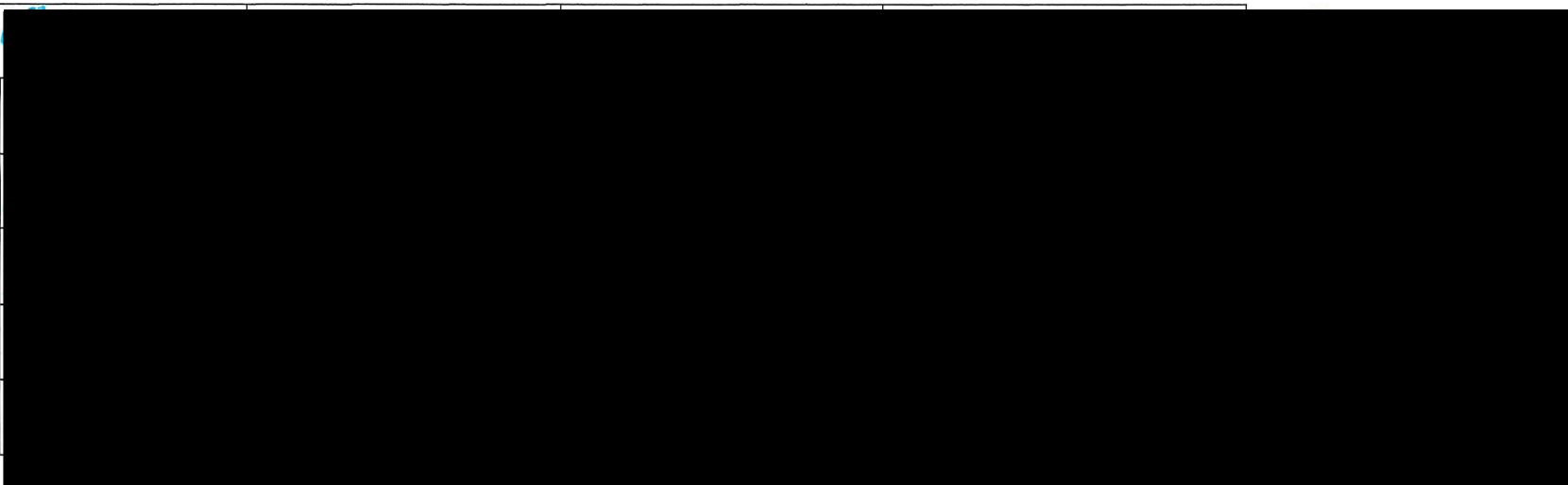
Oneida Trust Enrollment Dept.

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#	Roll #	Name	Address	City	D-O-B	Signature
1	7301	[REDACTED]				
2	6975					
3	17390					
4	15928 14928					

Kelly Danforth - Kelly Danf
 (4) verified on this page 4-7-21

5	13123
6	3808
7	9028
8	2787
9	9883
10	10051



Kelly Danforth. Kelly Danforth
(6) verified on this page 4-7-21

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#	Roll #	Name	Address	City	D-O-B	Signature
1	2853	[REDACTED]				
2	12009					
3	12962					
4	13630 Not					

Kelly Danforth - Kelly Danforth
 (3) verified on this page 4-7-21

5	4170 3150
6	11331
7	14877
8	10395
9	520 5206
10	17476

Kelly Danforth - Kelly Danforth
 (6) verified on this page
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 @ 4:31 PM
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#	Roll #	Name	Address	City	D-O-B	Signature
1	13913	[REDACTED]				
2	Sm 7381					
3	11553					
4	14611					

Kelly Danforth - Kelly Danforth
 (4) verified on this page 4-7-21

5	13406#	[REDACTED]				
6	6975	[REDACTED]				
7					Duplicate	
8						
9						
10						

Duplicate

Kelly Danforth - Kelly Danforth
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#	Roll #	Name	Address	City	D-O-B	Signature
1	1864					
2	16032					
3	15441					
4	5456 5654					

Kelly Danforth - Kelly Danforth
 (4) verified on this page 4-7-21

5	5662	[REDACTED]				
6	4457					
7	5659					
8	4180					
9						
10						

Kelly Danforth - Kelly Danforth
④ verified on this page 4-7-21

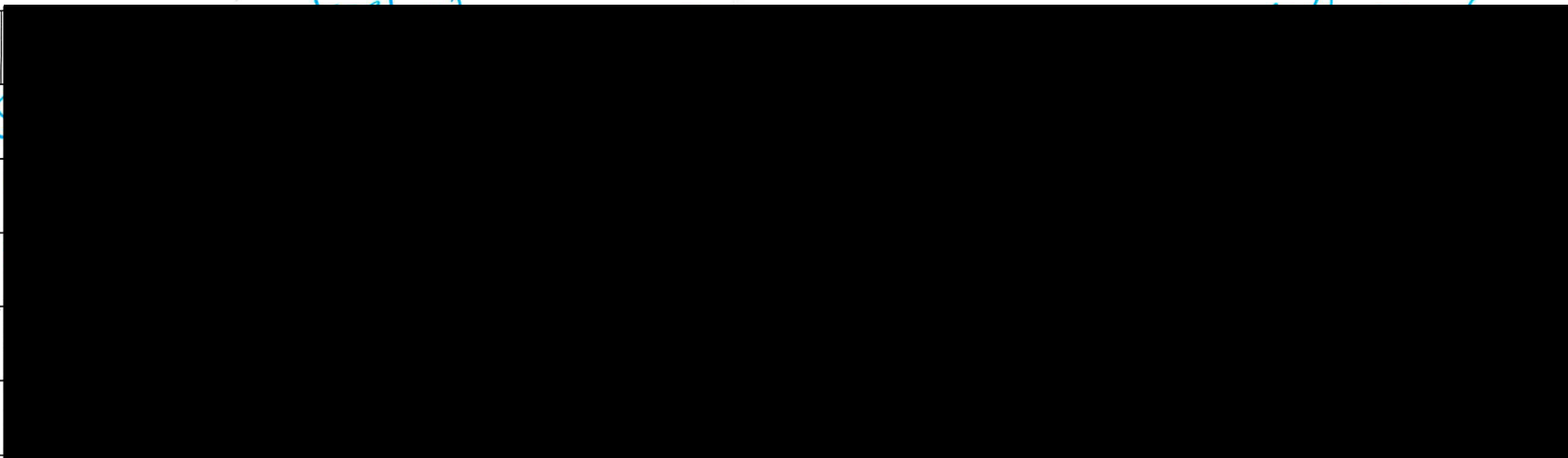


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#	Roll #	Name	Address	City	D-O-B	Signature
1	2428					
2	2814813					
3	7070					
4	6284					

Kelly Danforth - Kelly Danforth
 ④ verified on this page 4-7-21

5	3635
6	5107
7	10519
8	18275
9	11977
10	3444



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Date Calculator: Add to or Subtract From a Date

Enter a start date and add or subtract any number of days, months, or years.

Count Days **Add Days** Workdays Add Workdays Weekday Week No

Advertising

From **Wednesday, April 7, 2021**
Added 180 days

Result: Monday, October 4, 2021

Calendar showing period from April 7, 2021 to October 4, 2021

April 2021 23 days added							May 2021 31 days added							June 2021– September 2021		October 2021 4 days added						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	June 2021: 30 days added July 2021: 31 days added August 2021: 31 days added September 2021: 30 days added		Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3							1							1	2	
4	5	6	7	8	9	10	2	3	4	5	6	7	8			3	4	5	6	7	8	9
11	12	13	14	15	16	17	9	10	11	12	13	14	15			10	11	12	13	14	15	16
18	19	20	21	22	23	24	16	17	18	19	20	21	22			17	18	19	20	21	22	23
25	26	27	28	29	30		23	24	25	26	27	28	29			24	25	26	27	28	29	30
							30	31								31						

= Start date (Apr 7, 2021) = Final result date (Oct 4, 2021)



Time & Date Calculator App for iOS

See how long remains before a deadline or exactly when those 30 days are up.

