

# Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

## **BC Meeting Materials January 11, 2017**

### **Open Session**

### **CERTIFICATION**

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the following 69H pages are the Open Session meeting materials presented at a meeting duly called, noticed and held on the 11<sup>th</sup> day of January, 2017 and reconvened on the 13<sup>th</sup> day of January 2017.

  
\_\_\_\_\_  
Lisa Summers, Tribal Secretary  
Oneida Business Committee



## Oneida Business Committee

**Executive Session**  
**9:30 a.m. Tuesday, January 10, 2017**  
**Executive Conference Room, 2<sup>nd</sup> floor, Norbert Hill Center**

**Regular Meeting**  
**8:30 a.m. Wednesday, January 11, 2017**  
**BC Conference Room, 2<sup>nd</sup> floor, Norbert Hill Center**

### Agenda

To get a copy of the agenda, go to: [oneida-nsn.gov/government/business-committee/agendas-packets/](http://oneida-nsn.gov/government/business-committee/agendas-packets/)

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

#### II. OPENING

- A. Special Recognition of Retirement and Years of Service – Don Denny** *p. 16*  
 Sponsor: Michele Doxtator, Area Manager/Retail Profits

#### III. ADOPT THE AGENDA

*pp. 1-15*

#### IV. OATHS OF OFFICE

- A. Oneida Nation School Board – Margaret Ellis** *pp. 17-18*

#### V. MINUTES

- A. Approve December 14, 2016, regular meeting minutes** *pp. 19-34*  
 Sponsor: Lisa Summers, Tribal Secretary
- B. Approve December 16, 2016, special meeting minutes** *pp. 35-37*  
 Sponsor: Lisa Summers, Tribal Secretary

#### VI. RESOLUTIONS

- A. Adopt resolution entitled Resolution to Adopt the FY 2017-2020 Oneida Nation Tribal Transportation Improvement Plan (TTIP) and TTP Retained Services Agreement (RSA)** *pp. 38-44*  
 Sponsor: Troy Parr, Assistant Division Director/Development
- B. Adopt resolution entitled Adoption of Community Support Fund Amendments** *pp. 45-70*  
 Sponsor: Brandon Stevens, Councilman/Legislative Operating Committee Chair

- C. Adopt resolution entitled Oneida Nation Seal and Flag Law** *pp. 71-88*  
Sponsor: Brandon Stevens, Councilman/Legislative Operating Committee Chair
- D. Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
Sponsor: Lisa Summers, Tribal Secretary
- 1. Adopted resolution entitled Oneida Business Committee Regular Meeting Schedule** *pp. 89-98*  
Requestor: Lisa Summers, Tribal Secretary

## VII. STANDING COMMITTEES

### A. Legislative Operating Committee

Chair: Brandon Stevens, Councilman

- 1. Accept Legislative Operating Committee FY '16 4<sup>th</sup> quarter report** *pp. 99-102*
- 2. Accept December 7, 2016, Legislative Operating Committee meeting minutes** *pp. 103-106*

### B. Finance Committee

Chair: Trish King, Tribal Treasurer

- 1. Accept Finance Committee FY '16 4<sup>th</sup> quarter report** *pp. 107-121*

### C. Community Development Planning Committee

Chair: Melinda J. Danforth, Tribal Vice-Chairwoman

- 1. Accept Community Development Planning Committee FY '16 4<sup>th</sup> quarter report** *p. 122*

### D. Quality of Life Committee

Chair: Fawn Billie, Councilwoman

- 1. Accept Quality of Life Committee FY '16 4<sup>th</sup> quarter report** *pp. 123-125*
- 2. Accept November 10, 2016, Quality of Life Committee meeting minutes** *pp. 126-128*

### E. E-Polls

- 1. Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**

Sponsor: Lisa Summers, Tribal Secretary

- a. Approved AMERIND Risk Management Corp. premium payment for FY2017 in the amount of \$141,043, as approved during Finance Committee meeting on December 19, 2016** *pp. 129-160*  
Requestor: Trish King, Tribal Treasurer
- b. Approved December 19, 2016, Finance Committee meeting minutes** *pp. 161-170*  
Requestor: Trish King, Tribal Treasurer

**VIII. APPOINTMENTS**

- A. Approve BC subcommittee's recommendation to appoint Glen Edward Golden, Terry Anderson Cornelius, Jeffrey Wade Johnson, Bryan James VanStippen, and Darius M. Parks to Oneida Total Integrated Enterprises Corporate Board** pp. 171-173  
Sponsor: David Jordan, Councilman

**IX. STANDING ITEMS**

- A. Accept quarterly report regarding Work Plan for Cemetery Improvements Project # 14-002** pp. 174-178  
Sponsor: James Petitjean, Interim Assistant Division Director/Development

**X. UNFINISHED BUSINESS**

- A. Review community concern – # 2016-CC-21 regarding Tsyunhehkwa operations (*This item is scheduled to be addressed 1<sup>st</sup> on the agenda*)** pp. 179-183  
Sponsor: Tina Danforth, Tribal Chairwoman

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- B. Direct Treasurer to provide status update on development of SOP's for Economic Development and Diversification Set Aside** pp. 184-188  
Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- C. Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
Sponsor: Lisa Summers, Tribal Secretary

- 1. Approval of Option B: Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve basis** pp. 189-202  
Requestor: Lisa Summers, Tribal Secretary

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- 2. Approval of Membership Interest Assignment from Oneida Total Integrated Enterprises (OTIE) to Oneida Engineering Science & Construction (OESC) – contract # 2016-1347; and to authorize an Officer to sign the assignment on behalf of Oneida Nation** pp. 203-222  
Requestor: Jo Anne House, Chief Counsel



*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

## **XI. NEW BUSINESS**

- A. Review community concern - # 2017-CC-01 regarding Tribal I.D. cards** pp. 223-224  
Sponsor: Lisa Summers, Tribal Secretary
- B. Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
Sponsor: Lisa Summers, Tribal Secretary
- 1. Approved exception to the Community Support Fund hotel rate limits to increase the limit to \$100 for the Oneida Support Group at Standing Rock** pp. 225-231  
Requestor: Jo Anne House, Chief Counsel
- 2. Approved revised 2017 Quarterly Reporting schedule** pp. 232-246  
Requestor: Lisa Summers, Tribal Secretary
- 3. Approved 2017 Reporting Schedule for Oneida Business Committee Direct Reports** pp. 247-255  
Requestor: Lisa Summers, Tribal Secretary

## **XII. TRAVEL**

### **A. TRAVEL REPORTS**

- 1. Accept travel report – Vice-Chairwoman Melinda J. Danforth – Medicare, Medicaid, and Health Reform Policy Committee (MMPC) & Tribal Technical Advisory Group (TTAG) meetings – Washington D.C. – November 2-3, 2016** pp. 256-261

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- 2. Accept travel report – Councilwoman Fawn Billie & Secretary Lisa Summers – Midwest Alliance of Sovereign Tribes (MAST) Post-Presidential Election Results Review – Prior Lake, MN – December 3-4, 2016** pp. 262-264

### **B. TRAVEL REQUESTS**

- 1. Approve travel request – Vice-Chairwoman Melinda J. Danforth – 2017 Tribal Technical Advisory Group (TTAG) Face-to-Face meetings – Washington D.C. – March 1-2, July 12-13, 2017** pp. 265-266

2. **Approve travel request – Secretary Lisa Summers and two (2) additional BC Members – National Congress of American Indians (NCAI) 2017 Executive Council Winter Session – February 12-17, 2017** pp. 267-270
3. **Approve travel request – Chairwoman Tina Danforth, Secretary Lisa Summers, and one (1) additional BC Member – Midwest Alliance of Sovereign Tribes (MAST) Impact Week – Washington D.C. – March 21-24, 2017** pp. 271-275
4. **Approve travel request – Chairwoman Tina Danforth – National Indian Gaming Association (NIGA) Indian Gaming Tradeshow & Convention – San Diego, CA – April 10-13, 2017** pp. 276-282

### **C. E-POLLS**

1. **Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
Sponsor: Lisa Summers, Tribal Secretary
  - a. **Failed travel request - Seven (7) DOLM employees and one (1) Law Office employee to attend the BIA Midwest Region Real Estate Services Technical Guidance and Training - Prior Lake, MN - December 12-15, 2016** pp. 283-301  
Requestor: Nicole Rommel, Finance and Records Area Manager/Division of Land Management  
  
*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*  
*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*
  - b. **Approved travel request – Secretary Lisa Summers and one (1) staff member – Tribal Caucus and Inter-Tribal Criminal Justice Council meetings – Baraboo, WI – January 17-19, 2017** pp. 302-306  
Requestor: Lisa Summers, Tribal Secretary
  - c. **Approved travel request – Councilwoman Fawn Billie – Tribal Actin Plan Development Workshop: Tribal Law and Order Act Training Initiative – Columbia, SC – January 25-27, 2017** pp. 307-318  
Requestor: Fawn Billie, Councilwoman

## **XIII. REPORTS (This section of the agenda is scheduled to begin at 1:30 p.m.)**

### **A. UNFINISHED REPORTS**

1. **Accept Comprehensive Health Division FY '16 4<sup>th</sup> quarter report (1:30 p.m.-1:40 p.m.)** pp. 319-341  
Sponsors: Debra Danforth, Division Director/Comprehensive Health Operations; Dr. Ravinder Vir, Medical Director/Medical Operations  
  
*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*  
*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa*

operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

EXCERPT FROM NOVEMBER 23, 2016: Motion by Lisa Summers to defer the Comprehensive Health Division FY '16 4<sup>th</sup> quarter report to the December 14, 2016, seconded by David Jordan. Motion carried unanimously.

**2. Accept Land Claims Commission FY '16 quarter report (1:40 p.m.-1:50 p.m.)** pp. 342-344

Vice-Chair: Loretta Metoxen

Liaison: Brandon Stevens, Councilman

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

EXCERPT FROM NOVEMBER 23, 2016: Motion by Lisa Summers to defer the Land Claims Commission FY '16 4<sup>th</sup> quarter report to the December 14, 2016, seconded by David Jordan. Motion carried unanimously.

**3. Accept Self-Governance FY '16 4<sup>th</sup> quarter report (1:50 p.m.-2:00 p.m.)** pp. 345-350

Sponsor: Chris Johns, Coordinator/Self-Governance

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

**4. Accept Oneida Total Integrated Enterprise FY '16 4<sup>th</sup> quarter report (2:00 p.m.-2:10 p.m.)** pp. 351-370

Chair: Butch Rentmeester

Liaison: Tehassi Hill, Councilman

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

**5. Accept Oneida Engineering Science & Construction, LLC FY '16 4<sup>th</sup> quarter report (2:10 p.m.-2:20 p.m.)** pp. 371-378

Chair: Jacquelyn Zalim

Liaison: Tehassi Hill, Councilman

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

- 6. Accept Bay Bancorporation Inc. FY '16 4<sup>th</sup> quarter report (2:20 p.m.-2:30 p.m.)** pp. 379-382  
 President: Jeff Bowman  
 Liaison: Tina Danforth, Tribal Chairwoman

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- 7. Accept Oneida Airport Hotel Corporation FY '16 4<sup>th</sup> quarter report (2:30 p.m.-2:40 p.m.)** pp. 383-387  
 President: Janice Skenandore-Hirth  
 Liaison: Trish King, Tribal Treasurer

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- 8. Accept Oneida Golf Enterprise FY '16 4<sup>th</sup> quarter report (2:40 p.m.-2:50 p.m.)** pp. 388-392  
 Agent: Janice Skenandore-Hirth  
 Liaison: Trish King, Tribal Treasurer

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- 9. Accept Emergency Management FY '16 4<sup>th</sup> quarter report as information** pp. 393-398  
 Sponsor: Kaylynn Gresham, Director/Emergency Management Dept.

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

## **B. OPERATIONAL REPORTS**

- 1. Accept Retail Enterprises FY '16 4<sup>th</sup> quarter report (2:50 p.m.-3:00 p.m.)** pp. 399-414  
 Sponsor: Michele Doxtator, Area Manager/Retail Profits

## **C. BOARDS, COMMITTEES, COMMISSIONS**

- 1. Accept Personnel Commission FY '16 4<sup>th</sup> quarter report (3:00 p.m.-3:10 p.m.)** pp. 415-435  
 Chair: Yvonne Jourdan  
 Liaison Alternate: David Jordan, Councilman

- 2. Accept Land Commission FY '16 4<sup>th</sup> quarter report (3:10 p.m.-3:20 p.m.)** pp. 436-438  
 Chair: Rae Skenandore  
 Liaison: Tehassi Hill, Councilman

**XIV. GENERAL TRIBAL COUNCIL** (To obtain a copy of Members Only Materials, please visit the BC Support Office, located on the 2nd floor of the Norbert Hill Center and present Tribal I.D. card)

- A. Schedule special General Tribal Council meeting, as directed by General Tribal Council, on February 20, 2017; and approve draft agenda** pp. 439-441  
 Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

**B. Petitioner Edward Delgado: Oneida panel of educators and retention of kindergarten students**

- 1. Accept legislative analysis progress report from December 14, 2016** pp. 442-443  
 Sponsor: Brandon Stevens, Councilman/Legislative Operating Committee Chair
- 2. Accept legislative analysis** pp. 444-445  
 Sponsor: Brandon Stevens, Councilman/Legislative Operating Committee Chair
- 3. Accept legal analysis progress report from December 14, 2016** pp. 446-447  
 Sponsor: Jo Anne House, Chief Counsel
- 4. Accept update regarding legal analysis** pp. 448-449  
 Sponsor: Jo Anne House, Chief Counsel
- 5. Accept financial analysis progress report from December 14, 2016** pp. 450-452  
 Sponsor: Larry Barton, Chief Financial Officer
- 6. Accept update regarding financial analysis** pp. 453-454  
 Sponsor: Larry Barton, Chief Financial Officer

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

EXCERPT FROM OCTOBER 26, 2016: Motion by Lisa Summers to direct the Law, Finance, and Legislative Reference Offices to submit their analyses within sixty (60) days; and that a progress report be submitted within forty-five (45) days, seconded by David Jordan. Motion carried unanimously.

- C. Accept verified petition submitted by Sherrole Benton regarding request to change pre-employment drug testing for marijuana; and request appropriate analyses** pp. 455-468  
 Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- D. Assign committee members to work on the General Tribal Council directive regarding establishment of legal office with advocates and advising attorney for Oneida Nation employees and enrolled Tribal Members** pp. 469-470  
Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman
- E. Accept report regarding remaining GTC agenda items for the record** pp. 471-476  
Sponsor: Lisa Summers, Tribal Secretary
- F. Approve scheduling General Tribal Council FY 2017 budget meeting on Monday, March 27, 2017; approve original FY 2017 budget packet to be sent to Oneida Printing; and schedule a special Business Committee meeting on Friday, February 24, 2017 to approve addendum** pp. 477-558  
Sponsor: Trish King, Tribal Treasurer
- G. Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
Sponsor: Lisa Summers, Tribal Secretary
- 1. Accepted Fletcher, PLLC legal analysis of June 13, 2016, General Tribal Council meeting regarding per capita for the record** pp. 559-673  
Requestor: Larry Barton, Chief Financial Officer
- 2. Approved special General Tribal Council meeting date, as directed by General Tribal Council, on February 20, 2017; and approved meeting materials** pp. 674-675  
Requestor: Lisa Summers, Tribal Secretary
- 3. Approved draft agenda; and to schedule a special General Tribal Council meeting on Sunday, March 19, 2016 at 1:00 p.m.** pp. 676-683  
Requestor: Lisa Summers, Tribal Secretary

## **XV. EXECUTIVE SESSION**

### **A. UNFINISHED REPORTS**

- 1. Accept Oneida Total Integrated Enterprise FY '16 4<sup>th</sup> quarter report** pp. 684-690  
Chair: Butch Rentmeester  
Liaison: Tehassi Hill, Councilman

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

- 2. Accept Oneida Engineering Science & Construction, LLC FY '16 4<sup>th</sup> quarter report** pp. 691-697  
Chair: Jacquelyn Zalim  
Liaison: Tehassi Hill, Councilman



EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

**3. Accept Bay Bancorporation Inc. FY '16 4<sup>th</sup> quarter report**

pp. 698-709

President: Jeff Bowman

Liaison: Tina Danforth, Tribal Chairwoman

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

**4. Accept Oneida Airport Hotel Corporation FY '16 4<sup>th</sup> quarter report**

pp. 710-743

President: Janice Skenandore-Hirth

Liaison: Trish King, Tribal Treasurer

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

**5. Accept Oneida Golf Enterprise FY '16 4<sup>th</sup> quarter report**

pp. 744-753

Agent: Janice Skenandore-Hirth

Liaison: Trish King, Tribal Treasurer

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

**6. Accept Chief Counsel report dated December 13, 2016 – Jo Anne House, Chief Counsel** pp. 754-777

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

**B. REPORTS**

**1. Accept Retail Enterprises FY '16 4<sup>th</sup> quarter report from December 28, 2016 (*This item is scheduled to begin at 1:30 p.m.*)**

pp. 778-812

Sponsor: Michele Doxtator, Area Manager/Retail Profits

2. **Intergovernmental Affairs & Communications report from December 28, 2016** – Nathan King, Director pp. 813-843
3. **Chief Financial Officer report from December 28, 2016** – Larry Barton, Chief Financial Officer pp. 844-849
4. **Chief Counsel report from December 28, 2016** – Jo Anne House, Chief Counsel p. 850

### C. STANDING ITEMS

1. **Land Claims Strategy** (*No Requested Action*)
2. **Accept Oneida Golf Enterprise – Ladies Professional Golf Association update** pp. 851-861  
Sponsor: Trish King, Tribal Treasurer
  - a. **Accept update regarding requested vendor list** pp. 862-865  
Sponsor: Larry Barton, Chief Financial Officer
  - b. **Accept update regarding procedure for draw down decisions** pp. 866-869  
Sponsor: Larry Barton, Chief Financial Officer

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwá operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

*EXCERPT FROM NOVEMBER 23, 2016: (1) Motion by David Jordan to accept the update regarding Oneida Golf Enterprise – Ladies Professional Golf Association, seconded by Fawn Billie. Motion carried unanimously. (2) Motion by Jennifer Webster for the Chief Financial Officer to provide a top 30 vendor list with low and high spend ranges for each vendor to the Business Committee team representatives that include Secretary Lisa Summers, Treasurer Trish King, and Danelle Wilson no later than December 9, 2016, seconded by Lisa Summers. Motion carried unanimously. (3) Motion by Lisa Summers to direct the Chief Financial Officer to provide a written procedure identifying how draw down decisions are made against their approved loan agreement, including a flow chart of how the payments are processed once the requests come in from Oneida Golf Enterprise; and that's to be done by December 16, 2016, seconded by Fawn Billie. Motion carried unanimously.*

### D. AUDIT COMMITTEE

Chair: Councilman Tehassi Hill

1. **Accept Audit Committee FY '16 4<sup>th</sup> quarter report** pp. 870-872
2. **Accept October 13, 2016, Audit Committee meeting minutes** pp. 873-876

### E. UNFINISHED BUSINESS

1. **Accept update regarding Departments of Public Works HVAC contracts** pp. 877-879  
Sponsors: Brandon Stevens, Councilman/Legislative Operating Committee Chair

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM OCTOBER 12, 2016: Motion by David Jordan to defer this item to the Legislative Operating Committee, Law Office, and Purchasing Department to develop policies*



and solutions; and for an update to be brought back within sixty (60) days, seconded by Jennifer Webster. Motion carried with one abstention.

- 2. Approve recommendation to terminate appointment of Oneida Library Board member** pp. 880-882  
Sponsor: Tina Danforth, Tribal Chairwoman

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

EXCERPT FROM NOVEMBER 23, 2016: Motion by David Jordan to defer the request back to the Chair's Office; and to request a recommendation be provided at the December 14, 2016, regular Business Committee meeting, in accordance with section 6-5 of the Comprehensive Policy Governing Boards, Committees, and Commissions, seconded by Lisa Summers. Motion carried unanimously.

EXCERPT FROM NOVEMBER 9, 2016: Motion by Lisa Summers to defer the remaining items to the November 23, 2016, regular Business Committee unless there are items that the Tribal Secretary can identify that need immediate attention by the Business Committee at which time the Tribal Secretary will ask for an E-Poll to be conducted to address those items, seconded by Tehassi Hill. Motion carried unanimously.

- 3. Final Monitoring Report regarding on-site performance review of Indian Housing Block Grant and Indian Community Development Block grant programs:**

- a. Accept funding recommendation regarding finding # 2016-IHBG-3** pp. 883-885  
Sponsors: Dale Wheelock, Executive Director/Oneida Housing Authority; Jacque Boyle, Director/Development Division-Operations; Larry Barton, Chief Financial Officer

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

- b. Accept status report from Legislative Operating Committee regarding completion of tribal policy to address finding # 2016-IHBG-4** pp. 886-887  
Sponsor: Brandon Stevens, Councilman/ Legislative Operating Committee Chair

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

EXCERPT FROM NOVEMBER 23, 2016: Motion by Jennifer Webster to assign the Legislative Operating Committee to bring back a status report on the completion of tribal policy that would address finding # 2016-IHBG-4 for the December 14, 2016, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM NOVEMBER 9, 2016: Motion by Lisa Summers to defer the remaining items to the November 23, 2016, regular Business Committee unless there are items that the Tribal Secretary can identify that need immediate attention by the Business Committee

at which time the Tribal Secretary will ask for an E-Poll to be conducted to address those items, seconded by Tehassi Hill. Motion carried unanimously.

- 4. Accept update regarding Duck Creek Trail strategy** pp. 888-892  
Sponsors: Nathan King, Director/Intergovernmental Affairs & Communications

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

EXCERPT FROM NOVEMBER 23, 2016: Motion by Lisa Summers to direct the Intergovernmental Affairs & Communications Dept. and the Development Division to work with the Law Office regarding the right-of-way and signage issues; and to bring back an update to the December 14, 2016, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM NOVEMBER 9, 2016: Motion by Lisa Summers to defer the remaining items to the November 23, 2016, regular Business Committee unless there are items that the Tribal Secretary can identify that need immediate attention by the Business Committee at which time the Tribal Secretary will ask for an E-Poll to be conducted to address those items, seconded by Tehassi Hill. Motion carried unanimously.

- 5. Approve fifty-four (54) new enrollments** pp. 893-898  
Sponsor: Brandon Stevens, Councilman

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

- 6. Review complaint # 2016-DR06-08** pp. 899-999  
Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

- 7. Review complaint # 2016-DR06-09** pp. 910-936  
Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.

EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

- 8. Review complaint # 2016-DR06-10** pp. 937-945  
 Sponsor: Lisa Summers, Tribal Secretary
- EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*  
*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*
- 9. Accept update regarding Tribal Ombudsman position** pp. 946-960  
 Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman
- EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*  
*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*
- 10. Review results of Investigative Case # 16-61 and determine next steps** pp. 961-969  
 Sponsor: Lisa Summers, Tribal Secretary
- EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*  
*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*
- 11. Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
 Sponsor: Lisa Summers, Tribal Secretary
- a. Approved Government Policy Solutions – contract # 2016-1287** pp. 970-981  
 Requestor: Nathan King, Director/Intergovernmental Affairs & Communications
- b. Approved Pace LLP – contract # 2016-1286** pp. 982-992  
 Requestor: Nathan King, Director/Intergovernmental Affairs & Communications
- c. Approved Cooperative Governance Agreement between Oneida Nation and Town of Oneida – contract # 2016-1357** pp. 993-1007  
 Requestor: Lisa Summers, Tribal Secretary
- EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*  
*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

**F. NEW BUSINESS**

1. **Accept update regarding Back Forty Mine and determine next steps** (*This item is scheduled to begin at 9:30 a.m.*) *pp. 1008-1010*  
Sponsor: Brandon Stevens, Councilman
2. **Adopt resolution entitled Regarding Pardon of Roxanne McDowell** *pp. 1011-1013*  
Sponsor: Lisa Summers, Tribal Secretary
3. **Adopt resolution entitled Regarding Pardon of Thomas Christjohn** *pp. 1014-1016*  
Sponsor: Lisa Summers, Tribal Secretary
4. **Approve limited waiver of sovereign immunity – Bank of America National Association-First Amendment to Amended and Restated Credit Agreement – contract # 2012-0027** *pp. 1017-1025*  
Sponsor: Larry Barton, Chief Financial Officer
5. **Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
Sponsor: Lisa Summers, Tribal Secretary
  - a. **Adopted resolution entitled Resolution to Adopt the First Amendment to the Business Committee 401K Savings Plan** *pp. 1026-1036*  
Requestor: Larry Barton, Chief Financial Officer
  - b. **Adopted resolution entitled Resolution to Adopt the First Amendment to the Public Safety Officer Pension Plan, with noted change** *pp. 1037-1051*  
Requestor: Larry Barton, Chief Financial Officer
6. **Determine next steps regarding appointments to the Oneida Total Integrated Enterprises corporate board** *pp. 1052-1182*  
Sponsor: David Jordan, Councilman

**XVI. ADJOURN**

Posted on the Oneida Nation's official website, [www.oneida-nsn.gov](http://www.oneida-nsn.gov), at 4:00 p.m., on Friday, January 6, 2017, pursuant to the Open Records and Open Meetings Law, section 7.17-1.

The meeting packet of the open session materials for this meeting is available by going to the Oneida Nation's official website at: <https://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

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Recognition of Don Denny's years of service as he retires from Oneida Retail. Don's last day was on December 30th.

**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

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Administer Oath of Office to Board Members Margaret Ellis to the Oneida School Board

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: Kathleen M. Metoxen, executive Tribal Clerk  
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 posting was in the October 20, 2016 issue of the Kalihwisaks for (2) vacancies on the School Board for a (3) year term with the deadline of November 18, 2016. There were (2) applicants (one withdrew) for the (2) vacancies on the Oneida School Board. The appointment was made by the Oneida School Board at their December 5, 2016 School Board meeting. Per the School Board By-Laws, the School Board took the following actions for the vacancy left unfilled due to the 2016 Elections:

Resignation/Board Vacancy

Should a vacancy occur within the School Board, the following activities shall be undertaken to ensure the continuous operation of the Board in its charge to the School and the community:

Should the member submit a letter of resignation, the Board shall act at its earliest convenience to accept or decline the resignation.

Once a vacancy is documented, if the vacancy occurs within one year or less left on their term, that term will remain intact until the next election.

If the time is more that one year left on the term, the Board shall first contact the highest non-elected candidate from the most recent election. If that person is willing to serve, he or she shall be appointed by the Board to fill the remainder of the vacated term.

If the highest non-elected candidate from the most recent election declines the position, the Board shall publish its vacancy in the Kalihwisaks and ask for interested parents or community members. Upon deadline date, the School Board Chairperson will appoint, with School Board ratification, at the next regular School Board meeting.

Subsequently, the School Board has requested the Executive Tribal Clerk to repost the second vacancy.

- 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 Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

#### 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 December 14, 2016, regular meeting minutes

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1. <input type="text" value="December 14, 2016, regular 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: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.



**DRAFT****Oneida Business Committee****Executive Session****9:00 a.m. Tuesday, December 13, 2016****Executive Conference Room, 2<sup>nd</sup> floor, Norbert Hill Center****Regular Meeting****9:00 a.m. Wednesday, December 14, 2016****BC Conference Room, 2<sup>nd</sup> floor, Norbert Hill Center****Minutes - DRAFT****EXECUTIVE SESSION**

**Present:** Chairwoman Tina Danforth, Treasurer Trish King, Council members: Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens, Jennifer Webster;

**Not Present:** Vice-Chairwoman Melinda J. Danforth, Secretary Lisa Summers;

**Arrived at:** ;

**Others present:** Larry Barton, Jo Anne House, Jacque Zalim, Jeff House, Jeff Bowman, Janice Skenandore-Hirth, Steve Ninham, Jeanne Nault, Josh Doxtator, Justin Fox;

**REGULAR MEETING**

**Present:** Chairwoman Tina Danforth, Vice-Chairwoman Melinda J. Danforth, Treasurer Trish King, Council members: Tehassi Hill, Jennifer Webster;

**Not Present:** Secretary Lisa Summers, Councilwoman Fawn Billie, Councilman David Jordan, Councilman Brandon Stevens;

**Arrived at:** ;

**Others present:** Jo Anne House, Heather Heuer, Debra Danforth, Michele Doxtator, Mike Debraska, Tammy Skenandore, Rick Ereck, Geraldine Danforth, Jessica Wallenfang, Mike Hill, Judi Skenandore, Dr. Ravinder Vir, Chris Johnson, Julie Barton, Cathy Metoxen, Lora Skenandore, Danelle Wilson, Kathy Metoxen, Vicki Cornelius, Joanie Buckley, Nancy Barton, Ed Delgado, Candice Skenandore, Tonya Webster, Gina Buenrostro, Leyne Orosco, Kaylynn Gresham, Jamie Betters, Chris Johns, Madelyn Genskow, Larry Barton, Jeff Metoxen, Rich Vanboxtel, Sheri Forgette, Sandra Schuyler, Mary Cornelissen, Cathy Bachhuber, Barbara Dickson, Lisa Liggins, Kathy Metoxen, Saquoia Metoxen, Yvette Peguro, Chris Wells, Niki Disterhaft, Jamie Kallies;

**I. CALL TO ORDER AND ROLL CALL** by Chairwoman Tina Danforth at 9:02 a.m.

For the record: Secretary Lisa Summers and Councilman David Jordan are on personal time. Councilwoman Fawn Billie is attending the Governor's Task Force session on opioid and heroine abuse. Councilman Brandon Stevens is on vacation time. There will not be a quorum for the afternoon as Chairwoman Tina Danforth has a personal appointment and Treasurer Trish King will be taking personal time.

**II. OPENING** Prayer by Councilman Tehassi Hill**A. Recognition of retirement – Judi Skenandore with 42 years of service**

Sponsor: Debra Danforth, Division Director/Comprehensive Health Operations

**DRAFT****B. Presentation of Exxon/Mobil Education Alliance & Oneida Retail \$500 grants to Oneida Nation High School, Oneida Nation Elementary, Pioneer Elementary, King Elementary, Lannoye Elementary, and Hillcrest Elementary**

Sponsor: Michele Doxtator, Area Manager/Retail Profits

**C. Kanolukhwásla – LZ Lambeau “Welcoming Home Wisconsin’s Vietnam Veterans” – Appreciation gift presented by Rick Ereck**

Sponsor: Jennifer Webster, Councilwoman

**III. ADOPT THE AGENDA (00:24:05)**

Motion by Melinda J. Danforth to adopt the agenda, noting item “VII.B. Review letter regarding law enforcement agencies and Tribal Members on tribal land” is scheduled to begin at 10:00 a.m.; and the Business Committee meeting will conclude at noon, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**IV. OATHS OF OFFICE (00:26:08)** administered by Chairwoman Tina Danforth**A. Oneida Election Board** – Gina Powless-Buenrostro, Tonya Webster**B. Oneida Pow Wow Committee** – Vicki Cornelius**V. MINUTES (00:28:46)****A. Approve November 23, 2016, regular meeting minutes**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Melinda J. Danforth to approve the November 23, 2016, regular meeting minutes, seconded by Jennifer Webster. Motion carried with one abstention:

Ayes: Melinda J. Danforth, Trish King, Jennifer Webster  
Abstained: Tehassi Hill  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**VI. STANDING COMMITTEES****A. Legislative Operating Committee**

Chair: Brandon Stevens, Councilman

**1. Accept November 16, 2016, Legislative Operating Committee meeting minutes (00:31:32)**

Motion by Jennifer Webster to accept the November 16, 2016, Legislative Operating Committee meeting minutes, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**DRAFT****B. Finance Committee**

Chair: Trish King, Tribal Treasurer

**1. Approve December 5, 2016, Finance Committee meeting minutes (00:48:39)**

Motion by Trish King to approve the December 5, 2016, Finance Committee meeting minutes, seconded by Tehassi Hill. Motion carried with one abstention:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King  
 Abstained: Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**VII. UNFINISHED BUSINESS**

*Chairwoman Tina Danforth departs at 11:30 a.m. and Vice-Chairwoman Melinda J. Danforth assumes responsibility of the Chair.*

*Chairwoman Tina Danforth returns at 11:46 a.m. and resumes responsibility of the chair.*

**A. Accept follow-up report regarding Bureau of Indian Affairs – General Assistance Grant funds (2:27:00)**

Sponsor: Chris Johns, Coordinator/Self-Governance

*EXCERPT FROM OCTOBER 26, 2016: Motion by Lisa Summers to accept the update; to request a follow-up report to be completed by the GSD Division Director and Self-Governance Coordinator; and to direct the issue to the IGAC Director for the coordination of legislative follow-up at the federal level, seconded by David Jordan. Motion carried unanimously.*

*EXCERPT FROM OCTOBER 12, 2016: Motion by David Jordan to defer this item to the October 26, 2016, regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.*

*EXCERPT FROM AUGUST 24, 2016: (1) Motion by Jennifer Webster to accept the request as information; and to request the Governmental Services Division and Self-Governance Director to provide a report, seconded by Lisa Summers. Motion carried unanimously. (2) Amendment to the main motion by Lisa Summers to defer this item to a Business Committee Officer's for continued monitoring and follow-up; and to request the initial report be brought back within thirty (30) days, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Melinda J. Danforth to accept the report from the Self-Governance Coordinator and Economic Support Services Director; and to request a report from the Governmental Services Division Director to address how they will deal with future deficits in the General Assistance Grant funds to be submitted for the December 28, 2016, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**B. Review letter regarding law enforcement agencies and Tribal Members on tribal land (This item is scheduled to begin at 10:00 a.m.) (1:11:45)**

Sponsor: Tina Danforth, Tribal Chairwoman

*EXCERPT FROM NOVEMBER 23, 2016: Motion by David Jordan to defer this item to the December 14, 2016, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried with one opposed.*

Motion by Melinda J. Danforth that the Business Committee respectfully requests the Chief of Police to do a follow-up letter to tribal members that live in Outagamie County regarding the jurisdiction of the Oneida

**DRAFT**

Police Department and Outagamie County Sheriff's Department, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**VIII. NEW BUSINESS****A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations**

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**B. Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**

Sponsor: Lisa Summers, Tribal Secretary

**1. Approval of Option B: Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve basis**

Requestor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**2. Approval of Membership Interest Assignment from Oneida Total Integrated Enterprises (OTIE) to Oneida Engineering Science & Construction (OESC) – contract # 2016-1347; and to authorize an Officer to sign the assignment on behalf of Oneida Nation**

Requestor: Jo Anne House, Chief Counsel

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**C. Direct Treasurer to provide status update on development of SOP's for Economic Development and Diversification Set Aside at the December 28, 2016, regular Business Committee meeting**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster

**DRAFT**

Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**IX. TRAVEL****A. TRAVEL REPORTS**

1. **Accept travel report – Vice-Chairwoman Melinda J. Danforth – Medicare, Medicaid, and Health Reform Policy Committee (MMPC) & Tribal Technical Advisory Group (TTAG) meetings – Washington D.C. – November 2-3, 2016; and approve request to attend the February 2017 and July 2017 TTAG meetings in Washington D.C.**

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**B. TRAVEL REQUESTS**

1. **Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
 Sponsor: Lisa Summers, Tribal Secretary
  - a. **Failed travel request - Seven (7) DOLM employees and one (1) Law Office employee to attend the BIA Midwest Region Real Estate Services Technical Guidance and Training - Prior Lake, MN - December 12-15, 2016**  
 Requestor: Nicole Rommel, Finance and Records Area Manager/Division of Land Management

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**X. REPORTS (This section of the agenda is scheduled to begin at 1:30 p.m.)****A. UNFINISHED REPORTS**

1. **Accept Comprehensive Health Division FY '16 4<sup>th</sup> quarter report**  
 Sponsors: Debra Danforth, Division Director/Comprehensive Health Operations; Dr. Ravinder Vir, Medical Director/Medical Operations

*EXCERPT FROM NOVEMBER 23, 2016: Motion by Lisa Summers to defer the Land Claims Commission FY '16 4<sup>th</sup> quarter report to the December 14, 2016, seconded by David Jordan. Motion carried unanimously.*

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

**DRAFT**

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**2. Accept Land Claims Commission FY '16 quarter report**

Vice-Chair: Loretta Metoxen  
 Liaison: Brandon Stevens, Councilman

*EXCERPT FROM NOVEMBER 23, 2016: Motion by Lisa Summers to defer the Land Claims Commission FY '16 4<sup>th</sup> quarter report to the December 14, 2016, seconded by David Jordan. Motion carried unanimously.*

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**B. OPERATIONAL REPORTS****1. Accept Self-Governance FY '16 4<sup>th</sup> quarter report**

Sponsor: Chris Johns, Coordinator/Self-Governance

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**2. Accept Emergency Management FY '16 4<sup>th</sup> quarter report**

Sponsor: Kaylynn Gresham, Director/Emergency Management Dept.

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**C. CORPORATE BOARD REPORTS****1. Accept Oneida Total Integrated Enterprise FY '16 4<sup>th</sup> quarter report**

Chair: Butch Rentmeester  
 Liaison: Tehassi Hill, Councilman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers



**DRAFT****2. Accept Oneida Engineering Science & Construction, LLC FY '16 4<sup>th</sup> quarter report**

Chair: Jacquelyn Zalim  
Liaison: Tehassi Hill, Councilman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**3. Accept Bay Bancorporation Inc. FY '16 4<sup>th</sup> quarter report**

President: Jeff Bowman  
Liaison: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**4. Accept Oneida Airport Hotel Corporation FY '16 4<sup>th</sup> quarter report**

President: Janice Skenandore-Hirth  
Liaison: Trish King, Tribal Treasurer

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**5. Accept Oneida Golf Enterprise FY '16 4<sup>th</sup> quarter report**

Agent: Janice Skenandore-Hirth  
Liaison: Trish King, Tribal Treasurer

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**6. Defer Oneida Seven Generations Corporation FY '16 4<sup>th</sup> quarter report to December 28, 2016, regular Business Committee meeting**

Agent: Pete King III  
Liaison: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**DRAFT****XI. GENERAL TRIBAL COUNCIL** *(To obtain a copy of Members Only Materials, please visit the BC Support Office, located on the 2nd floor of the Norbert Hill Center and present Tribal I.D. card)***A. Schedule special General Tribal Council meeting, as directed by General Tribal Council, on February 20, 2017; and approve draft agenda**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**B. Accept verified petition submitted by Sherrole Benton regarding request to change pre-employment drug testing for marijuana; and request appropriate analyses**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**C. Petitioner Edward Delgado: Oneida panel of educators and retention of kindergarten students****1. Accept financial analysis progress report**

Sponsor: Larry Barton, Chief Financial Officer

*EXCERPT FROM OCTOBER 26, 2016: (1) Motion by Lisa Summers to accept the verified petition submitted by Edward Delgado regarding Oneida panel of educators and retention of kindergarten students; and to request appropriate analyses, seconded by Fawn Billie. Motion carried unanimously. (2) Motion by Lisa Summers to send the verified petition to the Law, Finance, Legislative Reference, and Direct Report Offices for the legal, financial, legislative, and administrative analyses to be completed, seconded by Fawn Billie. Motion carried unanimously. (3) Motion by Lisa Summers to direct the Law, Finance, and Legislative Reference Offices to submit their analyses within sixty (60) days; and that a progress report be submitted within forty-five (45) days, seconded by David Jordan. Motion carried unanimously. (4) Motion by Lisa Summers to direct the Direct Reports Offices to submit the appropriate administrative analysis to the Tribal Secretary's Office within thirty (30) days, seconded by Jennifer Webster. Motion carried unanimously.*

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers



**DRAFT****D. Review Fletcher, PLLC legal analysis of June 13, 2016, General Tribal Council meeting regarding per capita and determine next steps**

Sponsor: Larry Barton, Chief Financial Officer

EXCERPT FROM AUGUST 24, 2016: (1) Motion by Melinda J. Danforth to take this item from the table, seconded by David Jordan. Motion carried unanimously. (2) Motion by Lisa Summers to adopt resolution titled Implementing Per Capita Plan for Fiscal Year 2017 to Fiscal Year 2021 Adopted by General Tribal Council on June 13, 2016, seconded by Brandon Stevens. Motion ruled out of order by Chairwoman Tina Danforth. (3) Motion by David Jordan to request an external third party attorney's office to provide an opinion regarding the per capita actions taken by the General Tribal Council during a special meeting on June 13, 2016, seconded by Lisa Summers. Motion carried with three opposed. (4) Amendment to the main motion by Melinda J. Danforth to request the Finance Office be the person to administer and request the legal opinion, seconded by Lisa Summers. Motion carried with one opposed and one abstention. (5) Motion by Lisa Summers to place this item on the next Business Committee work meeting agenda for further discussion on possible ways to continue to approach the concerns that were addressed here today, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM AUGUST 10, 2016: Motion by Trish King to defer the remaining agenda items to the August 24, 2016, regular Business Committee meeting..., seconded by Lisa Summers. Motion carried unanimously.

EXCERPT FROM JULY 13, 2016: (1) Motion by Lisa Summers to adopt resolution titled Implementing Per Capita Plan for Fiscal Year 2017 to Fiscal Year 2021 Adopted by General Tribal Council on June 13, 2016, seconded by Brandon Stevens. Motion ruled out of order by Chairwoman Tina Danforth. (2) Motion by Lisa Summers to table this item to the July 27, 2016, regular Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**XII. EXECUTIVE SESSION****A. REPORTS****1. Accept Oneida Total Integrated Enterprise FY '16 4<sup>th</sup> quarter report (9:30 a.m.-10:00 a.m.)**

Chair: Butch Rentmeester  
Liaison: Tehassi Hill, Councilman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**2. Accept Oneida Engineering Science & Construction, LLC FY '16 4<sup>th</sup> quarter report (10:00 a.m.-10:30 a.m.)**

Chair: Jacquelyn Zalim  
Liaison: Tehassi Hill, Councilman

**DRAFT**

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**3. Accept Bay Bancorporation Inc. FY '16 4<sup>th</sup> quarter report (10:30 a.m.-11:00 a.m.)**

President: Jeff Bowman  
Liaison: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**4. Accept Oneida Airport Hotel Corporation FY '16 4<sup>th</sup> quarter report (1:30 p.m.-2:00 p.m.)**

President: Janice Skenandore-Hirth  
Liaison: Trish King, Tribal Treasurer

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**5. Accept Oneida Golf Enterprise FY '16 4<sup>th</sup> quarter report (2:00 p.m.-2:30 p.m.)**

Agent: Janice Skenandore-Hirth  
Liaison: Trish King, Tribal Treasurer

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**6. Defer Oneida Seven Generations Corporation FY '16 4<sup>th</sup> quarter report to December 28, 2016, regular Business Committee meeting**

Agent: Pete King III  
Liaison: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**DRAFT****7. Accept Chief Counsel report – Jo Anne House, Chief Counsel**

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**8. Intergovernmental Affairs & Communications – Nathan King, Director****a. Approve Government Policy Solutions – contract # 2016-1287**

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**b. Approve Pace LLP – contract # 2016-1286**

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**B. STANDING ITEMS****1. Land Claims Strategy *(No Requested Action)*****2. Oneida Golf Enterprise – Ladies Professional Golf Association update**

*(This item is scheduled to begin at 2:30 p.m.)*

Sponsor: Trish King, Tribal Treasurer

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**a. Accept update regarding requested vendor list**

Sponsor: Larry Barton, Chief Financial Officer

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**DRAFT****b. Accept update regarding procedure for draw down decisions**

Sponsor: Larry Barton, Chief Financial Officer

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

*EXCERPT FROM NOVEMBER 23, 2016: (1) Motion by David Jordan to accept the update regarding Oneida Golf Enterprise – Ladies Professional Golf Association, seconded by Fawn Billie. Motion carried unanimously. (2) Motion by Jennifer Webster for the Chief Financial Officer to provide a top 30 vendor list with low and high spend ranges for each vendor to the Business Committee team representatives that include Secretary Lisa Summers, Treasurer Trish King, and Danelle Wilson no later than December 9, 2016, seconded by Lisa Summers. Motion carried unanimously. (3) Motion by Lisa Summers to direct the Chief Financial Officer to provide a written procedure identifying how draw down decisions are made against their approved loan agreement, including a flow chart of how the payments are processed once the requests come in from Oneida Golf Enterprise; and that's to be done by December 16, 2016, seconded by Fawn Billie. Motion carried unanimously.*

**C. UNFINISHED BUSINESS****1. Approve recommendation to terminate appointment of Oneida Library Board member**

Sponsor: Tina Danforth, Tribal Chairwoman

*EXCERPT FROM NOVEMBER 23, 2016: Motion by David Jordan to defer the request back to the Chair's Office; and to request a recommendation be provided at the December 14, 2016, regular Business Committee meeting, in accordance with section 6-5 of the Comprehensive Policy Governing Boards, Committees, and Commissions, seconded by Lisa Summers. Motion carried unanimously.*

*EXCERPT FROM NOVEMBER 9, 2016: Motion by Lisa Summers to defer the remaining items to the November 23, 2016, regular Business Committee unless there are items that the Tribal Secretary can identify that need immediate attention by the Business Committee at which time the Tribal Secretary will ask for an E-Poll to be conducted to address those items, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**2. Final Monitoring Report regarding on-site performance review of Indian Housing Block Grant and Indian Community Development Block grant programs:****a. Accept funding recommendation regarding finding # 2016-IHBG-3**

Sponsors: Dale Wheelock, Executive Director/Oneida Housing Authority; Jacque Boyle, Director/Development Division-Operations; Larry Barton, Chief Financial Officer

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-

**DRAFT**

21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**b. Accept status report from Legislative Operating Committee regarding completion of tribal policy to address finding # 2016-IHGB-4**

Sponsor: Brandon Stevens, Councilman/ Legislative Operating Committee Chair

*EXCERPT FROM NOVEMBER 23, 2016: (1) Motion by Lisa Summers to accept the Final Monitoring Report regarding on-site performance review of the Indian Housing Block grant and Indian Community Development Block grant programs; and to move the report to open session, seconded by Fawn Billie. Motion carried unanimously. (2) Motion by Lisa Summers to assign the Oneida Housing Authority Director, Development Division Director, and the Chief Financial Officer to work together to identify the funds for open finding # 2016-IHGB-3; and for the recommendation to be brought back to the December 14, 2016, regular Business Committee meeting for consideration, noting the deadline of February 20, 2017, to transfer the funds, seconded by David Jordan. Motion carried unanimously. (3) Motion by Jennifer Webster to assign the Legislative Operating Committee to bring back a status report on the completion of tribal policy that would address finding # 2016-IHGB-4 for the December 14, 2016, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.*

*EXCERPT FROM NOVEMBER 9, 2016: Motion by Lisa Summers to defer the remaining items to the November 23, 2016, regular Business Committee unless there are items that the Tribal Secretary can identify that need immediate attention by the Business Committee at which time the Tribal Secretary will ask for an E-Poll to be conducted to address those items, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**3. Accept update regarding Duck Creek Trail strategy**

Sponsors: Nathan King, Director/Intergovernmental Affairs & Communications

*EXCERPT FROM NOVEMBER 23, 2016: Motion by Lisa Summers to direct the Intergovernmental Affairs & Communications Dept. and the Development Division to work with the Law Office regarding the right-of-way and signage issues; and to bring back an update to the December 14, 2016, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously.*

*EXCERPT FROM NOVEMBER 9, 2016: Motion by Lisa Summers to defer the remaining items to the November 23, 2016, regular Business Committee unless there are items that the Tribal Secretary can identify that need immediate attention by the Business Committee at which time the Tribal Secretary will ask for an E-Poll to be conducted to address those items, seconded by Tehassi Hill. Motion carried unanimously.*

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item “VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations” to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers



**DRAFT****D. NEW BUSINESS****1. Approve fifty-four (54) new enrollments**

Sponsor: Brandon Stevens, Councilman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**2. Review complaint # 2016-DR06-08 *(This item is scheduled to begin at 9:00 a.m.)***

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**3. Review complaint # 2016-DR06-09**

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**4. Review complaint # 2016-DR06-10**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**5. Accept update regarding Tribal Ombudsman position**

Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**DRAFT****6. Review results of Investigative Case # 16-61 and determine next steps**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**7. Approve Cooperative Governance Agreement between Oneida Nation and Town of Oneida – contract # 2016-1357**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

**XIII. ADJOURN**

Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously:

Ayes: Melinda J. Danforth, Tehassi Hill, Trish King, Jennifer Webster  
 Not Present: Fawn Billie, David Jordan, Brandon Stevens, Lisa Summers

Minutes prepared by Heather Heuer, Information Management Specialist  
 Minutes approved as presented on \_\_\_\_\_.

\_\_\_\_\_  
 Lisa Summers, Secretary  
 ONEIDA BUSINESS COMMITTEE

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

#### 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 December 16, 2016, special meeting minutes  
█

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1. <input type="text" value="December 16, 2016, special 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: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.



**DRAFT****Oneida Business Committee**

**Special Meeting**  
**9:00 a.m. Friday, December 16, 2016**  
**BC Conference Room, 2<sup>nd</sup> floor, Norbert Hill Center**

**Minutes – DRAFT****EXECUTIVE SESSION**

**Present:** Vice-Chairwoman Melinda J. Danforth, Treasurer Trish King, Council members: Fawn Billie, Tehassi Hill, David Jordan, Jennifer Webster;

**Not Present:** Secretary Lisa Summers;

**Arrived at:** Chairwoman Tina Danforth at 9:05 a.m., Councilman Brandon Stevens at 9:10 a.m.;

**Others present:** Jo Anne House, Larry Barton, Loucinda Conway, Jennifer Anderson, Tamara Vanschyndel, Louise Cornelius, Chad Fuss, Corey Topp, Keith Stoneburner, Ron Kirsch, Heather Heuer;

**I. CALL TO ORDER AND ROLL CALL** by Vice-Chairwoman Melinda J. Danforth at 9:02 a.m.

For the record: Secretary Lisa Summers is out of the office on personal time.

**II. OPENING****III. ADOPT THE AGENDA**

Motion by Tehassi Hill to adopt the agenda as presented, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Jennifer Webster  
 Not Present: Tina Danforth, Brandon Stevens, Lisa Summers

**IV. EXECUTIVE SESSION**

Motion by David Jordan to go into executive session at 9:02 a.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Jennifer Webster  
 Not Present: Tina Danforth, Brandon Stevens, Lisa Summers

*Chairwoman Tina Danforth arrives at 9:05 a.m. and assumes responsibility of the Chair.*

*Councilman Brandon Stevens arrives at 9:10 a.m.*

Motion by David Jordan to come out of executive session at 9:48 a.m., seconded by Trish King. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Jennifer Webster  
 Not Present: Lisa Summers

**DRAFT****A. Audit Committee**

Chair: Tehassi Hill, Councilman

**1. Approve RSM, US LLP presentation materials for January 16, 2017, Annual General Tribal Council Meeting**

Motion by David Jordan to approve the RSM, US LLP presentation materials for the January 16, 2017, Annual General Tribal Council Meeting, seconded by Trish King. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,  
Brandon Stevens, Jennifer Webster

Not Present: Lisa Summers

**2. Approve 2016 Year-End audited financial statements presented by RSM, US LLP auditors**

Motion by Melinda J. Danforth to approve the 2016 Year-End audited financial statements presented by RSM, US LLP auditors, seconded by David Jordan. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,  
Brandon Stevens, Jennifer Webster

Not Present: Lisa Summers

**V. ADJOURN**

Motion by David Jordan to adjourn at 9:49 a.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King,  
Brandon Stevens, Jennifer Webster

Not Present: Lisa Summers

Minutes prepared by Heather Heuer, Information Management Specialist  
Minutes approved as presented on \_\_\_\_\_.

\_\_\_\_\_  
Lisa Summers, Secretary  
ONEIDA BUSINESS COMMITTEE

### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**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: James Petitjean, Interim Asset. Development Division 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:

Approval of the 2017 BIA tribal transportation list. The purpose of the funding is to create safe roads, preventive maintenance and safe walkways. Road priority is based on the PASER system which evaluates roads based on current conditions. The BIA has notified me that the fair share awarded to Oneida Nation will be \$1,037,816.

Note: Ranch Rd and Town Rd belong to the town of Oneida but due to deteriorating road conditions these roads have been identified as a need. The roads are eligible for funding because Tribal members use them.

- 1) Save a copy of this form for your records.
- 2) Print this form as a \*.pdf *OR* print and scan this form in as \*.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)

# Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

## BC Resolution # \_ - - - -

### Resolution to Adopt the FY 2017-2020 Oneida Nation Tribal Transportation Improvement Plan (TTIP) and TTP Retained Services Agreement (RSA)

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

**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,** transportation plays an integral role in serving local infrastructure and community needs; and

**WHEREAS,** the Oneida General Tribal Council is the federally recognized governing body of the Tribal members of Oneida Tribe; and

**WHEREAS,** the Oneida General Tribal Council desires to provide adequate transportation facilities to meet the needs of the residents of Oneida Nation; and

**WHEREAS,** the Oneida Business Committee has worked to develop the 2017-2020 Oneida Nation Tribal Transportation Improvement Plan, which we are using to request the Bureau of Indian Affairs to incorporate into their Control Schedule Transportation Improvement Plan as a required step to help us receive our "Tribal Shares" funding, and

**WHEREAS,** the Oneida Business Committee agrees with the needs and priorities presented in the 2017-2020 Oneida Nation Tribal Transportation Improvement Plan; and

**NOW THEREFORE BE IT RESOLVED,** that the Oneida Business Committee supports and adopts the 2017-2020 Oneida Nation Tribal Transportation Improvement Plan for the projects listed in the attached CSTIP forms that were developed between us and the BIA for Tribal Shares funding along with corresponding TTP Retained Services Agreement (RSA).

Name of Tribe **ONEIDA NATION**

Current Year Annual Transportation Allocation **\$ 1,037,816**

Tribal Transportation Improvement Plan													
Priority	BIA Route #	Section	Project Length	Year of Constr	Road Name Location (Start and End Points) Description of Work	All Planning, Prelim Eng., Arch, Env, ROW Activities will be included as TOTAL PE costs per Project		Construction		Construction Engineering		Other	Total
						Estimated Cost	Who/How Work Done	Estimated Cost	Who/How Work Done	Estimated Cost	Who/How Work Done	Estimated Cost	Estimated Cost
1	NA	10	0.09	2017	<b>Aliskwit Court</b> Pulverize and Relay, minor drainage improvements	\$ 10,000	Tribe	\$ 30,000	Tribe	\$ 2,800	Tribe		\$ 42,800
2	NA	NA	2	2017	<b>Ranch Road</b> Reclaim existing road surface, new bituminous surface	\$ 25,000	Tribe	\$ 300,000	Tribe	\$ 25,000	Tribe		\$ 350,000
3	1033	10	0.23	2017	<b>Red Willow Parkway</b> Mill and Overlay	\$ 10,000	Tribe	\$ 40,000	Tribe	\$ 5,800	Tribe		\$ 55,800
4	1041	10	0.3	2017	<b>Skylark</b> Pulverize and Relay	\$ 15,000	Tribe	\$ 72,100	Tribe	\$ 10,000	Tribe		\$ 97,100
5	NA	10	0.3	2017	<b>Metoxen Rd</b> Reclaim existing road surface, new bituminous surface	\$ 7,500	Tribe	\$ 46,500	Tribe	\$ 7,500	Tribe		\$ 61,500
6	NA	NA	0.7	2017	<b>Town Rd</b> Pulverize and Relay, Minor Drainage Improvements	\$ 10,000	Tribe	\$ 234,616	Tribe	\$ 10,000	Tribe	\$ -	\$ 254,616
7	NA	NA	NA	2017	<b>TTP Road Maintenance</b> Crack Seal, patching for various roadways including Path Bear/Wolf							\$ 91,000	\$ 91,000
8	NA	NA	NA	2017	<b>Central Oneida - Pedestrian Infrastructure</b>							\$ 50,000	\$ 50,000
9	NA	NA	NA	2017	<b>Transportation Planning</b> (TTP Funds for Planning)							\$ 35,000	\$ 35,000
<b>FY17 Totals</b>												<b>\$ 1,037,816</b>	



Priority	BIA Route #	Section	Project Length	Year of Constr	Road Name Location (Start and End Points) Description of Work	All Planning, Prelim Eng., Arch, Env, ROW Activities will be included as TOTAL PE costs per Project		Construction		Construction Engineering		Other	Total
						Estimated Cost	Who/How Work Done	Estimated Cost	Who/How Work Done	Estimated Cost	Who/How Work Done	Estimated Cost	Estimated Cost
1	NA	10	0.75	2018	<b>Culbertson Road Culverts</b> Culvert/Bridge Replacement	\$ 50,000	Tribe	\$ 314,200	Tribe	\$ 50,000	Tribe		\$ 414,200
2	1059	10	0.49	2018	<b>Jonas Circle</b> Reclaim existing road surface, new bituminous surface	\$ 2,500	Tribe	\$ 14,000	Tribe	\$ 2,500	Tribe		\$ 19,000
3	1032	10	0.56	2018	<b>Poplar Lane</b> Reclaim existing road surface, new bituminous surface	\$ 25,000	Tribe	\$ 149,700	Tribe	\$ 10,000	Tribe		\$ 184,700
4	NA	NA	NA	2018	<b>Varioius Trails</b> Construction of new bituminous road surface	\$ 25,000	Tribe	\$ 134,916	Tribe	\$ 25,000	Tribe		\$ 184,916
5	NA	NA	NA	2018	<b>TTP Transportation Planning</b> (TTP Safety, Planning and Inventory work)							\$ 35,000	\$ 35,000
6	NA	NA	NA	2018	<b>TTP Road Maintenance</b> Crack Seal and Patching							\$ 150,000	\$ 150,000
7	NA	NA	NA	2018	<b>Central Oneida - Pedestrain Infrastructure</b>							\$ 50,000	\$ 50,000
<b>FY17 Total</b>												<b>\$ 1,037,816</b>	

Priority	BIA Route #	Section	Project Length	Year of Constr	Road Name Location (Start and End Points) Description of Work	All Planning, Prelim Eng., Arch, Env, ROW Activities will be included as TOTAL PE costs per Project		Construction		Construction Engineering		Other	Total
						Estimated Cost	Who/How Work Done	Estimated Cost	Who/How Work Done	Estimated Cost	Who/How Work Done	Estimated Cost	Estimated Cost
1	1032	10	0.27	2019	<b>Powless Drive</b> Reclaim existing road surface, new bituminous surface	\$ 25,000	Tribe	\$ 104,500	Tribe	\$ 25,000	Tribe		\$ 154,500
2	NA	10	0.1	2019	<b>Old Seymour Road Bridge</b> Bridge Replacement	\$ 50,000	Tribe	\$ 278,316	Tribe	\$ 50,000	Tribe		\$ 378,316
3	1307	10	0.22	2019	<b>Minoka Hill Drive</b> Mill and overlay	\$ 30,000	Tribe	\$ 150,000	Tribe	\$ 10,000	Tribe		\$ 190,000
4	NA	NA	NA	2019	<b>Various Trails</b>	\$ 15,000	Tribe	\$ 100,000		\$ 15,000		\$ -	\$ 130,000
5	NA	NA	NA	2019	<b>TTP Transportation Planning</b> (TTP Safety, Planning and Inventory work)							\$ 35,000	\$ 35,000
6	NA	NA	NA	2019	<b>TTP Road Maintenance</b> (TTP Construction Funds for TTP Road Maintenance)							\$ 150,000	\$ 150,000
<b>FY18 Total</b>												<b>\$ 1,037,816</b>	

Priority	BIA Route #	Section	Project Length	Year of Constr	Road Name Location (Start and End Points) Description of Work	All Planning, Prelim Eng., Arch, Env, ROW Activities will be included as TOTAL PE costs per Project		Construction		Construction Engineering		Other	Total
						Estimated Cost	Who/How Work Done	Estimated Cost	Who/How Work Done	Estimated Cost	Who/How Work Done	Estimated Cost	Estimated Cost
1	NA	10	1.13	2020	Seminary Road - Ranch to CTH E Realignment	\$ 50,000	Tribe	\$ 500,000	Tribe	\$ 50,000	Tribe		\$ 600,000
2	NA	10	0.1	2020	Various Trails	\$ 10,000	Tribe	\$ 232,816	Tribe	\$ 10,000	Tribe		\$ 252,816
3	NA	NA	NA	2020	TTP Transportation Planning (TTP Safety, Planning and Inventory work)							\$ 35,000	\$ 35,000
4	NA	NA	NA	2020	TTP Road Maintenance (TTP Construction Funds for TTP Road Maintenance)							\$ 150,000	\$ 150,000
<b>FY19 Total</b>												<b>\$ 1,037,816</b>	

<p><b>Project Information:</b></p> <p><b>BIA Route #</b> List all routes that will be worked on.</p> <p><b>Section</b> List only those sections that will be worked on along with corresponding length</p> <p><b>Location</b> List start and end points of where work will be performed (road names, rivers, end, etc.)</p> <p><b>Description of Work</b> List as much detail as you can including existing road type and work to be performed</p>	<p><b>Who/How Work Done: Possible Choices</b></p> <p><b>BIA</b> BIA will perform direct service (DS) work for the Tribe as outlined in a Retained Service Agreement (RSA) as approved/signed by the Tribe and BIA. (Self Determination, G2G, and Self Gov Tribes can all elect to receive these services)</p> <p><b>638</b> Self Determination Tribe will enter into a P638 contract with the BIA and either perform work with in-house staff or subcontract work out to consultant/contractor.</p> <p><b>Coop</b> Tribe can receive funding through a P638 contract, G2G, or Self Gov Agreement. Tribe will then enter into a 2-party (Coop) agreement with County, State, Township etc. who will usually serve as the lead agency for the project.</p> <p><b>Tribe</b> Tribe administers program/project through a Self Governance or G2G Agreement.</p>
<p><b>Estimated Cost:</b> Provide dollar amounts that you estimate will be required for each project/phase utilizing new funds from that year only. Prior year money obligated to contract should not be listed here.</p>	

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

#### 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 Resolution: Community Support Amendments

#### 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: Jennifer Falck, Director, Legislative Reference Office  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Candice Skenandore, Legislative Analyst, Legislative Reference Office  
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



TO: Oneida Business Committee *BS*  
 FROM: Brandon Stevens, LOC Chairperson  
 DATE: December 28, 2016  
 RE: Community Support Fund Law Amendments

---

Please find the following attached backup documentation for your consideration of the Community Support Fund Law Amendments:

1. Resolution: Community Support Fund Law Amendments
2. Statement of Effect: Community Support Fund Law Amendments
3. Community Support Fund Law Amendments Legislative Analysis
4. Community Support Fund Law (Redline)
5. Community Support Fund Law (Clean)
6. Community Support Fund Law Amendments Fiscal Impact Statement

#### *Overview*

This Resolution adopts amendments to the current Community Support Fund Policy. The amendments:

- Clarifying that the Fund is a fund of last resort.
- Requiring applicants to submit additional documentation when requesting assistance from the Fund.
- Removing provisions related to cost-sharing.
- Delegating administrative rulemaking authority to the Social Services Area (or designee), to promulgate additional rules governing the administration of the Community Support Fund.
- Revising the listed categories of things that funding can and cannot be provided for.
- Adding timelines and additional details to the appeal process.
- Requiring case managers to provide a written follow-up for all contact with an applicant.

In accordance with the Legislative Procedures Act, the first public meeting on the proposed law was held on October 29, 2015. On November 18, 2015, the LOC reviewed all comments received during the public comment period; and any changes made based on those comments have been incorporated into this draft. A second public meeting on the proposed law was held on November 3, 2016. On December 7, 2016, the LOC reviewed all comments received during the public comment period; and any changes made based on those comments have been incorporated into this draft.

#### **Requested Action**

Approve the Resolution: Community Support Fund Law Amendments.

**BC Resolution \_\_\_\_\_***Adoption of Community Support Fund Amendments*

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38

**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 Nation Constitution by the Oneida General Tribal Council; and

**WHEREAS**, the Oneida Business Committee originally adopted the Community Support Fund Policy (Policy) on May 15, 1996, and made amendments on January 8, 1997 and December 11, 2013; and

**WHEREAS**, these amendments re-title the Fund as a law instead of a policy; and

**WHEREAS**, these amendments clarify that the Fund is a fund of last resort; and

**WHEREAS**, these amendments eliminate the cost sharing provisions; and

**WHEREAS**, these amendments require operators of the Fund to create rules to manage the Fund including the list of categories the fund covers and funding caps; and

**WHEREAS**, these amendments revise the items specifically covered and not covered by the Fund; and

**WHEREAS**, these amendments add timelines for decisions regarding Fund applications and strengthen the appeal process with additional timelines; and

**WHEREAS**, public meetings were held for these amendments on October 29, 2015 and November 3, 2016, in accordance with the Legislative Procedures Act; and

**NOW THEREFORE BE IT RESOLVED**, that the fund operator shall create rules in accordance with these amendments and shall have the final rule(s) prepared within 120 calendar days; and

**NOW THEREFORE BE IT FURTHER RESOLVED**, that the attached amendments to the Community Support Fund are hereby adopted and shall become effective in 120 calendar days.





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



## Statement of Effect

### *Adoption of Community Support Fund Amendments*

#### *Summary*

This Resolution adopts amendments to the Community Support Fund which re-title the policy as a law, clarify various sections of the law, grant the Fund operator rulemaking authority and add additional items to the “items covered by the fund” and “items not covered by the fund” sections.

*By: Krystal L. John, Staff Attorney*

#### *Analysis*

This resolution adopts amendments to the Community Support Fund which was adopted by resolution BC-05-15-96-A and thereafter amended by resolutions BC-01-08-97-G and BC-12-11-13-D.

These amendments were initially pursued to clarify the provisions related to cost sharing. Additional revisions were also incorporated into these amendments based on requests from the fund operators and community members. These amendments clarify that the fund is a fund of last resort; eliminate cost sharing; grant the fund operators rulemaking authority; reassess the items specifically covered and not covered by the fund; and provide timelines for the appeal process.

Public meetings were held on October 29, 2015 and November 3, 2016 in accordance with the Legislative Procedures Act.

#### *Conclusion*

Adoption of these amendments does not conflict with the Nation’s laws.



Draft #11 (For OBC Consideration)  
December 14, 2016

## Community Support Fund Amendments

<i>Analysis by the Legislative Reference Office</i>					
<b>Title</b>	Community Support Fund Law (currently a policy)				
<b>Sponsor</b>	David P. Jordan	<b>Drafter</b>	Doug McIntyre, Jo Anne House, Krystal John	<b>Analyst</b>	Tani Thurner
<b>Requester &amp; Reason for Request</b>	This item was brought forward by LOC Chair Brandon Stevens, to clarify an inconsistency between the Policy and the adopting resolution. Additional changes are also made to update/streamline the draft, including re-titling it as a law.				
<b>Purpose</b>	The Law identifies requirements for how funds may be disbursed to Oneida members who are facing emergency situations.				
<b>Authorized/ Affected Entities</b>	Governmental Services Division Director, Social Services Area (or designee) administers the Fund.				
<b>Related Legislation</b>	There are various laws/policies which identify how Tribal funds would be disbursed; however nothing is directly related.				
<b>Enforcement &amp; Due Process</b>	Eligibility requirements; case manager decisions appealable to program director, then to area manager, then to the Judiciary – Court of Appeals.				
<b>Public Meeting Status</b>	A public meeting was held on October 29, 2015, and any comments received during the public comment period have been reviewed and considered by the LOC.				

### Overview

In December 2013, amendments were adopted to the Community Support Fund Policy. The adopting Resolution (OBC #12-11-13-D) said that the amendments specifically stated that persons who receive assistance from the Community Support Fund (the Fund) do not have to cost share if they are at or below Federal Poverty Guidelines. However, the policy, as amended, did not state this.

In order to reconcile that resolution with the Policy, the Legislative Operating Committee added this item to the Active Files List with the intent of amending the Policy to clarify that applicants do not have to cost share if they are at or below federal poverty guidelines.

However, instead of adding a provision which exempts applicants from cost-sharing if they are at or below federal poverty guidelines, other changes were made instead, based on requests from the fund administrators, and input from the community. The policy is also re-titled as a law, as part of a broader change to re-title existing Oneida policies into laws; since they are recognized as having the same legal effect. This new Law would become chapter 125 of the Oneida Code of Laws.

### Cost Sharing

Instead of adding that persons are not required to cost share if they are at or below Federal Poverty Guidelines; the amendments remove nearly every provision related to cost sharing. [Current policy, 3-1(f), 4-4(a), 5-1(b), 6-3]. Only one possibly related provision remains – the Law still says that security deposits must be paid back to the fund before the applicant may receive another security deposit in the future. However, even in this provision, there is no exception for applicants who are at or under Federal Poverty Guidelines. [125.6-2(b)]

### Other Changes

#### Rulemaking

- A definition for “Rule” is added – it means a set of requirements enacted in accordance with the Administrative Rulemaking law. [125.3-1(n)]

- 27 • The Social Services Area is responsible for the operation of the Fund but is now authorized to  
28 designate the operation of the fund to a department within its control. The Fund operator  
29 must now promulgate rules for administering the fund, instead of SOPs.
  - 30 ○ The rules are now required to include the list of categories the fund covers (which is  
31 set out in section 125.6-1) and to set caps (per event/household/person, depending on  
32 the category).
  - 33 ○ Rules may also include additional things not listed in the Law which the Fund will  
34 cover, as long as the rule does not conflict with this Law. [125.4-1]
- 35 • When determining the level of assistance that may be provided to an applicant, case  
36 managers must now consider the Fund’s “appropriate promulgated rules.” [125.5-1(d)]
- 37 • The Fund Operator is now required to establish, by Rule:
  - 38 ○ A “timeline for which an initial decision is required following the submission of a  
39 complete application”, which must include available extensions for when an applicant  
40 is waiting for another support/assistance resource to make a determination of an  
41 award/coverage. [125.9-1]
  - 42 ○ A definition for “essential appliances”. [125.6-1(m)]
- 43 • Currently, the Policy prohibits applicants from reapplying for the same catastrophic event,  
44 illness, injury or emergency event more than twice. Under the amendments, applicants are  
45 instead prohibited from reapplying for the same reason more than the limit stated within the  
46 Law or the Fund’s rules. [125.8-4(e)] There are three limits specifically identified in the Law,  
47 so unless additional limits are set out in rules, only the following will apply:
  - 48 ○ Inpatient treatment – a new limit is added: once per lifetime. [125.6-1(h)]
  - 49 ○ Security deposits – still limited one request per household, but new language adds  
50 that multiple, consecutive requests can be made. [125.6-2(c)]
  - 51 ○ Assistance with paying utilities – currently, assistance can only be requested once  
52 every three years; the amendments reduce it to once every two years. [125.6-3]

**Fund Coverage/Application**

53  
54  
55 Various changes were made to the lists of things that are specifically covered, or  
56 specifically not covered, by the Fund:

New Items specifically covered [125.6-1]	New Items specifically NOT covered [125.7-1]	Changes to items already covered by the Fund [125.6-1]
<ul style="list-style-type: none"> <li>➤ Inpatient Treatment</li> <li>➤ Fire recovery/natural disaster assistance</li> <li>➤ Home renovations for handicap accessibility</li> <li>➤ Family Medical Leave Act wage replacement</li> <li>➤ Rent and utility assistance during the waiting period for Social Security Disability Determination.</li> <li>➤ Appliance repair for essential appliances as defined in the rules which the Fund operator shall develop.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Homeless lodging assistance</li> <li>➤ Health membership fees</li> <li>➤ Food/personal care items</li> <li>➤ Stabilization rent assistance</li> <li>➤ Department of Corrections re-entry assistance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Instead of covering all health insurance payments, the Fund only covers COBRA Insurance Payments.”</li> <li>➤ The Fund may cover the <u>purchase of medical-related equipment, supplies, or furniture</u>, instead of just the rental of medical equipment.</li> <li>➤ Instead of generally covering “shelter and utilities where no other resources exist”, the Law instead states that “utility disconnections” are covered.</li> </ul>

57  
58  
59

**Other Changes**

- New language requires appeals of case manager’s decisions to be in writing, and timelines

- 60 for appeals are added. The Case Manager’s initial decision is now appealed to the Program  
61 Director, instead of to the Case Manager’s supervisor. In addition to requiring the Fund  
62 Operator to establish, by rule, a timeline for issuing an initial decision after an application is  
63 submitted, the Law adds that:
- 64 ○ The Case Manager’s initial decision must be appealed to the Program Director within 10  
65 business days after the applicant receives notice of that decision.
  - 66 ○ The Program Director must notify the applicant of their decision within 10 business days.
  - 67 ○ The Program Director’s decision must be appealed to the Area Manager within 10  
68 business days after the applicant receives notice of that decision.
  - 69 ○ The Area Manager must notify the applicant of their decision within 10 business days.
  - 70 ○ Instead of stating that the Area Manager’s decision may be appealed as a final decision to  
71 the Judiciary; the law states that the Area Manager’s decision may be directly appealed to  
72 the Oneida Court of Appeals in accordance with the Rules of Appellate Procedure.  
73 [125.9]
- 74 ● For applicants seeking assistance with travel expenses to attend a funeral for an immediate  
75 family member: assistance must still be provided as reimbursement after the travel; but a new  
76 exception is added – if the Fund operators establish a rule which allows for direct payment to  
77 the Travel provider from the Fund operator, then those types of payments may be able to be  
78 made in advance. However applicants can still only be reimbursed for mileage. [125.6-4]
  - 79 ● Applicants are now all required to provide additional supporting documentation, showing  
80 Tribal enrollment, and all household income for the 30 business days (*i.e.* roughly 6 weeks)  
81 immediately before applying. [125.8-2(c) and (d)]
  - 82 ● Funds can now benefit Tribal members only and can no longer be provided:
    - 83 ○ For minors who are eligible for enrollment but not enrolled [125.4-2], or
    - 84 ○ In situations where a non-Tribal member is applying on behalf of a Tribal member,  
85 unless the funds would benefit the Tribal member only. [125.4-2] (This appears to  
86 mean that funds could not be provided for things such as rent, utility bill assistance,  
87 etc.; if non-Tribal members lived in the same household as the Tribal member.  
88 However, this provision does not appear to prohibit funds being provided when a  
89 Tribal member directly requests the funds, but the funds would benefit others,  
90 including others who are not Tribal members.)
  - 91 ● The Governmental Services Division Director must report quarterly to the OBC, instead of  
92 semi-annually. [125.4-1(b)]
  - 93 ● Currently, the only non-Oneida persons who may apply for assistance on behalf of an Oneida  
94 member are the member’s parents and legal guardians. The amendments also allow non-Tribal  
95 persons with “legal responsibility” for a Tribal member to apply. [125.4-2(c)]
  - 96 ● Fund operators can limit (instead of just denying) benefits to applicants who have elected not  
97 to be covered by employer benefits such as disability or health insurance. [125.4-6]
  - 98 ● Applicants must now identify a preferred method of contact, which will be the primary  
99 method used to contact that person. Case Managers are now required to follow up on every  
100 contact with written correspondence. [125.8-1(b)]
  - 101 ● The definition of “applicant” is changed to clarify that it means the subject of an application,  
102 not a person applying on behalf of another person. [125.3-1(a)]
  - 103 ● The Law lists different examples of a catastrophic illness/injury that would involve continuing  
104 treatment due to a chronic serious health condition. [125.3-1(e)(2)]
  - 105 ● Currently, the Fund may be used for a “catastrophic event, illness, or injury.” The amendments  
106 add that assistance also covers an “emergency event.” [125.1 and 125.3-1(f)]

- 107 • A definition for “Reservation” is deleted as the term is not used in the law. Definitions for  
108 “severity” and “verification” are deleted as the terms are used in their ordinary and every day  
109 sense and do not require a definition. [Current policy, 3-1(n, o and r)]

110

**Other**

111

112

113

114

115

116

To reflect the 2015 Constitutional amendments, several references to the “Tribe” are replaced with references to the “Nation,” and a definition for “Nation” is added. [125.3-1(m)] Various other minor revisions were made to improve the language and organization of the document, and to ensure this document complies with standard drafting and formatting practices. These changes do not affect the content of the law.

**Considerations**

117

118

119

120

121

122

123

124

125

The Law now states that funds cannot be provided in situations where a non-Tribal member is applying for assistance on behalf of a Tribal member, unless the funds would benefit the Tribal member only. [125.4-2]. This appears to mean that funds could not be provided for things such as rent, utility bill assistance, etc.; if non-Tribal members lived in the same household as the Tribal member, because they would also benefit from the funds. However, this would not prohibit funds being provided when a Tribal member directly requests the funds, where the funds would benefit others, including others who are not Tribal members.) This is a policy call.

**Community Support Fund Policy**

**Title 1. Government and Finances – Chapter 125**

**COMMUNITY SUPPORT FUND**

**Kaya>takenh@sla tsi> niyukwana-t@y<**

**It is helpful where our community lays**

- 125.1. Purpose and Policy
- 125.2. Adoption, Amendment, Repeal
- 125.3. Definitions
- 125.4. Responsibilities, Eligibility and Qualifications
- 125.5. Priorities for Consideration
- 125.6. Items Covered by the Fund
- 125.7. Items not Covered by the Fund
- 125.8. Application Requirements
- 125.9. Appeal

**Article I-**

**125.1. Purpose and Policy**

125.1-1. Purpose. The purpose of this Policylaw is to assist the greatest number of Tribal members of the Oneida Tribe of Indians of WisconsinNation who apply for assistance to the Community Support Services Fund in times of a catastrophic event, illness-~~or,~~ injury or emergency event when no other resources for assistance exist.

125.1-2. Policy. It is the policy of the Oneida Tribe of Indians of WisconsinNation to assist their people in a time of need after a catastrophic event, illness-~~or,~~ injury or emergency event, when there is no other assistance available or all other assistance has been exhausted.

**Article II-125.2. Adoption, Amendment, Repeal**

125.2-1.- This Policyislaw was adopted by the Oneida Business Committee by resolution #BC-5-15-96-A; and amended by resolution #resolutions BC-01-08-97-G, and amended by resolution #BC-12-1-13-D and BC-\_\_\_\_\_.

125.2-2.- This Policylaw may be amended or repealed by the Oneida Business Committee and/or the Oneida General Tribal Council pursuant to the procedures set out in the Legislative Procedures Act.

125.2-3.- Should a provision of this Policylaw or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this Policylaw which are considered to have legal force without the invalid portion(s)-portions.

125.2-4.- In the event of a conflict between a provision of this Policylaw and a provision of another policylaw, the provisions of this Policylaw shall control.

125.2-5.- This Policylaw is adopted under authority of the Constitution of the Oneida Tribe of Indians of WisconsinNation.

**Article III-125.3. Definitions**

125.3-1.- This articlesection shall govern the definitions of words and phrases used within this policylaw. All words not herein-defined herein shall be used in their ordinary and everyday sense.

(a)- “Applicant” shall-meanmeans the person-applyingsubject of the application for assistance for themselves or on behalf of another person who is otherwise unable to do so due to age or incapacity.-

(b)- “Business Days”-shall-mean“days” means Monday through Friday 8:00 a.m. to



Draft #12– For OBC Consideration

12/28/16

33 | 4:30 p.m., ~~except for recognized~~excluding Nation holidays ~~as listed on the official~~  
 34 | ~~calendar of the Tribe.~~

35 | (c)– ~~“Case Manager” shall mean the~~manager” means an employee ~~of the Social~~  
 36 | ~~Services Area~~ responsible for administering ~~Community Support Services~~ Fund benefits  
 37 | ~~according to the established guidelines set forth below.~~

38 | (d)– ~~“Catastrophic event” shall mean~~means a natural or man-made incident, which  
 39 | results in substantial damage or loss requiring major financial resources to repair or  
 40 | recover (i.e. house fire, tornado, flood, or other disaster).

41 | (e)– ~~“Catastrophic illness or injury” shall mean~~means a serious debilitating illness,  
 42 | injury, impairment, or physical or mental condition that involves:

43 | (1) ~~in~~ In-patient care; ~~or~~

44 | (2) ~~a~~ A period of continuing treatment due to a chronic serious health condition  
 45 | ~~(asthma, diabetes, epilepsy~~such as chemotherapy/radiation, dialysis, daily/weekly  
 46 | therapy resulting from trauma, etc.); ~~or~~

47 | (3) ~~a~~ A period of illness or injury that is long-term due to a condition for which  
 48 | treatment may be ineffective (stroke, terminal disease, etc.); or

49 | (4) ~~receipt of multiple~~ Multiple treatments either for restorative surgery after an  
 50 | accident or other injury, or for a chronic condition. (i.e. cancer or kidney disease)

51 | ).

52 | (f)– ~~“Cost share” shall mean the request to have the applicant agree to contribute to the~~  
 53 | ~~cost of the assistance given.~~

54 | (g)– ~~“Emergency” shall mean~~ event” means a situation that poses an immediate risk to  
 55 | health, life, safety, property or environment. ~~Emergencies require urgent intervention to~~  
 56 | ~~prevent further illness, injury, death, or other worsening of the situation.~~

57 | (h)– ~~g) “Emergency medical travel” shall mean~~means an unexpected serious health  
 58 | situation or occurrence, requiring the immediate presence of immediate family. (i.e., end  
 59 | of life situation, life support, etc.)

60 | (i)– ~~h) “Fund” shall mean~~means the Community Support ~~Services~~ Fund.

61 | (j)– ~~i) “Immediate family” shall mean~~means that group of persons who make up a  
 62 | family unit normally defined as husband, wife, children, sister, brother, in-laws, step  
 63 | family, grandparents and grandchildren, and/or a person who has legal responsibility for ~~a~~  
 64 | ~~member of their immediate family~~the applicant.

65 | (k)– ~~j) “Legal guardian” shall mean~~means a person who has the legal authority to care  
 66 | for the personal and property interests of another person granted through Court order.

67 | (l)– ~~k) “Legal Responsibility” shall mean~~responsibility” means specific duties imposed  
 68 | upon a person to care or provide for another including liability for personal obligations as  
 69 | granted through a Power of Attorney or Court order.

70 | (m)– ~~l) “Major medical surgery” shall mean~~means a surgical procedure that carries a  
 71 | degree of risk to the patient’s life, or the potential for severe disability if something goes  
 72 | wrong during surgery. It is a surgical procedure that usually requires a patient to be put  
 73 | under general anesthesia and given respiratory assistance because he or she cannot  
 74 | breathe independently.

75 | (n)– ~~“Reservation” shall mean all the lands and waters within the exterior boundaries of~~  
 76 | ~~the Reservation of the Oneida Tribe of Indians of Wisconsin, as created pursuant to the~~  
 77 | ~~1838 Treaty with the Oneida 7 Stat. 566, and any lands added thereto pursuant to federal~~

78 ~~law.~~

79 ~~(m) “Nation” means the Oneida Nation.~~

80 ~~(n) “Rule” means a set of requirements enacted in accordance with the Administrative~~  
 81 ~~Rulemaking law.~~

82 ~~(o) “Severity” shall mean the verified rate or level of need.~~

83 ~~(p) “Shelter” shall mean mortgage payments or rent payments.~~

84 ~~(q) “Tribal or Tribe” shall mean” means the Oneida Tribe of Indians of~~  
 85 ~~Wisconsin Nation.~~

86 ~~(r) “Verification” shall mean the evidence or proof that confirms the accuracy or truth of~~  
 87 ~~the alleged catastrophic event, illness or injury and of Tribal membership (i.e., estimates,~~  
 88 ~~photographs, doctor statements/report, check stubs, tribal identification card/letter, etc.).~~

89 ~~Article IV. Social Service~~

90 ~~125.4. Responsibilities, Eligibility and Qualifications~~

91 ~~125.4-1. The Social Services Area of the Governmental Services Division shall create and~~  
 92 ~~administer be responsible for operation of the Fund, but may designate the operation of the Fund~~  
 93 ~~to a department within its control.~~

94 ~~(a) The Social Services Area shall create standard operating procedures operators of~~  
 95 ~~the Fund shall promulgate rules, for the administration of the Fund. that are consistent~~  
 96 ~~with this law. The standard operating procedures rules:~~

97 ~~(1) shall include the list of categories the Fund covers and a cap that sets sets the~~  
 98 ~~amount of assistance per event/ per household, except for funeral expenses which~~  
 99 ~~shall be set per event/-per person.~~

100 ~~(2) may include additional items not listed in section 125.6, as long as the rule~~  
 101 ~~does not conflict with this law.~~

102 ~~(b) The Governmental Services Division Director shall report semi-annually quarterly to~~  
 103 ~~the Oneida Business Committee. The report shall include, but is not limited to, the~~  
 104 ~~amount of Funds funds paid out under each category.~~

105 ~~(c) The Social Services area Area or designee shall ensure that the Tribal Nation’s~~  
 106 ~~membership is informed of what assistance is available through the Fund, how to apply~~  
 107 ~~for assistance, and specify who is eligible for assistance.~~

108 ~~125.4-2. Eligibility for assistance provided under the Fund is reserved for Tribal enrolled~~  
 109 ~~members. of the Nation. Applications may be made by a non-Tribal parent or legal guardian on~~  
 110 ~~member on the behalf of a Tribal an enrolled member, or minor eligible for enrollment of the~~  
 111 ~~Nation, provided Funds the requested funds will benefit the Tribal member or child of member~~  
 112 ~~only and the non-member has one (1) of the following relationships to the applicant.:~~

113 ~~(a) Is a parent of the applicant;~~

114 ~~(b) Is the legal guardian of the applicant; or~~

115 ~~(c) Has legal responsibility for the applicant.~~

116 ~~125.4-3. Residency within the State state of Wisconsin is not a prerequisite for assistance,~~  
 117 ~~except for requests for a security deposit in Section accordance with section 125.6-2.~~

118 ~~125.4-4. The Fund is a fund of last resort and provides assistance when there is no other~~  
 119 ~~financial assistance available.~~

120 ~~(a) Applicants will be asked to contribute a percentage of the or all other assistance being~~  
 121 ~~requested.~~

Draft #12– For OBC Consideration

12/28/16

123 | ~~(b) has been exhausted.~~ Applicants shall first seek out other resources that can meet the needs of  
 124 | their request. Proof of requesting assistance from other sources shall be provided with the  
 125 | application.

126 | ~~125.4-5.–~~ The following types of catastrophic events, illnesses or injuries qualify an applicant for  
 127 | assistance:

- 128 | (a)– ~~\_\_\_~~ Terminally ill;
- 129 | (b)– ~~\_\_\_~~ Physically challenged or incapacitated;
- 130 | (c)– ~~\_\_\_~~ Major medical surgery;
- 131 | (d)– ~~\_\_\_~~ Life threatening (i.e. ~~Cancer~~~~cancer~~, AIDS, ~~Stroke~~~~stroke~~, disabling injuries due to  
 132 | motor vehicle accident, etc.);
- 133 | (e)– ~~\_\_\_~~ Natural disaster (i.e. ~~Tornado~~~~tornado~~, fire, flood, etc.); and
- 134 | (f)–Death in immediate family as identified in section 125.6-1(n).

135 | ~~4-6. A Case Manager reserves the right to deny~~125.4-6. Assistance may be denied or limited  
 136 | for applicants who have elected not to be covered by employer benefits such as disability or  
 137 | health insurance.

138 | ~~125.4-7.–All~~ Except as otherwise provided in section 125.6-4, all payments shall be provided  
 139 | directly to the service provider. ~~However, funeral travel shall be reimbursed to the applicant.~~

140 | ~~125.4-8.–~~ Assistance available under the Fund is subject to change according to fiscal year  
 141 | funding levels.

142 | ~~125.4-9.–Tribal Programs~~ Oneida programs and ~~Enterprises~~enterprises are not eligible for  
 143 | these funds.

144 |  
 145 | ~~Article V.–~~125.5. Priorities for Consideration

146 | ~~125.5-1.–~~ The ~~Case Managers~~case manager shall determine the level of assistance to be provided  
 147 | based on:

- 148 | (a)– ~~\_\_\_~~ Severity of event, illness ~~or~~, injury or emergency event;
- 149 | (b)– ~~Ability of applicant to cost share~~
- 150 | ~~(c)–~~ \_\_\_ Cost (usual and customary fees);
- 151 | ~~(d)–~~ c) Amount of time elapsed since catastrophic event, illness ~~or~~, injury or emergency  
 152 | event occurred; and
- 153 | (d) The Fund's appropriate promulgated rules.

154 | ~~125.5-2.–~~ The ~~Case Manager~~case manager shall assess each individual case, prioritize and assist  
 155 | with immediate needs. Priorities are as follows:

- 156 | (a) Life-threatening emergency requests;
- 157 | (b) Emergency medical travel; and
- 158 | (c) Other needs.

159 |  
 160 | ~~Article VI.–~~125.6. Items Covered by the Fund

161 | ~~125.6-1.–~~ Requests for assistance from the Fund ~~must~~shall be tied to or be a result of a  
 162 | catastrophic event, illness ~~or~~, injury or emergency event. Upon verification of a catastrophic  
 163 | event, illness ~~or~~, injury or emergency event, the Fund may be used for the following:

- 164 | (a) ~~Health insurance, including~~ COBRA Insurance Payments;
- 165 | (b) Prescriptions not available through an ~~HHS Clinic~~Indian Health Services clinic;
- 166 | (c) Medical transportation/emergency medical travel ~~(including vehicle repairs)~~;
- 167 | (d) ~~Rental of medical~~Medical-related equipment, supplies, or furniture;

Draft #12– For OBC Consideration

12/28/16

- 168 (e) Medical bills (dental, optical, hospital) not covered by insurance;
- 169 (f) ~~Shelter and utilities~~ Mortgage payments and rent payments (including security  
 170 deposits), where no other resources exist ~~(including security deposits)~~ in accordance with  
 171 section 125.6-2;
- 172 ~~6-2. Requests~~ (g) Utility disconnections in accordance with section 125.6-3;
- 173 (h) Inpatient Treatment (with a limit of once per lifetime);
- 174 (i) Fire recovery/natural disaster assistance;
- 175 (j) Home renovations required for handicap accessibility;
- 176 (k) Family Medical Leave Act wage replacement;
- 177 (l) Waiting period for a Social Security Disability Determination rent and utility  
 178 assistance;
- 179 (m) Appliance repair for essential appliances as defined in the rules which the Fund  
 180 operator shall develop; and/or
- 181 (n) Travel expenses to arrange or attend a funeral for immediate family members outside  
 182 the state where an applicant resides, in accordance with section 125.6-4.
- 183 125.6-2. Security deposit. The Fund shall only provide assistance for a security deposit ~~shall~~  
 184 ~~be when it is~~ tied to or ~~be~~ a result of, a catastrophic event, illness ~~or~~ injury ~~and~~ ~~are~~ emergency  
 185 event, on an emergency basis which shall include, but is not limited to, pending eviction and  
 186 homelessness. Security deposit assistance is limited to Tribal members who are Wisconsin  
 187 residents only.
- 188 (a) The ~~Tribal member~~ applicant shall demonstrate the ability to fulfill the terms of the  
 189 rental lease. The ~~operators of the~~ Fund ~~does~~ shall not co-sign any lease.
- 190 (b) Security deposits are non-transferable and the amount paid for a security deposit shall  
 191 be paid back to the Fund ~~Program~~ before another security deposit is issued at any time in  
 192 the future.
- 193 (c) Only one (1) request per household ~~will~~ shall be considered; multiple consecutive  
 194 requests may be made.
- 195 ~~(d) Security deposits shall be issued on an emergency basis which shall include, but is~~  
 196 ~~not limited to, pending eviction and homelessness.~~
- 197 125.6-3. Requests for assistance Utilities. Assistance for the payment of utilities shall only  
 198 be allowed once every ~~three~~ ~~(3~~ two (2) years by the person listed as responsible to pay with the  
 199 utility company. ~~Those who~~
- 200 125.6-4. Funeral expenses. An applicant may receive assistance ~~in paying their utilities~~  
 201 ~~shall cost share those expenses by paying back fifty percent (50%) of the funds received within~~  
 202 ~~four (4) months. If those funds are not reimbursed to the fund by the required date, the~~  
 203 ~~Community Support Program may garnish the individual's per capita payments.~~
- 204 ~~6-4. Travel~~ with travel expenses, up to a maximum amount of five hundred dollars (\$500), to  
 205 arrange or attend a funeral for immediate family members outside the ~~State of~~ state where ~~an~~  
 206 ~~applicant resides shall be paid by the~~ the applicant ~~first, and~~ resides. Unless the rules allow for  
 207 direct payment to the travel provider by the Fund ~~shall reimburse those applicants for~~ Operator,  
 208 such assistance is required to be in the form of reimbursement, provided that mileage ~~or~~ airfare  
 209 expenses up to a maximum amount of five hundred dollars (\$500). assistance shall always be in  
 210 the form of reimbursement.
- 211

Draft #12– For OBC Consideration  
12/28/16

212 ~~Article VII~~ **125.7. Items not covered** **Covered** by the Fund

213 125.7-1.– The Fund ~~does~~ **shall** not ~~be used to~~ cover payments that are not for a catastrophic event,  
214 illness ~~or~~, injury or emergency event as defined above. The following is a list of items not  
215 covered by the Fund; however, this is not an exhaustive list:–

- 216 (a)– Car payments;  
217 (b)– Taxes;  
218 (c)– Credit card or ~~Charge~~ **charge** accounts;  
219 (d)– Commercial loans;  
220 (e)– Defaults/fines/bankruptcy charges;  
221 (f)– Expenses not tied to basic needs (~~Cable~~ **cable**, internet, memberships, etc.);  
222 (g)– Legal fees/court costs/judgments;  
223 (h) Homeless lodging assistance;  
224 (i) Health membership fees;  
225 (j) Food and personal care items;  
226 (k) Stabilization rent assistance; and  
227 (l) Department of Corrections re-entry assistance.

228 125.7-2.– ~~The Fund reserves the right to deny~~ Benefits may be denied or limit  
229 benefits limited if evidence is found regarding the applicant as to the following:

- 230 (a)– The catastrophic event, illness ~~or~~, injury or emergency event is the result of a  
231 violation of the law –as proven by a citation or criminal conviction;  
232 (b)– The applicant or others in the household benefiting from assistance from the Fund  
233 are non-compliant with the requirements of other ~~tribal~~ **Nation** programs, policies or laws  
234 (i.e. Zoning, etc.); and/or  
235 (c)– The applicant or others in the household benefiting from assistance from the Fund  
236 are non-compliant with the requirements of the Fund.

237 ~~If the Fund chooses~~ 125.7-3. When a decision is made to approve, deny, or limit benefits ~~under~~  
238 ~~this section,~~ the case manager shall provide an explanation of the decision ~~shall be~~ in writing  
239 ~~and provided~~ to the applicant with a copy placed in the Fund's applicant's file.

241 ~~Article VIII.~~ **125.8. Application Requirements**

242 125.8-1.– To be considered for assistance and before receiving assistance the applicant ~~must~~ **shall**  
243 complete the full application process. All applicants shall cooperate with the ~~Case Manager~~ **case**  
244 **manager** to assist the ~~Case Manager~~ **case manager** in comprehensively addressing the needs of the  
245 applicant. ~~(s).~~ Every application shall contain a space for the applicant to identify a preferred  
246 method of contact. This shall be the primary contact method. Case managers shall follow up  
247 every contact with written correspondence, in order to make responses to the applicant in a  
248 timely manner so as to meet the applicant's needs.

249 125.8-2.– Supporting documentation shall be ~~is~~ required in all cases. The applicant is  
250 responsible to provide all documentation requested by the ~~Case Manager.~~

- 251 ~~(a) case manager.~~ No assistance ~~shall~~ **may** be provided without sufficient documentation of ~~the:~~  
252 (a) The catastrophic event ~~or~~, illness ~~or~~, injury as requested by the Case Manager or  
253 emergency event;  
254 ~~(b) No assistance shall be provided without sufficient documentation~~ (b) Proof that the  
255 applicant sought assistance from other agencies with an explanation of benefits received  
256 or refusal of assistance by the other agencies;

Draft #12– For OBC Consideration  
12/28/16

- 257 (c) Enrollment in the Nation;  
 258 (d) All household income the last thirty (30) business days immediately prior to the  
 259 submission of the application; and  
 260 (e) Status of employment which shall include the following as applicable:  
 261 (1) Leave of absence paperwork;  
 262 (2) Balance of personal and vacation time accumulation; and  
 263 (3) Disability insurance or workmen’s compensation coverage.
- 264 125.8-3.– Documentation includes, but is not limited to:  
 265 (a)– Medical reports;  
 266 (b)– Bills or statements;  
 267 (c)– Estimates;  
 268 (d)– Letters;  
 269 (e)– Police or fire reports;  
 270 (f)– Obituary or formal notice of death;  
 271 (g)– Check stubs;  
 272 (h)– Pictures or photographs;  
 273 (i)– Applications for assistance from other agencies; and/or  
 274 (j)– Approval of assistance or denial of assistance letters from other agencies.
- 275 ~~8-4. Verification of status of employment is required and includes the following documentation:~~  
 276 ~~(a) Leave of absence paperwork~~  
 277 ~~(b) Balance of personal and vacation time accumulation~~  
 278 ~~(c) Disability insurance or workmen’s compensation coverage~~  
 279 ~~(d) Check stubs~~
- 280 ~~8-5.–125.8-4.~~ Requests submitted without supporting documentation shall be kept on file for  
 281 thirty (30) business days.  
 282 (a)– ~~A~~ The case manager shall request ~~for~~ additional information ~~by a Case Manager~~  
 283 ~~shall~~ be made provided when an application contains insufficient information to make an  
 284 informed decision.  
 285 (b)– Applicants may deliver, scan, fax, mail, or e-mail additional requested  
 286 information.  
 287 (c)– Failure to submit the requested information within the thirty (30) business days  
 288 ~~will~~shall result in closing the application file, with no further action taken in regard to  
 289 that application.  
 290 (d)– ~~Applicant~~ Applicants shall be sent a notice that the file has been closed and reason(s)  
 291 for the file being closed.  
 292 (e)– After the file is closed, the applicant shall start the application process over again  
 293 in order to be considered for assistance from the Fund. However, no applicant may re-  
 294 apply for the same catastrophic event, illness~~or,~~ injury or emergency event more than  
 295 ~~twice.~~ the limit stated within this law or the Fund’s rules.
- 296 ~~8-6. Application~~ 125.8-5. Applications for assistance shall be made within a reasonable time  
 297 period, not to exceed thirty (30) business days of a catastrophic event or illness~~or,~~ injury or  
 298 emergency event. Applications made after thirty (30) business days shall not be considered.  
 299



Draft #12– For OBC Consideration  
12/28/16

300 **Article IX. 125.9. Decision and Appeal**

301 125.9-1. Initial Decision. The Fund Operator shall include in the Fund rules a timeline for  
302 which an initial decision is required following the submission of a complete application. Such  
303 timeline shall include available extensions for circumstances wherein the applicant has a  
304 determination of award/coverage pending with another support/assistance resource.

305 125.9-2. Program Director Appeal. An appeal of the ~~Case Manager's~~ case manager's decision  
306 shall be ~~made to the Case Manager's supervisor. If the supervisor upholds the decision, it may~~  
307 ~~then be appealed to the Area Manager~~ requested in writing to the Program Director within ten  
308 (10) business days after receipt of notice of the Social Services Division. If initial decision.  
309 Within ten (10) business days after receiving the decision is upheld by appeal, the Area  
310 Manager, Program Director shall provide the applicant with notice of his or her decision may be  
311 appealed as a final on the matter.

312 125.9-3. Area Manager Appeal. An appeal of the Program Director's decision ~~to the~~ shall be  
313 requested in writing to the Area Manager within ten (10) business days after receipt of notice of  
314 the Program Director's decision. Within ten (10) business days after receiving the appeal, the  
315 Area Manager shall provide the applicant with notice of his or her decision on the matter.

316 125.9-4. Oneida Judiciary Appeal. An applicant may appeal a decision of the Area Manager to  
317 the Oneida Court of Appeals in accordance with the Rules of Appellate Procedure.

318  
319  
320 *End.*

---

Adopted - BC-5-15-96-A  
Amended - BC-1-8-97-G  
Amended - BC-12-11-13-D  
Amended - BC-

**Title 1. Government and Finances – Chapter 125**  
**COMMUNITY SUPPORT FUND**  
**Kaya>takenh@sla tsi> niyukwana=t@y<**  
*It is helpful where our community lays*

- 125.1. Purpose and Policy
- 125.2. Adoption, Amendment, Repeal
- 125.3. Definitions
- 125.4. Responsibilities, Eligibility and Qualifications
- 125.5. Priorities for Consideration

- 125.6. Items Covered by the Fund
- 125.7. Items not Covered by the Fund
- 125.8. Application Requirements
- 125.9. Appeal

**1 125.1. Purpose and Policy**

2 125.1-1. *Purpose.* The purpose of this law is to assist the greatest number of members of the  
3 Oneida Nation who apply for assistance to the Fund in times of a catastrophic event, illness,  
4 injury or emergency event when no other resources for assistance exist.

5 125.1-2. *Policy.* It is the policy of the Oneida Nation to assist their people in a time of need  
6 after a catastrophic event, illness, injury or emergency event, when there is no other assistance  
7 available or all other assistance has been exhausted.

8  
9 **125.2. Adoption, Amendment, Repeal**

10 125.2-1. This law was adopted by the Oneida Business Committee by resolution BC-5-15-96-A  
11 and amended by resolutions BC-01-08-97-G, BC-12-1-13-D and BC-\_\_\_\_\_.

12 125.2-2. This law may be amended or repealed by the Oneida Business Committee and/or the  
13 Oneida General Tribal Council pursuant to the procedures set out in the Legislative Procedures  
14 Act.

15 125.2-3. Should a provision of this law or the application thereof to any person or  
16 circumstances be held as invalid, such invalidity shall not affect other provisions of this law  
17 which are considered to have legal force without the invalid portions.

18 125.2-4. In the event of a conflict between a provision of this law and a provision of another  
19 law, the provisions of this law shall control.

20 125.2-5. This law is adopted under authority of the Constitution of the Oneida Nation.

21  
22 **125.3. Definitions**

23 125.3-1. This section shall govern the definitions of words and phrases used within this law.  
24 All words not defined herein shall be used in their ordinary and everyday sense.

- 25 (a) “Applicant” means the subject of the application for assistance.
- 26 (b) “Business days” means Monday through Friday 8:00 a.m. to 4:30 p.m., excluding  
27 Nation holidays.
- 28 (c) “Case manager” means an employee responsible for administering Fund benefits.
- 29 (d) “Catastrophic event” means a natural or man-made incident, which results in  
30 substantial damage or loss requiring major financial resources to repair or recover (i.e.  
31 house fire, tornado, flood, or other disaster).
- 32 (e) “Catastrophic illness or injury” means a serious debilitating illness, injury,  
33 impairment, or physical or mental condition that involves:

- 34 (1) In-patient care;
- 35 (2) A period of continuing treatment due to a chronic serious health condition  
36 (such as chemotherapy/radiation, dialysis, daily/weekly therapy resulting from

Draft #12– For OBC Consideration  
12/28/16

- 37 trauma, etc.);
- 38 (3) A period of illness or injury that is long-term due to a condition for which
- 39 treatment may be ineffective (stroke, terminal disease, etc.); or
- 40 (4) Multiple treatments either for restorative surgery after an accident or other
- 41 injury, or for a chronic condition. (i.e. cancer or kidney disease).
- 42 (f) “Emergency event” means a situation that poses an immediate risk to health, life,
- 43 safety, property or environment. Emergencies require urgent intervention to prevent
- 44 further illness, injury, death, or other worsening of the situation.
- 45 (g) “Emergency medical travel” means an unexpected serious health situation or
- 46 occurrence, requiring the immediate presence of immediate family. (i.e., end of life
- 47 situation, life support, etc.)
- 48 (h) “Fund” means the Community Support Fund.
- 49 (i) “Immediate family” means that group of persons who make up a family unit normally
- 50 defined as husband, wife, children, sister, brother, in-laws, step family, grandparents and
- 51 grandchildren, and/or a person who has legal responsibility for the applicant.
- 52 (j) “Legal guardian” means a person who has the legal authority to care for the personal
- 53 and property interests of another person granted through Court order.
- 54 (k) “Legal responsibility” means specific duties imposed upon a person to care or provide
- 55 for another including liability for personal obligations as granted through a Power of
- 56 Attorney or Court order.
- 57 (l) “Major medical surgery” means a surgical procedure that carries a degree of risk to
- 58 the patient’s life, or the potential for severe disability if something goes wrong during
- 59 surgery. It is a surgical procedure that usually requires a patient to be put under general
- 60 anesthesia and given respiratory assistance because he or she cannot breathe
- 61 independently.
- 62 (m) “Nation” means the Oneida Nation.
- 63 (n) “Rule” means a set of requirements enacted in accordance with the Administrative
- 64 Rulemaking law.
- 65 (o) “Tribal” means the Oneida Nation.

#### 66

#### 67 **125.4. Responsibilities, Eligibility and Qualifications**

68 125.4-1. The Social Services Area of the Governmental Services Division shall be responsible

69 for operation of the Fund, but may designate the operation of the Fund to a department within its

70 control.

- 71 (a) The operators of the Fund shall promulgate rules, for the administration of the Fund
- 72 that are consistent with this law. The rules:
- 73 (1) shall include the list of categories the Fund covers and a cap that sets the
- 74 amount of assistance per event/ per household, except for funeral expenses which
- 75 shall be set per event/per person.
- 76 (2) may include additional items not listed in section 125.6, as long as the rule
- 77 does not conflict with this law.
- 78 (b) The Governmental Services Division Director shall report quarterly to the Oneida
- 79 Business Committee. The report shall include, but is not limited to, the amount of funds
- 80 paid out under each category.
- 81 (c) The Social Services Area or designee shall ensure that the Nation’s membership is

Draft #12– For OBC Consideration  
12/28/16

82 informed of what assistance is available through the Fund, how to apply for assistance,  
83 and who is eligible for assistance.

84 125.4-2. Eligibility for assistance provided under the Fund is reserved for enrolled members of  
85 the Nation. Applications may be made by a non-member on the behalf of an enrolled member of  
86 the Nation, provided the requested funds will benefit the member only and the non-member has  
87 one (1) of the following relationships to the applicant:

- 88 (a) Is a parent of the applicant;
- 89 (b) Is the legal guardian of the applicant; or
- 90 (c) Has legal responsibility for the applicant.

91 125.4-3. Residency within the state of Wisconsin is not a prerequisite for assistance, except for  
92 requests for a security deposit in accordance with section 125.6-2.

93 125.4-4. The Fund is a fund of last resort and provides assistance when there is no other  
94 financial assistance available or all other assistance has been exhausted. Applicants shall first  
95 seek out other resources that can meet the needs of their request. Proof of requesting assistance  
96 from other sources shall be provided with the application.

97 125.4-5. The following types of catastrophic events, illnesses or injuries qualify an applicant for  
98 assistance:

- 99 (a) Terminally ill;
- 100 (b) Physically challenged or incapacitated;
- 101 (c) Major medical surgery;
- 102 (d) Life threatening (i.e. cancer, AIDS, stroke, disabling injuries due to motor vehicle  
103 accident, etc.);
- 104 (e) Natural disaster (i.e. tornado, fire, flood, etc.); and
- 105 (f) Death in immediate family as identified in section 125.6-1(n).

106 125.4-6. Assistance may be denied or limited for applicants who have elected not to be covered  
107 by employer benefits such as disability or health insurance.

108 125.4-7. Except as otherwise provided in section 125.6-4, all payments shall be provided  
109 directly to the service provider.

110 125.4-8. Assistance available under the Fund is subject to change according to fiscal year  
111 funding levels.

112 125.4-9. Oneida programs and enterprises are not eligible for these funds.

113

#### 114 **125.5. Priorities for Consideration**

115 125.5-1. The case manager shall determine the level of assistance to be provided based on:

- 116 (a) Severity of event, illness, injury or emergency event;
- 117 (b) Cost (usual and customary fees);
- 118 (c) Amount of time elapsed since catastrophic event, illness, injury or emergency event  
119 occurred; and
- 120 (d) The Fund's appropriate promulgated rules.

121 125.5-2. The case manager shall assess each individual case, prioritize and assist with  
122 immediate needs. Priorities are as follows:

- 123 (a) Life-threatening emergency requests;
- 124 (b) Emergency medical travel; and
- 125 (c) Other needs.

126

Draft #12– For OBC Consideration

12/28/16

**125.6. Items Covered by the Fund**

125.6-1. Requests for assistance from the Fund shall be tied to or be a result of a catastrophic event, illness, injury or emergency event. Upon verification of a catastrophic event, illness, injury or emergency event, the Fund may be used for the following:

- 131 (a) COBRA Insurance Payments;
- 132 (b) Prescriptions not available through an Indian Health Services clinic;
- 133 (c) Medical transportation/emergency medical travel including vehicle repairs;
- 134 (d) Medical-related equipment, supplies, or furniture;
- 135 (e) Medical bills (dental, optical, hospital) not covered by insurance;
- 136 (f) Mortgage payments and rent payments (including security deposits), where no other
- 137 resources exist in accordance with section 125.6-2;
- 138 (g) Utility disconnections in accordance with section 125.6-3;
- 139 (h) Inpatient Treatment (with a limit of once per lifetime);
- 140 (i) Fire recovery/natural disaster assistance;
- 141 (j) Home renovations required for handicap accessibility;
- 142 (k) Family Medical Leave Act wage replacement;
- 143 (l) Waiting period for a Social Security Disability Determination rent and utility
- 144 assistance;
- 145 (m) Appliance repair for essential appliances as defined in the rules which the Fund
- 146 operator shall develop; and/or
- 147 (n) Travel expenses to arrange or attend a funeral for immediate family members outside
- 148 the state where an applicant resides, in accordance with section 125.6-4.

125.6-2. *Security deposit.* The Fund shall only provide assistance for a security deposit when it is tied to or a result of a catastrophic event, illness injury or emergency event, on an emergency basis which shall include, but is not limited to, pending eviction and homelessness. Security deposit assistance is limited to Tribal members who are Wisconsin residents only.

- 153 (a) The applicant shall demonstrate the ability to fulfill the terms of the rental lease. The
- 154 operators of the Fund shall not co-sign any lease.
- 155 (b) Security deposits are non-transferable and the amount paid for a security deposit shall
- 156 be paid back to the Fund before another security deposit is issued at any time in the
- 157 future.
- 158 (c) Only one (1) request per household shall be considered; multiple consecutive
- 159 requests may be made.

125.6-3. *Utilities.* Assistance for the payment of utilities shall only be allowed once every two (2) years by the person listed as responsible to pay with the utility company.

125.6-4. *Funeral expenses.* An applicant may receive assistance with travel expenses, up to a maximum amount of five hundred dollars (\$500), to arrange or attend a funeral for immediate family members outside the state where the applicant resides. Unless the rules allow for direct payment to the travel provider by the Fund Operator, such assistance is required to be in the form of reimbursement, provided that mileage assistance shall always be in the form of reimbursement.

**125.7. Items not Covered by the Fund**

125.7-1. The Fund shall not be used to cover payments that are not for a catastrophic event, illness, injury or emergency event as defined above. The following is a list of items not covered

172 by the Fund; however, this is not an exhaustive list:

- 173 (a) Car payments;
- 174 (b) Taxes;
- 175 (c) Credit card or charge accounts;
- 176 (d) Commercial loans;
- 177 (e) Defaults/fines/bankruptcy charges;
- 178 (f) Expenses not tied to basic needs (cable, internet, memberships, etc.);
- 179 (g) Legal fees/court costs/judgments;
- 180 (h) Homeless lodging assistance;
- 181 (i) Health membership fees;
- 182 (j) Food and personal care items;
- 183 (k) Stabilization rent assistance; and
- 184 (l) Department of Corrections re-entry assistance.

185 125.7-2. Benefits may be denied or limited if evidence is found regarding the applicant as to the  
186 following:

- 187 (a) The catastrophic event, illness, injury or emergency event is the result of a violation  
188 of the law as proven by a citation or criminal conviction;
- 189 (b) The applicant or others in the household benefiting from assistance from the Fund are  
190 non-compliant with the requirements of other Nation programs, policies or laws; and/or
- 191 (c) The applicant or others in the household benefiting from assistance from the Fund are  
192 non-compliant with the requirements of the Fund.

193 125.7-3. When a decision is made to approve, deny, or limit benefits, the case manager shall  
194 provide an explanation of the decision in writing to the applicant with a copy placed in the  
195 applicant's file.

196

### 197 **125.8. Application Requirements**

198 125.8-1. To be considered for assistance and before receiving assistance the applicant shall  
199 complete the full application process. All applicants shall cooperate with the case manager to  
200 assist the case manager in comprehensively addressing the needs of the applicant(s). Every  
201 application shall contain a space for the applicant to identify a preferred method of contact. This  
202 shall be the primary contact method. Case managers shall follow up every contact with written  
203 correspondence, in order to make responses to the applicant in a timely manner so as to meet the  
204 applicant's needs.

205 125.8-2. Supporting documentation is required in all cases. The applicant is responsible to  
206 provide all documentation requested by the case manager. No assistance may be provided  
207 without sufficient documentation of:

- 208 (a) The catastrophic event, illness, injury or emergency event;
- 209 (b) Proof that the applicant sought assistance from other agencies with an explanation of  
210 benefits received or refusal of assistance by the other agencies;
- 211 (c) Enrollment in the Nation;
- 212 (d) All household income the last thirty (30) business days immediately prior to the  
213 submission of the application; and
- 214 (e) Status of employment which shall include the following as applicable:
  - 215 (1) Leave of absence paperwork;
  - 216 (2) Balance of personal and vacation time accumulation; and



Draft #12– For OBC Consideration  
12/28/16

- 217 (3) Disability insurance or workmen’s compensation coverage.
- 218 125.8-3. Documentation includes, but is not limited to:
- 219 (a) Medical reports;
- 220 (b) Bills or statements;
- 221 (c) Estimates;
- 222 (d) Letters;
- 223 (e) Police or fire reports;
- 224 (f) Obituary or formal notice of death;
- 225 (g) Check stubs;
- 226 (h) Pictures or photographs;
- 227 (i) Applications for assistance from other agencies; and/or
- 228 (j) Approval of assistance or denial of assistance letters from other agencies.
- 229 125.8-4. Requests submitted without supporting documentation shall be kept on file for thirty
- 230 (30) business days.
- 231 (a) The case manager shall request additional information be provided when an
- 232 application contains insufficient information to make an informed decision.
- 233 (b) Applicants may deliver, scan, fax, mail, or e-mail additional requested information.
- 234 (c) Failure to submit the requested information within the thirty (30) business days shall
- 235 result in closing the application file, with no further action taken in regard to that
- 236 application.
- 237 (d) Applicants shall be sent a notice that the file has been closed and reason(s) for the file
- 238 being closed.
- 239 (e) After the file is closed, the applicant shall start the application process over again in
- 240 order to be considered for assistance from the Fund. However, no applicant may re-apply
- 241 for the same catastrophic event, illness, injury or emergency event more than the limit
- 242 stated within this law or the Fund’s rules.
- 243 125.8-5. Applications for assistance shall be made within a reasonable time period, not to
- 244 exceed thirty (30) business days of a catastrophic event or illness, injury or emergency event.
- 245 Applications made after thirty (30) business days shall not be considered.
- 246



Draft #12– For OBC Consideration  
12/28/16

247 **125.9. Decision and Appeal**

248 125.9-1. *Initial Decision.* The Fund Operator shall include in the Fund rules a timeline for  
249 which an initial decision is required following the submission of a complete application. Such  
250 timeline shall include available extensions for circumstances wherein the applicant has a  
251 determination of award/coverage pending with another support/assistance resource.

252 125.9-2. *Program Director Appeal.* An appeal of the case manager’s decision shall be  
253 requested in writing to the Program Director within ten (10) business days after receipt of notice  
254 of the initial decision. Within ten (10) business days after receiving the appeal, the Program  
255 Director shall provide the applicant with notice of his or her decision on the matter.

256 125.9-3. *Area Manager Appeal.* An appeal of the Program Director’s decision shall be  
257 requested in writing to the Area Manager within ten (10) business days after receipt of notice of  
258 the Program Director’s decision. Within ten (10) business days after receiving the appeal, the  
259 Area Manager shall provide the applicant with notice of his or her decision on the matter.

260 125.9-4. *Oneida Judiciary Appeal.* An applicant may appeal a decision of the Area Manager to  
261 the Oneida Court of Appeals in accordance with the Rules of Appellate Procedure.

262  
263 *End.*

---

Adopted - BC-5-15-96-A  
Amended - BC-1-8-97-G  
Amended - BC-12-11-13-D  
Amended - BC-

## Handout

Finance



## MEMORANDUM

DATE: December 19, 2016

FROM: Rae Skenandore, Project Manager

TO: Larry Barton, Chief Financial Officer  
Ralinda Ninham-Lamberies, Assistant Chief Finance Officer

RE: **Financial Impact of Amendments to the Community Support Fund**

**I. Background**

Under consideration is a change to the existing policy concerning the Community Support Fund. Historically this funding was split into two separate programs; Catastrophic Fund and Community Support Fund. In 1996 the Community Support Program within the Governmental Services Division was delegated the responsibility to manage the funds as one Program. The Policy was first adopted by the Oneida Business Committee (OBC) Resolution 05-15-1996-A, amended by the OBC Resolution 01-08-1997-G, and BC-12-1-13-D. Public meetings were held October 29, 2015 and November 3, 2016.

The purpose of this law and the Community Support Fund is to assist the greatest number of members of the Oneida Nation who apply for assistance in a time of need after a qualified catastrophic event, illness, injury or emergency event, when there is no other assistance available or all other assistance has been exhausted.

As policies are amended, the Legislative Operating Committee (LOC) is retitling them as laws. The Legislative Procedures Act requires that all legislation, except as exempted through an emergency law, include a fiscal impact statement.

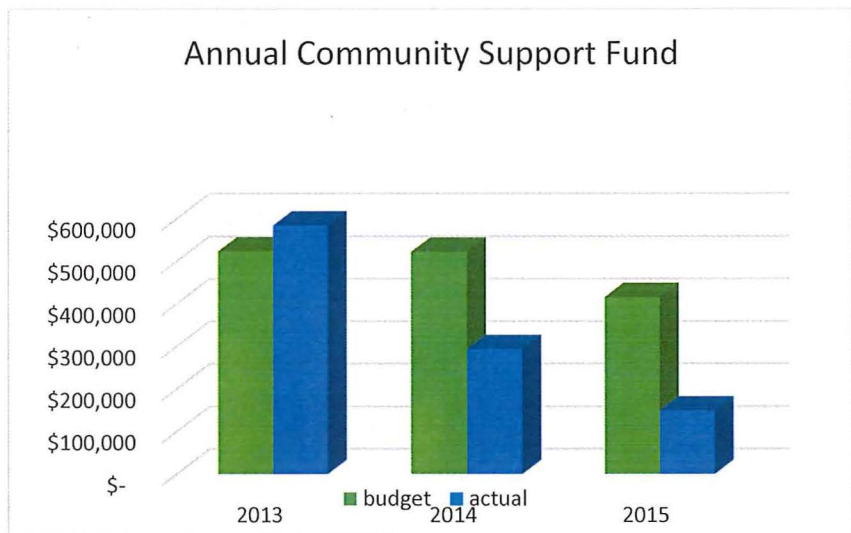
**II. Executive Summary of Findings**

A "Fiscal Impact Statement" means an estimate of the total fiscal year financial effects associated with legislation and includes startup costs, personnel, office, documentation costs, as

well as an estimate of the amount of time necessary for an agency to comply with the law after implementation. A fiscal impact statement identifies the estimated cost of approval of the legislation. Finance does NOT identify the source of funding for the estimated cost or allocate any funds to the legislation.

According to the Director of Community Economic Support, there are no additional startup, personnel, office, or documentation costs associated with the amendments. The amendments apply to eligibility, caps, cost sharing, and to the types of items covered. More detailed rules will be promulgated through the Administrative Rulemaking process, which also requires a fiscal analysis by the authorizing agency. The Community Support Fund budget to actual is reflected in the chart.

The proposed Amendments to the Policy provide the requirements and eligibility criteria for accessing the Program funds. The intent is to allow the existing funds to assist the greatest number of enrolled Oneida Nation members possible. Funds can be limited and prioritized based on the severity of the need. The fund is a “payer of last resort” and requires that all other financial assistance be exhausted prior to approval.



At this time, Community Economic Support does not anticipate any increase in their annual budget request. According to the Director of Community Economic Support, the funding and the program would cease serving clients if tribal contribution were depleted within the fiscal year. This coincides with the Law under 125.4-8 where it states that the assistance available under the Fund is subject to change according to fiscal year funding levels.

The estimated amount of time necessary for the agency to comply with the law and promulgate rules for the administration of the funds is 120 calendar days.

**III. Financial Impact**  
 No fiscal impact.

#### **IV.Recommendation**

The Finance Department does not make a recommendation in regards to course of action in this matter. Rather, it is the purpose of this report to disclose potential financial impact of an action, so that General Tribal Council has full information with which to render a decision.

### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Consider Oneida Seal & Flag law for adoption

**3. Supporting Materials**

Report  Resolution  Contract

Other:

1. <input type="text" value="Adoption Packet"/>	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: Jennifer Falck, LRO Director  
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



TO: Oneida Business Committee  
 FROM: Brandon Stevens, LOC Chairperson   
 DATE: December 28, 2016  
 RE: Oneida Nation Seal and Flag Law

Please find the following attached backup documentation for your consideration of the Oneida Nation Seal and Flag Law:

1. Resolution: Oneida Nation Seal and Flag Law
2. Statement of Effect: Oneida Nation Seal and Flag Law
3. Oneida Nation Seal and Flag Law Legislative Analysis
4. Oneida Nation Seal and Flag Law
5. Oneida Nation Seal and Flag Law Fiscal Impact Statement

#### Overview

This Resolution adopts the proposed Oneida Nation Seal and Flag Law. The proposed law:

- Recognizes the official Oneida Nation Seal and describe where the seal should be used *[see 116.4]*.
- Provides the Oneida Nation brand logo for use on all documents not authorized to use the Oneida Nation Seal *[see 116.4-3]*.
- Delegates rulemaking authority to the Oneida Nation Secretary to govern the placement, maintenance and authorized use of the Oneida Nation Seal *[see 116.4-4]*.
- Recognizes the importance of publically demonstrating the sovereign authority and jurisdiction of the Nation through the proper flying of the Oneida flag.
- Requires all current and future Oneida Nation owned buildings on the Reservation that fly the flag to do so pursuant to this law *[see 116.5-2]*.
- Identifies who is responsible for Flag duties *[see 116.5-2(a)]*.
- Provides the requirements for how the flag is to be displayed *[see 116.6]*.
- Provides for how the flag is to be respected *[see 116.7]*.
- Enforces provisions of the Oneida Nation Seal and Flag Law by stating that employees found violating this law may be subject to discipline in accordance with the Nation's laws, rules and policies governing employment *[see 116.8]*.

In accordance with the Legislative Procedures Act, the first public meeting on the proposed law was held on October 1, 2015. On November 4, 2015, the LOC reviewed all comments received during the public comment period; and any changes made based on those comments have been incorporated into this draft. A second public meeting on the proposed law was held on December

1, 2016. No comments were received during the second public meeting comment period ending on December 8, 2016.

**Requested Action**

Approve the Resolution: Oneida Nation Seal and Flag Law.



# Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



**BC Resolution # \_\_\_\_\_**  
**Oneida Nation Seal and Flag Law**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51

- 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 Seal and Flag Law (the "Law") recognizes the authority of the Oneida Nation to exercise the fundamental right of sovereignty and self-determination by setting forth the official governmental Seal and Flag for the Oneida Nation, its use and who shall be responsible for safekeeping and authorizing its use; and
- WHEREAS,** the Oneida Nation Seal is a unique symbol reserved for official government use which signifies the Nation's culture and sovereignty; and
- WHEREAS,** the Law sets forth which official government documents can use the seal, and provides the Oneida Nation brand logo for use on all other documents by all other Nation entities not authorized to use the seal; and
- WHEREAS,** the Law delegates rulemaking authority to the Oneida Nation Secretary to create rules that govern the placement, maintenance and authorized use of the seal; and
- WHEREAS,** the Oneida flag shall represent the jurisdiction and sovereignty of the Oneida Nation when flown; and
- WHEREAS,** the Law provides that all Oneida-owned buildings within the Reservation that currently possess flagpoles, stationary flagstuffs or other means to display a flag and those entities and Oneida-owned buildings that later establish the means to display a flag shall adhere to this law; and
- WHEREAS,** the Law provides details on how to properly display the flag, including details regarding location, time and occasions for display, conduct during hoisting, lowering or passing of the Oneida flag, position of the flag, manner of display, display of respect, and display off the Reservation; and
- WHEREAS,** the Law provides that no disrespect shall be shown to the Oneida flag, the United States flag, or the flags of any other country, Indian Tribe, state or locality, and then provides further standards on how to respect the flag ; and
- WHEREAS,** the Law states that employees found violating this law may be subject to discipline in accordance with the Nation's laws, rules and policies governing employment; and

52 **WHEREAS,** a first public meeting on the proposed law was held on October 1, 2015, in accordance  
53 with the Legislative Procedures Act, and comments received were reviewed and accepted  
54 by the Legislative Operating Committee on November 4, 2015; and  
55

56 **WHEREAS,** a second public meeting on the proposed law was held on December 1, 2016, in  
57 accordance with the Legislative Procedures Act, and no written or oral comments were  
58 received by the Legislative Operating Committee during the public comment period ending  
59 on December 8, 2016; and  
60

61 **NOW THEREFORE BE IT RESOLVED,** that the Oneida Nation Secretary shall create rules in accordance  
62 with these amendments and shall have the final rule(s) prepared within 60 calendar days; and  
63

64 **NOW THEREFORE BE IT FURTHER RESOLVED,** that the attached proposed Oneida Nation Seal and  
65 Flag Law is hereby adopted and shall become effective in 60 calendar days.



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



## Statement of Effect

### *Oneida Nation Seal and Flag Law*

#### *Summary*

This Resolution adopts the proposed Oneida Nation Seal and Flag Law (the “Law”).

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

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

This resolution adopts a new Oneida Nation Seal and Flag law. This Law recognizes the authority of the Oneida Nation to exercise the fundamental right of sovereignty and self-determination by setting forth the official governmental seal and flag for the Nation, its use and who shall be responsible for safe keeping and authorizing its use.

This proposed law sets forth the official Oneida Nation Seal, a unique symbol reserved for official government use which signifies the Nation’s culture and sovereignty. The Law sets forth which official government documents can use the seal. For documents not qualified to use the seal, the Law also provides the Oneida Nation brand logo for use by all other entities of the Nation. The Law also delegates rulemaking authority to the Oneida Nation Secretary to create rules that govern the placement, maintenance and authorized use of the official Oneida Nation Seal.

The Law sets forth that the Oneida Flag shall represent the jurisdiction and sovereignty of the Oneida Nation when flown. The Law states that all Oneida-owned buildings within the Reservation that currently possess flagpoles, stationary flagstaffs or other means to display a flag and those entities and Oneida-owned buildings that later establish the means to display a flag shall adhere to this law. The Law provides for who shall be responsible for duties relating to the flag, and then goes on to provide details on how to properly display the Oneida Nation Flag. Details on how to properly display the flag include location, time and occasions for display, the position of the flag, conduct during hoisting, lowering or passing of the Oneida flag, manner of display, display of respect, and display off the Reservation.

The Law states that no disrespect shall be shown to the Oneida flag, the United States flag, or the flags of any other country, Indian Tribe, state or locality. The Law then further sets standards for respecting the flag.

Additionally, the Law discusses enforcement and provides that employees found violating this law may be subject to discipline in accordance with the Nation’s laws, rules and policies governing employment.

The first public meeting on the proposed law was held on October 1, 2015, in accordance with the Legislative Procedures Act. On November 4, 2015, the LOC reviewed all comments received

during the public comment period; and any changes made based on those comments have been incorporated into this draft. A second public meeting on the proposed law was held on December 1, 2016. No comments were received during the second public meeting comment period ending on December 8, 2016.

***Conclusion***

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



## Oneida Nation Seal and Flag

5

<i>Analysis by the Legislative Reference Office</i>					
<b>Title</b>	Oneida Nation Seal and Flag				
<b>Sponsor</b>	Jennifer Webster	<b>Drafter</b>	Clorissa N. Santiago	<b>Analyst</b>	Maureen Perkins
<b>Requester &amp; Reason for Request</b>	Oneida Business Committee The OBC deferred the law to the LOC because ONVAC was receiving complaints from non-Tribal members on how the Nation's Flag is displayed. ONVAC has concerns that there is no protocol for those who oversee flag responsibilities. The official Oneida Nation seal was added to this law once it was developed.				
<b>Purpose</b>	The purpose of this law is for the Oneida Nation to exercise the fundamental right of sovereignty and self-determination by setting forth the official governmental Seal and Flag for the Oneida Nation, its use and who shall be responsible for safekeeping and authorizing its use [see 116.1-1].				
<b>Authorized/ Affected Entities</b>	All of the Nation's entities and Oneida-owned buildings within the reservation that currently possess or will possess flag poles, stationary flagstuffs or other means to display a flag must adhere to this law [see 116.5-2].				
<b>Related Legislation</b>	Where the law is ambiguous or does not address a situation, the Federal Flag Code can be used as a guide [see 116.4-1]. Personal Policies and Procedures, Administrative Rulemaking				
<b>Enforcement &amp; Due Process</b>	Where the law is ambiguous or does not address a situation, the Federal Flag Code can be used as a guide [see 116.4-1]. An employee can grieve any disciplinary action pursuant to the Nation's laws, rules and policies governing employment [see <i>Personnel Policies and Procedures, Section V.D.3</i> ].				
<b>Public Meeting Status</b>	A public meeting was held on October 1, 2015, and public comments submitted during the public meeting and ensuing public comment period have been considered in the preparation of this draft. A second public meeting was held December 1, 2016.				

6

7

### Overview

8 After receiving a number of complaints on how the Oneida Flag (Flag) and US flag are  
9 flown within the Reservation, the Oneida Nation Veteran's Affairs Committee (ONVAC)  
10 requested that legislation be developed to provide for a consistent way in which the Oneida  
11 Nation displays the Flag. On April 22, 2015, the Oneida Business Committee (OBC) made a  
12 motion to "request the Legislative Operating Committee to develop a flag code policy . . ." The  
13 Federal Flag Code was used as guide in developing this law. In addition, collaboration with  
14 ONVAC representatives also participated in creating this law. The Oneida Nation Seal was  
15 added to this law to regulate the use of the official Oneida Nation Seal and logo. This law:

16

17

18

- Recognizes the importance of exercising the fundamental right of sovereignty and self-determination of the Oneida Nation by setting forth the official governmental seal and

Draft # 6 to Draft 7  
2017 01 11

- 19 flag *[see 116.1-1]*.
- 20     ▪ Reserves use of the Oneida Nation Seal to authenticate official government minutes,  
21 resolutions, publications, correspondence, documents, and contracts *[see 116.4-2]*. All  
22 other documents are to use the Oneida logo *[see 116.4-3]*.
- 23     ▪ Grants the Oneida Secretary rulemaking authority to create rules to govern the placement,  
24 maintenance and authorized use of the official Oneida Nation Seal *[see 116.3-1(g) and*  
25 *116.4-4]*.
- 26     ▪ Requires all current and future Oneida entities and Oneida-owned buildings on the  
27 reservation that fly the Oneida Flag to do so pursuant to this law *[see 116.5-2 and 116.3-*  
28 *1(d)]*.
- 29     ▪ Identifies who is responsible for Oneida Flag duties and if an employee violates this law,  
30 he/she can be disciplined *[116.5-2(a) and 116.8]*.
- 31     ▪ Explains how the Flag is to be respected *[see 116.6-5]*.
- 32     ▪ Lists the requirements for how the Flag is to be displayed *[see 116.6]*.
- 33     ▪ Identifies that the Flag is to be displayed outside of the Reservation; the proper display  
34 protocol of the jurisdiction shall be followed *[see 116.6-6]*.
- 35     ▪ Identifies respect for the flag including how the Oneida Flag is to be disposed of when no  
36 longer fit for display; preferably by burning *[see 116.6-7(k)]*.
- 37     ▪ Employees who violate this law may be subject to discipline according to the Nation's  
38 laws, rules and policies governing employment *[see 116.8]*. Currently this refers to the  
39 Personnel Policies and Procedures.
- 40

#### Oneida Nation Seal

- 41
- 42     ▪ The current version of the Real Property Law names the Land Commission as the  
43 authorized entity to have made and provided to the Division of Land Management the  
44 seal of the Oneida Tribe *[see 67.12-6]*. The Real Property Law Amendments currently  
45 under consideration remove this provision and instead name the Nation's Secretary as  
46 providing the Division of Land Management with the Nation's Seal *[see 601.10-5 of*  
47 *current Real Property Law Amendments]*.
- 48

#### Considerations

49

50 The Legislative Operating Committee may want to consider the following:

- 51     ▪ There are several versions of the Oneida Flag currently being flown. The LOC may want  
52 to consider a resolution recognizing an official Oneida Flag.
- 53     ▪ The enforcement mechanism for this law only covers employees *[see 116.8]*. The LOC  
54 may want to consider a penalty for Tribal Members who are not employees of the Nation  
55 and elected or appointed officials who violate this law.
- 56
- 

57  
58

**Title 1. Government and Finances – Chapter 116**  
**ONEIDA NATION SEAL AND FLAG**  
**On<yote>a-k@ Kak^hote> Kayani^hsla>**  
*People of the standing stone – cloth standing up – laws*

116.1. Purpose and Policy  
 116.2. Adoption, Amendment, Repeal  
 116.3. Definitions  
 116.4. Oneida Nation Seal

116.5. Oneida Nation Flag  
 116.6. Display of the Oneida Flag  
 116.7. Respect for Flag  
 116.8. Enforcement

**116.1. Purpose and Policy**

116.1-1. *Purpose.* The purpose of this law is for the Oneida Nation to exercise the fundamental right of sovereignty and self-determination by setting forth the official governmental Seal and Flag for the Oneida Nation, its use and who shall be responsible for safekeeping and authorizing its use.

116.1-2. *Policy.* The Oneida Nation Seal is a unique symbol reserved for official government use which signifies the Nation’s culture and sovereignty. The Oneida Flag shall represent the jurisdiction and sovereignty of the Oneida Nation when flown.

**116.2. Adoption, Amendment, Repeal**

116.2-1. This law was adopted by the Oneida Business Committee by resolution \_\_\_\_\_.

116.2-2. This law may be amended or repealed by the Oneida Business Committee and/or the Oneida General Tribal Council pursuant to the procedures set out in the Legislative Procedures Act.

116.2-3. Should a provision of this law or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this law which are considered to have legal force without the invalid portions.

116.2-4. In the event of a conflict between a provision of this law and a provision of another law, the provisions of this law shall control.

116.2-5 This law is adopted under authority of the Constitution of the Oneida Nation.

**116.3. Definitions**

116.3-1. This section shall govern the definitions of words or phrases used within this law. All words not defined herein shall be used in their ordinary and everyday sense.

(a) “Half-staff” means the position of the flag when it is one-half (1/2) the distance between the top and bottom of the staff.

(b) “Nation” means the Oneida Nation.

(c) “Oneida Flag” means the official flag of the Oneida Nation.

(d) “Oneida-owned building” means a building wholly owned and/or operated by the Nation within the boundaries of the Reservation, and to such other lands as may be hereafter added thereto within or without said boundary lines under any law of the United States, except as otherwise provided by law.

(e) “Proper illumination” means a light specifically placed to illuminate the flag or having a light source sufficient to illuminate the flag so it is recognizable by the casual observer.

(f) “Reservation” means all the land within the exterior boundaries of the reservation of the Oneida Nation, as created pursuant to the 1838 Treaty with the Oneida, 7 Stat.



566, and any lands added thereto pursuant to federal law.

(g) “Rule” means a set of requirements, including citation fees and penalty schedules, enacted by the Oneida Nation Secretary in accordance with the Administrative Rulemaking law based on authority delegated in this law in order to implement, interpret and enforce this law.

(h) “Seal” means the governmental seal of the Oneida Nation used to authenticate governmental documents and actions.

#### **116.4. Oneida Nation Seal**

116.4-1. The Oneida Nation Seal shall be as set forth in the following graphic:



116.4-2. The Seal shall appear on the following documents:

- (a) at the top of all minutes and resolutions of the Oneida Business Committee, Oneida Business Committee Standing Committees and General Tribal Council;
- (b) on all publications authorized by the Oneida Nation;
- (c) on all official correspondence of the Oneida Nation;
- (d) on all official documents of the Oneida Nation; and
- (e) on all official contracts of the Oneida Nation.

116.4-3. The Oneida Nation Seal shall be reserved specifically for all official government documents described in 116.4-2. All other documents are to use the Oneida logo. All Oneida Nation entities shall use the brand logo in any place that our historic logo/seal or other departmental logo were located and utilized. The Oneida logo shall be set forth in the following graphic:



116.4-4. *Oneida Nation Secretary Rulemaking Authority.* The Oneida Nation Secretary shall create rules to govern the placement, maintenance and authorized use of the official Oneida Nation Seal.

#### **116.5. Oneida Nation Flag**

116.5-1. Where this law is ambiguous or does not address a situation, the Federal Flag Code may be used as a guide.

116.5-2. All Oneida-owned buildings within the Reservation that currently possess flagpoles, stationary flagstuffs or other means to display a flag and those entities and Oneida-owned buildings that later establish the means to display a flag shall adhere to this law.

- (a) The building manager or their equivalent of each Oneida-owned building shall appoint a designee to perform the duties set within this law.

#### **116.6. Display of the Oneida Flag**

116.6-1. *Location, time and occasions for display.* As the Oneida Flag represents the Nation's sovereignty, it shall be displayed according to the following requirements:

- (a) The Oneida Flag may be displayed on all days.
- (b) The Oneida Flag may only be displayed from sunrise to sunset on buildings and on stationary flagstuffs in the open. However, the flag may be displayed twenty-four (24) hours a day if the Oneida Flag is an all-weather flag and is properly illuminated during the hours of darkness.
- (d) The Oneida Flag shall be displayed during school days near each of the Nation's schools and inside each classroom.
- (e) The Oneida Flag shall be displayed in and near every polling place within the reservation on the Nation's election days.
- (f) The Oneida Flag may be mandated to be displayed through resolution of the Oneida Business Committee.

116.6-2. *Conduct during hoisting, lowering or passing of the Oneida Flag.* The Oneida Flag shall be hoisted briskly and lowered ceremoniously.

116.6-3. *Position of the Flag.* The position of a flag is an important symbol of prominence and sovereignty, therefore the following requirements shall be adhered to:

- (a) When flags of two or more countries or Indian Tribes are displayed, the flags are to be flown from separate flagstuffs or flag poles that are displayed at the same height and shall be approximately of equal size.
  - (i) The Oneida Nation has a number of buildings with uneven flag poles. Until it is financially feasible to change the existing flag poles to allow the Oneida Flag and United States flag to fly at the same height, the United States flag shall fly from the highest flag pole, when appropriate, and the Oneida Flag shall fly from the flag pole furthest to the right to show prominence. Additionally, any future flag poles shall be constructed in such a way that complies with this law.
- (b) The Oneida Flag shall be displayed to the furthest right in the position of superior prominence.
- (c) When other flags are flown from adjacent staffs, the Oneida Flag shall be hoisted first and lowered last.
- (d) When flags of other states, localities or pennants of societies are flown on the same halyard with the Oneida Flag, the Oneida Flag shall always be at the top.

116.6-4. *Manner of Display.* The Oneida Flag shall be displayed as follows:

- (a) When carried in a procession with another flag or flags, the Oneida Flag shall be either on the marching right; that is, the Flag's own right, or, if there is a line of other flags, in front of the center of that line.
- (b) When the Oneida Flag is displayed with another flag against a wall from crossed staffs, the Oneida Flag shall be on the right, the Flag's own right, and its staff shall be in front of the staff of the other flag.
- (c) The Oneida Flag shall only be displayed horizontally against a wall, the Oneida Flag shall be placed in the upright position. When displayed in a window, the flag shall be displayed in the upright position facing the appropriate way to an observer outside the building.
- (d) When the Oneida Flag is displayed over the middle of the street, the Oneida Flag shall be suspended horizontally and shall be placed in the upright position.

(e) When used on a speaker's platform, the flag, if displayed flat, shall be displayed above and behind the speaker. When displayed from a staff in a church or public auditorium, the Oneida Flag shall hold the position of superior prominence, in advance of the audience, and in the position of honor at the clergy's or speaker's right as he or she faces the audience. Any other flag so displayed shall be placed on the left of the clergyman or speaker or to the right of the audience.

(f) When the Oneida Flag is suspended across a corridor or lobby, it shall be suspended in the upright position facing the main entrance.

(g) The Oneida Flag shall form a distinctive feature of the ceremony of unveiling a statue or monument, but it shall never be used as the covering for the statue or monument.

116.6-5. *Display of Respect.* At certain times, the Oneida Flag shall be lowered to half-staff as a sign of respect. In doing so, the Flag shall be first hoisted to the peak for an instant and then lowered to the half-staff position. The Oneida Flag shall be again raised to the peak before it is lowered for the day.

(a) On or prior to the following days, the Oneida Flag shall be lowered to half-staff:

- (i) Oneida Code Talker Day
- (ii) Memorial Day
- (iii) Flag Day
- (iv) Veteran's Day

(b) As a sign of respect, when the United States flag is lowered to half-staff, the Oneida Flag shall also be lowered.

(c) By a directive of the Oneida Business Committee Chairperson, or his or her designee if the Oneida Business Committee Chairperson is not available, the Oneida Flag shall be flown at half-staff upon the death of a member of the Nation and remain at half-staff until after the funeral.

(d) The Oneida Flag shall be lowered to half-staff by directive of the Oneida Business Committee Chairperson for other reasons he or she deems appropriate.

116.6-6. *Display Off Reservation.* When outside of the boundaries of the Reservation, the proper display protocol of the jurisdiction shall be followed.

### **116.7. Respect for Flag**

116.7-1. No disrespect shall be shown to the Oneida flag, the United States flag or the flags of any other country, Indian Tribe, state or locality.

(a) During the ceremony of hoisting or lowering the Oneida Flag or when the Oneida Flag is passing in a parade or in review, all persons present shall face the flag and stand at attention.

(b) The Oneida Flag and United States flag shall not be dipped to any person or thing. Regimental colors, state flags, and organization or institutional flags shall be dipped as a mark of honor.

(c) The Oneida Flag shall never be displayed upside down.

(d) The Oneida Flag shall never touch anything beneath it, such as the ground, the floor, or water.

(e) The Oneida Flag shall never be carried flat or horizontally, but always aloft and free.

(f) The Oneida Flag shall never be draped, drawn back, tied up, folded, but always allowed to fall free.

- (g) The Oneida Flag shall never be fastened, displayed, used, or stored in such a manner as to permit it to be easily torn, soiled, or damaged in any way.
- (h) The Oneida Flag shall never be used as a covering for a ceiling.
- (i) The Oneida Flag shall never have placed upon it, nor on any part of it, nor attached to it any mark, insignia, letter, word, figure, design, picture, or drawing of any nature besides the Oneida Flag's design.
- (j) The Oneida Flag shall never be used as a receptacle for receiving, holding, carrying, or delivering anything.
- (k) The Oneida Flag, when it is in such condition that it is no longer a fitting emblem for display, shall be destroyed in a dignified way, preferably by burning.

**116.8. Enforcement**

116.8-1. Employees found violating this law may be subject to discipline in accordance with the Nation's laws, rules and policies governing employment.

*End.*

---

# MEMORANDUM

DATE: December 27, 2016  
FROM: Rae Skenandore, Project Manager  
TO: Larry Barton, Chief Financial Officer  
Ralinda Ninham-Lamberies, Assistant Chief Financial Officer  
RE: **Fiscal Impact of the Oneida Nation Seal and Flag Law**

## I. Background

The Legislative Operating Committee (LOC) has requested a Financial Impact Statement on draft six of the Oneida Nation Seal and Flag Law. This is a new Law and a public meeting was held on October 1, 2015 and then again on December 15, 2016 once the official seal was added to the Law. According to the Legislative Reference Office, the new law contains the following:

- Recognizes the importance of exercising the fundamental right of sovereignty and self-determination of the Oneida Nation by setting forth the official governmental seal and flag.
- Reserves use of the Oneida Nation Seal to authenticate official government minutes, resolutions, publications, correspondence, documents, and contracts.
- All other documents are to use the (official) Oneida logo.
- Grants the Oneida Secretary Rulemaking authority to create rules to govern the placement, maintenance and authorized use of the official Oneida Nation Seal.
- Requires all current and future Oneida entities and Oneida Nation-owned buildings on the reservation that fly the Oneida Flag to do so pursuant to this law; excluding Oneida enterprises.
- Identifies who is responsible for Oneida Flag duties and if an employee violates this law, he/she can be disciplined in accordance with the blue book; (Personnel Policies and Procedures).
- Explains how the Flag is to be respected.
- Lists the requirements for how the Flag is to be displayed.

- Identifies how the Flag is to be displayed outside of the reservation
- Employees who violate this law may be subject to discipline according to the Nation's laws, rules and policies governing employment

## II. Executive Summary of Findings

A "Fiscal impact statement" means an estimate of the total fiscal year financial effects associated with legislation and includes startup costs, personnel, office, documentation costs, as well as an estimate of the amount of time necessary for an agency to comply with the law after implementation. Finance does NOT identify the source of funding for the estimated cost or allocate any funds to the legislation.

This Law has impacts Tribal wide and it is unknown who will be responsible for the expenses or when they will be realized. Finance contacted the Department of Public Works (DPW), the Oneida Nation School Board, the Secretary's office and Legislative Affairs for this analysis.

DPW has requested clarification on areas of the Law prior to providing an estimate. Given the lack of detail in the Law, DPW can only provide a rough estimate of \$10,000 to bring existing areas into compliance. The School Board and LRO have provided the figures of 54 classrooms at the Turtle School and 20 classrooms at the High School. Without a definition of classroom, Finance only identified those 74 classrooms within the Oneida Nation School System and did not consider the Community Education Center, the Language Program, the Arts Program, etc.

Legislative Affairs / Communications has historically had the responsibility for purchasing, replacing, and coordinating the retirement of the flags. New flags were purchased for all existing outdoor flags through the branding initiative. The total cost was \$5,878.50. According to Legislative Affairs, an individual 4'x6' flag cost \$43.88 and a 3'x5' flag cost \$34.50. Small 4"x6" flags costing \$1.50 were given out to promote the new branding initiative. The \$5,878.50 expense for the branding initiative is a sunk cost and therefore it is not included in the future impact. However, Oneida does not have an official flag approved. It is unclear if Legislative Affairs/Communications will be responsible for this function and costs in the future. Or if each area will be responsible for a replacement and retirement cost (if any).

It was communicated that the intent of the Law was to exclude Tribal Corporations and Enterprises. However, the use of "Oneida Nation Entity" could cause some confusion. Oneida entities usually include Nation owned corporations.

*116.5-2 All Oneida-owned buildings within the Reservation that currently possess flagpoles, stationary flagstaves or other means to display a flag and those entities and Oneida-owned buildings that later establish the means to display a flag shall adhere to this law.*

Bay Bank is an Oneida Owned Building occupied by two of our corporations. It is unclear how one would apply the criteria of “later establish the means”. It is also unknown who will be responsible for the duties and costs associated with the Law at that location. The Department of Public Works does not maintain that facility.

The Law states the following,

“The Oneida Nation has a number of buildings with uneven flag poles. Until it is financially feasible to change the existing flag poles to allow the Oneida Flag and United States flag to fly at the same height, the United States flag shall fly from the highest flag pole, when appropriate, and the Oneida Flag shall fly from the flag pole furthest to the right to show prominence”.

There is no indication of who would determine when it is financially feasible to make the changes or who would be responsible for the expense. That said, the Department of Public Works estimates that approximately \$10,000 will be needed to bring the existing flags into compliance. It is Finance’s understanding DPW will determine when it is financially feasible to place this item in their budget request.

It is unclear if any agency has oversight authority for the implementation of this Law beyond the supervisor of the individual performing the duties associated with the flags. It is unknown if there will be any additional costs for personnel based on the flag duties which may include nights and weekends. Without an identified agency or area for oversight, it is unknown if there are any additional startup, office, or documentation costs. Based on the limited existing financial information, the minimum fiscal impact would include the following;

Oneida Nation School Classrooms		74
16"x24" flag mounted on a 3/8" x 36" staff with a stamped steel bracket	\$	8.00
Total estimated cost of the classroom flags	\$	592.00
Compliance for existing sites	\$	10,000.00
Total Estimate	\$	10,592.00

\*Estimate is based on the vendor recommendation for the most economical mounting.



According to LRO, the Secretary's office will require 60 days to complete the rules and LA indicated that their timeline to process the order all the outdoor flags was approximately two months. If the inventory is still available through LA, the ONSS will use the 4"x 6" desk flags for the 2017-2018 school year and will budget for classroom flags in the 2018-2019 school year.

### **III. Financial Impact**

A minimum of approximately \$10,592 to bring existing locations into compliance.

### **IV. Recommendation**

The Finance Department does not make a recommendation in regards to course of action in this matter. Rather, it is the purpose of this report to disclose potential financial impact of an action, so that the Oneida Business Committee and General Tribal Council has full information with which to render a decision.

### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for adoption of the resolution entitled Oneida Business Committee Regular Meeting Schedule.

**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:

Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
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 Tuesday, December 27, 2016, at 12:00 p.m., the following E-Poll was conducted:

Summary:

During the October 12, 2016, regular Oneida Business Committee (OBC) meeting, the OBC approved the 2017 OBC Standing Meeting Schedule with a revised start time for open and executives sessions to begin at 8:30 a.m. instead of 9:00 a.m. OBC Resolution 11-23-16-C was adopted to reflect this new start time.

At the December 20, 2016, BC work meeting, the BC agreed to add an additional meeting to their Regular Meeting Schedule. This new, regular meeting is to be held on a quarterly basis in the months of January, April, July and October. The purpose of this new, regular meeting is to address quarterly reports from the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC.

The proposed resolution establishes the new, regular meeting and would supersede all prior motion, practices, or resolutions, in particular OBC Resolutions 12-10-08-A, 06-23-10-E and 11-23-16-C, regarding the subject of regular meetings of the Oneida Business Committee.

E-Poll Justification: Notice of the new schedule must be provided to the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC as new year is in a few days.

Requested Action:

Adopt resolution entitled Oneida Business Committee Regular Meeting Schedule.

Deadline for response:

Responses are due no later than 8:00 p.m., Tuesday, December 27, 2016.

As of the deadline, below are the results:

Support: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

\*\*\*REQUESTED ACTION\*\*\*

Enter E-Poll results into the record for adoption of the resolution entitled Oneida Business Committee Regular Meeting Schedule.

- 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

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Wednesday, December 28, 2016 9:23 AM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** E-POLL RESULTS: Adopt resolution entitled OBC Regular Meeting Schedule  
**Attachments:** EPOLL REQUEST -- Adopt resolution entitled Oneida Business Committee Reg....pdf  
**Categories:** Next Meeting

**E-POLL RESULTS**

The E-Poll request to adopt the resolution entitled Oneida Business Committee Regular Meeting Schedule, **has been adopted**. Below are the results:

Support: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

**Heather Heuer**

Information Management Specialist  
 Business Committee Support Office (BCSO)

---

**From:** TribalSecretary  
**Sent:** Tuesday, December 27, 2016 12:00 PM  
**To:** Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <lsummer2@oneidanation.org>; Melinda J. Danforth <mdanforj@oneidanation.org>; Patricia M. King <tking@oneidanation.org>; Ronald W. Hill <rhill7@oneidanation.org>  
**Cc:** TribalSecretary <TribalSecretary@oneidanation.org>; Heather M. Heuer <hheuer@oneidanation.org>; Brian A. Doxtator <bdoxtat2@oneidanation.org>; Cathy L. Bachhuber <cbachhub@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>  
**Subject:** E-POLL REQUEST: Adopt resolution entitled OBC Regular Meeting Schedule

**E-POLL REQUEST****Summary:**

During the October 12, 2016, regular Oneida Business Committee (OBC) meeting, the OBC approved the 2017 OBC Standing Meeting Schedule with a revised start time for open and executives sessions to

begin at 8:30 a.m. instead of 9:00 a.m. OBC Resolution 11-23-16-C was adopted to reflect this new start time.

At the December 20, 2016, BC work meeting, the BC agreed to add an additional meeting to their Regular Meeting Schedule. This new, regular meeting is to be held on a quarterly basis in the months of January, April, July and October. The purpose of this new, regular meeting is to address quarterly reports from the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC.

The proposed resolution establishes the new, regular meeting and would supersede all prior motion, practices, or resolutions, in particular OBC Resolutions 12-10-08-A, 06-23-10-E and 11-23-16-C, regarding the subject of regular meetings of the Oneida Business Committee.

*E-Poll Justification: Notice of the new schedule must be provided to the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC as new year is in a few days.*

**Requested Action:**

Adopt resolution entitled Oneida Business Committee Regular Meeting Schedule.

**Deadline for response:**

Responses are due no later than **8:00 p.m., Tuesday, December 27, 2016.**

**Voting:**

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

Lisa Liggins  
Assistant to Secretary Summers  
Oneida Business Committee



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

office 920.869.4434  
cell 920.819.7344  
fax 920.869.4040

PO Box 365  
Oneida, WI 54155-0365  
Oneida-nsn.gov

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: \_\_\_ / \_\_\_ / \_\_\_

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Adopt resolution entitled Oneida Business Committee Regular Meeting Schedule

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: Lisa Liggins, Executive Assistant II  
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\*\*\*

During the October 12, 2016, regular Oneida Business Committee (OBC) meeting, the OBC approved the 2017 OBC Standing Meeting Schedule with a revised start time for open and executives sessions to begin at 8:30 a.m. instead of 9:00 a.m. OBC Resolution 11-23-16-C was adopted to reflect this new start time.

At the December 20, 2016, BC work meeting, the BC agreed to add an additional meeting to their Regular Meeting Schedule. This new, regular meeting is to be held on a quarterly basis in the months of January, April, July and October. The purpose of this new, regular meeting is to address quarterly reports from the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC.

Attached is a resolution that establishes the new, regular meeting and would supersede all prior motion, practices, or resolutions, in particular OBC Resolutions 12-10-08-A, 06-23-10-E and 11-23-16-C, regarding the subject of regular meetings of the Oneida Business Committee.

\*\*\*REQUESTED ACTION\*\*\*

Adopt resolution entitled Oneida Business Committee Regular Meeting Schedule.

- 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 # \_\_\_\_\_**  
**Oneida Business Committee Regular Meeting Schedule**

- 1 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe  
 2 recognized by the laws of the United States of America; and  
 3
- 4 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation; and  
 5
- 6 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1,  
 7 of the Oneida Tribal Constitution by the Oneida General Tribal Council; and  
 8
- 9 **WHEREAS,** Article III, Section 3 of the Tribal Constitution provides that "Regular meetings of the  
 10 Business Committee may be established by resolution of the Business Committee,"; and  
 11
- 12 **WHEREAS,** with the passage of BC Resolution 7-7-87-A, the Business Committee established a  
 13 regular meeting schedule to meet of each Tuesday, at 1:30 p.m., and each Friday, at  
 14 9:00 a.m.; and  
 15
- 16 **WHEREAS,** with the passage of BC Resolution 3-25-88-B, the Business Committee modified the  
 17 regular meeting schedule to meet each Friday, at 9:00 a.m., and held informational  
 18 meetings the first Monday each month, at 7:00 p.m.; and  
 19
- 20 **WHEREAS,** with the passage of BC Resolution 4-26-91-A, the Business Committee modified the  
 21 regular meeting schedule to meet each week on Wednesday, at 9:00 a.m.; and  
 22
- 23 **WHEREAS,** with the passage of BC Resolution 2-11-04-A, the Business Committee modified the  
 24 regular meeting schedule to meet every other week on Wednesday, at 9:00 a.m.; and  
 25
- 26 **WHEREAS,** with the passage of BC Resolution 12-10-08-A, the Business Committee modified the  
 27 regular meeting schedule to meet every second and fourth Wednesday each month, at  
 28 9:00 a.m.; and  
 29
- 30 **WHEREAS,** with the passage of BC Resolution 06-23-10-E, the Business Committee modified the  
 31 regular meeting schedule to include executive discussion meetings every second and  
 32 fourth Tuesday of the month, at 9:00 a.m.; and  
 33
- 34 **WHEREAS,** with the passage of BC Resolution 11-23-16-C, the Business Committee modified the  
 35 regular meeting schedule to meet every second and fourth Tuesday of the month at 8:30  
 36 a.m. for executive discussion meetings, and to meeting every second and fourth  
 37 Wednesday of the month at 8:30 a.m. for regular meetings; and  
 38
- 39 **WHEREAS,** the Business Committee has determined an additional regular meeting is required on a  
 40 quarterly basis for the purpose of addressing quarterly reports from Boards, Committees  
 41 and Commissions, Corporate Boards, and Standing Committees of the Business  
 42 Committee; and  
 43

44 **WHEREAS,** the Business Committee has determined this change would better serve the membership  
45 of the Oneida Nation and the Business Committee.  
46

47 **NOW THEREFORE BE IT FURTHER RESOLVED,** executive discussion meetings of the Oneida  
48 Business Committee shall be held every second and fourth Tuesday each month, at 8:30 a.m. starting on  
49 January 10, 2017;  
50

51 **BE IT FURTHER RESOLVED,** regular meetings of the Oneida Business Committee shall be held every  
52 second and fourth Wednesday each month, at 8:30 a.m., starting on January 11, 2017;  
53

54 **BE IT FURTHER RESOLVED,** for the purpose of addressing quarterly reports, regular meetings of the  
55 Oneida Business Committee shall be held the fourth Thursday of January, April, July, and October, at  
56 8:00 a.m., starting on January 26, 2017;  
57

58 **BE IT FINALLY RESOLVED,** this resolution shall supersede all prior motions, practices or resolutions, in  
59 particular BC Resolutions 12-10-08-A, 06-23-10-E, and 11-23-16-C, regarding the subject of regular  
60 meetings of the Oneida Business Committee.



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



## Statement of Effect

### *Oneida Business Committee Regular Meeting Schedule*

#### *Summary*

This Resolution would require that the Oneida Business Committee hold an additional regular meeting on a quarterly basis for the purpose of addressing quarterly reports from Boards, Committees and Commissions, Corporate Boards, and Standing Committees of the Business Committee. This Resolution also requires that the Oneida Business Committee hold executive discussion meetings every second and fourth Tuesday each month, at 8:30 a.m., starting on January 10, 2017, and that the regular meetings of the Oneida Business Committee be held every second and fourth Wednesday each month, at 8:30 a.m., starting January 11, 2017.

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

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

Article III, Section 3 of the Constitution of the Oneida Nation states, "Regular meetings of the Business Committee may be established by resolution of the Business Committee." Currently, the Business Committee holds executive discussion meetings every second and fourth Tuesday each month, at 9:00 a.m. (BC-06-23-10-E); and regular meetings every second and fourth Wednesday each month, at 9:00 a.m. (BC-12-10-08-A). With the passage of Oneida Business Committee Resolution 11-23-16-C, the Oneida Business Committee modified the regular meeting schedule to meet every second and fourth Tuesday of the month at 8:30 a.m. for executive discussion meetings beginning January 10, 2017, and to meet every second and fourth Wednesday of the month at 8:30 a.m. for regular meetings beginning January 11, 2017.

This Resolution specifies that the Oneida Business Committee shall hold an additional regular meeting on a quarterly basis for the purpose of addressing quarterly reports from Boards, Committees and Commissions, Corporate Boards, and Standing Committees of the Business Committee. This additional regular meeting shall be held the fourth Thursday of January, April, July, and October at 8:00 a.m. starting on January 26, 2017.

This Resolution also reiterates that executive discussion meetings of the Oneida Business Committee shall be held every second and fourth Tuesday each month, at 8:30 a.m. starting on January 10, 2017, and that the regular meetings of the Oneida Business Committee shall be held every second and fourth Wednesday each month, at 8:30 a.m., starting on January 11, 2017.

The Oneida Business Committee has determined that this change in the regular meeting schedule would better serve the membership of the Oneida Nation and the Oneida Business Committee.

Lastly, the Resolution specifies that it shall supersede all prior motions, practices or resolutions, in particular BC Resolutions 12-10-08-A, 06-23-10-E, and 11-23-16-C, regarding the subject of regular meetings of the Oneida Business Committee.

***Conclusion***

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

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

#### 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 Legislative Operating Committee's FY16 4th quarter report (July-September)

#### 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: Jennifer Falck, Director, Legislative Reference Office  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Candice Skenandore, Legislative Analyst, Legislative Reference Office  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.



Oneida Nation  
 Oneida Business Committee  
 Legislative Operating Committee  
 PO Box 365 • Oneida, WI 54115-0365  
[Oneida-nsn.gov](http://Oneida-nsn.gov)



## FY16 4th Quarter Report July 1, 2016- September 30, 2016 Legislative Operating Committee

**Summary of Fourth Quarter Agenda Items:**

Sponsor	New Laws	Amendments	Petitions/Bylaws
<b>Brandon Stevens, LOC Chair</b>	Eviction & Termination		Debraska: Per Capita
	Employment		
	Business Committee Meetings	Membership Ordinance (Emergency)	
		Conflict of Interest (Emergency)	
	Rules of Administrative Procedure		
<b>Tehassi Hill, LOC Vice Chair</b>		Election Law	
		Tobacco Ordinance	
<b>Fawn Billie</b>		Marriage Law	
<b>David Jordan</b>	Mortgage & Foreclosure	Garnishment	
	Landlord Tenant	Real Property	
	Nonprofit Incorporation	Back Pay	
	Community Support	Per Capita	
<b>Jennifer Webster</b>	Fitness for Duty	Vendor Licensing	
	Rules of Administrative Procedure		

**Rules that were certified:**

- Marriage Rule 1: Fee Schedule
- Marriage Rule 2: Fine Schedule

**Administrative Items that didn't require sponsorship:**

- Administrative Rulemaking templates
- Code of Laws reorganization
- LOC Priorities for remainder of 2014-2017 term
- FY17 Budget SOE
- Election Law-Campaign Finance. Law Office requested the LRO compile research on this issue
- FY16 Third Quarter Report
- Law Drafting SOP and Stylebook
- FY17 Continuing Resolution SOE

**LOC Meeting Dates:**

July 6, 2016  
July 20, 2016  
August 3, 2016  
August 17, 2016  
September 7, 2016- Cancelled  
September 21, 2016

**Public Hearings Held:**

Landlord Tenant: July 21, 2016  
Vendor Licensing: July 21, 2016  
Eviction & Termination: August 4, 2016  
Election Law Amendments: September 15, 2016

**Employment Law Community Meetings:**

August 4, 2016  
August 18, 2016  
September 7, 2016  
September 29, 2016

A Kalihwisaks article regarding the Employment Law was published in the September 15, 2016 issue.

**2014-2017 Active Files List as of October 3, 2016:**

- 48 open legislative items
- 29 completed items
- 1 item denied by LOC
- 11 outstanding administrative items
- 12 completed administrative items
- 2 rules completed

**Legislative Reference Office Activities:**

- Two Drafting Attorneys were hired in September. The LRO Director worked with the Law Office's Chief Counsel to redistribute work from Law Office Attorneys to the newly hired LRO attorneys.
- The LRO staff completed strategic planning efforts.
- LRO staff attended several trainings including; website training, Using EAP in Supervision, Interview Certification Training, Tame Your Reptile Brain, Investigation Training, Emotional Intelligence, and Jurisdiction Training.
- LRO staff is working on a definitions standards project, in an effort to streamline and standardize terms that are commonly used in our laws.
- An SOP for drafting laws was completed, along with a stylebook. These tools are designed to assist the attorneys in drafting law.



**First Quarter Plans:**

- Send to following items to the OBC for adoption:
  1. Eviction & Termination
  2. Landlord Tenant
  3. Leasing
  4. Back Pay
  5. Vendor Licensing
- The LOC will begin holding LOC prep meetings prior to LOC meetings to better prepare.
- LOC members will also start holding quarterly update meetings, in which LRO staff will meet with each LOC member to review their sponsored items.
- The LOC held an Employment Law Community Meeting on October 19, 2016
- The LOC will approve a Post Adoption SOP for the LRO.
- The LRO will continue its jurisdiction training efforts by touring the reservation.
- The LRO will fill two vacant Legislative Analyst positions.
- Upcoming public meetings:
  - **December 1, 2016:** Oneida Nation Seal & Flag , Real Property Amendments
  - **December 15, 2016:** Budget Management & Control Law, Hunting/Fishing/Trapping Law Amendments, Tobacco Law Amendments, Per Capita Amendments
  - **December 29, 2016:** OBC Meetings Law

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

#### 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 Legislative Operating Committee meeting minutes of December 7, 2016.

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1. <input type="text" value="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: Jennifer Falck, Director, Legislative Reference Office  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Candice Skenandore, Legislative Analyst, Legislative Reference Office  
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 purpose of this request is to ask the OBC to accept the attached December 7, 2016 LOC meeting minutes.

In accordance with the LOC Bylaws, all minutes shall be submitted to the Tribal Secretary's Office within 30 calendar days after approval by the LOC [See LOC Bylaws, 4-2(a)]

Action Requested:

Accept the LOC meeting minutes of December 7, 2016.

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@oneidation.org



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



## LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES

Business Committee Conference Room-2<sup>nd</sup> Floor Norbert Hill Center

December 7, 2016 9:00 a.m.

**Present:** Brandon Stevens, Tehassi Hill, Jennifer Webster, David P. Jordan, Fawn Billie

**Others Present:** Jennifer Falck, Clorissa Santiago, Tani Thurner, Maureen Perkins, Krystal John, Jo Anne House, Rae Skenandore, Nancy Barton, Mike Debraska, Brad Graham, Bill Graham, and Tammy Skenandore.

### I. Call to Order and Approval of the Agenda

Brandon Stevens called the December 7, 2016 Legislative Operating Committee meeting to order at 9:00 a.m.

Motion by Tehassi Hill to adopt the agenda; seconded by Fawn Billie. Motion carried unanimously.

### II. Minutes to be approved

#### 1. November 16, 2016 LOC Meeting Minutes

Motion by Jennifer Webster to approve the November 16, 2016 LOC meeting minutes; seconded by David P. Jordan. Motion carried unanimously.

### III. Current Business

#### 1. Conflict of Interest Amendments

Motion by Jennifer Webster to approve the Conflict of Interest Amendments public meeting packet with the definition changes, and direct the LRO to hold a public meeting on January 3, 2017; seconded by Tehassi Hill. Motion carried unanimously.

#### 2. Community Support Fund Amendments

Motion by David P. Jordan to approve the Community Support Fund Amendments public meeting memo and direct the LRO to prepare an updated analysis and an adoption packet incorporating the LOC's revisions for Oneida Business Committee adoption; seconded by Jennifer Webster. Motion carried unanimously.

### IV. New Submissions

#### 1. Police Commission New Laws Consideration

Motion by Jennifer Webster to add Tribal Criminal Code to the Active Files list as a low priority with Brandon Stevens as the sponsor, add Tribal Traffic Code to the Active Files list as a low priority with Tehassi Hill as the sponsor, and add Tribal Public Peace Law to the Active Files list with Jennifer Webster and Fawn Billie as co-sponsors; seconded by Fawn Billie. Motion carried unanimously.

### V. Additions

**VI. Administrative Updates****1. LOC 4<sup>th</sup> Quarterly Report**

Motion by Jennifer Webster to accept the LOC FY16 4<sup>th</sup> Quarter Report and forward to the Oneida Business Committee for approval; seconded by David P. Jordan. Motion carried unanimously.

**2. Legislative Analysis SOP**

Motion by Tehassi Hill to accept as information the Legislative Analysis SOP; seconded by David P. Jordan. Motion carried unanimously.

**3. Rulemaking Guidebook**

Motion by Tehassi Hill to accept as information the Rulemaking Guidebook; seconded by David P. Jordan. Motion carried unanimously.

**VII. Executive Session****VIII. Recess/Adjourn**

Motion by David P. Jordan to adjourn the December 7, 2016 Legislative Operating Committee meeting at 10:43 a.m.; seconded by Fawn Billie. Motion carried unanimously.

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

#### 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/approve the Finance Committee FY16 Fourth Quarter Report (Jul-Sept 2016)

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

#### 4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

#### 5. Submission

Authorized Sponsor / Liaison:

Primary Requestor:

Denise Vigue, Exec. Assist. in Finance

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.



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

## FINANCE COMMITTEE

4th Quarter Report  
(July to September 2016)

### ■ PURPOSE

The Finance Committee is responsible for recommending financial policies, and budgets that support the mission values, and strategic goals of the organization. The FC's role is to review the organization's financial performance against its goals and recommends policies, long-range financial plans, and sustainability strategies to ensure the continued financial health of the Oneida Tribe.

### ■ WHO WE SERVE

The Finance Committee (FC) works with all departments within the organization to ensure all expenditures of any substantial amounts are procured in the most cost effective manner through the established Purchasing Process Manual. The FC also serves Oneida Community groups, Oneida charitable organizations, and Oneida tribal members through the Finance Committee Donation Policy and the Community Fund.

### ■ FC MEMBERS

The Finance Committee members include 3 BC members including the Treasurer who chairs the Finance Committee meetings; the Chief Financial Officer who acts as the Vice Chair; one member from Executive Management; one member from Program Management; and one Community Elder Member. Current members are as follows:

Patricia King, Treasurer/FC Chair	Larry Barton, CFO/FC Vice-Chair
David Jordan, BC Council Member	Jennifer Webster, BC Council Member
Patrick Stensloff, Purchasing Director	Louise Cornelius, Gaming GM
Wesley Martin, Jr., Community Elder member	

FC Alternate members: Fawn Billie, BC Council Member, Chad Fuss, Gam AGM & Terry Cornelius, CFA

### ■ MEETINGS

The Finance Committee met six times in the Fourth Quarter on: July 5th; July 18th; Aug. 1st; Aug 15th; Sept. 6th; and Sept. 19th The six combined meeting run times averaged 2 hour and 39 minutes. The FC Community Elder member attended six meetings and was paid a stipend of \$300 total in this quarter.

### ■ GOALS

For FY2016, the Finance Committee specifically identified the following three goals they hoped to address: **1)** Development of a Budget Management & Control Act – The FC began meeting at the end of Q3 through Q4 on a bi-weekly basis as a team and with assistance from Finance, LOC and Law Office personnel to work on this Act. After many drafts the final draft has been sent to LOC for review. (See Attached)

**2)** Provide Charitable Giving to Oneida Area Groups – See FC Donations for activities and totals

**3)** Provide Oneida Community Giving – See FC Community Fund for activities and totals



FC ACTIVITIES SUMMARY**▪ ORGANIZATIONAL REQUESTS**

In Q4 the FC reviewed/approved seventy-one (71) Departmental requests for: supplies, Capital Expenditure items, CIP projects, Purchase Order increases, and/or other contracted services for a total amount approved of \$79,881,725.96. This amount includes a number of requests for Blanket PO's for FY17. The FC also reviewed seventeen (17) requests from the various departments. The requests consisted of lease games, internal FC processes, follow-up items, and reports.

**▪ INVESTMENT UPDATES**

For 9/30/16....our managers as a group earned 5.66% return for the calendar year to date. This compares favorably to the blended benchmark return of 5.5%. For the full period of fiscal year 2016, our managers trailed the benchmark index. We earned 7.49%, compared to 9.28% for the benchmark index. As of 9/30/16 we had just under \$78.9 million under management, following withdrawals to complete the FY 2016 per Capita Payment.

**▪ FC DONATIONS**

In Q4 there were 5 Donation Requests approved from: two Oneida Community groups; an area homeless shelter; assistance to the Bad River Tribe; and the National Indian Education Association. The total provided in Q4 was \$7,127.27. As per the Finance Committee Donation Policy the requests approved represent the following categories: 1) Oneida Community Causes; 2) Local Groups (charitable); and 3) National Groups (Indian Affiliated).

For all of FY2016, seventeen (17) Donation requests were approved in the amount of \$36,500 in Donations. The allocated amount for FY2016 in the FC Donation line was \$44,000.

**▪ COMMUNITY FUND**

In Q4 Quarter the Finance Committee met on July 5<sup>th</sup>; Aug. 1<sup>st</sup>; and Sept. 8th to review Community Fund requests for products and funding. In this quarter the FC also reviewed and amended the CF SOP's in order to clarify the purpose of the fund as well as specifically identify what types of requests are excluded. The FC also lowered the maximum amount individuals and groups can request in order to accommodate more requests.

In Q4, four (4) Coca-Cola Product Requests were reviewed and approved for a total of 91 Cases of Product. The requests were for Oneida Community Public Events and Oneida Fundraising Events. The FC also reviewed forty (40) requests for funds: 26 requests were approved for a total amount of \$7,281.68. Fourteen (14) requests were denied as they were for personal items and travel requests, both not part of the criteria for the CF. The approved requests consisted of 18 requests for Youth self-development for participation in various summer camps and sporting events; 6 requests for Adult self-development for sports competition fees; and 2 requests were for Community Events. The Q4 Community Fund balance sheet that is attached provides specific details.

For all of FY 2016 there were 21 approved requests for product totaling 437 Cases; and 114 approved funding requests totaling \$34,942.08. The allocated amount for FY2016 in the Community Fund was \$50,000.

---

\* Specific actions of all requests/activities by the Finance Committee can be found in the minutes that are submitted to the OBC at each of their regularly scheduled meetings.

**Title 1. Government and Finances – Chapter 121**  
**BUDGET MANAGEMENT AND CONTROL**

**Twahwistatye>n\$ha>**

*We have a certain amount of money*

6	121.1.	Purpose and Policy	12	121.7.	Appropriation of the Nation’s Funds
7	121.2.	Adoption, Amendment, Repeal	13	121.8.	Budget Authority
8	121.3.	Definitions	14	121.9.	Budget Transfers; Amendments
9	121.4.	Strategic Planning	15	121.10.	Reporting
10	121.5.	Budget Process	16	121.11.	Authorizations and Signatures
11	121.6.	Capital Improvements.	17	121.12.	Enforcement and Penalties
19			18		

---

19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37  
38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55

**121.1. Purpose and Policy**

121.1-1. *Purpose.* The purpose of this law is to set forth the requirements to be followed by the Oneida Business Committee and Oneida entities when preparing the budget to be presented to the General Tribal Council for approval and to establish a triennial strategy planning process for the Nation’s budget.

121.1-2. *Policy.* It is the policy of the Nation to rely on value based budgeting strategies, identifying proper authorities and ensuring compliance and enforcement.

**121.2. Adoption, Amendment, Repeal**

121.2-1. This law was adopted by the Oneida Business Committee by Resolution \_\_\_\_\_.

121.2-2. This law may be amended or repealed by the Oneida Business Committee pursuant to the procedures set out in the Legislative Procedures Act.

121.2-3. Should a provision of this law or the application thereof to any person or circumstances be held as invalid, such invalidity shall not affect other provisions of this law which are considered to have legal force without the invalid portions.

121.2-4. In the event of a conflict between a provision of this law and a provision of another law, the provisions of this law shall control.

121.2-5. This law is adopted under authority of the Constitution of the Oneida Nation.

**121.3. Definitions**

121.3-1. This section shall govern the definitions of words and phrases used within this Law. All words not defined herein shall be used in their ordinary and everyday sense.

(a) “Appropriation” means the legislative act of designating funds for a specific purpose in accordance with the provisions contained in this law.

(b) “Fund Unit” means any board, committee, commission, service, program, enterprise, department, office, or any other division or non-division of the Nation which receives an appropriation approved by the Nation.

(c) “Capital Expenditure” means:

(1) Any item with a cost of five thousand dollars (\$5,000.00) or more and an estimated life of one (1) year or more; or

(2) Items purchased together where none of the items individually costs more than two thousand dollars (\$2,000.00), but the total purchase price for all of the items is ten thousand dollars (\$10,000.00) or more.

(d) “Capital Improvement” means non-recurring expenditures or any expenditure for physical improvements, including costs for: acquisition of existing buildings, land, or

- 56 interests in land; construction of new buildings or other structures, including additions  
57 and major alterations; acquisition of fixed equipment; landscaping; and similar  
58 expenditures with a cost of five thousand dollars (\$5,000.00) or more and an estimated  
59 life of one (1) year or more.
- 60 (e) “CFO” means the Nation’s Chief Financial Officer.
- 61 (f) “Debt” means the secured or unsecured obligations owed by the Nation.
- 62 (g) “Economic Life” means the length of time an asset is expected to be useful.
- 63 (h) “Executive Manager” means any one of the following positions within the Nation:  
64 Gaming General Manager, Chief Legal Counsel and/or Chief Financial Officer.
- 65 (i) “Expenditure Report” means a financial report which includes, but is not limited to, a  
66 statement of cash flows, revenues, costs and expenses, assets, liabilities and a statement  
67 of financial position.
- 68 (j) “Fiscal Year” means the one (1) year period each year from October 1<sup>st</sup> to the  
69 September 30<sup>th</sup>.
- 70 (k) “General Reserve Fund” means the Nation’s main operating fund which is used to  
71 account for all financial resources not accounted for in other funds.
- 72 (l) “GTC Allocations” means expenditures directed by the General Tribal Council as  
73 required payments and/or benefits to the Nation’s membership and are supported by  
74 either a General Tribal Council or Oneida Business Committee resolution.
- 75 (m) “Line Item” means the specific account within a fund unit’s budget or category that  
76 expenditures are charged to.
- 77 (n) “Manager” means the person in charge of directing, controlling and administering the  
78 activities of a fund unit.
- 79 (o) “Permanent Executive Contingency” means an account within the ownership  
80 investment report to be used to prevent default on debt and to sustain operations during  
81 times of extreme financial distress.
- 82 (p) “Nation” means the Oneida Nation.
- 83 (q) “Treasurer” means the elected Oneida Nation Treasurer or his or her designee.
- 84

#### 85 **121.4. Strategic Planning**

86 121.4-1. *Triennial Strategic Plan.* Prior to December 1<sup>st</sup> of each year, the Oneida Business  
87 Committee, in consultation with the Executive Managers, shall develop a triennial strategic plan  
88 which includes, but is not limited to:

- 89 (a) Major policy and budgetary goals for the Nation, both long and short term;  
90 (b) Specific strategies and planned actions for achieving each goal; and  
91 (c) Performance targets and indicators to track progress which, to the extent available,  
92 includes, but is not limited to:
- 93 (1) Statistics and trending data for, at a minimum, the last three (3) complete  
94 fiscal years; and  
95 (2) Performance targets for, at a minimum, the next three (3) complete fiscal  
96 years moving forward.

97 121.4-2. *Oneida Entities’ Contributions to the Triennial Strategic Plan.* Managers shall  
98 annually develop, submit and maintain a triennial strategic plan for the fund unit’s operations  
99 which aligns with the triennial strategic plan established by the Oneida Business Committee  
100 pursuant to 121.4-1. Manager shall submit the fund unit’s triennial strategic plan to the CFO  
101 when the fund unit’s budget is due and, at a minimum, shall include the following in the plan:

- 102 (a) A statement of the fund unit's mission;
- 103 (b) Specific goals including a description of the fund unit's strategies as part of its service
- 104 group provided in 121.5-3(c) which aligns with the goals established in the Nation's
- 105 triennial strategic plan;
- 106 (c) Specific strategies for achieving each of the fund unit's goals; and
- 107 (d) Performance targets and indicators to track progress which, to the extent available,
- 108 includes, but is not limited to:
- 109 (1) Statistics and trending data for, at a minimum, the last three (3) complete
- 110 fiscal years; and
- 111 (2) Performance targets for, at a minimum, the next three (3) complete fiscal
- 112 years moving forward.

113 121.4-3. *Budget Contingency Plan.* The Oneida Business Committee shall work with the CFO,

114 executive managers and managers to create a budget contingency plan which provides a strategy

115 for the Nation to respond to extreme financial distress that could negatively impact the Nation.

116 The Oneida Business Committee shall approve, by resolution, the budget contingency plan and

117 any amendments thereto. The Oneida Business Committee is responsible for the implementation

118 of the budget contingency plan, provided that such implementation is predicated on the Oneida

119 Business Committee's determination that the Nation is under extreme financial distress. For the

120 purposes of this section, extreme financial distress includes, but is not limited to, natural or

121 human-made disasters, United States Government shutdown, Tribal shutdown (which occurs

122 when the General Tribal Council has not approved a budget for the Nation prior to the beginning

123 of a new fiscal year) and economic downturns.

124 (a) *Cost Savings Tools.* As part of the budget contingency plan, the Oneida Business

125 Committee may require stabilization funds, reductions of expenditures, furloughs and

126 other cost saving tools provided that such tools are in compliance with the Nation's laws,

127 specifically the Employment code.

128 (b) *Business Continuity Fund.* The Oneida Business Committee shall maintain a prudent

129 level of business continuity funds to prevent default on debt and to sustain operations as

130 part of the budget contingency plan. The Treasurer, in consultation with the CFO, shall

131 establish, and the Oneida Business Committee shall approve, the level of business

132 continuity funds required. The Treasurer shall set aside business continuity funds in the

133 Permanent Executive Contingency until a prudent level has been achieved. Funds in the

134 Permanent Executive Contingency may only be used for the following purposes and only

135 to the extent that alternative funding sources are unavailable:

- 136 (1) Payments to notes payable to debt service, both principal and interest, and
- 137 applicable service fees;
- 138 (2) Employee payroll, including all applicable taxes;
- 139 (3) Payments to vendors for gaming and retail;
- 140 (4) Payments to vendors for governmental operations;
- 141 (5) Payments to any other debt; and
- 142 (6) To sustain any of the Nation's other operations during implementation of the
- 143 budget contingency plan.

144

145 **121.5. Budget Process**

146 121.5-1. *General.* All revenues and expenditures of the Nation shall be in accordance with the

147 annual budget adopted by the General Tribal Council. In creating the budget to present to the

148 General Tribal Council for consideration, the Oneida Business Committee, executive managers  
149 and managers shall follow the processes provided in this law. The Oneida Business Committee  
150 may alter the deadlines provided in this law only upon a showing of good cause, provided that,  
151 the Oneida Business Committee shall approve any such alterations by resolution.

152 121.5-2. *Community Input Budget Meeting(s)*. The Treasurer's office shall schedule, at a  
153 minimum, one (1) community input budget meeting(s) prior to December 1<sup>st</sup> of each year. At the  
154 community budget input meeting(s), the Treasurer shall afford community members an  
155 opportunity to provide input as to what should be included in the upcoming fiscal year budget.  
156 Any fund units that plan to request forecast variations for the upcoming budget shall present the  
157 need and anticipated dollar amount of the requested forecast variation. For the purposes of this  
158 section, a forecast variation is a fund unit's requested deviation from the performance targets the  
159 fund unit submitted pursuant to 121.4-2(d)(2).

160 (a) The Treasurer shall ensure the community budget input meeting(s) are voice recorded  
161 and transcribed.

162 (b) The CFO shall provide recommendations as to any forecast variations requested by  
163 fund units.

164 (c) The CFO and any relevant managers shall provide responses and/or recommendations  
165 to all comments and considerations presented by community members.

166 (d) The Treasurer shall work with the CFO to place a community budget input meeting  
167 packet on the Oneida Business Committee agenda no later than the last Oneida Business  
168 Committee Meeting in January. At a minimum, the packet is required to include:

169 (1) The community budget input meeting(s) transcript(s);

170 (2) Any applicable fund unit's requested forecast variations; and

171 (3) Responses and/or recommendations by the CFO and any relevant managers  
172 regarding requests for forecast variations and community members' comments  
173 and considerations related to forecast variations.

174 121.5-3. *Priority List Established by the Oneida Business Committee*. The Oneida Business  
175 Committee shall review the community budget input meeting packet and shall hold work  
176 meetings to create a priority list.

177 (a) The Oneida Business Committee shall establish the priority list by placing the  
178 following services provided by the Nation in chronological order with the lowest number  
179 having the highest priority. The order of the following service groups provided below  
180 has no relation to the service groups' anticipated and/or required placement within the  
181 Oneida Business Committee's priority list; the Oneida Business Committee's priority list  
182 may vary from year to year based on the needs of the Nation.

183 (1) Protection and Preservation of Natural Resources

184 (2) Protection and Preservation of Culture and Language

185 (3) Education and Literacy

186 (4) Health Care

187 (5) Economic Enterprises

188 (6) Building and Property Maintenance

189 (7) Human Services

190 (8) Public Safety

191 (9) Housing

192 (10) Utilities, Wells, Wastewater and Septic

193 (11) Planning, Zoning and Development

- 194 (12) Membership Administration  
195 (13) Government Administration  
196 (b) The Oneida Business Committee shall approve the priority list by resolution no later  
197 than the last meeting in February.  
198 (c) The CFO shall maintain a list which places each fund unit into a corresponding  
199 service group.
- 200 121.5-4. *Annual Proposed Budgets.* The CFO shall develop the necessary guidelines, including  
201 specific deadlines, to be followed by the managers that have budget responsibility in preparing  
202 and submitting proposed budgets. Upon review of the Nation's economic state, the CFO shall  
203 include in the guidelines the exact amount that each service group's cumulative budget is  
204 required to be increased/decreased in accordance with its placement on the priority list. The  
205 CFO shall submit the guidelines, as approved by the Treasurer, to the Oneida Business  
206 Committee for review in accordance with the deadline as set by the Oneida Business Committee.  
207 The Oneida Business Committee may revise the guidelines as it deems necessary and shall  
208 approve a set of budgetary guidelines within thirty (30) calendar days of the date the budgetary  
209 guidelines proposed by the CFO were received.
- 210 (a) In accordance with the approved budgetary guidelines, fund units offering like  
211 services shall meet together to review each fund unit's budget and discuss strategies for  
212 attaining compliance with the approved budgetary guidelines. Each service group shall  
213 submit one (1) draft budget which contains each fund unit's individual proposed budget  
214 and demonstrates cumulative compliance with the approved budgetary guidelines.  
215 (b) The CFO shall receive and review the proposed budgets and shall compile the  
216 proposed budgets into the Nation's draft budget which the CFO shall present to the  
217 Oneida Business Committee no later than the last Oneida Business Committee meeting in  
218 May. The CFO may not alter any proposed budgets until such budgets have been  
219 reviewed by the Oneida Business Committee.
- 220 (1) The CFO shall return any service group's draft budget that is in non-  
221 compliance with the approved budgetary guidelines within ten (10) business days  
222 of the date the budget was submitted to the CFO.  
223 (2) Upon return, the CFO shall notice the service group of the amount of its non-  
224 compliance and provide the service group with a deadline for a compliant  
225 resubmission.  
226 (3) Any service group's budget that remains in non-compliance upon the  
227 expiration of the deadline provided by the CFO shall be included in the draft  
228 budget submitted to the Oneida Business noting the dollar amount of the service  
229 group's non-compliance. A service group's continued non-compliance may result  
230 in employee discipline according to the Nation's employment law and rules.
- 231 121.5-5. *Content of Budget.* The CFO shall present the Nation's draft budget to the Oneida  
232 Business Committee for review each year to ensure that it is consistent with the Nation's  
233 spending priorities and budget strategy. The Nation's draft budget shall include, but is not  
234 limited to:
- 235 (a) Estimated revenues to be received from all sources for the year which the budget  
236 covers;  
237 (b) The individual budgets of each fund unit;  
238 (c) A description of each line item within each fund unit's budget;  
239 (d) The estimated expenditures by each fund unit; and



240 (e) Each fund unit's strategic plan showing alignment with the Nation's goals.  
241 121.5-6. *Review of Draft Budget.* In the month of May, the CFO shall meet with the Oneida  
242 Business Committee to review the draft budget and provide any recommendations for  
243 modifications.

244 (1) Following the Oneida Business Committee's review of the draft budget with the  
245 CFO, the Oneida Business Committee shall schedule meetings with managers of each  
246 fund unit for which the Oneida Business Committee is considering altering the fund  
247 unit's proposed budget.

248 (2) The Oneida Business Committee shall complete all meetings with fund unit managers  
249 required by this section by the end of June each year.

250 121.5-7. *Final Draft Budget.* The Oneida Business Committee shall work with fund unit  
251 managers and the CFO to compile a final draft budget to be presented to the General Tribal  
252 Council. The Oneida Business Committee shall approve, by resolution, the final draft budget to  
253 be presented to the General Tribal Council by the end of July each year.

254 121.5-8. *Community Meetings.* Once the Oneida Business Committee has approved the final  
255 draft budget, the Treasurer shall hold, at a minimum, two (2) community informational meetings  
256 to present the contents of the final draft budget that will be presented to the General Tribal  
257 Council.

258 121.5-9. *Budget Adoption.* The Oneida Business Committee shall present the budget to the  
259 General Tribal Council with a request for adoption by resolution no later than September 30th of  
260 each year. In the event that the General Tribal Council does not adopt a budget by September  
261 30th, the Oneida Business Committee may adopt a continuing budget resolution(s) until such  
262 time as a budget is adopted.

## 263 264 **121.6. Capital Improvements.**

265 121.6-1. *Capital Improvement Plan for Government Services.* The Oneida Business Committee  
266 shall develop and the General Tribal Council shall approve a capital improvement plan for  
267 government services and shall reassess the plan once every five (5) years. The capital  
268 improvement plan for government services shall cover a period of five (5) to ten (10) years and  
269 shall include any risks and liabilities. The Oneida Business Committee shall provide a status  
270 report and recommendation for any improvements that have not been completed at the time of  
271 the reassessment.

272 121.6-2. *Capital Improvement Plan for Enterprises.* Capital improvement plans for enterprises  
273 may be brought forward as needed in accordance with the capital improvement rules which the  
274 Community Development Planning Committee and the Development Division shall jointly  
275 create, provided that the Oneida Business Committee shall approve all such plans.

276 121.6-3. *Capital Improvement Plan Implementation.* Capital Improvement plans shall be  
277 implemented, contingent on available funding capacity, using the capital improvement rules  
278 which the Community Development Planning Committee and the Development Division shall  
279 jointly create.

## 280 281 **121.7. Appropriation of the Nation's Funds**

282 121.7-1. *Unexpended Capital Improvement Funds.* Unless the entity qualifies for an exception  
283 as provided in the capital improvement rules, which the Community Development Planning  
284 Committee and the Development Division shall jointly create, unexpended capital improvement



285 funds carry over to the next fiscal year's budget, provided that such funds are required to remain  
286 appropriated for the same purpose as originally budgeted.

287 121.7-2. *Unexpended Capital Expenditure Funds.* The CFO shall ensure that all unexpended  
288 capital expenditure funds are reallocated to the fiscal year budget two (2) years out from the  
289 fiscal year in which the funds were unexpended. Such unexpended funds shall be re-allocated in  
290 accordance with the Oneida Business Committee's priority list under 121.5-3 using the regular  
291 budget process under 121.5.

292

### 293 **121.8. Budget Authority**

294 121.8-1. *Authority to Expend Funds.* Authority to expend appropriated funds is delegated to  
295 the CFO, who shall make such expenditures in accordance with the adopted budget. This  
296 authority is necessarily delegated to other officers and department managers of the Tribe who  
297 manage the budgets, pursuant to their job descriptions based on the procurement manual rules  
298 developed by the Purchasing Department.

299 121.8-2. *Exhaustion of Non-Tribal Funds.* When grant funds provide for forward funding as  
300 applicable to a function for which Tribal funds have also been appropriated, those grant funds  
301 shall be used before appropriated Tribal funds unless the Tribal funds are needed to make up an  
302 otherwise shortfall in the overall business unit budget or there is a restriction on the grant funds  
303 that provide otherwise.

304 121.8-3. In addition to the authority and responsibilities provided elsewhere in this Law, the  
305 following positions and entities shall have the authority and responsibilities as outlined below:

306 (a) *Oneida Business Committee.* Once the Nation's annual budget is adopted, the  
307 authority of the Oneida Business Committee is limited to budget oversight except as  
308 otherwise provided in this Law. However, these limitations do not prevent the Oneida  
309 Business Committee, with input from the CFO, from taking necessary action, on an  
310 emergency basis and within the scope of its authority, to protect and safeguard the  
311 resources and general welfare of the Nation and ensure compliance with applicable laws,  
312 regulations and requirements. The OBC shall ensure that the CFO performs the duties  
313 and responsibilities as assigned under this law.

314 (b) *Tribal Treasurer.* The Tribal Treasurer shall:

315 (1) Submit expenditure reports and other financial reports as deemed necessary by  
316 the Oneida Business Committee and/or the General Tribal Council at:

317 (A) The annual General Tribal Council meeting;

318 (B) The semi-annual General Tribal Council meeting; and

319 (C) Other such times as may be directed by the Oneida Business  
320 Committee and/or the General Tribal Council.

321 (2) Present the proposed draft budget to the General Tribal Council at the annual  
322 budget meeting as required by section 121.5-9.

323 (c) *Chief Financial Officer.* Once the Tribal budget is properly adopted, the CFO shall  
324 ensure that it is properly implemented. The CFO shall:

325 (1) Provide managers with monthly revenue and expense reports in order for the  
326 managers to track their expenditures;

327 (2) Submit, to the Oneida Business Committee, a written report of any monthly  
328 variances that are either a difference of three percent (3%) or more from the  
329 adopted annual budget or \$50,000 or more in total; and

330 (3) Conduct financial condition meetings with the Nation's management on a  
331 quarterly basis.

332 (d) *Managers*. Managers of each business unit shall:

333 (1) Ensure that their business units operate, on a day-to-day basis, in compliance  
334 with the budget adopted pursuant this law;

335 (2) Report to the CFO explanations and corrective actions for any monthly  
336 variance that are either a difference of three percent (3%) or more from the  
337 adopted annual budget or \$50,000 or more in total; and

338 (3) Submit budget review reports to the CFO on a reasonable and timely basis not  
339 to exceed thirty (30) calendar days from the end of the month.

340

#### 341 **121.9. Budget Transfers; Amendments**

342 121.9-1. *Budget Transfers*. After the budget is adopted, transfer of funds within the budget is  
343 not permitted except as provided in section 121.8-3(a) and to allow the CFO to adjust the  
344 approved budget as required to accurately reflect the amount of grant funding actually received.

345 121.9-2. *Budget Amendments*. After the budget is adopted, amendments of the budget are not  
346 permitted except as provided in section 121.8-3(a).

347

#### 348 **121.10. Reporting**

349 121.10-1. *Monthly Reporting*. The CFO shall provide copies of the monthly treasurer's reports  
350 and quarterly operational reports from direct reports to the Oneida Business Committee in  
351 accordance with Secretary's Oneida Business Committee packet schedule for the Oneida  
352 Business Committee Meeting held for the acceptance of such reports.

353 121.10-2. *Audits*. The Internal Audit Department, annually, shall conduct independent  
354 comprehensive performance audits, in accordance with the Audit Law, the Financial Accounting  
355 Standards Board (FASB) and the Governmental Accounting Standards Board (GASB), of  
356 randomly selected business units or of business units deemed necessary by the Oneida Business  
357 Committee or Internal Audit Department. Each business unit shall offer its complete cooperation  
358 to the Internal Audit Department. The Oneida Business Committee may, as it deems necessary,  
359 contract with an independent audit firm to conduct such audits.

360

#### 361 **121.11. Authorizations and Signatures**

362 121.11-1. *General*. The procurement manual rules developed by the Purchasing Department  
363 shall provide the sign-off process and authorities required to expend funds on behalf on the  
364 Nation.

365 121.11-2. *Fees and Charges*. Managers of programs and services requiring Tribal contribution  
366 that desire to charge fees for their services shall determine the full cost of providing the program  
367 and/or service and, only then, may charge fees to cover operational costs. The full cost of  
368 providing a program and/or service includes all costs including operation costs, overhead such as  
369 direct and indirect costs, and depreciation. Fees and charges may cover the full cost of service  
370 and/or service whenever such fee or charge would not present an undue financial burden to  
371 recipient. Programs and services charging fees may offer fee waivers, provided that the  
372 program/service has developed rules outlining the fee waiver eligibility and requirements.

373

374 **121.12. Enforcement**

375 121.12-1. *Compliance and Enforcement.* All employees and elected officials of the Nation shall  
376 comply with and enforce this law to the greatest extent possible.

377 121.12-2. *Violations.* Violations of this law shall be addressed using the applicable enforcement  
378 tools provided by the Nation's laws, policies and rules, including but not limited to, the Nation's  
379 employment law, policies and rules, the Conflict of Interest Policy, the Code of Ethics and  
380 potentially the Removal law.

381 121.12-3. *Civil and/or Criminal Charges.* This law shall not be construed to preclude the Nation  
382 from pursuing civil and/or criminal charges under applicable law. Violations of applicable  
383 federal or state civil and/or criminal laws may be pursued in a court having jurisdiction over any  
384 such matter.

385

386

387 *End.*

---

388

## Finance Committee Donations for FY 2016

FY2016		BEGINNING BALANCE	\$ 44,000.00
Year	Group	Amount	
1	16-Nov-15	Oneida United Methodist Church	\$ 2,500.00
2	14-Dec-15	WI Indian Educ. Assn. Annual Conference-Apr 2016	\$ 2,500.00
3	4-Jan-16	Native Diversification Network (PTAC)	Denied
4	18-Jan-16	Church of the Holy Apostles	\$ 2,500.00
5	18-Jan-16	National Indian Child Welfare Association-Spring Conference	\$ 1,000.00
6	18-Jan-16	Lutheran Social Services-Wellspring Program	\$ 2,500.00
7	18-Jan-16	Rawhide, Inc. -Youth Programming	\$ 2,500.00
8	18-Jan-16	2016 Tri-History Conference @ Radisson	\$ 2,500.00
9	15-Feb-16	MOPH Annual Convention @ Radisson	\$ 2,500.00
10	14-Mar-16	Oneida Robert Cornelius VFW Honor Event	\$ 2,500.00
11	14-Mar-16	Oneida Spirit of the Hoops	\$ 2,500.00
12	14-Mar-16	Woodland Indian Art Show & Market	\$ 2,500.00
13	14-Mar-16	AO-Family Access Solutions Program	\$ 2,500.00
14	16-May-16	Oneida Nation Longhouse-kitchen construction	\$ 2,500.00
15	18-Jul-16	AO: Bad River Request for Emergency Flood Relief	\$ 2,500.00
16	15-Aug-16	St John's Homeless Shelter /Micah Center-Fundraising Event	\$ 2,000.00
17	15-Aug-16	AO-Braiding the Sacred - Community Event	\$ 1,000.00
18	19-Sep-16	<i>National Indian Education Association-Fall Conference</i>	\$ 1,000.00
19	19-Sep-16	<i>OPD Monument to Fallen Officers-to Skenandore Family</i>	\$ 627.22
		<b>Total Giving for FY 2016</b>	<b>\$ 36,500.00</b>

FY16 End Balance \$ 7,500.00

2 Donations not processed until FY2017 & are not counted in FY2016 Totals

## Finance Committee - Community Fund Activities

Q4

JULY 2016

	Mtg Date	Name of Requestor	Req Cat	Title /Description	Req Amt	Req Product	Action
1	5-Jul-16	Michael Debraska	Personal	Laptop Purchase			Defer-FC Wk Mtg
2	5-Jul-16	Beverly Somers	Personal	I-Pad Pro Purchase			Defer-FC Wk Mtg
3	5-Jul-16	Daniel Miller	Personal	I-Pad Pro Purchase			Defer-FC Wk Mtg
4	5-Jul-16	Alebra Cornelius	SD-Adult	Tough Mudder/Warrior Dash registration	\$ 238.00		Approved
5	5-Jul-16	Jason Martinez	CommEvt	5th Annual Oneida Baseball Tournament	\$ 1,000.00		Approved w/receipts
6	5-Jul-16	Jason Martinez	CommEvt	5th Annual Oneida Baseball Tournament		25 Cases	Approved
7	5-Jul-16	Jack Mehojah	SD-Youth	Amplify Lacrosse-registration for son	\$ 139.50		Approved
8	5-Jul-16	Jerry Swift	SD-Youth	National Gymnastics Competition & classes for daughter	\$ 300.00		Approved w/Tribal ID
9	5-Jul-16	Jeff Scofield	CommEvt	Oneida Big Apple Fest		25 Cases	Approved
10	5-Jul-16	Debra Cloud	SD-Youth	SW Softball Assn-participation fees for daughter	\$ 45.00		Approved
11	5-Jul-16	Sacheen Lawrence	SD-Youth	SW Softball Assn-participation fees for daughter	\$ 45.00		Approved
12	5-Jul-16	Sacheen Lawrence	SD-Youth	SW Softball Assn-participation fees for daughter	\$ 45.00		Approved
13	5-Jul-16	Josefina Garcia- Mondragon	SD-Youth	Marquette University-Summer Reading Program for daughter	\$ 261.18		Approved
14	5-Jul-16	Angelena Bain	SD-Adult	Warrior Dash registration	\$ 75.00		Approved
15	5-Jul-16	Alicia Tisch	SD-Adult	Bode Bootcamp - Class fees	\$ 300.00		Approved
16	5-Jul-16	Alebra Cornelius	SD-Youth	Duck Creek Pop Warner football for son	\$ 130.00		Approved
17	5-Jul-16	Makenit Gutierrez	SD-Adult	Tough Mudder/Warrior Dash registration	\$ 238.00		Approved
18	5-Jul-16	Tina Moore	SD-Youth	Green Bay Elite Cheer for daughter	\$ 300.00		Approved
19	5-Jul-16	Jeremy & Dawn VandeHei	SD-Youth	Oneida Sharp Shooters Lacrosse team Tournament registration fees	\$ 1,000.00		Approved
20	5-Jul-16	B. Jan Frion	Personal	I-Pad Air & Case Purchase			Defer-FC Wk Mtg

**AUGUST 2016**

	Mtg Date	Name of Requestor	Req Cat	Title /Description	Req Amt	Req Product	Action
1	1-Aug-16	Michael Debraska	Personal	Laptop Purchase	\$ 300.00		Denied
2	1-Aug-16	Beverly Somers	Personal	I-Pad Pro Purchase	\$ 300.00		Denied
3	1-Aug-16	Daniel Miller	Personal	I-Pad Pro Purchase	\$ 300.00		Denied
4	1-Aug-16	B. Jan Frion	Personal	I-Pad Air & Case Purchase	\$ 300.00		Denied
5	1-Aug-16	Conrad King	SD-Adult	Soaring Eagle Golf Registration	\$ 200.00		Denied
6	1-Aug-16	Lisa Cornelius	SD-Youth	Boys & Girls Green Bay Choir for son	\$ 300.00		Approved
7	1-Aug-16	Lisa Cornelius	SD-Youth	Boys & Girls Green Bay Choir-daughter	\$ 300.00		Approved
8	1-Aug-16	Lois Weber	SD-Youth	Warner Park Youth Football-for son	\$ 215.00		Approved
9	1-Aug-16	William Graham	Personal	I-Pad Air Purchase	\$ 300.00		Denied
10	1-Aug-16	Sheena Danforth	SD-Youth	I-Pad for special needs child	\$ 300.00		Denied
11	1-Aug-16	Tasheba Danforth	SD-Adult/Fam	Inter-tribal Family Camp	\$ 300.00		Denied
12	1-Aug-16	Tana Aguirre	CommEvt	Get Out the Vote Rally		25 Cases	Approved
13	1-Aug-16	Julie Denny	SD-Adult	All Nations Tournament Registration	\$ 300.00		Approved
14	1-Aug-16	Melanie Doxtater	SD-Adult/Fam	Inter-tribal Family Camp	\$ 207.90		Denied
15	1-Aug-16	Phillip Skenandore	SD-Adult/Fam	Inter-tribal Family Camp	\$ 300.00		Denied
16	1-Aug-16	Arthur Skenandore	SD-Adult/Fam	Inter-tribal Family Camp	\$ 300.00		Denied
17	1-Aug-16	Jared Skenandore	SD-Adult/Fam	Inter-tribal Family Camp	\$ 70.00		Denied
18	1-Aug-16	Daniel Skenandore	SD-Adult/Fam	Inter-tribal Family Camp	\$ 288.00		Denied
19	1-Aug-16	Vance Skenandore	SD-Adult/Fam	Inter-tribal Family Camp	\$ 70.00		Denied

**SEPTEMBER 2016**

	Mtg Date	Name of Requestor	Req Cat	Title /Description	Req Amt	Req Product	Action
1	6-Sep-16	Jeffrey Skenandore	CommEvent	Oneida Sportsmen's Annual Banquet	\$ 750.00		Approved
2	6-Sep-16	Penny Cornelius	SD-Youth	St. Norbert Youth Orchestra Prog-son	\$ 200.00		Approved
3	6-Sep-16	Penny Cornelius	SD-Youth	St. Norbert Youth Orchestra Prog-son	\$ 200.00		Approved
4	6-Sep-16	Tonya Webster	SD-Youth	Tri-County Gymnastics for daughter	\$ 200.00		Approved
5	6-Sep-16	Lorraine Frias	SD-Youth	Allouez Stanpede Soccer - spn	\$ 100.00		Approved
6	6-Sep-16	Carol Johnson	CommEvent	O.N.H.S. Lock-In - Homecoming		16 Cases	Approved
7	6-Sep-16	Sherry Flauger	SD-Adult	Bode Bootcamp Class fees	\$ 200.00		Approved
8	6-Sep-16	Sherry Flauger	SD-Youth	Bode Bootcamp Class fees for son	\$ 200.00		Approved
9	6-Sep-16	Sherry Flauger	SD-Youth	Bode Bootcamp Class fees for daughter	\$ 200.00		Approved

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~ / ~~28~~ / ~~16~~ Meeting was cancelled.

#### 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 Community Development Planning Committee FY '16 4th quarter report

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1.  3.

2.  4.

Business Committee signature required

#### 4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

#### 5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Lisa Liggins, Executive Assistant II  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.



### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

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 Quality of Life Committee FY '16 4th quarter report

3. Supporting Materials

Report  Resolution  Contract

Other:

1. <input type="text" value="QoL FY '16 4th quarter report"/>	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: \_\_\_\_\_  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

# Quality of Life Committee

FY 2016 Quarterly Report (July to September 2016)

## PURPOSE

The Quality of Life Committee is a standing committee of the Oneida Business Committee that will have oversight responsibility of the following areas of the Tribe: Language and Culture, Health, Human Services and Public Safety. This oversight responsibility also extends to any board, committee, or commission related to these specific areas.

## COMMITTEE MEMBERS

Councilwoman Fawn Billie, Quality of Life Committee Chair  
Councilman Tehassi Hill, Quality of Life Committee Vice Chair  
Treasurer Trish King, Quality of Life Committee Member  
Secretary Lisa Summers, Quality of Life Committee Member  
Councilman Brandon Stevens, Quality of Life Committee Member

Other partners include: Wellness Council, Oneida Police Department, Division Directors, other senior leaders and their staff

## MEETINGS

Quality of Life Committee meetings are held on the second Thursday of every month starting at 8:30 a.m. One meeting was held in the third quarter on September 15<sup>th</sup>, no meetings were held in July or August.

## ACTIVITIES SUMMARY

### A. Increasing awareness of drug and substance abuse problems in the Oneida community

The Quality of Life Committee has partnered with other services and agencies within the tribe to help increase awareness of drug and substance abuse problems in the Oneida community. As part of the partnership, the QOL co-sponsored a drug identification training September 7-8<sup>th</sup> for employees to come learn how to identify drug and substance abuse.

A free training to teach community members how to identify drug/substance abuse, was held on Sept. 8, 2016, at the Radisson Hotel in Oneida, by the National Criminal Justice Training Center.

### B. Creating wellness in the workplace

The Quality of Life Committee is a partner with the tribe's Wellness Council, supporting the Council's efforts to create wellness in the workplace and across the Oneida community.

#### Exercise at Work Pilot Study

The Quality of Life Committee supported a pilot study which was conducted by the Wellness Council during the first and second quarter. This initiative aimed to identify ways for employees to increase their physical activity while at work to lower health risks, improve morale, and decrease spending on health care. According to the 2015 Oneida Health Risk Assessment of 1716 employees, the two greatest health risks were body fat and weight control; 44.1 percent of the employees reported exercising less than two hours each week. The results of the pilot study showed positive improvements for the employees who participated:

- 82% improved in at least half of fitness areas

- 67% increased physical activity
- 79% report improvement in Quality of Life
- 81% report improved employee morale
- 75% report improvement in productivity

An implementation plan is expected to be presented to the Business Committee in January 2017.

### **C. Lincoln Hills/Copper Lake Schools**

In August, the Quality of Life Committee Chair toured the Division of Juvenile Corrections Lincoln Hills and Copper Lake Schools in Irma, WI. There are currently 160 youth with six being Native American. An overview of the services and programs available to youth at the facility was provided to Wisconsin tribal representatives.

A common message heard from other representatives of Wisconsin tribes was the need to advocate for support as youth make their transitions home and that the youth have a main contact in their tribal community to connect with a mentor.

#### **REQUESTED ACTION:**

To accept the Quality of Life Committee FY2016 fourth quarterly report.

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Motion to accept the November 10, 2016 Quality of Life (QOL)minutes.

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: Cathy Bachhuber, Executive Assistant  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

## Quality of Life Committee

### Meeting Minutes for November 10, 2016

---

#### I. Call to Order and Roll Call

**Meeting called to order by QOL Chairwoman Fawn Billie at 8:33 a.m.**

**Present:** Fawn Billie, Committee Chairwoman; Lisa Summers, Secretary; Brandon Stevens, Tehassi Hill, Councilmembers.

**Not Present:** Trish King, Treasurer.

**Others present:** Pat Pelky, Eric Boulanger, Jackie Smith, Tina Jorgensen, Latsi Hill, Cathy Bachhuber

#### II. Approval of the agenda

Motion by Tehassi Hill to approve the agenda, seconded by Brandon Stevens. Motion carried unanimously.

#### III. Approval of Meeting Minutes

##### A. September 15, 2016 Quality of Life meeting minutes

Motion by Tehassi Hill to approve the September 15, 2016 Quality of Life Meeting minutes, seconded by Brandon Stevens. Motion carried unanimously.

#### IV. Unfinished Business

##### A. Standing Agenda Items

###### i. Creating a Drug-Free Oneida Community - Fawn Billie

###### 1. Paper Tigers Movie Showings – Fawn Billie

Motion by Tehassi Hill to accept as FYI, seconded by Brandon Stevens. Motion carried unanimously.

###### 2. Youth Risk Survey Update – Tina Jorgenson

Motion by Tehassi Hill to accept the update and have the Quality of Life Committee provide a letter of support to the School Board, seconded by Brandon Stevens. Motion carried unanimously.

##### B. Follow-Up

- ###### i. Employee Exercise Program Wellness Committee Update – Tina Jorgenson
- Excerpt from September 15, 2016 Quality of Life Meeting: Motion by Tehassi Hill to accept the Employee Exercise Pilot Program update and have the team bring back a resolution and implementation plan for the first Oneida Business Committee meeting in 2017, seconded by Trish King. Motion carried unanimously.*

Motion by Tehassi Hill to accept the update, seconded by Brandon Stevens. Motion carried unanimously.

#### **V. New Business**

#### **VI. Reports**

##### **A. QOL Annual Report – Fawn Billie**

Motion by Brandon Stevens to approve the annual report with the added language, seconded by Tehassi Hill. Motion carried unanimously.

#### **VII. Additions**

#### **VIII. Adjourn**

Motion by Tehassi Hill to adjourn at 10:20 a.m., seconded by Brandon Stevens. Motion carried unanimously.

### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approval of the AMERIND Risk Management Corp. premium payment for FY17 in the amount of \$141,043, as approved during the Finance Committee meeting on December 19, 2016.

**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: Primary Requestor: Trish King, Tribal Treasurer  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Brian Doxtator, Assistant to Tribal Treasurer  
Name, Title / Dept.

Additional Requestor: Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
Name, Title / Dept.



## Oneida Business Committee Agenda Request

### 6. Cover Memo:

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

\*\*\*BACKGROUND\*\*\*

On Tuesday, December 20, 2016, at 3:51 p.m., the following E-Poll was conducted:

Summary:

The Finance Committee approved Oneida Housing Authority's request approving AMERIND Risk Management Corp. Insurance payment as a Sole Source.

E-Poll Justification: The Insurance premium is due by December 30, 2016, to provide insurance coverage and meet the HUD insurance coverage requirement for all housing stock.

Requested Action:

Approve AMERIND Risk Management Corp. premium payment for FY17 in the amount of \$141,043, as approved during the Finance Committee meeting on December 19, 2016.

Deadline for response:

Responses are due no later than 3:50 a.m., Wednesday, December 21, 2016.

As of the deadline, below are the results:

Support: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summer, Jennifer Webster

\*\*\*REQUESTED ACTION\*\*\*

Enter E-Poll results into the record for approval of the AMERIND Risk Management Corp. premium payment for FY17 in the amount of \$141,043, as approved during the Finance Committee meeting on December 19, 2016.

- 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

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Wednesday, December 21, 2016 8:40 AM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Lawrence E. Barton; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore; Dale P. Wheelock  
**Subject:** E-POLL RESULTS: Approve AMERIND Risk Management Corp. premium payment for FY17  
**Attachments:** E-Poll request - AMERIND Risk Mgmt FY17 premium payment.pdf  
**Importance:** High  
**Categories:** Next Meeting

**E-POLL RESULTS**

The E-Poll request to approve the AMERIND Risk Management Corp. premium payment for FY17 in the amount of \$141,043, as approved during the Finance Committee meeting on December 19, 2016, **has been approved**. Below are the results:

Support: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summer, Jennifer Webster

**Heather Heuer**

Information Management Specialist  
 Business Committee Support Office (BCSO)

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

---

**From:** TribalSecretary  
**Sent:** Tuesday, December 20, 2016 3:51 PM  
**To:** Brandon L. Yellowbird-Stevens <BSTEVEN@oneidation.org>; Cristina S. Danforth <tdanfort@oneidation.org>; David P. Jordan <djordan1@oneidation.org>; Fawn J. Billie <fbillie@oneidation.org>; Jennifer A. Webster <JWEBSTE1@oneidation.org>; Lisa M. Summers <LSUMMER2@oneidation.org>; Melinda J. Danforth <MDANFORJ@ONEIDANATION.org>; Patricia M. King <TKING@ONEIDANATION.org>; Ronald W. Hill <RHILL7@oneidation.org>  
**Cc:** Lawrence E. Barton <LBARTON@oneidation.org>; TribalSecretary <TribalSecretary@oneidation.org>; Brian A. Doxtator <BDOXTAT2@oneidation.org>; Cathy L. Bachhuber <CBACHHUB@oneidation.org>; Danelle A. Wilson <DWILSON1@ONEIDANATION.org>; Jessica L. Wallenfang <JWALLENF@oneidation.org>; Leyne C. Orosco <lorosco@oneidation.org>; Lisa A. Liggins <lliggins@oneidation.org>; Lora L. Skenandore <LSKENAN3@oneidation.org>; Michael T. Debraska <mdebrask@oneidation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidation.org>; Tammy M. Skenandore <tskenan9@oneidation.org>  
**Subject:** E-POLL REQUEST: Approve AMERIND Risk Management Corp. premium payment for FY17  
**Importance:** High

**E-POLL REQUEST****Summary:**

The Finance Committee approved Oneida Housing Authority's request approving AMERIND Risk Management Corp. Insurance payment as a Sole Source.

E-Poll Justification: The Insurance premium is due by December 30, 2016, to provide insurance coverage and meet the HUD insurance coverage requirement for all housing stock.

**Requested Action:**

Approve AMERIND Risk Management Corp. premium payment for FY17 in the amount of \$141,043, as approved during the Finance Committee meeting on December 19, 2016.

**Deadline for response:**

Responses are due no later than **3:50 a.m., Wednesday, December 21, 2016.**

**Voting:**

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

**Heather Heuer**

Information Management Specialist  
Business Committee Support Office (BCSO)

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

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: 12 / 20 / 16

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 AMERIND Risk Management Corp. premium payment for FY17 in the amount of \$141,043, as approved during the Finance Committee meeting on December 19, 2016.

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: Brian A. Doxtator, Executive Assistant to Tribal Treasurer  
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 Finance Committee approved Oneida Housing Authority's request approving AMERIND Risk Insurance payment as a Sole Source. The Insurance premium is due by December 30, 2016, to provide insurance coverage and meet the HUD insurance coverage requirement for all housing stock. See December 19, 2016, meetings minutes VI. New Business: 4.

- 1) Save a copy of this form for your records.
- 2) Print this form as a \*.pdf OR print and scan this form in as \*.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)

# ONEIDA FINANCE COMMITTEE

## STRATEGIC FINANCIAL PLANNING MEETING

Dec. 19, 2016 – 8:30 A.M.

BC Executive Conference Room

## REGULAR MEETING

Dec. 19, 2016 – 10:00 A.M.

BC Executive Conference Room

## REGULAR MEETING MINUTES

---

### FC SFP Meeting:

Patricia King, Treasurer/FC Chair

David Jordan, BC Council Member

Wesley Martin, Jr., Community Elder Member

Larry Barton, CFO/FC Vice-Chair

Jennifer Webster, BC Council Member

**Excused:** Chad Fuss, Gaming AGM/FC Alternate and Patrick Stensloff, Purchasing Director

**Others Present:** and Denise Vigue

### FC Regular Meeting:

Patricia King, Treasurer/FC Chair

David Jordan, BC Council Member

Patrick Stensloff, Purchasing Director

Larry Barton, CFO/FC Vice-Chair

Jennifer Webster, BC Council Member

Wesley Martin, Jr., Community Elder Member

**Excused:** Chad Fuss, Gaming AGM/FC Alternate

**Others Present:** Mary Wasurick, Chad Cornelius, Robert Keck, Scott Denny, Tim Skenandore, and Denise Vigue, FC recording secretary

**I. Call to Order:** The Regular FC meeting was called to order by the FC Chair at 10:00 A.M.

**II. Approval of Agenda:** DECEMBER 19, 2016:

Motion by Wesley Martin, Jr. to approve the Finance Committee agenda for December 19, 2016 with one Add On. Seconded by David Jordan. Motion carried unanimously.

**III. Approval of Minutes:** DECEMBER 5, 2016 (approved via FC E-Poll on 12/6/16):

Motion by David Jordan to ratify the FC E-Poll action of Dec. 6, 2016 approving the Finance Committee meeting minutes of Dec. 5, 2016. Seconded by Larry Barton. Motion carried unanimously.

### IV. Tabled Business:

- FC Recommendation RE: Acheson Education Endowment  
Patricia King, Treasurer

No action, remains on the table. (Note: Item still in discussion in FC Work meeting.)

**V. Capital Expenditures:** No items

### VI. New Business:

- Miron Construction – IMAC Concrete  
Tim Skenandore, Gaming Facilities

Tim Skenandore was present to provide details of request: curb replacement at IMAC, was bid out, Miron only vendor complied with return of complete bid package; Larry Barton noted that in speaking with Chad Fuss this is also a health and safety issue to reduce trip hazard at that location.

Motion by Larry Barton to approve the Miron Construction Purchase Order in the amount of \$58,859. Seconded by Patrick Stensloff. Motion carried unanimously.

2. Meadowbrook – FY17 Blanket PO-Liability Insurance  
Robert Keck, Risk Management

Robert Keck was present to explain this is for yearly coverage of the total tribal liability policy that covers multiple areas for liability; this is the second payment of a three year contract renewable in FY18 and will bid out; substantial savings with premium by accepting multi-year contract; a legal review was done for initial terms/agreement.

Motion by David Jordan to approve the Meadowbrook Purchase Order for FY17 for liability insurance in the amount of \$436,832. Seconded by Jennifer Webster. Larry Barton abstained. Motion carried.

3. PMI Entertainment Group – 5 year Service Agreement  
Brenda Mendolla-Buckley, Gaming Marketing

Mary Wasurick and Chad Cornelius were present to explain this request for a multi-year service agreement for advertising (branding) at various venues in and around Lambeau Field as well as suite for Gaming Players Club Gold members; contract includes obtaining fair provisions for any down time/changes at the venues; Larry Barton discussed advertising of the LPGA, Mary will contact Josh and work with him on this.

Motion by Jennifer Webster to approve the PMI Entertainment Group Five Year Service Agreement in the amount of \$750,000. Seconded by David Jordan. Motion carried unanimously.

4. ADD ON: Amerind Risk Management Corp.  
Dale Wheelock, OHA

Scott Denny was present to explain this is for the FY17 insurance premium for the over 300 units covered under the Oneida Housing Authority, funds are paid from a grant.

Motion by Larry Barton to approve the Amerind Risk Management Corporation Insurance premium payment for FY17 in the amount of \$141,043., provided requester send in backup information to the Finance Committee. Seconded by Wesley Martin, Jr. Motion carried unanimously.

**VII. Executive Session:** No items

**VIII. Donation Requests:**

1. Oneida United Methodist Church  
Rev. Ann Bullis, OUMC

Motion by David Jordan to approve the Oneida United Methodist Church request from the Finance Committee Donation Line in the amount of \$2,500. Seconded by Jennifer Webster. Motion carried unanimously.

2. Boxing Sponsorship  
Roland Christjohn

Motion by David Jordan to approve the boxing sponsorship request from the Finance Committee Donation Line in the amount of \$290. Seconded by Wesley Martin, Jr. Motion carried unanimously.

**IX. Follow Up:** No items

**X. FYI and /or Thank You:**

1. FYI: Bally – (8) Alpha Wave Lease Games  
David Emerson, Gaming Slots Department

Motion by Jennifer Webster to accept as FYI the 8 Alpha Wave Lease Games with Bally. Seconded by Larry Barton. Motion carried unanimously.



- XI. Adjourn:** Motion by David Jordan to adjourn. Seconded by Jennifer Webster. Motion carried unanimously. The Regular FC meeting ended at 10:25 A.M.

Minutes taken and transcribed by:  
Denise Vigue, Executive Assistant in Finance  
& Finance Committee Recording Secretary

*Finance Committee- E-Poll Minutes Approval Date:* December 20, 2016

*Oneida Business Committee- FC Minutes- Approval Date:* \_\_\_\_\_

**MEMORANDUM**

To: Finance Committee  
From: Dale Wheelock, Executive Director Oneida Housing Authority *DFW*  
Date: December 19, 2016  
Subject: **Requesting Approval of AMERIND Risk Insurance payment from 1/1/17 - 12/30/17.**

I am requesting the Finance Committee approve of this sole source insurance carrier. Each year Oneida Housing renews its insurance coverage for 366 housing units, warehouse and main office as a requirement of HUD regulations to protect the assets of the Oneida Housing Authority housing inventory. The premium this year is \$141,043. AMERIND Risk insurance has been our insurance company since the creation of the Oneida Housing Authority. They have been very reliable in keeping the insurance low and yet quick to settle claims. The Tribal Risk Management Dept. has had no issues in using AMERIND Risk in the past due to their low rate and excellent service over the years.

The insurance premium is due by December 30, 2016 to provide insurance coverage and meet the HUD insurance coverage requirement for all housing stock.

**Dale P. Wheelock**

---

**From:** Jaime L. Metoxen  
**Sent:** Thursday, December 15, 2016 2:11 PM  
**To:** Dale P. Wheelock  
**Subject:** FW: PO in AS 400 queue

---

**From:** Terry A. Cornelius  
**Sent:** Thursday, December 15, 2016 1:18 PM  
**To:** Jaime L. Metoxen  
**Cc:** Patrick W. Stensloff; Denise J. Vigue  
**Subject:** PO in AS 400 queue

PDM-12072-17-  
PO  
AMERIND RISK  
MANAGEMENT CORP  
COVERAGE PROPOSAL 3288-14 \$ 1 4 1 , 0 4 3 . 0 0 Dec 13,  
2016  
11:01:18  
AM  
Jaime Metoxen,

Good afternoon, Jaime.

The above-referenced PO is in my queue for approval. However, before I can proceed I must see that this sole-sourced item has been approved by either the BC or the Finance Committee. If it has received such approval in FY 2017, please reply with meeting date so I may confirm with a review of the minutes. If no such approval exists from current fiscal year, please schedule for an FC meeting through Denise Vigue.

Terry A. Cornelius  
Oneida Nation Finance Department  
PO Box 365  
Oneida, WI 54155

(O): 920-869-4410  
(C): 920-737-4410  
(F): 920-869-4393



*Looks Okay*



# AMERIND Risk

*Tribes Protecting Tribes*

## Coverage Proposal

Prepared for: **Oneida Tribe of Indians of Wisconsin**

PO Box 68  
Oneida, WI 54155

Coverage Dates: 1/1/2017 to 1/1/2018

Proposal/Quote # 3288



PROPERTY. LIABILITY. WORKERS' COMPENSATION. EMPLOYEE BENEFITS.  
The only 100% Tribally owned insurance solutions provider in Indian Country.

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

**Re: IHBG 2017 Renewal of Coverage and Annual Contribution Invoice**

Dear Valued Member,

Thank you for your 2017 renewal information and continued support of your Indian Housing Block Grant Recipient Protection Plan, an ARMC cell; your "HUD approved" tribally owned and operated risk pool. We commend your extra work updating your inventory.

Attached, please find your 2017 coverage proposal, schedule and invoice. Please pay the invoice that is included regardless of any changes you may have. Once your payment is received, your policy will be issued and all revisions, including additions and deletions will be processed and endorsed to your policy after January 1, 2017.

- Once we receive your payment, you will receive the following:
- 2017 Certificate of Coverage.
- 2017 Policy Document
- 2017 Endorsements (if applicable)

Please note, the Member Portal has been permanently closed. Moving forward, please e-mail [CLUW@amerindrisk.org](mailto:CLUW@amerindrisk.org) for all of your previous Member Portal needs.

A friendly reminder, payment on your invoice is due "in full" and payable to AMERIND on or before December 31, 2016. Please use the address on your enclosed invoice to send your payment.

If you have questions or need further documentation from us, please e-mail us at [CLUW@amerindrisk.org](mailto:CLUW@amerindrisk.org). We look forward to another year of serving you and providing for your insurance and training needs.

Respectfully,

K. Jake Derden  
AIC, AIS, AINS  
Underwriting Manager



## ABOUT US

AMERIND Risk is the only 100% Tribally owned insurance solutions provider in Indian Country. We provide property, liability, workers' compensation insurance and employee benefits for tribes, tribal governments, businesses and individual coverage.

In response to an insurance crisis, tribes pooled their resources to create AMERIND Risk in 1986. The entire insurance-buying public was faced with cancelation or significant price increases. Indian Country was no exception, so we began our endeavor of creating affordable and sustainable solutions for tribes.

We are a tribally sovereign federal corporation formed under Section 17 of the Indian Reorganization Act (IRA). With this status, AMERIND Risk is managed by a Board of Directors who represent each region in Indian Country. Our Board of Directors consists of a Chairperson and one individual representative from each of the nine regions across Indian Country. Most notably, we take great pride in being member-owned; with our members being over 400 tribes throughout Indian Country.

Since inception, we have weathered the unpredictability of the insurance industry by adopting and implementing culturally sensitive business practices. As a federally approved plan of self-insurance, we pride ourselves in the flexibility of developing and implementing products and services tailored to every individual policy. We continue to provide quality service and are certain to "be here for as long as tribes need us."

We work to protect our valued policy holders from financial loss due to property damage, liability and/or employee injury claims. By buying AMERIND Risk products and services, tribes keep money in Indian Country; valuable dollars that would otherwise go to the shareholders of non-Indian insurance companies.

### Our Mission

"Tribes Protecting Tribes."

### Our Vision

"To be here for as long as Tribes need us; to keep Tribal dollars within Indian Country."

Coverage Proposal: 3288

Onelda Tribe of Indians of Wisconsin

## SERVICE TEAM

We operate on a team approach. Your team consists of:

Name/Title	Department	Contact Information	
Tina Duncan Sales Manager	Sales	505-404-5054	<a href="mailto:tduncan@amerindrisk.org">tduncan@amerindrisk.org</a>
Jake Derden Underwriting Manager	Underwriting	505-404-5080	<a href="mailto:jderden@amerindrisk.org">jderden@amerindrisk.org</a>
Alan Romero Claims Director	Claims	505-404-5011	<a href="mailto:aromero@amerindrisk.org">aromero@amerindrisk.org</a>
Kenneth Ruthardt Safety Manager	Safety	505-404-5013	<a href="mailto:kruthardt@amerindrisk.org">kruthardt@amerindrisk.org</a>

Our office hours are Monday through Friday 8:30 am to 5:00 pm Mountain Time. During other times, your calls will be received by our voicemail system. Your recorded calls will then be returned during business hours.

## AMERIND Risk

502 Cedar Drive  
Santa Ana Pueblo, NM 87004

Tel: (505) 404-5000 | (800) 352-3496

Fax: (505) 404-5001 | (800) 388-7475

Visit [www.AMERINDRisk.org](http://www.AMERINDRisk.org)

***Tribes Protecting Tribes***



Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

---

## Your Program



Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

Schedule of Named Insured
Name(s)
Oneida Tribe of Indians of Wisconsin

Note: Any entity not specifically named in this proposal may not be an insured entity. This may include partnerships and joint ventures.

Property Coverage Summary (see attached schedules for details)				
Type of Property	Number of Buildings	Total Insured Property Values	Total Business Income and Extra Expense Limits	Equipment Breakdown
Single Family Dwellings	180	\$34,951,644	N/A	N/A
Multifamily Dwellings	79	\$20,565,429	N/A	N/A
Commercial Property	5	\$3,787,610	N/A	\$3,787,610
Scheduled Equipment	N/A	No Coverage	N/A	N/A
Unscheduled Equipment	N/A	No Coverage	N/A	N/A

Blanket Policy Limit	
The Blanket Policy Limit shown below shall apply to property covered in this policy. Limits of Insurance stated below or elsewhere in the policy are part of, and not in addition to the Blanket Policy Limit of Insurance.	
Rental Income Loss Policy Limit	No Coverage

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

<b>Additional Coverages – Schedule of Limits</b>	
a. Debris Removal	\$35,000
b. Preservation of Property	Actual Expense Incurred
c. Fire Department Service Charges	\$1,000
d. Pollutant Clean-up and Removal	\$10,000
e. Increased Cost of Construction	Up to 20% of the Building Limit
f. Electronic Data	\$2,500
g. Arson Award	\$10,000
h. Automatic Fire Extinguishing System	\$10,000
i. Property in Transit	\$5,000
j. Consequential Reduction in Value	Included
k. Control of Damaged Merchandise	Included
l. Decontamination Costs	\$10,000
m. Deferred Payments	\$100,000
n. Earth Movement not to exceed the following limits: 1. Per Structure 2. Aggregate 3. Property located, wholly or partially within Zone 1 as defined by National Geological Survey	\$15,000 \$1,000,000 No Coverage
o. Expediting Costs	\$100,000
p. Fire Extinguisher Recharge or Replacement	\$500
q. Flood not to exceed the following limits: 1. Per Structure 2. Aggregate 3. Property located, wholly or partially within Special Flood Hazard Areas (SFHA's) of 100 year flooding, as defined by the Federal Emergency Management Agency	\$15,000 \$1,000,000 No Coverage
r. Professional Fees	\$10,000
s. Loss of Use 1. Extra Expense 2. Forced Evacuation 3. Tenant Relocation	\$10,000 \$150 per day – \$10,000 Max
t. Tax Treatment of Profits	\$100,000
u. Temporary Removal of Property	\$1,000,000

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

Coverage Extensions – Schedule of Limits		
a. Newly Acquired or Constructed Property	Buildings	\$250,000
	Business Personal Property	\$100,000
	Period of Coverage	30 Days
b. Off Premises Storage for Property under Construction		\$100,000
c. Personal Property of Others		\$2,500
d. Valuable Papers and Records (Other than Electronic Data)		\$2,500
e. Property Off-premises		\$10,000
f. Outdoor Property – Outdoor Fences, Antennas, Trees, Shrubs, Plants (named perils)		\$250 per tree, shrub, or plant
1. Per Tree, Shrub or Plant		\$2,500 per occurrence
2. Per Occurrence		
g. Non-owned Detached Trailers		\$5,000
h. Business Personal Property Temporarily in Portable Storage Units		\$10,000
i. Accounts Receivable		\$10,000
j. Fine Arts		\$5,000
k. Money and Securities (named perils)		\$1,000
l. Brands and Labels		Included
m. Theft of Specified Items:		
1. Furs, fur garments.		
2. Jewelry, watches, etc.		
3. Patterns, dies, molds and forms		
4. Stamps, tickets and letters of credit		\$5,000
n. Submerged Pumps		\$5,000
o. Miscellaneous Personal Property		\$2,500



<b>Equipment Breakdown Extensions Limit</b>	
<b>a. Business Income</b>	N/A
<b>b. Extra Expense</b>	\$10,000
<b>c. Expediting Expenses</b>	\$10,000
<b>d. Hazardous Substances</b>	\$10,000
<b>e. Spoilage</b>	\$10,000
<b>f. Computer Equipment</b>	\$10,000
<b>g. Data Restoration</b>	\$10,000
<b>h. Service Interruption</b>	Included

Terms and Conditions	
<b>Cause of Loss:</b>	Special
<b>Coinsurance:</b>	None
<b>Business Income Ordinary Payroll Limitation</b>	N/A
<b>Other</b>	Replacement Cost on Property and Business Personal Property ACV on Contractor Maintenance Equipment & Scheduled Personal Property

Deductibles	
<b>Property</b>	\$500
<b>Inland Marine</b>	\$500
<b>Equipment Breakdown</b>	\$500
<b>Business Income and/or Extra Expense Period of Restoration</b>	N/A

Special Peril Deductibles	
<b>Earth Movement</b>	\$1,000 per building \$5,000 per occurrence
<b>Flood</b>	\$1,000 per building \$5,000 per occurrence
<b>Wind &amp; Hail</b>	N/A

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

---

**Your Schedule of Property**  
(See Attached)



Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

Scheduled Equipment		
Description	Identification	Limit
N/A	N/A	N/A

Unscheduled Equipment		
Description	Location	Limit
N/A	N/A	N/A

Scheduled Property		
Description	Make & Model	Limit
Water Pumping Equipment	Various	\$5,000

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

Crime Coverage			
Coverage		Limit	Deductible
Employee Theft	Per Occurrence	\$50,000	\$500
Faithful Performance of Duties		Excluded	N/A
Forgery Or Alteration	Per Occurrence	No Coverage	N/A
Inside The Premises – Theft Of Money And Securities	Per Occurrence	No Coverage	N/A
Inside The Premises – Robbery Or Safe Burglary Of Other Property	Per Occurrence	No Coverage	N/A
Outside The Premises	Per Occurrence	No Coverage	N/A
Computer And Funds Transfer Fraud	Per Occurrence	No Coverage	N/A
Money Orders And Counterfeit Money	Per Occurrence	No Coverage	N/A
Destruction of Electronic Data or Computer Programs		Excluded	N/A

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

Summary of Primary Liability Coverages			
Occurrence Type Coverage	Limit		Deductible
<b>General Liability</b> - Each Occurrence - Damage to any one premises (Fire Legal) - Medical Expense Limit any one person - Personal & Advertising Injury - General Aggregate - Products/Completed Operations Aggregate	\$1,000,000 \$100,000 No Coverage \$1,000,000 \$2,000,000 \$2,000,000		N/A
<b>Employee Benefits Liability</b> - Each Employee - Aggregate	No Coverage No Coverage		N/A
<b>Abuse or Molestation Liability</b> - Each Person - Aggregate	No Coverage No Coverage		N/A
Claims Made Coverage	Limit	Deductible/Retention	Retro Date
Tribal Officials and Management Liability	\$100,000	\$1,000	01/01/2007
Employment-Related Practices Liability	No Coverage	N/A	N/A
<b>Housing Administrators Errors and Omissions Liability</b> - Each Claim - Aggregate	No Coverage No Coverage	N/A	N/A

Excess Liability Coverage	
	Limit
Each Occurrence	No Coverage
Aggregate	No Coverage

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

---

***Liability Proposal Notes***

---

- Commercial General Liability - Coverage for Third Party claims for Bodily Injury, Property Damage and Personal Injury. Coverage predominately for Premises and Operations.
  - Employee Benefits Liability - Errors and omissions in the administration of a non-ERISA employee benefit plan.
  - Abuse of Molestation Liability – Coverage for Third Party claims for Bodily Injury, Property Damage and Personal Injury. In the event of a sexual misconduct allegation.
  - Tribal Officials and Management Liability - Coverage for Errors & Omissions in the administration of the Tribal Government. Public Officials Liability for Tribal Governments.
  - Employment – Related Practices Liability -- Coverage for Errors & Omissions in the in the administration of the employment related practices.
  - Housing Administrators Errors and Omissions Liability – Coverage for Errors & omission in the administrations of insurance services for its organization or tribal members.
- 



Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

### ***Additional Interests***

---

### ***Additional Proposal Conditions***

---

- Proposal is subject to receipt of photos of each building valued in excess of \$1 Million.
- To bind coverage please return signed Order Form and Optional Coverage Form selection
- Premium is due in full by 1/1/2017 to avoid a lapse in coverage. Premiums paid after 1/1/2017 will result in a lapse in coverage to the day payment is received in our office. Premium is fully earned and does not prorate if policy is lapse or cancelled mid-term per Board of Directors Resolution.

### ***Proposal Recommendations***

---

- Structures with Steam Boilers are reinsured through our reinsurer partner Hartford Steam Boiler. Please contact us to review eligibility of free safety inspections for your Steam Boilers.
- AMERIND Risk now offers Housing Administrators Errors & Omissions. This is a new policy that will protect the administration services of insurance products on behalf of their origination or tribal members. This will cover any Errors & Omissions that can occur while acting as a Housing Administrator. Such as missing or underreported Units, misreported data, errors on submitted information, and any inaccurate advice provided to your tribal members for the administration of insurance products. This policy is highly recommended if you administer a Community Shield Policy for your tribal members.

### ***Additional Comments***

---

- AMERIND Advantage
  - AMERIND Risk's property deductible is a per event deductible. Many competitor's deductibles are written on a per building per event deductible basis.
    - (ie. If 5 buildings were involved in one event, under AMERIND's policy, the colony would be responsible for \$5,000 deductible. Under competitors' policies, the insured would be responsible for up to \$25,000).
- Property values are based on 2017 construction cost in your area. By agreeing to the recommended values set forth in this proposal we will not apply the 90% Co-insurance provision set forth by the AMERIND Board of Directors. Provided that reported square footage, and construction type of the structure is accurate. Not Agreeing to these values AMERIND Risk will apply the 90% Co-insurance provision to your 2017 policy.

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

## Forms Applicable

### Common Forms

AI 00 17 05 14	Common Policy Declarations
AIL 00 18 09 16	Common Policy Conditions

### Property Forms

AC DS 01 02 16	Property Declarations
CP 00 10 12	Building and Personal Property Coverage Form
AC 01 01 09 16	Additional Coverage and Extension
CP 10 30 10 12	Cause of Loss Special Form
AR CP 01 01 11 16	Obsolete Roofing Material Exclusion
AC EB 03 06 14	Equipment Breakdown Declarations
AC EB 02 06 14	Equipment Breakdown Coverage Form

### Inland Marine Forms

AR DS 06 02 16	Equipment Declarations
CM 00 01 09 04	Inland Marine Conditions
AR 00 68 07 16	Equipment Coverage Form

### Crime Forms

CR DS 02 08 13	Commercial Crime Declarations
CR 00 21 08 13	Commercial Crime Coverage Form – Loss Sustained

### General Liability Forms

AC DS 05 10 12 15	Liability Summary
AC DS 05 01 08 15	General Liability Declarations
CG 00 01 04 13	Commercial General Liability Coverage Form
CG 21 69 01 02	War or Terrorism Exclusion
IL 00 21 09 08	Nuclear Energy Liability Exclusion
AC 24 09 02 15	Tribal Governments Endorsement
AR 01 11 12 15	Sovereign Immunity as Defense

### Other Liability Forms

AR DS 05 12 15	Tribal Officials Liability Declarations
AP 00 06 12 15	Tribal Officials & Management Liability Coverage Form
MP 21 03 05 09	Parent Organization – Exclusion
MP 21 12 05 09	Nuclear Energy – Exclusion
MP 21 14 01 15	Certified Acts of Terrorism – Exclusion

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

<b>Premium Summary</b>	
<b>Coverage</b>	<b>Premium</b>
Commercial Property	\$79,765
Commercial Inland Marine	No Coverage
Equipment Breakdown	Included
Crime and Fidelity	\$1,875
Commercial General Liability	\$14,771
Tribal Officials Liability coverage part	\$936
Employment-Related Practices Liability	No Coverage
Housing Administrators E & O Liability	No Coverage
Excess Liability coverage part	No Coverage
Other	\$
<b>Total premium</b>	<b>\$141,120</b>
<b>Included in the above Premium are:</b>	
Reinsurance charges	\$22,945
Operations charges	\$20,828





**Optional Coverage**

**Obsolete Roofing Material Extension**

Deductible	Coverage	Additional Premium	Selection
\$1,000 Per Occurrence	Full Replacement Cost for The Perils of Wind & Hail	\$36,360	<input type="checkbox"/>
\$1,000 Per Structure	Full Replacement Cost for The Perils of Wind & Hail	\$22,860	<input type="checkbox"/>
\$2,500 Per Occurrence	Full Replacement Cost for The Perils of Wind & Hail	\$35,460	<input type="checkbox"/>
\$2,500 Per Structure	Full Replacement Cost for The Perils of Wind & Hail	\$16,200	<input type="checkbox"/>
N/A	As Is No Additional Extension	\$0	<input type="checkbox"/>

By selecting this coverage, we will remove the Obsolete Roofing Material Exclusion below, and pay full replacement for the perils of wind and hail.

11. Obsolete Roofing Material -- Exclusion

For roofing material which is obsolete or no longer available, we will only pay the percentage of the replacement cost as determined by the age in the schedule below. This only applies to the perils of wind and hail when the losses are less than 50% of the total replacement value of the roof.

Age of Roof	Percentage of Replacement Cost
10 years	75%
15 years	50%
20 years	25%
25 or more years	0%

**Please return your selection along with your Authorization Form & Additional Premium.**

Coverage Proposal: 3288

Oneida Tribe of Indians of Wisconsin

## Authorization Form

Effective date	Total Annual Premium	Commission
1/1/2017	\$141,120	N/A

<i>Form Authorized by (Print Name)</i>	<i>Authorized Signature</i>
<i>Title/Position:</i>	<i>Date of Authorization:</i>

There are three ways to submit your order form:

**Mail:** AMERIND Risk  
Attn: Underwriting  
502 Cedar Drive  
Santa Ana Pueblo, NM 87004

**Fax:** 1-800-388-7475  
Attn: Underwriting

**Email:** [CLUW@AMERINDRisk.org](mailto:CLUW@AMERINDRisk.org)



**AMERIND Risk**

502 Cedar Drive, Santa Ana Pueblo, NM 87004  
Phone (505) 404-5000 (800) 352-3496 / Fax (505) 404-5001 (800) 388-7475

**Quote / Invoice**

**Coverage Doc#:** 3288-14  
**Coverage Term:** 1/ 1/2017 - 12/31/2017  
**Quote #:** Q3583

**Mail to:** Oneida Tribe of Indians of Wisconsin  
PO Box 68  
Oneida, WI 54155

		Contribution
Risk Pool Claims Fund Allocation		\$97,347.00
Risk Pool Operations		\$20,828.00
Risk Pool Reinsurance		\$22,945.00
	2017 Coverage Contribution:	\$141,120.00
Member Reserve Amount (11/02/2016)	\$ 37,326.28	
	Previous Policy Endorsement Credit:	(\$77.00)
	Total Amount Due:	\$141,043.00

Please detach stub and submit with payment.

**AMERIND Risk**

502 Cedar Drive, Santa Ana Pueblo, NM 87004  
Phone (505) 404-5000 (800) 352-3496 / Fax (505) 404-5001 (800) 388-7475

AMERIND Risk  
502 Cedar Drive  
Santa Ana Pueblo, NM 87004



Oneida Tribe of Indians of Wisconsin

**Invoice Date:** 11/02/2016  
**Coverage Doc #:** 3288-14  
**Due Date:** 12/31/2016  
**Total Amount Due:** \$141,043.00

Please make check or money order payable to: AMERIND Risk Management Corporation or ARMC

AMERIND Risk  
502 Cedar Drive  
Santa Ana Pueblo, NM 87004

Amount Paid: \$ \_\_\_\_\_

### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approval of the December 19, 2016, Finance Committee meeting minutes.

**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: Primary Requestor: Trish King, Tribal Treasurer  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Larry Barton, Chief Financial Officer  
Name, Title / Dept.

Additional Requestor: Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
Name, Title / Dept.

## Oneida Business Committee Agenda Request

### 6. Cover Memo:

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

\*\*\*BACKGROUND\*\*\*

On Tuesday, December 27, 2016, at 12:01 p.m., the following E-Poll was conducted:

Summary:

Oneida Business Committee approval is required to approve all Finance Committee meeting actions as the Finance Committee is a standing committee of the Oneida Business Committee

E-Poll Justification: Items approved by the Finance Committee require OBC approval in order to move forward (see item VI.1. which is noted as a health and safety issue).

Requested Action:

Approve December 19, 2016 Finance Committee meeting minutes.

Deadline for response:

Responses are due no later than 8:00 p.m., Tuesday, December 27, 2016.

As of the deadline, below are the results:

Support: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

\*\*\*REQUESTED ACTION\*\*\*

Enter E-Poll results into the record for approval of the December 19, 2016, Finance Committee meeting minutes.

- 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

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Thursday, December 29, 2016 8:28 AM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Lawrence E. Barton; Denise J. Vigue; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** E-POLL RESULTS: Approve December 19, 2016 Finance Committee meeting minutes  
**Attachments:** EPOLL REQUEST -- Approve December 19, 2016, Finance Committee meeting mi....pdf  
**Categories:** Next Meeting

**E-POLL RESULTS**

The E-Poll request to approve the December 19, 2016, Finance Committee meeting minutes, **has been approved**. Below are the results:

Support: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

**Heather Heuer**

Information Management Specialist  
Business Committee Support Office (BCSO)

---

**From:** TribalSecretary  
**Sent:** Tuesday, December 27, 2016 12:01 PM  
**To:** Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <lsummer2@oneidanation.org>; Melinda J. Danforth <mdanforj@oneidanation.org>; Patricia M. King <tking@oneidanation.org>; Ronald W. Hill <rhil7@oneidanation.org>  
**Cc:** TribalSecretary <TribalSecretary@oneidanation.org>; Lawrence E. Barton <lbarton@oneidanation.org>; Denise J. Vigue <dvigie@oneidanation.org>; Brian A. Doxtator <bdoxtat2@oneidanation.org>; Cathy L. Bachhuber <cbachhub@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>  
**Subject:** E-POLL REQUEST: Approve December 19, 2016 Finance Committee meeting minutes

**E-POLL REQUEST****Summary:**

Oneida Business Committee approval is required to approve all Finance Committee meeting actions as the Finance Committee is a standing committee of the Oneida Business Committee

*E-Poll Justification: Items approved by the Finance Committee require OBC approval in order to move forward (see item VI.1. which is noted as a health and safety issue).*

**Requested Action:**

Approve December 19, 2016 Finance Committee meeting minutes.

**Deadline for response:**

Responses are due no later than **8:00 p.m., Tuesday, December 27, 2016.**

**Voting:**

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

Lisa Liggins  
Assistant to Secretary Summers  
Oneida Business Committee



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

office 920.869.4434  
cell 920.819.7344  
fax 920.869.4040

PO Box 365  
Oneida, WI 54155-0365  
Oneida-nsn.gov



### Oneida Business Committee Agenda Request

1. Meeting Date Requested: \_\_\_ / \_\_\_ / \_\_\_

2. General Information:

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

[Empty text box]

Agenda Header: Standing Committees

Accept as Information only

Action - please describe:

BC approval of Finance Committee Meeting Minutes of December 19, 2016

3. Supporting Materials

Report  Resolution  Contract

Other:

1. FC Mtg Minutes of 12/19/16

3. [Empty text box]

2. FC E-Poll approving 12/19/16 Minutes

4. [Empty text box]

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Trish King, Tribal Treasurer

Primary Requestor: Denise Vigue, Executive Assistant /Finance Administration  
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:

Oneida Business Committee approval is required to approve all Finance Committee meeting actions as the FC is a standing committee of the OBC.

- 1) Save a copy of this form for your records.
- 2) Print this form as a \*.pdf *OR* print and scan this form in as \*.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)

# ONEIDA NATION

P.O. Box 365

Oneida, WI 54115

## **MEMORANDUM**

**TO:** Finance Committee  
**CC:** Business Committee  
**FR:** Denise Vigue, Executive Assistant  
**DT:** 12/20/16  
**RE:** **E-Poll Results of: FC Meeting Minutes of Dec. 19, 2016**

An E-Poll vote of the Finance Committee was conducted to approve the December 19, 2016 Finance Committee meeting minutes. The results of the completed E-Poll are as follows:

### **E-POLL RESULTS:**

**There was a Majority 6 YES votes from Patrick Stensloff, David Jordan, Larry Barton, Wesley Martin, Jr., Chad Fuss and Jennifer Webster to approve the Dec. 19, 2016 Finance Committee Meeting Minutes.**

The minutes will be placed on the next BC agenda of Dec. 28, 2016 for approval and the next Finance Committee agenda of Jan. 3, 2017 to ratify this E-Poll action.

Yawλko

---

\* Per the Finance Committee By-Laws Article III-Meetings, 3-4 Quorum. Four (4) members of the Finance Committee shall constitute a quorum & 3-6 Voting. (d) The Finance Committee shall act by a majority of vote of the quorum present at any meeting.

# ONEIDA FINANCE COMMITTEE

## STRATEGIC FINANCIAL PLANNING MEETING

Dec. 19, 2016 – 8:30 A.M.  
BC Executive Conference Room

## REGULAR MEETING

Dec. 19, 2016 – 10:00 A.M.  
BC Executive Conference Room

## REGULAR MEETING MINUTES

---

### FC SFP Meeting:

Patricia King, Treasurer/FC Chair

David Jordan, BC Council Member

Wesley Martin, Jr., Community Elder Member

Larry Barton, CFO/FC Vice-Chair

Jennifer Webster, BC Council Member

**Excused:** Chad Fuss, Gaming AGM/FC Alternate and Patrick Stensloff, Purchasing Director

**Others Present:** and Denise Vigue

### FC Regular Meeting:

Patricia King, Treasurer/FC Chair

David Jordan, BC Council Member

Patrick Stensloff, Purchasing Director

Larry Barton, CFO/FC Vice-Chair

Jennifer Webster, BC Council Member

Wesley Martin, Jr., Community Elder Member

**Excused:** Chad Fuss, Gaming AGM/FC Alternate

**Others Present:** Mary Wasurick, Chad Cornelius, Robert Keck, Scott Denny, Tim Skenandore, and Denise Vigue, FC recording secretary

**I. Call to Order:** The Regular FC meeting was called to order by the FC Chair at 10:00 A.M.

### II. Approval of Agenda: DECEMBER 19, 2016:

Motion by Wesley Martin, Jr. to approve the Finance Committee agenda for December 19, 2016 with one Add On. Seconded by David Jordan. Motion carried unanimously.

### III. Approval of Minutes: DECEMBER 5, 2016 (approved via FC E-Poll on 12/6/16):

Motion by David Jordan to ratify the FC E-Poll action of Dec. 6, 2016 approving the Finance Committee meeting minutes of Dec. 5, 2016. Seconded by Larry Barton. Motion carried unanimously.

### IV. Tabled Business:

- FC Recommendation RE: Acheson Education Endowment  
Patricia King, Treasurer

No action, remains on the table. (Note: Item still in discussion in FC Work meeting.)

### V. Capital Expenditures: No items

### VI. New Business:

- Miron Construction – IMAC Concrete  
Tim Skenandore, Gaming Facilities

Tim Skenandore was present to provide details of request: curb replacement at IMAC, was bid out, Miron only vendor complied with return of complete bid package; Larry Barton noted that in speaking with Chad Fuss this is also a health and safety issue to reduce trip hazard at that location.

Motion by Larry Barton to approve the Miron Construction Purchase Order in the amount of \$58,859. Seconded by Patrick Stensloff. Motion carried unanimously.

2. Meadowbrook – FY17 Blanket PO-Liability Insurance  
Robert Keck, Risk Management

Robert Keck was present to explain this is for yearly coverage of the total tribal liability policy that covers multiple areas for liability; this is the second payment of a three year contract renewable in FY18 and will bid out; substantial savings with premium by accepting multi-year contract; a legal review was done for initial terms/agreement.

Motion by David Jordan to approve the Meadowbrook Purchase Order for FY17 for liability insurance in the amount of \$436,832. Seconded by Jennifer Webster. Larry Barton abstained. Motion carried.

3. PMI Entertainment Group – 5 year Service Agreement  
Brenda Mendolla-Buckley, Gaming Marketing

Mary Wasurick and Chad Cornelius were present to explain this request for a multi-year service agreement for advertising (branding) at various venues in and around Lambeau Field as well as suite for Gaming Players Club Gold members; contract includes obtaining fair provisions for any down time/changes at the venues; Larry Barton discussed advertising of the LPGA, Mary will contact Josh and work with him on this.

Motion by Jennifer Webster to approve the PMI Entertainment Group Five Year Service Agreement in the amount of \$750,000. Seconded by David Jordan. Motion carried unanimously.

4. ADD ON: Amerind Risk Management Corp.  
Dale Wheelock, OHA

Scott Denny was present to explain this is for the FY17 insurance premium for the over 300 units covered under the Oneida Housing Authority, funds are paid from a grant.

Motion by Larry Barton to approve the Amerind Risk Management Corporation Insurance premium payment for FY17 in the amount of \$141,043., provided requester send in backup information to the Finance Committee. Seconded by Wesley Martin, Jr. Motion carried unanimously.

**VII. Executive Session:** No items

**VIII. Donation Requests:**

1. Oneida United Methodist Church  
Rev. Ann Bullis, OUMC

Motion by David Jordan to approve the Oneida United Methodist Church request from the Finance Committee Donation Line in the amount of \$2,500. Seconded by Jennifer Webster. Motion carried unanimously.

2. Boxing Sponsorship  
Roland Christjohn

Motion by David Jordan to approve the boxing sponsorship request from the Finance Committee Donation Line in the amount of \$290. Seconded by Wesley Martin, Jr. Motion carried unanimously.

**IX. Follow Up:** No items

**X. FYI and /or Thank You:**

1. FYI: Bally – (8) Alpha Wave Lease Games  
David Emerson, Gaming Slots Department

Motion by Jennifer Webster to accept as FYI the 8 Alpha Wave Lease Games with Bally. Seconded by Larry Barton. Motion carried unanimously.

- XI. Adjourn:** Motion by David Jordan to adjourn. Seconded by Jennifer Webster. Motion carried unanimously. The Regular FC meeting ended at 10:25 A.M.

Minutes taken and transcribed by:  
Denise Vigue, Executive Assistant in Finance  
& Finance Committee Recording Secretary

*Finance Committee- E-Poll Minutes Approval Date:* December 20, 2016

*Oneida Business Committee- FC Minutes- Approval Date:* \_\_\_\_\_

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: 01 / 11 / 17

2. General Information:

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

[Empty text box]

Agenda Header: Appointments

Accept as Information only

Action - please describe:

Accept OTIE Sub-Committee's recommendation of appointments to OTIE Board.

3. Supporting Materials

Report  Resolution  Contract

Other:

1. [Empty text box]

3. [Empty text box]

2. [Empty text box]

4. [Empty text box]

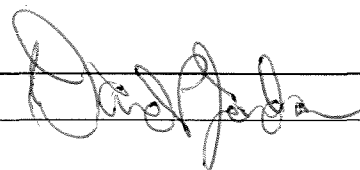
Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

5. Submission

Authorized Sponsor / Liaison: David Jordan, Council Member



Primary Requestor/Submitter: Leyne Orosco, Legislative Assistant  
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 OTIE Sub-Committee selected five candidates out of the 11 submitted applications. A background check was completed by Background Investigations and all came back clear. Those five are Glen Edward Golden, Terry Anderson Cornelius, Jeffrey Wade Johnson, Bryan James VanStippen and Darius M. Parks.

- 1) Save a copy of this form for your records.
- 2) Print this form as a \*.pdf *OR* print and scan this form in as \*.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)



**Leyne C. Orosco**

---

**From:** David P. Jordan  
**Sent:** Wednesday, January 04, 2017 8:07 AM  
**To:** Cristina S. Danforth; Melinda J. Danforth; Fawn J. Billie; Brandon L. Yellowbird-Stevens; David P. Jordan  
**Cc:** Cathy L. Bachhuber; Lora L. Skenandore; Leyne C. Orosco  
**Subject:** FW: Background Requests

**Importance:** High

I received this from Backgrounds. FYI

---

**From:** Laurie L. Metoxen  
**Sent:** Tuesday, January 03, 2017 11:24 AM  
**To:** David P. Jordan  
**Cc:** Kendall J. Barton  
**Subject:** Background Requests  
**Importance:** High

Good Morning David,

I have conducted a background on the five applicants for the OTIE Board Member.

Glen Edward Golden, Terry Anderson Cornelius, Jeffery Wade Johnson, Bryan James VanStippen and Darius M. Parks called in with their personal information to conduct those backgrounds. All have clear backgrounds as far as a criminal search.

There are some minor traffic, small claims and civil cases. Please advise if you need copies of that information or if I can be of further assistance.

Have a great day,

Laurie L. Metoxen  
Background Investigator HR  
(920) 490-9664

### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Acceptance of Quarterly Report for Cemetery Improvements project #14-002.

**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: James Petitjean, Interim Asst. Division Director/Development  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Paul J. Witek, Senior Tribal Architect/ Engineering Dept.  
Name, Title / Dept.

Additional Requestor: Fawn Cottrell, Contract Processor/ Engineering Dept.  
Name, Title / Dept.

## Oneida Business Committee Agenda Request

### 6. Cover Memo:

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

STANDING ITEM:

Purpose:

Follow-up to item VIII. A from September 28, 2016 OBC Meeting for a quarterly update on project.

Background:

On September 28, 2016 the Business Committee approved implementing the cemetery improvements project and made a motion to have "this item to be a standing item on the Business Committee agenda on a quarterly basis for updates, with the first report to be submitted for the January 11, 2017, Business Committee meeting".

Action Requesting:

1. Acceptance of Quarterly Report for Cemetery Improvements project #14-002.

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@oneidation.org

**To:** Oneida Business Committee

**From:** Paul J. Witek, AIA, LEED-AP – Senior Tribal Architect

**CC:** Troy Parr – Assistant Development Division Director  
James Petitjean – Interim Assistant Development Division Director  
Cemetery Working Group

**Date:** 1/3/2017

**Re:** Cemetery Improvements #14-002 – Quarterly Report

### Background

On September 28, 2016 the Business Committee approved implementing the cemetery improvements project and made a motion to have *“this item to be a standing item on the Business Committee agenda on a quarterly basis for updates, with the first report to be submitted for the January 11, 2017, Business Committee meeting”*.

### Status

The status of the project is as follows:

Task No.:	Task Title:	Status:
1.	Design - Expand Existing Subsurface Drainage System and Replace Clay Subsoil with Permeable Fill as needed	Preliminary Design Drawings have been submitted for review. Project Team currently reviewing documents.
2.	Construction Documents out for Bidding	Scheduled release for bidding in late February.
3.	Construction Contract award and Construction	Scheduled Construction start mid-April (weather dependent).
4.	Notification to Families of Construction start	Will be sent by Cemetery Manager once construction start date confirmed with contract.
5.	Substantial Completion	Scheduled for end of May (weather dependent).

**Action Requesting:**

1. Accept report for information.

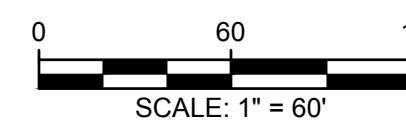
**Attachments:**

- Preliminary Design Documents – Sheet C-002





**PROPOSED SITE PLAN**  
ONEIDA SACRED BURIAL GROUNDS



NO.	DATE	ISSUE/REVISION	APP
0	12/28/2016	PRELIMINARY DESIGN CONCEPT	PJK
			APP



Designed:	INR
Checked:	-
Drawn:	INR
Approved By:	PJK

Oneida Nation  
Engineering Department  
Oneida, Wisconsin

GEI Project 1611222

ONEIDA CEMETERY IMPROVEMENTS

PROPOSED SITE PLAN

Preliminary

DWG. NO.

**C-002**

SHEET NO.

**XX**

ARCHIVE # XXXXXXXX



### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously

1. Meeting Date Requested: ~~12~~/~~14~~/~~16~~

2. General Information:

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

[Empty text box]

Agenda Header:

Accept as Information only

Action - please describe:

Discuss and make recommendation to approve to restructure/realign/remove the tsyunhehk^ department from under the Division Dir.-Internal Services to under the direction of the Oneida Farm Department.

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.

To whom it may concern-

I have a concern regarding the tsyunhehkw<sup>^</sup> and their corn yield. This past year their net yield was only six braids. What is the justification behind this? Is there an explanation as to why the corn yield was so low? Is there an estimate of corn yield before harvest? How do you determine how much to plant each year? Who keeps track of our yield every year?

If the department is budgeting for \$500,000 for 2017 and a corn yield is only going to be six braids I don't think it's worth in the time or money...there is something horribly wrong with this issue. This is not "OK" that the BC overlook and not pay attention to what's going on - so I bring it to your attention to hopefully get some answers for a better solution.

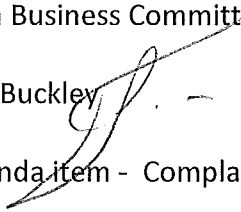
I suggest the tsyunhehkw<sup>^</sup> department be removed from under the wing of Division Dir. of Internal Services and be placed under the direction of the Oneida Nation Farm. The employees at the farm have a better knowledge and more experience in producing good crops with big harvests every year.

Nancy Barton  
Tribal Member



INTERNAL SERVICES DIVISION  
ADMINISTRATION

TO: Oneida Business Committee

FROM: Joanie Buckley 

RE: BC Agenda item - Complaint #2016-CC-21

DATE: December 21, 2016

---

This is to provide information relating to a complaint from Nancy Barton, #2016-CC-21, which was submitted for open session on the BC agenda dated December 14, 2016.

I have always been a proponent of placing all Agricultural practices under one umbrella in order to optimize resources, enhance learning practices, and to have the ability to shift manpower, and share some equipment; regardless of focus (commercial, community, education, outreach). By no means, has this approach reduced the efforts that I have made in working with Tsyunhehkwa to strengthen that operation.

Over the last three years, we have been working on various aspects of Tsyunhehkwa, including the white corn, its yield, and its care; the Galloway cattle; the poultry operation; and the garden. The quarterly reports depict the activities, including the community outreach and new initiatives.

#### *WHITE CORN*

We own up to the fact that there is not enough supply to meet the demand. The demand has increased over the last 4 years when we first placed it on the shelves of One Stop on 54, and later at the Oneida Market. Prior to that, it had only been sold from Tsyunhehwa and their small store.

Yields continue to be a problem – some due to weather conditions, wild animals and rodents, or specific fields (rotated fields). Production to cannery: 2011 Harvest (2010/2011 planting) = 7,980 lbs.; 2012 Harvest = 4,025; 2013 Harvest = 7,900; 2014 Harvest- 6,878; 2015 Harvest = 6,750; 2016 Harvest = 4,280; Planting/Harvest dates progressively improved each year (previously ending in late December, to the 2016 Harvest, completed October 21<sup>st</sup>.)

*Note attachment #1 for project sheet; attachment #2 2016 planting map; attachment #3 2016 map w/problem spots.*

The team is tracking information on the white corn, and has collaborated with IPM (Integrated Pest Management) and Intelligrove on soil health and other related aspects of the white corn

production. Notes from meeting in Jan 2015 is included – Attachment #4. The report from IPM (*warning*: 109 pages) is an example of the work over the last couple of years. Attachment #5

In looking toward growing more white corn for this community, we are encouraging community members to collaborate on this effort. The community gardens at Tsyunhehkwa is one location that has brought forth that collaboration; as well as the White Corn Growers Coop.

#### GALLOWAY CATTLE

The team is working with Environmental and USDA/NRCS on a Managed Grazing practices. The fields have been re-defined (Oct 2016) this practice, combined with the white corn production. The cattle have had their health check (Oct 2016). NRCS is helping with practices so as to be able to forecast cattle. There is a need for a new bull, as the present one has been inbred extensively. Attachment #6

#### POULTRY

The egg production (layers) presently produces about 60 dozen eggs per month on the high numbers, much of which is sold through the Oneida Market. We are exploring the poultry operation to determine if we will have 2 runs of 75 poultry broilers in addition to the layers, and what changes or improvements will need to be done for that operation.

#### HORTICULTURE

For the horticulture, we are changing the garden to focus on the best sellers for the cannery such as pickles. We will exclude tomatoes. Additionally, we are setting the calendars for the bergamot harvest, which is sold through the Oneida Market for their teas.

#### OUTREACH

Tsyunhehkwa has provided various community outreach programs such as the seed and plant distribution, Local Farmers Grant mini sessions, the community gardens, the tilling services, the Harvest Fest, and the Husking Bee. Additionally, various tribes and schools come to Tsyunhehkwa, so it does become a nice asset for the tribe.

#### BUDGETS

We have been very conscientious with the budgets. The challenge is the cost of labor, as is across the organization. We should mention that the cannery is included in this BU, so the budgets include labor in both operations as well as cost of goods.

FY2013, actual was \$327,825 with labor \$308,621.

FY2014, actual was \$388,352 with labor \$327,472

FY2015, actual was \$317,334 with labor \$268,920  
FY2016 actual was \$313,334 with labor \$225,254  
FY2017 budget \$439,728, model changes.

In moving forward, we have re-distributed the manpower, to cover the weekends (which was done with a sub-relief), and assigned a focus to each staff member (cattle, white corn, poultry, horticulture). This is solely to help distribute the workload, promote a learning organization, and support each other during times of heavy labor needs (i.e. the bergamot is harvested at a different time than the white corn, so the manpower can shift). Sub-reliefs scheduled for key operational needs.

I hope that this helps give a glimpse of some of the efforts with Tsyunhehkwa. I would welcome all to stop at Tsyunhehkwa to look at the corn harvest in the peanut wagon so as to recognize that more than six braids were produced with this harvest. The team should be recognized for their contributions.

I have always worked for the betterment of the Tribe, collaborating with the other departments and programs, involved in the OSRAC meetings, and engaging USDA to fund several projects and initiatives. Again, as mentioned, I believe that the Agriculture would benefit under one umbrella to optimize resources and collaboration to showcase agriculture as a strong component of this Nation.

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwá operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~/~~14~~/~~16~~

#### 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Direct the Treasurer to provide an status update on the development of the SOP's for the Economic Development and Diversification Set Aside at the next Business Committee meeting.

#### 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: Lisa Liggins, Executive Assistant II  
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 September 28, 2016, the Business Committee adopted the resolution entitled "Assignment of Return on Investment from OTIE to Economic Development and Diversification" (attached) with the following resolves:

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee creates the Economic Development and Diversification set-aside to be made up of all return-of-investment funds distributed by OTIE to the Oneida Nation. The Economic Development and Diversification set-aside shall be managed as an investment by the Finance Department as directed by investment policies approved by the Treasurer and the Finance Committee until such time as the Oneida Business Committee approves Standard Operating Procedures for the use of the fund and/or until such time as an endowment is created under the Endowments law.

BE IT FUTHER RESOLVED, the initial funding of the Economic Development and Diversification Set Aside is the one million dollars (\$1,000,000) in net profits received in Fiscal Year 2016 from OTIE.

BE IT FUTHER RESOLVED, that the Tribal Treasurer will develop Standard Operating Procedures on how to access the Economic Development and Diversification Set Aside no later than December 1, 2016 which shall be approved by the Oneida Business Committee.

BE IT FINALLY RESOLVED, that starting with the July 2017 Semi-Annual General Tribal Council meeting, a report on the Economic Development and Diversification Set Aside shall be provided to the General Tribal Council at the Annual and Semi-Annual meetings as part of the Treasurer's report.

**\*\*CURRENT STATUS\*\***

As of December 1, 2016, the required Standard Operating Procedures (SOP's) have not been presented to the Oneida Business Committee for approval.

**\*\*REQUESTED ACTION\*\***

Direct the Treasurer to provide an status update on the development of the SOP's for the Economic Development and Diversification Set Aside at the next Business Committee meeting.

- 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 # 09-28-16-B

### Assignment of Return on Investment from OTIE to Economic Development and Diversification

**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 adopted resolution # BC-04-11-07-J which created Oneida Total Integrated Enterprises, LLC (OTIE), authorized the Chairman or Vice Chairperson of the Business Committee to execute the OTIE Operating Agreement, and transferred a capital contribution in the amount of \$180,000 from the FY-2007 budget to OTIE upon the execution of the OTIE Operating Agreement; and

**WHEREAS,** section 8.4 of the OTIE Operating Agreement indicates how net profits of the company are allocated; and

**WHEREAS,** OTIE acquired 8(a) certification under the U.S. Small Business Administration on April 4, 2008; and

**WHEREAS,** the Oneida Business Committee adopted resolution # BC-11-26-08-J which approved a loan from the Oneida Nation to OTIE in the amount of \$6,200,000.00 for the purpose of acquiring TN & Associates Inc.; and

**WHEREAS,** on December 5, 2008, OTIE purchased TN & Associates Inc.; and

**WHEREAS,** the Oneida Business Committee adopted resolution # BC-12-10-08-J which approved a loan from the Oneida Nation to OTIE pursuant to a Promissory Note in the amount of \$132,215.00 for the purpose of providing operating funds; and

**WHEREAS,** the Oneida Business Committee adopted resolution # BC-12-23-08-A which amended the OTIE Operating Agreement to expand the Board of Managers from three members to five members; and

**WHEREAS,** on February 13, 2009, TN & Associates merged with OTIE; and

**WHEREAS,** the Oneida Business Committee adopted resolution # BC-09-09-09-C which rescinded the promissory note authorized by resolution # BC-11-26-08-J and authorized the use of the \$6.2 million as equity, to be treated as a preferred investment and to be reimbursed to the Nation in full; in order to assist OTIE in developing sufficient equity to complete the purchase of TN&A and to obtain surety bonding for its governmental projects; and

**WHEREAS,** in 2009, OTIE returned \$132,215.00 to the Nation pursuant to the Promissory Note authorized by resolution # BC-12-10-08-J; and

- WHEREAS,** the Oneida Business Committee adopted Amendment #2 to the Operating Agreement for OTIE which, among other items, amended section 8.4.2 to reflect a change in a required payment to the Oneida Nation on an annual basis to a payment up to 75% of the net profit on an annual basis which allowed OTIE to retain profits which increased the financial stability of the corporation allowing it to grow equity for an increased and independent line of credit and bonding purposes; and
- WHEREAS,** in 2010, OTIE distributed \$500,000.00 in net profits to the Nation in accordance with the OTIE Operating Agreement; and
- WHEREAS,** the Oneida Business Committee adopted resolution # BC-01-26-11-F which amended the Articles of Organization for OTIE for the purpose of adding Article XI which sets forth standardized corporate reporting requirements; and
- WHEREAS,** the Oneida Business Committee adopted resolution # BC-03-14-12-C which established Oneida ESC Group, LLC (OESC), approved the OESC Operating Agreement, and deferred \$200,000 from the OTIE net profit distribution directly to OESC as startup funding; and
- WHEREAS,** in March 2013, OTIE distributed \$120,000 in net profits to the Nation in accordance with the OTIE Operating Agreement; and
- WHEREAS,** the Oneida Business Committee adopted resolution # BC-06-12-13-A which extended and renewed the Board of Managers' Term of OTIE in order to ensure the OTIE Board of Managers remained consistent for the purpose of OESC acquiring OTIE as a subsidiary company; and
- WHEREAS,** in March 2014, OTIE distributed \$500,000 in net profit to the Nation in accordance with the OTIE Operating Agreement; and
- WHEREAS,** in March 2015, OTIE distributed \$200,000 in net profit to the Nation in accordance with the OTIE Operating Agreement; and
- WHEREAS,** in March 2016, OTIE distributed \$1,000,000 in net profit to the Nation in accordance with the OTIE Operating Agreement; and
- WHEREAS,** net profits distributed by OTIE to the Oneida Nation are deposited into the General Fund which is consistent with the receipt of all revenues of the Nation and as part of that process are identified as carry-over of unbudgeted funds to be utilized in the every other fiscal year budgeting process; and
- WHEREAS,** the Oneida Business Committee has made Economic Development and Diversification a priority of the Oneida Nation and desires to utilize funds returned from investment in corporate entities of the Nation for the purposes of developing future economic opportunities; and

**NOW THEREFORE BE IT RESOLVED,** that the Oneida Business Committee creates the Economic Development and Diversification set-aside to be made up of all return-of-investment funds distributed by OTIE to the Oneida Nation. The Economic Development and Diversification set-aside shall be managed as an investment by the Finance Department as directed by investment policies approved by the Treasurer and the Finance Committee until such time as the Oneida Business Committee approves Standard Operating Procedures for the use of the fund and/or until such time as an endowment is created under the Endowments law.



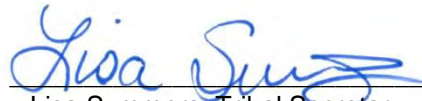
**BE IT FUTHER RESOLVED**, the initial funding of the Economic Development and Diversification Set Aside is the one million dollars (\$1,000,000) in net profits received in Fiscal Year 2016 from OTIE.

**BE IT FUTHER RESOLVED**, that the Tribal Treasurer will develop Standard Operating Procedures on how to access the Economic Development and Diversification Set Aside no later than December 1, 2016 which shall be approved by the Oneida Business Committee.

**BE IT FINALLY RESOLVED**, that starting with the July 2017 Semi-Annual General Tribal Council meeting, a report on the Economic Development and Diversification Set Aside shall be provided to the General Tribal Council at the Annual and Semi-Annual meetings as part of the Treasurer's report.

#### 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; 7 members were present at a meeting duly called, noticed and held on the 28<sup>th</sup> day of September, 2016; that the forgoing resolution was duly adopted at such meeting by a vote of 6 members for, 0 members against, and 0 members not voting; and that said resolution has not been rescinded or amended in any way.



Lisa Summers, Tribal Secretary  
Oneida Business Committee

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

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~/~~14~~/~~16~~

#### 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approval of Option B: Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve bases.

#### 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: Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
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 Tuesday, November 22, 2016, at 11:34 a.m. the following E-Poll was conducted:

Summary:

Twenty-one (21) Garden of Lights complimentary passes were received by the Business Committee Support Office on Monday, November 11, 2016.

The Ticket Distribution SOP indicates the Business Committee must choose one of three options for distribution:

1. Random Drawing
2. First come, first serve
3. Transfer tickets to Joint Marketing

Due to the time restrictions for notifying the Enrollment Department and IGAC (as required by the SOP) and to allow adequate time to notify winners, option 1. Random Drawing cannot be considered.

Per the SOP, action is required by the Business Committee to decide how they will be distributed. An e-poll is required as the next Business Committee agenda submission deadline is after the event.

Requested Actions being voted on via this e-poll:

Vote in support of one (1) of the following options:

Option A: Transfer twenty-one (21) Garden of Lights complimentary passes to Joint Marketing

OR

Option B: Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve basis

Deadline for response:

Responses are due no later than 4:30 p.m. on Tuesday, November 22, 2016.

As of the deadline, below are the responses:

Option A: Melinda J. Danforth, David Jordan, Lisa Summers

Option B: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Jennifer Webster

Random Drawing: Tina Danforth

In accordance with section 5.4.c. of the Electronic Voting SOP, attached are any comments made beyond a vote.

\*\*\*REQUESTED BC ACTION\*\*\*

Enter E-Poll results into the record for approval of Option B: Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve bases.

- 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

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Wednesday, November 23, 2016 8:24 AM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Rhiannon R. Metoxen; Debbie J. Melchert  
**Subject:** E-POLL RESULTS: Approve option for Garden of Lights comp. passes  
**Attachments:** 2016 11 22 BCAR E-poll request pursuant to Ticket Distribution SOP (002)....pdf  
**Categories:** Next Meeting

**E-POLL RESULTS**

The E-Poll request to approve the method of distributing twenty-one (21) Garden of Lights complimentary passes **has passed with Option B**: Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve basis. Below are the results:

Option A: Melinda J. Danforth, David Jordan, Lisa Summers

Option B: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Jennifer Webster

**Heather Heuer**

Information Management Specialist  
 Business Committee Support Office (BCSO)



office 920.869.4421  
 cell 920.471.5002  
 fax 920.869.4040

---

**From:** TribalSecretary  
**Sent:** Tuesday, November 22, 2016 11:34 AM  
**To:** Brandon L. Yellowbird-Stevens <BSTEVEN@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <LSUMMER2@oneidanation.org>; Melinda J. Danforth <MDANFORJ@ONEIDANATION.org>; Patricia M. King <TKING@ONEIDANATION.org>; Ronald W. Hill <RHILL7@oneidanation.org>  
**Cc:** Brian A. Doxtator <BDOXTAT2@oneidanation.org>; Cathy L. Bachhuber <CBACHHUB@oneidanation.org>; Danelle A. Wilson <DWILSON1@ONEIDANATION.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>  
**Subject:** E-POLL REQUEST: Approve option for Garden of Lights comp. passes  
**Importance:** High

**E-POLL REQUEST**

**Summary:**

Twenty-one (21) Garden of Lights complimentary passes were received by the Business Committee Support Office on Monday, November 11, 2016.

The Ticket Distribution SOP indicates the Business Committee must choose one of three options for distribution:

1. Random Drawing
2. First come, first serve
3. Transfer tickets to Joint Marketing

Due to the time restrictions for notifying the Enrollment Department and IGAC (as required by the SOP) and to allow adequate time to notify winners, option 1. Random Drawing cannot be considered.

Per the SOP, action is required by the Business Committee to decide how they will be distributed. An e-poll is required as the next Business Committee agenda submission deadline is after the event.

**Requested Actions being voted on via this e-poll:**

Vote in support of one (1) of the following options:

**Option A:** Transfer twenty-one (21) Garden of Lights complimentary passes to Joint Marketing

OR

**Option B:** Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve basis

**Deadline for response:**

Responses are due no later than **4:30 p.m. on Tuesday, November 22, 2016.**

**Voting:**

1. Use the voting button above, if available; OR
2. Reply with "Option A" or "Option B"

**Heather Heuer**

Information Management Specialist  
Business Committee Support Office (BCSO)



office 920.869.4421  
cell 920.471.5002  
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:

[Empty text box]

Agenda Header:

Accept as Information only

Action - please describe:

Transfer twenty-one (21) Garden of Lights complimentary passes to Joint Marketing  
  
OR  
  
Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve basis

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: Lisa Liggins, Executive Assistant II  
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\*\***

Twenty-one (21) Garden of Lights complimentary passes were received by the Business Committee Support Office on Monday, November 11, 2016.

The Ticket Distribution SOP indicates the Business Committee must choose one of three options for distribution:

1. Random Drawing
2. First come, first serve
3. Transfer tickets to Joint Marketing

Due to the time restrictions for notifying the Enrollment Department and IGAC (as required by the SOP) and to allow adequate time to notify winners, option 1. Random Drawing cannot be considered.

Per the SOP, action is required by the Business Committee to decide how they will be distributed. An e-poll is required as the next Business Committee agenda submission deadline is after the event.

**\*\*Requested Action\*\***

Vote in support of one (1) of the following options:

Option A: Transfer twenty-one (21) Garden of Lights complimentary passes to Joint Marketing

OR

Option B: Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve basis

- 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 Business Committee TICKET DISTRIBUTION FORM

Description of tickets received: Garden of Rights

Date tickets received by the Business Committee Support Office: 11-21-16

Total number of tickets received: 20 21

Verified by: <u>Debbie Melchert</u>	<u>[Signature]</u>	<u>1564</u>
Printed Name	Signature	Employee #

<u>Lisa Liggins</u>	<u>[Signature]</u>	<u>3703</u>
Printed Name	Signature	Employee #

Source of tickets (i.e. donation, contract sponsorship):

Contract Sponsorship

\_\_\_\_\_  
\_\_\_\_\_

**Heather M. Heuer**

---

**From:** Cristina S. Danforth  
**Sent:** Tuesday, November 22, 2016 3:13 PM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Rhiannon R. Metoxen  
**Subject:** RE: E-POLL REQUEST: Approve option for Garden of Lights comp. passes

Random drawing otherwise I'll take two

---

**From:** TribalSecretary  
**Sent:** Tuesday, November 22, 2016 11:34 AM  
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Rhiannon R. Metoxen  
**Subject:** E-POLL REQUEST: Approve option for Garden of Lights comp. passes  
**Importance:** High

**E-POLL REQUEST****Summary:**

Twenty-one (21) Garden of Lights complimentary passes were received by the Business Committee Support Office on Monday, November 11, 2016.

The Ticket Distribution SOP indicates the Business Committee must choose one of three options for distribution:

1. Random Drawing
2. First come, first serve
3. Transfer tickets to Joint Marketing

Due to the time restrictions for notifying the Enrollment Department and IGAC (as required by the SOP) and to allow adequate time to notify winners, option 1. Random Drawing cannot be considered.

Per the SOP, action is required by the Business Committee to decide how they will be distributed. An e-poll is required as the next Business Committee agenda submission deadline is after the event.

**Requested Actions being voted on via this e-poll:**

Vote in support of one (1) of the following options:

**Option A:** Transfer twenty-one (21) Garden of Lights complimentary passes to Joint Marketing

OR

**Option B:** Distribute twenty-one (21) Garden of Lights complimentary passes on a first come, first serve basis

**Deadline for response:**

Responses are due no later than **4:30 p.m. on Tuesday, November 22, 2016.**

**Voting:**

1. Use the voting button above, if available; OR
2. Reply with "Option A" or "Option B"

<b>ONEIDA TRIBE OF WISCONSIN</b>	<b>TITLE:</b> Ticket Distribution	ORIGINATION DATE: 01/27/2016 REVISION DATE: N/A EFFECTIVE DATE: Upon OBC approval
<b>DEPARTMENT:</b> Oneida Business Committee	<b>APPROVED BY:</b> <i>Oneida Business Committee</i> See Attached OBC meeting minutes	DATE: 01/27/2016
<b>AUTHOR:</b> Lisa Summers, Secretary	<b>AUTHORED BY:</b> 	DATE: 01/27/2016

**1.0 PURPOSE**

- 1.1 Standardize how tickets are distributed by the Oneida Business Committee

**2.0 DEFINITIONS**

- 2.1 *Alternate* means an individual who receives tickets in the event a winner refuses or does not claim.
- 2.2 *Packers Ticket Drawing Pool* means those Tribal members who provided the required information by June 30 and is the random drawing pool used for a random drawing of Packers Tickets.
- 2.3 *Random Drawing* means an act of choosing the recipients of tickets.
- 2.4 *Random Drawing Pool* means those Tribal members who are at least eighteen (18) years old on or before the date of the random drawing, for a random drawing for anything other than Packers Tickets.
- 2.5 *Secretary* means the current elected Secretary of the Tribe or his or her designee.

**3.0 WORK STANDARD**

- 3.1 All tickets will be tracked on a Ticket Distribution Form.
- 3.2 For a random drawing:
- 3.2.1 Notice of random drawing will be provided to the Enrollment Department and the Intergovernmental Affairs and Communications Department no less than five (5) business days prior to drawing.
- 3.2.2 A number of alternates equaling no less than two times the number of winners are selected. Alternates are selected from the same random drawing pool and at the same time as the winners.

- 3.3 Where the dates fall on a Saturday, Sunday, or holiday the deadline shall be construed to be the close of business on the following business day.

#### **4.0 PACKERS TICKETS**

- 4.1 In the event Packers Tickets are available for Tribal members, the following timelines and procedure will be followed. This procedure applies only to Packers Tickets for preseason games and regular season games.

##### June 1

- 4.2 BC Support Office sends a mailing to those Tribal members who are at least eighteen (18) years old on or before July 1.
- 4.3 Mailing includes:
- 4.3.1 Notice that a code of conduct is required in order to accept Packers tickets,
  - 4.3.2 Space for Tribal member to provide the required information:
    - 4.3.2.1 Name,
    - 4.3.2.2 Date of birth,
    - 4.3.2.3 Enrollment number, and
    - 4.3.2.4 Telephone number.
  - 4.3.3 Notice that required information must be returned to the BC Support Office no later than June 30 in order to be included in the Packers Ticket Drawing Pool.

##### July 1

- 4.4 Packers Ticket Drawing Pool is closed and includes only those Tribal members who returned the required information to the BC Support Office by June 30.
- 4.5 Deadline for Joint Marketing to provide notification to the BC Support Office of Packers Tickets available to Tribal members.

#### **5.0 RECEIPTING AND PROCESSING TICKETS**

- 5.1 Tickets are received by the Business Committee Support Office (BC Support Office).
- 5.2 BC Support Office:
- 5.2.1 Verifies the number of tickets received by double count.
  - 5.2.2 Completes any applicable paperwork indicating receipt of tickets.
  - 5.2.3 Completes applicable spaces on the Ticket Distribution Form. Ticket

Distribution Form must include:

- 5.2.3.1 Description of tickets received
  - 5.2.3.2 Date tickets received by the BC Support Office
  - 5.2.3.3 Source of tickets (i.e. donation, contract, sponsorship)
  - 5.2.3.4 Date tickets disbursed and to whom
  - 5.2.4 Provides copy of Ticket Distribution Form to the Secretary within one (1) business day.
- 5.3 Secretary adds Ticket Distribution Form to the next Business Committee meeting agenda for the consideration of how tickets will be distributed.
- 5.3.1 Three options for consideration are:
    - 5.3.1.1 Random drawing
      - 5.3.1.1.1 A random drawing may be considered only if adequate time is available for the notification required in 3.2.
    - 5.3.1.2 First come, first serve
      - 5.3.1.2.1 Eligibility criteria for first come, first serve must be determined by the Business Committee (i.e. Tribal members, employees only, elders age 55 and over)
    - 5.3.1.3 Transfer tickets to Joint Marketing
  - 5.3.2 An E-poll may be used (See OBC SOP titled Conducting Electronic Voting (E-polls)).

## 6.0 **RANDOM DRAWING**

### Prepare for random drawing

- 6.1 BC Support Office provides notice to the Enrollment Department of random drawing. Notice must include:
  - 6.1.1 Date of random drawing.
  - 6.1.2 Time of random drawing.
  - 6.1.3 Number of winners needed.
  - 6.1.4 Number of alternates needed.
  - 6.1.5 Criteria for random drawing pool.
- 6.2 BC Support Office provides notice to the Intergovernmental Affairs and Communications Department of random drawing. Notice must include:
  - 6.2.1 Date of random drawing.
  - 6.2.2 Time of random drawing.
  - 6.2.3 Number of winners that will be drawn.
  - 6.2.4 Date and Time winners may begin to claim their tickets.
  - 6.2.5 Deadline by which winners must claim their tickets.
- 6.3 BC Support Office reserves meeting space to conduct the drawing.

### Pre-Drawing Activities

- 6.4 BC Support Office ensures equipment is functional in order for the Enrollment Department staff to complete the random drawing.

#### Post-Drawing Activities

- 6.5 After random drawing is complete, the Enrollment Department staff provides the winner and alternate information to the BC Support Office. This information includes:
  - 6.5.1 Winner/Alternate Names
  - 6.5.2 Winner/Alternate Enrollment Number
  - 6.5.3 Winner/Alternate Address
  - 6.5.4 Winner/Alternate Phone Number
  
- 6.6 BC Support Office notifies winner by phone.
  - 6.6.1 Winner may accept or refuse/decline.
  - 6.6.2 If winner accepts:
    - 6.6.2.1 See 9.0.
  - 6.6.3 If winner declines tickets or cannot be contacted within three (3) business days from the date of the random drawing:
    - 6.6.3.1 Alternate is notified.
    - 6.6.3.2 If alternate accepts,
      - 6.6.3.2.1 See 9.0.
    - 6.6.3.3 If alternate declines tickets or cannot be contacted within three (3) business days from the date of the random drawing:
      - 6.6.3.3.1 see 6.6.3.1.

### **7.0 FIRST COME, FIRST SERVE**

- 7.1 BC Support Office provides notice to Intergovernmental Affairs and Communications of ticket availability. Notice must include:
  - 7.1.1 Total number of tickets available.
  - 7.1.2 Limit of tickets available per person (i.e. four (4) tickets per person).
  - 7.1.3 Eligibility Criteria determined by the Business Committee in 5.3.1.2.1.
  - 7.1.4 Date and Time tickets may begin to be claimed.
  - 7.1.5 Deadline by which tickets must be claimed.
  
- 7.2 See 9.0.

**8.0 TRANSFER TICKETS TO JOINT MARKETING**

- 8.1 BC Support Office:
  - 8.1.1 Contacts Joint Marketing within one (1) business day to arrange transfer of tickets.
  - 8.1.2 Completes Ticket Distribution Form when transfer of tickets is completed.
  - 8.1.3 Files Ticket Distribution Form and forwards a copy to the appropriate party/parties as needed or required by contract or policy.

**9.0 DISBURSING TICKETS**

- 9.1 Recipient signs Acceptance Receipt and code of conduct agreement, if applicable
- 9.2 BC Support Office
  - 9.2.1 Receives acceptance receipt and code of conduct agreement, if applicable.
  - 9.2.2 Updates Ticket Distribution Form.
  - 9.2.3 Disburses tickets.
    - 9.2.3.1 Tickets may be mailed or picked up.
  - 9.2.4 Files Ticket Distribution Form and forwards a copy to the appropriate party/parties as needed or required by contract or policy.

**10.0 UNCLAIMED TICKETS**

- 10.1 Any tickets that are unclaimed 48 hours prior to the event will be transferred to Joint Marketing.
- 10.2 See 8.0.

**11.0 REFERENCES**

- 11.1 Conducting Electronic Voting (E-polls) SOP

**12.0 FORMS**

- 12.1 Ticket Distribution Form
- 12.2 Acceptance Receipt
- 12.3 Code of Conduct

**13.0 FLOW CHART**

**XIII. NEW BUSINESS**

- A. Accept request for Business Committee recognition and award of \$500 Exxon/Mobile Alliance Program grant to each six (6) area schools in cooperation with Oneida One Stops and Oneida Travel Center (00:26:00)**

Sponsor: Michele Doxtator, Area Manager/Retail Profits

*Presentation of awards by Michele Doxtator and Angela Parks to Niki Disterhaft (Lannoye Elementary School), Kris Wells (Hillcrest Elementary School), Jamie Kallies (Pioneer Elementary School), Diane Stelmach (Martin Luther King Elementary School), Yvette Peguero (Oneida Nation Elementary School), Sharon Mousseau (Oneida High School).*

- B. Approve Ticket Distribution Standard Operating Procedure (4:23:00)**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to approve the Ticket Distribution Standard Operating Procedure, seconded by Lisa Summers. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Not Present: Melinda J. Danforth, David Jordan

- C. Approve request to co-host the 2016 Tri-History Conference on June 13-17, 2016 (00:29:22)**

Sponsor: Jennifer Webster, Councilwoman

Motion by Lisa Summers to approve the request to co-host the 2016 Tri-History Conference on June 13-17, 2016, seconded by Fawn Billie. Motion carried with one abstention:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers  
 Abstained: Jennifer Webster  
 Not Present: Melinda J. Danforth, David Jordan

**XIV. TRAVEL (4:24:32)****A. Travel Reports**

- 1. Accept travel report – Councilwoman Jennifer Webster – 2015 National Indian Head Start Directors Association (NIHSDA)/Office of Head Start (OHS) Tribal Leader Consultation – Sacramento, CA – June 15-17, 2015**

Motion by Lisa Summers to accept the travel report – Councilwoman Jennifer Webster – 2015 National Indian Head Start Directors Association (NIHSDA)/Office of Head Start (OHS) Tribal Leader Consultation – Sacramento, CA – June 15-17, 2015, seconded by Brandon Stevens. Motion carried with one abstention:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers  
 Abstained: Jennifer Webster  
 Not Present: Melinda J. Danforth, David Jordan

- 2. Accept travel reports – Secretary Lisa Summers, Councilwoman Jennifer Webster, and Councilman Tehassi Hill – 72<sup>nd</sup> Annual National Congress of American Indians (NCAI) Conference – San Diego, CA – October 17-24, 2015**

Motion by Fawn Billie to accept the travel reports – Secretary Lisa Summers, Councilwoman Jennifer Webster, and Councilman Tehassi Hill – 72<sup>nd</sup> Annual National Congress of American Indians (NCAI) Conference – San Diego, CA – October 17-24, 2015, seconded by Brandon Stevens. Motion carried with three abstentions:

Ayes: Fawn Billie, Trish King, Brandon Stevens  
 Abstained: Tehassi Hill, Lisa Summers, Jennifer Webster  
 Not Present: Melinda J. Danforth, David Jordan



### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~ / ~~14~~ / ~~16~~

#### 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approval of the Membership Interest Assignment from OTIE to OESC, contract # 2016-1347; and to authorize an Officer to sign the assignment on behalf of the Oneida Nation

#### 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: Requestor: Jo Anne House, Chief Counsel  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
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 Monday, December 5, 2016, at 11:37 a.m., the following E-Poll was conducted:

An E-Poll is being conducted for approval of an assignment of interest from OTIE to OESC to complete the merger authorized in 2013. The merger must be completed before the end of the year to avoid additional taxes and fees and potential impact on contracting.

Requested Action:

Approve the Membership Interest Assignment from OTIE to OESC, contract # 2016-1347; and to authorize an Officer to sign the assignment on behalf of the Oneida Nation.

Deadline for response:

Responses are due no later than 3:40 p.m. TODAY, Monday, December 5, 2016.

As of the deadline, below are the results:

Support: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

\*\*\*REQUESTED ACTION\*\*\*

Enter E-Poll results into the record for approval of the Membership Interest Assignment from OTIE to OESC, contract # 2016-1347; and to authorize an Officer to sign the assignment on behalf of the Oneida Nation.

- 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

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Monday, December 05, 2016 3:45 PM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Jo A. House; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Rhiannon R. Metoxen  
**Subject:** E-POLL RESULTS: Approve interest assignment from OTIE to OESC contract # 2016-1347  
**Attachments:** OTIE - OESC Transfer Agreement.pdf

**E-POLL RESULTS**

The E-Poll request to approve the Membership Interest Assignment from OTIE to OESC, contract # 2016-1347; and to authorize an Officer to sign the assignment on behalf of the Oneida Nation, **has been approved**. Below are the results:

Support: Fawn Billie, Tehassi Hill, Brandon Stevens, Lisa Summers, Jennifer Webster

**Heather Heuer**

Information Management Specialist  
 Business Committee Support Office (BCSO)



office 920.869.4421  
 cell 920.471.5002  
 fax 920.869.4040

---

**From:** TribalSecretary  
**Sent:** Monday, December 05, 2016 11:37 AM  
**To:** Brandon L. Yellowbird-Stevens <BSTEVEN@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <LSUMMER2@oneidanation.org>; Melinda J. Danforth <MDANFORJ@ONEIDANATION.org>; Patricia M. King <TKING@ONEIDANATION.org>; Ronald W. Hill <RHILL7@oneidanation.org>  
**Cc:** Jo A. House <JHOUSE1@oneidanation.org>; Brian A. Doxtator <BDOXTAT2@oneidanation.org>; Cathy L. Bachhuber <CBACHHUB@oneidanation.org>; Danelle A. Wilson <DWILSON1@ONEIDANATION.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>  
**Subject:** E-POLL REQUEST: Approve interest assignment from OTIE to OESC contract # 2016-1347  
**Importance:** High

**E-POLL REQUEST****Summary:**

An E-Poll is being conducted for approval of an assignment of interest from OTIE to OESC to complete the merger authorized in 2013. The merger must be completed before the end of the year to avoid additional taxes and fees and potential impact on contracting.

**Requested Action:**

Approve the Membership Interest Assignment from OTIE to OESC, contract # 2016-1347; and to authorize an Officer to sign the assignment on behalf of the Oneida Nation.

**Deadline for response:**

Responses are due no later than **3:40 p.m. TODAY, Monday, December 5, 2016.**

**Voting:**

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

**Heather Heuer**

Information Management Specialist  
Business Committee Support Office (BCSO)



office 920.869.4421

cell 920.471.5002

fax 920.869.4040

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: \_\_\_ / \_\_\_ / 16

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

**Conduct an e-poll regarding the Assignment from OTIE to OESC**

3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

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

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

## Oneida Business Committee Agenda Request

### 6. Cover Memo:

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

Request for an e-poll regarding approval of an assignment of interest from OTIE to OESC to complete the merger authorized in 2013. The merger must be completed before the end of the year to avoid additional taxes and fees and potential impact on contracting.

Requested Action: Motion to approve the Membership Interest Assignment from OTIE to OESC, contract # 2016-1347, and to authorize an officer to sign the assignment on behalf of the Oneida Nation.

- 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@oneidation.org](mailto:BC_Agenda_Requests@oneidation.org)

Jo Anne House, PhD | Chief Counsel  
James R. Bittorf | Deputy Chief Counsel

Patricia M. Stevens Garvey  
Kelly M. McAndrews  
Michelle L. Gordon  
Krystal L. John

Law Office



## MEMORANDUM

**TO:** Lisa M. Summers, Tribal Secretary

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

**DATE:** December 5, 2016

**SUBJECT:** OTIE – OESC Assignment of Ownership

---

OTIE has forwarded an Assignment of Ownership from OTIE to OESC. The legal review has been completed and identifies only that this requires approval of the Oneida Business Committee. The assignment completes the action approved by the Oneida Business Committee in resolution # BC-06-12-13-A.

Terry Ni, and Heather Cotey, Corporate Administrator OTIE, have identified the following information regarding preparations to complete the assignment.

The OTIE OESC senior management team has been working on the merger since the approval of the resolution in 2013. They have spent countless hours and costs coordinating the merger which includes items such as employee benefits (health and retirement), HRD systems, accounting systems, IT systems and the marketing systems and materials. The merger will need to be completed by December 31<sup>st</sup>, however, we are going to need a few weeks to process the merger. If we wait too long and January 1 passes we will incur additional tax liabilities. Unemployment taxes are due based on December 31 employment counts. If we cannot transfer the employees prior to 12/31, we will pay the taxes in January and again in 2017 when employees move to OESC. This will cost the company a minimum of a hundred thousand dollars for unemployment taxes only.

More importantly is the potential lost opportunity. Senior management has been promoting the concept to the employees for over a year and the OTIE staff have carried the message to our customers. We have more than \$40 million of 8(a) contracts coming to an end in 2017 and will be open to rebidding. We have been positioning the OESC team to our customers that the new OESC team is ready and includes the OTIE team whom they already have a high confidence in.

In 2012, before we were ready with MS2, we feel we lost \$8-\$12M in construction contracts. We cannot afford to let that happen again. As OTIE nears graduation we have come to the point where we will need to implement the plan. Employees are ready and customers are eager to start working with the new companies. *E-mail Correspondence, December 2, 2016.*

Our office received the request to conduct the legal review on November 4, 2016. Unfortunately, the review was delayed and was only recently completed. Because the assignment needs to be completed before the end of the year, Ms. Ni and the Board of Directors have identified that

Page 2

there is not sufficient time to complete the merger if approval of the assignment is delayed in receiving approval at the next regular Oneida Business Committee meeting.

I have attached the legal review, the assignment, the 2013 resolution and the strategic plan document for your review.

**Requested Action: Motion to approve the Membership Interest Assignment from OTIE to OESC, contract # 2016-1347, and to authorize an officer to sign the assignment on behalf of the Oneida Nation.**



# ONEIDA LAW OFFICE

**CONFIDENTIAL: ATTORNEY/CLIENT WORK PRODUCT**

TO: Ronald "Tehassi" W. Hill Jr.  
Business Committee

*Use this number on future correspondence:*

FROM: James R. Bittorf, Deputy Chief Counsel

**2016-1347**

DATE: December 1, 2016

RE: Oneida ESC Group LLC-Membership Interest  
Assignment

<p><u>Purchasing Department Use</u> _____ <b>Contract Approved</b> _____ <b>Contract Not Approved</b> <i>(see attached explanation)</i></p>
---

*If you have any questions or comments regarding this review, please call 869-4327.*

The attached agreement, contract, policy and/or guaranty has been reviewed by the Oneida Law Office for legal content only. Please note the following:

- ✓ The document is in appropriate legal form. *(Execution is a management decision.)*
- ✓ Requires Business Committee approval prior to execution.

**MEMBERSHIP INTEREST ASSIGNMENT**

**NOW, THEREFORE**, the undersigned hereby conveys, assigns and transfers unto Oneida ESC Group, LLC, a Nevada limited liability company ("**OESC**"), as an additional contribution to the capital of OESC, a one hundred percent (100%) membership interest (i.e., percentage interest) in Oneida Total Integrated Enterprises, LLC, a Nevada limited liability company (the "**Company**"), owned or otherwise standing in the name of the undersigned on the books of the Company (the "**Assigned Interest**"), and herewith irrevocably constitutes and appoints \_\_\_\_\_ attorney to transfer the Assigned Interest to OESC on the books of the Company with full power of substitution in the premises. The undersigned hereby represents and warrants that it owns the Assigned Interest free and clear of all security interests, liens, pledges, charges and other encumbrances, except that the Assigned Interest remains subject to the terms of the Operating Agreement of the Company, signed May 15 and May 18, 2007, by the undersigned and the Company.

Dated at \_\_\_\_\_, Wisconsin, as of the \_\_\_\_ day of \_\_\_\_\_, 2016.

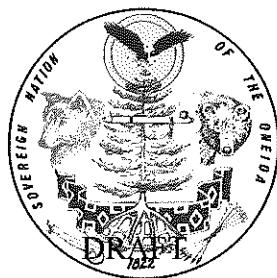
ONEIDA TRIBE OF INDIANS OF  
WISCONSIN

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

## Oneida Tribe of Indians of Wisconsin



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



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

### BC Resolution 06-12-13-A

#### To Extend and Renew the Board of Managers' Terms of Oneida Total Integrated Enterprises, LLC

- WHEREAS,** the Oneida Tribe of Indians of Wisconsin is a federally recognized Indian government and a treaty tribe recognized by the laws of the United States of America, and
- WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Tribe of Indians of Wisconsin, and
- WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council, and
- WHEREAS,** the Oneida Business Committee created Oneida Total Integrated Enterprises, LLC (OTIE), pursuant to OBC Resolution 4-11-07-J, to perform environmental engineering, science and construction management services under the U.S. Small Business Administration 8(a) program, and
- WHEREAS,** the Oneida Business Committee created Oneida ESC Group, LLC (OESC), pursuant to OBC Resolution 3-14-12-C, for purposes of operating the NAICS code Section 8(a) arena regarding engineering, science and construction, and
- WHEREAS,** the Oneida Total Integrated Enterprises, LLC (OTIE) 2<sup>nd</sup> Quarter Report for 2012 Strategic Planning section provided an outline for a detailed corporate structure establishing a holding company with separate subsidiary limited liability companies to utilize different to utilize different North American Industry Classification System (NAICS) codes and maximize the benefits of the SBA 8(a) Program, and
- WHEREAS,** the Oneida Business Committee recognizes that a holding company structure is part of the OTIE and OESC long-term strategic plans to create streamlined management and cost-effective operations that are sustainable and increase profitability through the use of established resources such as credit and trusting relationships with financial organizations, surety companies, federal and commercial clients, and key management employees, and
- WHEREAS,** the OTIE and OESC long-term strategic plans contemplate that OESC will acquire OTIE as a subsidiary limited liability company of OESC, and that such plan provides for a transition period while OTIE prepares to become a subsidiary of OESC, which is to occur no later than December 31, 2017, and
- WHEREAS,** upon the OESC acquisition of OTIE as a subsidiary company, and as part of the acquisition process, OTIE will transfer its general management and administrative staff to manage OESC, provided that all technical and business units will remain with OTIE, and
- WHEREAS,** the strategic plan and transition period contemplate that the current OTIE Board of Managers composition will remain the same throughout the transition period to preserve the continuity and consistency of Board leadership throughout the transition period, and
- WHEREAS,** the OTIE Board of Managers currently consists of Wilbert Rentmeester, Wayne Metoxen, Leslie Wheelock, Jeff House, and Jacquelyn Zalim whom each serve staggered terms ending May 11, 2014; May 11, 2014, July 2, 2015; August 11, 2013 and June 23, 2013 respectively, and
- WHEREAS,** the OESC Board of Managers currently consists of Jacquelyn Zalim, Jeff House and Wilbert Rentmeester who are serving their initial terms of five (5) years that expire March 14, 2017, and

**WHEREAS,** Section 3.3 of the OTIE Operating Agreement provides that a Manager's term can be extended or renewed with the Member's approval, and

**WHEREAS,** it is recommended that the current terms of Board of Managers Leslie Wheelock, Wilbert Rentmeester, Wayne Metoxen and Jeff House be extended by four (4) years, and the expiring term of current Board of Manager Jacquelyn Zalim be renewed and extended by four (4) years to implement the strategic plan and ensure sufficient time for their Board leadership during the transition period and acquisition process of OTIE becoming a subsidiary company of OESC, as reflected in the chart below, and

Board Member	Current Term Expiration	New Term Expiration
Leslie Wheelock	7/2/2015	7/2/2019
Wilbert Rentmeester	5/11/2014	5/11/2018
Wayne Metoxen	5/11/2014	5/11/2018
Jeff House	8/11/2013	8/11/2017
Jacquelyn Zalim	6/23/2013	6/23/2017

**WHEREAS,** renewing and extending the term of OTIE Board of Manager Jacquelyn Zalim by four (4) years will ensure that her OTIE Board term will remain consistent with her current OESC Board of Manager term during implementation of the strategic plan, the transition period and acquisition process, and

**WHEREAS,** extending the OTIE Board of Managers' terms by four (4) years will preserve the staggered term schedule as required by the Operating Agreement, and

**WHEREAS,** the Oneida Business Committee as Member recognizes the importance of maintaining a consistent Board composition for purposes of OESC acquiring OTIE as a subsidiary company, and the necessity for renewing and extending the OTIE Board member terms for the duration of the transition period and the acquisition process.

**NOW THEREFORE BE IT RESOLVED,** that the Oneida Tribe of Indians of Wisconsin, as represented by the Oneida Business Committee, does hereby determine that the composition of the Board of Managers for Oneida Total Integrated Enterprises, LLC, should be consistent with the composition of the Board of Managers for Oneida ESC Group, LLC, for purposes of the transition period and the OESC acquisition of OTIE.

**BE IT FINALLY RESOLVED,** that the Oneida Business Committee hereby extends the OTIE Board of Managers' terms of Leslie Wheelock, Wilbert Rentmeester, Wayne Metoxen, and Jeff House by four (4) years to serve throughout the implementation of the strategic plan, the transition period and the OESC acquisition of OTIE, with those extended terms to end July 2, 2019; May 11, 2018; May 11, 2018; and August 11, 2017 respectively; and hereby renews and extends the expiring term of OTIE Board of Manager Jacquelyn Zalim by four (4) years to serve throughout the implementation of the strategic plan, the transition period and the OESC acquisition of OTIE, with her extended term to end June 23, 2017.

#### 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; 7 members were present at a meeting duly called, noticed and held on the 12<sup>th</sup> day of June, 2013; that the forgoing resolution was duly adopted at such meeting by a vote of 4 members for; 2 members against; and 0 members not voting; and that said resolution has not been rescinded or amended in any way.

  
 Patricia Hoeft, Tribal Secretary  
 Oneida Business Committee

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



## STRATEGIC PLAN

With the approval and support of the Oneida Business Committee (OBC), the OTIE Board and management was authorized to sponsor and provide the resources to establish the Oneida ESC Group, LLC (OESC). OESC was established to expand the revenue generation from the different areas of the construction related industry (which OTIE will exceed the size standard to be qualified as a small business) and also to increase the revenue that can be generated from different geographic areas of the country.

After numerous thoughts, planning, discussion among the board members, management team, and legal consultants with expertise, the decision was made to establish OESC as a holding company and each of its subsidiaries would be setup having their own expertise under different NAICS codes in the construction-related engineering and science field. In fact, one of the OESC subsidiaries, Mission Support Services (MS2), applied for 8(a) certification in 2012, and was recently approved by US SBA.

At the current time, OTIE has been providing all of the resources to support this big effort for OESC and its subsidiaries. This support includes overall general management, accounting, financial, contracting and procurement, general administration, marketing, and other assistance. This has been a tremendous administrative effort for OTIE.

Without any further financial support and surety programs from the Oneida Tribe, OESC will have difficulties to operate and fully develop its business without using OTIE's resources totally.

After all the discussion and strategic planning, the OTIE Board and OESC Board would like to propose that, instead of OESC indirectly using OTIE's overall general management, financial, administrative, and all other support from OTIE; the two Boards should be combined eventually after completing the implementation plan (the current two boards should maintain the same composition and consistency), and move the entire OTIE general and administrative management to OESC. The operational/technical business units of OTIE would remain under OTIE and become a subsidiary of OESC. After implementing this plan, all the original OTIE resources, including the management, finance and surety resources (line of credit, bonding capacity, guarantees, collateral, and so forth) will become OESC resources (as holding company) and will benefit all of the subsidiaries. This discussion has been taking place since last year and was included in OTIE's 2012 2<sup>nd</sup> Quarter Report to the OBC.

This implementation plan needs to be processed through US SBA. This plan has been discussed with the legal expert and the SBA and it will require time and effort to file the paperwork and go through the process required. The timeframe to complete the implementation may be longer than expected. We know it can be done, it will just take time and effort. At this time, the consistency of the composition of the two Boards is very important to both companies and for the future combination of both companies, because documentation, application, and certification are depending upon the entire Board.

The attached information includes:

Attachment A – This is the strategic plan that was submitted to the OBC in the 2<sup>nd</sup> Quarter Report in 2012. This strategic plan included a very detailed discussion among the board members, management team, and legal consultant/expert. This plan was also consulted and discussed with Joanne House, the Chief Counsel of the Oneida Tribe. This strategic plan offers the recommendation and preliminary implementation plan.

Attachment B – This is the excerpts of the regulation from Codes of Federal Regulation (CFR) - 13 C.F.R. § 121.103. This section of the CFR has been exercised by almost all of the tribally-owned and ANC companies. This regulation indicates the CFR allows any tribally-owned or ANC company to form a holding company and each of its subsidiaries can apply for 8(a) certification under their expertise under different NAICS codes. The general overall management, administrative and other general support can be provided by the holding company to all of the subsidiaries.

Attachment C - The organizational charts show the current organization and future organization after implementing this plan.



### Attachment A

Strategic Planning: The newly approved and formed Oneida ESC Group (OESC) completed its corporate filings this quarter. For short and long-term strategic planning, OESC Board Members, Jacquelyn Zalim (Chairwoman), Wilbert Rentmeester and Jeff House reached out to Attorney Pam Mazza regarding federal procurement, who has expertise in federal procurement and contracting, especially in the US SBA 8(a) program. During the board's conference call on April 5, 2012, Mazza explained how tribally owned 8(a) process works and how other tribally-owned companies are structured in order to maximize the benefits and to fully use the special allowances offered to tribally –owned companies by the SBA. Mazza further described how other tribes/ANC has structured their 8(a) companies by developing a parent/holding company for different subsidiaries. Each subsidiary can apply for 8(a) certification based on different NAICS codes. In Mazza's professional opinion, OESC should be structured similarly by acting as a holding company to separate subsidiaries performing different NAICS codes. Mazza understands that the main purpose of OESC will be performing mainly construction, construction management or other construction-related fields such as O&M, SRM or related engineering and science areas.

In order to take advantage of economies of scale, Mazza also suggested that the overall top management leadership and the services of the infrastructure people who usually are on general administration (G&A), such as financial/accounting, administration/human resources, and contracting management personnel and so forth be provided to each subsidiary by the holding company. Therefore, the strength of the management leadership with the infrastructure services can benefit all the subsidiaries and the G&A costs can be shared by each subsidiary. This can be efficient, streamlined and cost effective operation. Mazza further suggested that OTIE's top management and infrastructure is already established and approved by the Defense Contract Auditing Agency, and also the instant credibility for banking, bonding, and client relationships, that it be transferred to OESC to further take advantage of economies of scale. The operational/technical business units of OTIE will remain under OTIE and become a subsidiary under OESC. This would help maximum the efficiencies of the overall operation. To move forward with this structure as other ANCs and tribally-owned firms have done successfully, OESC and the OTIE's board should be able to make this arrangement, but she suggested we should run it past Attorney Joanne House, the Tribe's Chief Counsel. After discussing with Mazza, Joanne understands the overall plan and thought it is a logical and good plan and, also advised to first put an explanation/plan in the financial section of OTIE's quarterly report. The OTIE Board is currently analyzing their options to move the CEO/President, G&A and Business Development functions to OESC from OTIE to maximize profitability and efficiencies.

**Attachment B****13 C.F.R. § 121.103:**

(b) *Exceptions to affiliation coverage.* (1) Business concerns owned in whole or substantial part by investment companies licensed, or development companies qualifying, under the Small Business Investment Act of 1958, as amended, are not considered affiliates of such investment companies or development companies.

(2)(i) Business concerns owned and controlled by Indian Tribes, Alaska Native Corporations (ANCs) organized pursuant to the Alaska Native Claims Settlement Act (43 U.S.C. 1601 *et seq.*), Native Hawaiian Organizations (NHOs), Community Development Corporations (CDCs) authorized by 42 U.S.C. 9805, or wholly-owned entities of Indian Tribes, ANCs, NHOs, or CDCs are not considered affiliates of such entities.

ii) Business concerns owned and controlled by Indian Tribes, ANCs, NHOs, CDCs, or wholly-owned entities of Indian Tribes, ANCs, NHOs, or CDCs are not considered to be affiliated with other concerns owned by these entities because of their common ownership or common management. In addition, affiliation will not be found based upon the performance of common administrative services, such as bookkeeping and payroll, so long as adequate payment is provided for those services. Affiliation may be found for other reasons.

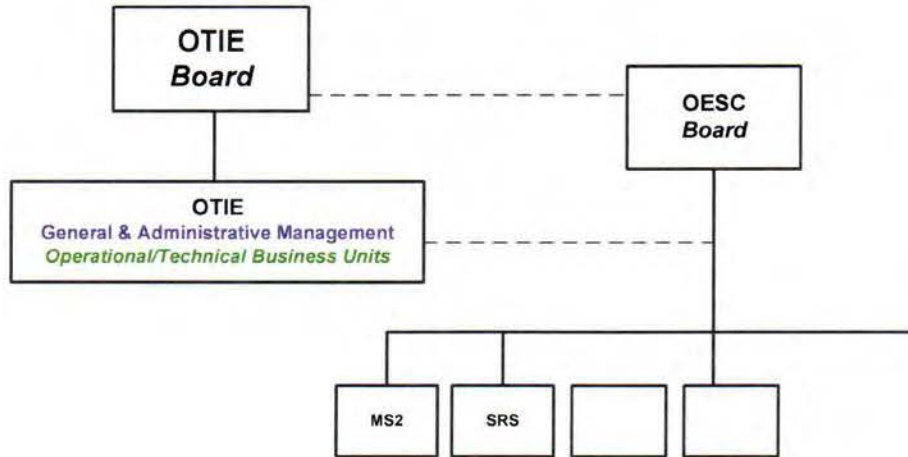
-----

(g) *Affiliation based on the newly organized concern rule.* Affiliation may arise where former officers, directors, principal stockholders, managing members, or key employees of one concern organize a new concern in the same or related industry or field of operation, and serve as the new concern's officers, directors, principal stockholders, managing members, or key employees, and the one concern is furnishing or will furnish the new concern with contracts, financial or technical assistance, indemnification on bid or performance bonds, and/or other facilities, whether for a fee or otherwise. A concern may rebut such an affiliation determination by demonstrating a clear line of fracture between the two concerns. A "key employee" is an employee who, because of his/her position in the concern, has a critical influence in or substantive control over the operations or management of the concern.

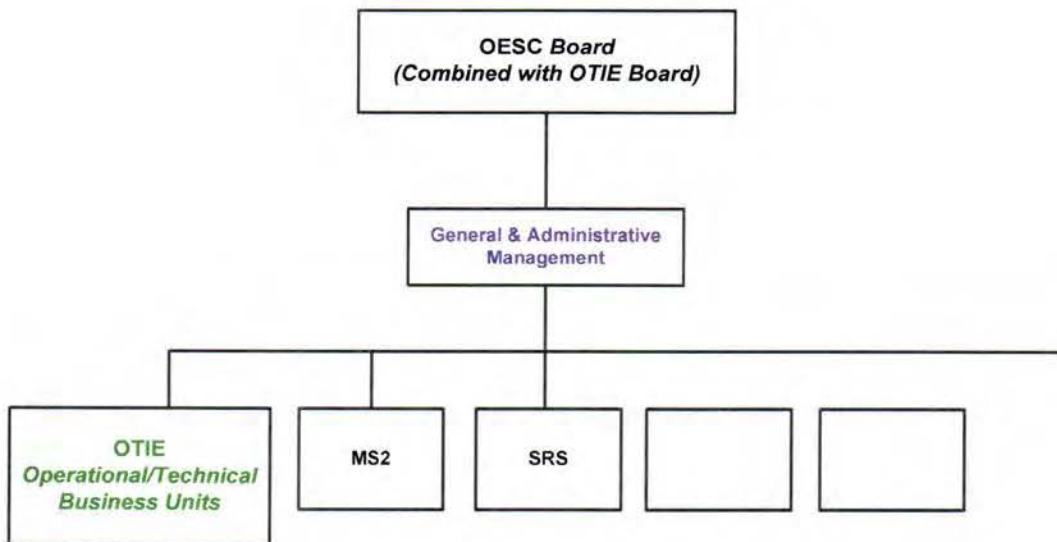


**Attachment C**

**Current Organization**



**Future Organization**



- OESC - Oneida ESC Group
- OTIE - Oneida Total Integrated Enterprises
- MS2 - Mission Support Services
- SRS - Sustainment & Restoration Services

OESC/OTIE Strategic Plan:

In 2011, OTIE began planning for the graduation from the US SBA 8a program (April 2017). After consulting with senior OTIE personnel, Attorneys that specialize in 8a companies, Oneida Law Office and the SBA directly, a plan was developed and presented to the Oneida Business Committee (OBC) in 2012.

OTIE reviewed the model of a holding company with subsidiaries. Almost all of the tribally owned and Alaskan Native Corporation (ANC) companies use this model. Federal regulations exempt tribally owned and ANC companies from affiliation rules, thereby giving OESC a strategic advantage when it comes to a holding company structure. By allowing Tribal corporations to house general overall management, administrative and other support services at the holding company level, subsidiaries have lower overhead and become more competitive.

Additional advantages include:

- Potential to expand revenues from different NAICS codes.
- Opportunity to create additional 8a companies in the Engineering and Construction (A/E/C) fields.
- Opportunity to manage 8a restriction such as size standards and NAICS code restrictions.

The plan was to create a holding company and then develop subsidiaries in strategic NAICS codes and apply for 8a status.

No cash was needed from the shareholder and all operational expenses covered by OTIE.

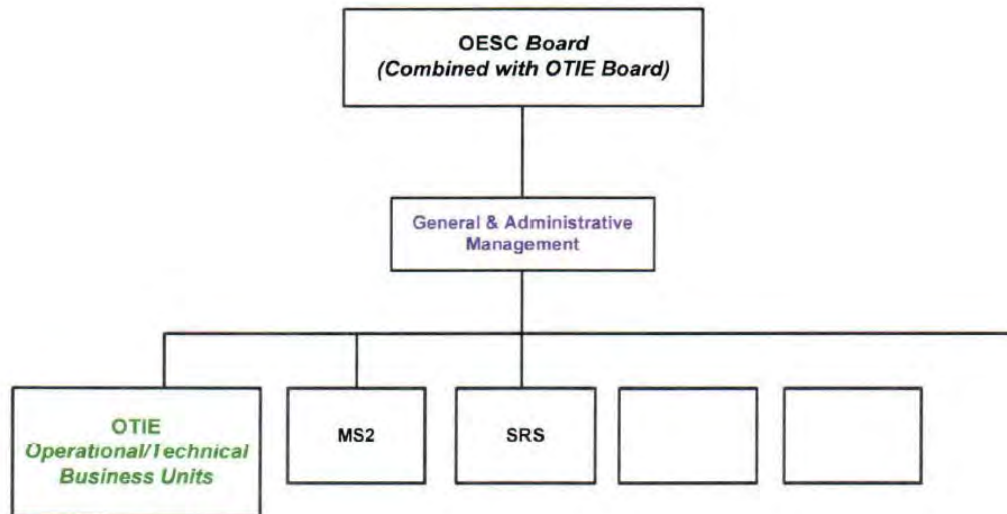
**The OBC passed a resolution 6-12-13-A supporting the plan, created OESC and expanded the role for the Board of Managers.**

OTIE began to implement the plan immediately.

The OTIE Board of Managers authorized to sponsor and provide the resources to establish the Oneida ESC Group, LLC (OESC).

- OESC subsidiary, Mission Support Services (MS2), created in 2012 was certified 8(a) in 2013. Primary NAICS code construction.
- OESC subsidiary, Sustainment Restoration Services (SRS), created in 2013 was certified 8(a) in 2014. Primary NAICS code municipal water and sewer; however, may be modified to accept OTIE customers.
  - OTIE provides all of the resources to support the effort for OESC and its subsidiaries through an Administrative Services Agreement.
  - This support includes overall general management, accounting, financial, contracting and procurement, general administration, marketing, and other assistance.

- Preferred to move OTIE under OESC immediately; however, SBA requires re-application for 8a if there is a change of ownership; therefore the strategy was to complete merger after FY16.
- The two Boards (OTIE and OESC) be combined after completing the implementation plan (the current two boards should maintain the same composition and consistency), and move the entire OTIE general and administrative management to OESC.
- The operational/technical business units of OTIE would remain under OTIE and become a subsidiary of OESC. After implementing this plan, all the original OTIE resources, including the management, finance and surety resources (line of credit, bonding capacity, guarantees, collateral, and so forth) will become OESC resources (as holding company) and will benefit all of the subsidiaries.



OESC - Oneida ESC Group  
 OTIE - Oneida Total Integrated Enterprises  
 MS2 - Mission Support Services  
 SRS - Sustainment & Restoration Services

2015 and 2016 the companies began to prepare for the merger as approved by the OBC.

- OTIE HRD, Accounting, Marketing and MIS began updating systems for the holding company structure.
- Cross marketing was taking place in the field. Several OTIE business opportunities were placed in a OESC subsidiary. These business opportunities were new to OTIE.

- In the 4<sup>th</sup> quarter of 2016, the OBC was informed that OTIE would be moving forward with the final stage of merging OTIE under OESC.

The implementation of the plan is in the final stage as OTIE prepares to move under OESC.

The focus is now shifting to existing customers. We have an opportunity of maintaining existing OTIE contracts under OESC. In the future months, there are a total of \$37MM of contracts that the period of performance will be expiring. While OTIE's period of performance is expiring, the work is not and the government will rebid these contracts.

Incumbents vendors have a competitive advantage for obvious reasons (they know the work, they know the customers, they know where the profit and loss are within a project). OTIE / OESC does not know when these contracts will be sent out for bid. However, completing the merger now will give OESC the same competitive advantage noted above. Without the merger, the Contracting Officer will lack confidence in OESC without OTIE – even though the two companies have been working together. The contracting officer cannot control mergers and will be unwilling to take on the risk of a “future” merger. We can control this issue by completing the plan. We cannot control when the customers decide to send out the request to bid.

The OTIE OESC senior management team has been working on the merger since the approval of the resolution in 2013. They have spent countless hours and costs coordinating the merger which includes items such as employee benefits (health and retirement), HRD systems, accounting systems, IT systems and the marketing systems and materials. In addition, last year OTIE spent \$140K on State and Federal Unemployment Tax. If OTIE is able to merge before 1/1/17, we would save paying double unemployment tax on employees. If we are not able to merge before 1/1/17, employees will stay with their current company where we would pay their unemployment tax of \$140K. Then when the merger does occur and the employees move to the appropriate company, then we will have to pay that unemployment tax again, potentially double for each employee.

### Oneida Business Committee Agenda Request

RECEIVED BY THE OFFICE  
OF TRIBAL SECRETARY  
ONEIDA BUSINESS COMMITTEE

DEC 30 2016

ONEIDA NATION  
INITIALS HH

1. Meeting Date Requested: 1 / 11 / 2017

#### 2. General Information:

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

Agenda Header: New Business

Accept as Information only

Action - please describe:

Take recommendation from my attached letter on handling of lost Tribal I.D.

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1. My Letter From Enrollment Dept.

2.

4.

Business Committee signature required

#### 4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

#### 5. Submission

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

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

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.



copy M.G.

December 12, 2016

RECEIVED BY THE OFFICE  
OF TRIBAL SECRETARY  
ONEIDA BUSINESS COMMITTEE

DEC 30 2016

ONEIDA NATION  
INITIALS HH

TO WHOM IT MAY CONCERN:

On 12/12/2016, today, Madelyn Genskow came into the Enrollment Department to meet with me regarding her concerns involving her tribal ID card. She inadvertently left her tribal ID card at the One Stop on E & EE on 11/11/2016. She used a gift card for her purchase and had the receipt to show she was at the gas station on that date. She went back into the One Stop on E & EE on 11/13/2106, at which time the cashier showed her the ID taped to a window or wall and gave the ID back to Madelyn.

Madelyn presented a Green Bay Press Gazette article dated 11/5/2015 from the internet entitled "Gas drive offs linked to illegal car sales", which talks about an individual using or getting tribal members to get cars tax exempt with straw buying. The article talked about 9.1 million dollars of luxury cars which were shipped to China. The article actually appeared on 11/6/2015 in the Press Gazette.

Madelyn is providing the tribal ID card which she received back on 11/13/2016, a copy of the gift card receipt dated 11/11/2016 with notes, and a copy of the article from internet that appeared in the Press Gazette. She will be purchasing a new tribal ID card today and surrendering the old card.

Madelyn feels a policy should be developed that tribal ID cards left at any tribal facility should be held under lock and key until they are returned to or picked up by the Enrollment Department and the manager of the facility should be responsible for carrying out this policy. She feels the Enrollment Department should contact the member to inform them their tribal ID card has been returned to the department by phone, if no phone contact available, then by certified letter.

This information will be in Madelyn's file for future reference.

*Cheryl Skolaski*

Cheryl Skolaski  
Enrollment Director

Enclosures (3)

*all  
Also, Employees should have to sign a  
document that they were informed  
of the policy.  
Madelyn Genskow 12/30/2016*

concern # 2017-CC-01

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

#### 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approved exception to the Community Support Fund hotel rate limits to increase the limit to \$100 for the Oneida Support Group at Standing Rock

#### 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 Friday, December 16, 2016, at 2:15 p.m., the following E-Poll was conducted:

Summary:

The Oneida Nation supports the activities of the Standing Rock Sioux Tribe in their opposition to the DAPL. We have encouraged our members to support the Standing Rock Sioux Tribe in protecting the environment. As a result, our members have traveled to assist the Standing Rock Sioux Tribe to assist in their protest.

We support those members, but encourage them to listen to local officials when making announcements to protect themselves against the inclement severe weather. Those individuals out there should take their own health and safety as a priority. It is unfortunate that some members who have gone to support the Standing Rock Sioux Tribe did not leave in a timely manner. The Tribe has been asked to assist those individuals to obtain shelter for the evening and we have approved doing so.

We encourage all persons there, here at home, and around the world to take into account inclement weather and other dangers and plan accordingly.

Requested Action:

Approve an exception to the Community Support Fund hotel rate limits to increase the limit to \$100 for the Oneida Support Group at Standing Rock.

Deadline for response:

Responses are due no later than 6:15 p.m., TODAY, December 16, 2016.

As of the deadline, below are the results:

Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Per section 5.4. of the BC SOP "Conducting Electronic Voting", attached are copies of any comment by an OBC member made beyond a vote.

\*\*\*REQUESTED BC ACTION\*\*\*

Enter E-Poll results into the record for approved exception to the Community Support Fund hotel rate limits to increase the limit to \$100 for the Oneida Support Group at Standing Rock

- 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

**BC\_Agenda\_Requests**

---

**From:** TribalSecretary  
**Sent:** Monday, December 19, 2016 9:06 AM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Jo A. House; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** E-POLL RESULTS: Approve exception to the Community Support Fund hotel rate limits re: Oneida Standing Rock Support Group  
**Attachments:** Trish response.pdf; Lisa response.pdf; Jennifer response.pdf  
**Categories:** Next Meeting

**E-POLL RESULTS**

The E-Poll request to approve an exception to the Community Support Fund hotel rate limits to increase the limit to \$100 for the Oneida Support Group at Standing Rock, **has been approved**. Below are the results:

Support: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Per section 5.4. of the BC SOP "Conducting Electronic Voting", attached are copies of any comment by an OBC member made beyond a vote.

**Heather Heuer**

Information Management Specialist  
 Business Committee Support Office (BCSO)

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

**From:** TribalSecretary  
**Sent:** Friday, December 16, 2016 2:15 PM  
**To:** Brandon L. Yellowbird-Stevens <BSTEVENS@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <LSUMMER2@oneidanation.org>; Melinda J. Danforth <MDANFORJ@ONEIDANATION.org>; Patricia M. King <TKING@ONEIDANATION.org>; Ronald W. Hill <RHILL7@oneidanation.org>  
**Cc:** Jo A. House <JHOUSE1@oneidanation.org>; Brian A. Doxtator <BDOXTAT2@oneidanation.org>; Cathy L. Bachhuber <CBACHHUB@oneidanation.org>; Danelle A. Wilson <DWILSON1@ONEIDANATION.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>  
**Subject:** E-POLL REQUEST: Approve exception to the Community Support Fund hotel rate limits re: Oneida Standing Rock Support Group  
**Importance:** High

**E-POLL REQUEST**

**Summary:**

The Oneida Nation supports the activities of the Standing Rock Sioux Tribe in their opposition to the DAPL. We have encouraged our members to support the Standing Rock Sioux Tribe in protecting the environment. As a result, our members have traveled to assist the Standing Rock Sioux Tribe to assist in their protest.

We support those members, but encourage them to listen to local officials when making announcements to protect themselves against the inclement severe weather. Those individuals out there should take their own health and safety as a priority. It is unfortunate that some members who have gone to support the Standing Rock Sioux Tribe did not leave in a timely manner. The Tribe has been asked to assist those individuals to obtain shelter for the evening and we have approved doing so.

We encourage all persons there, here at home, and around the world to take into account inclement weather and other dangers and plan accordingly.

**Requested Action:**

Approve an exception to the Community Support Fund hotel rate limits to increase the limit to \$100 for the Oneida Support Group at Standing Rock.

**Deadline for response:**

Responses are due no later than **6:15 p.m., TODAY, December 16, 2016.**

**Voting:**

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

**Heather Heuer**

Information Management Specialist  
Business Committee Support Office (BCSO)

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

**Heather M. Heuer**

---

**From:** Jennifer A. Webster  
**Sent:** Friday, December 16, 2016 2:20 PM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Jo A. House; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** RE: E-POLL REQUEST: Approve exception to the Community Support Fund hotel rate limits re: Oneida Standing Rock Support Group

Support,  
Pls note that this is for 4 rooms.

---

**From:** TribalSecretary  
**Sent:** Friday, December 16, 2016 2:15 PM  
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Jo A. House; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** E-POLL REQUEST: Approve exception to the Community Support Fund hotel rate limits re: Oneida Standing Rock Support Group  
**Importance:** High

**E-POLL REQUEST****Summary:**

The Oneida Nation supports the activities of the Standing Rock Sioux Tribe in their opposition to the DAPL. We have encouraged our members to support the Standing Rock Sioux Tribe in protecting the environment. As a result, our members have traveled to assist the Standing Rock Sioux Tribe to assist in their protest.

We support those members, but encourage them to listen to local officials when making announcements to protect themselves against the inclement severe weather. Those individuals out there should take their own health and safety as a priority. It is unfortunate that some members who have gone to support the Standing Rock Sioux Tribe did not leave in a timely manner. The Tribe has been asked to assist those individuals to obtain shelter for the evening and we have approved doing so.

We encourage all persons there, here at home, and around the world to take into account inclement weather and other dangers and plan accordingly.

**Requested Action:**

Approve an exception to the Community Support Fund hotel rate limits to increase the limit to \$100 for the Oneida Support Group at Standing Rock.

**Deadline for response:**

Responses are due no later than **6:15 p.m., TODAY, December 16, 2016.**

**Voting:**

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

**Heather M. Heuer**

---

**From:** Patricia M. King  
**Sent:** Friday, December 16, 2016 2:22 PM  
**To:** Jennifer A. Webster  
**Cc:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Lisa M. Summers; Melinda J. Danforth; Ronald W. Hill; Jo A. House; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Oroasco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** Re: E-POLL REQUEST: Approve exception to the Community Support Fund hotel rate limits re: Oneida Standing Rock Support Group

Support the request up to 4 rooms.

Sent from my iPhone

On Dec 16, 2016, at 2:20 PM, Jennifer A. Webster <[JWEBSTE1@oneidanation.org](mailto:JWEBSTE1@oneidanation.org)> wrote:

Support,  
Pls note that this is for 4 rooms.

---

**From:** TribalSecretary  
**Sent:** Friday, December 16, 2016 2:15 PM  
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Jo A. House; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Oroasco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** E-POLL REQUEST: Approve exception to the Community Support Fund hotel rate limits re: Oneida Standing Rock Support Group  
**Importance:** High

**E-POLL REQUEST****Summary:**

The Oneida Nation supports the activities of the Standing Rock Sioux Tribe in their opposition to the DAPL. We have encouraged our members to support the Standing Rock Sioux Tribe in protecting the environment. As a result, our members have traveled to assist the Standing Rock Sioux Tribe to assist in their protest.

We support those members, but encourage them to listen to local officials when making announcements to protect themselves against the inclement severe weather. Those individuals out there should take their own health and safety as a priority. It is unfortunate that some members who have gone to support the Standing Rock Sioux Tribe did not leave in a timely manner. The Tribe has been asked to assist those individuals to obtain shelter for the evening and we have approved doing so.

We encourage all persons there, here at home, and around the world to take into account inclement weather and other dangers and plan accordingly.

**Requested Action:**

**Heather M. Heuer**

---

**From:** Lisa M. Summers  
**Sent:** Friday, December 16, 2016 2:50 PM  
**To:** TribalSecretary  
**Subject:** RE: E-POLL REQUEST: Approve exception to the Community Support Fund hotel rate limits re: Oneida Standing Rock Support Group

Support, noting the request is for 4 rooms.

Sent from my Samsung Galaxy smartphone.

----- Original message -----

**From:** TribalSecretary <TribalSecretary@oneidanation.org>  
**Date:** 12/16/16 2:15 PM (GMT-06:00)  
**To:** "Brandon L. Yellowbird-Stevens" <bstevens@oneidanation.org>, "Cristina S. Danforth" <tdanfort@oneidanation.org>, "David P. Jordan" <djordan1@oneidanation.org>, "Fawn J. Billie" <fbillie@oneidanation.org>, "Jennifer A. Webster" <JWEBSTE1@oneidanation.org>, "Lisa M. Summers" <lsummer2@oneidanation.org>, "Melinda J. Danforth" <mdanforj@oneidanation.org>, "Patricia M. King" <tking@oneidanation.org>, "Ronald W. Hill" <rhill7@oneidanation.org>  
**Cc:** "Jo A. House" <jhouse1@oneidanation.org>, "Brian A. Doxtator" <bdoxtat2@oneidanation.org>, "Cathy L. Bachhuber" <CBACHHUB@oneidanation.org>, "Danelle A. Wilson" <dwilson1@oneidanation.org>, "Jessica L. Wallenfang" <JWALLENF@oneidanation.org>, "Leyne C. Orosco" <lorosco@oneidanation.org>, "Lisa A. Liggins" <lliggins@oneidanation.org>, "Lora L. Skenandore" <LSKENAN3@oneidanation.org>, "Michael T. Debraska" <mdebrask@oneidanation.org>, "Rhiannon R. Metoxen" <rmetoxe2@oneidanation.org>, "Tammy M. Skenandore" <tskenan9@oneidanation.org>  
**Subject:** E-POLL REQUEST: Approve exception to the Community Support Fund hotel rate limits re: Oneida Standing Rock Support Group

**E-POLL REQUEST****Summary:**

The Oneida Nation supports the activities of the Standing Rock Sioux Tribe in their opposition to the DAPL. We have encouraged our members to support the Standing Rock Sioux Tribe in protecting the environment. As a result, our members have traveled to assist the Standing Rock Sioux Tribe to assist in their protest.

We support those members, but encourage them to listen to local officials when making announcements to protect themselves against the inclement severe weather. Those individuals out there should take their own health and safety as a priority. It is unfortunate that some members who have gone to support the Standing Rock Sioux Tribe did not leave in a timely manner. The Tribe has been asked to assist those individuals to obtain shelter for the evening and we have approved doing so.

We encourage all persons there, here at home, and around the world to take into account inclement weather and other dangers and plan accordingly.

**Requested Action:**

### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approval of the revised 2017 Quarterly Reporting Schedule.

**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: Submitted by: Heather Heuer, Info. Mgmt. Spec./ BC Support Office  
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 Tuesday, December 27, 2016, at 12:00 p.m., the following E-Poll was conducted:

Summary:

The OBC originally approved the 2017 Quarterly Reporting schedule on October 12, 2016. Notice to the entities was withheld due to a request for the OBC to consider changes to that schedule.

At the December 20, 2016, BC work meeting, the BC agreed to add an additional meeting to their Regular Meeting Schedule. This new, regular meeting is to be held on a quarterly basis in the months of January, April, July and October. The purpose of this new, regular meeting is to address quarterly reports from the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC.

The proposed 2017 Quarterly Reporting Schedule reflects the changes approved by the OBC and includes an additional request to keep the Audit Committee quarterly report in executive session. Draft correspondence to the entities has been included for your reference.

E-Poll Justification: Notice of the new schedule must be provided to the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC as new year is in a few days.

Requested Action:

Approve revised 2017 Quarterly Reporting Schedule.

Deadline for response:

Responses are due no later than 8:00 p.m., Tuesday, December 27, 2016.

As of the deadline, below are the results:

Support: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens, Lisa Summers, Jennifer Webster

Per section 5.4. of the BC SOP "Conducting Electronic Voting", attached are copies of any comment by an OBC member made beyond a vote.

\*\*\*REQUESTED ACTION\*\*\*

Enter E-Poll results into the record for approval of the revised 2017 Quarterly Reporting Schedule.

- 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

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Wednesday, December 28, 2016 9:29 AM  
**To:** BC\_Agenda\_Requests  
**Subject:** FW: E-POLL RESULTS: Approve revised 2017 Quarterly Reporting Schedule  
**Attachments:** EPOLL REQUEST -- Approve revised 2017 Quarterly Reporting Schedule.pdf; JW response.pdf

**Categories:** Next Meeting

---

**From:** TribalSecretary  
**Sent:** Wednesday, December 28, 2016 8:56 AM  
**To:** TribalSecretary <TribalSecretary@oneidanation.org>; Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <lsummer2@oneidanation.org>; Melinda J. Danforth <mdanforj@oneidanation.org>; Patricia M. King <tking@oneidanation.org>; Ronald W. Hill <rhill7@oneidanation.org>  
**Cc:** Kathleen M. Metoxen <kmetoxe1@oneidanation.org>; Brian A. Doxtator <bdoxtat2@oneidanation.org>; Cathy L. Bachhuber <cbachhub@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <liggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>  
**Subject:** E-POLL RESULTS: Approve revised 2017 Quarterly Reporting Schedule

**E-POLL RESULTS**

The E-Poll request to approve the revised 2017 Quarterly Reporting Schedule, **has been approved.**  
Below are the results:

Support: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens, Lisa Summers, Jennifer Webster

Per section 5.4. of the BC SOP "Conducting Electronic Voting", attached are copies of any comment by an OBC member made beyond a vote.

**Heather Heuer**

Information Management Specialist  
Business Committee Support Office (BCSO)

---

**From:** TribalSecretary  
**Sent:** Tuesday, December 27, 2016 12:00 PM  
**To:** Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie

<fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <lsummer2@oneidanation.org>; Melinda J. Danforth <mdanforj@oneidanation.org>; Patricia M. King <tking@oneidanation.org>; Ronald W. Hill <rhill7@oneidanation.org>  
**Cc:** TribalSecretary <TribalSecretary@oneidanation.org>; Heather M. Heuer <hheuer@oneidanation.org>; Kathleen M. Metoxen <kmetoxe1@oneidanation.org>; Brian A. Doxtator <bdoxtat2@oneidanation.org>; Cathy L. Bachhuber <cbachhub@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <liggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>  
**Subject:** E-POLL REQUEST: Approve revised 2017 Quarterly Reporting Schedule

## **E-POLL REQUEST**

### **Summary:**

The OBC originally approved the 2017 Quarterly Reporting schedule on October 12, 2016. Notice to the entities was withheld due to a request for the OBC to consider changes to that schedule.

At the December 20, 2016, BC work meeting, the BC agreed to add an additional meeting to their Regular Meeting Schedule. This new, regular meeting is to be held on a quarterly basis in the months of January, April, July and October. The purpose of this new, regular meeting is to address quarterly reports from the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC.

The proposed 2017 Quarterly Reporting Schedule reflects the changes approved by the OBC **and includes an additional request to keep the Audit Committee quarterly report in executive session.** Draft correspondence to the entities has been included for your reference..

*E-Poll Justification: Notice of the new schedule must be provided to the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC as new year is in a few days.*

### **Requested Action:**

Approve revised 2017 Quarterly Reporting Schedule.

### **Deadline for response:**

Responses are due no later than **8:00 p.m., Tuesday, December 27, 2016.**

### **Voting:**

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

Lisa Liggins  
Assistant to Secretary Summers  
Oneida Business Committee

**Heather M. Heuer**

---

**From:** Jennifer A. Webster  
**Sent:** Tuesday, December 27, 2016 1:25 PM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Heather M. Heuer; Kathleen M. Metoxen; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** RE: E-POLL REQUEST: Approve revised 2017 Quarterly Reporting Schedule

Support,

Noting the **additional request to keep the Audit Committee quarterly report in executive session.**

Jenny

---

**From:** TribalSecretary  
**Sent:** Tuesday, December 27, 2016 12:00 PM  
**To:** Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** TribalSecretary; Heather M. Heuer; Kathleen M. Metoxen; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** E-POLL REQUEST: Approve revised 2017 Quarterly Reporting Schedule

**E-POLL REQUEST****Summary:**

The OBC originally approved the 2017 Quarterly Reporting schedule on October 12, 2016. Notice to the entities was withheld due to a request for the OBC to consider changes to that schedule.

At the December 20, 2016, BC work meeting, the BC agreed to add an additional meeting to their Regular Meeting Schedule. This new, regular meeting is to be held on a quarterly basis in the months of January, April, July and October. The purpose of this new, regular meeting is to address quarterly reports from the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC.

The proposed 2017 Quarterly Reporting Schedule reflects the changes approved by the OBC **and includes an additional request to keep the Audit Committee quarterly report in executive session.** Draft correspondence to the entities has been included for your reference..

*E-Poll Justification: Notice of the new schedule must be provided to the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC as new year is in a few days.*

**Requested Action:**

Approve revised 2017 Quarterly Reporting Schedule.

**Deadline for response:**

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: \_\_\_ / \_\_\_ / \_\_\_

2. General Information:

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

[Empty text box]

Agenda Header:

Accept as Information only

Action - please describe:

Approve revised 2017 Quarterly Reporting Schedule

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: Lisa Liggins, Executive Assistant II  
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\*\*\*

The OBC originally approved the 2017 Quarterly Reporting schedule on October 12, 2016. Notice to the entites was withheld due to a request for the OBC to consider changes to that schedule.

At the December 20, 2016, BC work meeting, the BC agreed to add an additional meeting to their Regular Meeting Schedule. This new, regular meeting is to be held on a quarterly basis in the months of January, April, July and October. The purpose of this new, regular meeting is to address quarterly reports from the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC.

The attached 2017 Quarterly Reporting Schedule reflects the changes approved by the OBC and includes an additional request to keep the Audit Committee quarterly report in executive session.

Draft correspondence to the entities has been included for your reference.

\*\*\*REQUESTED ACTION\*\*\*

Approve revised 2017 Quarterly Reporting Schedule.

- 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

FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)	
Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date
Jan 17	Jan 26	Apr 18	Apr 27	Jul 18	Jul 27	Oct 17	Oct 26
Entity Name				Scheduled Time			
Oneida Nation Arts Board				8:00 a.m.			
Anna John Resident Centered Care Community Board				8:15 a.m.			
Oneida Child Protective Board				8:30 a.m.			
Oneida Environmental Resource Board				8:45 a.m.			
Oneida Community Library Board				9:00 a.m.			
Oneida Personnel Commission				9:15 a.m.			
Oneida Police Commission				9:30 a.m.			
Oneida Pow-wow Committee				9:45 a.m.			
<b>BREAK – 10:00 a.m.</b>							
Southeastern Oneida Tribal Services Advisory Board				10:15 a.m.			
Oneida Nation Veterans Affairs Committee				10:30 a.m.			
Oneida Nation Commission on Aging				10:45 a.m.			
Oneida Gaming Commission				11:00 a.m.			
Oneida Election Board				11:15 a.m.			
Oneida Land Claims Commission				11:30 a.m.			
<b>BREAK – 11:45 a.m.</b>							
Oneida Land Commission				1:15 p.m.			
Oneida Nation School Board				1:30 p.m.			
Oneida Airport Hotel Corporation <sup>1</sup>				1:45 p.m.			
Oneida Golf Enterprise				2:00 p.m.			
Bay Bancorporation, Inc.				2:15 p.m.			
Oneida ESC Group, LLC				2:30 p.m.			
Oneida Total Integrated Enterprises, LLC				2:45 p.m.			
Oneida Seven Generations Corporation				3:00 p.m.			
<b>BREAK – 3:15 p.m.</b>							
Community Development Planning Committee				3:30 p.m.			
Legislative Operating Committee				3:45 p.m.			
Quality of Life Committee				4:00 p.m.			
Finance Committee				4:15 p.m.			

<sup>1</sup> Corporate Boards will provide Narrative reports. Financial reports will be submitted in executive session.



FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)	
Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date
Jan 17	Jan 24	Apr 18	Apr 25	Jul 18	Jul 25	Oct 17	Oct 24

Entity Name	Scheduled Time
Oneida Airport Hotel Corporation	8:30 a.m.
Oneida Golf Enterprise	9:00 a.m.
Bay Bancorporation, Inc.	9:30 a.m.
<b>BREAK – 10:00 a.m.</b>	
Oneida ESC Group, LLC	10:15 a.m.
Oneida Total Integrated Enterprises, LLC	10:45 a.m.
Oneida Seven Generations Corporation	11:15 a.m.
Audit Committee	11:45 a.m.

DRAFT

## Memorandum

TO: Boards, Committees, and Commissions  
Corporate Boards  
OBC Standing Committees

FROM: Lisa Summers, Secretary

DATE: December 28, 2016

RE: 2017 Quarterly Reporting Schedule

---

This correspondence is intended to provide you notice of the 2017 Quarterly Reporting Schedule.

### Changes for 2017

At the December 20, 2016, Oneida Business Committee (OBC) work meeting, the OBC agreed to add an additional meeting to their Regular Meeting Schedule. This new, regular meeting will be held on the **fourth Thursday** of January, April, July and October. The purpose of this new, regular meeting is to address quarterly reports from the Nation's Boards, Committees, and Commissions, from the Nation's Corporate Boards, and from the Standing Committees of the OBC.

As a result of this decision, the Oneida Business Committee adopted BC Resolution <<insert resolution # here>>, attached. The goal of this change is to improve the quarterly reporting process for both the entities reporting and the OBC.

### 2017 Quarterly Reporting Schedule

The attached 2017 Quarterly Reporting Schedule reflects the changes approved by the OBC. It includes the reporting period, submission deadline, OBC meeting date, and a **scheduled time** for the 2017 quarterly reports.

**Submission Process**

As before, quarterly reports must be submitted via the BC Agenda Request process. In addition, please “cc:” [TribalSecretary@oneidanation.org](mailto:TribalSecretary@oneidanation.org). Questions or additional information regarding BC Agenda Request process may be directed to [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org).

Lastly, I appreciate your continued efforts to improve the quarterly reports and the efforts made to adhere to the reporting schedule. I, and the rest of the Business Committee, look forward to reviewing each of your reports in the coming year.

YawΛ?kó·

Enclosure(s): 2017 Quarterly Reporting Schedule(s)

CC: BCC File, Corporate Board File, Standing Committee File

FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)	
Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date
Jan 17	Jan 26	Apr 18	Apr 27	Jul 18	Jul 27	Oct 17	Oct 26

Entity Name	Scheduled Time
Arts Board	8:00 a.m.
AJRCCC	8:15 a.m.
Child Protective Board	8:30 a.m.
ERB	8:45 a.m.
Library	9:00 a.m.
Personnel Commission	9:15 a.m.
Police Commission	9:30 a.m.
Powwow Committee	9:45 a.m.
<b>BREAK – 10:00 a.m.</b>	
SEOTS	10:15 a.m.
Veterans Affairs	10:30 a.m.

FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)	
Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date
Jan 17	Jan 26	Apr 18	Apr 27	Jul 18	Jul 27	Oct 17	Oct 26

Entity Name	Scheduled Time
Oneida Nation Commission on Aging	10:45 a.m.
Oneida Gaming Commission	11:00 a.m.
Oneida Election Board	11:15 a.m.
Oneida Land Claims Commission	11:30 a.m.
<b>BREAK – 11:45 a.m.</b>	
Oneida Land Commission	1:15 p.m.
Oneida Nation School Board	1:30 p.m.

## Corporate Boards 2017 Quarterly Reporting Schedule

### Execution Session – Financial Reporting

FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)	
Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date
Jan 17	Jan 24	Apr 18	Apr 25	Jul 18	Jul 25	Oct 17	Oct 24
Entity Name				Scheduled Time			
Oneida Airport Hotel Corp				8:30 a.m.			
Oneida Golf Enterprise				9:00 a.m.			
Bay Bancorporation				9:30 a.m.			
BREAK – 10:00 a.m.							
Oneida ESC Group LLC				10:15 a.m.			
OTIE				10:45 a.m.			
OSGC				11:15 a.m.			

### Regular Session – Narrative Reporting

FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)	
Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date
Jan 17	Jan 26	Apr 18	Apr 27	Jul 18	Jul 27	Oct 17	Oct 26
Entity Name				Scheduled Time			
Oneida Airport Hotel Corp				1:45 p.m.			
Oneida Golf Enterprise				2:00 p.m.			
Bay Bancorporation				2:15 p.m.			
Oneida ESC Group LLC				2:30 p.m.			
OTIE				2:45 p.m.			
OSGC				3:00 p.m.			

Approved by OBC 10/12/2016

Revised and Approved by OBC MM/DD/YYYY

**Execution Session**

FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)	
Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date	Submission Deadline	Exec Session Date
Jan 17	Jan 24	Apr 18	Apr 25	Jul 18	Jul 25	Oct 17	Oct 24

Entity Name	Scheduled Time
Audit Committee	11:45 a.m.

**Regular Session**

FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)	
Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date
Jan 17	Jan 26	Apr 18	Apr 27	Jul 18	Jul 27	Oct 17	Oct 26

Entity Name	Scheduled Time
Community Development Planning Committee	3:30 p.m.
Legislative Operating Committee	3:45 p.m.
Quality of Life Committee	4:00 p.m.
Finance Committee	4:15 p.m.



### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approval of the 2017 Reporting Schedule for OBC Direct Reports.

**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: Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
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 Tuesday, December 27, 2016, at 12:00 p.m., the following E-Poll was conducted:

Summary:

At the December 20, 2016, Oneida Business Committee (OBC) work meeting, the OBC reviewed the 2017 Reporting Schedule and few changes were agreed upon.

First, quarterly reports from the nine (9) main areas will be split between two OBC meetings.

Second, the reporting schedule/structure has changed for the following positions: Organizational Development Specialist, Emergency Management Director, Ombudsman, and the Self-Governance Coordinator. These four (4) Direct Reports are to provide a written/email report to the full OBC, all nine (9) members, two (2) times per month or about every two weeks.

Reporting for Chief Counsel, Intergovernmental Affairs and Communications Director, Chief Financial Officer, and Gaming General Manager remain unchanged.

Draft correspondence to the OBC Direct Reports has been included for your reference.

E-Poll Justification: Notice of the new schedule must be provided to the OBC Direct Reports as new year is in a few days.

Requested Action:

Approve 2017 Reporting Schedule for OBC Direct Reports.

Deadline for response:

Responses are due no later than 8:00 p.m., Tuesday, December 27, 2016.

As of the deadline, below are the results:

Support: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

\*\*\*REQUESTED ACTION\*\*\*

Enter E-Poll results into the record for approval of the 2017 Reporting Schedule for OBC Direct Reports.

- 1) Save a copy of this form for your records.
- 2) Print this form as a \*.pdf OR print and scan this form in as \*.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: BC\_Agenda\_Requests@oneidanation.org

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Wednesday, December 28, 2016 8:51 AM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Kathleen M. Metoxen; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** E-POLL RESULTS: Approve 2017 Reporting Schedule for OBC Direct Reports  
**Attachments:** EPOLL REQUEST -- Approve 2017 Reporting Schedule for OBC Direct Reports.pdf  
**Categories:** Next Meeting

**E-POLL RESULTS**

The E-Poll request to approve the 2017 Reporting Schedule for OBC Direct Reports, **has been approved**. Below are the results:

Support: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

**Heather Heuer**

Information Management Specialist  
 Business Committee Support Office (BCSO)

---

**From:** TribalSecretary  
**Sent:** Tuesday, December 27, 2016 12:00 PM  
**To:** Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <lsummer2@oneidanation.org>; Melinda J. Danforth <mdanforj@oneidanation.org>; Patricia M. King <tking@oneidanation.org>; Ronald W. Hill <rhil7@oneidanation.org>  
**Cc:** TribalSecretary <TribalSecretary@oneidanation.org>; Heather M. Heuer <hheuer@oneidanation.org>; Kathleen M. Metoxen <kmetoxe1@oneidanation.org>; Brian A. Doxtator <bdoxtat2@oneidanation.org>; Cathy L. Bachhuber <cbachhub@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>  
**Subject:** E-POLL REQUEST: Approve 2017 Reporting Schedule for OBC Direct Reports

**E-POLL REQUEST****Summary:**

At the December 20, 2016, Oneida Business Committee (OBC) work meeting, the OBC reviewed the 2017 Reporting Schedule and few changes were agreed upon.

First, quarterly reports from the nine (9) main areas will be split between two OBC meetings.

Second, the reporting schedule/structure has changed for the following positions: Organizational Development Specialist, Emergency Management Director, Ombudsman, and the Self-Governance Coordinator. These four (4) Direct Reports are to provide a written/email report to the full OBC, all nine (9) members, two (2) times per month or about every two weeks.

Reporting for Chief Counsel, Intergovernmental Affairs and Communications Director, Chief Financial Officer, and Gaming General Manager remain unchanged.

Draft correspondence to the OBC Direct Reports has been included for your reference.

*E-Poll Justification: Notice of the new schedule must be provided to the OBC Direct Reports as new year is in a few days.*

**Requested Action:**

Approve 2017 Reporting Schedule for OBC Direct Reports.

**Deadline for response:**

Responses are due no later than **8:00 p.m., Tuesday, December 27, 2016.**

**Voting:**

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

Lisa Liggins  
Assistant to Secretary Summers  
Oneida Business Committee



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

office 920.869.4434  
cell 920.819.7344  
fax 920.869.4040

PO Box 365  
Oneida, WI 54155-0365  
Oneida-nsn.gov

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: \_\_\_ / \_\_\_ / \_\_\_

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Approve 2017 Reporting Schedule for OBC Direct Reports.

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: Lisa Liggins, Executive Assistant II  
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\*\*\*

At the December 20, 2016, Oneida Business Committee (OBC) work meeting, the OBC reviewed the 2017 Reporting Schedule and few changes were agreed upon.

First, quarterly reports from the nine (9) main areas will be split between two OBC meetings.

Second, the reporting schedule/structure has changed for the following positions: Organizational Development Specialist, Emergency Management Director, Ombudsman, and the Self-Governance Coordinator. These four (4) Direct Reports are to provide a written/email report to the full OBC, all nine (9) members, two (2) times per month or about every two weeks.

Reporting for Chief Counsel, Intergovernmental Affairs and Communications Director, Chief Financial Officer, and Gaming General Manager remain unchanged.

Draft correspondence to the OBC Direct Reports has been included for your reference.

\*\*\*REQUESTED ACTION\*\*\*

Approve 2017 Reporting Schedule for OBC Direct Reports.

- 1) Save a copy of this form for your records.
- 2) Print this form as a \*.pdf OR print and scan this form in as \*.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: BC\_Agenda\_Requests@oneidanation.org

## OBC DIRECT REPORTS 2017 Reporting Schedule

Reporting at regular OBC meetings												
	FY-17 Q1 Report (Oct '16-Dec '16)		FY-17 Q 2 Report (Jan '17-Mar '17)		FY-17 Q 3 Report (Apr '17-Jun '17)		FY-17 Q 4 Report (Jul '17-Sep '17)					
	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date		
<b>Comp. Health</b>	Jan 17	Jan 25	Apr 18	Apr 26	Jul 18	Jul 26	Oct 17	Oct 25				
<b>Development</b>	Jan 17	Jan 25	Apr 18	Apr 26	Jul 18	Jul 26	Oct 17	Oct 25				
<b>E.H. &amp; S.</b>	Jan 17	Jan 25	Apr 18	Apr 26	Jul 18	Jul 26	Oct 17	Oct 25				
<b>Gov't Services</b>	Jan 17	Jan 25	Apr 18	Apr 26	Jul 18	Jul 26	Oct 17	Oct 25				
<b>Housing</b>	Jan 31	Feb 8	May 2	May 10	Aug 1	Aug 9	Oct 31	Nov 8				
<b>H.R.</b>	Jan 31	Feb 8	May 2	May 10	Aug 1	Aug 9	Oct 31	Nov 8				
<b>Internal Svc.</b>	Jan 31	Feb 8	May 2	May 10	Aug 1	Aug 9	Oct 31	Nov 8				
<b>Land</b>	Jan 31	Feb 8	May 2	May 10	Aug 1	Aug 9	Oct 31	Nov 8				
<b>Retail</b>	Jan 31	Feb 7 & 8	May 2	May 9 & 10	Aug 1	Aug 8 & 9	Oct 31	Nov 7 & 8				
Reporting to OBC via written report/e-mail												
<b>Org. Dev. Spec.</b>	Two times each month											
<b>Emerg. Mgmt.</b>	Two times each month											
<b>Ombudsman</b>	Two times each month											
<b>Self-Gov.</b>	Two times each month											
Reporting at regular OBC meetings in Executive Session Only												
<b>Chief Counsel</b>	Each regular OBC meeting											
<b>I.G.A. &amp; C.</b>	2 <sup>nd</sup> regular OBC meeting of the month											
	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date	Submission Deadline	OBC Meeting Date
<b>C.F.O.</b>	Feb 14	Feb 22	Apr 18	Apr 26	Jun 20	Jun 28	Aug 15	Aug 23	Oct 17	Oct 25	Dec 19	Dec 27
<b>Gaming G.M.</b>	Jan 17	Jan 25	Mar 14	Mar 22	May 16	May 24	Jul 18	Jul 26	Sep 19	Sep 27	Nov 14	Nov 22

## Memorandum

TO: Direct Reports of the Oneida Business Committee

FROM: Lisa Summers, Secretary

CC: Oneida Business Committee

DATE: December 28, 2016

RE: 2017 Reporting Schedule for OBC Direct Reports

---

This correspondence is intended to provide you notice of the 2017 Reporting Schedule for OBC Direct Reports.

### **Changes for 2017**

At the December 20, 2016, Oneida Business Committee (OBC) work meeting, the OBC reviewed the 2017 Reporting Schedule and few changes were agreed upon.

First, quarterly reports from the nine (9) main areas will be split between two OBC meetings.

Second, the reporting schedule/structure has changed for the following positions: Organizational Development Specialist, Emergency Management Director, Ombudsman, and the Self-Governance Coordinator. These four (4) Direct Reports are to provide a written/email report to the full OBC, all nine (9) members, two (2) times per month or about every two weeks.

The goal of these changes is to improve the quarterly reporting process for both the entities reporting and the OBC.

Please note: Reporting for Chief Counsel, Intergovernmental Affairs and Communications Director, Chief Financial Officer, and Gaming General Manager remain unchanged.



**2017 Reporting Schedule and Submission Process**

The attached 2017 Reporting schedule reflects the changes approved by the OBC.

As before, reports which will be accepted at an OBC meeting must be submitted via the BC Agenda Request process. Questions or additional information regarding BC Agenda Request process may be directed to [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org).

For those submitting reports two times each month, the reports must be submitted via email to the full OBC.

Lastly, I appreciate your continued efforts. I, and the rest of the Business Committee, look forward to reviewing each of your reports in the coming year.

YawΛ'kó'

Enclosure(s): 2017 Reporting Schedule for OBC Direct Reports

CC: Direct Reports File

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~/~~7~~/~~14~~/~~16~~

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 Travel Report for TTAG meeting held in Washington D.C. November 2-3, 2016

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:

Respectfully requesting the Oneida Business Committee to approve my travel report for my attendance to the Tribal Technical Advisory Group meeting in Washington D.C. November 2-3, 2016.

Please note that I am the Midwest region's representative.

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

2) Print this form as a \*.pdf *OR* print and scan this form in as \*.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)

# BUSINESS COMMITTEE TRAVEL REPORT



**Traveler Name:** Melinda J. Danforth  
Enter name(s) of other Travelers OR [SPACE BAR] to delete

**Medicare, Medicaid and Health Reform Policy  
Committee (MMPC) & Tribal Technical Advisory  
Group (TTAG)**

**Travel Event:** \_\_\_\_\_

**Travel Location:** Washington D.C.

**Departure Date:** 11/02/2016      **Return Date:** 11/03/2016

**Projected Cost:** \$824.70      **Actual Cost:** \$676.31 \*\*

**Date Travel was Approved by OBC:** 09/24/2014

**Narrative/Background:**  
**MMPC & TTAG Purpose**

The Medicare, Medicaid and Health Reform Policy Committee (MMPC) is a standing committee of the National Indian Health Board (NIHB) with the purpose of providing technical support to the TTAG. TTAG is a group codified by the ARRA of 2009 and is composed of formally appointed representatives from each Indian Health Service (IHS) area as well as from specific national Indian organizations such as the National Indian Health Board. TTAG advises the Centers for Medicare and Medicaid Services (CMS) on Indian issues related to Medicare, Medicaid, the Children's Health Insurance Program (CHIP), and any other health care program funded by CMS.

MMPC's focus is on the Affordable Care Act (ACA) and Indian Health Improvement Act (IHICA) health policy issues, regulation review, and the development of draft positions with the greatest opportunities and highest priority of the Indian Health System. MMPC also acts as a national forum to identify, discuss, advise and act on issues that will improve the health of American Indians and Alaska Natives.

### **TTAG Strategic Goals for 2013-2018**

TTAG Strategic goals for 2013-2018 are as follows;

1. CMS engages in meaningful **consultation** with Tribes and works closely with the TTAG.
2. CMS enacts and implements **policy** through regulation, guidance, review and enforcement to align CMS programs to serve AI/ANs by improving enrollment processes, assuring access to care, having efficient payment systems, and increasing the I/T/U capacity to deliver integrated, comprehensive programs.
3. CMS improves and expands opportunities for development and delivery of **Long Term Services and Support** throughout Indian communities.
4. Through **outreach and enrollment** activities, all I/T/U programs are fully informed about CMS programs and AI/ANs know about benefits to which they are entitled.
5. Develop and improve CMS **data systems to evaluate** and expand the capacity of CMS to serve American Indians and Alaska Natives.

The entire strategic plan can be found at [http://www.nihb.org/tribalhealthreform/wp-content/uploads/2013/02/AIAN-Strategic-Plan\\_Eval\\_FINAL\\_2-20\\_2014.pdf](http://www.nihb.org/tribalhealthreform/wp-content/uploads/2013/02/AIAN-Strategic-Plan_Eval_FINAL_2-20_2014.pdf)

### **Meeting Highlights**

1. Presidential Elections. The Presidential elections were discussed heavily both at MMPC and TTAG as the presidential candidates both had differing views surrounding the Affordable Care Act (ACA). Hillary Clinton proposes some changes to the ACA that would address the rising cost of insurance in the marketplaces while Donald Trump proposes to repeal the ACA in its entirety. The Tribes were very concerned with either proposal as changes to the ACA need to take in to consideration AI/AN issues such as the definition of Indian, zero cost sharing provisions, exemptions, etc. The repeal of the ACA is a very huge concern as the Indian Health Care Improvement Act (IHCIA) is contained with the ACA legislation. The IHCIA is the legislation that authorizes health care to American Indians and Alaskan Natives.
2. Social Security Number Removal Initiative. When the Medicare Access and CHIP Reauthorization Act was approved by Congress it mandated that social security numbers be removed from Medicare cards in order to address identity theft issues. The deadline to have this complete will be April 2019. CMS reported that it will begin issuing new cards in April 2018 in a phased approach whereby 150 million cards will be distributed year 1 and then approximately 60-90 million thereafter. There will be 21 months whereby an individual will be able to utilize either the old card or the new card. This change will have an impact on our tribal membership enrolled in Medicare and also our EMR and data systems at the Oneida Health Center, AJRCCC and Behavioral Health. Along with being informed on the changes as this initiative is being implemented, the Tribes want CMS to ensure that the data exchange between IHS and the Social Security Administration continues to occur as the majority of tribal health facilities utilize the data map that is produced from the Social Security Administration.

3. Medicare Diabetes Prevention Program (DPP). The Tribes are concerned about CMS imposing CDC's requirements for "evidence based programming" and the application of CDC guidelines because they would be too limiting for Tribes. I/T/U's Special Diabetes programs for Indians (SDPI) has been successful and in operation for years. Tribes requested that the current SDPI tribal programming would be grandfathered in.
4. CMS Helpdesk for Marketplace Enrollment Assistance. CMS' helpdesk representatives are not very knowledgeable about the special provisions provided to AI/AN and often the advice that is given to the customer is wrong. Tribes have continued to advocate for an Indian Call Center or dedicated expert representatives just for AI/AN population. CMS has responded that it is cost prohibitive for a dedicating call center, but committed to retrain the representatives.
5. CMS Leadership Changes. Timothy Hill and Deidre Gifford are now the Deputy Directors of CMCS. Kevin Counihan is the CEO, Marketplace & Director of CCIO. The Tribes requested that the CMS leadership continue to value the work of TTAG and recognize the role we play in advising CMS of AI/AN issues.
6. Tribal Operated Waiver (WI). I spoke with Kitty Marx relating to the tribal waiver that will be submitted in December by the State of WI. There is indication that Region 5 CMS is once again misinterpreting the waiver. In an effort to head off this problem, Kitty will meet with Region 5 CMS to ensure they are on the same page for when the waiver is submitted.

Also attached is the schedule for upcoming TTAG meetings. I am requesting the Oneida Business Committee to approve my attendance at the February and July 2017 meetings.

**Item(s) Requiring Attention:**

Continue to monitor the legislation.

\*\* Note: Federal government will reimburse all expenses related to my airfare, taxi and per diem. Expenses associated with MMPC are not reimbursable.

**Requested Action:**

1. Accept the report and closeout the travel.
2. Requesting approval to attend the February 2017 and July 2017 TTAG meetings in Washington DC.

# Tribal Technical Advisory Group

To the Centers for Medicare & Medicaid Services

c/o National Indian Health Board 910 Pennsylvania Avenue, SE Washington, DC 20003 (202) 507-1070 (202) 507-1071 fax

<b>TTAG Conference Calls and Face to Face Meetings for 2017</b>	
The Centers for Medicare & Medicaid Services Tribal Technical Advisory Group (CMS TTAG)	
<b>Date/Event</b>	<b>Location</b>
January 11, 2017: Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 995 869 158
<b>February 22-23, 2017 Face to Face Meeting</b>	<b>Holiday Inn Capitol 550 C Street, SW Washington, DC 20024</b>
April 12, 2017 Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 991 559 727
June 14, 2017 Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 999 301 018
<b>July 18-19, 2017 Face to Face Meeting</b>	<b>CMS Central Office Baltimore, MD</b>
September 13, 2017 Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 999 275 693
October 11, 2017 Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 999 893 821
<b>November Date TBD Face to Face Meeting</b>	<b>TBD</b>

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: 01 / 11 / 17

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Motion to accept travel report for December 3-4, 2016 MAST: Post - Presidential Election Results Review.

**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: Cathy Bachhuber, Executive Assistant  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Lisa Summers, Secretary  
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 November 23, 2016 the OBC approved a travel request for Secretary Lisa Summers and Councilwoman Fawn Billie to attend a meeting in Prior Lake, MN on December 3-4, 2016:

XI.A.3. Approve travel request – Secretary Lisa Summers – Post-Presidential Election results review – Prior Lake, MN – December 3-4, 2016

Motion by Jennifer Webster to approve the travel request – Secretary Lisa Summers and Councilwoman Fawn Billie – Post-Presidential Election results review – Prior Lake, MN – December 3-4, 2016, seconded by David Jordan. Motion carried with one abstention:

Ayes: David Jordan, Trish King, Brandon Stevens, Jennifer Webster

Abstained: Lisa Summers

Not Present: Tina Danforth, Fawn Billie, Tehassi Hill

Due to the weather conditions and an approaching storm, the travel was not completed.

- 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

# BUSINESS COMMITTEE TRAVEL REPORT



Travel Report for: Fawn Billie  
Lisa Summers

Travel Event: MAST: Post-Presidential Election Results Review

Travel Location: Prior Lake, MN

Departure Date: 12/03/2016 Return Date: 12/04/2016

Projected Cost: Enter Cost Actual Cost: 0

Date Travel was Approved by OBC: 11/23/2016

**Narrative/Background:**

Due to the weather conditions and an approaching storm, travel was not completed.

**Item(s) Requiring Attention:**

None.

**Requested Action:**

Motion to accept travel report for MAST: Post-Presidential Election Results Review.

## Oneida Business Committee Travel Request

**1. OBC Meeting Date Requested:** ~~12//28//16~~  e-poll requested  
Meeting was cancelled.

### 2. General Information:

Event Name: Tribal Technical Advisory Group (TTAG) Meeting

Event Location: Washington, DC Attendee(s): Melinda J. Danforth

Departure Date: March 2017 & July 2017 Attendee(s):

Return Date:  Attendee(s):

### 3. Budget Information:

- Funds available in individual travel budget(s)  
 Unbudgeted  
 Grant Funded or Reimbursed

Cost Estimate: \_\_\_\_\_

### 4. Justification:

- Liaison Appointment Responsibilities

To which Strategic Direction(s) does this travel relate?

- Advancing Onʎoyote?a-ka Principles  Creating a Positive Organizational Culture  
 Committing to Building a Responsible Nation  Implementing Good Governance Processes

Describe the purpose of Travel and how it relates to the Strategic Direction(s) and/or your liaison area:

Respectfully requesting the Business Committee's approval to attend the calendar year 2017 Tribal Technical Advisory Group meetings in Washington D.C.

As the Bemidji area representative for the Tribal Technical Advisory Group, I am respectfully requesting the Business Committee approve my attendance at the "Face to Face" meetings in March 2017 & July 2017. Attached is the meeting schedule sent out by TTAG.

Please note: My airfare and hotel is paid for and booked up front by HHS and the remainder of my expenses (taxi/per diem) are reimbursed by HHS.

Yaw^ko for your consideration.

### 5. Submission

Sponsor: Melinda J. Danforth, Tribal Vice Chairwoman

- 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

<b>TTAG Conference Calls and Face to Face Meetings for 2017</b>	
The Centers for Medicare & Medicaid Services Tribal Technical Advisory Group (CMS TTAG)	
<b>Date/Event</b>	<b>Location</b>
January 11, 2017: Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 995 869 158
<b>March 1-2, 2017 Face to Face Meeting</b>	<b>National Museum of the American Indian, Fourth &amp; Independence Ave. S.W. Washington, D.C.</b>
April 12, 2017 Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 991 559 727
June 14, 2017 Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 999 301 018
<b>July 12-13, 2017 Face to Face Meeting</b>	<b>TBD</b>
September 13, 2017 Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 999 275 693
October 11, 2017 Conference Call 2:30-4:00 PM EST	Call in number: 1-877-267-1577 Meeting Number: 999 893 821
<b>November 1-2, 2017 Face to Face Meeting</b>	<b>TBD</b>

## Oneida Business Committee Travel Request

**1. OBC Meeting Date Requested:** 01 / 11 / 17  e-poll requested

### 2. General Information:

Event Name: NCAI Executive Council Winter Session

Event Location: Washington DC Attendee(s): Lisa Summers

Departure Date: Feb 12, 2017 Attendee(s): Additional Business Committee Member

Return Date: Feb 17, 2017 Attendee(s): Additional Business Committee Member

### 3. Budget Information:

- Funds available in individual travel budget(s)  
 Unbudgeted  
 Grant Funded or Reimbursed

Cost Estimate: \$ 2,355.50

ECWS Block Rate: \$ 299.00/night  
 Per Diem Rate: \$ 69.00/full day  
 Airfare Estimate: \$ 400.00  
 Misc/Taxi: \$ 150.00

### 4. Justification:

- Liaison Appointment Responsibilities

To which Strategic Direction(s) does this travel relate?

- Advancing Onlyote?a-ka Principles  Creating a Positive Organizational Culture  
 Committing to Building a Responsible Nation  Implementing Good Governance Processes

Describe the purpose of Travel and how it relates to the Strategic Direction(s) and/or your liaison area:

The Executive Council Winter Session provides the opportunity for members of NCAI to convene for in-depth conversations about policy, legislation, and the future of Indian Country.

- High level discussions
- 19th Annual Leadership Awards Banquet
- Capitol Hill visits
- Important Sessions for Indian Country

Agenda attached.

As this is a presidential election year, these meetings are even more important. Therefore this request is for the up to three (3) Business Committee members to attend and for the travelers to work with Intergovernmental Affairs & Communications to prepare for the travel, to review the agenda, to create a schedule, and to set up additional meetings as needed.

### 5. Submission

Sponsor: Lisa Summers, Tribal Secretary

- 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



# Executive Council Winter Session | 15th Session

## February 13 - 16, 2017

### Capital Hilton, Washington, DC

#### Sunday, February 12

1:00pm - 3:00pm Board Meeting

DRAFT

#### Monday, February 13

7:30am - 5:00pm Registration and Rules and  
Credentials Open

8:30am - 12:00pm State of Indian Nations

8:30am - 12:00pm Day 1 Breakouts

1:30pm - 5:00pm 1st General Assembly

Updated 1/3/2017

#### Tuesday, February 14

7:30am - 5:00pm Registration and Rules and Credentials Open

8:30am - 12:00pm 2nd General Assembly

1:30pm - 3:00pm 3rd General Assembly

3:30pm - 5:00pm Breakout Sessions

7:00pm - 10:00pm 18th Annual Leadership Awards Banquet

#### Wednesday, February 15

8:30am - 12:00pm 4th General Assembly

1:30pm - 3:00pm Tax Session

3:30pm - 5:00pm Agriculture Session

1:30pm - 5:00pm Post Meetings & Hill Visits

6:30pm - 8:30pm Capitol Hill Reception - NMAI

#### Thursday, February 16

8:00am - 5:00pm Hill Visits & Consultations

9:00am - 12:00pm FCC Meeting on Tribal Issues

8:30am - 5:00pm Tribal Interior Budget Council Meeting (TIBC)

All Meetings and General Assemblies, unless otherwise noted, will be held at the Host Hotel:

For registration, sponsorship opportunities, and other information, please visit [www.ncai.org](http://www.ncai.org)



# National Congress of American Indians

## Executive Council Winter Session

*115th Congress Executive Council*

### Hotel

#### Host Hotel

Capital Hilton  
1001 16th Street  
Washington, DC 20036



Hotel Information  
Call: 1-800-HILTONS  
Use code "EWCS"- Executive  
Council Winter Session  
or [click here for online  
reservations.](#)

**Hotel room deadline is  
Monday, January 23!**

If you are unable to make a reservation at the host hotel and would like to be on the wait list, please contact Lee Lovelace at [llovelace@ncai.org](mailto:llovelace@ncai.org) with your arrival and departure dates.

For more information visit [www.ncai.org](http://www.ncai.org).

### Capitol Hill Reception

Co-hosted by Smithsonian's  
National Museum of the  
American Indian and NCAI

### Executive Council Winter Session AGENDA



The Executive Council Winter Session is where members convene for in-depth conversations about policy, legislation, and the future of Indian Country.

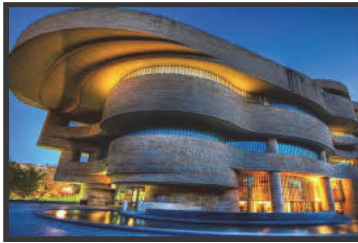
- High level discussions
- 19th Annual Leadership Awards Banquet
- Capitol Hill visits
- Important Sessions for Indian Country

**[Click here to view the draft agenda at a glance.](#)**

## Register Now!

Become our Sponsor






**Wednesday, February 15  
6:30PM**

Come help us celebrate the many accomplishments of last year and get ready for the year ahead!

RSVP to this reception to Amy Gay at [agay@ncai.org](mailto:agay@ncai.org).

 <p>National Congress of American Indians</p>	<p><b>Platinum Sponsor</b> Amount Requested: \$50,000 *Your name and logo will be displayed in the General Assembly and on conference materials. *Two VIP tables reserved for the Leadership Awards Banquet.</p>	<p><b>Reception Sponsor or Silver Sponsor</b> Amount Requested: \$15,000 Receipts 11/4/16 at 11:00 AM, 11/23/17 at 11:00 AM *Your name and logo will be displayed in the General Assembly and on conference materials. *Two tickets reserved for the Leadership Awards Banquet.</p>	<p>We will sponsor the following event for the 2017 Executive Council Winter Session:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Platinum Sponsor - \$50,000</li> <li><input type="checkbox"/> Leadership Awards Banquet - \$35,000</li> <li><input type="checkbox"/> Gold Sponsor - \$25,000</li> <li><input type="checkbox"/> WiFi - Internet Sponsor - \$25,000</li> <li><input type="checkbox"/> General Assembly - \$20,000</li> <li><input type="checkbox"/> Luncheon Sponsor - \$5,000</li> <li><input type="checkbox"/> Reception Sponsor - \$15,000</li> <li><input type="checkbox"/> Silver Sponsor - \$15,000</li> <li><input type="checkbox"/> Audio Visual Sponsor - \$10,000</li> <li><input type="checkbox"/> Bronze Sponsor - \$5,000</li> <li><input type="checkbox"/> Coffee Break Sponsor - \$5,000</li> <li><input type="checkbox"/> Coffee Break Co-Sponsor - \$2,500</li> </ul> <p>Amount: _____ By: Organization/Company: _____ Contact Person: _____ Address: _____ Telephone: _____ Email: _____</p> <p>Please complete the above form and return with your payment to: <b>National Congress of American Indians</b> 1318 P St. NW Washington, DC 20005</p>
	<p><b>19th Annual Leadership Awards Banquet Sponsor</b> Amount Requested: \$35,000 *Your name and logo will be featured on select conference materials and at the banquet. *Two VIP tables reserved for the Leadership Awards Banquet.</p>	<p><b>Audio Visual Sponsor</b> Amount Requested: \$10,000 *Your name and logo will be displayed in the General Assembly and on conference materials. *Two tickets reserved for the Leadership Awards Banquet.</p>	
<p><b>2017 Executive Council Winter Session</b> Capital Hilton Washington, DC February 13-16, 2017 Sponsorships do not constitute a waiver of membership and/or registration fees</p>	<p><b>Gold Sponsor</b> Amount Requested: \$25,000 *Your name and logo will be displayed in the General Assembly and on conference materials. *Two VIP tables reserved for the Leadership Awards Banquet.</p>	<p><b>Lanyard Sponsor</b> Amount Requested: \$5,000 *Your name and logo will be displayed in the General Assembly and on conference materials. *Your name and/or logo will be displayed lanyards.</p>	
	<p><b>WiFi - Internet Sponsor</b> Amount Requested: \$25,000 *Your name and logo will be displayed in the General Assembly and on conference materials. *Your name and logo will be displayed on a personalized tablet page (the WiFi network name, and on the tablet page for laptops). *Two VIP tables reserved for the Leadership Awards Banquet.</p>	<p><b>Bronze Sponsor or Coffee Break Sponsor</b> Amount Requested: \$5,000 *Your name and logo will be displayed in the General Assembly and on conference materials and near the break.</p>	
	<p><b>General Assembly Sponsor</b> Amount Requested: \$20,000 *Your name and logo will be displayed in the General Assembly and on conference materials. *Two tickets reserved for the Leadership Awards Banquet.</p>	<p><b>Coffee Break Co-Sponsor</b> Amount Requested: \$2,500 *Your name and logo will be displayed in the General Assembly and on conference materials and near the break. *Your name and logo will be displayed on the coffee break sign. *Two tickets reserved for the Leadership Awards Banquet.</p>	

We need your support to make this conference a success. [Click here to become a sponsor today!](#)

For additional information on sponsorship, contact Bernida Humetewa at [bhumetewa@ncai.org](mailto:bhumetewa@ncai.org).

## Membership

To learn more about being a member of NCAI, visit our [membership page](#). Membership is an annual due that goes from Annual Convention to Annual Convention.

To become a member of NCAI, please fill out the [Individual Membership Form](#) and/or the [Tribal Membership Form](#).

If you have any questions related to membership, please contact Tyler Owens at [towens@ncai.org](mailto:towens@ncai.org).

Founded in 1944, the National Congress of American Indians is the oldest, largest and most representative American Indian and Alaska Native organization in the country. NCAI advocates on behalf of tribal governments, promoting strong tribal-federal government-to-government policies, and promoting a better understanding among the general public regarding American Indian and Alaska Native governments, people and rights.





## Oneida Business Committee Travel Request

1. **OBC Meeting Date Requested:** 01 / 11 / 17  e-poll requested

### 2. General Information:

Event Name: MAST IMPACT WEEK 2017

Event Location: Washington DC Attendee(s): Lisa Summers

Departure Date: Mar 21, 2017 Attendee(s): Tina Danforth

Return Date: Mar 24, 2017 Attendee(s): Additional Business Committee Member

### 3. Budget Information:

- Funds available in individual travel budget(s)  
 Unbudgeted  
 Grant Funded or Reimbursed

Cost Estimate: \$ 2,002.77

MAST Block Rate: \$ 277.09/night  
 Per Diem Rate: \$ 69.00/full day  
 Registration: \$ 250.00  
 Airfare Estimate: \$ 530.00  
 Misc/Taxi: \$ 150.00

### 4. Justification:

- Liaison Appointment Responsibilities

To which Strategic Direction(s) does this travel relate?

- Advancing Onlyote?a-ka Principles  Creating a Positive Organizational Culture  
 Committing to Building a Responsible Nation  Implementing Good Governance Processes

Describe the purpose of Travel and how it relates to the Strategic Direction(s) and/or your liaison area:

MAST's mission is to "advance, protect, preserve, and enhance the mutual interests, treaty rights, sovereignty, and cultural way of life of the sovereign nations of the Midwest throughout the 21st century." The organization coordinates important public policy issues and initiatives at the state, regional and federal levels, promotes unity and cooperation among member Tribes and advocates for member Tribes.

MAST Impact week provide the opportunity to meet with members of Congress. These meetings are important when for public policy issues and initiatives at the state, regional and federal levels.

As this is a presidential election year, these meetings are even more important. Therefore this request is for the up to three (3) Business Committee members to attend and for the travelers to work with Intergovernmental Affairs & Communications to prepare for the travel, to review the agenda, to create a schedule, and to set up additional meetings as needed.

### 5. Submission

Sponsor: Lisa Summers, Tribal Secretary

- 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

**MAST IMPACT WEEK MEETING AGENDA**

March 21-24, 2017  
 Holiday Inn Capitol  
 550 C Street S.W.  
 Washington D.C. 20024  
 1-202-479-4000 Hotel Number

**Tuesday March 21<sup>st</sup> 2017**

5:30 pm – 7:30 pm Reception & Early Registration Room - 21<sup>st</sup> Amendment Bar & Grill  
 Sponsored by:

**Wednesday March 22<sup>nd</sup>, 2017****MAST GENERAL ASSEMBLY – 1<sup>st</sup> Floor - NIGA Building**

Coffee for the day – Sponsored by  
 Room for the day Sponsored by

8:00am /8:45 am      Breakfast–Provided by      Meeting Room Foyer

8:00 am      Registration-1<sup>st</sup> Floor NIGA Building – Meeting Room Foyer

9:00 am      Call to order – President Frank Cloutier – NIGA Meeting Room  
 Opening Prayer:  
 Opening Remarks:  
 Roll Call –  
 Executive Boards Comments –Vice-President Aaron Payment  
 Treasurer Eugene Magnuson- Secretary Melanie Benjamin-

Adopt, amend & approve agenda

**Issues & Speakers:**

9:30 am      Tribal Leaders Roundtable Discussion - Resolution presentation & approval

10:00 am      Tribal Leaders Roundtable Discussion - Resolution presentation & approval

10:30 am

11:00 am      Associate Director  
 The White House- Office of Intergovernmental Affairs

11:30 am

11:00 am

11:30 am

Noon      Keynote Address & Luncheon – Chairman Ernie Stevens- NIGA  
 Capitol Ballroom      Sponsored by:



Noon            Keynote Address & Luncheon –  
Columbia Ballroom  
Sponsored by:

Microphone and equipment for the day sponsored by: [www.o-techsolutions.com/Curtis Danforth](http://www.o-techsolutions.com/Curtis_Danforth)

1:00 pm        Designate & confirm assignment(s) and group leaders for Hill visits.

1:30 pm - 5:30 pm    *Assigned Capitol Hill Group Visits* meet with members of Congress

5:00 pm – 7:00pm    The MIDWEST ALLIANCE OF SOVEREIGN TRIBES Invites you to join the  
Midwest Delegation in a reception on Capitol Hill  
House Agriculture Committee Hearing Room 1334  
Longworth House Office Building  
Sponsored by: Cottingham & Butler – [JZACK@cottinghambutler.com](mailto:JZACK@cottinghambutler.com)  
[jlink@cottinghambutler.com](mailto:jlink@cottinghambutler.com)

**MIDWEST ALLIANCE OF SOVEREIGN TRIBES  
IMPACT WEEK 2017**

**Friday-March 24<sup>th</sup> 2017**

**Breakfast & Meeting in Congressional 1 Ballroom  
Room for the day sponsored by:**

7:30 am        Breakfast - Sponsored by:

8:30 am        Tribal Leaders Round Table and Direction –  
Open board appointment(s). Next MAST meeting in June at Grand Casino Hinckley, MN.

9:00 am

9:30 am

10:00 am

10:30 am        Closing prayer - (Meeting ends)

**Thank you to all our sponsors! Please support them as they support us!!!!**

Telephone Contact - Scott R. Vele Executive Director - 715-853-4001

# MIDWEST ALLIANCE OF SOVEREIGN TRIBES

P.O. Box 265  
Gresham, WI 54128-0265  
Ph: 715-787-4494



## MAST IMPACT WEEK 2017

March 21-24, 2017

## HOLIDAY INN CAPITOL & NIGA BUILDING

550 C Street, SW Washington, DC 20024

PLEASE CALL 1-877-572-6951 & ASK FOR MAST BLOCK OF ROOMS

Booking Code: MT6

>MAST BLOCK RATE \$277.09 Tax Included<<

Registration form

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Tribe/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact Person: \_\_\_\_\_

E-mail: \_\_\_\_\_

Method of Payment: ( ) Check enclosed ( ) Cash in Hand

**Fee**

The cost of the registration will be \$250.00 per person.

Please get your registration in early so we can plan accordingly, thank you.

Please make checks payable to: MAST 2017

Return registration form and payment to:

MAST - Scott Vele  
P.O. Box 265  
Gresham, WI 54128

## Oneida Business Committee Travel Request

1. OBC Meeting Date Requested: 01 / 11 / 17  e-poll requested

### 2. General Information:

Event Name: NIGA-Indian Gaming TRadeshow & Convention

Event Location: San Diego, CA

Attendee(s): Cristina Danforth

Departure Date: Apr 10, 2017

Attendee(s):

Return Date: Apr 13, 2017

Attendee(s):

### 3. Budget Information:

Funds available in individual travel budget(s)

Unbudgeted

Grant Funded or Reimbursed

Cost Estimate: \$1,100.00

### 4. Justification:

Liaison Appointment Responsibilities

To which Strategic Direction(s) does this travel relate?

Advancing On^yote?a.ka Principles

Creating a Positive Organizational Culture

Committing to Building a Responsible Nation

Implementing Good Governance Processes

Describe the purpose of Travel and how it relates to the Strategic Direction(s) and/or your liaison area:

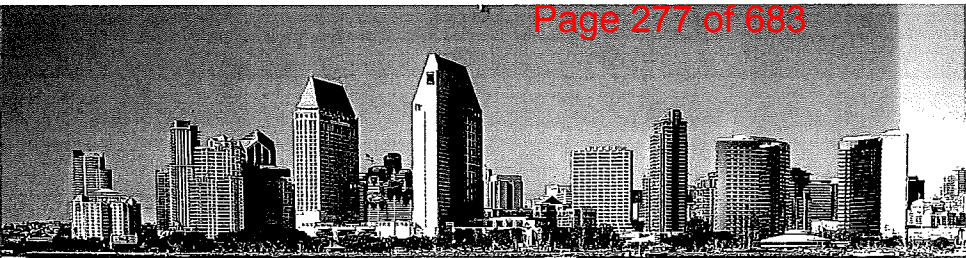
The convention has opportunities to meet with other tribal leaders to network and discuss topics that are unique to tribal gaming and to discuss ways to strengthen the industry. This convention and it's resources can help advance our On^yote?a.ka Principles.

### 5. Submission

Sponsor: Cristina Danforth, Tribal Chairwoman

- 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@oneidation.org





184 NATIONS  
COME TOGETHER

# INDIAN GAMING TRADESHOW & CONVENTION



**APRIL 10-13, 2017 | SAN DIEGO CONVENTION CENTER**

REGISTER TODAY AT [INDIANGAMINGTRADESHOW.COM/SANDIEGO](http://INDIANGAMINGTRADESHOW.COM/SANDIEGO)



**"Our focus is on connecting you with the people, the products and the information you need for success in your market."** —National Indian Gaming Association Chairman Ernie Stevens Jr.



## Who is the Indian Gaming Tradeshow & Convention for? **YOU.**

- Unite with the Indian gaming community to share ideas, celebrate self-reliance and strengthen the industry.
- Choose from over 70 education sessions that offer fresh perspectives for every member of your team.
- Hear the secrets of success from top tribal leaders and executives as they discuss issues unique to tribal gaming.
- Access innovation and see new products and technology that will improve your casino floor profitability.

**HOT TOPICS INCLUDE:**

WOMEN IN TRIBAL GAMING | FANTASY SPORTS  
 SECURITY & SURVEILLANCE | LEGISLATION & POLICY  
 EMERGING GAME TECHNOLOGIES  
 LEADERSHIP & DEVELOPMENT | MARKETING  
 GAMING COMMISSION | MILLENNIALS  
 TRIBAL ADVANCEMENT

**AND MORE!**

**REGISTER ONLINE BY FEB. 20  
 TO RECEIVE THE EARLY BIRD RATE.**  
[indiangamingtradeshow.com/sandiego](http://indiangamingtradeshow.com/sandiego)

RECEIVED BY  
 BUSINESS COMMITTEE  
 SUPPORT OFFICE

NOV 30 2016

ONEIDA NATION

NATIONAL INDIAN GAMING ASSOCIATION  
 224 2nd St SE - Washington DC, 20003

PSRT STD  
 U.S. POSTAGE  
 PAID  
 DANBURY CT  
 PERMIT NO. 235

51\*\*\*\*\*AUTO\*\*ALL FOR AADC 541  
 Cristina Danforth  
 Chair Woman  
 Oneida Tribe Of Indians Of WI  
 Oneida Tribe Of Indians Of WI  
 PO Box 365  
 Oneida WI 54155-0365







SEARCH



SHOW INFO EDUCATION & EVENTS EXHIBITOR INFO TRAVEL MEDIA

REGISTER NOW

Home > Education & Events > Sessions

APRIL 10 - 13, 2017  
San Diego Convention Center

# SESSIONS

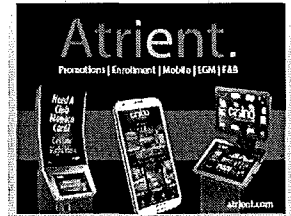
What better way to pick up the perspective, strategies, and tactics you need to succeed than direct from industry leaders and executives? With over 70 sessions from experts across the industry, the Indian Gaming Tradeshow & Convention is a learning experience you can't afford to miss.

## CONFERENCE TRACKS

Tuesday, April 11, 2017

The following tracks will be included in the conference program for 2017:

- [Casino Operations](#)
- [Human Resources & Management](#)
- [Leadership & Development](#)
- [iGaming & Fantasy Sports](#)
- [Information Technology](#)
- [Security & Surveillance](#)
- [Legislative/Policy](#)
- [Marketing](#)
- [National Indian Gaming Commission](#)
- [Regulation & Compliance](#)
- [Tribal Gaming Protection Network \(TGPN\)](#)
- [Women in Tribal Gaming](#)
- [Enterprise Development](#)
- [Cannabis Policy](#)
- [Finance](#)



TRACK: CASINO OPERATIONS	
Sessions:	
9:00 am - 10:00 am The Millennial Gamer: What's working in the Industry?	2:00 pm - 3:00 pm Integrating Emerging Gaming Technology
10:15 am - 11:15 am Attention to Detail: Deterring & Detecting Fraud	3:15 pm - 4:15 pm Busing & Safety
11:30 am - 12:30 pm Finally! A Guest Service Program that Gets Results	4:30 pm - 5:30 pm Brandish your Brand—Consume the Competition

[Back to Top](#)

TRACK: HUMAN RESOURCES & MANAGEMENT	
Sessions:	
9:00 am - 10:00 am TBD	2:00 pm - 3:00 pm What a Trump Healthcare Plan May Include
10:15 am - 11:15 am Tribes & Labor: NLRB vs. TLROs	3:15 pm - 4:15 pm TBD
11:30 am - 12:30 pm TBD	4:30 pm - 5:30 pm Pay for Performance: Recruit and Train Top Talent with the Right Approach

[Back to Top](#)

TRACK: LEADERSHIP & DEVELOPMENT	
<b>Sessions:</b>	
9:00 am - 10:00 am TBD	Leadership Training
Coaching & Mentoring	Strategic Planning

[Back to Top](#)

TRACK: IGAMING & FANTASY SPORTS	
<b>Sessions:</b>	
9:00 am - 10:00 am Social Gaming & iPoker	2:00 pm - 3:00 pm DFS & eSports
10:15 am - 11:15 am TBD	3:15 pm - 4:15 pm Sports Betting
11:30 am - 12:30 pm iGaming Update	4:30 pm - 5:30 pm Skill Based Gaming, AR/VR

[Back to Top](#)

TRACK: INFORMATION TECHNOLOGY	
<b>Topics Include:</b>	
IT Security	Data Analytics
Technology Investment	Database Marketing
Future Outlook	TBA

[Back to Top](#)

TRACK: SECURITY & SURVEILLANCE	
<b>Sessions:</b>	
9:00 am - 10:00 am TBD	2:00 pm - 3:00 pm TBD
10:15 am - 11:15 am Who has the Keys to Your Castle? Securing & Monitoring Remote Access	3:15 pm - 4:15 pm TBD
11:30 am - 12:30 pm TBD	4:30 pm - 5:30 pm Cybersecurity Best Practices for Casino Operations

[Back to Top](#)

TRACK: LEGISLATIVE/POLICY	
<b>Sessions:</b>	

<b>9:00 am - 10:00 am</b> TBD	<b>2:00 pm - 3:00 pm</b> TBD
<b>10:15 am - 11:15 am</b> Indian Gaming Economics 101	<b>3:15 pm - 4:15 pm</b> NIGA Class II Sub-Committee on Grandfathering
<b>11:30 am - 12:30 pm</b> Legislative & Litigation Updates	<b>4:30 pm - 5:30 pm</b> Tribes & Trump: Navigating the Trump Administration

[Back to Top](#)

<b>TRACK: MARKETING</b>	
<b>Topics include:</b>	
Digital Marketing	Marketing Reinvestment
Customer Acquisition	Mobile Marketing
Social Media Marketing	Players Club & Big Data

[Back to Top](#)

<b>TRACK: NATIONAL INDIAN GAMING COMMISSION</b>	
<b>Sessions:</b>	
<b>9:00 am - 10:00 am</b> Tribal Gaming Regulatory Authority Roles and Responsibilities	<b>2:00 pm - 3:00 pm</b> Surveillance (Part 1)
<b>10:15 am - 11:15 am</b> How to detect Gamesmanship: A Practical Approach (Part 1)	<b>3:15 pm - 4:15 pm</b> Surveillance (Part 2)
<b>11:30 am - 12:30 pm</b> How to detect Gamesmanship: A Practical Approach (Part 2)	<b>4:30 pm - 5:30 pm</b> National Guidance on the Issues

[Back to Top](#)

<b>TRACK: REGULATION &amp; COMPLIANCE</b>	
<b>Topics include:</b>	
FINCEN	Title 31 Compliance
Internal Audit Best Practices	Game Submission Lifecycle
Data Breaches	Responsible Gaming

[Back to Top](#)

<b>TRACK: TRIBAL GAMING PROTECTION NETWORK (TGPN)</b>	
<b>Sessions:</b>	
<b>9:00 am - 10:00 am</b> Active Shooter (Part 1)	<b>2:00 pm - 3:00 pm</b> Fed OSHA Compliance
<b>10:15 am - 11:15 am</b> Active Shooter (Part 2)	<b>3:15 pm - 4:15 pm</b> Report Writing (Part 1)
<b>11:30 am - 12:30 pm</b> Active Shooter (Part 3)	<b>4:30 pm - 5:30 pm</b> Report Writing (Part 2)

[Back to Top](#)

<b>TRACK: WOMEN IN TRIBAL GAMING</b>	
<b>Topics include:</b>	
TBA	TBA
TBA	TBA
TBA	TBA

[Back to Top](#)

<b>TRACK: ENTERPRISE DEVELOPMENT</b>	
<b>Sessions:</b>	
<b>9:00 am - 10:00 am</b> What Trends are Dominating Casino & Resort Design & Construction?	<b>2:00 pm - 3:00 pm</b> Amenities—How do they impact your gaming facility? What are the best ones? Planning and costs.
<b>10:15 am - 11:15 am</b> Pros & Cons of the RFP process for selection of architects and contractors.	<b>3:15 pm - 4:15 pm</b> Encouraging Tribal Entrepreneurs
<b>11:30 am - 12:30 pm</b> Economic Development Diversification—Projects and Financing	<b>4:30 pm - 5:30 pm</b> Government to Government Relations

[Back to Top](#)

<b>TRACK: CANNABIS POLICY</b>	
<b>Sessions:</b>	
<b>3:15 pm - 4:15 pm</b> Legal Updates	<b>4:30 pm - 5:30 pm</b> Gaming Impacts

[Back to Top](#)

<b>TRACK: FINANCE</b>	
<b>Sessions:</b>	
<b>9:00 am - 10:00 am</b> CFO's Speak – Run Lean, Efficient & Effective	<b>2:00 pm - 3:00 pm</b> Common Financial Reporting Issues and Solutions for a Tribal Gaming Property
<b>10:15 am - 11:15 am</b> Financial Statement Analysis	<b>3:15 pm - 4:15 pm</b> TBD
<b>11:30 am - 12:30 pm</b> Multiple Strategies for Financing Non-Gaming Amenities at Tribal Casinos	<b>4:30 pm - 5:30 pm</b> Gaming Machine Math and Analysis of Machine Performance and Player Re-Investment

[Back to Top](#)

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~ / ~~14~~ / ~~16~~

#### 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for failed travel request - Seven (7) DOLM employees and one (1) Law Office employee to attend the BIA Midwest Region Real Estate Services Technical Guidance and Training - Prior Lake, MN - December 12-15, 2016

#### 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: Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
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 Tuesday, November 22, 2016, at 2:46 p.m., the following E-Poll was conducted:

This request is regarding the Midwest Region Real Estate Services Technical Guidance and Training, scheduled December 13-15, 2016, in Prior Lake, MN, held by the BIA. The Division of Land Management (DOLM) is requesting to send seven (7) DOLM employees and one (1) Law Office employee to this conference. The conference itself is free. Costs will be needed for gas, per diem, and the hotel stay. The costs will be paid from the Estate Planning Self-Governance BIA grant funds, Fund Unit #5275720. Travel days will be Monday, December 12 and Friday, December 16, 2016. Driving takes 5 hours, totaling 6 with an hour for breaks. Each employee will need to work 4 hours for the week or use personal/vacation time. Five (5) people are driving in the DOLM van. Two (2) people are taking a personal car and one (1) person is driving from Milwaukee in their own personal car. They will each need a room for four (4) nights.

This training will provide technical assistance dealing with the new policy on Fee-to-Trust, Title evidence review (adding discussion regarding Notice of Decision-determination factors) ROW, Reservations Proclamations, Trust mortgages, and HEARTH Act. Each person going works directly with the BIA in a different capacity as well as with different BIA staff members. DOLM takes every opportunity possible to meet with the BIA. This impacts how we provide realty services on Trust land to the Oneida Nation members. The notice of the invitation for this training was received on November 3, 2016. Nicole Rommel was responsible to negotiate the logistics of the staff attending the training. She tried to have this completed for the Business Committee meeting of November 23, 2016. She was not able to get things situated until November 22, 2016. This is not a health, safety, welfare or sovereign immunity issue so does not qualify to be added onto the November 23, 2016 agenda. The training is held the week of the next Business Committee meeting, therefore an E-poll is requested.

Requested Action:

Approve travel request in accordance with Travel & Expense Policy – Seven (7) DOLM employees and one (1) Law Office employee to attend the BIA Midwest Region Real Estate Services Technical Guidance and Training in Prior Lake, MN from December 12-15, 2016.

Deadline for Response:

Responses are due no later than 2:40 a.m. on Wednesday, November 23, 2016.

As of the deadline, below are the responses:

Support: David Jordan, Lisa Summers, Jennifer Webster

\*\*\*REQUESTED BC ACTION\*\*\*

Enter E-Poll results into the record for failed travel request - Seven (7) DOLM employees and one (1) Law Office employee to attend the BIA Midwest Region Real Estate Services Technical Guidance and Training - Prior Lake, MN - December 12-15, 2016

- 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

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Wednesday, November 23, 2016 8:29 AM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Rhiannon R. Metoxen; Debbie J. Melchert; BC\_Agenda\_Requests  
**Subject:** E-POLL RESULTS: Travel - 7 DOLM employees & 1 Law employee - Real Estate Service Guidance & Training - Prior Lake, MN - Dec. 12-15, 2016  
**Attachments:** E-POLL request - 7 DOLM and 1 Law - Midwest Region Technical Training - ....pdf  
**Categories:** Next Meeting

**E-POLL RESULTS**

The E-Poll request to approve a travel request in accordance with the Travel & Expense Policy – Seven (7) DOLM employees and one (1) Law Office employee to attend the BIA Midwest Region Real Estate Services Technical Guidance and Training in Prior Lake, MN from December 12-15, 2016, has failed due to lack of support. Below are the results:

Support: David Jordan, Lisa Summers, Jennifer Webster

**Heather Heuer**

Information Management Specialist  
 Business Committee Support Office (BCSO)



office 920.869.4421  
 cell 920.471.5002  
 fax 920.869.4040

---

**From:** TribalSecretary  
**Sent:** Tuesday, November 22, 2016 2:46 PM  
**To:** Brandon L. Yellowbird-Stevens <BSTEVEN@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <LSUMMER2@oneidanation.org>; Melinda J. Danforth <MDANFORJ@ONEIDANATION.org>; Patricia M. King <TKING@ONEIDANATION.org>; Ronald W. Hill <RHILL7@oneidanation.org>  
**Cc:** Brian A. Doxtator <BDOXTAT2@oneidanation.org>; Cathy L. Bachhuber <CBACHHUB@oneidanation.org>; Danelle A. Wilson <DWILSON1@ONEIDANATION.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>  
**Subject:** E-POLL REQUEST: Travel - 7 DOLM employees & 1 Law employee - Real Estate Service Guidance & Training - Prior Lake, MN - Dec. 12-15, 2016  
**Importance:** High

**E-POLL REQUEST****Summary**

This request is regarding the Midwest Region Real Estate Services Technical Guidance and Training, scheduled December 13-15, 2016, in Prior Lake, MN, held by the BIA. The Division of Land Management (DOLM) is requesting to send seven (7) DOLM employees and one (1) Law Office employee to this conference.

The conference itself is free. Costs will be needed for gas, per diem, and the hotel stay. The costs will be paid from the Estate Planning Self-Governance BIA grant funds, Fund Unit #5275720. Travel days will be Monday, December 12 and Friday, December 16, 2016. Driving takes 5 hours, totaling 6 with an hour for breaks. Each employee will need to work 4 hours for the week or use personal/vacation time. Five (5) people are driving in the DOLM van. Two (2) people are taking a personal car and one (1) person is driving from Milwaukee in their own personal car. They will each need a room for four (4) nights.

This training will provide technical assistance dealing with the new policy on Fee-to-Trust, Title evidence review (adding discussion regarding Notice of Decision-determination factors) ROW, Reservations Proclamations, Trust mortgages, and HEARTH Act.

Each person going works directly with the BIA in a different capacity as well as with different BIA staff members. DOLM takes every opportunity possible to meet with the BIA. This impacts how we provide realty services on Trust land to the Oneida Nation members.

The notice of the invitation for this training was received on November 3, 2016. Nicole Rommel was responsible to negotiate the logistics of the staff attending the training. She tried to have this completed for the Business Committee meeting of November 23, 2016. She was not able to get things situated until November 22, 2016. This is not a health, safety, welfare or sovereign immunity issue so does not qualify to be added onto the November 23, 2016 agenda. The training is held the week of the next Business Committee meeting, therefore an E-poll is requested.

**Requested Action:**

Approve travel request in accordance with Travel & Expense Policy – Seven (7) DOLM employees and one (1) Law Office employee to attend the BIA Midwest Region Real Estate Services Technical Guidance and Training in Prior Lake, MN from December 12-15, 2016.

**Deadline for Response:**

Responses are due no later than **2:40 a.m. on Wednesday, November 23, 2016.**

**Voting:**

1. Use the voting buttons above, if available, OR
2. Reply with “support” or “oppose”

**Heather Heuer**

Information Management Specialist  
Business Committee Support Office (BCSO)



office 920.869.4421  
cell 920.471.5002



### Oneida Business Committee Agenda Request

1. Meeting Date Requested: 11 / 30 / 16

2. General Information:

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

Other - type reason

Agenda Header: Travel Request

Accept as Information only

Action - please describe:

E-poll requested.  
  
Approve a procedural exception to the Travel SOP by allowing seven DOLM employees and one Law Office employee to this conference.

3. Supporting Materials

Report  Resolution  Contract

Other:

1. Director approved memo and travel forms

3.

2. BIA invite letter, save the date, and DRAFT agenda

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Lisa Summers, Tribal Secretary

Primary Requestor/Submitter: Nicole Rommel, Finance and Records Area Manager, DOLM  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

## Oneida Business Committee Agenda Request

### 6. Cover Memo:

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

**Purpose:**

This request is regarding the Midwest Region Real Estate Services Technical Guidance and Training December 13-December 15, 2016., in Prior Lake, MN, held by the BIA. The Division of Land Management (DOLM) is requesting to send seven DOLM employees and one Law Office employee to this conference.

**Background:**

The conference itself is free. Costs will be needed for gas, per diem, and the hotel stay. The costs will be paid from the Estate Planning Self-Governance BIA grant funds, Fund Unit #5275720.

Travel days will be Monday, December 12 and Friday, December 16, 2016. Driving takes 5 hours, totaling 6 with an hour for breaks. Each employee will need to work 4 hours for the week or use personal/vacation time.

Five people are driving in the DOLM van. Two people are taking a personal car and one person is driving from Milwaukee in their own personal car. They will each need a room for four nights.

This training will provide technical assistance dealing with the new policy on Fee-to-trust, Title evidence review (adding discussion regarding Notice of Decision-determination factors) ROW, Reservations Proclamations, Trust mortgages and HEARTH Act.

Each person going works directly with the BIA in a different capacity as well as with different BIA staff members. DOLM takes every opportunity to meet with the BIA. This impacts how well we provide realty services on Trust land to the Oneida Nation members.

I received notice of the invitation for this training on November 3, 2016. I was responsible to negotiate the logistics of the staff attending the training. I tried to have this completed for the Business Committee meeting of November 23, 2016. I was not able to get things situated until November 22, 2016. This is not a health, safety, welfare or sovereign immunity issue so does not qualify to be added onto the November 23, 2016 agenda. The training is held the week of the next Business Committee meeting, therefore an E-poll is requested.

**Requested Action:**

E-poll requested to approve a procedural exception to the Travel SOP by allowing seven DOLM employees and one Law Office employee to attend this conference.

- 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





# United States Department of the Interior

BUREAU OF INDIAN AFFAIRS  
Midwest Regional Office  
Norman Pointe II  
5600 West American Boulevard, Suite 500  
Bloomington, MN 55437

IN REPLY REFER TO:  
Division of Realty

NOV 02 2016

Dear Tribal Leaders, Staff and Partners:

We are pleased to invite you to the **Midwest Region Real Estate Services Technical Guidance and Training meeting** to be held **December 13-15, 2016** at Mystic Lake Casino Hotel 2400 Mystic Lake Blvd., Prior Lake, MN 55372.

The purpose of this meeting is to discuss current and new policy dealing with title evidence review. A draft agenda is attached and a final agenda with a time for each of the events will be provided at the meeting.

Please **RSVP to Tully O'leary at [tully.o'leary@bia.gov](mailto:tully.o'leary@bia.gov) or by calling 612-725-4582 no later than November 18, 2016** and include the name and title for each of your planned participants. Also, feel free to include topics in your RSVP you would like to see discussed during this meeting.

A block of 50 rooms has been set aside at the Mystic Lake Casino Hotel under "BIA Training" at the government rate of \$91.00. **Reservations should be made no later than November 18, 2016 to guarantee this rate.** The telephone number is (952) 445-9000.

We appreciate and thank the Shakopee Mdewakanton Sioux Community for their support by providing the facility and accommodations for our meeting.

If you have any questions, please contact Diane Baker, Realty Officer, at (612) 725-4586.

*Michelle Hill*  
*Sheila Huntington*  
*Diane Wilson*  
*Carla Clark*  
*Vanessa Cardish*  
*Lisa Rauschenbach*  
*Kelly McAndrews*  
*Sandra Wondra*

Enclosures

Sincerely,

Acting

Regional Director

# SAVE THE DATE!!

**WHO:**

To all Realty BIA and Tribal Staff/Attorneys

**WHAT:**

Training and Technical Guidance dealing especially with new policy on Fee to Trust, Title Evidence Review (Adding discussion regarding Notice of Decision-determination factors), ROW, Reservation Proclamations, Trust Mortgages and Hearth Act.

**WHEN:**

Monday, December 13, 2016 – Thursday, December 15, 2016

**WHERE:**

**Dakota Ballroom: Mystic Lake Casino Hotel** 2400 Mystic Lake Blvd, Prior Lake, MN 55372

(Parking and entry at the hotel will avoid having to go through the casino floor. Valet is free for all participants.)

Block of rooms guaranteed @ \$91.00 per day under "Bureau of Indian Affairs" December 12-15, 2016 (Note: December 12-14, 50 rooms and December 15, 30 rooms) Reservations must be made no later than November 18, 2016 to be guaranteed the government rate.

Please call the Mystic Lake Hotel at 952-445-9000 or toll free at 800-262-7799 and ask for Reservations. State you are a participant under "Bureau of Indian Affairs". There is a \$10 charge for each additional person. Check in time is 3:00 PM and checkout time is 11:00 AM.

**RSVP:**

Please RSVP no later than November 18, 2016 and State "BIA Trust Training" to:

Tully O'leary-  
Telephone: 612-725-4582  
Email: [tully.o'leary@bia.gov](mailto:tully.o'leary@bia.gov)



## Midwest Region Tentative Agenda Technical Guidance and Training Sessions

Date: December 13-15, 2016

Location: Mystic Lake Hotel and Casino

Meeting time: 8:00-4:30 daily

### Tentative Topics of Discussion

Tuesday 8:30-4:30	Welcome	(acting) Regional Director
	Realty Updates-Current Issues	Diane Baker, Regional Realty Officer
	Rights of Way <ul style="list-style-type: none"> <li>○ New Regulations</li> <li>○ Applications &amp; Amendments</li> </ul>	Mary DePerry, MWRO Realty Specialist
	Trust Mortgages Hearth Act	Courtney Gesinger, MWRO Real Estate Services, Realty Specialist
Wednesday 8:30-4:30	Notice of Incomplete (FTT) Letters of Application (FTT)	Andrew Nichols, Pamela Butterfield, Thomas Wilkins, Michelle Dufek Division of Fee to Trust, Realty Specialists

Wednesday,  
Cont'd

Reservation Proclamations

Russell Baker, Division  
of Fee to Trust,  
Supervisory Realty  
Specialist

Legal Description Review

Ken Roy, BLM,  
Bureau Indian Land  
Surveyor

Environmental Compliance

Felix Kitto, Environmental  
Specialist

Thursday  
8:30-4:30

Title Evidence Review  
o CIP

Alex Dyste, Attorney,  
Twin Cities Field  
Solicitor Office

Administrative Decisions on FTT  
Acquisitions

Kara Pfister, Attorney,  
Twin Cities Field  
Solicitor Office



Division of Land Management  
 PO Box 365  
 Oneida, WI 54155  
 920-869-1690



## MEMORANDUM

TO: Pat Pelky, Interim Director, Division of Land Management  
 FROM: Nicole Rommel, Finance and Records Area Manager *WR*  
 SUBJECT: Midwest Region Real Estate Services Technical Guidance and Training  
 DATE: November 17, 2016

This memo is regarding the Midwest Region Real Estate Services Technical Guidance and Training December 13-December 15, 2016. Land Management is planning on sending 8 employees to this conference.

The conference itself is free. Costs will be needed for gas, per diem, and the hotel stay. The costs will be paid from the Estate Planning Self-Governance BIA grant funds, Fund Unit #5275720.

Travel days will be Monday, December 12 and Friday, December 16, 2016. Driving takes 5 hours, totaling 6 with an hour for breaks. Each employee will need to work 4 hours for the week or use personal/vacation time.

5 people are driving in the DOLM van. 2 are taking a personal car and 1 is driving from Milwaukee in their own personal car. They will each need a room for 4 nights.

This training is important to each individual's daily job duties. The topics include: B.I.A. realty updates, new regulations for rights-of-way, fee-to-trust updates, environmental compliance, title evidence review, etc.

	Name of Attendees	Department
1	Carla Clark	Land Title and Trust
2	Sandy Wondra	Land Title and Trust
3	Michelle Hill	Property Management
4	Diane Wilson	Property Management
5	Sheila Huntington	Property Management
6	Lisa Rauschenbach	Finance
7	Venessa Cardish	Finance
8	Kelly McAndrews	Law Office

Approved:

	11/21/16
NAME: Pat Pelky	DATE

**ONEIDA TRIBE OF INDIANS OF WISCONSIN  
TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Sheila Huntington		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #	Date of Birth	^ ^ ^ ^
Destination	Prior Lake, MN		
Departure date	Monday Dec. 12th, 2016	Return date	Friday Dec. 16th, 2016
Purpose of travel	BIA Midwest Region Real Estate Technical Guidance Training		
Charged GL Account	001-5275720-000-701000-000		

**GSA Rate Information for the destination**

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 91.00
-----------------------	----------	----------------------	----------

**Cost Estimate Information**

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 38.25	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %	3	\$ 153.00
Per Diem return travel date	\$ 38.25	75 %	1	\$ 38.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 91.00		4	\$ 364.00
Airfare	\$			\$
Private Car Mileage	\$			\$
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA?      Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the <u>Total Cost Estimate</u> re-approval is required				\$ 200.00
<b>Total Cost Estimate</b>				<b>\$ 793.50</b>

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

	Signature	Date	Contact Phone #
Traveler	<i>Sheila Huntington</i>	11/21/16	869-6627
Program Director			Not needed
General Manager	<i>[Signature]</i>	11/21/16	Not needed



**ONEIDA TRIBE OF INDIANS OF WISCONSIN  
TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Michelle Rae Hill		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Prior Lake, MN		
Departure date	Monday Dec. 12th, 2016	Return date	Friday Dec. 16th, 2016
Purpose of travel	BIA Midwest Region Real Estate Technical Guidance Training		
Charged GL Account	001-5275720-000-701000-000		

**GSA Rate Information for the destination**


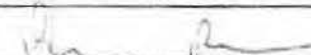
Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 91.00
-----------------------	----------	----------------------	----------

**Cost Estimate Information**

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 38.25	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %	3	\$ 153.00
Per Diem return travel date	\$ 38.25	75 %	1	\$ 38.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 91.00		4	\$ 364.00
Airfare	\$			\$
Private Car Mileage	\$			\$
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA?      Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the <u>Total Cost Estimate</u> re-approval is required				\$ 200.00
<b>Total Cost Estimate</b>				<b>\$ 793.50</b>

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

	Signature	Date	Contact Phone #
Traveler		11/18/16	869160260
Program Director			Not needed
General Manager		11/21/16	Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN  
TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Diane M. Wilson		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Prior Lake, MN		
Departure date	Monday Dec. 12th, 2016	Return date	Friday Dec. 16th, 2016
Purpose of travel	BIA Midwest Region Real Estate Technical Guidance Training		
Charged GL Account	001-5275720-000-701000-000		

**GSA Rate Information for the destination**


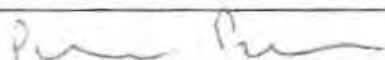
Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 91.00
-----------------------	----------	----------------------	----------

**Cost Estimate Information**

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 38.25	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %	3	\$ 153.00
Per Diem return travel date	\$ 38.25	75 %	1	\$ 38.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 91.00		4	\$ 364.00
Airfare	\$			\$
Private Car Mileage	\$ 200.00		200.00	\$ 200.00
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA?      Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the <u>Total Cost Estimate</u> re-approval is required				\$ 200.00
<b>Total Cost Estimate</b>				<b>\$ 993.50</b>

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

	Signature	Date	Contact Phone #
Traveler		11-18-16	869-6614
Program Director			Not needed
General Manager		11/21/16	Not needed



**ONEIDA TRIBE OF INDIANS OF WISCONSIN  
TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Venessa Cardish		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Prior Lake, MN		
Departure date	Monday Dec. 12th, 2016	Return date	Friday Dec. 16th, 2016
Purpose of travel	BIA Midwest Region Real Estate Technical Guidance Training		
Charged GL Account	001-5275720-000-701000-000		

**GSA Rate Information for the destination**

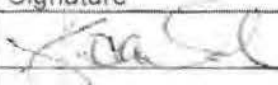

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 91.00
-----------------------	----------	----------------------	----------

**Cost Estimate Information**

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 38.25	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %	3	\$ 153.00
Per Diem return travel date	\$ 38.25	75 %	1	\$ 38.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 91.00		4	\$ 364.00
Airfare	\$			\$
Private Car Mileage	\$			\$
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA?      Yes / No	\$			\$
Allowable price adjustment				\$ 200.00
<b>If travel arrangements exceed the Total Cost Estimate re-approval is required</b>				\$ 200.00
<b>Total Cost Estimate</b>				<b>\$ 793.50</b>

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

	Signature	Date	Contact Phone #
Traveler		11-18-16	x 66631
Program Director			Not needed
General Manager		11/21/16	Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN  
TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Sandra Wondra		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Prior Lake, MN		
Departure date	Monday Dec. 12th, 2016	Return date	Friday Dec. 16th, 2016
Purpose of travel	BIA Midwest Region Real Estate Technical Guidance Training		
Charged GL Account	001-5275720-000-701000-000		

**GSA Rate Information for the destination**

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 91.00
-----------------------	----------	----------------------	----------

**Cost Estimate Information**

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 38.25	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %	3	\$ 153.00
Per Diem return travel date	\$ 38.25	75 %	1	\$ 38.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 91.00			\$ 364.00
Airfare	\$			\$
Private Car Mileage	\$			\$
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration - accept VISA?      Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the <u>Total Cost Estimate</u> re-approval is required				\$ 200.00
<b>Total Cost Estimate</b>				<b>\$ 793.50</b>

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

	Signature	Date	Contact Phone #
Traveler	<i>Sandra Wondra</i>	11/18/2016	920-869-6605
Program Director			Not needed
General Manager	<i>[Signature]</i>	11/21/16	Not needed



**ONEIDA TRIBE OF INDIANS OF WISCONSIN  
TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Kelly M. McAndrews		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Prior Lake, MN		
Departure date	Monday Dec. 12th, 2016	Return date	Friday Dec. 16th, 2016
Purpose of travel	BIA Midwest Region Real Estate Technical Guidance Training		
Charged GL Account	001-5275720-000-701000-000		

**GSA Rate Information for the destination**

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 91.00
-----------------------	----------	----------------------	----------

**Cost Estimate Information**

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 38.25	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %	3	\$ 153.00
Per Diem return travel date	\$ 38.25	75 %	1	\$ 38.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 91.00		4	\$ 364.00
Airfare	\$			\$
Private Car Mileage	\$			\$
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA?      Yes / No	\$			\$
Allowable price adjustment				\$ 200.00
<b>If travel arrangements exceed the Total Cost Estimate re-approval is required</b>				\$ 200.00
<b>Total Cost Estimate</b>				<b>\$ 793.50</b>

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

	Signature	Date	Contact Phone #
Traveler	unavailable to sign		
Program Director			Not needed
General Manager	<i>Patricia Perry</i>	11/21/16	Not needed

**ONEIDA TRIBE OF INDIANS OF WISCONSIN  
TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Lisa Rauschenbach		
Please list name as it appears on Travelers Driver's License or WI State ID			
	Employee #		Date of Birth
Destination	Prior Lake, MN		
Departure date	Monday Dec. 12th, 2016	Return date	Friday Dec. 16th, 2016
Purpose of travel	BIA Midwest Region Real Estate Technical Guidance Training		
Charged GL Account	001-5275720-000-701000-000		

**GSA Rate Information for the destination**

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 91.00
-----------------------	----------	----------------------	----------

**Cost Estimate Information**

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 38.25	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %	3	\$ 153.00
Per Diem return travel date	\$ 38.25	75 %	1	\$ 38.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 91.00		4	\$ 364.00
Airfare	\$			\$
Private Car Mileage	\$			\$
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA?      Yes / No	\$			\$
Allowable price adjustment If travel arrangements exceed the <u>Total Cost Estimate</u> re-approval is required				\$ 200.00
<b>Total Cost Estimate</b>				<b>\$ 793.50</b>

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

	Signature	Date	Contact Phone #
Traveler	<i>Lisa Rauschenbach</i>	12-13-16	471-6526
Program Director			Not needed
General Manager	<i>[Signature]</i>	11/21/16	Not needed



**ONEIDA TRIBE OF INDIANS OF WISCONSIN  
TRAVEL AUTHORIZATION REQUEST**

**General Travel Information**

Name of Traveler	Carla Clark		
Please list name as it appears on Travelers Driver's License or WI State ID			
Employee #		Date of Birth	
Destination	Prior Lake, MN		
Departure date	Monday Dec. 12th, 2016	Return date	Friday Dec. 16th, 2016
Purpose of travel	BIA Midwest Region Real Estate Technical Guidance Training		
Charged GL Account	001-5275720-000-701000-000		

**GSA Rate Information for the destination**

Per Diem rate per day	\$ 51.00	Lodging rate per day	\$ 91.00
-----------------------	----------	----------------------	----------

**Cost Estimate Information**

Description	Rate	Factor	Days/ Miles	Total
Per Diem initial travel date	\$ 38.25	75 %	1	\$ 38.25
Per Diem full day at destination	\$ 51.00	100 %	3	\$ 153.00
Per Diem return travel date	\$ 38.25	75 %	1	\$ 38.25
Subtract included meals				\$
Lodging including room rate plus taxes	\$ 91.00		4	\$ 364.00
Airfare	\$			\$
Private Car Mileage	\$			\$
Taxi or car rental	\$			\$
Luggage Fees	\$			\$
Registration – accept VISA? Yes / No	\$			\$
Allowable price adjustment				\$ 200.00
<b>If travel arrangements exceed the Total Cost Estimate re-approval is required</b>				\$ 200.00
<b>Total Cost Estimate</b>				<b>\$ 793.50</b>

I understand this advance will be deducted from my claim for reimbursement of actual travel expenses. I also understand that if this advance is not cleared within 10 calendar days after my travel return date, I shall be held responsible for the full amount advanced and that I may be reprimanded in accordance with the Personal Policies and Procedures for my failure to clear this matter within the time so allotted. Further, in the event that the advance payment is not cleared within 10 calendar days of my return, and I have not filed a formal written dispute as to the amount due, by signing below, I am hereby making a knowing and voluntary wage deduction for the entire amount outstanding.

**Signatures / Approvals**

	Signature	Date	Contact Phone #
Traveler	<i>Carla Clark</i>	11/15/16	
Program Director			Not needed
General Manager	<i>Paula Brun</i>	11/21/16	Not needed



### Oneida Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approval of the travel request for Secretary Summers and one staff to attend Tribal Caucus and Intertribal Criminal Justice Council in WI Dells, WI, January 17-19, 2017.

**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: Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
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 Tuesday, December 27, 2016, at 12:01 p.m., the following E-Poll was conducted:

Attending to represent the Oneida Nation as the Nation's representative on the Special Committee on State-Tribal Relations and as a member of the Intertribal Criminal Justice Council.

The Special Committee is directed to study issues relating to American Indians and the American Indian tribes and bands in this state and develop specific recommendations and legislative proposals relating to these issues.

The Intertribal Criminal Justice Council, creating in coordination with the WI DOJ and a subcommittee of GLITC, reviews and recommends solutions to tribal law enforcement, incarceration, and court system issues.

Requesting OBC staff to attend in the absence of IGAC staff at the request of IGAC. Agendas for both meetings are pending at this time.

E-Poll Justification: Need to finalize travel arrangements.

Requested Action:

Approve travel request for Secretary Summers and one staff to attend Tribal Caucus and Intertribal Criminal Justice Council in WI Dells, WI, January 17-19, 2017.

Deadline for response:

Responses are due no later than 8:00 p.m., Tuesday, December 27, 2016.

As of the deadline, below are the results:

Support: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens, Jennifer Webster

\*\*\*REQUESTED ACTION\*\*\*

Enter E-Poll results into the record for approval of the travel request for Secretary Summers and one staff to attend Tribal Caucus and Intertribal Criminal Justice Council in WI Dells, WI, January 17-19, 2017.

- 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

**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Thursday, December 29, 2016 8:17 AM  
**To:** TribalSecretary; Brandon L. Yellowbird-Stevens; Cristina S. Danforth; David P. Jordan; Fawn J. Billie; Jennifer A. Webster; Lisa M. Summers; Melinda J. Danforth; Patricia M. King; Ronald W. Hill  
**Cc:** Debbie J. Melchert; Brian A. Doxtator; Cathy L. Bachhuber; Danelle A. Wilson; Jessica L. Wallenfang; Leyne C. Orosco; Lisa A. Liggins; Lora L. Skenandore; Michael T. Debraska; Rhiannon R. Metoxen; Tammy M. Skenandore  
**Subject:** E-POLL RESULTS: Approve travel request for Secretary Summers and one staff - Tribal Caucus and Intertribal Criminal Justice Council  
**Attachments:** EPOLL REQUEST -- Approve Secretary Summers and one staff - Tribal Caucus....pdf  
**Categories:** Next Meeting

**E-POLL RESULTS**

The E-Poll request to approve the travel request for Secretary Summers and one staff to attend Tribal Caucus and Intertribal Criminal Justice Council in WI Dells, WI, January 17-19, 2017, **has been approved**. Below are the results:

Support: Melinda J. Danforth, Fawn Billie, Tehassi Hill, David Jordan, Brandon Stevens, Jennifer Webster

**Heather Heuer**

Information Management Specialist  
Business Committee Support Office (BCSO)

---

**From:** TribalSecretary  
**Sent:** Tuesday, December 27, 2016 12:01 PM  
**To:** Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <lsummer2@oneidanation.org>; Melinda J. Danforth <mdanforj@oneidanation.org>; Patricia M. King <tking@oneidanation.org>; Ronald W. Hill <rhill7@oneidanation.org>  
**Cc:** TribalSecretary <TribalSecretary@oneidanation.org>; Debbie J. Melchert <DMELCHER@oneidanation.org>; Brian A. Doxtator <bdoxtat2@oneidanation.org>; Cathy L. Bachhuber <cbachhub@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <liggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>  
**Subject:** E-POLL REQUEST: Approve travel request for Secretary Summers and one staff - Tribal Caucus and Intertribal Criminal Justice Council

**E-POLL REQUEST****Summary:**

Attending to represent the Oneida Nation as the Nation's representative on the Special Committee on State-Tribal Relations and as a member of the Intertribal Criminal Justice Council.

The Special Committee is directed to study issues relating to American Indians and the American Indian tribes and bands in this state and develop specific recommendations and legislative proposals relating to these issues.

The Intertribal Criminal Justice Council, created in coordination with the WI DOJ and a subcommittee of GLITC, reviews and recommends solutions to tribal law enforcement, incarceration, and court system issues.

Requesting OBC staff to attend in the absence of IGAC staff at the request of IGAC. Agendas for both meetings are pending at this time.

*E-Poll Justification: Need to finalize travel arrangements.*

**Requested Action:**

Approve travel request for Secretary Summers and one staff to attend Tribal Caucus and Intertribal Criminal Justice Council in WI Dells, WI, January 17-19, 2017.

**Deadline for response:**

Responses are due no later than **8:00 p.m., Tuesday, December 27, 2016.**

**Voting:**

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

Lisa Liggins  
Assistant to Secretary Summers  
Oneida Business Committee



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

office 920.869.4434  
cell 920.819.7344  
fax 920.869.4040

PO Box 365  
Oneida, WI 54155-0365  
Oneida-nsn.gov

## Oneida Business Committee Travel Request

**1. OBC Meeting Date Requested:** \_\_\_ / \_\_\_ / \_\_\_  e-poll requested

### 2. General Information:

Event Name: Tribal Caucus re: SCSTR and Intertribal Criminal Justice Council

Event Location: Wisconsin Dells, WI Attendee(s): Lisa Summers, Secretary

Departure Date: Jan 17, 2017 Attendee(s): Lisa Liggins, Executive Assistant

Return Date: Jan 19, 2017 Attendee(s):

### 3. Budget Information:

- Funds available in individual travel budget(s)  
 Unbudgeted  
 Grant Funded or Reimbursed

Cost Estimate: \$329.50/traveler

Hotel Allowance: \$91/night  
 Per diem allowance: \$51/full day

### 4. Justification:

- Liaison Appointment Responsibilities

To which Strategic Direction(s) does this travel relate?

- Advancing Onnyote?a-ka Principles  Creating a Positive Organizational Culture  
 Committing to Building a Responsible Nation  Implementing Good Governance Processes

Describe the purpose of Travel and how it relates to the Strategic Direction(s) and/or your liaison area:

Attending to represent the Oneida Nation as the Nation's representative on the Special Committee on State-Tribal Relations and as a member of the Intertribal Criminal Justice Council.

The Special Committee is directed to study issues relating to American Indians and the American Indian tribes and bands in this state and develop specific recommendations and legislative proposals relating to these issues.

The Intertribal Criminal Justice Council, creating in coordination with the WI DOJ and a subcommittee of GLITC, reviews and recommends solutions to tribal law enforcement, incarceration, and court system issues.

Requesting OBC staff to attend in the absence of IGAC staff at the request of IGAC. Agendas for both meetings are pending at this time.

### 5. Submission

Sponsor: Lisa Summers, Tribal Secretary

- 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 Business Committee Agenda Request

1. Meeting Date Requested:   1   /  11  /  17 

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Enter E-Poll results into the record for approval of the travel request for Councilwoman Fawn Billie to attend Tribal Action Plan Development Workshop in Columbia, SC, January 25-27, 2017.

**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: Requestor: Fawn Billie, Councilwoman  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Submitted by: Heather Heuer, Info. Mgmt. Spec./BC Support Office  
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 Tuesday, December 27, 2016, at 12:01 p.m., the following E-Poll was conducted:

Summary:

Councilwoman Fawn Billie has been selected to attend this training that is provided by DOJ and SAMSHA. As Quality of Life Chair, our team has been committed to increasing the awareness of drug and substance abuse challenges in the Oneida community. The training will be Jan 25-27, 2017. It is designed to provide tribal leaders and professionals with the tools and guidance to assist efforts with the drug abuse communities with a tribal action plan. Lodging and airfare is being provided and paid for by DOJ Office of Legal Education.

E-Poll Justification: Need to finalize travel arrangements.

Requested Action:

Approve travel request for Councilwoman Fawn Billie to attend Tribal Action Plan Development Workshop in Columbia, SC, January 25-27, 2017.

Deadline for response:

Responses are due no later than 8:00 p.m., Tuesday, December 27, 2016.

As of the deadline, below are the results:

Support: Melinda J. Danforth, Tehassi Hill, David Jordan, Brandon Stevens, Lisa Summers, Jennifer Webster

Abstain: Fawn Billie

\*\*\*REQUESTED ACTION\*\*\*

Enter E-Poll results into the record for approval of the travel request for Councilwoman Fawn Billie to attend Tribal Action Plan Development Workshop in Columbia, SC, January 25-27, 2017.

- 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



**Heather M. Heuer**

---

**From:** TribalSecretary  
**Sent:** Thursday, December 29, 2016 8:22 AM  
**To:** BC\_Agenda\_Requests  
**Subject:** FW: E-POLL RESULTS: Approve travel request for Councilwoman Billie - Tribal Action Plan Development Workshop  
**Attachments:** E POLL REQUEST -- Approve travel request – Councilwoman Fawn Billie – Tri....pdf  
**Categories:** Next Meeting

---

**From:** TribalSecretary  
**Sent:** Thursday, December 29, 2016 8:21 AM  
**To:** TribalSecretary <TribalSecretary@oneidanation.org>; Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie <fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <lsummer2@oneidanation.org>; Melinda J. Danforth <mdanforj@oneidanation.org>; Patricia M. King <tking@oneidanation.org>; Ronald W. Hill <rhill7@oneidanation.org>  
**Cc:** Debbie J. Melchert <DMELCHER@oneidanation.org>; Brian A. Doxtator <bdoxtat2@oneidanation.org>; Cathy L. Bachhuber <cbachhub@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>  
**Subject:** E-POLL RESULTS: Approve travel request for Councilwoman Billie - Tribal Action Plan Development Workshop

**E-POLL RESULTS**

The E-Poll request to approve the travel request for Councilwoman Fawn Billie to attend Tribal Action Plan Development Workshop in Columbia, SC, January 25-27, 2017, **has been approved**. Below are the results:

Support: Melinda J. Danforth, Tehassi Hill, David Jordan, Brandon Stevens, Lisa Summers, Jennifer Webster  
 Abstain: Fawn Billie

**Heather Heuer**

Information Management Specialist  
 Business Committee Support Office (BCSO)

---

**From:** TribalSecretary  
**Sent:** Tuesday, December 27, 2016 12:01 PM  
**To:** Brandon L. Yellowbird-Stevens <bstevens@oneidanation.org>; Cristina S. Danforth <tdanfort@oneidanation.org>; David P. Jordan <djordan1@oneidanation.org>; Fawn J. Billie

<fbillie@oneidanation.org>; Jennifer A. Webster <JWEBSTE1@oneidanation.org>; Lisa M. Summers <lsummer2@oneidanation.org>; Melinda J. Danforth <mdanforj@oneidanation.org>; Patricia M. King <tking@oneidanation.org>; Ronald W. Hill <rhill7@oneidanation.org>

**Cc:** TribalSecretary <TribalSecretary@oneidanation.org>; Debbie J. Melchert <DMELCHER@oneidanation.org>; Brian A. Doxtator <bdoxtat2@oneidanation.org>; Cathy L. Bachhuber <cbachhub@oneidanation.org>; Danelle A. Wilson <dwilson1@oneidanation.org>; Jessica L. Wallenfang <JWALLENF@oneidanation.org>; Leyne C. Orosco <lorosco@oneidanation.org>; Lisa A. Liggins <lliggins@oneidanation.org>; Lora L. Skenandore <LSKENAN3@oneidanation.org>; Michael T. Debraska <mdebrask@oneidanation.org>; Rhiannon R. Metoxen <rmetoxe2@oneidanation.org>; Tammy M. Skenandore <tskenan9@oneidanation.org>

**Subject:** E-POLL REQUEST: Approve travel request for Coucilwoman Billie - Tribal Action Plan Development Workshop

## **E-POLL REQUEST**

### **Summary:**

Councilwoman Fawn Billie has been selected to attend this training that is provided by DOJ and SAMSHA. As Quality of Life Chair, our team has been committed to increasing the awareness of drug and substance abuse challenges in the Oneida community. The training will be Jan 25-27, 2017. It is designed to provide tribal leaders and professionals with the tools and guidance to assist efforts with the drug abuse communities with a tribal action plan. Lodging and airfare is being provided and paid for by DOJ Office of Legal Education.

*E-Poll Justification: Need to finalize travel arrangements.*

### **Requested Action:**

Approve travel request for Councilwoman Fawn Billie to attend Tribal Action Plan Development Workshop in Columbia, SC, January 25-27, 2017.

### **Deadline for response:**

Responses are due no later than **8:00 p.m., Tuesday, December 27, 2016.**

### **Voting:**

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

Lisa Liggins  
Assistant to Secretary Summers  
Oneida Business Committee



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

office 920.869.4434

### Oneida Business Committee Travel Request

1. OBC Meeting Date Requested:     /     /     

e-poll requested

#### 2. General Information:

Event Name: Tribal Action Plan Development Workshop: Tribal Law and Order Act Training Initiative

Event Location: Columbia, SC

Attendee(s): Fawn Billie, Council member

Departure Date: Jan 25, 2017

Attendee(s):

Return Date: Jan 27, 2017

Attendee(s):

#### 3. Budget Information:

- Funds available in individual travel budget(s)
- Unbudgeted
- Grant Funded or Reimbursed

Cost Estimate: \_\_\_\_\_

#### 4. Justification:

Liaison Appointment Responsibilities

To which Strategic Direction(s) does this travel relate?

- Advancing Onlyote?a-ka Principles
- Committing to Building a Responsible Nation
- Creating a Positive Organizational Culture
- Implementing Good Governance Processes

Describe the purpose of Travel and how it relates to the Strategic Direction(s) and/or your liaison area:

I have been selected to attend this training that is provided by DOJ and SAMSHA. As Quality of Life Chair, our team has been committed to increasing the awareness of drug and substance abuse challenges in the Oneida community. The training will be Jan 25-27, 2017. It is designed to provide tribal leaders and professionals with the tools and guidance to assist efforts with the drug abuse communities with a tribal action plan. Lodging and airfare is being provided and paid for by DOJ Office of Legal Education.

#### 5. Submission

Sponsor: Fawn Billie, Council Member

- 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

DATE: October 31, 2016

TO: Federal Bureau of Investigations, Bureau of Indian Affairs,  
and Tribal Leaders

FROM: Monty Wilkinson, Director  
Executive Office for United States Attorneys

BY: Cameron G. Chandler, Associate Director  
Office of Legal Education

SUBJECT: **Tribal Action Plan Development Workshop:  
A Tribal Law and Order Act Training Initiative**  
Columbia, South Carolina  
**January 25-27, 2017**

ATTENTION: Training Officers

DUE DATE: **Nominations are due by November 25, 2016**

CONTACTS: **National Indian Country Training Coordinator:**  
Leslie A. Hagen, (803) 705-5061, E-Mail: leslie.hagen3@usdoj.gov

**Training Specialist:**  
Delores McCarter, 803-705-5123, E-Mail: delores.mccarter@usdoj.gov

LearnDOJ SCHEDULED OFFERING NUMBER: 53917

The U.S. Department of Justice's National Indian Country Training Initiative (NICTI), together with the Substance Abuse and Mental Health Services Administration (SAMHSA), is pleased to announce the Tribal Action Plan Development Workshop: A Tribal Law and Order Act Training Initiative. This workshop will be held January 25-27, 2017, at the National Advocacy Center in Columbia, South Carolina. Travel and lodging accommodations will be provided by the Office of Legal Education.

The Tribal Action Plan Training Initiative was established in direct response to TLOA, and it includes an intensive training workshop co-sponsored by SAMHSA and NICTI. This workshop is designed to provide tribes with the tools and guidance to assist their efforts in developing a TAP.

The Tribal Law and Order Act (TLOA) of 2010 addresses the development of Tribal Action Plans (TAP). TAPs support the principle of tribal self-determination and provide tribes the opportunity to take a proactive role in the fight against alcohol and substance misuse in their communities. TLOA also requires interagency coordination and collaboration among the Department of Health and Human Services (HHS), Department of Justice (DOJ), and the Department of the Interior (DOI) in addressing Indian alcohol and substance use problems.

The TAP Workshop will be led by experienced faculty and include sessions focused on: 1) community readiness; 2) local resource identification; 3) areas of prevention/intervention; and 4) strategic plan development.

The TAP Workshop is designed for tribes who have not previously participated in intensive tribal action plan training. Tribes who are chosen to participate are required to send a core team of five representatives comprised of individuals who represent the following disciplines: the tribe's TAP Tribal Coordinating Committee, Tribal leadership, Tribal behavioral health director, public health nurse, community health representative, Tribal judicial service representative, law enforcement, spiritual leader, and the education system representative. Tribes who have participated in a Gathering of Native Americans (GONA) training possess important preparation for the TAP Workshop.

Core Tribal TAP Team members will be required to participate in pre and post workshop technical assistance, attend the entire workshop, and sign a letter of commitment to work with Federal TAP points of contacts and consultants to complete a tribal-specific TAP. Tribes selected to attend the TAP Workshop must adopt a resolution (or legally-equivalent action) to develop and implement a tribal action plan.

Please complete the attached form for each of your nominees and E-Mail it to the attention of Delores McCarter, Office of Legal Education. **Nominations are due by November 25, 2016.**

The NICTI will review all nominations and the NICTI will send an e-mail advising nominees of their selection on or about December 2, 2016. Selected nominees will also receive information on how to book travel and lodging.

In order to ensure that our records are correct, please **type** in the required information when completing the nomination forms. Illegible and/or incomplete forms will not be considered.

Due to the increasing number of last minute cancellations, we must ask that only nominations for those who are certain to attend be submitted.

The Executive Office for United States Attorneys will provide reasonable accommodations to people with disabilities. Requests should be made to Delores McCarter as early as possible, preferably at least two weeks in advance of the seminar. No nominee will be excluded from a course on the basis of a disability-related accommodations request.

This training is authorized under the Government Employees Training Act.

Any questions regarding this training seminar should be directed to Delores McCarter at (803) 705-5123.

## TRIBAL LAW AND ORDER ACT

### TRIBAL ACTION PLAN

#### FREQUENTLY ASKED QUESTIONS

**1. What is the purpose of the Tribal Action Plan (TAP)?**

The TAP provides an opportunity for Tribes to take a proactive role in addressing alcohol and substance abuse in their communities. The TAP can help a Tribe to identify existing strengths and resources within their communities; assess their substance abuse prevention and treatment needs; coordinate available resources and programs; identify gaps in services; work with the community to identify urgent or emerging substance abuse issues; and assist in the development of a comprehensive strategy to reduce and prevent alcohol and substance abuse in their community. The intent of the TAP is to have a Tribally-driven process where the community has a sense of “ownership” of the TAP.

To the greatest extent possible, the TAP should be developed *by* the Tribe itself not *for* the Tribe by outsiders.

**2. What resources are available to assist with TAP development and implementation?**

Federal partners are committed to providing training and technical assistance resources to Tribes in support of the development of their TAP. Federal partners may assist in the development and implementation of a Tribe’s TAP by identifying and coordinating available resources and services to support and help sustain the TAP; entering into an agreement with the Tribe for the implementation of the TAP; developing and maintaining a system of close and continuous communication with Tribes to identify available resources to maximize the benefits of intervention strategies and services to Tribes; and facilitating and supporting Tribes in providing specific training and technical assistance to multi-disciplinary and multi-agency members, allied experts, and community members who are key to the efforts and programs in the TAP. Federal agencies are developing an inventory of available resources in Indian Country and these will be made available on the Tribal Law and Order Act (TLOA) website which will be updated frequently. Please visit the following website link for additional information: <http://www.samhsa.gov/tloa/>. For more information on the Substance Abuse and Mental Health Services Administration’s (SAMHSA) Office of Indian Alcohol and Substance Abuse (OIASA) activities, information, and resources available, please contact:

OIASA Director  
SAMHSA  
1 Choke Cherry Road, Room 4-1059  
Rockville, MD 20857  
Office: (240) 276-2400  
E-mail: [IASA@samhsa.hhs.gov](mailto:IASA@samhsa.hhs.gov)

**3. Do you have a sample Tribal resolution?**

Yes, there is a sample Tribal resolution in the TAP Guidelines' Appendix A which is available at the following Web site link:

[http://www.samhsa.gov/TLOA/docs/TribalActionPlanGuidelines\\_508C.pdf](http://www.samhsa.gov/TLOA/docs/TribalActionPlanGuidelines_508C.pdf).

**4. Do you have a sample TAP?**

The Tribal Law and Order Act does not prescribe a specific format or template for the TAP. This allows flexibility for the Tribe to develop a TAP in a format that works best for them. Minimum elements of an effective TAP are expected to include: 1) A Description of the Scope of the Problem, including supporting epidemiological data where possible; 2) A Needs Analysis noting any gaps or change in services required; 3) Identification of existing resources: local, private; state, and Federal; 4) a Vision statement that guides planning and implementation activities; 5) a Strategic Plan that operationalizes required/desired partnerships and mobilization of resources to meet the service need and strategic vision; and 6) an Evaluation Plan that measure success and allows for continuous monitoring, revision, and improvement of the Strategic Planning goals and objectives. Tribes who have established a TAP will be asked permission to share their TAP with other Tribes to serve as a sample.

**5. When the TAP is completed, who has access to it and who does it belong to?**

The TAP belongs to the Tribe. However, Tribes are encouraged to submit the TAP to the SAMHSA Office of Indian Alcohol and Substance Abuse. This will assist the Federal partners in identifying and coordinating resources that may assist the Tribe in TAP implementation.

**6. Where do I send my TAP and Tribal resolution?**

The TAP and Tribal resolution should be submitted to SAMHSA's Office of Indian Alcohol and Substance Abuse at the contact information below.

OIASA Director  
SAMHSA  
1 Choke Cherry Road, Room 4-1059  
Rockville, MD 20857  
Office: (240) 276-2400  
E-mail: [IASA@samhsa.hhs.gov](mailto:IASA@samhsa.hhs.gov)

**7. What does OIASA do with my TAP and Tribal Resolution after I submit it?**

The OIASA staff will record when it is received, review the TAP, and maintain documentation.

**8. What is the benefit of a TAP to a Tribal community?**

The TAP will provide a map for how a Tribal community may come together to share their history, culture, tradition, ideas, and resources to improve the overall quality of health and wellness for the community. The TAP is a strategy identified by a Tribe that



is localized and specific to the community's strengths and resources as well as needs and challenges, and supports the principle of Tribal self-determination. The TAP provides an opportunity for Tribes to take a proactive role in addressing alcohol and substance abuse in ways that are culturally responsive. The TAP is a "living document" that is used as a guide by line-staff, managers, administrators, and Tribal officials so that each level of accountability supports the other in a coordinated way. Tribes that commit to the implementation of a TAP are ultimately more likely to succeed in reducing alcohol and substance abuse. When implemented, the process provides a road map for successful and comprehensive community plans to foster sustained long term change in Tribal communities.

**9. Who do I contact for training and technical assistance on developing and implementing a TAP?**

For training and technical assistance resources, please contact SAMHSA's Office of Indian Alcohol and Substance Abuse at the contact information below. The OIASA will facilitate coordination of available training and technical assistance resources. TAP training and technical assistance resources are also available on the TLOA website: <http://www.samhsa.gov/tloa/>.

OIASA Director  
SAMHSA  
1 Choke Cherry Road, Room 4-1059  
Rockville, MD 20857  
Office: (240) 276-2400  
E-mail: [IASA@samhsa.hhs.gov](mailto:IASA@samhsa.hhs.gov)

**10. What are the expectations for the Tribes related to the TAP?**

The governing body of the Tribe may, at its discretion, adopt a resolution for the establishment of a TAP to coordinate available resources and programs in an effort to combat alcohol and substance abuse among its members. This may include establishing a Tribal Coordinating Committee at the local level. The TAP should be updated every two years and should be used by the Tribe, its staff, and partners as an ongoing framework for addressing issues of alcohol and substance abuse.

**11. What are the expectations for the Federal partners related to the TAP?**

It is the responsibility of the Federal partners to assist Tribal communities in addressing alcohol and substance abuse with a commitment to honor, preserve, and protect our government-to-government relationship. The Substance Abuse and Mental Health Services Administration, Indian Health Service (IHS), the Bureau of Indian Affairs (BIA), the Bureau of Indian Education (BIE), and the Department of Justice (DOJ), to the extent possible, will fulfill the legislative intent of TLOA and its subsequent amendments to coordinate resources that will improve the overall health and wellbeing of Tribal members, families, and communities.

Federal partners will cooperate with Tribes in the development of a TAP and will enter into an agreement with the Tribe for the implementation of the TAP. If the Tribe does not adopt such a resolution within 90 days after publication of the Memorandum of Agreement in the Federal Register, the BIA Agency and BIE Superintendents, where appropriate, and the IHS Chief Executive Officer serving the Tribe(s) will enter into an agreement to identify and coordinate available programs and resources to carry out the purposes of the TLOA.

The Tribal Law and Order Act also called for the creation of a new office within SAMHSA to improve the coordination among the Federal agencies and departments responsible to address alcohol and substance abuse efforts among Tribal communities. The Office of Indian Alcohol and Substance Abuse was created and is located within SAMHSA's Center for Substance Abuse Prevention (CSAP). In order to ensure Tribes receive the assistance needed, SAMHSA's Office of Indian Alcohol and Substance Abuse will work with partnering agencies to coordinate the dissemination and availability of other technical assistance and training resources. To learn more about resources, technical assistance, and relevant information, please contact SAMHSA's Office of Indian Alcohol and Substance Abuse at (240) 276-2495 or by e-mail at [IASA@samhsa.hhs.gov](mailto:IASA@samhsa.hhs.gov). Additional information can be found on the OIASA website at: <http://www.samhsa.gov/tloa/>.

**12. Should the Tribe establish a Tribal Coordinating Committee?**

Yes, the Tribe should establish a Tribal Coordinating Committee. A Tribal Coordinating Committee (TCC) will consist of a Tribal representative, who shall serve as TCC Chair, the BIA Agency and BIE Superintendents, where appropriate, and the IHS Chief Executive Officer, or their representative. Other important and interested persons may include members of the community and/or service providers. The TCC will have the primary responsibility for the implementation of the TAP, for on-going review and evaluation of, and making recommendations to the Tribe relating to the TAP; and for scheduling Federal, Tribal, or other personnel for training in the prevention and treatment of alcohol and substance abuse. As problems arise in the development of service coordination, it will be the responsibility of the TCC to identify and address them. The TCC will provide technical assistance where problems concerning coordination of services have developed. The organizational structure of the TCC should promote the most efficient and effective means of achieving its basic goals and objectives.

**13. Is there a deadline to establish a Tribal resolution and TAP?**

There is not a deadline for the establishment of a Tribal resolution and/or TAP. The only timeline applies to Federal partners if a Tribe does not adopt a resolution within 90 days after publication of the Memorandum of Agreement in the Federal Register. In this case, the BIA Agency and BIE Superintendents, where appropriate, and the IHS Chief Executive Officer should enter into an agreement to identify and coordinate available programs and resources to carry out the purposes of the law for such Tribes.

**14. Is there any funding to support the development of the TAP?**

There is no specific Tribal Law and Order Act funding to Tribes to support the development of the TAP. However, Tribes should consider a variety of funding sources including funding announcements for opportunities that include the work of developing and implementing a TAP or strategic plan to address alcohol and substance abuse issues.

**15. What if my Tribe already has a strategic plan that covers part of the TAP goals?**

A Tribal Action Plan is a Tribal specific version of what may also be known as a strategic plan so existing plans that address TAP goals can be used or modified to meet the needs of Tribal communities. There are many models and processes that have been used by Tribal communities and some of these models have been identified in the TAP Guidelines on pages 11 – 24 which is available at the following Web site link: [http://www.samhsa.gov/TLOA/docs/TribalActionPlanGuidelines\\_508C.pdf](http://www.samhsa.gov/TLOA/docs/TribalActionPlanGuidelines_508C.pdf).

**16. If I already receive technical assistance/consultation through a current Federal grant, can they help me with the TAP?**

This will depend on the type of funding you receive, the grant program goals, the technical assistance contractor's scope of work and budget, and how closely related the technical assistance is to the Tribe's TAP. You should contact your Government Project Officer for clarification and guidance. You may also contact the SAMHSA OIASA Office at (240) 276-2495 for assistance.

**17. If a private consultant offers to develop a TAP with our Tribe, can we use Tribal funds to pay for that?**

A Tribe may choose to allocate Tribal funds to independently enter into a contract with a private consultant who may assist with the development of a TAP. Such a decision should keep the best interests of the Tribe and Tribal ownership of the process and product in mind.

**18. What qualifications should we look for in someone to help us develop the TAP?**

The individual should possess cultural knowledge and have experience and knowledge of Tribal governments, resources to address substance abuse, and strategic planning. The individual should have a balance of cultural knowledge, relationship skills, and the technical skills needed to develop a comprehensive TAP. The individual should be made aware that the work and strategic plan developed belongs to the Tribe.

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~ / ~~14~~ / ~~16~~

#### 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 Comp. Health Div. FY 16 4th quarter report

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

#### 4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

#### 5. Submission

Authorized Sponsor / Liaison:

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

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Oneida Comprehensive Health Division  
 Oneida Community Health Center  
 Behavioral Health Services  
 Anna John Resident Centered Care Community  
 Employee Health Nursing



**ONEIDA COMPREHENSIVE HEALTH DIVISION  
 DR. RAVINDER VIR MEDICAL DIRECTOR  
 DEBRA DANFORTH, RN, BSN, OPERATIONS DIRECTOR  
 DIVISION UPDATE  
 Quarter 4 FY 2016  
 August-September, 2016**



<b>Executive Management Team:</b>	
<b>Division Dir-Operations, Debra Danforth RN, BSN,</b>	<b>869-4807</b>
<b>Division Dir-Medical, Ravinder Vir, MD,</b>	<b>869-4808</b>
<b>Asst. Operations Director, Judi Skenandore,</b>	<b>869-4809</b>
<b>Executive Assistant, Mercie Danforth</b>	<b>869-4810</b>
<b>Business Operations Director, Jeff Carlson,</b>	<b>869-4805</b>
<b>Ancillary Services Director, Dave Larson,</b>	<b>869-4820</b>
<b>Director of Nursing-OCHC, Sandra Schuyler,</b>	<b>869-4906</b>
<b>Behavioral Health Manager, Mari Kriescher,</b>	<b>490-3737</b>
<b>Employee Health Manager, Mary Cornelissen</b>	<b>405-4492</b>
<b>AJRCCC Administrator, Dave Larson (Interim)</b>	<b>869-2797</b>
<b>Public Health Officer, Eric Krawczyk,</b>	<b>869-4812</b>

Mailing Address: P.O. Box 365, Oneida, WI 54155  
<https://oneida-nsn.gov/resources/health/>

Oneida Community Health Center  
 Behavioral Health Services  
 Anna John Resident Centered Care Community  
 Employee Health Nursing

525 Airport Rd., Oneida, WI 54155  
 2640 West Point Rd., Green Bay, WI 54304  
 2901 S. Overland Rd., Oneida, WI 54155  
 701 Packerland Dr., Green Bay, WI 54303

Phone: (920) 869-2711 or 1-866-869-2711  
 Phone: (920) 490-3790 or 1-888-490-2457  
 Phone: (920) 869-2797  
 Phone: (920) 405-4492

Fax: (920) 869-1780  
 Fax: (920) 490-3883  
 Fax: (920) 869-3238  
 Fax: (920) 405-4494

**THE ONEIDA COMPREHENSIVE HEALTH DIVISION IS COMPRISED OF:**

*Oneida Community Health Center (OCHC)  
Anna John Resident Centered Care Community (AJRCCC)  
Oneida Behavioral Health (OBH)  
Employee Health Services (EHS)*

**VISION:**

A progressive sustainable health system that promotes Tsi?niyukwaliho t^ (Our Ways).

**MISSION:**

We provide the highest quality, holistic health care to ensure the wellness of OUR Oneida Community.

**VALUES:**

**Responsive Leadership:** *Consistent attentive listening, honesty, doing the right thing, timely decision making and seeing issues resolved to completion.*

**Culturally Sensitive:** *Meeting people where they are and being sensitive to their unique needs as human beings within the Oneida Community.*

**Continuous Improvement:** *Striving to achieve a higher quality of health care and a higher performing workforce through our Commitment to Learning and Growth.*

**Communication:** *Fostering honest, respectful and timely communication with the appropriate level of transparency.*

**Safety:** *Striving for an environment that provides the highest level of physical and emotional safety for our patients, employees and community in an environment free of fear, retaliation and repercussion.*

**Respect:** *Create a welcoming and compassionate environment focused on the individual needs of OUR community and Health Care Team*

**OUR 2015-2018 STRATEGIC PLAN IS FOCUSED IN FOUR SPECIFIC AREAS:**

1. Improve Population Health Management
2. Continuous Quality Improvement
3. Optimize Technology
4. Enhance Our Workforce



**OUR 2015-2018 INITIATIVES THAT WILL BE FOCUSED TO ACHIEVE OUR STRATEGIES:**

- 1. Accreditation:** The Comprehensive Health Division will validate and assure the community the delivery of the highest quality health care services in achieving AAAHC (Accreditation Association for Ambulatory Health Care) accreditation by December 2017 through team work, leadership and commitment. By accomplishing accreditation we will provide staff a sense of accomplishment, increase quality of care, enhance public validation for community/customer satisfaction, improve recruitment/retention of providers, and increase the probability of outside funding.
- 2. Advancing Technology:** Utilize innovative State of the Art technology and data analytics to continuously improve wellness and health outcomes.
- 3. Optimize staffing processes:** To work collaboratively with HRD to enhance the Division processes for recruitment, hiring, and retention and provide recommendation (s) for change to the Oneida Business Committee by September 30, 2017. By enhancing the recruitment, hiring, and retention processes we will have a lean hiring practice, improve our recruitment and retention, enhance our services from HRD (letters, market analysis), have improved collaboration/working relationship with HRD, fill all vacancies with qualified people in a timely manner, and improve our Supervisor/Director satisfaction with HRD processes.

**IMPROVE POPULATION HEALTH MANAGEMENT****Initiatives: Optimizing Staffing Processes and Accreditation**

- We continue to recruit for vacancies in Primary Care including Pediatrics, Family Practice and Internal Medicine
- All contracted providers will transition to the accrual process by the beginning of FY 2017
- Dr. Sharyl Trail, Psychologist started August 8, 2016. She is a commissioned Corps Officer who will supplement the provider team at Oneida Behavioral Health.
- Susan Katuin, NP retired on May 31, after 22 dedicated years of service to the Oneida community. She will be sorely missed by her patients, our staff and the community.
- We are actively recruiting a Family Nurse Practitioner Michelle Kreft to replace her vacancy who will begin November 7, 2016.
- Access to care remains sub optimal across the Health Division.
- The high NO SHOW rates also contribute to sub optimal access to care for our patients.
- The current NO SHOW Policy went in to effect on September 1, 2015. The policy was intended to change behaviors and reduce our NO SHOW rates, which will in turn improve our patients' access to care.
- No show rates in the Medical Clinic decreased from 13.9% in FY 2015 to 10.3 % in FY 2016.
- Recruitment and retention of Health Care Providers and professionals continues to be a challenge due to nationwide shortage of Primary Care and Psychiatry providers
- Recruitment and retention of nursing staff (RN, LPN, and CMA positions) remains a priority as our efforts continue to create and maintain a team that continues to work on our Population Health Management strategic initiative to transition to a volume to value-based provider.
- Inadequate Information Technology (MIS) resources continue to be an operational concern in an environment where all records are electronic.



- Limited Succession planning for future retirements of staff with longevity and the restraints within the organization limit options available
- The Division is looking at innovative team based approaches to provide quality care to our community.
- A cross functional Population Health Management project team continues its work on our Population Health Management strategic initiative.
- Access to care is continuously monitored across the Health Division. We have staffing, space and financial constraints that prevent us from providing optimal access to care in our Division.
- OCHD is re-evaluating a longer term Facility expansion plan to improve access and for provision of healthcare to our community.

### Medical

- Routine appointments are currently booking 4-8 weeks out for the Medical Clinic
- **See attachment A for No Show data for Medical Clinic**

### Behavioral Health

- ATODA Intake -5 weeks
- ATODA C2 Individual Session ( C2-Counseling 60 min) (Individual Sessions/Routine)-3 days
- Co-Occurring Intake-7 weeks
- Co-Occurring C2 Individual Session ( C2-Counseling 60 min) (Individual Sessions/Routine)-1 week
- Mental Health Intake-17 weeks
- Mental Health (Individual Sessions/Routine)-2 weeks
- Vet Evaluations-10 weeks (These are ONLY for Veterans who are seeking services/benefits through the VA)
- Psychological Evaluations- 6 Weeks
- Psychological Follow Up- 2-days
- Psychiatric Child Evaluation- 6 weeks
- Psychiatric Child Medication Check (Routine) – 4 weeks
- Psychiatric Adult Evaluation- 5 weeks
- Psychiatric Med Check (Routine) - 3 weeks
- Psychiatric Evaluation Follow Up- 6 weeks
- **See attachment B data by provider**
- **See attachment C data for No Show data for Behavioral Health**

### Optical

- Routine exams are booking 5 months out for Optical
  - Optical does have a walk-in clinic on Monday and Thursday mornings for patients who needs their appointments sooner. A sign-up begins at 7:45 AM and the patient will need to wait to be seen.
  - Optical also sees emergencies as needed

- The Annual Diabetic Event was held on August 24th, 2016. Two of our staff represented the Eye Care Department. They had a display booth and giveaways
- Staff attended the Quality of Life Meeting to represent the Eye Care Department. The Eye Care Department put together a success video to show the excellent results we had with the exercise pilot program.
- Eye Care began using iPads in the exam rooms during the short waiting period when the patient's eyes are dilating. They can view various videos that relate to different eye diseases and visual problems that they may be experiencing.
- Dr. Slaby attended the Wisconsin Optometric Association Fall Seminar in Middleton, WI in September, 2016.
- One of the staff members is a part of a small team of employees who are currently meeting to re-establish a new procedure for a Clinic wide chart audit process.
- We upgraded to the newest version of Compulink on 9-30-16 without any major issues!
- Instead of just one Doctor seeing walk in appointments on Monday and Thursday mornings, we had both Doctors seeing patients for the last two weeks of August which doubled the amount of appointments available to students wishing to get in for an exam before school started. All of the exam slots were filled. It was a big success!

## Dental

- Routine exams and Filling appointments are currently booking at the end of October (approx.. 12 weeks)
- Emergencies are seen daily
- Dental cleaning appointments are currently scheduling in the 2nd week of December.
- Patients are called to come in sooner if there are cancelations in the schedules for all appointments
- We are short staffed four dental assistants, Dental is working with HR to post the positions
- Independent Contractor, Dr. Dennis Romero has given his notice to not renew his contract after 9/30/16. He will be opening a private practice.
- Referral of children w/MA/Badger Care or those with no insurance who are in need of a pediatric dentist, continue to be referred to the Oral Health Partnership (OHP), if urgent care is needed the referral is generally to Park West Pediatrics.
- Dental staff have been working with PRC to negotiate a reduced PRC rate with the dental offices who receive majority of our dental referrals.
- Dr. Wendy Pietz (Board Certified Oral Surgeon) completed a site visit on 9.21.16, she has great interest in providing services to our clinic one day a week. An independent contract has been forwarded to her for her review.
- The installation of "Lighthouse" the automated call system to confirm appointments, continues with positive reviews from the patients. The system sends reminders via text, e-mail & phone call, also follow up review is sent to the patient for their input on their visit.

**ANNA JOHN RESIDENT CENTERED CARE COMMUNITY (AJRCCC) UPDATE:**



The average daily census for 4th Qtr of the Fiscal 16 years is indicated in the chart below:

	July	August	September	Total
<b>Total Billable days for the Residents in the Month</b>	1469	1417	1310	4196
<b>Number of Calendar Days</b>	31	30	31	92
<b>Daily Average Census</b>	47	47	42	46
<b>*Oneida Enrolled</b>	34	36	37	
<b>* Other Tribe</b>	4	4	4	
<b>*Non-Tribal</b>	8	8	8	
<b>% full</b>	98.72%	98.40%	88.04%	95.02%
	<b>Payment source</b>		<b>Medicaid</b>	79.68%
			<b>Med A</b>	8.75%
			<b>Private</b>	7.32%
			<b>VA</b>	1.41%

\*Varies by Admissions and Discharges throughout the month

- Between the months of July thru September, 2016; HRD reported that as of Nov 1, 2016 the Anna John Resident Centered Care Community had a total of 59 tribal employees working the 24/7 shifts to care for our Residents during the fourth quarter.
- Quality Assurance/Regulatory Compliance Issues:  
The Quality Assurance mandated that all AJRCCC staff training was completed along with additional policy and procedures updated by the Quality Assurance Team; and no reports were sent in to the State of Wisconsin, Bureau of Quality Assurance.
- Shared activities between AJRCCC and Elder Services continue on a scheduled plan.

- The Congregate Mealsite hours of operation are Monday through Friday from 8:00 AM to 4:30 PM and continues to average 80-100 per day in attendance.
- Dave Larson continues as the Acting Administrator for the AJRCCC awaiting finalization of the reorganization within the Health Division. Job descriptions have been submitted to HR for review and finalization.
- Reorganization should be complete by December 31, 2016.
- The AJRCCC board has been actively reviewing their By-Laws and have been meeting regularly with a full board.

## **OPTIMIZE TECHNOLOGY**

### **Initiatives: Advancing Technology and Accreditation**

#### **ELECTRONIC MEDICAL RECORD (EMR):**

- **The EMR Team** continues ongoing review and updating of the system on a regular basis as new releases are available within the application and added on software. Every update/new release requires numerous hours of testing and coordination for implementation to assure that all the application and updates are tested before going live. We successfully upgraded to version 12.0.12 on August 13, 2016. Our next anticipated upgrade will not be until the first quarter of 2017. There are many anticipated changes and upgrades required in our server configurations that are required for the next upgrade to version 12.2.
- **HIPAA Security Policies/Procedures:** HIPAA and EMR SOP training continues for AJRCCC and MIS staff. We have finalized an E-Learning format for staff in order to deliver this information to MIS staff, but we have encountered formatting issues. This continues to be worked on. We are required to provide this training annually and to new staff. The annual trainings will start at the end of the calendar year 2016 and will be accessed through E-Learning for all employees.
- **Risk Assessment-** We have completed gathering all of the supporting documents to support the risk assessment (RA) completed in December 2015. We have been meeting regularly to complete and implement a correction plan for areas of concern by Nov 2016. We will once again engage with MetaStar to assist us with our annual Risk Assessment. This will take place on November 3, 2016.
- **Patient Portal-** We continue to work on adoption and education to patients on the concept of the patient portal and to encourage patients to be engaged in their healthcare through technology and online access to their healthcare information. We have joined the teams of Medical, Behavioral Health, Optical and Dental to have a combined access page to the three portals for all OCHD patients. We are working on a joint pamphlet and advertising to promote all three portals as a whole. We have been working on revisions of the pamphlet with the change in website design and logo.
- **Clinical Messaging-**Centricity Core Team members received three training sessions and set up of the Automated Clinically Messaging (ACM) functionality to the Medical Portal. This functionality will provide providers the ability to send mass messaging to patients, office visit clinical summaries securely to patients and consult patient summaries to outside providers automatically via the patient portal. We have identified compatibility issues with our current document management system. We will not be able

to capture the content of these “sent” documents in the patients chart. We have engaged in discussion with vendors that will be able to provide this content in GE and have recently incorporated the use of GE/SureScripts Document Management solution. We will have the project kick-off on October 7, 2016.

- **E-signature**-We have received the iPads and security accessories. We have successfully completed installation of the “Security Certificate” for our iPads. We have been working on testing and finalizing registration documents along with continued development of other clinical forms that will be used. We plan to start with the registration area and roll out the registration forms. We are also anticipating expanding the use of forms and application for dental and optical once implementation has successfully been completed in the registration and clinical areas of Behavioral Health and the medical clinic.
- **Meaningful Use (MU)**: Attestation data for 2015 has been submitted to Centers for Medicare & Medicaid Services (CMS). Areas have met the deadline of submission of July 31, 2016. We have switched focus on meaningful use measures and workflow for 2016. We will continue to work with vendors to add needed functionality and workflow in order to meet measures. We will need to attest and report a full year of data (pending confirmation of a change to 3 months of data vs. the full year) for the MU measures for Modified Stage 2 according to CMS guidelines. We will continue to follow the guidelines for the Medicaid program of Meaningful Use as we are directed by CMS.

The team continues to work with MetaStar to help all areas understand and meet Meaningful Use and its different programs. They have also helped areas get eligible providers signed up to CMS programs.

- **Physician’s Quality Reporting System (PQRS)**- We have registered once again to report PQRS data as a group for Oneida Comprehensive Health Division for 2016. We will once again utilize Quality Submission Services (QSS) in conjunction with Clinical Quality Report (CQR) function with GE Centricity for 2016 data submission.
- **Proximity Cards**- We have engaged with Imprivata to implement this automated sign on feature for the medical area at OCHC. We went live August 23, 2016. We continue to work on the application, formatting and profiling of users to make the application work without inconsistencies.
- **Bi-Directional Immunization Registry with Wisconsin Immunization Registry (WIR)**- Scientific Technologies Corporation (STC, formerly ImmsLink), the selected vendor, continues to assist us with our interface with the WIR. We have successfully been submitting data to WIR since mid-November 2015 and have now resolved errors with retrieving WIR data back into GE Centricity. Training for the providers and nursing staff has been completed. Community Health and Medical Records staff training dates have been set. There continues to be mapping, script error, and interoperability issues with WIR. STC continues to work with us to fix these issues as they arise. These issues have caused a delay in training the remaining areas. We continue to monitor the inventory function of the product.
- **Picture Archiving Communication System (PACS)**- We went live on 7/6/2016. Still working on a permanent fix to prevent Linklogic issues when past images are attached to the PACS system. We have engaged discussion with Nuvodia and Hospital Sisters Health System (HSBS) to provide us a secure image transfer agreement between both

entities. We are looking at this transfer to happen over the cloud versus a Virtual Private Network (VPN).

- **Behavioral Health (BH) Chart Status Project-** We will need to **transfer BH Medical Records Excel database into the EMR**. This is a task that we will need GE's, assistance in completing because of the complexity of making sure the licensing requirements are completed prior to the status changing on the patient banner. This work has begun since we have resolved some of the issues with set up of the signature capture. We need the signature capture to function properly to have all of our licensing requirements in the EMR to have the banner fully functioning for the Chart Status. We are continuing to work on the signature capture implementation (starting with Registration) in order to move forward with the BH Chart Status Project.
- **REPORTS-** We are working with the Cognos application on the functionality to be able to pull quality assurance, outcome reports, BH Provider reports, no show, access to care etc. We started to work with MIS staff for BH Reports on 2/16/16. We have been successful with getting ongoing reports of Access to Care, Monthly and Quarterly No Show/Cancellation Summary and we are now testing the Provider Utilization Reports. However, we are currently down one MIS staff person who is not dedicated to only the health division. The staff person will continue to assist us with very limited time due to his current work load.
  - Behavioral Health (BH) has not yet been able to get any of the desired clinical data from the EMR. This is a huge concern. BH has state licensing coming again in January and we are not able to get the outcome data. We have our Mental Health Block Grant that we need our Adverse Childhood Experiences data to report out, with that ending 9/30/16.
  - We are inquiring about the cost to have GE build the Crystal Reports for the EMR as well as the cost for Crystal Report Training to determine the feasibility for the Division. We have successfully worked with MIS and Cognos to produce a monthly no show/cancellation report and a preliminary access to care report. We continue to work with MIS to finalize the access to care report. We will anticipate expanding this Access to Care Report over the next quarter to obtain more detailed information.
- **Population Health Management-** The Project Charter has been completed. Have begun to look at Population Health Management solutions. We have not had any further movement on this initiative at this time. Our next step is to begin the RFP and send out to vendors. Once this is complete we will begin the project plan. There is still no firm time frame from CMS for full implementation to transition to value-based billing processes but we know this is on the horizon within 2017-2018.

#### **PATIENT MANAGEMENT SYSTEM (PMS)**

- **Batch Eligibility-** Emedapps 271 Submission files continue to go through successfully with occasional glitches which result in some of the records erroring out. Emedapps investigates the resulting errors as they are noticed. Full database runs of Batch Eligibility are being discussed as we will still need to have that completed since the GE Centricity Electronic Data Interchange (EDI) Plug-ins that are now in play only go by provider schedules or at the registration level.
- **EDI Eligibility -** The GE Centricity EDI plug-ins are set up and being used by our Billing staff when they need to on a patient-by-patient basis. It is currently being reviewed for process



flow at this time from the PAR Supervisor area. Many of the main insurances have been linked to this capability which has allowed us to be able to electronically check insurance eligibility on a patient in real-time, directly from GE Centricity.

## **CONTINUOUS QUALITY IMPROVEMENT**

### **Initiatives: Accreditation**

#### **Accreditation of the Health Division**

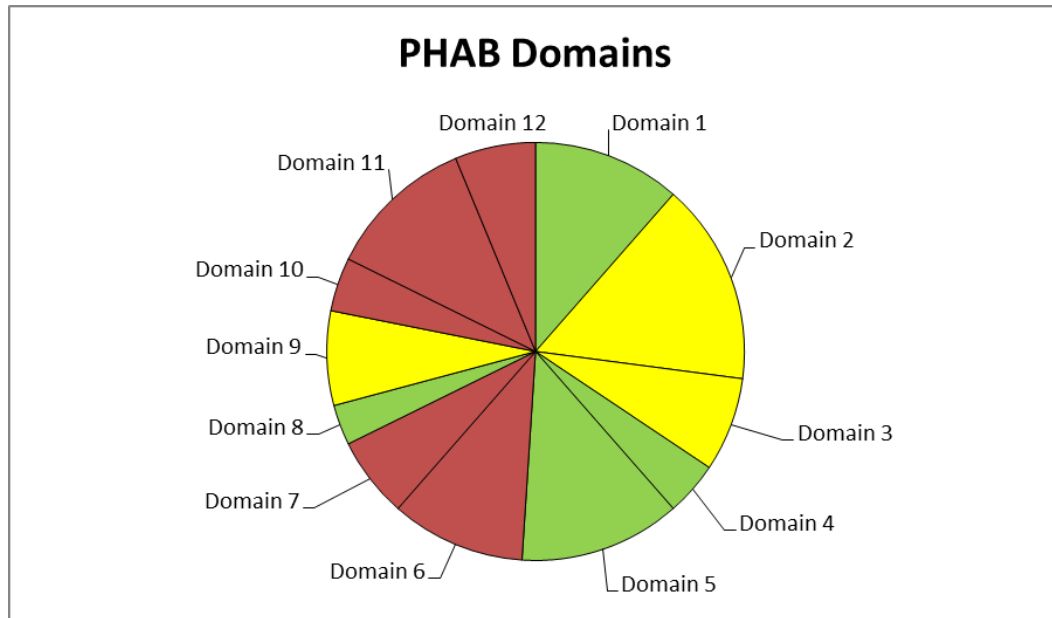
- Meeting with departments to discuss QA studies and tracking/ data collecting process.  
\* Peer Review, Chart Audits, Credentialing
- Creating a reporting structure for the additional Health Division Committees i.e. Pharmacy and Therapeutics, Infection Control etc to report their meeting minutes to the QA team.
- Work continues on the training tracking tool for OCHD.
- Patient satisfaction survey - fall of 2016.
- We have added an additional hour each month to the Quality Assurance (QA) meeting time to accommodate for the necessary time to address only issues related to accreditation on a monthly basis.
- Initial planning is taking place on creating a reporting structure for the additional Health Division Committees i.e. Pharmacy and Therapeutics, Infection Control, etc. to report their meeting minutes to the QA team.

#### **Public Health Accreditation**

- Completed all activities and closed out public health accreditation mentoring program (ended 09/30/16).
- Closed out Prevention grant objective (grant ended 09/30/16.)
- We completed review of Domains 1 and 5 this quarter! Jean day celebrations were 09/20/16 and 09/27/16. There are a total of 12 Domains in the public health accreditation process. The Documentation Review Team has now completed domain review: 1, 4, 5, 8. In process domain review: 2, 3, 9.
- Sept 30, 2016, a trainer was selected for our Community Health Assessment and Community Health Improvement Plan. We have requested a representative from the State Public Health Department to come on site and provide some general training to the Community Health Services (CHS) Dept team and more focused training of the process for the process selected leadership team. This training will increase staff core competency in several public health core competencies. Additional key partners from within the organization will also be invited to participate in this training. Training date established for 12/08/16.
- Branding activity- final template created for email signature to be used by all CHS Dept staff 09/30/16. This will be used as an example of implementing branding for public health accreditation. Nearly all staff were compliant with applying the template to his/ her individual by 09/30/16. However with a few staff out of the office this day, it was completed for all by the time of this report.
- Branding activity- completed poster board project August 2016. Another example that will be used of implementing the brand for public health accreditation.
- Completed annual review and update of the CHS Department Workforce Development Plan Sept 2016.



- Accreditation coordinator and Health Officer attended e-PHAB training in Virginia at the end of Sept 2016. Completion of this step will grant us access to the documentation section of the e-PHAB software system.



\*\* Red- No review yet

Yellow- greater than 50% complete

Green- 100% complete

## ENHANCE OUR WORKFORCE

Initiative: Optimizing our staffing processes

### HUMAN RESOURCE MANAGEMENT

Number As of 11/01/16 Comprehensive Health Division Employees: 321

- 115 Oneida Enrolled
- 29 American Indian/Alaskan
- 3 Black/African American
- 1 Asian
- 4 Hispanic/Latino
- 169 Caucasian/other
- **AJRCCC: (59)**
  - 24 Oneida Enrolled (INCREASED FROM 15% TO 41.5% OF EMPLOYEE BASE FOR AJRCCC)
  - 8 American Indian/Alaskan
  - 1 Asian
  - 2 Hispanic/Latino
  - 24 Caucasian/other

- **Current vacancies as of 10/24/16:**
  - Patient Account Representative
  - Purchased/Referred Care Supervisor
  - Certified Medical Assistant
  - Certified Nursing Assistant
  - Coder
  - Community Health Worker
  - Clinical Substance Abuse Counselor OBH
  - Dental Assistant
  - Diabetes Program Supervisor
  - LPN – AJRCCC
  - LPN- OCHC
  - MDS Sub-Acute Rehab Nurse – AJRCCC
  - Physician Pediatrician
  - Physician Family Medicine
  - Physician Internal Medicine
  - Psychiatrist OBH
  - Psychotherapist OBH
  - RN – AJRCCC

### FINANCIALS

Funding Sources for FY-2016

TRIBAL CONTRIBUTION: 2.54%

GRANTS: 5.71%

OTHER SOURCES:

External Sales/Third Party Revenue/other 52.42%

Indian Health Services 39.33%

**Total Budget: \$51,295,138**

**Status as of 09/30/16**

Budget as of 09/30/16: \$51,295,138

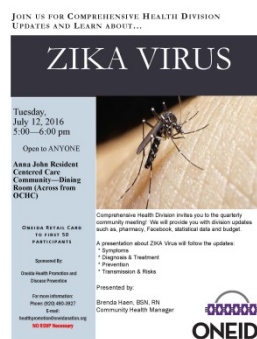
Expenditures as of 09/30/16: \$53,901,414 (Preliminary)

**LONG TERM CARE:**

- There is a great deal of concern regarding the Social Security Act and its impact on both MA and MA waivers. This includes all waivers (e.g. 1915a, 1915b, 1915c, 1915i, 1115). The concern centers around the Office of General Counsel for CMS. General Counsel has repeatedly said that federal statute, federal regulation, and court rulings (to include U.S. Supreme Court) notwithstanding, Tribes are considered an ethnic minority and not a political entity. While Several Tribes and States have found language to side step this issue, this is becoming a larger and more significant issue, particularly as the environment of healthcare is rapidly changing. The Vice Chairwoman raised this concern directly with CMS. **This does need to be a priority going forward with the Trump administration. This may need to be elevated to the HHS level.**
- The most time in MMPC was spent on the transition meeting planned for 8 December 2016 for the new administration. The greatest impact under a Trump administration is the repeal of the ACA. While this carries a number of issues with it, the largest is the repeal of the IHCIA which is part of the ACA. It will be very important for Oneida to be represented in the transition planning.
- CMS working in isolation is becoming a larger and more significant problem. The lack of coordination with its sister agencies in particular Indian Health Service (IHS) and Veterans Administration. The issues revolve around access to care and reimbursement for services. This may also need to be elevated to the HHS level. However most of the issues involved are contingent on the IHCIA staying intact.
- MACRA and MIPS final rule was released on October 14, 2016 and does not specifically say that Tribes are exempted from the requirements. MACRA does not provide an explicit exclusion for FQHC's but they should not be affected because they bill under an all-inclusive rate. **This needs to be clarified with CMS.**



**Safety Town 2016**



**July Community Meeting**



**OCHD New Furniture**

# Annual Diabetic Event 2016

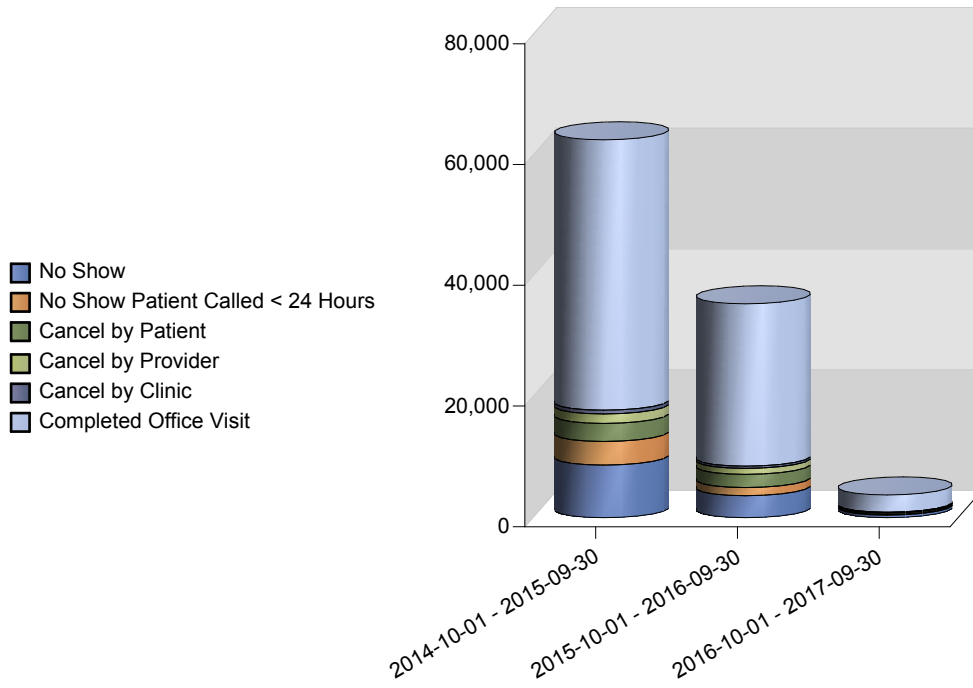
*Blending Diabetes  
& Your Life*



**Please follow us on our Oneida Comprehensive Health Division Facebook page!**



## Three Year By Quarter No Show/Cancellation Summary Oneida Health Center Medical Clinic



Range	FY QTR	No Show	%	No Show Patient Called < 24 Hrs	%	Cancel by Patient	%	Cancel by Provider	%	Cancel by Clinic	%	No Show Cancellation Total	Completed Office Visit	Total Appointments	Billed Visits	Total Clients
2016-10-01 - 2017-09-30	Qtr01	424	11.3%	109	2.9%	213	5.7%	93	2.5%	66	1.8%	886	2,855	3,741	2,114	2,791
<b>2016-10-01 - 2017-09-30</b>		<b>424</b>	<b>11.3%</b>	<b>109</b>	<b>2.9%</b>	<b>213</b>	<b>5.7%</b>	<b>93</b>	<b>2.5%</b>	<b>66</b>	<b>1.8%</b>	<b>886</b>	<b>2,855</b>	<b>3,741</b>	<b>2,114</b>	<b>2,791</b>
2015-10-01 - 2016-09-30	Qtr04	939	11.0%	292	3.4%	564	6.6%	184	2.2%	59	0.7%	2,000	6,544	8,544	6,505	4,621
	Qtr03	861	9.9%	353	4.0%	548	6.3%	192	2.2%	109	1.2%	2,025	6,710	8,735	6,703	4,501
	Qtr02	777	9.0%	338	3.9%	547	6.4%	285	3.3%	115	1.3%	2,037	6,576	8,613	6,577	4,464



## Three Year By Quarter No Show/Cancellation Summary

### Oneida Health Center Medical Clinic

Range	FY QTR	No Show	%	No Show Patient Called < 24 Hrs	%	Cancel by Patient	%	Cancel by Provider	%	Cancel by Clinic	%	No Show Cancellation Total	Completed Office Visit	Total Appointments	Billed Visits	Total Clients
2015-10-01 - 2016-09-30	Qtr01	1,059	11.2%	370	3.9%	522	5.5%	337	3.6%	81	0.9%	2,361	7,061	9,422	7,065	5,031
<b>2015-10-01 - 2016-09-30</b>		<b>3,636</b>	<b>10.3%</b>	<b>1,353</b>	<b>3.8%</b>	<b>2,181</b>	<b>6.2%</b>	<b>998</b>	<b>2.8%</b>	<b>364</b>	<b>1.0%</b>	<b>8,423</b>	<b>26,891</b>	<b>35,314</b>	<b>26,850</b>	<b>8,662</b>
2014-10-01 - 2015-09-30	Qtr04	2,089	13.8%	784	5.2%	780	5.1%	472	3.1%	107	0.7%	4,232	10,928	15,160	10,930	6,159
	Qtr03	2,134	13.9%	994	6.5%	734	4.8%	465	3.0%	112	0.7%	4,439	10,902	15,341	10,911	6,038
	Qtr02	2,176	13.8%	1,128	7.1%	709	4.5%	285	1.8%	209	1.3%	4,507	11,274	15,781	11,294	6,224
	Qtr01	2,308	14.2%	1,008	6.2%	762	4.7%	352	2.2%	197	1.2%	4,627	11,681	16,308	11,697	6,545
<b>2014-10-01 - 2015-09-30</b>		<b>8,707</b>	<b>13.9%</b>	<b>3,914</b>	<b>6.3%</b>	<b>2,985</b>	<b>4.8%</b>	<b>1,574</b>	<b>2.5%</b>	<b>625</b>	<b>1.0%</b>	<b>17,805</b>	<b>44,785</b>	<b>62,590</b>	<b>44,832</b>	<b>10,263</b>
<b>Summary</b>		<b>12,767</b>	<b>12.6%</b>	<b>5,376</b>	<b>5.3%</b>	<b>5,379</b>	<b>5.3%</b>	<b>2,665</b>	<b>2.6%</b>	<b>1,055</b>	<b>1.0%</b>	<b>27,114</b>	<b>74,531</b>	<b>101,645</b>	<b>73,796</b>	<b>11,961</b>



## BH - Access Of Care 3rd Available appointment

### BH ATODA Intakes

Resource	Appointment Type	Next 3rd Open
Krueger MSW APSW CSAC, Rebecca	Intake Mental Health/ATODA-90	Dec 16, 2016 10:00:00 AM
Lalonde BS CSAC, Scott	Intake Mental Health/ATODA-90	Dec 30, 2016 7:00:00 AM
Metoxen MSW SAC , Lynn	Intake Mental Health/ATODA-90	Dec 29, 2016 10:00:00 AM

### BH-ATODA (C2)

Resource	Appointment Type	Next 3rd Open
Agneessens BA CSAC CSIT, Mike F	Individual Therapy Session-60	Nov 7, 2016 3:00:00 PM
Krueger MSW APSW CSAC, Rebecca	Individual Therapy Session-60	Nov 9, 2016 12:00:00 PM
Lalonde BS CSAC, Scott	Individual Therapy Session-60	Nov 16, 2016 7:00:00 AM
Rasmussen BSW CSAC, Dale S	Individual Therapy Session-60	Nov 1, 2016 3:00:00 PM
Schoen BS CSAC, Kelly	Individual Therapy Session-60	Nov 24, 2016 12:00:00 PM

### BH-Co-Occuring Intake

Resource	Appointment Type	Next 3rd Open
Collier, Carmen D MS LPC CSAC	Intake Mental Health/ATODA-90	Jan 5, 2017 9:00:00 AM
King MSW LCSW CSAC, Mary Beth	Intake Mental Health/ATODA-90	Dec 23, 2016 7:30:00 AM
Lambert LPC CSAC, Timothy C	Intake Mental Health/ATODA-90	Jan 5, 2017 3:00:00 PM
Nehring MSE LPC CSAC CS, Teri	Intake Mental Health/ATODA-90	Jan 3, 2017 8:00:00 AM

### BH-Co-Occuring C2

Resource	Appointment Type	Next 3rd Open
Cheney MSW, LCSW, SAS Benjamin R	Individual Therapy Session-60	Nov 10, 2016 2:00:00 PM
Collier, Carmen D MS LPC CSAC	Individual Therapy Session-60	Nov 10, 2016 9:30:00 AM
King MSW LCSW CSAC, Mary Beth	Individual Therapy Session-60	Nov 2, 2016 10:00:00 AM





## BH - Access Of Care 3rd Available appointment

Resource	Appointment Type	Next 3rd Open
Lambert LPC CSAC, Timothy C	Individual Therapy Session-60	Nov 7, 2016 9:00:00 AM
Nehring MSE LPC CSAC CS, Teri	Individual Therapy Session-60	Nov 8, 2016 9:30:00 AM

### BH MH Intakes

Resource	Appointment Type	Next 3rd Open
Helander MSW LCSW, Valorie	Intake Mental Health/ATODA-90	Jan 17, 2017 11:00:00 AM
Huhtala MSW LCSW, Rhonda	Intake Mental Health/ATODA-90	Feb 21, 2017 9:00:00 AM

### BH-Mental Health (C2)

Resource	Appointment Type	Next 3rd Open
Brito, MFT TL SAC IT, Martha	Individual Therapy Session-60	Nov 22, 2016 8:00:00 AM
Cornelius-Adkins MSW LCSW SAC CSOT BCD, Torland E	Individual Therapy Session-60	Nov 21, 2016 6:00:00 PM
Helander MSW LCSW, Valorie	Individual Therapy Session-60	Nov 10, 2016 2:00:00 PM
Huhtala MSW LCSW, Rhonda	Individual Therapy Session-60	Nov 23, 2016 1:00:00 PM
Sayers MSW LCSW LMFT, Kathleen	Individual Therapy Session-60	Nov 21, 2016 11:00:00 AM
Shaw MSW LCSW, Lisa	Individual Therapy Session-60	Dec 13, 2016 8:30:00 AM

### BH-EMDR Intakes

Resource	Appointment Type	Next 3rd Open
King MSW LCSW CSAC, Mary Beth	BH-EMDR Intake	Dec 5, 2016 1:00:00 PM

### BH-EMDR Therapy

Resource	Appointment Type	Next 3rd Open
Collier, Carmen D MS LPC CSAC	BH-EMDR Therapy	Nov 23, 2016 11:00:00 AM
King MSW LCSW CSAC, Mary Beth	BH-EMDR Therapy	Nov 15, 2016 8:00:00 AM



## BH - Access Of Care 3rd Available appointment

Resource	Appointment Type	Next 3rd Open
Shaw MSW LCSW, Lisa	BH-EMDR Therapy	Dec 12, 2016 1:00:00 PM

### BH-Veteran Eval

Resource	Appointment Type	Next 3rd Open
Shaw MSW LCSW, Lisa	Veterans Evaluation	Dec 5, 2016 8:30:00 AM

### BH-Intial Reiki Appointment

Resource	Appointment Type	Next 3rd Open
King MSW LCSW CSAC, Mary Beth	Reiki	Nov 23, 2016 3:00:00 PM
Lalonde BS CSAC, Scott	Reiki	Dec 16, 2016 11:00:00 AM
Nehring MSE LPC CSAC CS, Teri	Reiki	Nov 28, 2016 2:00:00 PM

### BH-Psych Evals

Resource	Appointment Type	Next 3rd Open
Sayers PHD, Michael	Psychological Evaluation	Nov 14, 2016 8:30:00 AM
Trail PsyD Sharyl	Psychological Evaluation	Nov 14, 2016 1:00:00 PM

### BH- Psych Eval FU

Resource	Appointment Type	Next 3rd Open
Sayers PHD, Michael	Psychological Eval Follow Up	Nov 4, 2016 2:00:00 PM

### BH-Child Evals

Resource	Appointment Type	Next 3rd Open
Dzubinski MD, David L	BH-Child Eval	Dec 13, 2016 1:00:00 PM

### BH-Child Med Checks



## BH - Access Of Care 3rd Available appointment

Resource	Appointment Type	Next 3rd Open
Dzubinski MD, David L	BH-Child Med Check	Nov 15, 2016 10:00:00 AM

### BH-Adult Evals

Resource	Appointment Type	Next 3rd Open
Shekar MD, Chandra K.	BH-Adult Eval	Dec 5, 2016 3:00:00 PM

### BH-Med Checks

Resource	Appointment Type	Next 3rd Open
O'Neill, MD, Michael	BH-Medication Check	Nov 8, 2016 9:15:00 AM
Patil MD, Veeranagouda	BH-Medication Check	Dec 12, 2016 3:00:00 PM
Rodriguez MD, Josefina	BH-Medication Check	Nov 17, 2016 5:00:00 PM
Shekar MD, Chandra K.	BH-Medication Check	Nov 9, 2016 3:30:00 PM

### BH-RN Triage Assessment

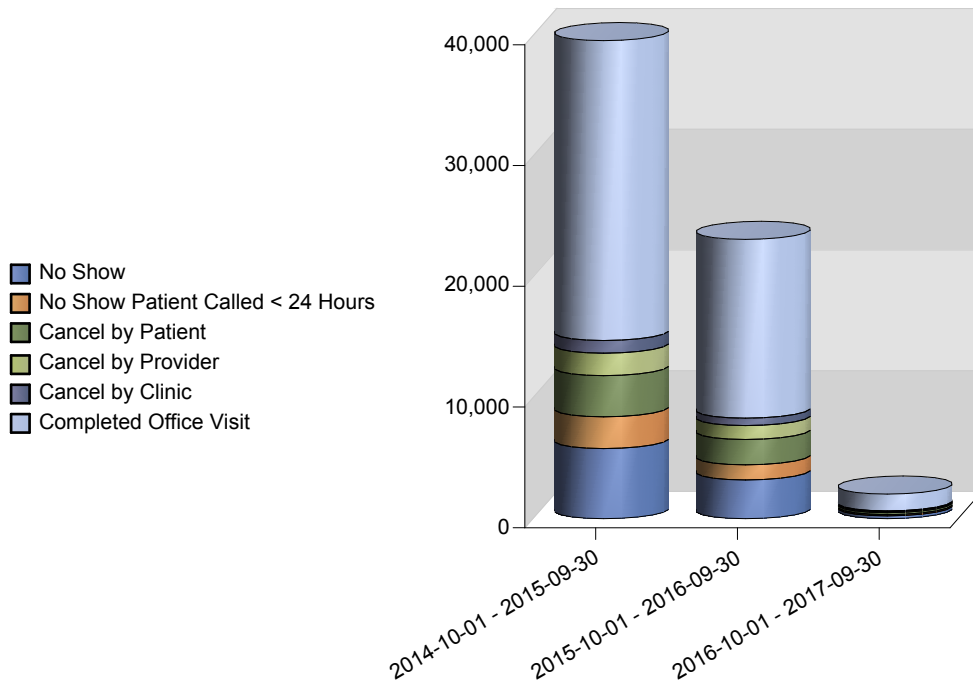
Resource	Appointment Type	Next 3rd Open
Paluch MSE RN LPC, Dave	RN-Psychiatric Nursing Assessment	Nov 30, 2016 9:30:00 AM
Skrivanie MSN RN, Lois	RN-Psychiatric Nursing Assessment	Nov 10, 2016 10:00:00 AM

### BH-Eval FU

Resource	Appointment Type	Next 3rd Open
Dzubinski MD, David L	BH-Eval FU	Jan 12, 2017 3:00:00 PM
O'Neill, MD, Michael	BH-Eval FU	Nov 15, 2016 10:45:00 AM
Patil MD, Veeranagouda	BH-Eval FU	Dec 30, 2016 1:30:00 PM
Rodriguez MD, Josefina	BH-Eval FU	Nov 16, 2016 9:30:00 AM



## Three Year By Quarter No Show/Cancellation Summary Behavioral Health Services



Range	FY QTR	No Show	%	No Show Patient Called < 24 Hrs	%	Cancel by Patient	%	Cancel by Provider	%	Cancel by Clinic	%	No Show Cancellation Total	Completed Office Visit	Total Appointments	Billed Visits	Total Clients
2016-10-01 - 2017-09-30	Qtr01	232	11.4%	102	5.0%	162	8.0%	87	4.3%	62	3.0%	645	1,391	2,036	1,222	939
<b>2016-10-01 - 2017-09-30</b>		<b>232</b>	<b>11.4%</b>	<b>102</b>	<b>5.0%</b>	<b>162</b>	<b>8.0%</b>	<b>87</b>	<b>4.3%</b>	<b>62</b>	<b>3.0%</b>	<b>645</b>	<b>1,391</b>	<b>2,036</b>	<b>1,222</b>	<b>939</b>
2015-10-01 - 2016-09-30	Qtr04	769	13.2%	268	4.6%	537	9.2%	281	4.8%	164	2.8%	2,019	3,808	5,827	3,786	1,481
	Qtr03	807	13.8%	314	5.4%	532	9.1%	205	3.5%	101	1.7%	1,959	3,895	5,854	3,638	1,496
	Qtr02	824	13.2%	339	5.4%	573	9.2%	307	4.9%	224	3.6%	2,267	3,979	6,246	3,636	1,501



## Three Year By Quarter No Show/Cancellation Summary Behavioral Health Services

Range	FY QTR	No Show	%	No Show Patient Called < 24 Hrs	%	Cancel by Patient	%	Cancel by Provider	%	Cancel by Clinic	%	No Show Cancellation Total	Completed Office Visit	Total Appointments	Billed Visits	Total Clients
2015-10-01 - 2016-09-30	Qtr01	807	15.5%	331	6.4%	456	8.8%	362	7.0%	122	2.3%	2,078	3,127	5,205	3,122	1,377
<b>2015-10-01 - 2016-09-30</b>		<b>3,207</b>	<b>13.9%</b>	<b>1,252</b>	<b>5.4%</b>	<b>2,098</b>	<b>9.1%</b>	<b>1,155</b>	<b>5.0%</b>	<b>611</b>	<b>2.6%</b>	<b>8,323</b>	<b>14,809</b>	<b>23,132</b>	<b>14,182</b>	<b>2,485</b>
2014-10-01 - 2015-09-30	Qtr04	1,477	15.4%	633	6.6%	816	8.5%	392	4.1%	230	2.4%	3,548	6,037	9,585	6,038	2,098
	Qtr03	1,510	15.2%	631	6.4%	887	8.9%	451	4.5%	146	1.5%	3,625	6,300	9,925	6,303	2,206
	Qtr02	1,373	13.6%	666	6.6%	930	9.2%	538	5.3%	392	3.9%	3,899	6,179	10,078	6,182	2,119
	Qtr01	1,445	14.4%	701	7.0%	776	7.8%	481	4.8%	280	2.8%	3,683	6,323	10,006	6,371	2,151
<b>2014-10-01 - 2015-09-30</b>		<b>5,805</b>	<b>14.7%</b>	<b>2,631</b>	<b>6.6%</b>	<b>3,409</b>	<b>8.6%</b>	<b>1,862</b>	<b>4.7%</b>	<b>1,048</b>	<b>2.6%</b>	<b>14,755</b>	<b>24,839</b>	<b>39,594</b>	<b>24,894</b>	<b>3,417</b>
<b>Summary</b>		<b>9,244</b>	<b>14.3%</b>	<b>3,985</b>	<b>6.2%</b>	<b>5,669</b>	<b>8.8%</b>	<b>3,104</b>	<b>4.8%</b>	<b>1,721</b>	<b>2.7%</b>	<b>23,723</b>	<b>41,039</b>	<b>64,762</b>	<b>40,298</b>	<b>4,288</b>

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~11 / 23 / 2016~~

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 Land Claims Commission FY16 4th quarter report

3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter:

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.



**ONEIDA LAND CLAIMS COMMISSION**  
**4th QUARTER REPORT**

July 1, 2016 to September 31, 2016

Submitted by Dakota Webster, LCC Secretary 920-228-0623

**LAND CLAIMS COMMISSIONERS:**

Officers: Chairperson- Vacant, Vice Chair-Loretta V. Metoxen, Secretary/Treasurer-Dakota Webster

Commissioners: Jay Rasmussen, Donald McLester, Chris Cornelius, Tomas Escamea, Charles Wheelock

LCC Liaison: Jennifer Webster

**PURPOSE:**

The Oneida Land Claims Commission will make informed thoughtful recommendations to the General Tribal Council and Business Committee on issues pertaining to all Oneida land claim issues. We also encourage active participation from the membership.

**MISSION:**

Actively pursuing education, recommendations, and resolutions to all land claim settlement offers; honoring our ancestors, treaties, and the seven generations.

**OBJECTIVES:**

The Oneida Land Claims Commission is an elected governing body to meet the needs of the General Tribal Council. The Land Claims Commission continues to actively participate in all Business Committee meetings in regards to the New York Land Claims – Congressional Fix issues along with land claims in progress, and land claim issues which may arise. The Land Claims Commission is in the process of updating the By-Laws which govern the commission. The Land Claims Commission is working to set up a website so information involving land claims is accessible to tribal membership. The Land Claims Commission is planning to conduct community outreach sessions aimed to educate and receive feedback on all land claims which our General Tribal Council is entitled to.

**MEETINGS:**

July 27

August 18, 25 (special)

September 8 (special), 29

The Land Claims Commission meets twice a month on a regular basis as scheduled; the first and third Thursday of every month at 5:30 p.m. Meeting location to be announced.



**FOLLOW UP:**

The Oneida Land Claims Commission, with the assistance of Steve Webster, has nearly completed the uploading of all land claims sensitive documentation to the OnBase computerized system. The Land Claims Commission met with Business Committee Secretary Lisa Summers, Treasurer Trish King, member Jennifer Webster, and Executive Assistant Brian Doxtator in which an MOU was established regarding the transfer of duties for the vacant Land Commission Executive Assistant position. The Land Claims Commission will be utilizing staff from the Business Committee Secretary's office, in lieu of a hiring an Executive Assistant, to reduce costs. Renovations are at a standstill due to funding. The Land Claims Commission adopted a revised purpose and mission to align with our new education and strategic goals.

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~/~~14~~/~~16~~

#### 2. General Information:

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

Agenda Header:

Reports

Accept as Information only

Action - please describe:

Accept Self-Governance FY 16 4th quarter report

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

#### 4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

#### 5. Submission

Authorized Sponsor / Liaison:

Cristina Danforth, Tribal Chairwoman

Primary Requestor/Submitter:

Christopher Johns, Self-Governance Coordinator

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# Oneida Nation

## Office of Self-Governance

Post Office Box 365

Phone: (920)869-4368



Oneida, WI 54155

### Tribal Self-Governance Quarterly Report to the Oneida Business Committee

Submitted By:  
Christopher Johns, SG Coordinator

December 6, 2016

#### **BUDGET**

Congress returned for its final Session in mid-November. It is likely that Congress will once again develop and pass a Continuing Resolution (CR) for the period extending through March 31, 2017. This will give the new Congress and the President-elect two (2) months to develop a spending plan for the remaining six (6) months of Fiscal Year (FY) 2017. Congress will also be working on a spending plan for FY 2018 at the same time. As of Friday, December 2, 2016, nothing has been introduced for consideration in either the House or Senate.

#### **CONTRACT SUPPORT COSTS (CSC)**

The Class Action lawsuit originally filed by the Ramah Navajo Chapter and to which the Oneida Nation was a class member has resulted in a settlement of \$728,874.85 in back payment to the Nation and a settlement of \$1,237,327.77 to the Oneida Nation School. The Settlement also obligates the federal government to pay 100% of CSC to each Tribal contractor or compactor rather than a percentage based on Congressional appropriations. While this settlement only extends to programs and services funded through the Department of the Interior's Bureau of Indian Affairs (DOI/BIA), progress has also been made in this on-going dispute with the Indian Health Service (IHS).

On October 27, 2016, Principal Deputy Director, Mary Smith, announced that IHS has finalized a new CSC Policy. The new Policy serves as a guide for IHS and Tribes in the preparation, negotiation, determination, payment and reconciliation of CSC funding used to support new, expanded and ongoing services provided through compacts and contracts.

The Policy includes several issues Tribes advocated for in comments to the CSC Draft Policy. One of particular interest is the inclusion of the medical inflation rate to calculate estimated annual increases to ongoing direct CSC. Additional changes include an option to Tribes to reconcile and determine the full, final CSC expenditures within 90 days of the end of the annual performance period and a CSC Negotiation Template.

#### **FEDERAL BRANCH TRANSITION: SELF-GOVERNANCE PRIORITIES**

Self-Governance Tribes identified a broad range of “Priorities” for the next Administration at the Fall 2016 National Strategy Meeting of Self-Governance Tribes. The full document will be uploaded to the “G” drive. One of the more important Priorities is a concern that the nation-to-nation relationship that has been evolving over the last several decades continue by appointing qualified, experienced men and women to existing administrative positions and policy advisory groups.

Among the critical individual appointments are the:

- ✓ White House Advisor on Indian Nations
- ✓ Secretary of the Department of the Interior
- ✓ Assistant Secretary of Indian Affairs at the Department of the Interior
- ✓ Secretary of Health and Humans Services
- ✓ Director of Indian Health Service
- ✓ Administrator for the Administration on Native Affairs
- ✓ Administrator of the Substance Abuse and Mental Health Service Administration
- ✓ Administrator of the Center for Medicare and Medicaid Services
- ✓ Secretary of the Department of Transportation
- ✓ Deputy Assistant Secretary for Tribal Government Affairs at the Department of Transportation
- ✓ Office of Management and Budget
- ✓ Assistant Director for Native American Programs

Among the critical Tribal Advisory Committees are the:

- ✓ Self-Governance Advisory Committee for the DOI/BIA
- ✓ Tribal Self-Governance Advisory Committee for HHS
- ✓ HHS Secretary’s Tribal Advisory Committee (STAC)
- ✓ White House Council on Native American Affairs
- ✓ Tribal Nations Leadership Council (TLNC) at the Department of Justice (DOJ)

This is not a complete list of individual appointees or Tribal Advisory Committees. It is likely that the decision to continue any of them will be left to the next Administration's advisors.

The document further recommends the establishment of the following:

- ✓ A Self-Governance Advisory Committee within the Department of Transportation (DOT). Though the Tribal Transportation Self-Governance Program (TTSGP) Negotiated Rulemaking Committee will likely complete its work by the end of 2017, DOT will need ongoing support and advisement from Tribal leaders as implementation of the Fixing America's Surface Transportation (FAST) Act proceeds. An advisory committee can provide support and education for DOT leadership, Tribes, and other industry stakeholders.
- ✓ A Justice Programs Council on Native American Affairs (JPCNAA) within DOJ. A senior level Advisory Council within the Office of Justice Programs (OJP) was established to ensure coordination and consultation on justice and public safety issues in Indian Country. The Council reviews and develops Tribal justice and safety policy recommendations and strategies that align with the OJP Strategic Plan's model and are embraced and implemented by OJP leadership. In order to better address justice and public safety issues in Indian Country, the JPCNAA needs to be established within the DOJ as a whole. For example, within HHS, Congress authorized the Intradepartmental Council on Native American Affairs (ICNAA) as part of the Native Programs Act. This internal council brings together all operating and staff divisions within HHS to frame the department's policies and initiatives, and guide their overall interactions with AI/AN. We request that you include the same authority for JPCNAA in DOJ.
- ✓ A Veterans Health Advisory Committee. The next Administration should make coordination between Tribes, IHS, and the Veterans Administration (VA) a top priority in order to improve the access and quality of care provided to veterans. This Committee should be charged with developing solutions for improving coordination of care, updating and extending the National VA-IHS Memorandum of Understanding (MOU), and creating policy recommendations to provide greater health care access and quality for all veterans.

#### **TRIBAL CONSULTATION AND COMMENT REQUESTS**

✓ HHS to Host Tribal Consultation on Uniform Administrative Requirements, Cost Principles, and Audit Requirements

On November 10, 2016, the Department of Health and Human Services (HHS) announced they will host a Tribal consultation call with a subsequent 30-day comment period to receive input regarding a Notice of Proposed Rulemaking (NPRM) that amends HHS Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS federal Awards.

HHS received a number of Tribal comments, including comments from the IHS Tribal Self-Governance Advisory Committee (TSGAC), relating to provisions in the July 13, 2016, NPRM that apply to the Indian Self-Determination and Education Assistance Act (ISDEAA). In addition to

comments relating to the ISDEAA, many comments requested additional Tribal consultation on the NPRM. HHS continues to accept and review all of the comments that are received from Tribes on this NPRM and will host a Tribal consultation call prior to finalizing the ISDEAA provisions. HHS will seek to issue the ISDEAA provisions as part of its existing regulations following consultation. Details of the Tribal consultation call can be found below:

Friday, December 9, 2016  
3:00 p.m. - 4:30 p.m. (Eastern Time)  
Conference Call Dial-in: (888) 950-7566  
Participant Passcode: 1469236

The Tribal consultation record will remain open for 30 days after the consultation call wherein additional comments will be accepted.

√ IHS Headquarters Realignment National Teleconference

IHS Principle Deputy Director, Mary Smith, announced November 15, 2016, that IHS will extend the comment period on the proposal to realign IHS Headquarters to January 13, 2017. In addition to the extended comment period, IHS will host three national teleconferences to gather input from Tribes. The third call is set for Wednesday, November 30, 2016.

Monday, December 12, 2016  
3:00 - 4:30 p.m. (Eastern)  
Dial-in: (800) 857-2499  
Participant Passcode: 3720279

Comments must be submitted to [consultation@ihs.gov](mailto:consultation@ihs.gov) by January 13, 2017. TSGAC submitted comments prior to the initial deadline, but will continue to hear feedback from Tribes and send a follow up letter if necessary.

**Notable 2016 Self-Governance Meetings and Events**

Joint IHS TSGAC – DOI SGAC Meeting  
January 24-26, 2017  
Washington, DC

Tribal Interior Budget Committee (TIBC) Meeting  
March 21, 2017  
Washington, DC

Joint IHS TSGAC – DOI SGAC Meeting  
March 28-30, 2017  
Washington, DC

2017 Tribal Self-Governance Annual Consultation Conference  
April 23-27, 2017  
Spokane Convention Center- Spokane, Washington

Tribal Interior Budget Committee (TIBC) Meeting  
May 2, 2017  
Washington, DC

Joint IHS TSGAC – DOI SGAC Meeting  
July 18-20, 2017  
Washington, DC

Joint IHS TSGAC – DOI SGAC Meeting  
October 24-26, 2017  
Washington, DC

Tribal Interior Budget Committee (TIBC) Meeting  
November 7, 2017  
Washington, DC



### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~ / ~~14~~ / ~~16~~

#### 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Business Committee approval of report

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

#### 4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

#### 5. Submission

Authorized Sponsor / Liaison:

Tehassi Hill, Council Member

Primary Requestor:

Jeff House, OTIE Board Member

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

# Oneida Total Integrated Enterprises

## 4th Quarter Report 2016 November 29, 2016

*Prepared by:*

Nick Ni, PE, President

*Submitted to:*

OTIE Board of Managers: Butch Rentmeester, Chairperson,  
Jeff House, Jackie Zalim, Wayne Metoxen, Leslie Wheelock

OTIE Report 01-20161129

## Narrative Report

### a. Explanation of the core of the Corporation's business practices and market overview

Five core services contribute a majority of OTIE's backlog in response to federal and state project requirements, changing infrastructure demands, and the often accompanying regulatory challenges. OTIE provides:

- Environmental services
- Remediation
- Construction and demolition
- Engineering design and studies
- Munitions response services

We deliver these diversified services to government agencies, as well as commercial clients in the United States and across the world. OTIE has staff worldwide, continuing an upward trend of growth measured by staff count while some firms in our space have shrunk due to weaker financial performance.

Our business posture is configured to consistently provide solutions that offer our customers cost-effective mission support while adapting to evolving procurement strategies and budgetary pressures. Core service growth has established OTIE as vastly more diversified than ever before to win contracts that require multi-dimensional capabilities.

As a service-based company, OTIE revenue is primarily derived through the labor-based professional services, plus construction projects that can potentially return higher margins. On both pro-services and construction projects, we forego pursuit on opportunities with capital-intensive requirements and the accompanying buildup of depreciating assets. Instead, our growth is achieved by: retaining clients and attracting new ones; providing quality and responsive value-oriented project management at competitive rates; and retaining high-performing, dedicated employees.

#### ***Market overview***

Markets continue to change and our business is evolving to address these changes. Environmental services and Munitions Response Services (MRS) continue to see declining potential due to market saturation and bundling of sites/service delivery requirements. OTIE succeeds by focusing our efforts on core and emerging sectors, well-funded service types, and reliance on partnerships to deliver high-dollar projects.

Regarding infrastructure engineering services, years of deferred maintenance by customers has created appreciable opportunity for OTIE serving federal agency customers, whose budgets have undergone belt-tightening and a corresponding requirement to "do more with less." Along with our competitors, OTIE strives to

capture the high labor projects that government spending on infrastructure improvements demands.

Broader economic recovery and industry confidence has created renewed investment through construction, and this creates value and opportunity in construction and demolition, driven by the energy/efficiency requirements and technology updating. While the adjectives “slow and steady” remain prominent, headwinds are dropping to help stimulate recovery. Construction and construction management (including Title II) services represent a significant portion of OTIE’s revenue potential over the next five years.

As reported in prior Annual Reports, the market for our services remains highly competitive. An abundance of Architecture / Engineering / Construction (AEC) firms provide similar services offered by OTIE. Competitive factors for our success include performance reputation, price, geographic location and availability of technically skilled personnel. We are pleased with our accomplishments which reinforce our market leadership as a small business competitor.

#### ***Operational tactics in the marketplace***

OTIE directs our primary business pursuits from a stable customer base concentrated in federal, State and municipal government entities. We progressively develop and position for federal opportunities and target large program offerings at state, municipal and tribal levels.

As a technical consultancy, we provide studies, design and engineering together with project management skills for a growing roster of clients. Added resilience occurs through prospecting for projects in other regions/with other tribes, and in adjacent technical services. Our tribal business, aerospace industry (commercial), and electric utility company contracts are exceptions to OTIE’s heavy reliance on government contracts, and in all cases our customer base offers outstanding opportunity for securing projects and targeting:

- long-term, high-dollar contracts to offer steady and profitable backlog
- low risk contracts to stabilize the Company’s business base
- capturing market share in emerging or expanding growth markets

Our strategy focuses on maintaining our top-tier position with select federal agency customers; realizing the opportunities arising from infrastructure investment; and from the budgetary spend in environmental programs. OTIE’s transportation, tribal and munitions response capabilities provide added diversity within our core services.

Success implementing OTIE’s preference for long-term contracts is demonstrated in our win at Thornberry Golf Course, where we enjoy residual opportunity over and above the initial project that was awarded. Similarly our operational tactics with our WisDOT customer produced a win for IH-39 Rock River Bridges and STH 59 Interchange Reconstruction, providing lasting value on a high-visibility project.

Our operational excellence continues to improve the underlying processes of the business, ensuring increased time to focus on our clients' needs and project delivery.

**b. Explanation of the Corporation's current place within the market**

OTIE is a Native American, tribally-owned, SBA-certified 8(a) small disadvantaged business (SDB). Other small business categories in the marketplace include: HUB-Zone; Woman-owned; Veteran-owned; Service Disabled Veteran-owned; Alaskan Native Corporation; Native Hawaiian Owned; and Native American-owned.

OTIE operates in a fiercely competitive, expanding market that seeks diversity and economic vitality through government contracting. Our advantage over emerging small business competitors is maintained through steadfast conformance with quality, safety and contracting/acquisition requirements and regulations imposed by the federal government. We pride ourselves in offering "no drama" project performance, and continued requests for OTIE project leadership occurs.

Looking at the 8(a) market, OTIE is clearly distinguished from others by our size and longevity as a company. Now in our third decade of business operations, we are a mature, tested and proven small business with infrastructure that rivals many large businesses. We believe that our present size and diversified service offerings - relative to the smaller, niche companies - are advantageous to OTIE.

The company's position in the marketplace remains healthful and configured for future success. To sustain and expand our place within the market, OTIE budgets and expends significant funds in Bid & Proposal (B&P), marketing, advertising and conference participation. We limit expenditures on trade shows and conferences to events wherein OTIE holds a present market position and potentials growth can be directly tied to attendance.

Our financial and project performance are coequal metrics that are tracking along gradual improvement vectors, and are indicative of steady growth instead of punctuated spikes that are harder to sustain. With the hard work and support of a diverse and talented workforce around the world, we have confidence in our strong position within the marketplace, and that we can make a difference to the world we live in. OTIE remains appropriately configured for the year ahead despite continued uncertainties in some of our markets.

**c. Explanation of the outlines of strategies by the Corporation for improved value in the market**

Improving our value and position in the marketplace directly corresponds to delivering profitable growth for the Oneida Nation. OTIE strategically identifies opportunities with government and other customers where funding is reliable and alignment with our core competencies is commensal. Examples include engineering services, Munitions Response Services (MRS), and design/construction contract management.

We also target areas that we believe are attractive for building professional development for our staff. For instance, our Atlanta office has focused heretofore on EPA START program support, but recently crafted a winning strategy for a groundwater monitoring and optimization project at Air Force Plant 6 in Georgia. OTIE's EPA-experienced staff have diversified their customer base and built new credentials for future similar pursuits.

More specifically, the following elements drive our strategy going forward:

**1) Pursuing larger contract opportunities.** With continued development of a strong infrastructure and expanded engineering capabilities, we focus on pursuing larger prime contracts and expanding our pool of opportunities. We continue to strengthen our relationships with other firms to create teaming arrangements that better serve our clients, but our goal remains prime contracts instead of team-sub positions.

**2) Leveraging of our services.** OTIE has diverse services to offer to a growing customer base. As OESC integrates, we remain vigilant for 8(a) set-asides for OTIE, MS2, and SRS. The combination of our multiple skill sets and broad service offerings allows us to work efficiently in a crowded market, whether selling services, or via effective use of our design and construction management skills supporting DoD and bridging such skills to other customers such as the Oneida Nation. Our strategy for leveraging all three companies is intentional and focused; the methodical integration of OESC companies will generate opportunity and sustained value.

**3) Expanding our international footprint.** OTIE is one of AFCEC's select, "go-to" AE firms for Title I and Title II services. Our forward operating presence in Guam has strengthened OTIE's position in Asia/Pacific. Based on superior OCONUS performance the AFCEC awarded the OTIE-RS&H JV a Task Order in Qatar for AE Services at Al Udeid Air Base.

**4) Investing in our people.** We are committed to building on our employee's accomplishments while expanding our reach through new hires. Continued profitable growth is projected to occur through our carefully executed hiring strategies. OTIE attracts and hires staff who improves our resource depth and competitive position in the marketplace.

**5) Geographic and client expansion through acquisition.** We will direct an active acquisition strategy focused on expanding our ability to offer our technical services in new geographic areas and with new clients through the acquisition of complementary businesses. While we continue to invest in our people, we must continue to methodically pursue potential acquisitions. Being disciplined in valuing and structuring the transactions, OTIE avoids acquisitions merely for the sake of revenue.

Overall, OTIE's strength in the market is built on relationships with key customers, and our ability to discover new opportunities early in the acquisition cycle and respond with discipline and direction. OTIE's strategy is to:

- Get in front of the right people

- Present compelling information and arm the company with winning tactics
- Partner with proven industry leaders preferred by the customer
- Reinforce our sales tactics with proven past performance.

By marketing to the right decision-makers, and conducting objective determinations on potential for success, OTIE fiercely competes when probability for success is high, and we forego opportunities where we see minimal chance of success. Using this focused approach reduces costs and improves our win percentage, both of which are key components of building value in the marketplace.

OTIE is optimistic that federal funding will remain durable. Our long term ID/IQ contracts should provide outstanding pipeline and backlog generation. Our simplified organizational structure will deliver improved efficiency and, coupled with volume growth, will support margin improvement.

d. **Explanation of the Corporation's relative performance vs. competitors and identification of key competitors within the market**

As presently classified, OTIE is an SBA-approved 8(a) SDB and our competitors include: Alaskan Native Corporations (ANCs); Native American, tribally-owned small businesses; and Native Hawaiian Organizations (NHOs). Each of these business concerns is treated in a category of small businesses that may be awarded prime contracts without competition. OTIE also competes against other 8(a) firms for set-aside acquisitions, including small businesses that are categorized as Woman-Owned, HUBZone, Service Disabled Veteran Owned small business, and others.

Typical competitors for OTIE include:

- Small Business firms with fewer than 750 employees in NAICS 562910 (e.g. Baywest, EA, Conti, Versar, Severson and others) plus regional transportation engineering firms in Wisconsin.
- Current 8(a) small businesses (Ahtna, Bristol, Prudent Technologies, CIRI, companies like Northwind, and others).
- 8(a) "graduates" (e.g., Bhate, CAPE, ERRG, HGL, Nobis, Tidewater, and others). These small businesses are now mature businesses developing past performance and earning customers that keep them "entrenched" in specific situations.

In April 2017 OTIE will be an 8(a) graduate and Small Business under the size standards for NAICS 562910. We will no longer receive 8(a) direct award contracts, which has been a mainstay for our business growth and diversification. However, OTIE is already viewed by other small businesses as extremely competitive on major ID/IQ prime acquisitions. Our federal agency customers have commended OTIE on the high quality of our ID/IQ contract proposals, as well as the ease of negotiations and businesslike interactions. This reputation and competitive edge provides substantial confidence for OTIE's long-term success as an 8(a) graduate.



In the Eastern region on task order proposals, OTIE has struggled against other Small Business competitors to win work under Multiple Award Task Order Contracts (MATOC). On balance we fair better under Best Value procurements and tend to lose out on opportunities awarded based on Low-Price, Technically Acceptable evaluations. We will continue to focus on improved processes to win competitive task orders on all of OTIE's MATOC tools.

One of our best prospects for market expansion remains in the PFCs arena, where OTIE has a significant advantage having entered early in this emerging and high-profile business area. Several DoD agencies such as NASA and NAVFAC are targets for customer diversification in PFC site investigation.

OTIE remains well positioned for continued DoD work overseas, especially in Asia/Pacific. The Defense Department's force posture in Asia aligns with OTIE's planned growth: We are pre-positioned for profitable contract performance in Japan, Guam and potentially Australia, where the DoD focus has pivoted, and we are reaping the rewards of the long-term vision and investments already made.

OTIE has garnered nationwide (and international) attention as a vigorous competitor. We have fended off competitors for AE Services in the Pacific like Jacobs and CH2M. We hold a wide variety of diverse federal contracts, and our superior performance on these contracts makes OTIE very hard to out-compete.

**e. Explanation of any material changes or developments in the market or nature of business the Corporation is primarily engaged in since the last reporting period**

A regulatory change by SBA in 2016 increased the small business size standard in our primary NAICS code (562910) from 500 employees to 750 employees, a 50% increase. Within small business circles, OTIE remains a sturdy, medium-sized competitor, but this regulatory change welcomed in a few larger, robust competitors like Conti, Versar and Parametrix. Some competitors are large firms with vast financial resources, requiring OTIE to be selective in our marketing and sales efforts and more adept in developing strategic partnerships to enhance our competitive advantage.

Additionally, SBA adjusted the long-standing Mentor-Protégé Program (MPP) regulations to permit a small business of any category (Woman Owned small business, Veteran Owned small business, HUB Zone, etc.) to establish an MPP with a large business. The impact of this change is that the approved MPP firms may submit a Joint Venture bid on a federal acquisition and compete against other joint or individual small businesses. Also, the agency has accelerated the review/approval process for MPP application, which is a change from the ordinarily long waiting period for small business and large business partners' applications like OTIE faced with our partner CH2M.

To counteract the increased competitive landscape, further fortification of the Oneida Nation's invested capital can help our "sister" companies become stronger, and better

positioned to build a performance history to compete for more 8(a) direct awards. OTIE's strength has assisted Sustainment Restoration Services (SRS) to win an 8(a) direct award from the US Navy. With strengthened financials and a growing past performance history, each of the Onieda Nation's companies becomes more competitive and offers the ease of contracting options that our federal customers desperately need.

In spite of changes in our industry, our ability to adapt to the evolving needs of the marketplace has enabled us to build a resilient business that is closely aligned to the spending priorities of our federal clients. Our diversified portfolio steadies OTIE against market fluctuations and regulatory changes, as does the fact that a number of our most important markets remain well funded.

Because we are accustomed to competing against formidable small and large businesses, OTIE is configured to succeed in an atmosphere of increased competition and reduced budgets. Our business development strategies aim to collect early information on upcoming procurements, affording us time to develop winning strategies and allowing us to sharpen our pricing. Coupled with time-tested partnerships in industry, we form teams that are among the most formidable, value-adding propositions available to our customers.

- f. Identification of the primary goals and targets of the Corporation and progress made towards accomplishment of the same

***Goals for OTIE***

Growth is the primary business goal for OTIE. Success for OTIE comes when we align and invest along growth profiles and manage/measure accordingly to make sure that our clients prosper.

In FY16 we pursued new opportunities, and we exceeded expectations by winning impressive 8(a) and unrestricted contracts, such as:

- AFCEC AE13ES – for AE Services at Worldwide USAF installations
- General Services Administration (GSA) – Multiple Award Blanket Purchase Agreement (BPA) for Environmental Services
- USACE Tulsa District – environmental site investigations for Perfluorinated Compounds (PFCs) in groundwater through an 8(a) direct award and working in five US states
- USACE Huntington District – two 8(a) direct awards for Remedial Construction at Former Plum Brook Ordnance Works site
- NAVFAC Southwest – contract/task order for Fuel Farm Underground Storage Tank RI/FS at Miramar NAS, CA

- USACE Los Angeles District – concrete crushing contract/task order win for Edwards AFB, CA

#### Expansion of technical resource depth

Our design and engineering business has performed well during the year with strong volumes and high productivity, with new licensed professionals hired in disciplines such as mechanical, electrical and structural engineering. Under OTIE's USAF contracts we are now performing engineering studies, evaluations and reports with engineering recommendations on water, wastewater and asset management services.

Winning the AFCEC AE13DCS contract was a crucial first-step to retaining our position and relationship with our Air Force customers; we are expanding our resource depth and maximizing opportunity for growth and development under this contract. A healthy pipeline of AE services work remains throughout the 4-year ordering period and 7-year performance period together with our JV partner and supporting our US Air Force customer.

#### Geographic expansion

OTIE has embraced the challenges of expanding into new geographies by winning work in two remote/austere locations as follows:

- Under our Range AE Inspection Services (RAIES) contract with the US Air Force's 45<sup>th</sup> Space Wing, OTIE won a design for runway improvements on Ascension Island. The runway is located in very remote equatorial waters of the South Atlantic Ocean, around 1,000 miles from the coast of Africa 1,400 miles from the coast of Brazil, which is roughly midway between the horn of South America and Africa. The long term benefit of OTIE's work is direct, prime contractor experience on DoD runway and airfield design and improvement services, and in a very remote region.

Under the US Air Force's Design and Construction Services (DCS) contract with JV partner RS&H, OTIE will deliver Title I Design and Title II Construction Management services for twelve discrete projects at Al Udeid Air Base in Qatar. Al Udeid AB houses foreign coalition personnel and assets and is headquarters of United States Central Command in the Middle East. OTIE will feature this work experience to broaden our roster of DoD customers and experience working in hostile locations.

#### ***Targets for OTIE***

OTIE targets growth in government contracting where our skills and experience align with our customers' mission priorities. In the aggressive market of federal agency contracting - especially in times of budgetary uncertainty - every advantage is crucial to maintain OTIE's position in the elite levels of small business contracting. Gaining a competitive advantage takes strategic planning and research to focus on opportunities that are robust (high confidence customer spend) and enduring

(affording long-term growth opportunity). We pursue emerging or growing markets and seek entry and profit in these areas, while closely monitoring risks and barriers. Identified market segments or locations for expansion by OTIE include:

- Facility/infrastructure engineering and asset management
- Diversified environmental services
- Munitions Response Services (MRS)
- Expansion of USEPA services, contracts and Regions
- Growth in the Asia/Pacific region, plus the Southeast US

Described below are the accomplishments for OTIE's targets.

Facility/infrastructure engineering and asset management – aging DoD real property/infrastructure is a target with legitimate potential for sustained growth. Over the last five years OTIE has expanded the engineering services we provide to our customers. We are delivering engineering projects across the mainland US plus Hawaii and Alaska and at DoD installations in Qatar, Japan and Korea. We are winning engineering projects for facility/infrastructure design improvements that have typically been awarded to competing engineering giants like Jacobs Engineering, AECOM, and CH2M.

Diversified environmental services – Under two prime contracts, OTIE is serving the US Air Force's needs for site investigation of the emerging contaminant, PFCs. We anticipate additional opportunities with USACE Districts, potentially including an 8(a) direct award in FY17.

Munitions Response Services (MRS) – OTIE is one of the only 8(a) firms with broad capability and past performance in MRS, affording significant competitive advantage to OTIE. But contract spending by DoD has been slow, and select opportunities have been bundled as consolidated contracts. This affects new opportunities for ID/IQ contracts in FY17 and beyond. Slowly building past performance, OTIE remains committed to delivering MRS services, and potentially combining MRS with our other traditional engineering skill sets.

Expansion of services/contracts with USEPA – OTIE was awarded a significant work assignment at the AMCO site in Northern California under the USEPA Region 9 8(a) site-specific RAC. In addition to the work we provide under the prime START in EPA Region 4, and we have submitted on three new EPA contracts that will be awarded in late 2017 under the EPA's revised Remedial Action Framework.

Growth in the Asia/Pacific region – Projects performed by OTIE in Asia include Air Force and USACE contracts. Over the last ten years we have systematically expanded the service offerings and the level of self-performance by OTIE instead of team subs. With offices in Hawaii and Guam, OTIE is pre-positioned to win projects to support the DoD's rebalancing and force posture within the Pacific.

Growth in the Southeast US – OTIE has a long-standing business operations in Atlanta, GA, and Oak Ridge, TN. Boosting this sustained presence is our more recent success in the Space Coast region of Florida. We have secured 8(a) contracts with USACE Savannah District, and we have two additional competitive proposals submitted to the Savannah District. Significant opportunity exists for further growth and diversification in this region.

- g. Identification of key elements for success in strategies given, including risks, resources and relations available and needed in order to successfully fulfill outlined strategies

Markets have changed and our business continues to evolve in to order uphold our value and competitive position. With 8(a) graduation approaching, three primary categories or “pillars” capture OTIE’s strategic focus over the next five years. All of the objectives and goals – *internal and external* – that we identify flow up to support one (or more) of the following three overarching pillars of our strategy:

Pillar	Description
Operational excellence	Objectives emphasize optimizing financial delivery on all our projects. Strategies and tactics to improve: corporate infrastructure critical to supporting operations; business development; quality and safety integration; and HR services improvements.
Portfolio optimization	To ensure configuration for future success, we create plans for each business in our portfolio, continuing to focus on smarter growth and higher margin activities. We establish areas of particular focus for investment, and monitor, measure and adapt over time.
Subsidiary and regional improvement	Our regions, Business Units and subsidiary companies have attractive growth prospects. Business maturation is a gradual, stepwise process that requires proactive strategies to becoming fully-fledged.

***Key elements for success include:***

Establishing and monitoring Key Performance Indicators (KPI) – Our KPIs measure past performance and also provide information and context to anticipate future events and, in conjunction with our detailed knowledge and experience in the markets in which we operate, allow us to act early and manage the business going forward. We track safety, staff turnover, profitability, efficiency, backlog and resource capacity.

Plotting and following strategies for service diversification – Within our project and program management functions, we identify actual or potential performance gaps, and we use these data to inform and advise how to re-shape the business, adapting to a changing customer base, contract type, or key skill set. We recognize and re-configure based on identified needs to delivery strategic growth.

Cross-selling OTIE services – Between OTIE regions, great diversity of project capabilities exists. Our challenge is to leverage the diversity that we enjoy and cross sell our services in other geographic areas.

Opportunity identification for subsidiary exploitation – If contract access is a concern for any customer, OTIE identifies and promotes our subsidiary company capabilities, either for self-performance or in partnership with another firm(s). We treat this as a key enterprise-wide goal for transferring 8(a) direct award opportunities to subsidiaries as a growth model.

Understanding and balancing risks between organic expansion and acquisition – As we seek further growth, we examine tactics to harness our speed to market. While organic growth may be safer (low risk) the drawbacks could come from lost opportunity. High risk acquisitions can more quickly configure us for service diversification and penetration into market, but integration and other explicit and embedded risks are examined and determined. Key to our success will be orderly and methodical procedures for exploring and proffering arrangements for acquisitions.

Increasing our geographic footprint and capabilities – In an expanding global marketplace, OTIE evaluates our strategies for expansion. For example, we are pre-positioned in Asia/Pacific with offices and past performance that eases the justification and approval process for source selection on several OTIE contracts.

Recalibrating corporate infrastructure to optimize operational efficiencies  
Understanding that BD feeds Operations, and our Contracts, Finance & Accounting are in a support posture to the operations group, OTIE understands and adapts our organizational structure for natural market-driven developments that trigger internal change. We understand these relationships, and we reorganize when necessary, and based on new hires, new technologies and raw growth of the enterprise.

To uphold and fulfill OTIE's value and position in the marketplace we focus on those opportunities where the federal government continues funding and that clearly align with OTIE's customers, such as engineering services, Munitions Response Services, and design/construction contract management. We also continue to focus on areas that we believe offer attractive enough returns to our clients that they will continue to fund efforts, such as Military Family Housing design (Title I) and construction type services (Title II) including infrastructure improvements internationally, and studies and assessments for emerging contaminants like PFCs.

We have grown OTIE into an elite, highly capable small business, and we have out-competed small and large businesses for some of our industry's most prized contracts. As a very credible competitor, our staff growth and geographic distribution enhances our win potential and our resources to sustain and support our customers' mission. Going forward a challenge for our Regional Managers and Business Unit Managers is to identify and equip project-level staff to continue to grow the business. We are committed to sustaining internal efforts, such as investment in our people, such that "seller-doers" have the necessary training and tools to identify and win new work.



***Risk in the marketplace***

Our service lanes are sturdy, lucrative and rich in potential, and we anticipate much prosperity in the years to come. However, risks in business are a constant, and lasting companies endure risks with careful plotting for avoidance, and calculated mitigation once the risks are encountered. Acknowledged risks for OTIE include:

- We operate in highly competitive industries and contracting is often erratic and unpredictable; cancellations or delays in pending awards by government agencies could adversely affect us
- Our inability to win or renew government contracts could adversely affect us
- We expose the company to risks associated with operating internationally
- Our failure to properly manage projects may result in additional costs or claims
- An economic downturn may adversely affect our business
- In order to succeed we need to keep up with a variety of rapidly changing technologies
- We are highly dependent on key personnel
- Acquisitions may not go as expected and may have unexpected costs and consequences
- The government may adopt new contract laws or regulations at any time.

Fundamental keys to success are our personnel, infrastructure, financial strength, and cost-consciousness. If any one of these requirements is neglected, OTIE will miss our goals and targets, and competitors may capitalize on weaknesses and gain market advantage. These key OTIE features mold our strategies and processes for identifying growth opportunities that align our business – services, customers, channels and geographic areas – and augment the largest proportion of revenue and profits.

***Business relations in the marketplace***

OTIE's organizational structure aligns with client expectations and industry standards. Being customer focused, we grow the business by implementing principles and strategies to:

- Organize work around results that customers consider valuable;
- encourage operational accountability and concentration on high-quality achievements;
- create streamlined and flexible relationships in response to customers' evolving needs; and
- provide employees with corporate support required to create opportunities and grow our company.



As an expanding small business enterprise, OTIE successfully strengthens our market position based on our systematic business development processes and our responsive value-added proposals. We generate revenue and profit after successfully winning work under our hard-fought proposals. And we provide an outstanding level of service delivery, which ultimately determines our customers' propensity and desire to continue a business relationship with OTIE.

### **OTIE Educational and Other Outreach Programs**

OTIE continues to implement its outreach programs with the Oneida community and membership that focuses on the Oneida youth education, elders and veterans. Our support in educational activities and opportunities for Oneida youth to encourage their consideration of careers in engineering and science will include: 1) sponsorship of up to two Oneida high school students to attend a Milwaukee School of Engineering summer camp session to learn more about engineering and a potential career in the engineering field; 2) award up to two \$5000 merit scholarships to an Oneida-member high school senior and/or a college-level senior for excellent academic performance and the desire to study the sciences for a potential career in engineering or environmental sciences; 3) sponsorship of math and technology activities for Oneida middle school students; 4) OTIE is exploring the opportunity to provide internship(s) for Oneida students.

OTIE will also continue to sponsor ongoing tai chi and chair yoga exercise classes for the Oneida elders to support the health and well-being of the elders. This sponsorship is accomplished with the assistance of Oneida Elder Services and the Oneida Fitness Center. OTIE has explored and identified available sponsorship options with Oneida Veterans groups.

#### **h. Identification of medium (two to five year) and long (greater than five year) prospects and sustainability of the Corporation given the present status, strategies and risks**

While a return to more tepid economic growth fills OTIE's sail, the uncertain status of the hotly-debated National Defense Authorization Act (NDAA) presents some navigational challenges. Still, we are buoyed by our balanced and diversified business, plus our consistent delivery on revenue and profit to the Oneida Nation. In OTIE's backlog has grown and our utilization is very high — all indicators that being diversified safeguards the Tribe's investment.

We have successfully groomed long-term business relationships with key DoD agencies for services delivered in the Continental US and around the world. With a solidified agreement by the US Congress on federal budget initiatives, government contracting remains an exceptionally reliable market in terms of payment, stability, and growth opportunity. Our medium- and long-term prospects reinforce our projections for steady, sustained growth.

### *Medium-term prospects*

OTIE's prospects in the two- to five-year term rely on our sturdy performance in engineering, science and construction to existing clients; adjacent clients/services and geographic areas; and new service offerings to new clients. OTIE's increased focus and investment in business development and talent acquisition has allowed us to significantly increase both new task orders and backlog going into FY17. We continue to strongly believe that OTIE's capabilities and strengths align well with the future needs and demands of our clients.

### Existing Services/Existing Clients

Maintaining quality service to existing clients is a top priority for OTIE. Our best business development comes through the customers we already serve, and this fundamental tenet of business operations will become gospel in all OESC companies. Outstanding performance allows our good reputation to flourish and paves the way for follow-on contracts, task orders and "cross-selling" potential.

OTIE will continue providing services to our existing customers, aiming to exceed expectations and become the preferred provider. Internationally and locally we see very strong alignment between our capabilities and the services our customers require, including WisDOT, Oneida Nation, DoD and EPA.

In FY16 we continued to reinforce key growth areas for DoD customers. Examples include: Munitions Response Services and environmental services; and strategic actions by the company that provide legitimate growth and align with our customers' spending trajectory.

- **Munitions Response Services (MRS)** – Our acquisition of OER equipped OTIE with broader capabilities in the MRS market, and with support from specialty providers, such as geophysics we are making steady progress growing our presence in this market. We will actively pursue customers that seek combined services as we leverage our capabilities into the changing MMRP environment.
- **Environmental Services** – Over the years, OTIE has managed more than 40 environmental ID/IQ contracts, ranging in value, each with as many as 30 or more concurrent TOs. For example, on our AFCEC 4PAE08 contract for the USAF, we managed 29 projects, including 10 concurrent, across four CONUS time zones and OCONUS. We have performed over 400 TOs for the USAF. OTIE's performance history with the USAF, coupled with our technical experience and capabilities with groundwater monitoring, created the opportunity that led to a direct award for site investigations at USAF installations to characterize that nature and extent of PFCs in groundwater. Looking forward, this direct experience has OTIE uniquely positioned as a small business competitor in a growing field.

Customers will continue to rely on OTIE as integral to their success. We deliver their most valuable projects safely, on time, within budget, and to their quality requirements. In the two- to five-year term we will work closely with them to find practical and innovative solutions, adding tactical value.

*“Adjacent” Clients, Services and Geographic Locations*

Bridging out to new clients or offering new services to existing clients is an important component of our vision for growth. In FY16 we merged the skills we offer into new client groups and geographic areas. One such example is the 8(a) direct award that OTIE received from the US Navy’s Expeditionary Warfare Center (EXWC), with justification and approval relying on our exemplary performance with EXWC’s “parent” division, NAVFAC Southwest. In the two- to five-year term we will follow and build upon this success, competing for multi-year Navy contracts nationwide.

OTIE’s two- to five-year strategy originates from our focus on current customers whom have strong strategic links to the core of our business. Meetings with the most creative/innovative customers can be a valuable source of potential opportunity for OTIE. For example, we met with leadership at Al Udeid AB in Qatar to replicate OTIE’s success in PACAF for similar AE service offerings in the USAF Central Command. Exceptional opportunity exists to follow this model at other locations

*New/Strategic Services, Clients and Geographic Locations*

OTIE expanded to meet customer requirements by adding engineering disciplines in FY16 including electrical and mechanical engineering. We see these key areas as having growth potential in the near future with current and future clients.

An exciting growth opportunity has come about in Cocoa Beach, FL. OTIE will lead a design-build runway improvement in the remote Ascension Island. We are optimistic about building upon this experience to capture other AE services addressing airfields/runways.

In geographic regions like the US Southeast, OTIE is better positioned to find business growth in Atlanta by winning the Air Force Plant 6 groundwater monitoring and operations contract. In addition, we are teamed with some top-tier partners in this key geographic area for OTIE’s growth.

These and other new customers and locations present outstanding opportunities for service growth and diversification. In FY17 OTIE will continue the drive to target customers and new markets for additional projects.

***Long-term prospects***

OTIE envisions steady growth with our DoD and USEPA customers over the long term. Considering that over one-third of the federal budget is devoted to defense spending, OTIE delivers projects where funds historically flow and our competitive posture has continued to improve in the last decade. On one of our best contracts, the

US Air Force's AE13DCS contract, our Joint Venture is currently ranked third by dollar volume of awarded task orders. This puts our performance ahead of some large engineering stalwarts, and this ranking could continue over the life of the contract.

Continued reliance on low-price awards is a known risk, and we continue to adjust OTIE's pricing structure to ensure that we remain competitive across all business segments, while remaining conscious of the need to deliver profitable performance. Similarly, we are concentrating our marketing efforts on maximizing our return on investment through expanding support for existing customers, developing tasks under existing contracts, and collaborating with firms that need either small business participation or our specialized expertise.

We believe that the five year period up to 2021 will be stable years for OTIE. Being well positioned in key markets and critical geographic locations, we are confident that the long-term strategy of diversifying our offerings, maintaining geographic reach, and focusing on our customers' business objectives will continue to serve us well. The prospects look particularly optimistic in the Asia/Pacific region, where OTIE has methodically expanded our presence and our service offerings. In addition, our early and effective penetration into the PFCs contamination market will allow OTIE to hold its position, capture more work, and expand our resource depth.

Graduation from 8(a) status presents potential risk for OTIE. We mitigate the graduation risk by virtue of having previously (and successfully) graduated the program when doing business as T N & Associates, Inc. We know from experience not to expect "graduation gifts" and that the best success strategy is to be prepared and to be experienced competing for work.

- i. **Explanation of market growth (if any) experienced by the Corporation, identifying sources of growth (i.e., organic growth through market share increase, volume of business increase, acquisition of competition or other assets, etc.)**

As a top-tier contractor to the federal government, OTIE has a large and diverse blend of federal, State, municipal, tribal and commercial business customers. We provide science, engineering, construction, and specialized technical services to DoD, USEPA, WisDOT and other customer groups in support of a wide range of mission-critical programs.

Since inception of the company, OTIE's growth has been primarily organic or internally driven. Organic growth presents sales and BD potential only if we hire top-caliber employees with connections, knowledge and experience in the market.

In addition to internal or organic growth, our current strategy involves growth through additional acquisitions of complementary businesses, as well as growth from acquisitions that would diversify our current service offerings. We frequently engage in ad hoc evaluations of potential acquisitions which, if warranted are further explored. If consummated, new acquisitions could be significant to OTIE's growth.

Having expanded the volume of work performed for DoD customers outside the continental US, we see outstanding potential for market growth internationally and in the Continental US. We have established a solid presence in Asia/Pacific with offices in Hawaii and Guam, plus project offices in Japan. In the CONUS we are beginning to capture work with the Illinois Department of Transportation, and we view this neighboring state as ideal for prospecting based on our WisDOT history and performance. Lastly, our prospects for further growth in the Southeast US are attractive and promising for OTIE.

- j. Summary of the assets of the Corporation, including but not limited to its financial, physical, employee, customer, brand or intellectual property, and supply assets.

### OTIE ASSETS

#### **Financial (On Balance Sheet)**

Cash – Checking Accounts

Accounts Receivable from Customers

Work In Process on Current Projects

Fixed Assets such as Vehicles, Furniture and Fixtures, Survey Equipment, Monitoring Equipment

Goodwill from the purchase of T N & Associates

Other Assets such as Prepaid Expenses, Investment in Joint Ventures

#### **Employees**

Total of 333 Employees

92 Engineers

81 Scientists

17 Construction Professionals

30 Technicians

6 Skilled Trades

44 Administrative

4 Land Surveyors

7 Marketing

40 MMRP/UXO Specialists

12 Military Base Security Specialists

#### **Customers**

77% of Revenue from our Federal clients, such as the Department of Defense, which includes the Air Force, Navy, and Corps of Engineers. Other Federal clients include the Environmental Protection Agency

6% Commercial –WE Energies, Raytheon

8% State and Municipal – WI Department of Transportation, California National Guard, Ventura County, City of San Marcos, Division of State Facilities

9% from Oneida Nation

- k. Summary and status of any pending legal action to which the Corporation is a party and any relevant government regulation to which the Corporation may be subject.

OTIE is named as a defendant in a lawsuit filed by the artist of a mural. The case is Kammeyer v. USACE.

In 1976, Kammeyer painted a mural on a dam in California after winning a contest. The mural was painted as part of the bicentennial celebration. Over time, the paint began to flake off, thereby contaminating the environment around the dam. The USACE Los Angeles District recently determined that the paint used to create the mural was lead-based. OTIE was hired by USACE to remove a mural to stop the lead-based paint contamination. Several months after the contract was awarded, Kammeyer filed a lawsuit against USACE and OTIE to prevent the destruction of the mural. Shortly after filing the lawsuit, Kammeyer filed a temporary restraining order against USACE and OTIE in June 2015, which was granted by a judge one day before OTIE was to begin removing the mural. OTIE demobilized from the site at USACE's direction.

OTIE has hired local counsel to represent OTIE's interests in the lawsuit. OTIE requested plaintiff's counsel to remove OTIE from the lawsuit by not including OTIE as a defendant in plaintiff's second amended complaint. Plaintiff's counsel refused. On August 24, 2015 the court granted the plaintiff's motion for a preliminary injunction. The court found in favor of the plaintiff on nearly every issue, but did not address any of the claims against OTIE. OTIE's next step is to decide whether to file a motion to dismiss. USACE has issued a notification of termination for convenience of the contract.

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~ / ~~14~~ / ~~16~~

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Business Committee approval of report

3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor: Jacquelyn Zalim, OESC Chairwoman of the Board  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.



# **Oneida ESC Group, LLC**

**4<sup>th</sup> Quarter Report – FY 2016**

**November 30, 2016**

Preliminary

**OESC Board of Managers:**

**Jacquelyn Zalim, Chair**

**Wilbert Rentmeester**

**Jeffrey House**

Oneida ESC Group, LLC (OESC), was formed in 2012 as the catalyst for continued growth for Oneida owned firms doing business in Construction NAICS codes for federal government contracts. Oneida Total Integrated Enterprises (OTIE) has exceeded the \$33.5M limit in certain NAICS codes and is unable to bid and obtain contracts that fall within these NAICS codes as a prime contractor under the small business or 8(a) business categories in the federal procurement process. OESC and its subsidiaries are positioned to bid and pursue small business or 8(a) contracts where OTIE has exceeded size standards.

OESC and its subsidiaries are supported by OTIE with general management and administrative functions, including accounting and contracting management, human resource management, IT support, overall management, and marketing, bid and proposal. Below is a summary of OESC and its subsidiary's activities.

### **Narrative Report**

#### **a. Explanation of the core of the Corporation's business practices and market overview**

OESC was created to serve as a holding company for subsidiary limited liability companies with an 8(a) certification. This type of holding company structure is modeled after the Alaskan Native Corporations (ANC) and other Native American Tribes that have created similar entity structures. This holding company structure allows ANCs and Native American Tribes to perpetually establish different 8(a) companies with different primary NAICS codes.

OESC currently has two subsidiaries, Mission Support Services (MS2) and Sustainment & Restoration Services (SRS). MS2 obtained its 8(a) certification in 2013. SRS received its 8(a) certification in 2014.

As part of the overall strategic plan for continued growth, OTIE will be moved under OESC as a third subsidiary upon OTIE's graduation from the 8(a) program in 2017.

#### **b. Explanation of the Corporation's current place within the market**

MS2 is focused on construction contracts with a size standard not to exceed \$33.5M. SRS is pursuing contracts with a size standard not to exceed \$14.5M. Only firms with less than \$33.5M or \$14.5M on average over a 3-year period can compete as a prime contractor. Since OTIE can no longer compete as a prime contractor under the small business or 8(a) business category under that size standard, OESC and its subsidiaries are strategically positioned to compete with OTIE support.

OTIE is currently focusing on developing both MS2 and SRS. The financial and technical resources that OESC needs are provided by OTIE.

#### **c. Explanation of the outlines of strategies by the Corporation for improved value in the market**

OESC's strategy is to develop its subsidiaries. The initial pursuits will take advantage of OTIE's existing networking capability and MS2's and SRS' key personnel who have existing relationships with federal clients. These federal clients have various federal facilities nationwide.

OTIE has been supporting MS2 and SRS to recruit several employees including managers or staff that have proven past performance and existing working relationships with many federal clients. OTIE has led MS2 and SRS to their existing clients. Those clients have the work and usually will procure under the small or 8(a) category under the applicable NAICS code. This advantage will help MS2 and SRS to develop their capabilities rather quickly.

Currently MS2 is working in California, Florida and Illinois. MS2's current projects include sustainment, restoration, and modernization (SRM) projects for general facilities, asset/energy management and safety consulting. Additional projects will be pursued in civil construction, utilities, energy management, and general facilities engineering requirements. More competencies will be added as opportunities are sought.

SRS is currently pursuing work to provide waste management services for multiple clients in California. SRS established an office in Santa Barbara to pursue this opportunity. SRS established an office in Chicago, Illinois for pursuit of a US EPA Region V 8(a) START contract proposal and SRS was awarded this contract in November 2015.

**d. Explanation of the Corporation's relative performance vs. competitors and identification of key competitors within the market**

OESC and its subsidiaries are start-up companies. It will be difficult for them to compete with established small businesses that are active in the industry market. To offset this disadvantage, OTIE will support and lead OESC and its subsidiaries to take advantage of existing relationships already built by MS2's and SRS' key employees or from OTIE's networking. While competition will be very challenging for OESC and its subsidiaries, OTIE's support will help to overcome those challenges through the years. With OTIE's support, OESC can reach a point where its subsidiaries can become more competitive and sustainable in their industries.

**e. Explanation of any material changes or developments in the market or nature of business the Corporation is primarily engaged in since the last reporting period**

None.

**f. Identification of the primary goals and targets of the Corporation and progress made towards accomplishment of the same**

Opportunities continue to exist in geographies where OTIE, MS2, or SRS key personnel have successful past performance, and where personnel involved in such projects have established strong relationships with teaming partners and clients in those locations. Downstream opportunities continue to emerge based on MS2 project performance and combined efforts of OTIE and MS2's marketing and sales efforts. Target clients continue to include Vandenberg AFB, NAVFAC SW, NAVFAC SE, NAVFAC Great Lakes, and NAS Pensacola.

Additional new target clients include Naval Base Ventura County, USACE Jacksonville, the US Army Joint Munitions Command (JMC), Edwards AFB, the Air Force Civil Engineering Center (AFCEC).

With SRS' recently awarded work, SRS target clients include EPA Region V and Naval Station Great Lakes. Additional new targets include USACE LA District, EPA Region VI and USACE Tulsa.

OTIE is supporting MS2 and SRS on many marketing and proposal efforts. MS2 and SRS have been introduced by OTIE to many potential government clients, and as a result, more opportunities are within reach so that they can recruit more capable people to support each federal agency's mission as well as increase their technical capabilities. The following is the assistance that OTIE has provided to MS2 and SRS:

- MS2 and SRS have performed some projects as a subcontractor to OTIE.
- MS2 has submitted proposals and has been awarded projects which have sustained staff at Vandenberg AFB to date and additional work is expected.
- OTIE's senior managers continue to introduce MS2 and SRS to different federal facilities in different states and continue to help M2 and SRS pursue several contract opportunities.

MS2 has been awarded contracts by the following clients: NAVFAC SE (Naval Station Pensacola), NAVFAC Mid-Atlantic (Great Lakes Naval Station), NAVFAC SW (Naval Base Ventura County), Army Contracting Command (Joint Munitions Command), USACE Omaha, USACE Albuquerque, Edwards AFB and USACE Tulsa. We continue to receive task orders under some of these contracts because of the quality of MS2's work and reputation.

MS2 was able to win several contract vehicles called Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts in which MS2 will receive task orders (projects). In the 4<sup>th</sup> Quarter, MS2 received the following task order:

- ID/IQ USACE Tulsa – received a Performance Oriented Construction Activity (POCA) ID/IQ contract to provide general SRM activities, primarily at Tinker AFB in Oklahoma. Seed project is for limited paving and replacement of a washroom roof at a civil works asphalt paving project.

In addition to ID/IQ contracts, MS2 has also been awarded stand alone, single project contracts from our government clients that we are currently executing.

- Army Contracting Command – Joint Munitions Command – contract to provide full-time explosive safety personnel.
- Naval Station Pensacola - received award for Chiller replacement project.
- NAVFAC Mid-Atlantic – Fort Snelling, MN – received a contract for security upgrades and fencing improvements. This utilized our Design-Build MACC contacts at Great Lakes Naval Station. This is a new client for MS2.
- Army Contracting Command, Joint Munitions Command – ARC Flash Project – contract to provide ARC Flash services at Pine Bluff Arsenal in Little Rock, AR and Bluegrass Army Depot in Lexington, KY. (4<sup>th</sup> quarter award)
- Army Contracting Command, Joint Munitions Command – Safety Support – contract to provide 1 year of safety support at the JMC Safety office at Rock Island Arsenal.

SRS has been awarded contracts by the following clients: US EPA, NAVFAC Mid-Atlantic (Great Lakes Naval Station), USACE Los Angeles District and US Fish & Wildlife Services. We continue to receive task orders under some of these contracts because of the quality of SRS's work and reputation.

SRS was able to win several contract vehicles called Indefinite Delivery/Indefinite Quantity (ID/IQ) contracts in which SRS will receive task orders (projects). In the 4<sup>th</sup> Quarter, SRS received the following task orders:

- US EPA START ID/IQ contract – issued 3 new task orders to include USS lead soil, USS lead tap water and Toledo Tie EE/CA. USS Lead soil is a soil remediation project that includes providing technical support, contractor oversight and air monitoring and soil clean up sampling. USS lead tap water includes collecting tap water samples before and after soil remediation. Toledo Tie EE/CA is a complete characterization of hazardous waste project with a technology evaluation and cost estimates for technologies.

In addition to ID/IQ contracts, SRS has also been awarded stand alone, single project contracts from our government clients that we are currently executing.

- USACE Los Angeles District – Alark Hard Chrome project which includes security improvements to a Superfund site in downtown Los Angeles. This project was completed in FY16.
- NAVFAC Mid-Atlantic (Great Lakes Naval Station) – Phase II Navy Hazmat Refurbishment Project storage lockers will be transported to a facility in Oak Creek, WI to be cleaned, refurbished, repaired, painted and then reinstalled at their point of origin. Also includes installation of new storage lockers. (4<sup>th</sup> quarter, new award)
- US Fish and Wildlife – Crab Orchard removal and abandonment of 150 monitoring wells. (4<sup>th</sup> quarter, new award)

**g. Identification of key elements for success in strategies given, including risks, resources and relations available and needed in order to successfully fulfill outlined strategies**

The primary strengths at the outset will be personnel-related. MS2 and SRS key personnel understand federal construction and construction-related professional services, and have strong knowledge of competitors, target clients, and strong business relationships in several geographies.

The primary risk includes lack of immediately available resources and bonding capacity, limited availability of cash on hand, and demonstrated past performance. These must be offset or mitigated by client knowledge of key MS2 and SRS personnel, pursuit of realistic project opportunities, and timely support from the owners or parent company with respect to bonding requirements.

**h. Identification of medium (two to five year) and long (greater than five year) prospects and sustainability of the Corporation given the present status, strategies and risks**

Same as (g) above.

- i. Explanation of market growth (if any) experienced by the Corporation, identifying sources of growth (i.e., organic growth through market share increase, volume of business increase, acquisition of competition or other assets, etc.)**

As a start-up organization, OESC and its subsidiaries intend to grow organically through the methods identified above.

Preliminary

- j. **Summary of the assets of the Corporation, including but not limited to its financial, physical, employee, customer, brand or intellectual property, and supply assets.**

OESC ASSETS
<b><u>Financial (On Balance Sheet)</u></b>
Cash –Checking Account
Work In Process on Current Projects
Fixed Assets such as Vehicles, Furniture and Fixtures, and Miscellaneous Equipment
Other Assets such as Prepaid Expenses, Investment
<b><u>Employees</u></b>
OESC - 0 employees
MS2 - 20 employees
SRS - 14 employees
<b><u>Customers</u></b>
95% of Revenue from Federal clients.

- k. **Summary and status of any pending legal action to which the Corporation is a party and any relevant government regulation to which the Corporation may be subject.**

No current pending legal action.



### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~ / ~~14~~ / ~~16~~

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 Bay Bank FY '16 4th quarter report

3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter:

Jeff Bowman, President & CEO, Bay Bank

Your Name, Title / Dept. or Tribal Member

Additional Requestor:

\_\_\_\_\_  
Name, Title / Dept.

Additional Requestor:

\_\_\_\_\_  
Name, Title / Dept.

**Bay Bank**  
**QUARTERLY REPORT**

Quarter ended September 30, 2016

A. BAY BANK

Submitted by: Jeff Bowman, Board Member  
Directors: Nathaniel King, Fern Orié, Bob Jossie  
Jeff Bowman, Pete King, Elaine Skenandore-Cornelius

Oneida Business Committee Contact: Tina Danforth

B. MINUTES

None Submitted

ACTION TAKEN

No Tribal Policy change.

D. FINANCIAL

Note that various financial reports

December 31, 2016 is Bay Bank's fiscal year end.

E. SPECIAL EVENTS AND TRAVEL

None

F. PERSONAL COMMENTS

Bay Bank account numbers as of September 30, 2016:

1,112	Checking Accounts
362	Business Checking Accounts
73	Money Market Accounts

1,557	Savings Accounts
375	Certificates of Deposit
92	Commercial Real Estate Loans
786	Residential Real Estate Loans
159	Business Loans
583	Consumer Loans
42	Oneida Small Business 2000 Loan Program Loans

The Oneida Small Business Loan Program 2000 that is administered by Bay Bank started on May 1, 2002. As of this date over \$ 11.4 million in new loans have been made to over 124 new or growing Oneida tribal member owned businesses.

The Section 184 mortgage loans serviced under FHLB MPF program totaled \$58.0 million at September 30, 2016. There are 481 loans in the program currently.

#### G. GOALS AND OBJECTIVES

##### 2016 GOALS:

GOAL A: Bay Bank will strive to attain a minimum 0.50% Return on Assets for the year ending December 31, 2016. Return on Assets (ROA) is a common measurement of a bank's profitability. This ratio informs you how well the bank is managing and investing the bank's assets.

2016 ROA Goal	2016 YTD ROA Actual	2016 Peer Group Average
0.50 %	1.26%	0.82%

GOAL B: Bay Bank will strive to attain a minimum 6.00 % Return on Equity for the year ending December 31, 2016. Return on Equity (ROE) is the measurement of how well the bank is performing for its stockholder.

2016 ROE Goal	2016 YTD ROE Actual	2016 Peer Group Average
6.00 %	8.91 %	6.93 %

Bay Bank had budgeted total loans for the quarter ended September 30, 2016 in the amount of \$ 53.4 million. Total loans at September 30, 2016 were \$ 53.2 million or \$ 0.2 million less than projected. Loans increased \$ 2.9 million over the 12-month period ended September 30, 2016.

Bay Bank had budgeted total deposits for the quarter ended September 30, 2016 in the amount of \$ 69.3 million. Total deposits at September 30, 2016 were \$ 65.4 million or \$ 3.9 million less than projected balances. Deposits decreased \$ 0.6 million for the past twelve months, the result of certificate of deposits decreasing during this timeframe, as we allowed our non-core funds to mature.

H. MEETINGS

Monthly meeting on the third Thursday of each month. Well attended.

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~ / ~~14~~ / ~~16~~

#### 2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Motion to accept the FY16 4th Quarter Report

#### 3. Supporting Materials

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

#### 4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

#### 5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Janice Skenandore-Hirth President  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Oncida Airport Hotel Corporation  
Radisson Hotel & Conference Center  
Quarterly Report  
For the quarter ended: September 30, 2016

## **Narrative Section**

### Business practice, market overview, place within market:

- STR report shows for the Quarter that we are down in Occupancy YOY -14.4% index, up in ADR YOY 10.9% index with a result of -5.1% index YOY for RevPar. Occupancy numbers down YOY due to less Packers games in September YOY as well as a National Conference rotated out of Wisconsin that was here in September 2015. ADR up due to Badger vs LSU in September.
- STR report show for the Year that we are down in Occupancy YOY -1.0% index, down in ADR -1.4% index with a result of -2.4% index YOY for RevPar. FY2015 had citywide events that FY2016 did not have including Hockey, Concert at Lambeau, Soccer Tournament and Bowling Tournaments.
- Sales team attended a Connect Marketplace in August as well as hosted the Aianta reception in Tulalip in September. The sales team continues to be at events including Chamber Networking breakfasts monthly; BNI meetings weekly; Current luncheons/events monthly; Management Women events monthly; MPI event Quarterly; WSAE event quarterly; WBTA event quarterly – to gain leverage for the Radisson in the Green Bay market.

### Competitive analysis:

- Casino food outlets continue to be a source of competition for F&B revenue
- KI Expansion a source of competition for large convention groups

### Strategies for improved value:

- Developed packaging in Corporate/Association Meetings, Tour & Travel, Wedding, Travel Agents and Transient markets to gain short term bookings for need months
- Working with Radisson Corporate in all Sales markets to gain leverage and recognition
- Working with Aimbridge Regional properties to gain leverage and recognition
- Working closely with Green Bay CVB in all Sales markets to keep Radisson in forefront of Sales efforts and participate in all sales initiatives

### Material changes or developments in market/business:

- Appleton will be adding a Convention Center on land near the Radisson Appleton; this will add 33,000 square feet of meeting space, groundbreaking end of Sept 2016 – due to open September 2017
- Radisson Appleton will undergo full renovation – in our STR comp set

- Ramada Plaza due to change to a Marriott Delta – in our STR comp set
- Holiday Inn Appleton due to change to a Marriott product – in our STR comp set

Market growth:

- Northland Hotel due to start construction on 147 room hotel downtown to compliment the KI Convention Center expansion, due to open July 2017
- Residence Inn 100 room property set to build and open December 2016 in Green Bay, near Aloft
- 4 Star Lodge Kohler property being built on Packer property near the stadium with 200 rooms – due to open July 2017
- Home 2 Suites to be built on Holmgren Way across from Grainger
- TBD property online to be built downtown on Broadway near The Cannery

Pending legal action:

- Nothing at the moment



Oneida Airport Hotel Corporation  
Three Clans Airport, LLC  
Quarterly Report  
For the quarter ended: September 30, 2016

Business practice, market overview, place within market:

- Ranking for the fourth quarter from the STR Report the Wingate is 4 out of 5 based on REVPAR and 3 out of 5 based on Occupancy. Wingate continues to maintain fair market share within the competitive set while increasing rate.
- The Wingate continued to change its focus in the fourth quarter to growing rate over occupancy. The Wingate was able to grow rate by 2.6% and only loss -1.8% in occupancy.
- The Wingate averaged an 82.7% occupancy for the fourth quarter.

Competitive analysis:

- The competitors ran a REVPAR of \$105.85 to Wingate's \$70.80 for the fourth quarter.
- The competitive set had an occupancy of 81.9% to the Wingate's 82.7%.

Strategies for improved value:

- The Wingate is focused on growing rate for the fourth quarter and first quarter of the new budget.
- The Wingate's strategy is to yield rates sooner especially on high demand dates and to offer less heavily discounted rates on slow dates.
- The Wingate continues to use all 3<sup>rd</sup> party booking channels to increase bookings on low demand dates but is not using opaque rates as often.
- The Radisson Sales team continues to cross sell the hotel. The Radisson sales team uses the Wingate to sell to large convention groups as an overflow property.

Material changes or developments in market/business:

- The Wingate continues to see increases in the corporate business traveler and is starting to see the corporate business traveler using travel agents again while shying away from the third party websites.
- We also were able to negotiate rates with some new local companies to add to the Wingate's preferred list.

Market growth:

- For the fourth Quarter, the Wingate ended with 66.9% REVPAR Index. The Wingate saw a decrease of -1.2% year over year for REVPAR Index.
- Revenues for the fourth quarter were \$515053 which were up from prior year by \$8610.00.

Pending legal action:

- Nothing at the moment

### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~/~~14~~/~~16~~

2. General Information:

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

Agenda Header:

Accept as Information only

Action - please describe:

Motion to accept the OGE 4th Quarter Report for FY16

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: Janice Skenandore-Hirth, Agent  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

**Oneida Golf Enterprise Corporation****Fiscal year-To-Date Reporting for period Ending:****September, 2016**

The Oneida Golf Enterprise Corporation (OGEC) is a corporation of the Oneida Nation established to oversee and manage the business known as Thornberry Creek at Oneida.

**Narrative Report****Business Practice, Market Overview, Place Within Market:**

- Thornberry Creek at Oneida (TCO) is a 27 hole premier golf course settled in a rural prestigious housing development on the Oneida reservation.
- TCO is the Official Golf Course of the Green Bay Packers.
- TCO was awarded "Best 9 Hole Course" both statewide and nationally in 2015
- TCO Legends Course was ranked #10 in the state by *GolfAdvisor* in 2016
- TCO along with the Radisson, Wingate and Casino was ranked "Best Golf and Casino Resorts" in 2016 by *Golf Vacation Insider*
- TCO Legends Course was ranked "Best of the Bay" 2016 best golf course by *Green Bay Press Gazette*
- TCO is one of 10 Official PGA Family golf courses in Wisconsin offering tees for kids based upon skill level and ability to further enjoy the game.
- TCO includes a banquet facility, practice range, golf shop and sports pub & grill
- TCO is considered a leader in charitable golf event hosting and a leading choice for future brides.
- TCO hosted 39 special events in the fourth quarter for a total of 137 special events in the fiscal year
- TCO hosted 59 golf events in the fourth quarter for a total of 85 Golf Events in the fiscal year

**Competitive Analysis:****GOLF**

- Area competitors in this market for public golf courses with 9 holes is Village Green in Howard; 27 holes includes Mid Vallee in De Pere; 18 holes include Brown County and Crystal Springs.
- Outside our 10 mile radius are other courses such as Royal St. Patrick's, Ledgeview, The Woods, and Northbrook. Courses outside the area but still considered competitors include The Bull in Sheboygan and Blackwolf Run/Whistling Straits in Kohler.

### Banquet

- Thornberry Creek at Oneida has 7,000 square feet of flexible banquet space with large windows and spectacular views. This space will accommodate 300 guests at round tables. We also feature a porch room that accommodates up to 40 people. Included in this space is the Cupola available for smaller wedding ceremonies and intimate gatherings.
- Thornberry Creek at Oneida also offers a full range of conference equipment and amenities for the corporate client.
- Our large bar and grill offers full coverage on all 24 HDTV flat screen televisions for all sporting events and seats up to 160 customers.
- Area competitors in this market include Rock Gardens and the Radisson.

### Strategies for Improved Value:

- In an effort to combine the branding efforts of Thornberry Creek and the LPGA Classic we have created ad campaigns highlighting both products
- New ads have been placed in the *Packer Gameday* publication as well as the *Wisconsin Badger Yearbook*; the expected circulation of both publications will be in excess of 1 million
- Working with CBS the Thornberry product will be featured via commercial in all golf telecasts in 2016; the aerial footage from DroneHub will be used to create captivating imagery for our potential guest and client
- TCO continues to maximize opportunities with golf outings, weddings and special events throughout the summer months.
- TCO and OGE hosted an LPGA Year from Here event in August with great success. We captured important marketing and advertising material with LPGA tour players as well as hosting future partners of the Thornberry Creek LPGA Classic
- TCO sold the facility for the day for the first time ever to host a high profile golf event
- Our brand image continues to be elevated as we're seen and heard across all the major networks: FOX, CBS, NBC and WIXX
- Our new point of sale system IBS has been a great help with reporting and efficiency for day to day operations
- IBS allows OGE the opportunity to collect immediate feedback and package departments together to better offer value to our guest
- With the renovation and construction on the parking lot and practice facility completed, the facility will open in 2017 and bring many new revenue opportunities
- Utilizing direct mail campaigns, we have seen a jump in attendance on specialized evenings
- Upon finishing the trade show circuit, TCO has experienced an influx of inquiries regarding the All in Package and stay and play getaways. TCO hosted over 175 stay and play rounds in the fourth quarter seeing growth throughout the year partnering with the Radisson and Wingate.

Material Changes or Developments in Market/Business:

- OTIE completed the expansion of the parking lot and practice facility to meet deadline with ease; they have been amazing to work with thus far
- Rick Jacobsen, the original golf course architect, in conjunction with Hollembeak completed the practice tee, putting green, short game area and on course bunker renovations; all of their work has been beautifully done and we now have a world class practice facility
- OTIE is on schedule with the basement renovation
- OGE has started a new Team Member recognition program and has experienced exceptional feedback regarding the program
- TCO employed 220 team members at the height of our season in the fourth quarter, the most TCO has ever had; the quality of candidates still proves difficult in the market due to compensation packages and an extremely low unemployment rate
- We continue to create alignment in our branding efforts in all marketing campaigns and print materials onsite; this process will continue for the next few years
- OGE will be identifying the opportunities available through the sales team members to assist in selling inventory in the off-season months
- The Pub continues to struggle outside of the golfing season and the expectation of growth is minimal unless major changes are made to the concept and product offered

Market Growth:

- Our social media presence continues to grow, up 18% in FY2016 and up 78% over 2015
- Although revenues are up so are expenses; some due to increased service efforts and operational costs from equipment breaking or needing to be replaced
- The Fringe Benefit card shows 83% gains from FY2015 to FY2016 proving loyalty from the golfing community
- We have sold out all Saturdays in 2017 from May to October except for 3 weekends and beginning to book multiple wedding weekends. With the addition of the practice tee and basement renovations we will be able to offer outdoor ceremonies in 2017 and beyond thus creating additional revenue to the facility
- Season pass sales have seen monumental growth; 44 in 2014, 58 in 2015 and currently 88 in 2016; 100% growth in two years' time
- Thornberry Creek continues to grow adding to its awards in FY2016 with the Legends Course being ranked #10 in the state by *Golf Advisor*, "Best Golf Course 2016" by Green Bay Press-Gazette Best of the Bay, "Golf Vacation Insider's" list of 2016 Best Golf & Casino Resorts, "Best Golf Course in the State" by the Golf Course Owners of Wisconsin, "Best 9 hole Course in the Nation" by Always Time for 9.

- Rounds continue to convert to the Legends course, inventory levels are becoming low but not completely sold out

Pending Legal Action:

- No litigation pending.



### Oneida Business Committee Agenda Request

EXCERPT FROM DECEMBER 14, 2016: Motion Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.

1. Meeting Date Requested: ~~12~~ / ~~14~~ / ~~16~~

2. General Information:

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

[Empty text box]

Agenda Header: Reports

Accept as Information only

Action - please describe:

Emergency Management 4th Quarter FY 2016 Report and EMPG Summary Attachement

3. Supporting Materials

Report  Resolution  Contract

Other:

1. FY 2016 EMPG Summary 3. [Empty]
2. [Empty] 4. [Empty]

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Melinda J. Danforth, Tribal Vice Chairwoman

Primary Requestor/Submitter: Kaylynn Gresham, Director Emergency Management
Your Name, Title / Dept. or Tribal Member

Additional Requestor:
Name, Title / Dept.

Additional Requestor:
Name, Title / Dept.



**STATE OF WISCONSIN**  
**DEPARTMENT OF MILITARY AFFAIRS**  
 DIVISION OF EMERGENCY MANAGEMENT

Brian M. Satula  
 Administrator

Scott Walker  
 Governor

Steve Fenske  
 East Central Region Director

November 18, 2016

**COPY**

Cristina Danforth  
 Oneida Nation Chairwoman  
 PO Box 365  
 Oneida, WI 54155-0365

Dear Ms. Danforth:

The East Central Regional Office of Emergency Management has received and reviewed semiannual reports submitted by county/tribal directors of Emergency Management for the **second half FFY 2016**. This period of time includes **April 2016 through September 2016**. The following is an excerpt from the East Central Regional report as it relates to your tribe.

**Oneida Nation:**

During the 2nd half of the FFY2016 POW, Oneida Tribe EM Director updated the entire Emergency Response Plan (ERP) including the Basic Plan, Table of Contents, Legal Basis, Phone List, and all 15 Emergency Support Function (ESF). Updates are made regularly to reflect the inclusion of the submitted ESFs as well as the necessary changes of language and policy that affects the Tribes as a whole as Federal policies are created and/or changed in relation to FEMA and Tribal policy.

Oneida Tribe received a grant in 2015 to complete the update of their Pre-Disaster Mitigation plan. Oneida Tribe of Indians worked with BayLakes Regional Planning Commission to complete the update, which was submitted and approved by FEMA. The plan is now in effect until September of 2021. Additional planning initiatives include: continued participation in Regional Mass Care Planning; as well as working with the 152 departments and the Gaming & Retail establishment to develop and update Emergency Action Plans.

The Director has completed all minimum required training courses per the EMPG grant guidance, plus the Director attended a number of training courses and attended various other tribal and state conferences during this period, including Disaster Assessment training, FEMA Regional Power Outage exercise, and Mass Fatality Planning, just to name a few. Outreach included presentations to various civic groups on being prepared for upcoming severe weather season and the importance of obtaining a NOAA Weather radio. Plus the Emergency Management Director provided informational outreach to community members at a booth at the Oneida Elder Expo.

In addition to the Plan of Work requirements, the Emergency Management Director, along with several other County EM Directors and the WEM Response Section Supervisor, participated in the POW Workgroup. The workgroup was tasked with rewriting the 2017 EMPG Plan of Work and Grant Guidance.

All requirements for program administration were provided by the end of the FFY2016 grant period. **Payment of EMPG and EPCRA grants is recommended for the FFY2016 second-half reporting period for Oneida Nation.** If you have any questions regarding your Tribe's Emergency Management Plan of Work, or my comments in this report, please feel free to contact me at any time.

Sincerely,  
Steve Fenske  
Wisconsin Emergency Management  
East Central Region Director

Cc: Tribal E.M. Director



Oneida Nation  
Office of Emergency Management  
2783 Freedom Road, Oneida WI 54155  
o-920-869-6650, c-920-366-0411,  
kgresham@oneindanation.org

TO: Oneida Business Committee  
FM: Emergency Management  
REF: Quarter 4 Report (July – September, 2016)  
Date: December 2, 2016

**General Overview:**

The Emergency Management Department works to ensure the Oneida Nation is in a constant state of readiness through the use of efforts focusing on preparedness, mitigation, response and recovery. Coordinating and cooperating with numerous divisions and departments within the Tribal organization as well as differing jurisdictional response agencies/entities EM focuses on providing a coordinated timely response to emergencies and/or disasters that threaten the life safety of community members, the environment and/or assets of the Oneida Nation. Through a shared vision of coordination and cooperation emergency/disaster plans have been developed using shared principles of response initiatives; EM is the go-between for response agencies/entities of the Oneida Nation and the numerous surrounding jurisdictions when an emergency/disaster that affects the Oneida Nation or the Oneida Community occurs.

**Executive Summary:**

The purpose of this report is to describe the activities of the Emergency Management Department during the months of July, August, and September 2016. During this time the Emergency Management Department participated in a number of different activities discussed throughout the following information:

**July** – The Director continued work on the updates and changes to Emergency Support Functions (ESF) for the Oneida Nation Emergency Response Plan. ESF 1 – Transportation, 2 – Communications, 3 – Public Works, 6 – Human Services, 10 – HAZMAT, 11 – Agriculture, and 12 – Energy; were sent to the respective areas for review. During the month of July the EM Director continued to work extensively with departments and divisions within the Oneida Nation to develop and complete their Emergency Action Plans. A request was made to all Department Managers and Division Directors that they continue to follow up on Emergency Action Plans for all the areas and departments within their area of supervision.

During the month of July the Director continued to work with several departments within the Oneida Nation to update the Nation's Pre-Disaster Mitigation Plan. The plan was presented to the Oneida Community members at the Semi-Annual GTC meeting, where over 200 people signed in and received information about the plan and what it discusses. After the presentation to the community the plan was then sent to FEMA for review and approval. The Oneida Nation received confirmation in August that FEMA approved the submitted plan, at which time the OBC

formally adopted the Oneida Nation Pre-Disaster Mitigation Plan 2016 – 2021, by resolution. The adopted plan is in effect until 2021, at which time it will need to be updated.

During the month of July the Bad River Reservation in Northern WI experienced severe flooding that impacted their entire community. Emergency Management reached out to the Tribe as a whole to lend support, and also to the Tribal Leadership to provide administrative assistance, as their tribe does not have an emergency management department. The Director is also the Chairwoman of WiTEMA; as such direction and administrative assistance was provided to the Bad River Tribe during their Presidential Declaration Process for the damage their reservation sustained. The Oneida Nation sent a semi-trailer of water as well as contributed monetarily to the Bad River Flooding Fund as a way to provide assistance to those affected. Requested supplies were also delivered by community members to the Bad River Reservation in an effort to provide assistance.

**August** – As part of the deliverables of the Emergency Management Performance Grant, the Director continued to meet with the necessary departments to update the Emergency Support Functions of the Oneida Nation ERP. In August the Director received the information for review and signatures from several ESF's that were sent out during July. The Director received signatures on ESF's 1 – Transportation, 2 – Communication, 6 – Human Services, 10 – HAZMAT, 11 – Agriculture, and 12 – Energy. Upon approval and signature of the ESF's they are sent to the Regional EM Director for approval and inclusion of the completed deliverable of the FY Emergency Management Performance Grant. The Director also updated the Acronyms section and Legal Basis section of the Oneida Nation Emergency Response Plan and sent it to the Regional EM Director for approval and inclusion of the FY 2016 EMPG.

During the month of August the Director attended the Tribal Lands Forum Conference in Connecticut in conjunction with employees from the Environmental Health and Safety Division and the Oneida Law Office. The Director also attended the pilot class for Partner Coordination at the Emergency Management Institute in Emmitsburg, Maryland as an invited attendee from the Tribal Liaison for EMI's training academy.

During the month of August, to complete the third exercise requirement for the EMPG, the EM Director attended FEMA Region V Regional Power Outage Exercise with partners throughout WI and MI, focusing on response to a Power Outage that could affect the Midwest Region of the US. The EM Department also attended the Oneida Nation Elder Expo, providing information and outreach to community members on Emergency Management programs and initiatives on the Oneida Reservation.

**September** – During the month of September the Director focused most of her time on continuing to update the Emergency Action Plans for the tribal departments. Since September is the last month of the fiscal year, EM submitted ESF's 3 – Public Works and Engineering, 7 – Resource Support, 15 – External Affairs (Draft), and 16 – Radiological Incidence (Draft) to the EM Regional Director for inclusion and approval for the 2016 EMPG. The Director also submitted the updated version of the Oneida Nation Emergency Response Plan with informational updates to the Basic Plan, Table of Contents and Phone List. It often takes several months for the Regional Director to review all the submissions for the EMPG. Although the approval letter for Oneida's EMPG funding was received outside of the timeframe discussed within this report, a copy of the approval letter is attached for review with discussion of the objectives completed and documents submitted during the second half of the fiscal year 2016. (See attached letter dated November 18, 2016)

During the month of September the EM Director began discussion with the representative from the LPGA and Thornberry Creek Golf Course and OPD for planning needs in reference to Emergency Management and Law Enforcement perspectives. Meetings continue to be scheduled to develop the event planning guide for the event. The EM Director attended the National Tribal Emergency Management Conference in LeMoore, CA. There were over 100 Tribes represented at the conference with presentations from several tribes that have had

Emergency Declarations for various reasons as well as several Federal Regulatory Agencies that were partners in the responses to their incidents. The representation of Midwest tribes at the conference was minimal; therefore it is my hope as the Chairwoman of WiTEMA and as a member of FEMA Region V IEMA (International Emergency Management Association) that I can recruit more tribal representatives from our area of the Midwest to attend.

During the 4<sup>th</sup> quarter of FY 2016 the Emergency Management Department focused on continuing to update and develop the Emergency Action Plans (EAP) for the Divisions and Departments throughout the organization. Several departments have completed their updates and are now compliant in having up-to-date Emergency Action Plans for their employees. EM is in the process of developing an updated Tribal List of Department and Building locations for all tribally occupied facilities for the organization.

EM also completed and submitted the second half report for FY 2016 EMPG. The report and narrative were submitted to the Regional Director for funding approval, along with the crosswalk detailing updated information to the Oneida Nation Emergency Response Plan.

Most successful to note, during the 4<sup>th</sup> quarter, in cooperation with Bay Lakes Regional Planning, Oneida Emergency Management submitted and obtained approval from FEMA of the Oneida Nation Pre-Disaster Mitigation Plan (PDMP) 2016 - 2021, which has been subsequently adopted by Resolution by the OBC. The update to the previous plan was completed by several departments within the organization over an 18 month process. Oneida's current PDMP is effective for the next 5 years.

----- End of Report -----

Kaylynn Gresham  
Director Emergency Management  
Oneida Nation

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: 12 / 28 / 16

**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 Tribe of Indians of Wisconsin

# Oneida Retail Report

4th Quarter FY16

July 1 to September 30, 2016

Michele Doxtator



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



**Table of Contents**

Oneida Retail Enterprise .....2

Retail- Consolidated .....3

    Cigarettes .....6

    Fuel .....7

Oneida Retail Employees.....8

    Job Description Changes .....10

    Tobacco Ordinance.....10

    Interim Marketing Director .....10

Diamond for Dollars .....10

Surveillance System Replacement Project .....11

Training.....11

Open Roads .....11

    Open Roads Audit.....11

    Big Deal Texting Campaign .....12

Intra-Tribal Charge Fuel and Commercial Charge Accounts .....12

FY16 Capital Expenditures.....12

FY17 Budget.....13

## Oneida Retail Enterprise

The following is a brief update on projects and happenings within Retail and is not meant to cover the day to day detail, but an overview of Oneida Retail Enterprise activities.

Our Vision Statement comes from the Tribe's vision;

A Nation of strong families built on Tsi ʔNiyukwaliho TA and a strong economy

Our Mission Statement is;

“To generate profit for the prosperity of the Oneida Tribe”

FY 16 Year to Date Financial Information – September Profit and Loss Statements  
(BUDPLCOM\_ 9/30/2016 & ENTINCSTMT 9/30/2016)

	FY16 YTD Actual	FY16 YTD Budget	FY15 YTD Actual
<b>Sales</b>	\$58,656,770	\$60,437,133	\$61,874,130
<b>Cost of Sales</b>	\$43,761,417	\$45,984,202	\$47,173,619
<b>Gross Profit</b>	\$14,895,353	\$14,452,931	\$14,400,511
<b>Expenses</b>	\$6,624,186	\$7,125,843	\$5,778,770
<b>Net Profit</b>	\$8,271,167	\$7,327,088	\$8,621,741

Oneida Retail is better than budget by \$944,079 and worse than previous year by \$350,574.

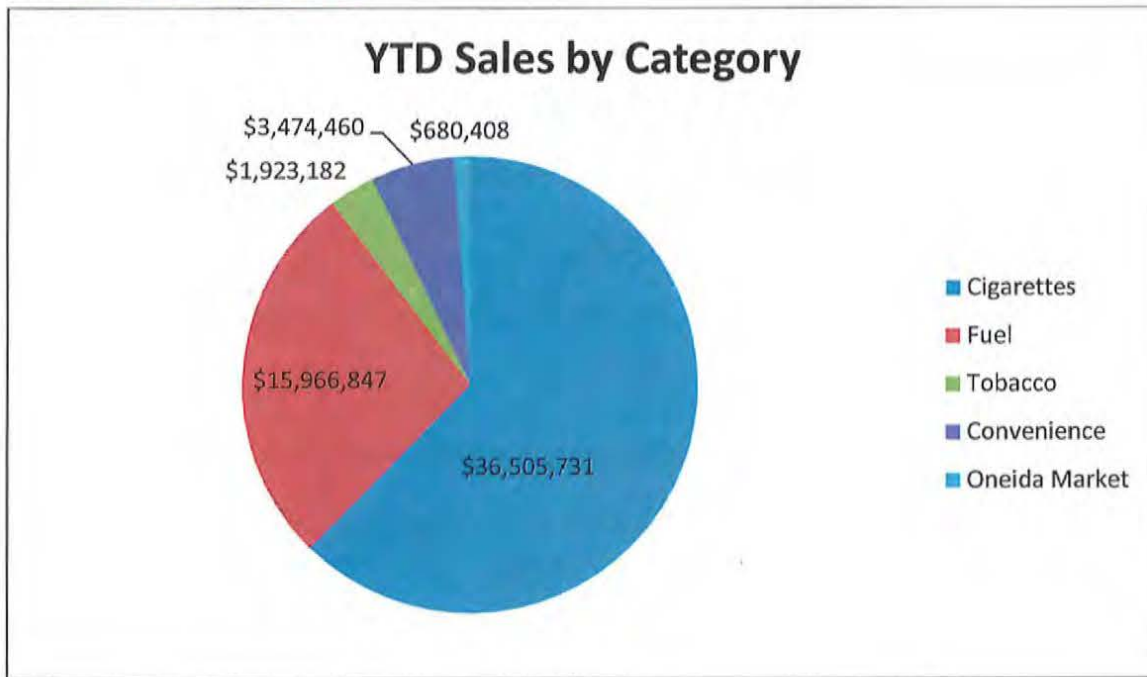
Net Profit by location (Unaudited September Treasurer's Report pg. 56)

Location	YTD Budget	YTD Actual	Variance	Variance %
<b>Administration</b>	\$822,461	\$796,097	\$26,364	3.21%
<b>Westwind</b>	(\$2,273,103)	(\$2,440,032)	166,929	7.34%
<b>54</b>	(\$87,049)	\$253,174	(\$340,223)	(390.84)%
<b>E&amp;EE</b>	(\$434,901)	(\$793,521)	\$358,620	82.46%
<b>OCTC</b>	(\$214,692)	(\$293,008)	\$78,316	36.48%
<b>Packerland</b>	(\$1,476,126)	(\$1,639,564)	\$163,438	11.07%
<b>Larsen</b>	(\$1,234,727)	(\$1,695,505)	\$460,778	37.32%
<b>Casino</b>	(\$671,574)	(\$588,727)	(\$82,847)	(12.34)%
<b>Bingo</b>	(\$309,486)	(\$371,420)	\$61,934	20.01%
<b>Isbell</b>	(\$1,473,625)	(\$1,566,734)	\$93,109	6.32%
<b>Market</b>	\$25,734	\$68,907	(\$43,173)	(167.77)%
<b>Total</b>	<b>(\$7,327,088)</b>	<b>(\$8,270,333)</b>	<b>\$943,245</b>	<b>12.87%</b>

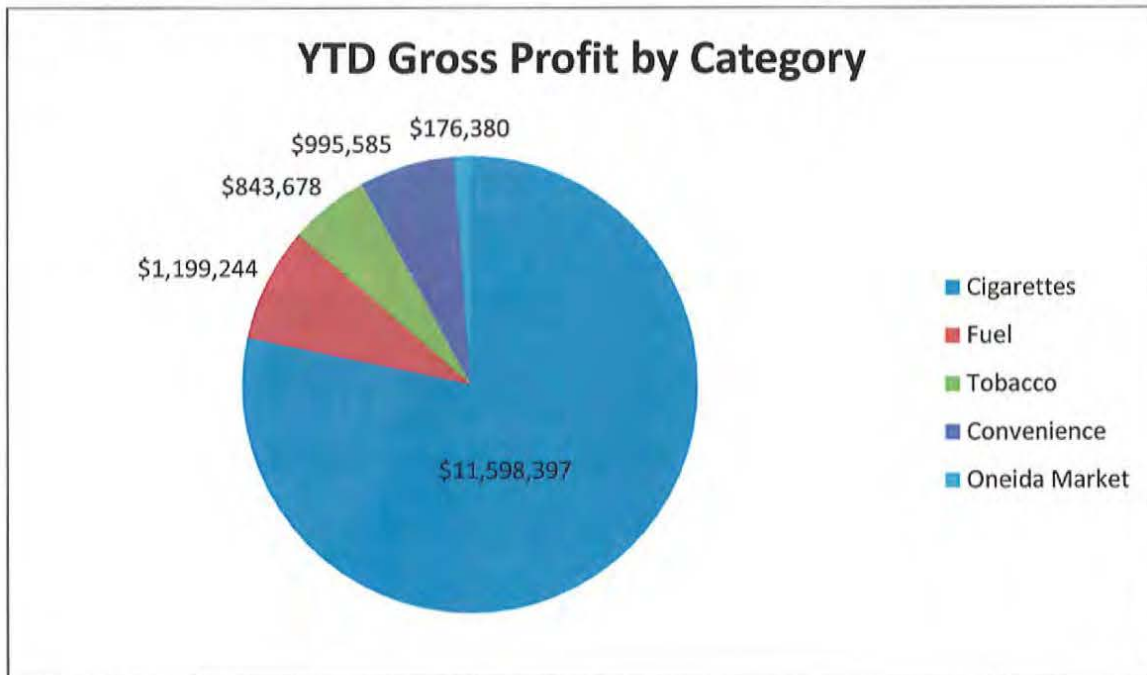
Business units behind budget are 54, Casino and Oneida Market. The business units better than budget are; Administration, Westwind, E&EE, Travel Center, Packerland, Larsen, Bingo and Isbell.

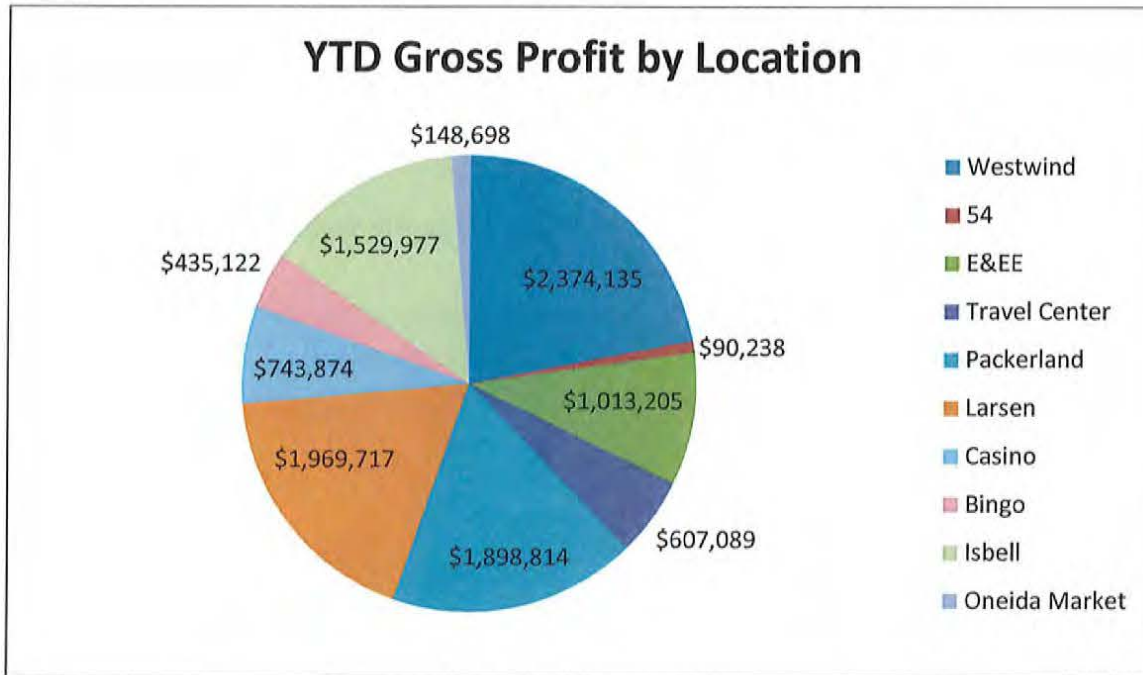
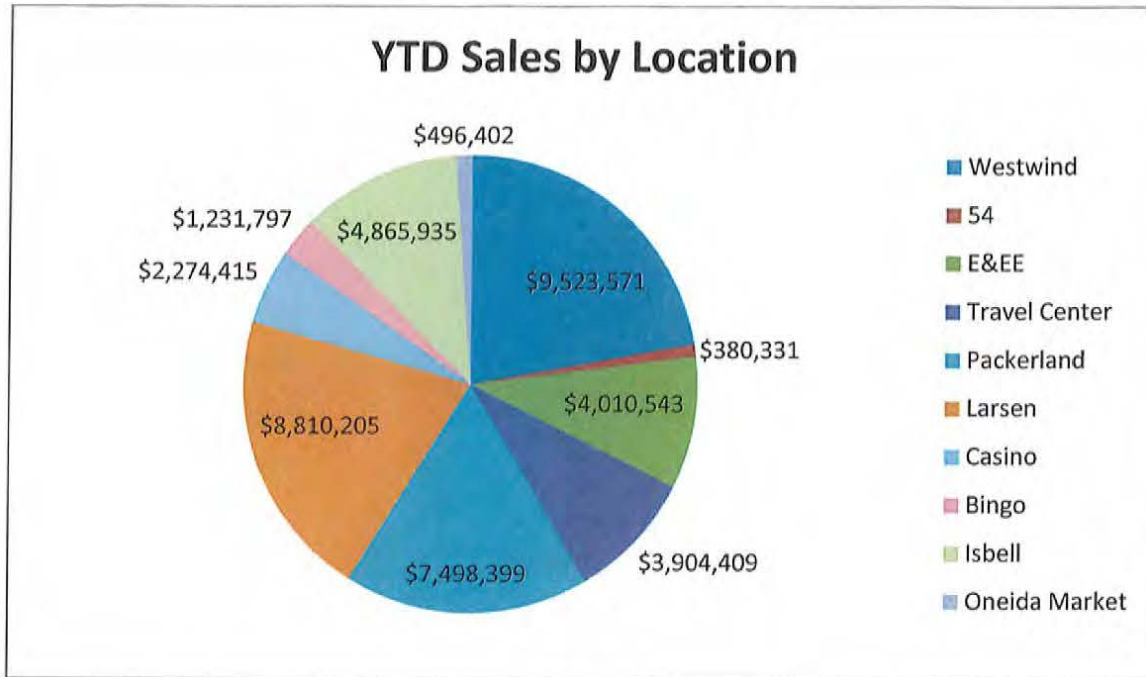


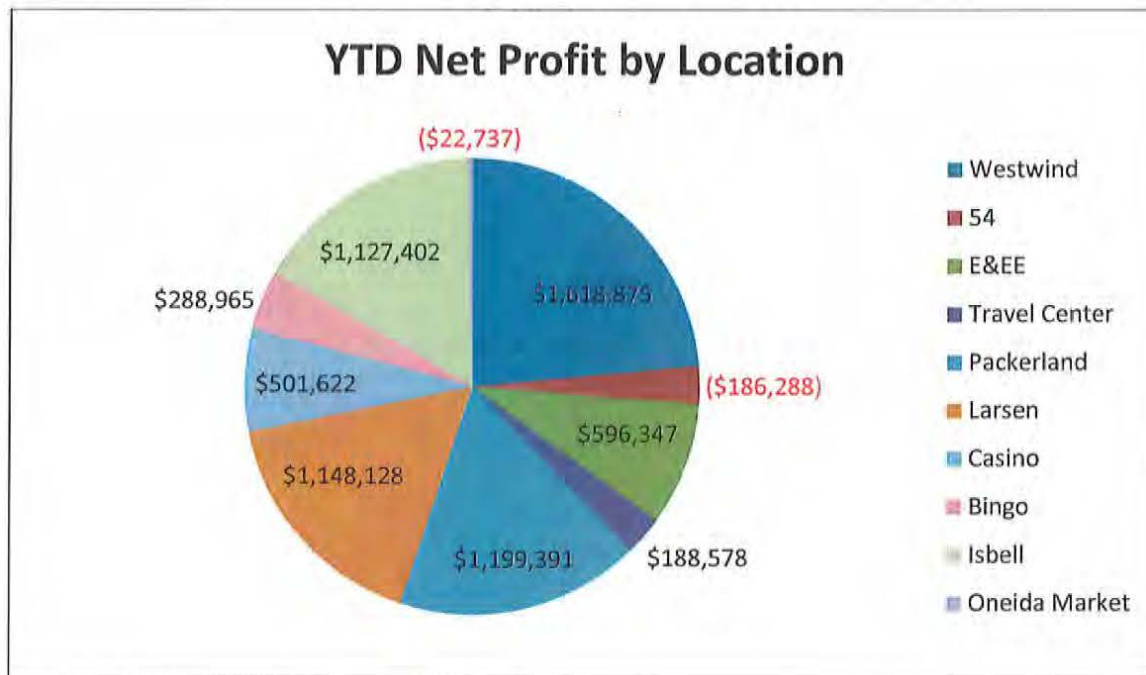
**Retail- Consolidated**



Cigarettes continue to dominate sales and gross profit in the One Stops and the Smokeshops. Mobil branded fuel is sold at six (6) of the One Stop and is the next highest category in sales and gross profit.



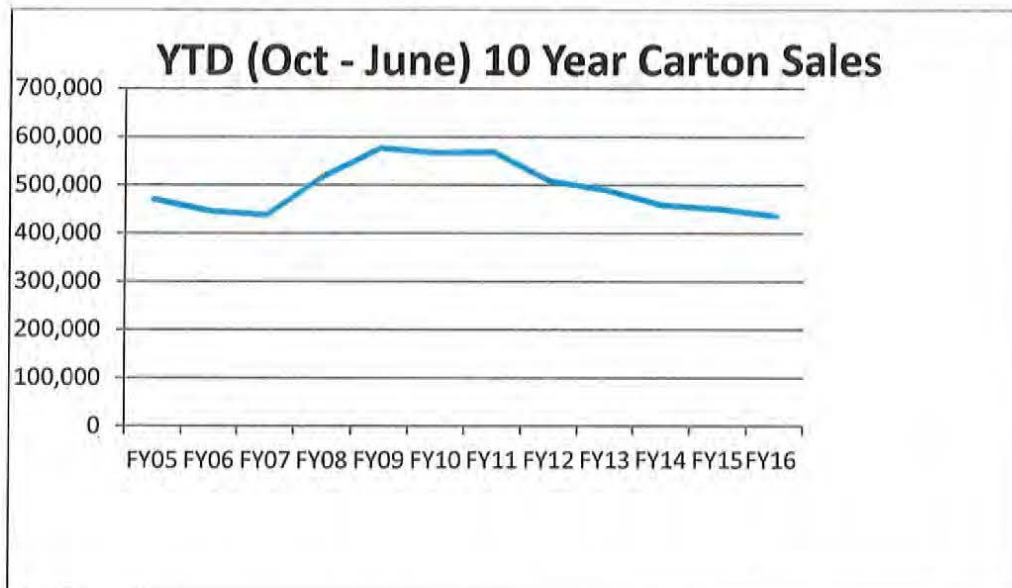
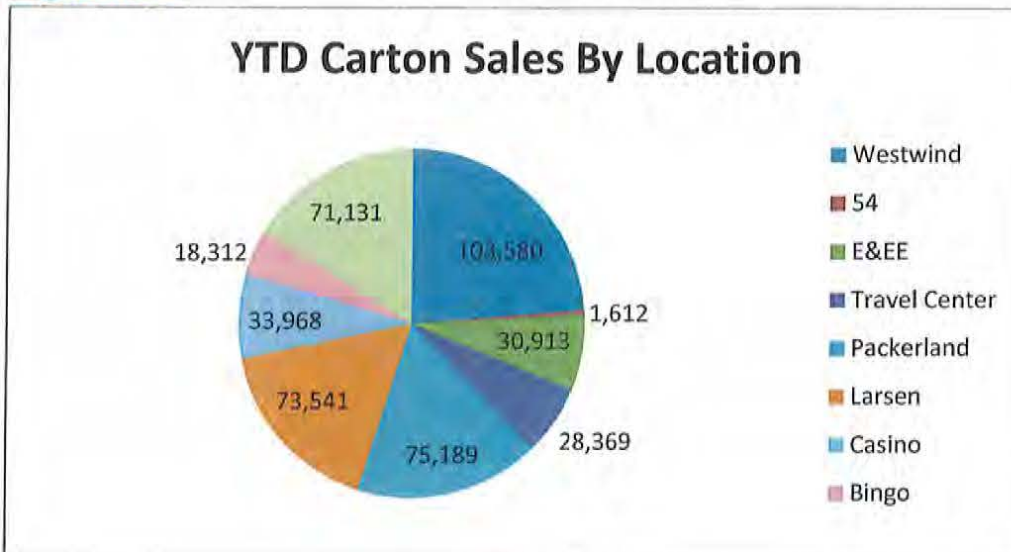




#### Highlights

- Westwind has been the number 1 in sales, gross profit and net profit for over 20 years.
- Larsen has moved into the number 2 spot in sales and gross profit and 3rd in net profit. Larsen sells the most fuel of all locations, and has the highest lease rate of all of the stores
- While Packerland is in 3<sup>rd</sup> place for sales and gross profit and it is in 2<sup>nd</sup> place in net profit
- Isbell maintains 4<sup>th</sup> place for sales, gross profit and net profit, mainly due to high sales of cigarettes and a favorable lease rate from Gaming.
- Oneida One Stop re-opened on June 8<sup>th</sup> and has a negative net profit YTD of \$186,288 mainly due to payroll prior to opening, startup costs and inventory
- The Oneida Market had a negative net profit YTD of \$22,737

Cigarettes

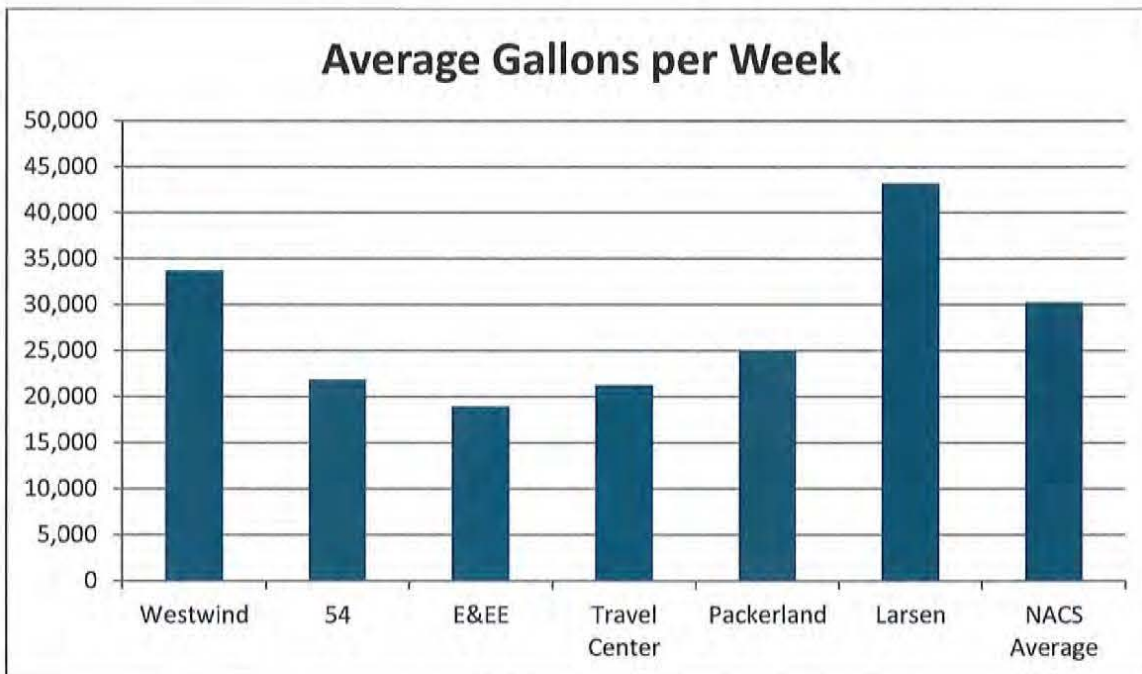
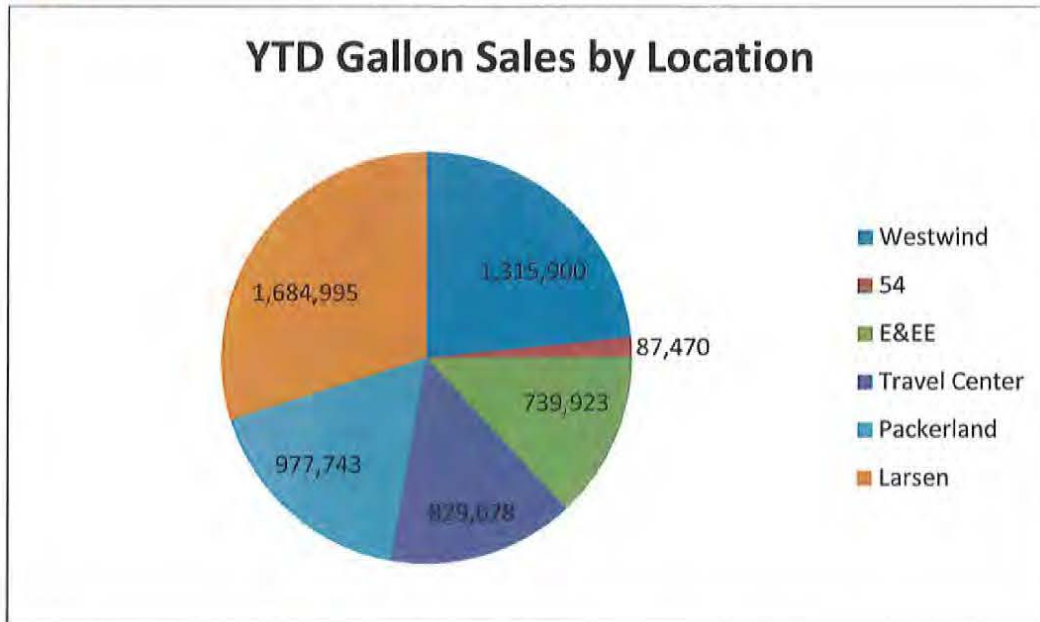


The average Convenience store sells 106 cartons per week (S. Abraham & Sons) in the state of Wisconsin. One average the Oneida Stops and Smokeshops sell 1,284 cartons per week. This is due to the large price differential as a result of the cigarette excise tax agreement with the state of Wisconsin. The price differential averages \$13.00 per carton. The average gross profit per carton is \$20.17.

In general the Cigarette manufacturers increase the price of cigarettes two (2) times a year, in December and June. This past May the Cigarette price increase was .75 per carton, Oneida Retail increased the retail price by 1.00 per carton, increasing the gross profit per carton by an additional .30 per carton. Should all trends remain the increase will result in an additional \$155,000 in gross profit for FY16.



Fuel

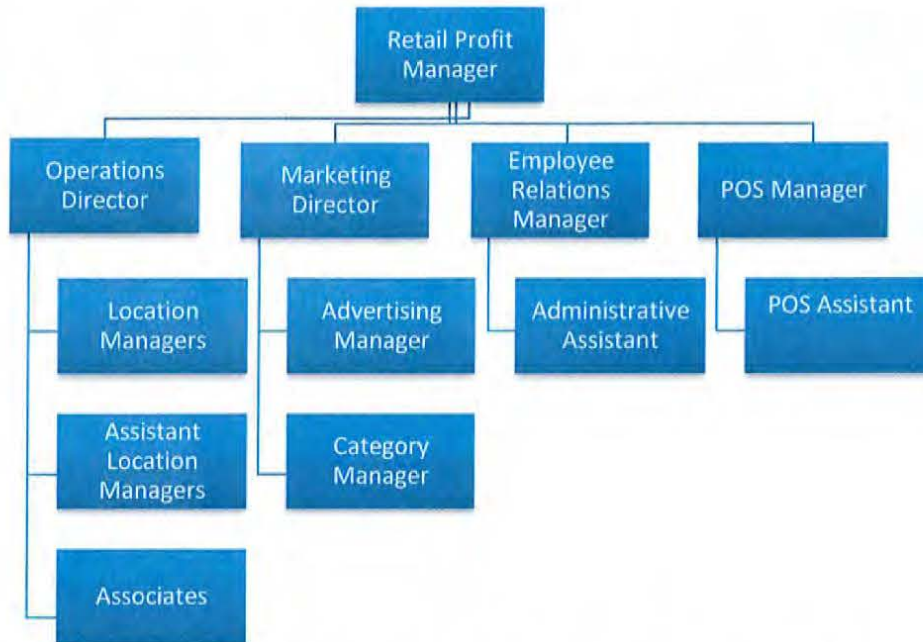


The average Convenience store sells 30,292 (NACS SOI 2013 Report pg. 9) gallons of fuel per week. The Oneida One Stops average gallons per week are 29,451. The YTD average profit per gallon is \$.15.

There has been an increase in fuel delivery costs due to the pipeline being out of commission from Milwaukee/Madison to Green Bay. US Oil is hauling fuel over the road, by rail and barge to keep the fuel flowing in Green Bay and Northeast WI. As of July 27, 2016 there may be additional costs to transport fuel because of the terminal maintenance in Illinois, the maintenance at one terminal puts pressure on the existing terminals. We will be working with our transport company (Klemm Trucking) to reduce the adding the demurrage charge. The demurrage charge is an additional cost for the time the truck is at the terminal waiting for fuel.

### Oneida Retail Employees

Oneida Retail Enterprise Organizational Chart, with the Retail Profit Area Manager reporting to the Oneida Business Committee



On September 30, 2016, there were 116 Retail Employees with an average of 7 years of service. Retail employees are Oneida Tribal Members as outlined in the Tobacco Ordinance.

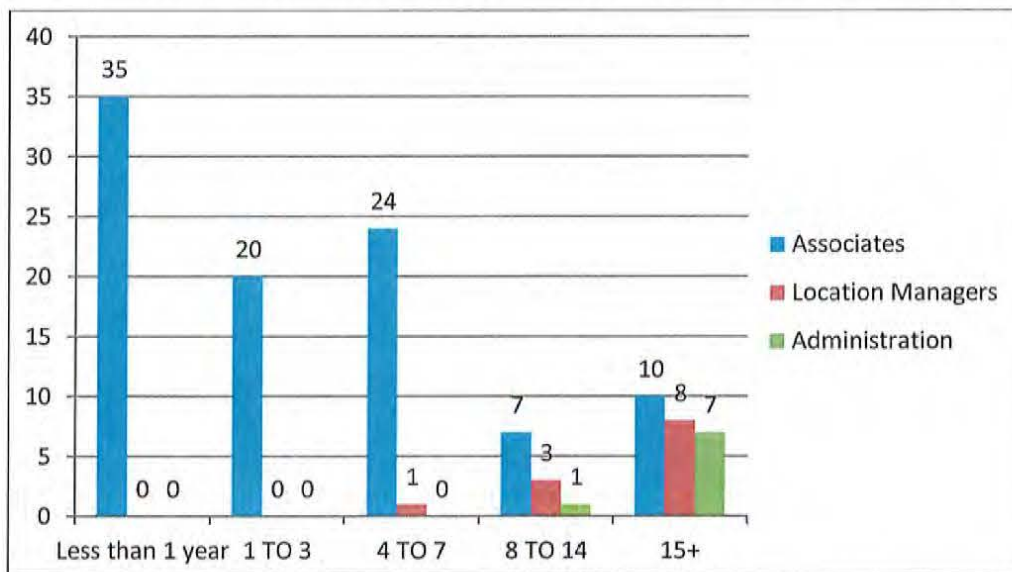


Figure 1 Retail Associates Years of Service

Of the 116 Retail employees we have the following accruals at the end of September 2016:

Vacation Hours	4,742.65
<u>Personal Hours</u>	<u>3,039.59</u>
Total	7,782.24

10 Retail Employees have accrued over 200 hours of vacation/personal time as of September 30, 2016. Three (3) of the employees that have accrued over 200 of vacation/personal hours are in Retail Administration Six (6) of the employees are Location Managers and one (1) Retail Associate.

YTD payroll was \$3,490,083 compared to the YTD budget of \$3,945,347 resulting in a savings of \$455,264. When compared to prior year's payroll of \$3,328,725 payroll is more than FY15 YTD by \$161,358. YTD overtime was \$11,746 compared to prior year overtime of \$11,262, and is included in the overall payroll information above.

23 Disciplinary Actions were provided to Oneida Retail Employees from July 1 to September 30, 2016

18 Written Warnings

Attendance	15
Work Performance	3

One (1) Suspension

Attendance	1
------------	---

Four (4) Terminations

Attendance	4
------------	---

The Human Resource Department voided one of the written warnings for attendance because the Location Manager failed to fill out the form correctly. I overturned one of the written warnings because the Location Manager failed to provide the employee the required copies of the notice.

In April ORE increased the minimum wage for Retail Employees to \$10.10 (after probation) an hour to compete with the surrounding employers and to increase the application pool. Increases ranged from .07 to .50 an hour for current employees.

The Department of Labor published the final wage and hour regulations on May 18, 2016 with an implementation date of December 2016. With the change of the regulations the Location



Managers will no longer be eligible for exempt status. On August 7, 2016 the Managers moved from the E3 position to the NE12 position and become eligible for overtime.

### Job Description Changes

The Associate job descriptions were amended to be able to hire 16 and 17 year olds for the Oneida One Stops and Oneida Market. The 16 and 17 year olds will be considered youth workers and exempt from the High School Diploma or GED/HSED requirement with one year of being hired.

### Tobacco Ordinance

Oneida Retail has requested that the Tobacco Ordinance be amended to open the Associate position to anyone, while following the Indian Preference Law in hiring. Currently the market is very competitive in the hiring of entry level employees in our area. Prior to hiring any non-Tribal Members into the Associate positions we will provide Diversity Training to all of our employees.

### Interim Marketing Director

Don Denny will be retiring on December 30, 2016 for Oneida Retail Enterprise. Don has held various positions within Retail for the past 34 years, from Associate, Location Manager, Operations Manager, and Category Manager to the Interim Marketing Director for the past 18 months.

### Diamond for Dollars

Diamonds for dollars is a fund raising event in the Oneida Retail stores to support area groups in our community to raise funds by way of selling Diamonds in the stores four (4) times a year. Applications are sought through the Kali and intranet.

In August Oneida Retail raised funds for myTEAM TRIUMPH, as they were the only application for the 4<sup>th</sup> quarter. myTEAM TRIUMPH is 501(c)(3) non-profit athletic mentoring program created for children, teens, adults and veterans with disabilities. With myTEAM TRIUMPH, disabled participants get to do it all! They will "Captain" a team of "Angels" through an entire race guaranteeing them their moment of glory as they cross that finish line that so many of us take for granted.

• Indigenous Games	\$2,885
• Wise Youth	\$1,919
• Longhouse	\$1,624
• Lacrosse U/13 & U/15	\$1,198
• Woodland Indian Art	\$1,525
• <u>myTEAM Triumph</u>	\$450
	\$9,611

Applications for the next round of fundraising are due December 31<sup>st</sup> with Diamond sales in February.

### **Surveillance System Replacement Project**

In March Oneida Retail received notice from Surveillance that the Surveillance Department would no longer provide observation services to Oneida One Stops – Westwind, 54, E&EE and Larsen beginning in with the new fiscal year in October.

After discussions with the Gaming Commission, Surveillance, MIS, ORE and the Oneida Police Department it has been determined that Internal Security will provide the observation to all of the Oneida One Stops. At this writing Oneida Retail and Internal Security are meeting regularly to transition observation from the Surveillance Department to Internal Security. A few of the areas we are working on together are:

- Internal Theft Training
- Hold up Training and Procedures
- Improving Cash Handling Procedures
- Reporting & Investigations

Internal Security is working with Surveillance and MIS to work through a few technical glitches with the transition.

### **Training**

In August I attended the Sexual Harassment Training provided by the Human Resource Department at Employee Services,

In September I attended a two day Drug ID Training provided by the National Criminal Justice Training Center of Fox Valley Technical College at the Radisson Hotel and Conference Center.

### **Open Roads**

The Open Roads rewards program has two components; the first is to be able to provide gas tax exemption to Tribal Members and to provide additional discounts on fuel. The second component is a loyalty program for the general public to earn cents off on a gallon of fuel by purchasing promoted products. In the 3<sup>rd</sup> quarter US Oil and Oneida Retail will be promoting Open Roads together. Several Radio remotes are scheduled along with stops by the Open Roads Teams to encourage customers to enroll in the program.

The second quarter Open Rewards collateral is attached which begins on January 3, 2017

### **Open Roads Audit**

An Audit was completed by the Auditing Department. The Audit had two (2) findings; there should be a limit on gallons purchased by Tribal Members and the Intra-Tribal Charge list should



be updated whenever there is a change on who is eligible to charge fuel at the One Stops, and the employees eligible should be based on their job description.

The fuel limit is not feasible at this time because of the intra-tribal charges and Tribal Member commercial charges. Limiting the amount of fuel per transaction would cause longer lines at the registers. The fuel will be limited on April 1, 2017 when the intra-tribal charges and commercial charges are moved to the Exxon/Mobil Fleet program.

The Intra-Tribal Charge list is updated on an annual basis and when departments send an updated authorized list. Oneida Retail is not responsible to determine who can purchase fuel. When the Exxon/Mobil Fleet program is introduced to the Intra-Tribal Departments it will be the individual department's responsibility to determine who is eligible to purchase fuel.

### **Big Deal Texting Campaign**

The Big Deal texting campaign was introduced during the opening of Oneida One Stop 54 as a way to communicate fuel discount opportunities to our customers through the Open Rewards and directly from vendors. To join the texting campaign text "onestop" to 55678 and you will receive text messages informing you of the "Big Deal". The Big Deal will also be posted to Social Media sites along with in store signage. The future plan is to create "clubs" within the texting campaign to target offers directly to customers who have expressed an interest in a particular produce line.

### **Intra-Tribal Charge Fuel and Commercial Charge Accounts**

ORE has explored two options to automate the Intra-Tribal Charges of fuel at the Oneida One Stops. The Exxon/Mobil Fleet program has been selected because there is no cost to Oneida Retail and there is minimal cost to the Nation. The other option would track fuel sales in a similar fashion; however the cost to run the program was approximately \$15,000 per year. There are currently 56 different departments purchasing fuel at the Oneida One Stops. In FY16 the Intra-Tribal departments purchased \$331,585 of fuel from the Oneida One Stops. The Exxon/Mobil Fleet Program will provide up to .06 cents in discounts (based on monthly purchases) and Oneida Retail will offer an additional .03 discount.

There are currently 14 commercial charges at the Oneida One Stops for fuel. We are encouraging the commercial accounts to open a Mobil Fleet card to manage their fuel purchases.

Exxon/Mobil offers discounts on the fuel (based on volume) and ORE will also discount the fuel by .03 a gallon for the first six (6) month. ORE's intention is to close all commercial accounts by March 31, 2016.

### **FY16 Capital Expenditures**

The fuel dispensers at Oneida One Stop Packerland and Oneida Casino Travel Center were replaced in early August. The replacement is due to the EMV compliance. Oneida One Stop Westwind, Larsen and E&EE will components of the dispensers replaced to become EMV compliant.

**FY17 Budget**

	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Proposed Budget</b>
<b>Sales</b>	\$61,874,130	\$58,656,770	\$67,364,393
<b>Cost of Sales</b>	\$47,173,619	\$43,761,417	\$50,884,602
<b>Gross Profit</b>	\$14,700,511	\$14,895,353	\$16,479,791
<b>Expenses</b>	\$7,125,843	\$6,624,186	\$8,087,129
<b>Net Profit</b>	\$8,621,741	\$8,271,167	\$8,392,662

The FY17 budget includes 40 additional hours for those employees who had accrued 80 hours of combined vacation/personal hours as of March 31, 2016 for Trade Back for Cash. Each employee's salary (with one year of service) was also increased by .40, as recommended by Human Resources.

Highlights of the ORE FY17 Proposed budget are:

To achieve the budget ORE must:

- Sell more than 610,000 cartons of cigarettes
- Sell 6,500,000 gallons of fuel
- Sell \$1,900,000 in tobacco products
- Sell \$3,400,000 of convenience goods
- Sell \$588,800 in product at the Oneida Market.

**FY17 BUDGET** includes the following:

- Three additional positions
  - Assistant POS
  - Two additional Assistant Location

*Adjustments may be necessary depending on the exempt status of the Managers and Retail Administration reorganization.*

- Payroll .40 increase/bonus for each employee that is employed as of September 30, 2016.

*Should an employee be at the maximum in their pay range a bonus will be paid out based on average number of hours worked per week, or a combination of increase and bonus if the .40 increase would put them over the maximum in their pay range. See How PAYROLL is BUDGETED.*

- 40 hours of trade back for cash for eligible employees.

*To be eligible for trade back an employee must have a combination of personal and vacation hours that exceeds 80 hours.*

- \$9,780 in the training line.

*Examples of training include beverage server, fire extinguisher, petroleum equipment training, WI Class A/B training and certification in Natural Health practitioner.*

- \$5,000 in the Travel line.

*Funds earmarked for SAS Tradeshow, WPMCA attendance and possibly the NACS show.*

- \$3,500,000 in Capital Improvement Projects (CIP) Budget

*Funds determined to add an additional Oneida One Stop to the mix of stores.*



- **\$58,000 in Capital Expenditure Projects (CapX) Budget**

*Three CAPX projects were approved: Awning at EEE, Point of Sale system at OCTC, Freezer/Cooler doors at Packerland. (See all CapX requests)*

- **GAS Tax Exemption Cost for Off Reservations fuel purchases**

*In Previous years General Tribal Council budget was set to in a way that offset our cost to provide the mandated gas tax exemption to Tribal Members off reservation . The Oneida Business Committee has informed ORE that this expense will no longer be reimbursed. The result is a reduction in net profit by \$246,930.*

Thank you for reading the report, should you have any questions please feel free to call me at 920.496.7301 or by email at [mdoxat3@oneidanation.org](mailto:mdoxat3@oneidanation.org)

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: ~~12~~/~~28~~/~~16~~ Meeting was cancelled.

2. General Information:

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

[Empty text box]

Agenda Header: Reports

Accept as Information only

Action - please describe:

Fourth Quarterly Report for the Oneida Personnel Commission FY2016

3. Supporting Materials

Report  Resolution  Contract

Other:

1. minutes

3. [Empty text box]

2. R&E for Aug, Sept and Oct

4. [Empty text box]

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison: David Jordan, Council Member

Primary Requestor/Submitter: Yvonne Jourdan, Chairperson, Oneida Personnel Commission  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

ONEIDA PERSONNEL COMMISSION  
 FY 2016 Quarterly Report Fourth Quarter  
 July, August and September 2016  
 Submitted by: Yvonne Jourdan

**NAMES**

Officers: Yvonne Jourdan, Chairperson  
 Gary Smith, Vice-Chairperson  
 Sharon Alvarez, Treasurer  
 Rochelle Powless, Secretary

Members: Bradley Graham  
 Tomas Escamea  
 Clifford Danforth  
 Sandra Dennett  
 Eric Krawczyk  
 Pearl Webster  
 Carol Smith

**MINUTES**

All approved minutes have been submitted to the Office of the Tribal Secretary.

July 19, 2016	Regular Meeting	(Approved)
August 16, 2016	Regular Meeting	(Approved)
September 20, 2016	Regular Meeting	(Approved)

**FINANCIAL**

See attached R&E statements for the months of July, August and September 2016.

**SPECIAL EVENTS AND TRAVEL**

No out-of-state travel/training occurred during this quarter.

**LOCAL TRAINING**

Training for the first quarter of this fiscal year included standard initial reviews, grievance hearings, and grievance decisions training which took place in July, August and September.

**ACTIVITY REPORT-Oneida Personnel Commission**

Activity	July	August	September	Totals
Pre-Screens	19	31	14	64
Interviews	10	30	17	57
Reassignments	4	7	6	17
Initial Reviews	2	2	1	5
Grievances	2	1	2	4
Deliberations	1	1	0	2
Decision Writing	0	1	1	2

Motion Decisions	1	1	4	6
Regular Meetings	1	1	1	3
Special Meetings	0	0	0	0
Training*	5	3	5	13
Non-Gaming Employees with an advocate	0	0	0	0
Non-Gaming Employees without an advocate	2	2	0	4
Gaming Employees with an advocate	0	0	1	1
Gaming Employees without an advocate	0	0	0	0
Non-Gaming Management with an advocate	0	0	0	0
Non-Gaming Management without an advocate	2	2	0	4
Gaming Management with an advocate	0	0	1	1
Gaming Management without an advocate	0	0	0	0

- The numbers within the Reassignment boxes, are the numbers of employees that were reassigned into different positions for that specific month.

Training could mean attending out-of-state, local training, or in-house training. New commissioners are mentored by existing commissioners during Initial Reviews, Grievance Hearings, Decision Writing, Hearing Officer Responsibilities, and Motion Decisions. This type of involvement is also considered training.

**PERSONAL COMMENTS - Yvonne Jourdan, Chairperson - OPC**

This Commission has continued to review the proposed Employment Law (draft #21), that is currently at the Legislative Operating Committee (LOC). We have taken the position that this new Law is not favorable to the employment base. We have taken the position that we would inform General Tribal Council (G.T.C) of the Commission's perspective and bring awareness to both G.T.C. and the employment base, we are doing this through our articles placed in our Tribal newspaper. This Commission has requested verbally that once the Oneida Business Committee establishes a date for General Tribal Council to meet and decide whether or not they support this Law, we would like to present our perspectives, issues and concerns regarding the proposed Employment Law.

This Commission had filed a complaint regarding some unfair and unethical hiring practices that were allowed and controlled by the Human Resources Department, to date,

that complaint has been unfounded by the Human Resource Departmental Manager, and it is now in the hands of the Oneida Business Committee. As of the date of this report, the Oneida Business Committee has yet to resolve this complaint. The complaint was filed in July 2016.

The Commission continues to review current policies that have been approved and passed by the Oneida Business Committee (OBC) along with the Human Resource Department, (HRD) with the expectation that there can be improvements and discussion with both the OBC and HRD. The Personnel Commission continues to review the by-laws, SOP's, and the training manual for accuracy and relevance to the laws and policies of the Oneida Tribe. We have completed work on updating the qualifications for future Commissioners, which will be reflected in our By-Laws, and are currently pending at the LOC. In the future Quarterly reports, starting with the first Quarter of FY 2017, this Commission will report inconsistencies in the application of policies and procedures regarding hiring practices within HRD, this will include grievance matters that have come before this Commission.

#### **GOALS AND OBJECTIVES – FY2016**

- |  |                          |
|--|--------------------------|
| 1. Personnel Commission By-Laws              | REVISIONS                |
| 2. Training Manual                           | IN PROGRESS              |
| 3. Updating Qualifications for Commissioners | REVISIONS PENDING AT LOC |
| 3. Interdepartmental Relationships           | NEEDS IMPROVEMENT        |
| 4. Updating Personnel Commission SOP's       | IN PROGRESS              |

#### **OBJECTIVE STATEMENT – FY 2016**

1. Optimize organizational efficiency and effectiveness
2. Learning and growth perspective
3. Owner/customer/stakeholder perspective

#### **MEETING REQUIREMENTS**

*Oneida Personnel Commission By-Laws*, Article III. Meetings.

3-1 *Regular Meetings*. The OPC officers shall establish a schedule of regular meetings for the upcoming year beginning in November. Notice of meeting location, agenda and materials shall be forwarded by the Chairperson with the assistance of the Administrator. Robert's Rules of Order shall be used as a guideline for conducting meetings.

3-2 *Special Meetings*. Special meetings shall be called not less than three (3) days prior to the date of the special meeting.

3-3 *Emergency meetings*. Emergency meetings shall be scheduled as needed and provide details of the emergency.

3-4 *Legislative Sessions*. When considering revisions or suggestions to the OPC regarding the labor laws of the Tribe, a Legislative Session may be scheduled to devote a focused exclusive convened working meeting of the OPC to specifically address amendment or revision of existing or proposed labor laws of the Tribe. An internal OPC SOP may be drafted governing the procedures to be followed in implementing such Legislative Session.

3-5 *Quorum*. A quorum shall consist of a majority of the OPC members. In the absence of the Chairperson and the Vice-Chairperson, the members present at the meeting shall elect a Chairperson *Pro Tem* to preside over the meeting.

**FOLLOW-UP**

- Meeting with the Personnel Commission's alternate Liaison, David Jordan, Tribal Councilman, regarding issues and concerns of the Commission.

4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 REPORT RUNDATE/RUNTIME: 8/11/2016 13:38:34

CBRUNE01  
 10JUL/2016

REPORT NAME: BD\_T\_FISCL REF:C  
 REPORT FOR COMPLETE FISCAL YEAR  
 AND Y-T-D INFORMATION

Year To Date figures  
 as of JUL 2016

Processing Instruction: Submit for last closed month.

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	40	90	40			40	
Sub-Total		40	90	40			40	
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	10	30					
TRIBAL CONTRIBUTION	000-458100-000	225,911	248,510	221,518	280,725	336,871	277,664	332,135
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	150	30					
Sub-Total		226,071	248,570	221,518	280,725	336,871	277,664	332,135
Labor/Payroll Expense								
PERSONNEL	000-502100-000	75,680	74,757	64,977	76,063	91,275	80,189	91,275
WAGE ACCRUAL EXPENSE	000-502100-999	341	334	(1,002)			(1,002)	
SALARIES - TRAINING	000-502110-000	38	36					
PAID TIME OFF	000-504000-000	11,138	12,067	11,958			11,958	
FRINGE BENEFIT	000-505000-000	33,870	35,738	31,895	31,795	38,153	38,253	37,697
FRINGE ACCRUAL EXPENSE	000-505000-999	131	160	(421)			(421)	
Sub-Total		121,198	123,092	107,407	107,858	129,428	128,977	128,972
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,478	1,324	828	300	360	888	360
COPY CHARGES	000-700010-000	562	1,027	646	342	410	714	410
TRANSP. & PER DIEM	000-701000-000				1,666	2,000	334	2,000
OUTSIDE SERVICES	000-702010-000	749	527	135	1,034	1,240	341	760
LEGAL SERVICES	000-702400-000		14,903	36,958	35,000	42,000	43,958	42,000
TRAINING & EDUCATION	000-705010-000				1,666	2,000	334	2,000
RENTAL USAGE	000-705202-000	1,568	1,561	1,286	958	1,150	1,478	1,150
HEAT & LIGHTS	000-705211-000	4,508	3,721	2,785	3,750	4,500	3,535	4,500
WATER & SEWER	000-705212-000	82	91	74	50	60	84	60
TELEPHONE	000-705213-000	574	432	380	358	430	452	430
BUSINESS EXPENSE	000-705300-000							200
STIPENDS	000-705305-000	275						
INSURANCE	000-705500-000	663	619	474	550	660	584	660



4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 REPORT RUNDATE/RUNTIME: 8/11/2016 13:38:34

CBRUNE01  
 10JUL/2016

REPORT NAME: BD\_T\_FISCL REF:C  
 REPORT FOR COMPLETE FISCAL YEAR  
 AND Y-T-D INFORMATION

Year To Date figures  
 as of JUL 2016

Processing Instruction: Submit for last closed month.

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
STIPENDS	100-705305-000	42,507	37,000	18,750	70,624	84,750	32,876	80,750
STIPENDS	200-705305-000			1,200			1,200	
STIPENDS	400-705305-000	5,500	6,300	5,050	6,916	8,300	6,434	8,300
STIPENDS	500-705305-000	23,220	32,250	26,000	28,984	34,780	31,796	34,780
STIPENDS	600-705305-000	4,100	7,575	4,650	5,500	6,600	5,750	6,600
Sub-Total		85,786	107,330	99,216	157,698	189,240	130,758	184,960
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	394	75		84	100	16	100
I/T - PRINTING	000-750009-000	1,266			84	100	16	100
I/T RENT EXPENSE	000-755201-000	3,453	3,442		2,916	3,500	584	3,500
I/T UTILITIES EXPENSE	000-755210-000		1	1			1	
I/T DEPRECIATION ALLOCATION	000-755216-000			2,869			2,869	
INDIRECT COSTS	000-758300-000	13,958	14,662	12,225	12,085	14,503	14,643	14,503
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	55	56	(159)			(159)	
Sub-Total		19,126	18,236	14,936	15,169	18,203	17,970	18,203
NET PROFIT OR (LOSS)		1	2	(1)			(1)	

4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 REPORT RUNDATE/RUNTIME: 9/13/2016 13:16:06

CBRUNE01  
 11AUG/2016

REPORT NAME: BD\_T\_FISCL  
 REF:C

4273007 - PERSONNEL BOARD  
 REPORT FOR COMPLETE FISCAL YEAR  
 AND Y-T-D INFORMATION

Processing Instruction: Submit for last closed month.

Year To Date figures  
 as of AUG 2016

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	40	90	40			40	
Sub-Total		40	90	40			40	
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	10	30					
TRIBAL CONTRIBUTION	000-458100-000	225,911	248,510	242,817	308,798	336,871	270,890	332,135
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	150	30					
Sub-Total		226,071	248,570	242,817	308,798	336,871	270,890	332,135
Labor/Payroll Expense								
PERSONNEL	000-502100-000	75,680	74,757	71,599	83,669	91,275	79,205	91,275
WAGE ACCRUAL EXPENSE	000-502100-999	341	334	47			47	
SALARIES - TRAINING	000-502110-000	38	36					
PAID TIME OFF	000-504000-000	11,138	12,067	12,334			12,334	
FRINGE BENEFIT	000-505000-000	33,870	35,738	34,819	34,974	38,153	37,998	37,697
FRINGE ACCRUAL EXPENSE	000-505000-999	131	160	18			18	
Sub-Total		121,198	123,092	118,817	118,643	129,428	129,602	128,972
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,478	1,324	828	330	360	858	360
COPY CHARGES	000-700010-000	562	1,027	646	376	410	680	410
TRANSP. & PER DIEM	000-701000-000				1,833	2,000	167	2,000
OUTSIDE SERVICES	000-702010-000	749	527	152	1,137	1,240	255	760
LEGAL SERVICES	000-702400-000		14,903	36,958	38,500	42,000	40,458	42,000
TRAINING & EDUCATION	000-705010-000				1,833	2,000	167	2,000
RENTAL USAGE	000-705202-000	1,568	1,561	1,414	1,054	1,150	1,510	1,150
HEAT & LIGHTS	000-705211-000	4,508	3,721	3,046	4,125	4,500	3,421	4,500
WATER & SEWER	000-705212-000	82	91	81	55	60	86	60
TELEPHONE	000-705213-000	574	432	418	394	430	454	430
BUSINESS EXPENSE	000-705300-000							200
STIPENDS	000-705305-000	275						
INSURANCE	000-705500-000	663	619	521	605	660	576	660

4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 REPORT RUNDATE/RUNTIME: 9/13/2016 13:16:06

CBRUNE01  
 11AUG/2016

REPORT NAME: BD\_T\_FISCL  
 REF:C

4273007 - PERSONNEL BOARD  
 REPORT FOR COMPLETE FISCAL YEAR  
 AND Y-T-D INFORMATION

Processing Instruction: Submit for last closed month.

Year To Date figures  
 as of AUG 2016

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
STIPENDS	100-705305-000	42,507	37,000	21,375	77,687	84,750	28,438	80,750
STIPENDS	200-705305-000			1,200			1,200	
STIPENDS	400-705305-000	5,500	6,300	5,350	7,608	8,300	6,042	8,300
STIPENDS	500-705305-000	23,220	32,250	30,700	31,882	34,780	33,598	34,780
STIPENDS	600-705305-000	4,100	7,575	4,850	6,050	6,600	5,400	6,600
Sub-Total		85,786	107,330	107,539	173,469	189,240	123,310	184,960
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	394	75		92	100	8	100
I/T - PRINTING	000-750009-000	1,266			92	100	8	100
I/T RENT EXPENSE	000-755201-000	3,453	3,442		3,208	3,500	292	3,500
I/T UTILITIES EXPENSE	000-755210-000		1	1			1	
I/T DEPRECIATION ALLOCATION	000-755216-000			3,156			3,156	
INDIRECT COSTS	000-758300-000	13,958	14,662	13,337	13,294	14,503	14,546	14,503
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	55	56	8			8	
Sub-Total		19,126	18,236	16,502	16,686	18,203	18,019	18,203
NET PROFIT OR (LOSS)		1	2	(1)			(1)	

4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 REPORT RUNDATE/RUNTIME: 10/26/2016 09:02:38

CBRUNE01  
 12SEP/2016

REPORT NAME: BD\_T\_FISCL  
 REF:C

4273007 - PERSONNEL BOARD  
 REPORT FOR COMPLETE FISCAL YEAR  
 AND Y-T-D INFORMATION

Processing Instruction: Submit for last closed month.  
 Year To Date figures  
 as of SEP 2016

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
Revenue - External								
SERVICE FEE REVENUE	000-400001-000	40	90	40			40	
Sub-Total		40	90	40			40	
Revenue/Contribution- Internal								
I/T SERVICE FEE REVENUE	000-450001-000	10	30					
TRIBAL CONTRIBUTION	000-458100-000	225,911	248,510	276,555	336,871	336,871	276,555	332,135
INTRA/SAME SERVICE FEE REVENUE	000-480001-000	150	30					
Sub-Total		226,071	248,570	276,555	336,871	336,871	276,555	332,135
Labor/Payroll Expense								
PERSONNEL	000-502100-000	75,680	74,757	78,004	91,275	91,275	78,004	91,275
WAGE ACCRUAL EXPENSE	000-502100-999	341	334	771			771	
SALARIES - TRAINING	000-502110-000	38	36					
PAID TIME OFF	000-504000-000	11,138	12,067	13,007			13,007	
FRINGE BENEFIT	000-505000-000	33,870	35,738	37,753	38,153	38,153	37,753	37,697
FRINGE ACCRUAL EXPENSE	000-505000-999	131	160	313			313	
Sub-Total		121,198	123,092	129,848	129,428	129,428	129,848	128,972
Cost of Sales								
Sub-Total								
External Expenses								
SUPPLIES & MATERIALS	000-700001-000	1,478	1,324	1,006	360	360	1,006	360
COPY CHARGES	000-700010-000	562	1,027	951	410	410	951	410
TRANSP. & PER DIEM	000-701000-000				2,000	2,000		2,000
OUTSIDE SERVICES	000-702010-000	749	527	208	1,240	1,240	208	760
LEGAL SERVICES	000-702400-000		14,903	50,558	42,000	42,000	50,558	42,000
TRAINING & EDUCATION	000-705010-000				2,000	2,000		2,000
RENTAL USAGE	000-705202-000	1,568	1,561	1,543	1,150	1,150	1,543	1,150
HEAT & LIGHTS	000-705211-000	4,508	3,721	3,291	4,500	4,500	3,291	4,500
WATER & SEWER	000-705212-000	82	91	88	60	60	88	60
TELEPHONE	000-705213-000	574	432	455	430	430	455	430
BUSINESS EXPENSE	000-705300-000							200
STIPENDS	000-705305-000	275						
INSURANCE	000-705500-000	663	619	569	660	660	569	660

4273007 - PERSONNEL BOARD  
 STATEMENTS PRODUCED PRIOR TO PERIOD CLOSING DATES ARE SUBJECT TO CHANGE  
 REPORT RUNDATE/RUNTIME: 10/26/2016 09:02:38

CBRUNE01  
 12SEP/2016

4273007 - PERSONNEL BOARD  
 REPORT NAME: BD\_T\_FISCL REPORT FOR COMPLETE FISCAL YEAR  
 REF:C AND Y-T-D INFORMATION

Processing Instruction: Submit for last closed month. Year To Date figures as of SEP 2016

ACCOUNT NAME	ACCOUNT NUMBER	FISCAL 2014 ACTUAL	FISCAL 2015 ACTUAL	Y-T-D 2016 ACTUAL	Y-T-D 2016 BUDGET	ANNUAL 2016 BUDGET	ANNUAL 2016 PROJECTED	ANNUAL 2017 PROPOSED BUDGET
STIPENDS	100-705305-000	42,507	37,000	24,500	84,750	84,750	24,500	80,750
STIPENDS	200-705305-000			1,200			1,200	
STIPENDS	400-705305-000	5,500	6,300	5,850	8,300	8,300	5,850	8,300
STIPENDS	500-705305-000	23,220	32,250	33,300	34,780	34,780	33,300	34,780
STIPENDS	600-705305-000	4,100	7,575	5,200	6,600	6,600	5,200	6,600
Sub-Total		85,786	107,330	128,719	189,240	189,240	128,719	184,960
Internal Expenses								
I/T SUPPLIES & MATERIALS	000-750001-000	394	75		100	100		100
I/T - PRINTING	000-750009-000	1,266			100	100		100
I/T RENT EXPENSE	000-755201-000	3,453	3,442		3,500	3,500		3,500
I/T UTILITIES EXPENSE	000-755210-000		1	1			1	
I/T DEPRECIATION ALLOCATION	000-755216-000			3,442			3,442	
INDIRECT COSTS	000-758300-000	13,958	14,662	14,462	14,503	14,503	14,462	14,503
INDIRECT COST ACCRUAL EXPENSE	000-758300-999	55	56	122			122	
Sub-Total		19,126	18,236	18,027	18,203	18,203	18,027	18,203
NET PROFIT OR (LOSS)		1	2	1			1	

## ONEIDA PERSONNEL COMMISSION REGULAR MEETING

July 19, 2016 – NOON

East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

A. Call to Order: Attendance (12:00p.m.)

Yvonne Jordan, Chairwoman, called the meeting to order at 12:00p.m.

**MOTION:** Gary Smith motioned to approve the attendance, excusing Rochelle Powless and Eric Krawczyk.

**SECOND:** Bradley Graham seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

Also in attendance: Gina Buenrostro, Administrator, Bridget Cornelius, Executive Assistant, Attorney Robert Sweeney, Oneida Business Committee-Councilman, David Jordan, Bradley Graham's father.

B. Approval of Agenda (5 minutes)

Yvonne Jourdan	Chairwoman
Gary Smith	Vice Chair
Sandy Dennett	Member
Sharon Alvarez	Treasurer
Carol Smith	Member
Julie Clark	Member
Pearl Webster	Member
Bradley Graham	Member
Tomas Escamea	Member

**EXCUSED:**

Eric Krawczyk	Member
Rochelle Powless	Secretary

**MOTION:** Julie Clark motioned to approve the agenda, requesting to move to the end of the agenda F.1.(b)., and add F.1.(d) which is for Sandy Dennett, and that herself (Julie Clark) and Carol Smith be excused for the rest of the meeting after this topic is in discussion, with stipends to be paid for both herself and Carol Smith.

**SECOND:** Bradley Graham seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

C. Review\Approval of Minutes:

**MOTION:** Bradley Graham motioned to approve the June 21, 2016, meeting minutes.

**SECOND:** Julie Clark

**MOTION CARRIED UNANIMOUSLY**

D. Tabled Business: NONEE. Old Business: No updates or discussion

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
July 19, 2016 – NOON  
East Wing Conference Room

**F. New Business (3)**

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-(Gina Buenrostro 10 minutes)
  - a. 2<sup>nd</sup> Quarterly Report-request to revise or edit
  - b. Status of complaint with HRD, regarding the Fitness, Parks and Recreation Area Manager interviews
  - c. Attorney Sweeney's contract, FY 2017-2018-2019
  - d. Sandy Dennett

**MOTION:** Julie Clark motioned to go into executive session.

**SECOND:** Bradley Graham seconded the motion.

**MOTION CARRIED UNANIMOUSLY**                      **TIME:12:30PM**

**MOTION:** Bradley Graham motioned to come out of executive session.

**SECOND:** Tomas Escamea seconded the motion.

**MOTION CARRIED UNANIMOUSLY**                      **TIME:12:49PM**

**MOTION:** Bradley Graham to go into executive session.

**SECOND:** Pearl Webster seconded the motion.

**MOTION CARRIED UNANIMOUSLY**                      **TIME: 1:03PM**

**MOTION:** Sandy Dennett to come out of executive session.

**MOTION CARRIED UNANIMOUSLY**                      **TIME: 1:48PM**

**MOTION:** Sandy Dennett moves that the Oneida Personnel Commission keep their FY 2016 2<sup>nd</sup> Quarterly Report the same, no alterations or edits.

**SECOND:** Bradley Graham seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

**\*\*Julie Clark and Carol Smith have recused themselves from all discussion\*\***

**(b.)** Status of complaint with HRD, regarding the Fitness, Parks and Recreation Area Manager interviews

**MOTION:**Sandy Dennett moves that the Oneida Personnel Commission file a complaint on Geraldine Danforth, HRD Manager, pertaining to the handling of the Fitness, Parks and Recreation Area Manager pre-screen and hiring process, with the Oneida Business Committee no later than 4:30Pm on July 19, 2016.

**SECOND:** Bradley Graham

**MOTION CARRIED UNANIMOUSLY**

**MOTION:** Bradley Graham moves that Attorney Sweeney file a petition (injunction) with the Oneida Judiciary regarding the regarding the pre-screen and hiring process of the Fitness, Parks and Recreation Area Manager.

**SECOND:** Gary Smith

**MOTION CARRIED UNANIMOUSLY**



## ONEIDA PERSONNEL COMMISSION REGULAR MEETING

July 19, 2016 – NOON

East Wing Conference Room

**MOTION:** Bradley Graham moves that the Oneida Personnel Commission schedule a “fact finding” hearing, regarding the pre-screen and hiring process of the Fitness, Parks and Recreation Area Manager, and that the Personnel Commission utilize “pro tem” judges, scheduled for August 12, 2016.

**SECOND:** Gary Smith

**MOTION CARRIED UNANIMOUSLY**

(c). Attorney Sweeney’s contract, FY 2017-2018-2019

**MOTION:** Bradley Graham moves that the Administrator process the 3 year contract for Attorney Sweeney and submit to the Oneida Business Committee.

**SECOND:** Sandy Dennett

**MOTION CARRIED UNANIMOUSLY**

### 2. Activity Report

**MOTION:** Pearl Webster moves to approve the activity report.

**SECOND:** Sharon Alvarez

**MOTION CARRIED UNANIMOUSLY**

### 3. Financial Report

**MOTION:** Bradley Graham moves to accept the financial Report.

**SECOND:** Gary Smith

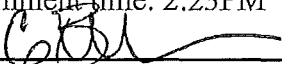
**MOTION CARRIED UNANIMOUSLY**

**MOTION:** Gary Smith moves to adjourn.

**SECOND:** Bradley Graham

**MOTION CARRIED UNANIMOUSLY**

Adjournment time: 2:23PM

  
Minutes prepared by Gina Buenrostro, for Rochelle Powless, Secretary

## ONEIDA PERSONNEL COMMISSION REGULAR MEETING

August 16, 2016 – NOON  
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary: Rochelle A. Powless (NOT PRESENT)

- A. Call to Order: Attendance (12:02p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:02p.m.

Yvonne Jourdan	Chairwoman
Gary Smith	Vice-Chair
Sharon Alvarez	Treasurer
Carol Smith	Member
Tomas Escamea	Member
Bradley Graham	Member
Pearl Webster	Member

Also Present:

Gina Buenrostro	Administrator
Bridget Cornelius	Executive Assistant

**EXCUSED:**

Rochelle A. Powless	Secretary
---------------------	-----------

**MOTION:** Bradley Graham motioned to approve the attendance excusing Rochelle

**SECOND:** Sharon Alvarez seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

- B. Approval of Agenda (5 minutes)

C.

**MOTION:** Bradley Graham motioned to approve the agenda with changes:

**New Business** – Add 1.c. FYI

**SECOND:** Carol Smith seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

- C. Review\Approval of Minutes: July 19, 2016, OPC Regular Meeting  
(Rochelle Powless 10 minutes)

**MOTION:** Bradley Graham motioned to approve the July 19, 2016, OPC Regular Meeting Minutes.

**SECOND:** Sharon Alvarez seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

- D. Tabled Business (none)

## ONEIDA PERSONNEL COMMISSION REGULAR MEETING

August 16, 2016 – NOON

East Wing Conference Room

**E. Old Business (3)**

1. Draft article for the Kahliwisaks (entire commission 10 minutes)

MOTION: Gary Smith motioned to accept update

SECOND: Tomas Escamea

MOTION CARRIED UNANIMOUSLY

2. **Internal Audit Request-UPDATE**

MOTION: Bradley Graham motioned to accept update

SECOND: Sharon Alvarez

MOTION CARRIED UNANIMOUSLY

3. **Employment Law Draft 17-UPDATE**

MOTION: Bradley Graham motioned that the Chair send a letter to the Oneida Business Committee to get on annual agenda for topic of Employment Law

SECOND: Carol Smith

MOTION CARRIED UNANIMOUSLY

\*Put in as a Business Committee Agenda and send to the secretary, Motion passed with Carol Smith abstaining.

4. Status of Complaint regarding the Area Manager of Fitness, Parks and Recreation-Update-(Entire Commission)

\*\* Carol Smith is recused from all discussion on this topic\*\*

MOTION: Sharon Alvarez motion to go into executive session

SECOND: Bradley Graham

TIME: 12:32PM

MOTION CARRIED UNANIMOUSLY

MOTION: Gary Smith motioned to come out of executive session

SECOND: Bradley Graham

TIME: 12:59PM

MOTION CARRIED UNANIMOUSLY

MOTION: Sharon Alvarez motioned to accept update

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

MOTION: Gary Smith motioned that HRD provide top candidates scores, names and results, and carbon copy the Oneida Business Committee

SECOND: Bradley Graham

OPPOSED: Carol Smith

MOTION CARRIED

MOTION: Bradley Graham motioned that the HRD send to the Oneida Personnel Commission the regular call log, and carbon copy the Oneida Business Committee

SECOND: Sharon Alvarez

OPPOSED: Carol Smith

MOTION CARRIED

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
August 16, 2016 – NOON  
East Wing Conference Room

**F. New Business(4)**

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-(Gina Buenrostro 10 minutes)
  - a. Training Dates-NONE GIVEN

**MOTION:** Gary Smith motioned that there will be no further training until the Oneida Personnel gets new members

**SECOND:** Sharon Alvarez

**MOTION CARRIED UNANIMOUSLY**

- b. Barb Kolitsch, training issues

**MOTION:** Gary Smith motioned to table this item until the Oneida Personnel Commission gets more members

**SECOND:** Bradley Graham

**MOTION CARRIED UNANIMOUSLY**

**2. Financial Report June 2016**

**MOTION:** Carol Smith motioned to approve

**SECOND:** Gary Smith seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

**3. Activity Report July 2016**

**MOTION:** Gary Smith motions to approve

**SECOND:** Bradley Graham

**MOTION CARRIED UNANIMOUSLY**

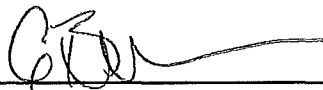
**4. Training Log**

No Action taken

**MOTION:** Carol Smith moved to adjourn at 1:46 PM.

**SECOND:** Bradley Graham

**MOTION CARRIED UNANIMOUSLY**



---

Minutes taken for the secretary by Gina Buenrostro

ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
September 20, 2016 – NOON  
East Wing Conference Room

Mission Statement: To develop an employment system that is orderly and fair and one that will benefit the individual worker and strengthen Tribal Programs and Tribal Government.

Secretary: Rochelle A. Powless (NOT PRESENT)

- A. Call to Order: Attendance (12:01p.m.) Gate Keeper: Yvonne Jordan, Chairwoman, called the meeting to order at 12:01p.m.

Yvonne Jourdan	Chairwoman
Gary Smith	Vice-Chair
Sharon Alvarez	Treasurer
Carol Smith	Member
Tomas Escamea	Member
Bradley Graham	Member
Pearl Webster	Member
Eric Krawczyk	Member
Jennifer Hill	Member
Leland Wigg-Ninham	Member

Also Present:

Gina Buenrostro	Administrator
Bridget Cornelius	Executive Assistant
Robert Sweeney	Attorney

**EXCUSED:**

Rochelle A. Powless	Secretary
---------------------	-----------

**MOTION:** Pearl Webster motioned to approve the attendance excusing Rochelle

**SECOND:** Bradley Graham seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

- B. Approval of Agenda (5 minutes)

**MOTION:** Bradley Graham motioned to approve the agenda with changes:

**New Business** – Add 1.c. FYI

**SECOND:** Gary Smith seconded the motion.

**MOTION CARRIED UNANIMOUSLY**

- C. Review\Approval of Minutes: August 16, 2016, OPC Regular Meeting  
(Rochelle Powless 10 minutes)

**MOTION:** Gary Smith motioned to approve the August 16, 2016, OPC Regular Meeting Minutes, with corrections.

**SECOND:** Bradley Graham seconded the motion.

## ONEIDA PERSONNEL COMMISSION REGULAR MEETING

September 20, 2016 – NOON

East Wing Conference Room

**MOTION CARRIED UNANIMOUSLY****D. Tabled Business (none)****E. Old Business (4)**

1. Draft article for the Kahliwisaks (entire commission 10 minutes)

MOTION: Sharon Alvarez motioned to accept update

SECOND: Pearl Webster

MOTION CARRIED UNANIMOUSLY

2. **Internal Audit Request-UPDATE**

No Update

3. **Employment Law Draft 17-UPDATE**

No Update

4. Status of Complaint regarding the Area Manager of Fitness, Parks and Recreation-Update-(Entire Commission)\*Carol Smith recused herself from discussion\*\*\*

MOTION: Bradley Graham moved to go into executive session

SECOND: Tom Escamea

TIME: 12:25PM

MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham moved to come out of executive session

SECOND: Sharon Alvarez

TIME: 1:35PM

MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham moved to send a letter to the Tribal Secretary's office to request a receipt for the acceptance of the complaint, and to inquire who from the Oneida Business Committee is handling the complaint regarding the Area Manager of Fitness, Parks and Recreation interviews and prescreening concerns and issues

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

**F. New Business(4)**

1. Scheduling Initial Reviews, Grievances, Reassignments and Housekeeping-(Gina Buenrostro 10 minutes)

MOTION: Sharon Alvarez motioned to go into executive session

SECOND: Pearl Webster Time: 12:37PM

MOTION CARRIED UNANIMOUSLY

MOTION: Gary Smith motioned to come out of executive session

SECOND: Sharon Alvarez Time: 12:48PM

MOTION CARRIED UNANIMOUSLY

## ONEIDA PERSONNEL COMMISSION REGULAR MEETING

September 20, 2016 – NOON

East Wing Conference Room

## a. Contract for Robert Sweeney

MOTION: Bradley Graham moved to approve the 3 year contract w/changes

SECOND: Gary Smith

MOTION CARRIED

## b. Hearing Process

MOTION: Bradley Graham moved to go into executive session

SECOND: Gary Smith Time: 12:50PM

MOTION CARRIED UNANIMOUSLY

MOTION: Bradley Graham moved to come out of executive session

SECOND: Gary Smith Time: 1:30PM

MOTION CARRIED UNANIMOUSLY

c. 3<sup>rd</sup> Quarterly Report

MOTION: Bradley Graham moved to approve report

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

## d. By-laws

No Action, Bylaws will be on the next agenda, the redline version

## e. Training Waiver-Eric

MOTION: Gary Smith moved to waive the training for “New Commissioners” for  
Eric Krawczyk

SECOND: Sharon Alvarez

ABSTAIN: Eric Krawczyk and Bradley Graham

MOTION CARRIED

## 2. Financial Report July 2016

MOTION: Pearl Webster motioned to approve

SECOND: Bradley Graham seconded the motion.

MOTION CARRIED UNANIMOUSLY

## 3. Activity Report August 2016

MOTION: Bradley Graham motions to approve

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY

## 4. Training Log

No Action taken

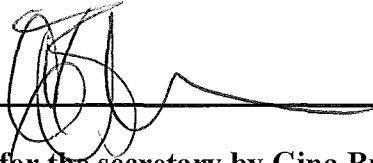
MOTION: Bradley Graham moved to adjourn at 1:52 PM.

SECOND: Gary Smith

MOTION CARRIED UNANIMOUSLY



ONEIDA PERSONNEL COMMISSION REGULAR MEETING  
September 20, 2016 – NOON  
East Wing Conference Room

A handwritten signature in black ink, appearing to be 'Gina Buenrostro', is written over a horizontal line.

**Minutes taken for the secretary by Gina Buenrostro**

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: 01 / 11 / 17

**2. General Information:**

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

Agenda Header:

Accept as Information only

Action - please describe:

Motion to accept Land Commission fourth (4th) quarter report

**3. Supporting Materials**

Report  Resolution  Contract

Other:

1.

3.

2.

4.

Business Committee signature required

**4. Budget Information**

Budgeted - Tribal Contribution  Budgeted - Grant Funded  Unbudgeted

**5. Submission**

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Jay Rasmussen Land Commission Secretary  
Your Name, Title / Dept. or Tribal Member

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

Additional Requestor: \_\_\_\_\_  
Name, Title / Dept.

# LAND COMMISSION—(JULY—SEPT. 2016) 4TH QUARTER REPORT

## 2016 Goals

**Direction Vision**      **Committing to Build a Responsible Nation  
Accountable & Effective Governmental Design**

To support Oneida Nation business and increase revenue, the Land Commission will identify and acquire strategic land purchases for Oneida Nation corporations and business units.

**Direction Vision**      **Advancing Onvvote?a.ka Principles  
Long Term Sustainability Plans**

The Land Commission has developed a program for a land ONLY purchase process; this allows membership more options in financing, the ability to acquire a home that fits their individual needs, maximizes the use of acquisition funds, and reduces risk to the Oneida Nation.

**Direction Vision**      **Creating a Positive Organizational Culture  
Accountable & Effective Governmental Design**

Recommended edits and changes for the by-laws will be submitted to the Legislative Operating Committee regarding Land Commissioner qualifications. The by-laws will outline specifications to Real Property Law class and/or equivalent hours, specified subject matter training, or completes specified training within one year of election.

**MISSION**

“The Land Commission is an elected body of policy makers for Land issues. The Commission oversees land acquisitions, leases, mortgage loans, land use, probates and all other tribal land issues.”

## Oneida Land Commission Members

- Rae Skenandore, Chairperson
- Racquel Hill, Vice-Chairperson
- Jay Rasmussen, Secretary
- Donald McLester, Commissioner
- Sherrole Benton, Commissioner
- Lloyd Powless, Jr., Commissioner
- Rebecca Webster, Commissioner

## Mee ngs

Regular mee ngs are the 2nd Monday monthly. Acquisition Mee ngs are the 4th Monday monthly.

## Mee ng and Hearing S pends

Mee ngs	\$ 50.00
Eviction Hearings	\$ 50.00
Probate Hearings	\$ 50.00
Foreclosure Hearings	\$150.00

\* Note a hearing body consists of 3 members

## ACQUISITIONS—Fourth Quarter

- ◆ 8/03/2016 2778 Candle Ct—0.35 acres
- ◆ 8/31/2016 1735 Trent Circle—0.53 acres
- ◆ 9/28/2016 4362 Hillcrest Drive—6.74 acres

Oneida currently owns 26375.06 acres or 40.3% of the original reservation.

The Oneida Land Commission is not a real estate developer. Future development decisions occur in another area of the Tribe.

## Fourth Quarter Mee ngs

- 6 Regular Mee ngs
- 2 Special Mee ngs\*

## Fourth Quarter Hearings

- 1 Eviction
- 2 Foreclosures

**LAND COMMISSION – (JULY – SEPT. 2016)****FOURTH QUARTER SUMMARY****Update on Strategic Goals**

- ◆ At the request of one of the Nations business units, the Land Commission (LC) acquired a strategic Commercial property. While the business unit's plans are in development, the Land Commission has leased the facility to an outside entity to reimburse the acquisition funds, cover the taxes, and generate revenue.
- ◆ The Homeownership for Independent Purchase (HIP) program rolled out and preliminary feedback is very promising. This program has created a great deal of interest. During our fourth (4) quarter two (2) Nation members utilized the HIP program which adds property to our Nations land base and reduces the purchase price to the membership. Additional benefits include risk reduction, flexibility for members to choose a home that fits their needs, and the ability to negotiate the purchase price.
- ◆ The Land Commission, Department of Land Management, Legislative Operating Committee, and Legal are developing administrative rules for a Phase II of the HIP program. Tribal Housing Reacquisition of Individual Fee and Trust Title (THRIFTT) Program would allow Nation homeowners to sell their land to the Nation. THRIFTT will be rolled out FY 2017.
- ◆ The Land Commission By-laws are being amended as the new laws come forward for approval. The By-laws will include a required training.
- ◆ The Leasing Law revisions are awaiting final approvals from the Bureau of Indian Affairs (BIA.) A public meeting was held on May 19, 2016.
- ◆ The Mortgage Law revisions and approvals are coming to finalization. A public meeting was held on June 30, 2016.
- ◆ The Landlord Tenant Law revisions and approvals are coming to finalization. A public meeting was held July 21, 2016

**Other Highlights**

- ◆ The Land Commission is in the process of examining, developing and implementing plans for the FY '17 budget.
- ◆ We acquired 616.57 acres in FY '16. Brown County was 542.76 acres and Outagamie County was 66.59 acres. This includes the purchasing of four (4) commercial sites and two (2) agricultural sites.

**BC Action Needed:** Request Business Committee to accept the Land Commission 4th Quarter report for fiscal year 2016

#### **XIV. GENERAL TRIBAL COUNCIL**

- A. Schedule special General Tribal Council meeting, as directed by General Tribal Council, on February 20, 2017; and approve draft agenda**

Sponsor: Lisa Summers, Tribal Secretary

*EXCERPT FROM DECEMBER 28, 2016: Meeting cancelled.*

*EXCERPT FROM DECEMBER 14, 2016: Motion by Jennifer Webster to adjourn at 11:59 a.m.; and to defer the remaining agenda items to the December 28, 2016, regular Business Committee meeting, with item "VIII.A. Review concern # 2016-CC-21 regarding Tsyunhehkwa operations" to be addressed first on that agenda, seconded by Melinda J. Danforth. Motion carried unanimously.*

*Item deleted at adoption of the agenda.*

## XII. GENERAL TRIBAL COUNCIL

- A. Schedule special General Tribal Council meeting, as directed by General Tribal Council, on February 20, 2017; and approve draft agenda**  
Sponsor: Lisa Summers, Tribal Secretary
- B. Petitioner Edward Delgado: Oneida panel of educators and retention of kindergarten students**
- 1. Accept legislative analysis progress report from December 14, 2016**  
Sponsor: Brandon Stevens, Councilman/Legislative Operating Committee Chair
  - 2. Accept legislative analysis**  
Sponsor: Brandon Stevens, Councilman/Legislative Operating Committee Chair
  - 3. Accept legal analysis progress report from December 14, 2016**  
Sponsor: Jo Anne House, Chief Counsel
  - 4. Accept update regarding legal analysis**  
Sponsor: Jo Anne House, Chief Counsel
  - 5. Accept financial analysis progress report from December 14, 2016**  
Sponsor: Larry Barton, Chief Financial Officer
  - 6. Accept update regarding financial analysis**  
Sponsor: Larry Barton, Chief Financial Officer
- C. Accept verified petition submitted by Sherrole Benton regarding request to change pre-employment drug testing for marijuana; and request appropriate analyses**  
Sponsor: Lisa Summers, Tribal Secretary
- D. Assign committee members to work on the General Tribal Council directive regarding establishment of legal office with advocates and advising attorney for Oneida Nation employees and enrolled Tribal Members**  
Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman
- E. Accept report regarding remaining GTC agenda items for the record**  
Sponsor: Lisa Summers, Tribal Secretary
- F. Approve scheduling General Tribal Council FY 2017 budget meeting on Monday, March 27, 2017; approve original FY 2017 budget packet to be sent to Oneida Printing; and schedule a special Business Committee meeting on Friday, February 24, 2017 to approve addendum**  
Sponsor: Trish King, Tribal Treasurer
- G. Enter E-Poll results into the record in accordance with BC SOP Conducting Electronic Voting:**  
Sponsor: Lisa Summers, Tribal Secretary
- 1. Accepted Fletcher, PLLC legal analysis of June 13, 2016, General Tribal Council meeting regarding per capita for the record**  
Requestor: Larry Barton, Chief Financial Officer
  - 2. Approved special General Tribal Council meeting date, as directed by General Tribal Council, on February 20, 2017; and approved meeting materials**  
Requestor: Lisa Summers, Tribal Secretary
  - 3. Approved draft agenda; and to schedule a special General Tribal Council meeting on Sunday, March 19, 2016 at 1:00 p.m.**  
Requestor: Lisa Summers, Tribal Secretary

*These agenda items contain information for Tribal Members only. Please visit the Business Committee Support Office on the second floor of the Norbert Hill Center with Tribal I.D. to obtain full packet materials. Materials may also be obtained after logging into the Tribal Members only portal at <https://oneida-nsn.gov/members-only/gtc-portal/bc-meeting-materials-for-members-only/>*

*For any questions, please call the Business Committee Support Office at (920)869-4364 or send an email to [TribalSecretary@oneidanation.org](mailto:TribalSecretary@oneidanation.org). Thank you.*

### Oneida Business Committee Agenda Request

1. Meeting Date Requested: 01 / 11 / 17

**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: Denise Vigue, Executive Assistant /Finance Administration  
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:

Oneida Business Committee approval is required to approve all Finance Committee meeting actions as the FC is a standing committee of the OBC.

- 1) Save a copy of this form for your records.
- 2) Print this form as a \*.pdf *OR* print and scan this form in as \*.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** \*.pdf file to: [BC\\_Agenda\\_Requests@oneidanation.org](mailto:BC_Agenda_Requests@oneidanation.org)

# ONEIDA NATION

P.O. Box 365



Oneida, WI 54115

## ***MEMORANDUM***

**TO:** Finance Committee  
**CC:** Business Committee  
**FR:** Denise Vigue, Executive Assistant  
**DT:** January 4, 2017  
**RE:** **E-Poll Results of: FC Meeting Minutes of Jan. 3, 2017**

An E-Poll vote of the Finance Committee was conducted to approve the January 3, 2017 Finance Committee meeting minutes. The results of the completed E-Poll are as follows:

### **E-POLL RESULTS:**

**There was a Majority 4 YES votes from Chad Fuss, Jennifer Webster, Larry Barton, and Patrick Stensloff to approve the January 3, 2017 Finance Committee Meeting Minutes.**

The minutes will be placed on the next BC agenda of Jan. 11, 2017 for approval and the next Finance Committee agenda of Jan. 16, 2017 to ratify this E-Poll action.

Yawλko

---

\* Per the Finance Committee By-Laws Article III-Meetings, 3-4 Quorum. Four (4) members of the Finance Committee shall constitute a quorum & 3-6 Voting. (d) The Finance Committee shall act by a majority of vote of the quorum present at any meeting.



# ONEIDA FINANCE COMMITTEE

## STRATEGIC FINANCIAL PLANNING MEETING

Jan. 3, 2017 – 9:00 A.M.  
BC Executive Conference Room

## REGULAR MEETING

Jan. 3, 2017 – 10:00 A.M.  
BC Executive Conference Room

## REGULAR MEETING MINUTES

---

### FC SFP Meeting:

Patricia King, Treasurer/FC Chair  
Jennifer Webster, BC Council Member

Larry Barton, CFO/FC Vice-Chair  
Chad Fuss, Gaming AGM/FC Alternate

**Excused:** Wesley Martin, Jr., Community Elder Member, David Jordan, BC Council Member, and Patrick Stensloff, Purchasing Director

**Others Present:** JoAnne House, Jennifer Falck and Denise Vigue

### FC Regular Meeting:

Patricia King, Treasurer/FC Chair  
Jennifer Webster, BC Council Member

Larry Barton, CFO/FC Vice-Chair  
Chad Fuss, Gaming AGM/FC Alternate

**Excused:** Wesley Martin, Jr., Community Elder Member, David Jordan, BC Council Member, and Patrick Stensloff, Purchasing Director

**Others Present:** Andrew Doxtater, Nathan King and Denise Vigue, taking minutes

I. **Call to Order:** The FC regular meeting was called to order by the FC Chair at 10:06 A.M.

II. **Approval of Agenda:** JANUARY 3, 2017:

Motion by Larry Barton to approve the Finance Committee agenda for Jan 3, 2017. Seconded by Jennifer Webster. Motion carried unanimously.

III. **Approval of Minutes:** DECEMBER 19, 2016 (approved via FC E-Poll on 12/20/16):

Motion by Larry Barton to ratify the FC E-Poll action of Dec 20, 2016 approving the Finance Committee meeting minutes of Dec 19, 2016. Seconded by Chad Fuss. Motion carried unanimously.

IV. **Tabled Business:**

1. FC Recommendation RE: Acheson Education Endowment  
Patricia King, Treasurer

This item was discussed in the FC work meeting prior to this meeting, and will remain on the agenda.

V. **Capital Expenditures:** No items

VI. **New Business:**

1. FY17 PO-Data Financial –Maintenance Agreement  
Chad Fuss, Asst. Gaming Manager-Finance

Andrew Doxtater was present to discuss this already approved multi-year agreement; payment will be made in 4 installments and it is for maintenance and preventive maintenance of over 100 different machines in Gaming, many of which run 24/7; vendor is the only supplier that is licensed in the State of Wisconsin.

Motion by Larry Barton to approve the FY17 Purchase Order for Data Financial-Maintenance Agreement in the amount of \$429,349. Seconded by Jennifer Webster. Motion carried unanimously.

2. FY17 PO-The Karma Group –Branding Initiative  
Nathan King, Intergovernmental Affairs & Communication

Nathan King was present to discuss this request; this is the FY17 payment for a multi-year agreement for branding initiatives; when first approved his area did go through the RFP process, first year was research and branding, this year is widespread implementation and is the final piece; costs for sign changes will be covered in his program budget.

Motion by Jennifer Webster to approve the FY17 Purchase Order for the Karma Group-Branding Initiative in the amount of \$105,000. Seconded by Larry Barton. Motion carried unanimously.

**VII. Executive Session:** No Items

**VIII. Community Fund:**

1. YMCA Swimming Lessons for three sons  
Margaret Vandenheuvel for sons, Colt, Gavin, & Gage

Motion by Jennifer Webster to approve from the Community Fund the YMCA swimming lesson fees for the three sons of the requestor in the amount of \$186 (total for all three sons). Seconded by Chad Fuss. Motion carried unanimously.

**IX. Follow Up:**

1. FYI: OMSC Additional Electrical Costs  
Tim Skenandore, Gaming Facilities

Chad Fuss discussed this added cost; it is still within the already approved PO for this project.

Motion by Larry Barton to accept as FYI the memo from Gaming Facilities regarding the OMSC added Electrical Costs. Seconded by Jennifer Webster. Motion carried unanimously.

**X. FYI and /or Thank You:** No items

- XI. Adjourn:** Motion by Jennifer Webster to adjourn. Seconded by Chad Fuss. Motion carried unanimously. The regular Finance Committee meeting ended at 10:39 A.M.

Minutes taken & transcribed by:  
Denise Vigue, Executive Assistant to the CFO  
& Finance Committee Contact/Recording Secretary

*Finance Committee- E-Poll Minutes Approval Date:* January 4, 2016

*Oneida Business Committee- FC Minutes Approval Date:* \_\_\_\_\_



copy m, L.

December 12, 2016

TO WHOM IT MAY CONCERN:

On 12/12/2016, today, Madelyn Genskow came into the Enrollment Department to meet with me regarding her concerns involving her tribal ID card. She inadvertently left her tribal ID card at the One Stop on E & EE on 11/11/2016. She used a gift card for her purchase and had the receipt to show she was at the gas station on that date. She went back into the One Stop on E & EE on 11/13/2106, at which time the cashier showed her the ID taped to a window or wall and gave the ID back to Madelyn.

Madelyn presented a Green Bay Press Gazette article dated 11/5/2015 from the internet entitled "Gas drive offs linked to illegal car sales", which talks about an individual using or getting tribal members to get cars tax exempt with straw buying. The article talked about 9.1 million dollars of luxury cars which were shipped to China. The article actually appeared on 11/6/2015 in the Press Gazette.

Madelyn is providing the tribal ID card which she received back on 11/13/2016, a copy of the gift card receipt dated 11/11/2016 with notes, and a copy of the article from internet that appeared in the Press Gazette. She will be purchasing a new tribal ID card today and surrendering the old card.

Madelyn feels a policy should be developed that tribal ID cards left at any tribal facility should be held under lock and key until they are returned to or picked up by the Enrollment Department and the manager of the facility should be responsible for carrying out this policy. She feels the Enrollment Department should contact the member to inform them their tribal ID card has been returned to the department by phone, if no phone contact available, then by certified letter.

This information will be in Madelyn's file for future reference.

Cheryl Skolaski  
Enrollment Director

Enclosures (3)

# Gas drive-offs linked to illegal car sales



Paul Srubas, Press-Gazette Media 8:11 p.m. CST November 5, 2015

(Photo: File photo)

Nov. 5, 2015

## STORY HIGHLIGHTS

- Shorewood man was stealing identifies, recruiting Native Americans to buy cars tax exempt
- More than 150 luxury vehicles were purchased, for illicit export to China
- Green Bay police get involved after investigating series of gas drive-offs

A series of gas drive-offs in 2013 was all it took to bring Green Bay police into the middle of a multimillion-dollar tax fraud case that ended in federal court late last week.

Mao Peng, 26, of Shorewood was sentenced to three years in federal prison and ordered to pay more than \$500,000 in restitution in the case. He was guilty of conspiracy to commit wire fraud, identity theft and misuse of the U.S. Automated Export System in a scheme designed to evade sales taxes on millions of dollars' worth of luxury vehicles he illegally exported to China, according to court records.

Peng either recruited or stole the identifies of Native Americans to take advantage of their exemption from sales taxes and used the "straw buyers" either with or without their permission to conceal his purchases from dealers barred from selling vehicles for export.

They buyers purchased 154 luxury vehicles for \$9.1 million, according to the government. At least 70 of the vehicles were purchased without the buyers' knowledge, through identity theft, government records say.

Peng evaded about \$516,000 in state and local taxes through the scheme, according to the government.

Green Bay police were minimally involved in the investigation.

"How we became involved was we were investigating a rash of gas drive-offs, believe it or not," said Det. Lt. Gary Richgels.

Detectives pouring over gas station security video in 2013 noticed an unusually high number of luxury cars involved in gas drive-offs between January and August 2013, Richgels said.

"We see gas drive-offs quite often but rarely is it someone driving high-end vehicles, luxury cars and sports cars," he said.

$$\begin{array}{r}
 154 \\
 - 70 \\
 \hline
 84
 \end{array}$$

Were the cars delivered to the rez?  
IT'S Required!

over

People wealthy enough to afford a Mercedes or a Jaguar don't usually balk at the price of filling their tanks, he said.

Detectives noticed that the same man appeared to have been driving those expensive cars, and the license plates never matched the vehicles to which they were attached, Richgels said.

Through investigation, police learned the man's identity, that he was from Oneida, was age 36 and was a low-level criminal with a lengthy burglary record. Eventually, Green Bay investigators linked up with state and federal agents, who connected the vehicles with Peng's operation.

\* Richgels said once the federal agents took over, Green Bay police never did find out how deeply the Oneida man was involved. He may have been making "straw purchases," but given that he was committing petty thefts of gas in order to transport the vehicles, he may have been just a low-level delivery driver, Richgels said.

why? → The man hasn't been charged for his involvement. Like many others, he might not have known Peng's operation was illegal, and he may have been guilty of nothing more than failing to pay for gas.

\* Oneida police also were involved in the investigation, and Oneida tribal members were among those recruited or had their identities stolen for the purchases, according to court records.

\* One man, identified in Peng's criminal complaint as "O.A.," told investigators Peng recruited him to use his Oneida tribal tax exempt status to buy vehicles and also to try to recruit other tribal members to do the same. O.A. said he believed the operation was legal but later learned Peng had bought vehicles under O.A.'s name without telling him.

In one case, a vehicle had been purchased in his name in Michigan while O.A. was confined to jail, court documents say.

That led him to suspect Peng's operation was illegal, and he cut all ties to it, court records say. O.A. told investigators he knew of about 20 other Native Americans who had been tricked into believing the straw purchases were legitimate. ?

Really?

Charges against Peng's wife, Min Ai, were dropped as part of the government's plea deal with Peng.



itman also was con- d of misdemeanor and lascivious be- or in Brown County '99.

rubas@pressgaze- dia.com and follow in Twitter@PGpauls- schneid@greenbay- gazette.com and fol- him on Twitter @DougSchneider

is also charged with -degree reckless icide. Farr is ged with harboring ding a felon.

**Kor not speaking police suicide**

MADISON- Gov. Scott ker is not comment- on news that a police h he called an "assas- tion" in a column ing President Ba- k Obama and anti-po- rhetic was actually icide.

Walker wrote the col- in September, a day r the death of Fox e, Illinois, police Lt. rles Joseph Gliniew- Police originally said y were looking for e shooting suspects, Wednesday said the cer was an embezzler ) committed suicide. - Associated Press

**LECTION**

y Department of ough the City for umber 16 through of crews needing ce control in late olete all raking by ial lawn cleanup, rather than rake

Upon completion ie spring of 2016. the curb no later

Ave. by a passerby who building were not home at

# Gas drive-offs linked to illegal car sales

PAUL SRUBAS  
PRESS GAZETTE MEDIA

A series of gas drive-offs in 2013 was all it took to bring Green Bay police into the middle of a multi-million-dollar tax fraud case that ended in federal court late last week.

Mao Peng, 26, of Shorewood was sentenced to three years in federal prison and ordered to pay more than \$500,000 in restitution in the case. He was guilty of conspiracy to commit wire fraud, identity theft and misuse of the U.S. Automated Export System in a scheme designed to evade sales taxes on millions of dollars' worth of luxury vehicles he illegally exported to China, according to court records.

Peng either recruited or stole the identifies of Native Americans to take advantage of their exemption from sales taxes and used the "straw buyers" either with or without their permission to conceal his purchases from dealers barred from selling vehicles for export.

They buyers purchased 154 luxury vehicles for \$9.1 million, according to the government. At least 70 of the vehicles were purchased without the buyers' knowledge, through identity theft, government records say.

Peng evaded about \$516,000 in state and local taxes through the scheme, according to the government.

Green Bay police were minimally involved in the investigation.

"How we became involved was we were investigating a rash of gas drive-offs, believe it or not," said Det. Lt. Gary Richgels.

Detectives poring over gas station security video in 2013 noticed an unusually high number of luxury cars involved in gas drive-offs between January and August 2013, Richgels said.

"We see gas drive-offs quite often but rarely is it someone driving high-end vehicles, luxury cars and sports cars," he said.

People wealthy enough to afford a Mercedes or a Jaguar don't usually balk at the price of filling their tanks, he said.

Detectives noticed that the same man appeared to have been driving those expensive cars, and the license plates never matched the vehicles to which they were attached, Richgels said.

Through investigation, police learned the man's identity, that he was from Oneida, was age 36 and was a low-level criminal with a lengthy burglary record. Eventually, Green Bay investigators linked up with state and federal agents, who connected the vehicles with Peng's operation.

Richgels said once the federal agents took over, Green Bay police never did find out how deeply the Oneida man was involved. He may have been making "straw purchases," but given that he was committing petty thefts of gas in order to transport the vehicles, he may have been just a low-

level delivery driver, Richgels said.

The man hasn't been charged for his involvement. Like many others, he might not have known Peng's operation was illegal, and he may have been guilty of nothing more than failing to pay for gas.

Oneida police also were involved in the investigation, and Oneida tribal members were among those recruited or had their identities stolen for the purchases, according to court records.

One man, identified in Peng's criminal complaint as "O.A.," told investigators Peng recruited him to use his Oneida tribal tax exempt status to buy vehicles and also to try to recruit other tribal members to do the same. O.A. said he believed the operation was legal but later learned Peng had bought vehicles under O.A.'s name without telling him.

In one case, a vehicle had been purchased in his name in Michigan while O.A. was confined to jail, court documents say.

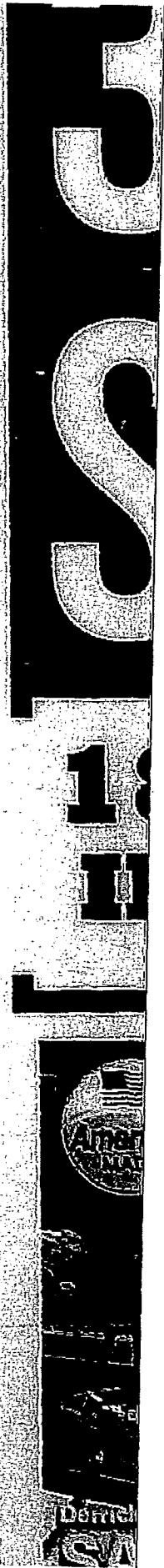
That led him to suspect Peng's operation was illegal, and he cut all ties to it, court records say. O.A. told investigators he knew of about 20 other Native Americans who had been tricked into believing the straw purchases were legitimate.

Charges against Peng's wife, Min Ai, were dropped as part of the government's plea deal with Peng.

srubas@pressgazette media.com and follow him on Twitter@PGpaulsrubas

Nov. 6, 2015

## Walker derides 'false choices' in cutting waste



**Business Committee Meeting**  
8:30 a.m. Wednesday, January 11, 2017  
Thank you for printing clearly

Laura Lane

Joanie Buckley

Michele Doxtator

JM + Mito

Brad G. Rubin

Bill G. Rubin

AL S. SMITH (A)

PA WITEK

Kathy Moxen

Cheryl Skolaski

Madelyn Gerskow

Dina Belski

C. J. Mito

Jamie Full

PAUL WITEK

**Business Committee Meeting Reconvene for Jan. 11, 2017**

8:30 a.m. Friday, January 13, 2017

Thank you for printing clearly

Brad Graham

Bill Graham

PAUL WITEK

Cheryl Skolaski

TROT P. PARK

Madelga Genskow

Chael Wilson

C. A. Mota

Nancy Barton

Michael Debraski

Raymond Johnson