

Oneida Nation

Post Office Box 365

Phone: (920)869-2214



Oneida, WI 54155

BC Meeting Materials May 10, 2017

Open Session

CERTIFICATION

I, the undersigned, as Secretary of the Oneida Business Committee, hereby certify that the following 334 pages are the Open Session meeting materials presented at a meeting duly called, noticed and held on the 10th day of May, 2017.

A handwritten signature in blue ink that reads "Lisa Summers". The signature is written in a cursive style and is positioned above a horizontal line.

Lisa Summers, Tribal Secretary
Oneida Business Committee



Oneida Business Committee

Executive Session
8:30 a.m. Tuesday, May 9, 2017
Executive Conference Room, 2nd floor, Norbert Hill Center

Regular Meeting
8:30 a.m. Wednesday, May 10, 2017
BC Conference Room, 2nd floor, Norbert Hill Center

Agenda

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

I. CALL TO ORDER AND ROLL CALL

II. OPENING

A. Special Recognition – Florence Petri – Retirement from Oneida Nation with 31 years of service

Sponsor: Geraldine Danforth, Area Manager/Human Resources

p. 8

III. ADOPT THE AGENDA

pp. 1-7

IV. OATHS OF OFFICE

A. Oneida Nation Veterans Affairs Committee – Arthur Cornelius

pp. 9-10

B. Oneida Child Protective Board – Carmelita Escamea

pp. 11-12

C. Environmental Resources Board – Albert Manders and Isaiah Skenandore

pp. 13-14

V. MINUTES

A. Approve April 19, 2017, special meeting minutes

pp. 15-17

Sponsor: Lisa Summers, Tribal Secretary

B. Approve April 26, 2017, regular meeting minutes

pp. 18-35

Sponsor: Lisa Summers, Tribal Secretary

C. Approve April 27, 2017, FY '17 2nd quarter reports meeting minutes

pp. 36-44

Sponsor: Lisa Summers, Tribal Secretary

VI. RESOLUTIONS

- A. Adopt resolution entitled 2017 Intertribal Buffalo Council, Buffalo Herd Development Grant** pp. 45-51
Sponsor: Larry Barton, Chief Financial Officer
- B. Adopt resolution entitled FY 2017 Indian Community Development Block Grant** pp. 52-54
Sponsor: Dale Wheelock, Executive Director/Oneida Housing Authority
- C. Adopt resolution entitled Tribal Action Plan** pp. 55-91
Sponsor: Fawn Billie, Councilwoman
- D. Enter E-Poll results into the record in accordance with OBC SOP Conducting Electronic Voting:**
- Sponsor: Lisa Summers, Tribal Secretary
- 1. Adoption of resolution entitled Hunting, Fishing and Trapping Amendments and Rules Extension** pp. 92-97
Requestor: Jo Anne House, Chief Counsel

VII. STANDING COMMITTEES

- A. Legislative Operating Committee**
Chair: Brandon Stevens, Councilman
- 1. Accept April 9, 2017, Legislative Operating Committee meeting minutes** pp. 98-100
- B. Finance Committee**
Chair: Trish King, Tribal Treasurer
- 1. Approve May 1, 2017, Finance Committee meeting minutes** pp. 101-108
- C. Quality of Life Committee**
Chair: Fawn Billie, Councilwoman
- 1. Accept March 9, 2017, Quality of Life Committee meeting minutes** pp. 109-111

VIII. APPOINTMENTS

- A. Approve recommendation to appoint Carol Silva and Benjamin Skenandore to Oneida Nation Veterans Affairs Committee** pp. 112-115
Sponsor: Tina Danforth, Tribal Chairwoman
- EXCERPT FROM APRIL 26, 2017: Motion by Brandon Stevens to defer the recommendations to the Oneida Nation Veterans Affairs Committee back to the Tribal Chair's office to confirm her recommendations, seconded by Tehassi Hill. Motion carried unanimously.*
- B. Approve up to seven (7) appointments to Oneida Youth Leadership Institute (OYLI) Board** pp. 116-135
Sponsor: Joanie Buckley, Division Director/Internal Services

IX. NEW BUSINESS

- A. Approve three (3) requests regarding CIP project # 07-002 Social Services Building Remodel** *pp. 136-150*
Sponsor: Troy Parr, Assistant Division Director/Development-Development
- B. Approve two (2) requests regarding CIP project # 16-005 Casinos Exterior Enhancements** *pp. 151-168*
Sponsor: Louise Cornelius, Gaming General Manager
- C. Re-post vacancy to Oneida Nation Arts Board** *pp. 169-171*
Sponsor: Tina Danforth, Tribal Chairwoman
- D. Support memorandum regarding Fiscal Year 2018 Budget Directives** *pp. 172-175*
Sponsor: Trish King, Tribal Treasurer
- E. Approve request to have the Oneida Election Board report screening results for all elected positions to GTC prior to elections** *pp. 176-178*
Sponsor: Tina Danforth, Tribal Chairwoman
- F. Make determination regarding June 14, 2017, regular Business Committee meeting** *pp. 179-180*
Sponsor: Lisa Summers, Tribal Secretary

X. TRAVEL**A. TRAVEL REPORTS**

1. **Accept travel report – Secretary Lisa Summers – 2017 Crimes Against Children in Indian Country conference – Carlton, MN – April 24-27, 2017** *pp. 181-182*

B. TRAVEL REQUESTS

1. **Approve travel request in accordance with Travel & Expense Policy – six (6) Oneida Child Support staff members – National Tribal Child Support Association conference – Niagara Falls, NY – July 9-13, 2017** *pp. 183-187*
Sponsor: George Skenandore, Division Director/Governmental Services
2. **Approve travel request in accordance with Travel & Expense Policy – eight (8) Division of Land Management employees – 2017 Bureau of Indian Affairs (BIA) National Realty training – Albuquerque, NM – June 5-9, 2017** *pp. 188-198*
3. **Approve travel request – Councilman Brandon Stevens – 2017 Haskell Board of Regents spring meeting – Lawrence, KS – May 17-19, 2017** *pp. 199-202*

C. E-POLLS

1. **Enter E-Poll results into the record in accordance with OBC SOP Conducting Electronic Voting:**
Sponsor: Lisa Summers, Tribal Secretary
- a. **Approved travel request – Vice-Chairwoman Melinda J. Danforth – National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat – Portland, OR – May 15-17, 2017** *pp. 203-212*
Requestor: Melinda J. Danforth, Tribal Vice-Chairwoman

- b. **Approved travel request – Councilwoman Jennifer Webster – National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat – Portland, OR – May 15-17, 2017** pp. 213-218
Requestor: Jennifer Webster, Councilwoman

XI. OPERATIONAL REPORTS (*Please Note: Scheduled times are approximate and subject to change*)

- A. **Accept Environmental Health & Safety Division FY '17 2nd quarter report** pp. 219-229
(1:30 p.m.-1:50 p.m.)
Sponsor: Patrick Pelky, Division Director/Environmental Health & Safety
- B. **Accept Division of Land Management FY '17 2nd quarter report** (1:50 p.m.-2:10 p.m.) pp. 230-233
Sponsor: Patrick Pelky, Division Director/Land Management
- C. **Accept Oneida Housing Authority FY '17 2nd quarter report** (2:10 p.m.-2:30 p.m.) pp. 234-240
Sponsor: Dale Wheelock, Executive Director/Oneida Housing Authority
- D. **Accept Human Resources Department FY '17 2nd quarter report** (2:30 p.m.-2:50 p.m.) pp. 241-255
Sponsor: Geraldine Danforth, Area Manager/Human Resources
- E. **Accept Internal Services Division FY '17 2nd quarter report** (2:50 p.m.-3:10 p.m.) pp. 256-271
Sponsor: Joanie Buckley, Division Director/Internal Services
- F. **Accept Retail Enterprises FY '17 2nd quarter report** (3:10 p.m.-3:30 p.m.) pp. 272-288
Sponsor: Michele Doxtator, Area Manager/Retail Profits

XII. GENERAL TRIBAL COUNCIL (*To obtain a copy of Members Only materials, visit the BC Support Office, 2nd floor, Norbert Hill Center and present Tribal I.D. card or go to <https://goo.gl/uLp2jE>*)

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

1. **Accept response memo regarding financial analysis** pp. 289-292
Sponsor: Larry Barton, Chief Financial Officer

EXCERPT FROM JANUARY 25, 2017: Motion by Lisa Summers to accept the legal analysis as information which was a handout dated January 23, 2017, from Chief Counsel, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM JANUARY 11, 2017: (1) Motion by Trish King to accept the legislative analysis progress report from December 14, 2016, seconded by Lisa Summers. Motion carried unanimously. (2) Motion by Lisa Summers to accept the legislative analysis, seconded by Fawn Billie. Motion carried unanimously. (3) Motion by Lisa Summers to accept the legal analysis progress report from December 14, 2016, as information, seconded by Fawn Billie. Motion carried unanimously. (4) Motion by Lisa Summers to accept the verbal update regarding the legal analysis for January 13, 2017, noting that the complete analysis will be provided at the January 25, 2017, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously. (5) Motion by Lisa Summers to accept the financial analysis progress report from December 14, 2016, seconded by Brandon Stevens. Motion carried unanimously. (6) Motion by Lisa Summers to accept the update regarding the financial analysis, seconded by Fawn Billie. Motion carried unanimously.

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: (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.

B. Petitioner Sherrole Benton: Request to change pre-employment drug testing for marijuana

1. Accept financial analysis (Not Submitted)

Sponsor: Larry Barton, Chief Financial Officer

EXCERPT FROM APRIL 26, 2017: Motion by Jennifer Webster to defer the financial analysis to May 10, 2017, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously.

EXCERPT FROM APRIL 12, 2017: (1) Motion by David Jordan to accept the legal analysis, seconded by Jennifer Webster. Motion carried unanimously. (2) Motion by Lisa Summers to defer the financial analysis to the April 26, 2017, regular Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

EXCERPT FROM MARCH 22, 2017: (1) Motion by David Jordan to accept the legislative analysis, seconded by Tehassi Hill. Motion carried unanimously. (2) Motion by Tehassi Hill to defer the legal analysis to the April 12, 2017, regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously. (3) Motion by David Jordan to defer the financial analysis to the April 12, 2017, regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM MARCH 8, 2017: (1) Motion by Brandon Stevens to accept the progress report regarding legislative analysis, seconded by Tehassi Hill. Motion carried unanimously. (2) Motion by Jennifer Webster to accept the progress report regarding the legal analysis, seconded by Fawn Billie. Motion carried unanimously. (3) Motion by Jennifer Webster to accept the progress report regarding the financial analysis, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JANUARY 11, 2017: (1) Motion by Lisa Summers to accept the verified petition from Sherrole Benton regarding a request to change pre-employment drug testing for marijuana use; 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; and to direct the Law, Finance, and Legislative Reference Offices to submit their analyses to the Tribal Secretary's Office within sixty (60) days, and that a progress report be submitted in forty-five (45) days, seconded by Fawn Billie. Motion carried unanimously.

XIII. EXECUTIVE SESSION *(Please Note: Scheduled times are approximate and subject to change)***A. REPORTS**

1. **Accept Retail Enterprises FY '17 2nd quarter report** pp. 293-310
(This item is scheduled to begin at 8:30 a.m.)

Sponsor: Michele Doxtator, Area Manager/Retail Profits

- a. **Accept update regarding strategic land purchase** pp. 311-316

EXCERPT FROM APRIL 26, 2017: Motion by Fawn Billie to defer the update regarding strategic land purchase to May 10, 2017, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JANUARY 25, 2017: Motion by Lisa Summers to accept the update; and to request a follow-up report be brought back in approximately sixty (60) days for the April 26, 2017, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously.

2. **Accept Chief Counsel report – Jo Anne House, Chief Counsel** pp. 317-321

B. STANDING ITEMS

1. **Land Claims Strategy** *(No Requested Action)*

C. AUDIT COMMITTEE *(No Requested Action)***D. UNFINISHED BUSINESS**

1. **Review Language House proposal and determine next steps** pp. 322-331
(This item is scheduled to begin at 10:30 a.m.)

Sponsors: Tehassi Hill, Councilman; Jennifer Webster, Councilwoman; Brandon Stevens, Councilman

EXCERPT FROM MARCH 22, 2017: Motion by Lisa Summers to approve the concept to move forward; to assign the team members of Councilmembers Tehassi Hill, Jennifer Webster, and Brandon Stevens to complete the follow-up; and that the final proposal be brought back for final approval at the May 10, 2017, regular Business Committee meeting, seconded by Trish King. Motion carried unanimously.

2. **Approve final report regarding Tsyunhehkwa** pp. 332-436
(This item is scheduled to begin at 1:30 p.m.)

Sponsor: Joanie Buckley, Division Director/Internal Services

EXCERPT FROM APRIL 26, 2017: Motion by Fawn Billie to defer the final recommendations regarding Tsyunhehkwa to the May 10, 2017, regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM MARCH 22, 2017: Motion by Tehassi Hill to accept the Tsyunhehkwa report; and to request the Internal Services Division Director to bring back final recommendations for the April 26, 2017, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.

3. **Defer applicable documents and policies from Law Office regarding community concern # 2017-CC-05 to May 24, 2017, regular Business Committee meeting** pp. 437-438
 Sponsor: Jo Anne House, Chief Counsel

EXCERPT FROM APRIL 26, 2017: Motion by Tehassi Hill to forward this item to the Law Office for a legal review of all applicable documents and policies to be brought back at the next Business Committee meeting or as soon as possible, seconded by Fawn Billie. Motion carried unanimously.

- 4. Review applications and appoint appropriate applicants to Oneida ESC Group LLC. Board of Managers** pp. 439-485
Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM APRIL 26, 2017: Motion by Fawn Billie to defer this item to the next Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously.

- 5. Direct Housing Authority Executive Director to provide update on process to exceed FY 2016 IHP acquisition/rehabilitation limit** pp. 486-489
(This item is scheduled to begin at 11:30 a.m.)
Sponsor: Lisa Summers, Tribal Secretary

EXCERPT FROM APRIL 26, 2017: Motion by Tehassi Hill to defer this item to the May 10, 2017, Business Committee meeting, seconded by Fawn Billie. Motion carried with one abstention.

E. NEW BUSINESS

- 1. Approve reorganization proposal and consolidation plan** pp. 490-500
Sponsor: Joanie Buckley, Division Director/Internal Services
- 2. Approve Gaming Strategy for FY 2018 budget** *(This item is scheduled to begin at 2:30 p.m.)* pp. 501-502
Sponsor: Louise Cornelius, Gaming General Manager
- 3. Approve revised OBC Standard Operating Procedure entitled Political Appointees** pp. 503-513
Sponsor: Melinda J. Danforth, Tribal Vice-Chairwoman
- 4. Affirm or provide alternative direction regarding Aimbridge proposal** pp. 514-527
Sponsor: Lisa Summers, Tribal Secretary
- 5. Review request from Oneida Personnel Commission and determine appropriate steps** pp. 528-531
Sponsor: Lisa Summers, Tribal Secretary
- 6. Review community concern # 2017-CC-07** *(This item is scheduled to begin at 9:30 a.m.)* pp. 532-585
Sponsor: Tina Danforth, Tribal Chairwoman
- 7. Review complaint # 2017-DR08-05** pp. 586-635
Sponsor: Tina Danforth, Tribal Chairwoman

XIV.ADJOURN

Posted on the Oneida Nation's official website, www.oneida-nsn.gov, at 2:00 p.m. on Friday, May 5, 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: 05 / 10 / 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:

Present Florence Petri with Pendleton Blanket to acknowledge her 31 years of service with the Tribe and her retirement on November 7, 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

1. Meeting Date Requested: 05 / 10 / 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:

Administer Oath of Office to Arthur Skenandore to the Oneida Nation Veterans Affairs Committee.

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 January 19, 2017 issue of the Kalihwisaks for (1) of vacancy on the Oneida Nation Veterans Affairs Committee for a (3) year term with the deadline of February 17, 2017 There were (2) applicants for the (1) vacancy on the Oneida Nation Veterans Affairs Committee. The appointment was made on the March 22, 2017 BC Agenda. He was scheduled to take his oath at the April 12, 2017 BC meeting but was out of town until May.

- 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 Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

Administer Oath of Office to Carmelita Escamea to the Oneida Child Protective 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 January 5, 2017 issue of the Kalihwisaks for (3) of vacancies on the Oneida Child Protective Board for a (4) year term with the deadline of February 3, 2017 There were (5) applicants for the (3) vacancies on the Oneida Child Protective Board. The appointment was made on the April 12, 2017 BC Agenda. She was schedule to take her Oath of Office at the April 26, 2017 BC meeting but was unable to attend.

- 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: 05 / 10 / 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:

Administer Oath of Office to Albert Manders and Isaiah Skenandore to the Environmental Resource 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 March 2, 2017 issue of the Kalihwisaks for (2) vacancy's on the Environmental Resource Board for a (3) year term with the deadline of April 3, 2017. There were (3) applicants for the (2) vacancy's on the Environmental Resource Board. The appointment was made on the April 26, 2017 BC Agenda.

- 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: 05 / 10 / 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:

Approve April 19, 2017, special meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="April 19, 2017, 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: 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.

DRAFT**Oneida Business Committee****Special Meeting**

11:00 a.m. Wednesday, April 19, 2017
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes – DRAFT**SPECIAL MEETING**

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

Not Present: Chairwoman Tina Danforth;

Arrived at: ;

Others present: Janice Hirth-Skenandore, Steve Ninham, Mike Debraska, RaLinda Ninham-Lamberies, Jo Anne House, Heather Heuer, Larry Barton;

I. CALL TO ORDER AND ROLL CALL by Vice-Chairwoman Melinda J. Danforth at 11:05 a.m.

For the record: Chairwoman Tina Danforth 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, Brandon Stevens, Lisa Summers, Jennifer Webster

Not Present: Tina Danforth

IV. EXECUTIVE SESSION

Motion by Lisa Summers to go into executive session at 11:06 a.m., seconded by Fawn Billie. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Not Present: Tina Danforth

Motion by Brandon Stevens to come out of executive session at 12:25 p.m., seconded by Fawn Billie. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Lisa Summers, Jennifer Webster

Not Present: Tina Danforth

DRAFT**A. NEW BUSINESS****1. Review Aimbridge Hospitality update**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Lisa Summers that the Business Committee agrees to continue exploring the opportunity presented by Aimbridge; and to authorize a third party due diligence review to be completed, seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens,
Lisa Summers, Jennifer Webster

Not Present: Tina Danforth

Motion by Lisa Summers for the Business Committee to authorize the use of the Community and Economic Development funds set-aside as the source for the diligence, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens,
Lisa Summers, Jennifer Webster

Not Present: Tina Danforth

Motion by Lisa Summers to request a status update from the Oneida Airport Hotel Corporation on the Business Committee's previous request to bring forward information regarding renovation for the current property at the May 10, 2017, regular Business Committee meeting, seconded by David Jordan. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens,
Lisa Summers, Jennifer Webster

Not Present: Tina Danforth

V. ADJOURN

Motion by Lisa Summers to adjourn at 12:29 p.m., seconded by David Jordan. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens,
Lisa Summers, Jennifer Webster

Not Present: Tina Danforth

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: 05 / 10 / 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:

Approve April 26, 2017, regular meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="April 26, 2017, 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: 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.

DRAFT**Oneida Business Committee****Executive Session****8:30 a.m. Tuesday, April 25, 2017****Executive Conference Room, 2nd floor, Norbert Hill Center****Regular Meeting****8:30 a.m. Wednesday, April 26, 2017****BC Conference Room, 2nd floor, Norbert Hill Center****Minutes – DRAFT****EXECUTIVE SESSION**

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

Not Present: Chairwoman Tina Danforth, Secretary Lisa Summers, Councilman David Jordan;

Arrived at: Councilman Brandon Stevens at 8:46 a.m.;

Others present: JoAnne House, Lisa Liggins, Nathan King, Jeff Bowman, Jeff House, Pete King III, Becky Demmith, Janice Hirth-Skenandore, Steve Ninham, Mary Shaw, Kelly Losee, Kelly McAnally, Josh Doxtator, Justin Knight, Josephine Skenandore, Tamara Vanschyndel, Richard Cluckey, Sharon Mousseau, Debra Danforth, Jolene Hensberger, Kyle Wisneski, Harlan King;

REGULAR MEETING

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

Not Present: Chairwoman Tina Danforth, Secretary Lisa Summers, Councilman David Jordan;

Arrived at: Councilwoman Fawn Billie at 8:33 a.m.;

Others present: JoAnne House, Geraldine Danforth, Nancy Barton, Mike Debraska, Brad Graham, Jen Falck, Chad Wilson, Lisa Liggins, Heather Heuer, Kathy Metoxen, Michele Doxtator, Tammy Skenandore, Brian Doxtator, Racquel Hill, Krystal John, Jackie Zalim, John Bruening, Jeff House, Cathy Metoxen, Tsyosha'aht Delgado, George Skenandore, Rhiannon Metoxen, Beverly Anderson, Dale Powless, Melinda K. Danforth, Peril Huff, Shannon King, Rosa Laster, Patricia Moore, Mike Hill, Ed Delgado, Bonnie Pigman, Debra Danforth, Ravinder Vir, George Skenandore, James Petitjean, Troy Parr, Jacque Boyle, Danelle Wilson, Lambert Metoxen, Brian Denny, Jack Denny, Stacy Buckley, Matthew Van Beek, Matt Kuntzman, Frank Smith, David Emerson, Brian Denny, Carla Lilly, Kim Laluzerne, Julie Hill, Fawne Rasmussen of Sheri Saunders, Alex Moore, Michael Hill, Dave Cluckey, Laurie Melchert, Pat Pelky, Nicole Rommel, Penelope Hernandez, James House, Yvette Peguero, Gwen Christjohn, Jack Denny, Sandra Stevens, Matthew Kuntsman, Terry Cornelius;

I. CALL TO ORDER AND ROLL CALL by Vice-Chairwoman Melinda J. Danforth at 8:30 a.m.

For the record:

Chairwoman Tina Danforth is out of the office on travel. Secretary Lisa Summers is on approved travel attending the Crimes Against Children in Indian Country conference in Carlton, MN. Councilman David Jordan is on approved traveling attending the Republican Congressional Luncheon in Washington D.C.

Councilwoman Fawn Billie arrives at 8:33 a.m.

DRAFT**II. OPENING** by Councilman Tehassi Hill**A. Special Recognition for Years of Service – Seventeen (17) Oneida Nation employees**

Sponsor: Geraldine Danforth, Area Manager/Human Resources

Special Recognition by Blair Braaten of Frank Smith (25 years); Special Recognition by David Emerson of Brian Denny (25 years); Special Recognition by Kim Laluzerne of Carla Lilly (25 years); Special Recognition by Kim Laluzerne of Julie Hill (25 years); Special Recognition by Fawne Rasmussen of Sheri Saunders (25 years); Special Recognition by Alex Moore of Michael Hill (25 years); Special Recognition by Dave Cluckey of Laurie Melchert (25 years); Special Recognition by Pat Pelky of Nicole Rommel (25 years); Special Recognition by Penelope Hernandez of James House (30 years); Special Recognition by Yvette Peguero of Gwen Christjohn (30 years); and Special Recognition by Jack Denny of Sandra Stevens (35 years). Special Recognition for the following individuals who could not be present: Curtiss Summers for 25 years of service; Kevin Cottrell for 25 years of service; Inagail Bain for 25 years of service; Tami Hill for 25 years of service; Linda Tryba for 25 years of service; Rick Counard for 25 years of service; and Don Denny for 35 years of service.

B. Presentation of a \$1,500,000 check to the Oneida Nation by Oneida Environmental, Science, and Construction, LLC. on behalf of Oneida Total Integrated Enterprises (Add-on item)

Liaison: Tehassi Hill, Councilman

Jeff House, Matthew Van Beek, Terry Cornelius, John Brueninger, Jackie Zalim, and Matthew Kuntsman present a check in the amount of \$1,500,000 to the Oneida Nation as part of a distribution of profits from corporate earnings.

III. ADOPT THE AGENDA (00:32:10)

Motion by Tehassi Hill to adopt the agenda with the following changes: [Add-on item II.B. Presentation of a \$1,500,000 check to the Oneida Nation by Oneida Environmental, Science, and Construction, LLC.; delete item VI.C. Adopt resolution entitled Emergency Amendments Reflecting Voting Age Change in Election Law for 2017 General Election; add-on VI.C. Adopt resolution entitled Conflict of Interest Amendments; move to the top of the agenda item VIII.A. Approve recommendation to appoint Melinda K. Danforth, Peril Huff, Shannon King, Rosa Laster, and Patricia Moore as alternates to Oneida Election Board; move item IX.D. Direct Housing Authority Executive Director to provide update on process to exceed FY 2016 IHP acquisition/rehabilitation limit to Executive Session – New Business; and add-on Executive Session – New Business item XIII.E.09. Approve limited waiver of sovereign immunity – Micros Fidelio Worldwide, LLC-Oracle – contract # 2016-1437 and contract # 2017-0123], seconded by Jennifer Webster. Motion carried unanimously:

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

IV. OATHS OF OFFICE (00:34:20) administered by Treasurer Trish King**A. Oneida Election Board Alternates – Melinda K. Danforth, Peril Huff, Shannon King, Rosa Laster, and Patricia Moore****B. Oneida Child Protective Board – Beverly Anderson and Dale Powless**

DRAFT**V. MINUTES (00:37:29)****A. Approve April 12, 2017, regular meeting minutes**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to approve the April 12, 2017, regular meeting minutes with one change: [Strike "Fawn Billie" and "Brandon Stevens" from the "Present" list under the regular session attendance] , seconded by Jennifer Webster. Motion carried with one abstention:

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

VI. RESOLUTIONS**A. Adopt resolution entitled Older Americans Month 2017 (00:39:09)**

Sponsor: George Skenandore, Division Director/Governmental Services

Motion by Tehassi Hill to adopt resolution # 04-26-17-A Older Americans Month 2017, seconded by Trish King. Motion carried unanimously:

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

B. Adopt resolution entitled Revenue Allocation Plan FY 2017 (00:46:54)

Sponsor: Jo Anne House, Chief Counsel

Motion by Jennifer Webster to adopt resolution # 04-26-17-B Revenue Allocation Plan FY 2017, seconded by Trish King. Motion carried unanimously:

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

~~**C. Adopt resolution entitled Emergency Amendments Reflecting Voting Age Change in Election Law for 2017 General Election**~~~~Sponsor: Brandon Stevens, Councilman/Legislative Operating Committee Chair~~~~*Item deleted at adoption of the agenda.*~~**C. Adopt resolution entitled Conflict of Interest Emergency Amendments (00:50:11) (Add-on item)**

Sponsor: Brandon Stevens, Councilman/Legislative Operating Committee Chair

Motion by Brandon Stevens to adopt resolution # 04-26-17-C Conflict of Interest Emergency Amendments seconded by Fawn Billie. Motion carried unanimously:

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

DRAFT**VII. STANDING COMMITTEES****A. Legislative Operating Committee**

Chair: Brandon Stevens, Councilman

1. Accept April 5, 2017, Legislative Operating Committee meeting minutes (00:52:52)

Motion by Jennifer Webster to accept the April 5, 2017, Legislative Operating Committee meeting minutes, seconded by Brandon Stevens. Motion carried with one abstention:

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

B. Finance Committee

Chair: Trish King, Tribal Treasurer

1. Approve April 17, 2017, Finance Committee meeting minutes (00:53:20)

Motion by Brandon Stevens to approve the April 17, 2017, Finance Committee meeting minutes, seconded by Trish King. Motion carried unanimously:

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

VIII. APPOINTMENTS**A. Approve recommendation to appoint Melinda K. Danforth, Peril Huff, Shannon King, Rosa Laster, and Patricia Moore as alternates to Oneida Election Board (00:33:46)**

Chair: Racquel Hill
 Liaison: Melinda J. Danforth

Motion by Tehassi Hill to approve the recommendation to appoint Melinda K. Danforth, Peril Huff, Shannon King, Rosa Laster, and Patricia Moore as alternates to Oneida Election Board, seconded by Fawn Billie. Motion carried unanimously:

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

Treasurer Trish King departs at 9:26 a.m.

B. Approve recommendation to appoint Isaiah Skenandore and Albert Manders to Environmental Resources Board (00:54:00)

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Brandon Stevens to approve the recommendation to appoint Isaiah Skenandore and Albert Manders to Environmental Resources Board, seconded by Jennifer Webster. Motion carried with one abstention:

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

DRAFT**C. Approve recommendation to appoint Carol Silva and Benjamin Skenandore to Oneida Nation Veterans Affairs Committee (00:56:32)**

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Brandon Stevens to defer the recommendations to the Oneida Nation Veterans Affairs Committee back to the Tribal Chair's Office to confirm her recommendations, seconded by Tehassi Hill. Motion carried unanimously:

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

Treasurer Trish King returns at 9:30 a.m.

D. Approve request to reconsider appointment to Oneida Child Protective Board (00:57:42)

Chair: Dale Powless
Liaison: Lisa Summers, Tribal Secretary

Motion by Trish King to accept the recommendation by the Chairwoman for the Oneida Child Protective Board, respectfully understanding the request of the Oneida Child Protective Board recommendation, seconded by Jennifer Webster. Motion carried with one abstention:

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

IX. NEW BUSINESS**A. Review request regarding FY '17 Trade Back for Cash (1:10:50)**

Sponsor: Geraldine Danforth, Area Manager/Human Resources

Motion by Tehassi Hill to adopt resolution # 04-23-17-D Authorization of 40 Hours of Trade Back For Cash for Fiscal Year 2017, seconded by Fawn Billie. Motion carried unanimously:

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

B. Accept memorandum regarding Executive Director position of the Great Lakes Inter-Tribal Council, Inc. (GLITC) as information (1:25:45)

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to accept memorandum regarding Executive Director position of the Great Lakes Inter-Tribal Council, Inc. (GLITC) as information, seconded by Trish King. Motion carried unanimously:

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

C. Approve revised OBC Standard Operating Procedure entitled Complaint Process for Direct Reports to the Business Committee (1:26:33)

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to approve the revised OBC Standard Operating Procedure entitled Complaint Process for Direct Report to the Business Committee, seconded by Jennifer Webster. Motion carried unanimously:

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

DRAFT**~~D. Direct Housing Authority Executive Director to provide update on process to exceed FY 2016 IHP acquisition/rehabilitation limit at the May 10, 2017, regular Business Committee meeting~~**

Sponsor: _____ Lisa Summers, Tribal Secretary

*Moved to Executive Session – New Business as item XIII.E.08.***X. TRAVEL****A. TRAVEL REPORTS****1. Accept travel report – Councilmembers Fawn Billie and Jennifer Webster – Midwest Alliance of Sovereign Tribes (MAST) Impact Week – Washington D.C. – March 21-24, 2017 (1:36:37)**

Motion by Brandon Stevens to accept the travel report – Councilmembers Fawn Billie and Jennifer Webster – Midwest Alliance of Sovereign Tribes (MAST) Impact Week – Washington D.C. – March 21-24, 2017, seconded by Tehassi Hill. Motion carried with one abstention:

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

2. Accept travel report – Councilwoman Fawn Billie – Association of Community Tribal Schools, Inc. meeting – Washington D.C. – April 2-4, 2017 (1:40:10)

Motion by Jennifer Webster to accept the travel report – Councilwoman Fawn Billie – Association of Community Tribal Schools, Inc. meeting – Washington D.C. – April 2-4, 2017, seconded by Tehassi Hill. Motion carried unanimously:

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

3. Accept travel report – Councilman Tehassi Hill – 2017 Tribal Environmental Program Management conference – Chicago, IL – April 3-5, 2017 (1:44:15)

Motion by Brandon Stevens to accept the travel report – Councilman Tehassi Hill – 2017 Tribal Environmental Program Management conference – Chicago, IL – April 3-5, 2017, seconded by Jennifer Webster. Motion carried with one abstention:

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

Motion by Trish King to request Intergovernmental Affairs & Communications to work with the Planning Department to look into the relevance of adding story maps to their communication outreach for the community, seconded by Jennifer Webster. Motion carried unanimously:

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

DRAFT**B. TRAVEL REQUESTS**

- 1. Approve travel request – Six (6) Oneida Election Board members, one (1) Oneida Police Department officer, and one (1) Enrollments Department staff – 2017 Oneida Nation primary & general elections – Milwaukee, WI – May 5-7, 2017 & July 7-9, 2017 (1:50:00)**

Motion by Jennifer Webster to approve the travel request – Six (6) Oneida Election Board members, one (1) Oneida Police Department officer, and one (1) Enrollments Department staff – 2017 Oneida Nation primary & general elections – Milwaukee, WI – May 5-7, 2017 & July 7-9, 2017, seconded by Brandon Stevens. Motion carried unanimously:

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

- 2. Approve travel request – Secretary Lisa Summers & two (2) additional OBC members – National Congress of American Indians (NCAI) mid-year conference – Uncasville, CT – June 11-15, 2017 (1:51:54)**

Motion by Fawn Billie to approve the travel request – Secretary Lisa Summers, Councilman Tehassi Hill, and Councilwoman Jennifer Webster – National Congress of American Indians (NCAI) mid-year conference – Uncasville, CT – June 11-15, 2017, seconded by Brandon Stevens. Motion carried with one abstention:

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

- 3. Approve travel request – Vice-Chairwoman Melinda J. Danforth & Councilwoman Jennifer Webster – WI Dept. of Health Services (DHS) state/tribal consultation session – Hayward, WI – May 9-10, 2017 (2:06:45)**

Motion by Brandon Stevens to approve the travel request – Vice-Chairwoman Melinda J. Danforth & Councilwoman Jennifer Webster – WI Dept. of Health Services (DHS) state/tribal consultation session – Hayward, WI – May 9-10, 2017, seconded by Tehassi Hill. Motion carried unanimously:

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

- 4. Approve travel request – Vice-Chairwoman Melinda J. Danforth & Councilwoman Jennifer Webster – Region 5 U.S. Dept. of Health & Human Service (HHS) & Midwest Association of Sovereign Tribes (MAST) consultation session – New Buffalo, MI – June 14-16, 2017 (2:07:30)**

Motion by Fawn Billie to approve the travel request – Vice-Chairwoman Melinda J. Danforth – Region 5 U.S. Dept. of Health & Human Service (HHS) & Midwest Association of Sovereign Tribes (MAST) consultation session – New Buffalo, MI – June 14-16, 2017, seconded by Tehassi Hill. Motion carried unanimously:

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

DRAFT**5. Enter E-Poll results into the record in accordance with OBC SOP Conducting Electronic Voting:**

Sponsor: Lisa Summers, Tribal Secretary

*Councilman Tehassi Hill departs at 10:44 a.m.***a. Approved travel request – Councilman David Jordan – Republican Congressional Luncheon – Washington D.C. – April 25-27, 2017 (2:09:09)**

Motion by Trish King to enter the E-Poll results into the record for the approved travel request – Councilman David Jordan – Republican Congressional Luncheon – Washington D.C. – April 25-27, 2017, seconded by Jennifer Webster. Motion carried unanimously:

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

b. Approved travel request – Secretary Lisa Summers, Councilman Tehassi Hill, and Councilwoman Jennifer Webster – Oneida Total Integrated Enterprises (OTIE) Welcome and Orientation – Milwaukee, WI – April 20-21, 2017 (2:14:32)

Motion by Brandon Stevens to enter the E-Poll results into the record for the approved travel request – Secretary Lisa Summers, Councilman Tehassi Hill, and Councilwoman Jennifer Webster – Oneida Total Integrated Enterprises (OTIE) Welcome and Orientation – Milwaukee, WI – April 20-21, 2017, seconded by Trish King. Motion carried unanimously:

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

Motion by Tehassi Hill to recess at 11:47 a.m. until 1:30 p.m., seconded by Brandon Stevens. Motion carried unanimously: (2:47:35)

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

*Meeting called to order by Vice-Chairwoman Melinda J. Danforth at 1:30 p.m.***XI. OPERATIONAL REPORTS****A. Accept Comprehensive Health Division FY '17 2nd quarter report (2:47:47)**

Sponsors: Debra Danforth, Division Director/Comprehensive Health Operations; Dr. Ravinder Vir, Medical Director/Medical Operations

Motion by Tehassi Hill to accept the Comprehensive Health Division FY '17 2nd quarter report, seconded by Fawn Billie. Motion carried unanimously:

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

B. Accept Development Division FY '17 2nd quarter report (2:56:48)

Sponsors: Troy Parr, Assistant Division Director/Development; James Petitjean, Interim Assistant Division Director/Development; Jacque Boyle, Interim Assistant Division Director/Development Operations

Motion by Tehassi Hill to accept the Development Division FY '17 2nd quarter report, seconded by Trish King. Motion carried unanimously:

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

Councilman Tehassi Hill departs at 2:28 p.m.

DRAFT**C. Accept Governmental Services Division FY '17 2nd quarter report (3:33:33)**

Sponsor: George Skenandore, Division Director/Governmental Services

Motion by Jennifer Webster to accept the Governmental Services Division FY '17 2nd quarter report, seconded by Brandon Stevens. Motion carried unanimously:

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

XII. GENERAL TRIBAL COUNCIL *(To obtain a copy of Members Only materials, visit the BC Support Office, 2nd floor, Norbert Hill Center and present Tribal I.D. card or go to <https://goo.gl/uLp2jE>)*

A. Petitioner Sherrole Benton: Request to change pre-employment drug testing for marijuana

EXCERPT FROM APRIL 12, 2017: (1) Motion by David Jordan to accept the legal analysis, seconded by Jennifer Webster. Motion carried unanimously. (2) Motion by Lisa Summers to defer the financial analysis to the April 26, 2017, regular Business Committee meeting, seconded by David Jordan. Motion carried unanimously.

EXCERPT FROM MARCH 22, 2017: (1) Motion by David Jordan to accept the legislative analysis, seconded by Tehassi Hill. Motion carried unanimously. (2) Motion by Tehassi Hill to defer the legal analysis to the April 12, 2017, regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously. (3) Motion by David Jordan to defer the financial analysis to the April 12, 2017, regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM MARCH 8, 2017: (1) Motion by Brandon Stevens to accept the progress report regarding legislative analysis, seconded by Tehassi Hill. Motion carried unanimously. (2) Motion by Jennifer Webster to accept the progress report regarding the legal analysis, seconded by Fawn Billie. Motion carried unanimously. (3) Motion by Jennifer Webster to accept the progress report regarding the financial analysis, seconded by Brandon Stevens. Motion carried unanimously.

EXCERPT FROM JANUARY 11, 2017: (1) Motion by Lisa Summers to accept the verified petition from Sherrole Benton regarding a request to change pre-employment drug testing for marijuana use; 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; and to direct the Law, Finance, and Legislative Reference Offices to submit their analyses to the Tribal Secretary's Office within sixty (60) days, and that a progress report be submitted in forty-five (45) days, seconded by Fawn Billie. Motion carried unanimously

1. Defer financial analysis to May 10, 2017, regular Business Committee meeting (2:15:10)

Sponsor: Larry Barton, Chief Financial Officer

Motion by Jennifer Webster to defer the financial analysis to May 10, 2017, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously:

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

Councilman Tehassi Hill returns at 10:49 a.m.

Councilwoman Jennifer Webster departs at 10:49 a.m.

Councilwoman Jennifer Webster returns at 10:53 a.m.

DRAFT**B. Approve June 20, 2017, special GTC meeting materials (2:15:46)**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Trish King to approve the June 20, 2017, special GTC meeting materials, seconded by Fawn Billie. Motion carried unanimously:

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

XIII. EXECUTIVE SESSION**A. REPORTS****1. Accept Chief Counsel report – Jo Anne House, Chief Counsel (2:28:33)**

Motion by Brandon Stevens to accept the Chief Counsel report dated April 25, 2017, seconded by Tehassi Hill. Motion carried unanimously:

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

a. Approve limited waiver of sovereign immunity – Home Depot Commercial Account Application – contract # 2017-0341 (2:28:50)

Motion by Tehassi Hill to approve the limited waiver of sovereign immunity – Home Depot Commercial Account Application – contract # 2017-0341; and to authorize an Oneida Business Committee Officer to sign the contract, seconded by Fawn Billie. Motion carried unanimously:

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

2. Accept Intergovernmental Affairs & Communications report – Nathan King, Director (2:29:22)

Motion by Trish King to accept the Intergovernmental Affairs & Communications report, seconded by Tehassi Hill. Motion carried unanimously:

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

Motion by Trish King to approve the Tribal TANF Fairness Act letter; and to authorize an Oneida Business Committee Officer to sign the letter, seconded by Tehassi Hill. Motion carried unanimously:

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

3. Accept Bay Bancorporation, Inc. FY '17 2nd quarter report (2:29:56)

President: Jeff Bowman
Liaison: Tina Danforth, Tribal Chairwoman

Motion by Trish King to accept the Bay Bancorporation, Inc. FY '17 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

DRAFT**4. Accept Oneida ESC Group, LLC. FY '17 2nd quarter report (2:30:12)**

Chair: Jackie Zalim
Liaison: Tehassi Hill, Councilman

Motion by Jennifer Webster to accept the Oneida ESC Group, LLC. FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

5. Accept Oneida Total Integrated Enterprises, LLC. FY '17 2nd quarter report (2:30:38)

Chair: Terry Cornelius
Liaison: Tehassi Hill, Councilman

Motion by Trish King to accept the Oneida Total Integrated Enterprises, LLC. FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

6. Accept Oneida Seven Generations Corporation FY '17 2nd quarter report (2:30:54)

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

Motion by Trish King to accept the Oneida Seven Generations Corporation FY '17 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

a. Review Oneida Seven Generations Corporation agent fees (2:31:20)

Motion by Jennifer Webster to direct the Tribal Secretary to inform the vendor that further information is needed in order to consider the proposal, seconded by Fawn Billie. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Jennifer Webster

7. Accept Oneida Airport Hotel Corporation FY '17 2nd quarter report (2:31:49)

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

Motion by Trish King to accept the Oneida Airport Hotel Corporation FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

Motion by Jennifer Webster to direct the Tribal Secretary to work with the Oneida Airport Hotel Corporation to schedule a shareholder's meeting within the next sixty (60) days to discuss the strategic planning, seconded by Trish King. Motion carried unanimously:

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

DRAFT**8. Accept Oneida Golf Enterprise FY '17 2nd quarter report (2:32:32)**

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

Motion by Tehassi Hill to accept the Oneida Golf Enterprise FY '17 2nd quarter report, seconded by Trish King. Motion carried unanimously:

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

B. STANDING ITEMS**1. Land Claims Strategy (No Requested Action)****2. Oneida Golf Enterprise – Ladies Professional Golf Association update (2:32:54)**

Sponsor: Trish King, Tribal Treasurer

Motion by Fawn Billie to accept the Oneida Golf Enterprise – Ladies Professional Golf Association update, seconded by Jennifer Webster. Motion carried unanimously:

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

C. AUDIT COMMITTEE**1. Accept Audit Committee FY '17 2nd quarter report (2:33:17)**

Motion by Trish King to accept the Audit Committee FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

D. UNFINISHED BUSINESS**1. Accept final report regarding Surveillance System Replacement Project (2:33:38)**

Sponsor: Joanie Buckley, Division Director/Internal Services

EXCERPT FROM JANUARY 25, 2017: Motion by Melinda J. Danforth to accept the transition plan update regarding the Surveillance System Replacement Project with the next update provided at the April 26, 2017, regular Business Committee meeting, seconded by Lisa Summers. Motion carried unanimously.

EXCERPT FROM JULY 13, 2016: (1) Motion by Lisa Summers to accept the transition plan from Internal Services/MIS Department regarding Surveillance System Replacement Project, seconded by Fawn Billie. Motion carried unanimously. (2) Motion by Lisa Summers to direct that an internal team be established from a minimum of MIS Department, Oneida Police Department, Gaming Commission and Security, and Purchasing Department to develop a full transition plan for the Operations based on the recommendations provided in the report; and to request an update on the progress be brought back to a regular Business Committee meeting in six (6) months which would be January of 2017, seconded by Jennifer Webster. Motion carried unanimously.

EXCERPT FROM APRIL 27, 2016: Motion by David Jordan to accept the update from the Gaming Commission, Retail, Finance, and Gaming regarding Surveillance System Replacement Project and to request that the agreed upon action plan be placed in writing and signed by all affected parties, seconded by Tehassi Hill. Motion carried unanimously.

EXCERPT FROM APRIL 13, 2016: (1) Motion by Lisa Summers to request that the team working on this item meet and collaborate on how to proceed and bring back this item to the April 27, 2016, regular Business Committee meeting for an update, seconded by Jennifer

DRAFT

Webster. Motion carried unanimously. (2) Motion by Lisa Summers to defer a policy development on this issue to the Internal Services/MIS Department to bring back a recommendation on a transition plan which moves the Nation towards a long-term systems alignment and for this draft plan to be brought back to the July 13, 2016, regular Business Committee meeting, seconded by Fawn Billie. Motion carried unanimously. (3) Motion by David Jordan to request all the teams that were to be brought together and put under one team for a RFP to be vetted out and be transparent, seconded by Lisa Summers. Motion carried unanimously.

Motion by Jennifer Webster to accept the final report regarding Surveillance System Replacement Project, seconded by Trish King. Motion carried unanimously:

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

2. Approve job reassignment for Direct Report # 03 (2:34:02)

Sponsor: Trish King, Tribal Treasurer

EXCERPT FROM APRIL 27, 2016: Motion by Tehassi Hill to approve the subcommittee's recommendations in the memo dated April 19, 2016, regarding the Interim Assistant Development Division Director position for a one year period, seconded by Trish King. Motion carried with one abstention.

Motion by Trish King to extend the interim status for one (1) year bringing the employee to mid-point, seconded by Jennifer Webster. Motion carried unanimously:

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

Motion by Trish King to direct the Tribal Vice-Chair to add the re-organization discussion to executive session discussion on May 23, 2017, seconded by Tehassi Hill. Motion carried unanimously:

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

3. Defer update regarding strategic land purchase to May 10, 2017, regular Business Committee meeting (2:34:45)

Sponsor: Michele Doxtator, Area Manager/Retail Profits

EXCERPT FROM JANUARY 25, 2017: Motion by Lisa Summers to accept the update; and to request a follow-up report be brought back in approximately sixty (60) days for the April 26, 2017, regular Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously.

Motion by Fawn Billie to defer the update regarding strategic land purchase to May 10, 2017, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously:

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

DRAFT**4. Accept verbal update regarding Culture & Language reorganization; and request update be brought back in ninety (90) days (2:35:05)**

Sponsors: Tehassi Hill, Councilman; Brandon Stevens, Councilman; Jennifer Webster, Councilwoman

EXCERPT FROM FEBRUARY 8, 2017: (1) Motion by Lisa Summers to accept the verbal update and information; and to ask the Governmental Services Division Director to continue working with the area, and the Business Committee sub-team assigned to this topic, on an action plan to be brought back in sixty (60) days, seconded by Fawn Billie. Motion carried unanimously. (2) Motion by Lisa Summers to request that any reorganization of the Governmental Services Division be placed on hold until the Governmental Services Director brings back a plan for Business Committee review, seconded by Jennifer Webster. Motion carried unanimously.

Motion by Trish King to delete this item from the agenda, noting there is a language house proposal coming back to the Business Committee on May 10, 2017, seconded by Tehassi Hill. Motion carried unanimously:

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

5. Defer report regarding contract # 2017-0088 for sixty (60) days (2:35:25)

Sponsors: Lisa Summers, Tribal Secretary; Jennifer Webster, Councilwoman

EXCERPT FROM FEBRUARY 8, 2017: Motion by Lisa Summers to direct Liaisons Councilwoman Jennifer Webster and Secretary Lisa Summers to work with the Law Office on a contract item that was brought forward; and to bring back a report to the Business Committee within sixty (60) days, seconded by Trish King. Motion carried unanimously.

Motion by Fawn Billie to defer the report regarding contract # 2017-0088 for sixty (60) days, seconded by Brandon Stevens. Motion carried unanimously:

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

6. Defer final recommendations regarding Tsyunhehkwa to May 10, 2017, regular Business Committee meeting (2:35:46)

Sponsor: Joanie Buckley, Division Director/Internal Services

EXCERPT FROM MARCH 22, 2017: Motion by Tehassi Hill to accept the Tsyunhehkwa report; and to request the Internal Services Division Director to bring back final recommendations for the April 26, 2017, regular Business Committee meeting, seconded by Brandon Stevens. Motion carried unanimously.

Motion by Fawn Billie to defer the final recommendations regarding Tsyunhehkwa to May 10, 2017, regular Business Committee meeting, seconded by Tehassi Hill. Motion carried unanimously:

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

DRAFT**E. NEW BUSINESS****1. Review request regarding Oneida Nation School System food service employees****(2:38:53)**

Chair: Debra Danforth
 Liaison: Fawn Billie, Councilwoman

Motion by Trish King to accept the request as information, seconded by Jennifer Webster. Motion carried unanimously:

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

2. Discuss request to reconsider appointment to Oneida Child Protective Board (2:39:17)

Chair: Dale Powless
 Liaison: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to delete this item from the agenda, seconded by Brandon Stevens. Motion carried unanimously:

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

Motion by Fawn Billie to go into executive session at 2:32 p.m., seconded by Jennifer Webster. Motion carried unanimously: **(3:50:32)**

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

Motion by Trish King to come out of executive session at 2:35 p.m., seconded by Brandon Stevens. Motion carried unanimously:

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

3. Review complaint # 2017-DR08-02 (2:39:41)

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to deem complaint # 2017-DR08-02 as having merit; and to assign Secretary Lisa Summers, Councilman Brandon Stevens, and Councilwoman Jennifer Webster to the sub-team, seconded by Fawn Billie. Motion carried with two abstentions:

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

Motion by Jennifer Webster to amend the original motion that states, "to deem complaint # 2017-DR08-02 as having merit; and to assign David Jordan, Brandon Stevens, Jennifer Webster to the sub-team", seconded by Brandon Stevens. Motion carried with one abstention: **(3:51:24)**

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

DRAFT**4. Review complaint # 2017-DR08-03 (2:40:33)**

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to deem complaint # 2017-DR08-03 as having merit; to combine with complaint # 2017-DR08-01 due to similar nature; and to replace Chairwoman Tina Danforth and Councilwoman Fawn Billie with Secretary Lisa Summers, Councilman Brandon Stevens, Councilwoman Jennifer Webster on the sub-team, seconded by Brandon Stevens. Motion carried with three abstentions:

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

Motion by Jennifer Webster to amend the original motion that states, "to deem complaint # 2017-DR08-03 as having merit; to combine with complaint # 2017-DR08-01 due to similar nature; and to replace Chairwoman Tina Danforth and Councilwoman Fawn Billie with Brandon Stevens and David Jordan", seconded by Brandon Stevens. Motion carried with two abstentions: **(3:52:40)**

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

5. Review complaint # 2017-DR08-04 (2:42:00)

Sponsor: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to deem complaint # 2017-DR08-04 as having no merit; and to close-out the complaint, seconded by Brandon Stevens. Motion carried with one abstention:

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

6. Review community concern # 2017-CC-05 (2:42:39)

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to forward this item to the Law Office for a legal review of all applicable documents and policies to be brought back at the next Business Committee meeting or as soon as possible, seconded by Fawn Billie. Motion carried unanimously:

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

7. Review board applications for Oneida ESC, LLC. (2:45:37)

Sponsor: Lisa Summers, Tribal Secretary

Motion by Fawn Billie to defer this item to the next Business Committee meeting, seconded by Jennifer Webster. Motion carried unanimously:

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

8. Direct Housing Authority Executive Director to provide update on process to exceed FY 2016 IHP acquisition/rehabilitation limit at the May 10, 2017, regular Business Committee meeting (2:46:10) (Moved from Open Session – New Business item IX.C.)

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to defer this item to the May 10, 2017, Business Committee meeting, seconded by Fawn Billie. Motion carried with one abstention:

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

DRAFT

9. Approve limited waiver of sovereign immunity – Micros Fidelio Worldwide, LLC-Oracle – contract # 2016-1437 and contract # 2017-0123 (2:46:48) (Add-on Item)

Motion by Tehassi Hill to approve the limited waiver of sovereign immunity – Micros Fidelio Worldwide, LLC-Oracle – contract # 2016-1437, seconded by Fawn Billie. Motion carried unanimously:

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

Motion by Jennifer Webster to approve the limited waiver of sovereign immunity – Micros Fidelio Worldwide, LLC-Oracle – contract # 2017-0123, seconded by Tehassi Hill. Motion carried unanimously:

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

XIV. ADJOURN

Motion by Fawn Billie to adjourn at 2:38 p.m., seconded by Trish King. Motion carried unanimously:

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: 05 / 10 / 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:

Approve April 27, 2017, FY '17 2nd quarter reports meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="April 27, 2017, FY '17 2nd qtr reports mtg mins"/>	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: 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.

DRAFT**Oneida Business Committee**

FY '17 2nd Quarterly Reports
8:00 a.m. Thursday, April 27, 2017
BC Conference Room, 2nd floor, Norbert Hill Center

Minutes - DRAFT**FY '17 2ND QUARTERLY REPORTS MEETING**

Present: Vice-Chairwoman Melinda J. Danforth (excused at 1:30 p.m.), Treasurer Trish King, Council members: Fawn Billie, Brandon Stevens (excused at 9:25 a.m.), Jennifer Webster;

Not Present: Secretary Lisa Summers, Councilman David Jordan;

Arrived at: Councilman Tehassi Hill at 8:44 a.m., Chairwoman Tina Danforth arrives at 1:33 p.m.;

Others present: Tamara VanSchyndel, Heather Heuer, Beth Bashara, Carol Elm, Mike Debraska, Nancy Barton, Chad Wilson, Jo Anne House, Heather Heuer, Marlene Garvey, Larry Barton, Cathy Metoxen, Eugene Schubert, Sandra Reveles, Eric Boulanger, Tonya Webster, Mike Hill, John Bruening, Mark W. Powless (via Polycom), Mark A. Powless, Dakota Webster, Sharon Mousseau, Debra Danforth, Janice Hirth-Skenandore, Jeff Bowman, Pete King III; Jackie Zalim (via Polycom), Terry Cornelius, Jeff House, Barb Erickson, Lois Strong, Lois Powless, Jolene Hensberger, Dena Skenandore;

I. CALL TO ORDER AND ROLL CALL by Vice-Chairwoman Melinda J. Danforth at 8:08 a.m.

For the record: Chairwoman Tina Danforth was out of the office during the morning session to attend a meeting with Secretary Anderson from the State of Wisconsin Department of Workforce Development. Secretary Lisa Summers is on approved travel attending the Crimes Against Children in Indian Country conference in Carlton, MN. Councilman David Jordan is on approved traveling attending the Republican Congressional Luncheon in Washington D.C.

II. OPENING**III. ADOPT THE AGENDA (00:00:13)**

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

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

DRAFT**IV. REPORTS****A. APPOINTED BOARDS, COMMITTEES, COMMISSIONS****1. Accept Oneida Nation Arts Board FY '17 2nd quarter report (00:00:33)**

Chair: Tamara VanSchyndel
Liaison: Jennifer Webster, Councilwoman

Motion by Jennifer Webster to accept the Oneida Nation Arts Board FY '17 2nd quarter report, seconded by Fawn Billie. Motion carried unanimously:

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

2. Accept Anna John Residential Centered Care Community Board FY '17 2nd quarter report (00:13:17)

Chair: Candace House
Liaison: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Jennifer Webster to accept the Anna John Residential Centered Care Community Board FY '17 2nd quarter report, seconded by Fawn Billie. Motion carried unanimously:

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

Councilman Tehassi Hill arrives at 8:44 a.m.

3. Accept Oneida Child Protective Board FY '17 2nd quarter report (00:28:40)

Chair: Dale Powless
Liaison: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to accept the Oneida Child Protective Board FY '17 2nd quarter report; and to request the Tribal Secretary's Office to notify the Child Protective Board that it is expected that someone be present for their next quarterly report, seconded by Fawn Billie. Motion carried with one abstention:

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

4. Accept Oneida Environmental Resources Board FY '17 2nd quarter report (00:37:07)

Chair: Marlene Garvey
Liaison: Tehassi Hill, Councilman

Motion by Jennifer Webster to accept the Oneida Environmental Resources Board FY '17 2nd quarter report, seconded by Fawn Billie. Motion carried unanimously:

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

5. Accept Oneida Community Library Board FY '17 2nd quarter report (1:01:04)

Chair: Dylan Benton
Liaison: Fawn Billie, Councilwoman

Motion by Brandon Stevens to accept the Oneida Community Library Board FY '17 2nd quarter report, seconded by Fawn Billie. Motion carried unanimously:

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

Councilman Brandon Stevens departs at 9:25 a.m.

DRAFT**6. Accept Oneida Personnel Commission FY '17 2nd quarter report (1:09:59)**

Chair: Yvonne Jourdan
Liaison: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to accept the Oneida Personnel Commission FY '17 2nd quarter report, seconded by Jennifer Webster. Motion carried with one abstention:

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

**a. Accept revised Oneida Personnel Commission FY '17 1st quarter report (1:19:30)
(Revised Report Not Submitted)**

EXCERPT FROM FEBRUARY 8, 2017: (1) Motion by Fawn Billie to accept the verbal update from the Oneida Personnel Commission, seconded by Tehassi Hill. Motion carried with one abstention. (2) Motion by Brandon Stevens to request the Tribal Secretary and Councilman David Jordan to send a letter regarding Oneida Personnel Commission processing separate reports, one for executive session and one for open session, seconded by David Jordan. Motion carried with one abstention. (3) Motion by Fawn Billie to request Councilman David Jordan to work with the Tribal Secretary to provide notice to the Oneida Personnel Commission that the Parks and Recreation complaint has been closed-out, seconded by David Jordan. Motion carried with one abstention.

EXCERPT FROM JANUARY 26, 2017: Motion by Trish King to defer this item back to the Oneida Personnel Commission to separate out the issues as discussed so we can address the Personnel Commission issues in executive session on February 7, 2017; and to defer the FY '17 1st quarter report to the next quarterly reports Business Committee meeting on April 27, 2017, seconded by Lisa Summers. Motion carried unanimously.

Motion by Jennifer Webster to accept the Oneida Personnel Commission FY'17 1st quarter report with the redacted confidential portion, seconded by Tehassi Hill. Motion carried unanimously:

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

7. Accept Oneida Police Commission FY '17 2nd quarter report (1:21:30)

Vice-Chair: Sandra Reveles
Liaison: Lisa Summers, Tribal Secretary

Motion by Jennifer Webster to accept the Oneida Police Commission FY '17 2nd quarter report, seconded by Trish King. Motion carried unanimously:

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

8. Accept Oneida Pow-wow Committee FY '17 2nd quarter report (1:32:38)

Chair: Tonya Webster
Liaison: Fawn Billie, Councilwoman

Motion by Jennifer Webster to accept the Oneida Pow-wow Committee FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

(Break scheduled from 10:00 a.m.-10:15 a.m.)

DRAFT

Motion by Jennifer Webster to approve the Oneida Pow-wow Committee to hold three (3) additional meetings in the month of June in order to prepare for the 4th of July pow-wow, seconded by Fawn Billie. Motion carried unanimously:

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

9. Accept Southeastern Oneida Tribal Services Advisory Board FY '17 2nd quarter report

Interim Chair: Peter Stevens (1:53:50)

Liaison: Tina Danforth, Tribal Chairwoman

Motion by Tehassi Hill to accept the Southeastern Oneida Tribal Services Advisory Board FY '17 2nd quarter report, seconded by Fawn Billie. Motion carried unanimously:

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

a. Accept Southeastern Oneida Tribal Services Advisory Board FY '17 1st quarter report (2:17:48)

EXCERPT FROM JANUARY 26, 2017: Motion by Jennifer Webster to defer the Southeastern Oneida Tribal Services Advisory Board FY '17 1st quarter report to the next quarterly reports Business Committee meeting on April 27, 2017; and to request Tribal Secretary Lisa Summers to follow-up with the Chair of the Southeastern Oneida Tribal Services Advisory Board, seconded by Lisa Summers. Motion carried unanimously.

Motion by Jennifer Webster to accept the Southeastern Oneida Tribal Services Advisory Board FY '17 1st quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

10. Accept Oneida Nation Veterans Affairs Committee FY '17 2nd quarter report (2:18:04)

Chair: Mike Hill

Liaison: Jennifer Webster, Councilwoman

Motion by Tehassi Hill to accept the Oneida Nation Veterans Affairs Committee FY '17 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

B. ELECTED BOARDS, COMMITTEES, COMMISSIONS**1. Accept Oneida Nation Commission on Aging FY '17 2nd quarter report (2:52:42)**

Chair: Patricia Lassila

Liaison: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Tehassi Hill to accept the Oneida Nation Commission on Aging FY '17 2nd quarter report, seconded by Fawn Billie. Motion carried unanimously:

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

DRAFT**2. Accept Oneida Gaming Commission FY '17 2nd quarter report (3:12:48)**

Chair: Mark A. Powless
Liaison: Brandon Stevens, Councilman

Motion by Tehassi Hill to accept the Oneida Gaming Commission FY '17 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

3. Accept Oneida Election Board FY '17 2nd quarter report (3:21:00)

Chair: Racquel Hill
Liaison: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Tehassi Hill to accept the Oneida Election Board FY '17 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

4. Accept Oneida Land Claims Commission FY '17 2nd quarter report (3:22:21)

Chair: Loretta Metoxen
Liaison: Brandon Stevens, Councilman

Motion by Fawn Billie to accept the Oneida Land Claims Commission FY '17 2nd quarter report, seconded by Trish King. Motion carried unanimously:

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

Motion by Jennifer Webster to request the letter with regards to the Land Claims Commission by-laws be forwarded to the joint Business Committee/Land Claims Commission meeting, seconded by Trish King. Motion carried unanimously:

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

Motion by Tehassi Hill to recess at 12:02 p.m. until 1:30 p.m., seconded by Jennifer Webster. Motion carried unanimously:

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

Meeting called to order by Chairwoman Tina Danforth at 1:35 p.m.

Vice-Chairwoman Melinda J. Danforth, Secretary Lisa Summers, and Councilman David Jordan are not present.

5. Defer Oneida Land Commission FY '17 2nd quarter report (3:37:25)

Chair: Rae Skenandore
Liaison: Tehassi Hill, Councilman

No formal action taken on this item.

DRAFT**a. Accept Oneida Land Commission FY '17 1st quarter report (3:38:30)**

EXCERPT FROM JANUARY 26, 2017: Motion by David Jordan to defer the Oneida Land Commission FY '17 1st quarter report to the next quarterly reports Business Committee meeting on April 27, 2017, seconded by Trish King. Motion carried unanimously.

Motion by Tehassi Hill to accept the Oneida Land Commission FY '17 1st quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

6. Accept Oneida Nation School Board FY '17 2nd quarter report (3:39:09)

Chair: Debra Danforth
Liaison: Fawn Billie, Councilwoman

Motion by Tehassi Hill to accept the Oneida Nation School Board FY '17 2nd quarter report, seconded by Brandon Stevens. Motion carried unanimously:

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

C. CORPORATE BOARDS**1. Accept Oneida Airport Hotel Corporation FY '17 2nd quarter report (3:57:56)**

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

Motion by Jennifer Webster to accept the Oneida Airport Hotel Corporation FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

2. Accept Oneida Golf Enterprise FY '17 2nd quarter report (4:18:25)

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

Motion by Jennifer Webster to accept the Oneida Golf Enterprise FY '17 2nd quarter report, seconded by Brandon Stevens. Motion carried unanimously:

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

3. Accept Bay Bancorporation, Inc. FY '17 2nd quarter report (4:35:26)

President: Jeff Bowman
Liaison: Tina Danforth, Tribal Chairwoman

Motion by Tehassi Hill to accept the Bay Bancorporation, Inc. FY '17 2nd quarter report, seconded by Brandon Stevens. Motion carried unanimously:

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

DRAFT**4. Accept Oneida ESC Group, LLC. FY '17 2nd quarter report (4:43:49)**

Chair: Jackie Zalim
Liaison: Tehassi Hill, Councilman

Motion by Tehassi Hill to accept the Oneida ESC Group, LLC. FY '17 2nd quarter report, seconded by Brandon Stevens. Motion carried unanimously:

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

5. Accept Oneida Total Integrated Enterprises, LLC. FY '17 2nd quarter report (4:56:05)

Chair: Terry Cornelius
Liaison: Tehassi Hill, Councilman

Motion by Trish King to accept the Oneida Total Integrated Enterprises, LLC. FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

6. Accept Oneida Seven Generations Corporation FY '17 2nd quarter report (5:06:11)

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

Motion by Tehassi Hill to accept the Oneida Seven Generations Corporation FY '17 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

D. STANDING COMMITTEES**1. Accept Community Development Planning Committee FY '17 2nd quarter report (5:12:11)**

Chair: Melinda J. Danforth, Tribal Vice-Chairwoman

Motion by Tehassi Hill to accept the Community Development Planning Committee FY '17 2nd quarter report, seconded by Jennifer Webster. Motion carried unanimously:

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

a. Accept Community Development Planning Committee FY '17 1st quarter report (5:12:53)

EXCERPT FROM JANUARY 26, 2017: Motion by Lisa Summers to defer the Community Development Planning Committee FY '17 1st quarter report to the next quarterly reports Business Committee meeting on April 27, 2017, seconded by David Jordan. Motion carried unanimously.

Motion by Jennifer Webster to accept the Community Development Planning Committee FY '17 1st quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

DRAFT**2. Accept Legislative Operating Committee FY '17 2nd quarter report (5:13:29)**

Chair: Brandon Stevens, Councilman

Motion by Jennifer Webster to accept the Legislative Operating Committee FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried unanimously:

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

3. Accept Quality of Life Committee FY '17 2nd quarter report (5:15:00)

Chair: Fawn Billie, Councilwoman

Motion by Fawn Billie to accept the Quality of Life Committee FY '17 2nd quarter report; and for the next report to include a timeline of Oneida services for tribal members, seconded by Brandon Stevens. Motion carried unanimously:

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

4. Accept Finance Committee FY '17 2nd quarter report (5:19:30)

Chair: Trish King, Tribal Treasurer

Motion by Brandon Stevens to accept the Finance Committee FY '17 2nd quarter report, seconded by Tehassi Hill. Motion carried with one abstention:

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

V. ADJOURN

Motion by Brandon Stevens to adjourn at 3:25 p.m., seconded by Tehassi Hill. Motion carried unanimously:

Ayes: Fawn Billie, Tehassi Hill, Trish King, Brandon Stevens, Jennifer Webster
Not Present: Melinda J. Danforth, David Jordan, 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: 05 / 10 / 17

2. General Information:

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

[Empty text box]

Agenda Header: Resolutions

Accept as Information only

Action - please describe:

The Oneida Nation Farm is requesting a BC resolution authorizing it's 2017 InterTribal Buffalo Council grant application.

3. Supporting Materials

Report Resolution Contract

Other:

1. Grant Authorization Form

3. [Empty text box]

2. InterTribal Buffalo Grant rules

4. [Empty text box]

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Larry Barton, Chief Financial Officer

Primary Requestor/Submitter: Jeff Scofield, Agricultural Director, Oneida Farm
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Donald Miller, Technical Writer, Oneida Grants 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:

Annually the InterTribal Buffalo Council (ITBC) offers its members an opportunity to apply for a Buffalo Herd support grant. The Oneida Farm on behalf of the Oneida Nation has applied for and received several annual grants of \$27,000 or more from the ITBC. These grants have funded infrastructure development and maintenance projects, veterinary services, equipment purchases, nutritional supplies, etc. The grantor, the ITBC, requires that all applications include a signed resolution as indication of the tribes support of the application.

- 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 # _ _ - - - -
2017 Intertribal Buffalo Council, Buffalo Herd Development Grant

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WHEREAS, the Oneida Nation is a federally recognized Indian government and a Treaty Tribe recognized by the laws of the United States, and

WHEREAS, the Oneida General Tribal Council is the governing body of the Oneida Nation, and

WHEREAS, the Oneida Business Committee has been delegated authority under Article IV, Section 1 of the Oneida Nation Constitution by the Oneida General Tribal Council, and

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

WHEREAS, the Oneida Seventh Generation Buffalo Herd promotes food sovereignty and self-sufficiency and is an integral component of the Oneida Community Integrated Food System (OCIFS) because it provides high quality, hormone-free, traditional buffalo meat products for the improved health and well-being of the Oneida Community and

WHEREAS, the Oneida Tribe of Indians of Wisconsin is committed to maintaining long-term support for the Oneida Seventh Generation Buffalo Herd and the activities of the InterTribal Buffalo Council,

NOW, THEREFORE, BE IT RESOLVED: that the Oneida Nation authorizes and supports the Oneida Farm's submission of a grant application to the InterTribal Buffalo Council for the purposes of restoring and supporting the Oneida Seventh Generation Buffalo Herd in a manner that is culturally, ecologically and economically self-sustaining. The official Tribal representative to the InterTribal Buffalo Council shall be Jeff Scofield, Agricultural Director and his alternate shall be Larry Barton, Chief Financial Officer.

GRANT PROPOSAL AUTHORIZATION FORM

ONEIDA GRANTS OFFICE

PH: (920) 496-7330 FAX: (920) 496-7494

Form instructions: Double click on the grey area; a drop down called "form field option box" box will appear. In the "items drop-down list" click on which one you want; then click on the "up" arrow move it to the top and click on ok. In the reporting area: Double click on the box you want to put an "x" in. A "check box form field" box will appear, in "under default value" click on "checked" then ok.

PROGRAM INFORMATION

Department: Oneida Farm	Division/Non-Division:
Program: Oneida Buffalo Herd	Program Accountant:
Person Responsible for proposal development: Jeff Scofield	Phone: (920) 833-7952
Person Responsible for grant administration: Jeff Scofield	Phone: (920) 833-7952
Project Title: Oneida Buffalo Project 2017	

GRANT INFORMATION

Name of Funding Source: InterTribal Buffalo Council	Type (pick one): Private	
Title of Grant: Herd Development Grant	CFDA No: None	
Application Deadline: March 10, 2017	Grant Amount: \$70,000	
Project Period: 12 months	Budget Period: 12 months	Type of Project (pick one): Agricultural Development
Match Requested (% or \$): \$ None	Match Type (pick one): In-Kind	
Is a Tribal resolution required? If yes, please notify Grants Office immediately. Yes		
Will this grant create a: New position No Committee No Commission No Board No		
Will this grant fund an existing position? No Name of Position(s):		
If YES, attach draft job description for all grant funded positions. PLEASE NOTE: Position/employee will be phased out when grant funding ends.		

Project Proposal Summary (must answer all these questions): The purpose, benefit(s), where is the match coming from, are there any other programs collaborating, travel justification, position justification, or pertinent information: The purpose of this grant is to support tribal efforts to maintain the Oneida Buffalo Herd as a viable source of food production and as a symbol of Oneida Tribal sovereignty. The grant requires and pays for an annual trip to the ITBC training session.

List any capital expenditures (cap ex), technology expenses & CIP purchases (NOTE: Must follow the appropriate Cap ex, CIP or Technology SOP for each purchase request.): NONE

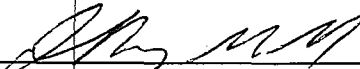
Vendors: Verified that Vendors contracted with are NOT suspended/debarred: Yes No NA

*Prior to entering into contracts with vendors, they will be cross referenced at www.sam.gov to ensure the vendors are not suspended or debarred.

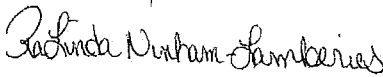
Reporting: Quarterly Semi-Annually Yearly Narrative Financial

SIGNATURES

Your signature authorizes the person responsible for proposal development to work with the Grants Office when applying for funding and acknowledges your responsibility to successfully administer all requirements of this grant throughout the project period and budget period.

 2-13-17
1. Supervisor Signature Date

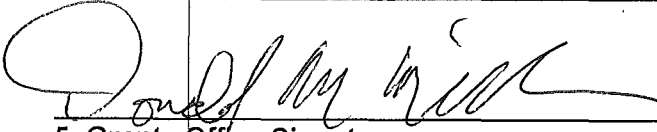
SIGNATURE VERIFIES & APPROVES MATCH



Digitally signed by RaLinda Ninham-Lamberies
DN: cn=RaLinda Ninham-Lamberies, o=Oneida
Tribe of Indians of WI, ou=Finance Admin,
email=rlamberi@oneidanation.org, c=US
Date: 2017.02.13 12:07:29 -06'00'

4. Division/Non-Division Director Signature Date

SIGNATURE APPROVES GRANT PROJECT & MATCH

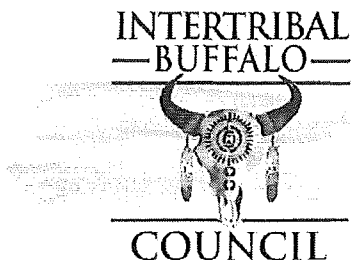
 2-28-17

5. Grants Office Signature Date

FINAL SIGNATURE PRIOR TO OBTAINING OBC SIGNATURES


Revised: 12/19/16

GO-001



InterTribal Buffalo Council
2497 West Chicago Street
Rapid City, SD 57702
Phone: (605) 394-9730
Fax: (605) 394-7742
Website: www.itcbison.com

MEMORANDUM

DATE: March 30, 2017
TO: ITBC Member Tribes
FROM: Jim Stone, ITBC Executive Director 
RE: FY 2017 Herd Development Grant Proposals

Attached are the guidelines and a scoring review sheet for the FY 2017 Herd Development Grant Program.

Once the proposals are received in the office they will be reviewed as follows:

1. All proposals will be grouped into three categories based on herd size.
2. Each category will receive a base funding amount that will be dependent upon herd size.
3. The remaining funds will be divided equally amongst the three categories and distributed through competition within the category and based on proposal score.

The schedule for the process is included in the guidelines.

The deadline to turn in the FY2017 Herd Development Grant Proposals is June 2, 2017 by close of business 5:00p.m. MST!!

If you have any questions, please contact Kristine Reed at (605) 394-9730.

2017 HERD DEVELOPMENT GRANTS GRANT APPLICATION GUIDELINES

Section I. Eligibility

Member Tribes who are “voting members” of the InterTribal Buffalo Council (ITBC) are eligible to submit a proposal for FY17 funding to the Herd Development Grant Program.

In order to be determined a “voting member” Tribes must:

1. Pay dues by October 1 of each year,

Members who fail to pay dues by October 1st will be designated “inactive members” of the Corporation and are ineligible for the Herd Development Grant Program and to receive other ITBC services, including but not limited to, funding, surplus bison, and reimbursement for travel costs to attend meetings.

Please note that the ITBC office may require submission of a One-Page Concept Paper by required deadlines approved of by the ITBC Board of Directors before acceptance of your proposal for review and scoring. If the documents are not on file, your proposal will be returned without review and scoring. Tribes who have received the previous year’s grant funding must have these funds contracted from ITBC by May 15, 2017 in order to be eligible for the FY 2017 funding.

Section II. Scope

Funds for single year or one year phase of multi year projects will be awarded through a competitive grant process. Emphasis will be given to projects that will enhance long term sustainability of Tribal Bison Programs, establishment of new bison restoration projects and infrastructure/rangeland improvements to enhance or assist management and restoration of the overall bison program that is compatible with spiritual and cultural beliefs and practices.

Section III. Format Guidelines

Proposals must be in the ITBC office by close of business (5:00 p.m. – MST) on **June 2, 2017**. Documents may be in hard copy form or submitted electronically. It is the responsibility of the Tribe to verify that electronic submissions were received by ITBC. Proposals shall be submitted on standard sized paper with a Table of Contents, numbered pages, and securely stapled or bound.

A **Tribal Council Resolution** or document with similar authority signed by a person authorized to act on behalf of the Tribe must be included with the proposal by due date and indicate Tribal knowledge and support for the proposal.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 17

2. General Information:

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

Resolution to submit Indian Community Development Block Grant Application

Agenda Header: Resolutions

Accept as Information only

Action - please describe:

OBC approval of the Resolution to submit the Indian Community Development Block Grant application to HUD by May 18, 2017.

3. Supporting Materials

Report Resolution Contract

Other:

- 1. Completed Resolution for ICDBG grant applicaton
- 2.
- 3.
- 4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Dale Wheelock, Director/OHA

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:

I am requesting OBC approval of the completed Resolution that is required for the submittal of the FY 2017 Indian Community Development Block Grant that is due by May 18, 2017. The Resolution must include; application approval by OBC, community meeting requirements being met, operation and maintenance budgets and financial commitment of non -I CDBG resources for the Oneida Life Sustenance Community Center.

Due to the short turn around time to complete the grant application and timing of OBC meetings the Resolution comes before the regular OBC meeting on May 10, 2017 without the completed ICDBG application. The completed ICDBG grant application will be submitted to HUD along with the Resolution by May 18, 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

Oneida Nation

Post Office Box 365

Phone: (920)869-2214

Oneida, WI 54155



BC Resolution # _ - - - -
FY 2017 Indian Community Development Block Grant

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

WHEREAS, the Oneida General Tribal Council is the governing body of the Oneida Nation; and

WHEREAS, the Oneida Business Committee has been delegated the authority of Article IV, Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal Council; and

WHEREAS, the Oneida Nation supports the application for the FY 2017 Indian Community Development Block Grant for eligible activities of Public Facilities and Improvement Projects for the Oneida Life Sustenance Community Center; and

WHEREAS, the Oneida Nation is committed to maintaining Oneida citizen participation, the Oneida Business Committee verifies that the citizen participation requirement of 24 CFR 1003.604(a) have been met; and

WHEREAS, the Oneida Nation is committed to the operation and maintenance of the Community Facility building for public events by the Tribal Utilities Department for maintaining of water and sewer infrastructure for the project through its maintenance program, and the Department of Public Works will provide operations and maintenance of the building structure through its annual budget; and

WHEREAS, the Oneida Nation supports the Community Facility building project by committing \$200,000 (25%) of Non-ICDBG resources to the total project cost by including Tribal contribution into the FY 2018 Oneida Nation budget; and

WHEREAS, the Oneida Nation's Environmental Review Department, Planning Department and Development Division agree that the proposed Oneida Life Sustenance Community Center is in the best interest of the Oneida community; and

NOW THEREFORE BE IT RESOLVED, that the Oneida Nation authorizes and submits a grant application to the U.S. Department of Housing and Urban Development's FY 2017 Indian Community Development Block Grant.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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 adopt the Tribal Action Plan Resolution.

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.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

The Quality of Life (QOL) Committee approved forwarding the attached Tribal Action Plan Resolution for BC consideration at the April 20, 2017 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 # _-_-_- Tribal Action Plan

A resolution authorizing the establishment of a Tribal Coordinating Committee and to Develop and Implement a Tribal Action Plan (see attached 2011 Tribal Action Plan Guidelines) for a Comprehensive Prevention and Treatment Program for Alcoholism and Other Substance Abuse

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 Indian Alcohol and Substance Abuse Treatment Act of 1986, as amended by the Tribal Law and Order Act of 2010, proclaims alcoholism, addiction, and alcohol and substance abuse are among the most severe public health and safety problems facing American Indian and Alaska Native individuals, families, and communities, resulting in devastating social, economic, physical, mental and spiritual consequences; and

WHEREAS, the Indian Health Service and Bureau of Indian Affairs officials publicly acknowledge that alcohol and substance abuse among Indians is the most serious health and social problem facing Indian people; and

WHEREAS, Congress declared that the Federal government has a historical relationship and unique legal and moral responsibilities which include the treaty, statutory, and historical obligation to assist Indian Tribes to meet the health and social needs of their members; and

WHEREAS, Congress declared that Indian Tribes have the primary responsibility for protecting and ensuring the well-being of their members and are providing resources to assist Indian Tribes in meeting that responsibility; and

WHEREAS, the Oneida Nation finds that alcoholism and other substance abuse affects the physical, mental, social spiritual, and economic wellbeing of Tribal members and other community members within the Oneida Reservation boundaries; and

WHEREAS, the Oneida Nation elects to join the Federal government to combat the damaging effects of alcoholism and other substance abuse, and to recognize the intent of the Memorandum of Agreement; and

WHEREAS, the Oneida Nation authorizes the establishment of a Tribal Coordinating Committee which shall, at a minimum, have as members a Tribal representative who shall serve as Chairman and the Bureau of Indian Affairs Agency and Bureau of Indian Education Superintendents, where appropriate, and the Indian Health Service Chief Executive Officer, or their representative, the Office of Justice Programs, and the Substance Abuse and Mental Health Services Administration; and

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54 **WHEREAS,** the Tribal Coordinating Committee is provided full Business Committee support with the
55 authority to develop and implement a Tribal Action Plan; have the responsibility for on-
56 going review and evaluation of, and making recommendations to the Oneida Nation
57 relating to the Tribal Action Plan; have the responsibility for scheduling Federal, Tribal, or
58 other personnel for training in the prevention and treatment of alcohol and substance abuse
59 among Indians; to identify and address problems that arise concerning service
60 coordination; and incorporate minimum standards for this program and services which it
61 encompasses; and

62
63 **WHEREAS,** the purpose of the Tribal Action Plan shall be to coordinate a comprehensive prevention
64 and treatment program for alcoholism and other substance abuse and will include not only
65 existing resources, but will identify the additional resources necessary to combat these
66 problems; and

67
68 **WHEREAS,** the Indian Health Service and the Bureau of Indian Affairs have identified major areas of
69 common interest in health promotion and disease prevention as youth alcohol and drug
70 abuse, nutrition, curricula development for health promotion and disease prevention,
71 training for community health representatives, health aides, Tribal judges, law enforcement
72 personnel, education and social service personnel, youth suicide, child abuse and neglect,
73 teen pregnancy, fetal alcohol spectrum disorder, the Tribe charges the Tribal Coordinating
74 Committee to prioritize services to Indian youth in the development of the Tribal Action
75 Plan; and

76
77 **NOW THEREFORE BE IT RESOLVED,** the Oneida Nation has prioritized alcoholism and substance abuse
78 prevention and treatment as a primary issue to deal with, and has directed that a comprehensive program
79 in compliance with the Anti-Drug Abuse Act of 1986, P.L. 99-570, be developed to address the needs of
80 Tribal members and other community members within the Oneida Nation Reservation.



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



Statement of Effect

Tribal Action Plan

Summary

This Resolution authorizes the establishment of a Tribal Coordinating Committee to develop and implement a Tribal Action Plan for a Comprehensive Prevention and Treatment Program for Alcoholism and Other Substance Abuse.

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

Analysis by the Legislative Reference Office

The Resolution addresses the Nation's prioritization of alcoholism and substance abuse prevention and treatment by establishing a Tribal Coordinating Committee to develop and implement a Tribal Action Plan to coordinate a comprehensive prevention and treatment program for alcoholism and other substance abuse.

The Tribal Coordinating Committee shall have the responsibility for on-going review and evaluation of, and making recommendations to the Oneida Nation relating to the Tribal Action Plan; have the responsibility for scheduling Federal, Tribal, or other personnel for training in the prevention and treatment of alcohol and substance abuse among Indians; to identify and address problems that arise concerning service coordination; and incorporate minimum standards for this program and services which it encompasses.

Conclusion

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

Tribal Action Plan

Guidelines

2011

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Introduction

The Tribal Law and Order Act of 2010 (Public Law 111-211) (“TLOA”) amends the Indian Alcohol and Substance Abuse Prevention and Treatment Act of 1986 (Public Law 99-570) (“the Act”) and mandates that the Secretary of Health and Human Services, the Secretary of the Interior, and the Attorney General develop and enter into a Memorandum of Agreement (“MOA”) to create and implement a coordinated effort for the prevention and treatment of alcohol and substance abuse at the local level. The amendments also requested Department of Health and Human Services (DHHS), Department of the Interior (DOI), and Department of Justice (DOJ) leadership to, among other things: (1) Determine the scope of the alcohol and substance abuse problems faced by Tribes; (2) Identify the resources and programs of each agency that would be relevant to a coordinated effort to combat alcohol and substance abuse among American Indians and Alaska Natives (AI/AN); and (3) Coordinate existing agency programs with those established under the Act.

The TLOA section § 2412 mandates that the DHHS’ Substance Abuse and Mental Health Services Administration (“SAMHSA”) and the Indian Health Service (“IHS”), DOI’s Bureau of Indian Affairs (“BIA”) and Bureau of Indian Education (“BIE”), and Department of Justice (DOJ) coordinate resources and programs to assist Indian Tribes, as defined at 25 U.S.C. § 2403(3), to achieve their goals in the prevention, intervention, and treatment of alcohol and substance abuse. It was determined that there is a need to align, leverage, and coordinate Federal efforts and resources at multiple levels within each agency to effectuate comprehensive alcohol and substance abuse services and programs for AI/AN individuals, families, and communities.

Section 2412 of the Indian Alcohol and Substance Abuse Act of 1986, as amended by Section 241 of TLOA (25 U.S.C. § 2412), states at subsection (a) that “the governing body of any Tribe may, at its discretion, adopt a resolution for the establishment of a Tribal Action Plan to coordinate available resources and programs, including programs and resources made available by this chapter, in an effort to combat alcohol and substance abuse among its members.” Further, subsection (b) requires Federal partners under section 2411 of this title to “cooperate with the Tribe in the development of a Tribal Action Plan to coordinate resources and programs relevant to alcohol and substance abuse prevention and treatment” and to “enter into an agreement with the Tribe for the implementation of the Tribal Action Plan...” Section 2412 provides for the establishment of a Tribal Coordinating Committee which, among other things, shall have primary responsibility for the implementation, ongoing review, and evaluation of the Tribal Action Plan. Section 2412 also requires that “if any Indian Tribe does not adopt a resolution pursuant to subsection (a) of this section within 90 days after the publication of the Memorandum of Agreement in the Federal Register...the Secretary of the Interior, the Attorney General, and the Secretary of Health and Human Services shall require” appropriate components within their respective department to “carry out the purposes of this chapter for such Tribe.” With this knowledge, the agencies have developed a Tribal Action Plan Work Group to establish the operating framework and guidelines of the Tribal Action Plan (TAP).

The coordination, inventory of current resources and proven strategies, and the response to Tribal entities seeking assistance, that IHS, BIA, BIE, SAMHSA, and DOJ will provide, can only benefit by the commitment of the AI/AN communities who take a proactive role in addressing alcoholism,

addiction, and alcohol and substance abuse across reservations, villages and urban Indian communities. AI/AN's efforts coupled with IHS, BIA, BIE, SAMHSA, and DOJ staff, will help to further the prevention and reduction activities at the national, Tribal, state, and local levels. No one individual, community, or agency can do this alone. It will take all of us to prevent and reduce alcoholism, addiction, and alcohol and substance abuse across AI/AN communities, reservations, and urban areas.

Alcoholism and substance abuse continues to impact American Indians and Alaska Natives. AI/AN people are taking proactive measures to minimize the alcohol and substance abuse morbidity and mortality among Tribes and urban Indian communities. AI/AN communities are solving their own problems through community partnerships, prevention activities, and collaborating with other agencies in prevention and treatment efforts.

A holistic framework or approach can reinforce the belief that the mind, body, and spirit are all connected to health. It is the cultural strength, values, and resiliency among AI/ANs which have supported their survival. With the full weight of Tribal leadership, Federal agencies, individuals, and families working together, effective long-term strategic approaches to address behavioral health in Indian Country can be established and implemented.

Background

The Tribal Law and Order Act of 2010 stipulates that the governing body of any Federally Recognized Tribe may, at its discretion, adopt a resolution or other equivalent legal enactment of the Tribal Council or comparable governing body, authorizing the TAP on behalf of the Tribe. In the case of a Tribal consortium, current authorizing resolutions or other equivalent legal enactments should be submitted from each Tribe in the consortium, unless existing consortium bylaws allow action without support from all Tribes in the consortium. In this case, a copy of the bylaws should be submitted.

If a Federally Recognized Tribe does not adopt such a resolution or other equivalent legal enactment within 90 days after publication of the Memorandum of Agreement in the Federal Register, the Secretary of Health and Human Services, Secretary of the Interior, and the Attorney General shall require the Bureau of Indian Affairs Agency and Bureau of Indian Education Superintendents, where appropriate, and the Indian Health Service Chief Executive Officer serving such Tribe(s) to enter into an agreement to identify and coordinate available programs and resources to carry out the purposes of the law for such Tribes.

Purpose of the Tribal Action Plan

We have had the opportunity to hear from persons who had originally assisted in the Tribal Action Plan efforts in the early 90s. These experiences have taught us some of the challenges in past efforts and that we need to continue this dialogue, to listen and learn about community's challenges and successes, and share innovative cost-effective approaches. The TAP provides an opportunity for Federally Recognized Tribes to take a proactive role in the fight against alcohol and substance abuse in their communities by:

- Identifying existing strengths and resources that has helped the Tribe overcome past challenges;
- Assessing their needs and resources relative to alcoholism, addiction, and substance abuse prevention and treatment activities;
- Coordinating available resources and programs in an effort to combat alcohol and substance abuse among its members;
- Identifying gaps in services;
- Working with the community to identify urgent or emerging addiction issues;
- Assisting in the development of a comprehensive strategy to prevent and reduce alcoholism, addiction, and alcohol and substance abuse in the community;
- Updating TAP's every two years; and
- Establishing a Tribal Coordinating Committee at the local level.

The Federal agencies will support communities in developing TAPs by:

- Communicating, coordinating, and cooperating fully with Tribes for the purpose of assisting in the development and implementation of the TAP and providing ongoing support (i.e., technical assistance, training, and guidance);
- Assisting Tribes in identifying, coordinating existing, and searching for available resources and services to support and help sustain the development and implementation of TAP;
- Entering into an agreement with the Tribe for the implementation of the TAP;
- Developing an inventory of resources in Indian Country;
- Analyzing the questions and requests for further information received from the Tribes;
- Developing a response to 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.

The information enclosed in the TAP Guidelines is to offer a road map for individually Federally Recognized Tribes and Tribal program providers' in their development of a TAP. The TAP Guidelines is created and designed to assist AI/AN communities in taking a proactive role that addresses the alcoholism, addiction, and alcohol and substance abuse across their reservations,

villages, and urban communities in ways that are culturally responsive. These guidelines provide guidance on how Tribal entities can begin their efforts in developing a TAP. It is our hope that the information will serve as a useful tool and one that can be revised frequently to reflect the ongoing evolution of AI/AN communities and the legislation. These guidelines may be shared with Tribal leaders, health professionals, consumers, and anyone else interested in planning for and developing TAPs.

The TAP is a strategy identified by the Tribal entity 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 will provide a map for how the community will come together to share their history, culture, tradition, ideas, resources and their desires to improve the overall quality of health and wellness for the community residents. The development of the TAP should involve all members of the community (i.e., women, men, elders, and youth), local merchants, community organizations, religious and spiritual leaders, social service providers, educators, Tribal council, and reflect the cultural concepts of wellness and healing/service approaches that are particular to each specific Tribal community.

Individual Tribes are given the flexibility to be creative, allowing them to establish the methods they choose to support prevention, intervention, treatment, rehabilitative, and aftercare activities within their communities. However, AI/AN communities are encouraged to highlight the following in their TAP:

- Identify and focus on existing programs and resources in implementing coordinated programs for the prevention and treatment of alcoholism, addiction, and alcohol and substance abuse in the community at the local levels. This should include formal “western” programs and also any informal community, peer, or culturally-based resources that address those concerns.
- Modify or supplement the existing programs and authorities in the areas of education, family and social services, law enforcement, judicial services, victim services, and health services to further the purpose of the TAP.

It is recommended that TAPs be comprehensive and multidisciplinary in scope. A multidisciplinary “team” approach may work best in planning and implementing prevention and response principles and putting them into action. Based on research and anecdotal evidence, a team approach fosters holistic healing and recovery of individuals and their communities. Members of the “team” should not only include behavioral health professionals and program directors from across disciplines but also traditional helpers/healers, community members, consumers, family-members and youth who are recipients of services, or others who can represent the “voice” of the “grass roots” community. When individuals are heard and treated with respect by a committed, culturally sensitive multidisciplinary team, they are more likely to participate in the process and achieve more meaningful recovery. A core team of individuals working collaboratively to prevent, respond, and provide services and resources for the community by offering specialized prevention, intervention, and aftercare services may improve the communities' capacity in addressing these issues across reservations, villages, and urban communities. This holistic approach aligns, leverages, and coordinates existing resources. Finding the right team of persons who represent the community's concerns, can maintain the community's interest and involvement, and is capable of gathering the resources needed to impact a

community's problems is not easy. Therefore, it is important to identify the right team of people who are willing to hear the community members.

No single TAP will work for all communities; rather, the best fit for each community can be developed by examining the community's strengths and weaknesses, and leveraging existing resources. Future TAPs may serve as a resource to help form future Tribal practice-based and evidence-based practices that may be replicated in communities across Indian Country. It is important that the TAP be precise in defining coordination goals and tasks.

The resources, technical assistance, and suggested models identified in these guidelines are merely tools to help broaden the understanding of the community's urgent or emerging addiction issues and the totality of circumstances, both cause and effect. Methods to combat these problems can affect individual Tribal members, families, children and elders, neighbors, victims of crime, and the community as a whole and impact future generations. These resources are provided to help facilitate a process to identify community strengths, gaps, needs, and concerns that will begin the path toward solutions and healing rather than remain problem oriented. Some of these models demonstrate that there are:

- Multiple causes for addictive behavior;
- Recognize that there are individual differences in susceptibility to alcohol problems;
- Promote a balance of prevention and treatment;
- Promote a strategy to target the individual, family, and community environment; and
- Provide creative collaborative approaches that support co-location and sharing of resources among partnering agencies.

It is the combined vision of IHS, BIA, BIE, SAMHSA, and DOJ to place quality at the forefront of health and wellbeing for all AI/ANs in our commitment to assist communities in their efforts to prevent and reduce alcoholism, addiction, and alcohol and substance abuse that honors, preserves, and protects our government-to-government relationship and AI/AN traditional governance, culture, and ways of life. It is the responsibility of the Federal partners to assist AI/AN communities in addressing alcoholism, addiction, and alcohol and substance abuse. These are public health and safety issues that impact AI/AN individuals, families, and communities, which have resulted in devastating social, economic, physical, mental, and spiritual consequences. IHS, BIA, BIE, SAMHSA, and DOJ will maximize the legislative intent of TLOA and its subsequent amendments to accomplish coordination of resources that will improve the overall health and wellbeing of AI/AN individuals, families, villages, communities, and Tribes.

Tribal Coordinating Committee

The Tribal Coordinating Committee (TCC) will consist of a Tribal representative, who shall serve as TCC Chair, the Bureau of Indian Affairs Agency and Bureau of Indian Education Superintendents, where appropriate, and the Indian Health Service Chief Executive Officer, or their representative. Other important and interested persons may include members of the community and/or service providers such as:

- Tribal Leaders
- Tribal Health Director
- Tribal Health Board Representatives
- Community Health Representative
- Tribal Behavioral Health Director
- Public Health Nurses
- Law Enforcement
- Tribal Judicial Services
- Consumer Representatives
- Spiritual Leaders/Clergy
- Elders
- Youth
- School Personnel
- Business Owners

To be effective, these individuals are to be listed in a Tribal resolution or other equivalent legal enactment addressing the formation of the TCC. The Committee 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 Tribal Coordinating Committee to identify and address them. The Tribal Coordinating Committee will provide technical assistance where problems concerning coordination of services have developed.

An organizational structure that will promote the most efficient and effective means of achieving its basic goals and objectives is recommended. In addition, the Tribal Coordinating Committee may consider establishing a standing committee for each of the following target areas chosen to be included in the TAP:

- Education
- Family and Social Services
- Law Enforcement
- Judicial Services
- Health Services
- Youth Services

In order to assign and accomplish specific tasks, it is suggested that subcommittees be appointed at least one liaison member from each standing committee. These subcommittees could include:

- Community Needs Assessment
- Service and Resource Inventory
- Goals and Tasks Prioritization
- Performance Standards and Indicators

- Data Collection and Data Analysis
- Quality Assessment and Improvement Management
- Training and Evaluation
- Cultural Integrity and Relevance
- Service Delivery Coordination

Tribal Action Plan Components

A Tribal Action Plan is a Tribal specific version of what may also be known as a strategic plan. There are many models and processes that have been used by Tribal communities, some of which are borrowed from mainstream business practices and others that incorporate cultural adaptations. The section will outline some of the minimum components that should make up a Tribal Action Plan. Tribes may choose to further expand on these minimum components based on their own needs and capacity and they may also determine the best process to develop this plan. Ideally, the plan should be developed through an inclusive process of involving a wide variety of stakeholders, including community members and not an isolated exercise done by Tribal administrators or outside “professionals.”

Tribal Action Plans may include the following elements:

- Profile population needs;
- Mobilize/build capacity to address needs;
- Develop Comprehensive Strategic Plan;
- Implement infrastructure development and evidence based prevention and/or treatment programs; and
- Monitor, evaluate, sustain, and improve processes.

A Tribal Action Plan should be comprehensive and should provide a link between the broad “big picture” community assessment/goals and the “nuts and bolts” elements of who should do what specific activities in order achieve those stated goals. The Tribal Action Plan should be 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.

The following describes four broad components of a Tribal Action Plan that may also be viewed as a community level circular/relational assessment where the elements of Environment, Infrastructure, Resources, and Mission are interdependent on one another to form a holistic perspective. This framework is adapted from a strategic planning process developed by the National Indian Child Welfare Association (See graphic below). Suggestions and examples of those four components are provided:

Assessment of strengths and challenges within the environment:

- The physical, facility, and geographic elements of the community;
- The politics (Tribal, state, and local) that impact the community;
- The economics of the community; and
- The social environment, including cultural values assets as well as community attitudes about behavioral health and justice issues.

Assessment of the strengths and challenges of the basic infrastructure/organization of services:

- Policies, procedures, and protocols that are relevant;
- Overall structure of services and programs including management;
- Fiscal management and accounting structures;
- Personnel management structures, policies, and procedures;
- Inventory of available services and service models being used; and
- Previously existing strategic plans that may be specific to a particular area of need/interest.

Assessment of the strengths and challenges in the area of resources:

- Human resources and workforce resources including professionals, volunteers, and other natural helpers in the community;
- Description of the leadership capacity of the community to implement the Tribal Action Plan. Identify both natural leaders as well as elected “official” leaders in community;
- Identifying “champions” both in and outside of the community who may be able to provide resources and other support to the efforts;
- Funding streams and other financial resources; and
- Partners and other potential collaborators.

Assessment of the strengths and challenges in the area of Mission and Vision:

- Any mandate(s) or other sanctioned authority that will add credibility/accountability to implementing the work of the Tribal Action Plan;
- Overall “spirit” of the Tribal community and level of readiness to engage in the work described in the Tribal Action Plan;
- A description of the values of the community around behavioral health and justice and how those values are or are not reflected in the services and service structures;
- Overall vision of the Tribe/Tribal community as it relates to the work of the TAP (include formal vision statement where applicable); and
- Mission statements of various organizations involved in the work of behavioral health and justice issues.

Once the elements of the strengths and challenges are identified, then the Tribal Action Planning process must “drill down” to actionable steps and realistic goals, objectives, and tasks. There are many models of these types of task plans, but at a minimum they should include:

1. Specific measurable goal that is realistic and time limited;
2. Specific objectives that are required to realize the above stated goal;
3. Specific tasks or activities that will help achieve the objective;
4. Time frames for each of the above;
5. Assignment of people who are responsible for actionable steps;
6. Process of progress review; and
7. Opportunities for “course correction” or adapting/adjusting based on unanticipated barriers/challenges.



Figure 1 Relational Worldview Organizational Level

Tribal Action Plan Model Frameworks

It is understood that there are several Model Frameworks that communities can use when planning and implementing their Tribal Action Plans. For the purposes of this section, four models will be discussed including the Community Readiness Model, the Strategic Prevention Framework, Spectrum of Prevention, and Comprehensive Assessment Process for Planning Strategies. As always, Tribes will select a Model Framework that best meets the community’s needs.

Community Readiness Model (CRM)

The Community Readiness Model was developed 17 years ago at Colorado State University. Native communities assisted in the refinement and usability of the Model. It has been named as one of the Nine Best Practices in Indian Country by the First Nations Behavioral Health Association, a national Native organization. Over 1,800 communities have used the model on various issues, with approximately 210 Native communities and over 1,600 multi ethnic communities. It is community and issue specific and was designed to build cooperation between systems and individuals while incorporating the culture of the community into the resulting prevention and social marketing strategies. In a cost and resource effective manner, it helps mobilize communities to develop and implement culturally appropriate intervention strategies. The Community Readiness Model, a nine-stage multidimensional model, is designed to facilitate community change and engage and invest the community. The purpose of the model is to determine the level of readiness of a community to address a specific issue. This level of readiness will assist in selecting the most effective types of interventions to implement. The model can be used for most any issue that a community is facing: child abuse, substance abuse, domestic violence, HIV/AIDS, heart disease, childhood obesity, etc.

The Community Readiness Model:

1. Promotes community change while integrating the culture of the community and the existing resources while utilizing the level of readiness in order to more effectively address an issue;
2. Allows communities to define issues and strategies in their own context;
3. Builds cooperation among systems and individuals;
4. Increases community capacity for prevention and intervention;
5. Encourages and enhances community investment in an issue;
6. Can be applied in any community (geographic, issue-based, organizational, etc.);
7. Can be used to address a wide range of issues;
8. Serves as a step by step easy to use guide to the complex process of community change;
9. Has theoretical roots in psychological theory for treatment and community development with high levels of reliability and validity; and
10. Assists a community in making healthy and positive changes in the community.

Process for Using the Community Readiness Model:

1. Identify the issue;
2. Define “Community”;
3. Conduct key respondent interviews;
4. Score interviews to determine Readiness level;
5. Develop strategies and conduct workshops; and
6. Implement the strategies for community change.

Stages of Community Readiness:

1. No Awareness. The issue is not generally recognized by the community or the leaders as a problem. “It’s just the way things are.” Community climate may unknowingly encourage the behavior although the behavior may be expected of one group and not another (i.e., by gender, race, social class, age, etc.).
2. Denial/Resistance. There is usually some recognition by at least some members of the community that the behavior itself is or can be a problem, but there is little or no recognition that this might be a local problem. If there is some idea that it is a local problem, there is a feeling that nothing needs to be done about this locally. “It’s not our problem.” “We can’t do anything about it.” Community climate tends to match the attitudes of leaders and may be passive or guarded.
3. Vague Awareness. There is a general feeling among some in the community that there is a local problem and that something ought to be done about it, but there is no immediate motivation to do anything. There may be stories or anecdotes about a problem, but ideas about why the problem occurs and who has the problem tend to be stereotyped and/or vague. No identifiable leadership exists or leadership lacks energy or motivation for dealing with this problem. Community climate does not serve to motivate leaders.
4. Preplanning. There is clear recognition on the part of at least some that there is a local problem and that something should be done about it. There are identifiable leaders, and there may even be a committee, but efforts are not focused or detailed. There is discussion but no real planning of actions to address the problem. Community climate is beginning to acknowledge the necessity of dealing with the problem.
5. Preparation. Planning is going on and focuses on practical details. There is general information about local problems and about the pros and cons of efforts, (actions or policies), but it may not be based on formally collected data. Leadership is active and energetic. Decisions are being made about what will be done and who will do it. Resources (people, money, time, space, etc.) are being actively sought or have been committed. Community climate offers modest support of the efforts.
6. Initiation. Enough information is available to justify efforts (activities, actions, or policies). An activity or action has been started and is underway, but it is still viewed as a new effort. Staff are in training or have just finished training. There may be great enthusiasm among the leaders because limitations and problems have not yet been experienced. Improved attitude in community climate is reflected by modest involvement of community members in the efforts.
7. Stabilization. One or two efforts or activities are running, supported by administrators or community decision makers. Programs, activities, or policies are viewed as stable. Staff are usually trained and experienced. There is little perceived need for change or expansion. Limitations may be known, but there is no in-depth evaluation of effectiveness nor is there a sense that any recognized limitations suggest a need for change. There may or may not be some form of routine tracking of prevalence. Community climate generally supports what is occurring.
8. Confirmation/Expansion. There are standard efforts (activities and policies) in place and authorities or community decision makers support expanding or improving efforts. Community members appear comfortable in utilizing efforts. Original efforts have been evaluated,

modified and new efforts are being planned or tried in order to reach more people, those more at risk, or different demographic groups. Resources for new efforts are being sought or committed. Data are regularly obtained on extent of local problems and efforts are made to assess risk factors and causes of the problem. Due to increased knowledge and desire for improved progress, community climate may challenge specific efforts, but is fundamentally supportive.

9. High Level of Community Ownership. Detailed and sophisticated knowledge of prevalence, risk factors, and causes of the problem exists. Some efforts may be aimed at general populations while others are targeted at specific risk factors and/or high risk groups. Highly trained staff are running programs or activities, leaders are supportive, and community involvement is high. Effective evaluation is used to test and modify programs, policies, or activities. However, community members should continue to hold efforts accountable for meeting community needs, although, fundamentally they are supportive.

Community Readiness Strategies:

1. No Awareness

Goal: To raise awareness of the issue

- a. One on one visits with community leaders and members;
- b. Visit existing and established small groups to inform them of the issue; and
- c. Make one on one phone calls to friends and potential supporters.

2. Denial/Resistance

Goal: Raise awareness that the problem or issue exists in this community

- a. Continue one on one visits and encourage those you've talked with to assist;
- b. Discuss descriptive local incidents related to the issue;
- c. Approach and engage local educational/health outreach programs to assist in the effort with flyers, posters, or brochures;
- d. Begin to point out media articles that describe local critical incidents;
- e. Prepare and submit articles for church bulletins, local newsletters, club newsletters, etc.; and
- f. Present information to local related community groups.

3. Vague Awareness

Goal: Raise awareness that the community can do something

- a. Present information at local community events and unrelated community groups;
- b. Post flyers, posters, and billboards;
- c. Begin to initiate your own events (potlucks, potlatches, etc.) to present information on the issue;
- d. Conduct informal local surveys/interviews with community people by phone or door to door; and
- e. Publish newspaper editorials and articles with general information but relate information to local situation.

4. Preplanning

Goal: Raise awareness with concrete ideas to combat condition

- a. Introduce information about the issue through presentations and media;
- b. Visit and invest community leaders in the cause;
- c. Review existing efforts in community (curriculum, programs, activities, etc.) to determine who benefits and what the degree of success has been;
- d. Conduct local focus groups to discuss issues and develop strategies; and
- e. Increase media exposure through radio and television public service announcements.

5. Preparation

Goal: Gathering existing information with which to plan strategies

- a. Conduct school drug and alcohol surveys;
- b. Conduct community surveys;
- c. Sponsor a community picnic to kick off the effort;
- d. Present in-depth local statistics;
- e. Determine and publicize the costs of the problem to the community;
- f. Conduct public forums to develop strategies; and
- g. Utilize key leaders and influential people to speak to groups and participate in local radio and television shows.

6. Initiation

Goal: Provide community specific information

- a. Conduct in-service training for professional and paraprofessionals;
- b. Plan publicity efforts associated with start-up of program or activity;
- c. Attend meetings to provide updates on progress of the effort;
- d. Conduct consumer interviews to identify service gaps and improve existing services; and
- e. Begin library or internet search for resources and/or funding.

7. Stabilization

Goal: Stabilize efforts/programs

- a. Plan community events to maintain support for the issue;
- b. Conduct training for community professionals;
- c. Conduct training for community members;
- d. Introduce program evaluation through training and newspaper articles;
- e. Conduct quarterly meetings to review progress and modify strategies;
- f. Hold special recognition events for local supporters or volunteers;
- g. Prepare and submit newspaper articles detailing progress and future plans; and
- h. Begin networking between service providers and community systems.

8. Confirmation/Expansion

Goal: Expand and enhance services

- a. Formalize the networking with qualified service agreements;
- b. Prepare a community risk assessment profile;
- c. Publish a localized program services directory;
- d. Maintain a comprehensive database;
- e. Develop a local speakers' bureau;

- f. Begin to initiate policy change through support of local city officials; and
 - g. Conduct media outreach on specific data trends related to the issue.
9. High Level of Community Ownership
- Goal: Maintain momentum and continue growth
- a. Engage the local business community and solicit financial support from them;
 - b. Diversify funding resources;
 - c. Continue more advanced training of professionals and paraprofessionals;
 - d. Continue reassessment of issue and progress made;
 - e. Utilize external evaluation and use feedback for program modification;
 - f. Track outcome data for use with future grant requests; and
 - g. Continue progress reports for benefit of community leaders and local sponsorship.

The Community Readiness Action Plans developed have been utilized by several communities to obtain additional funding. For more information on the Community Readiness Model, please visit: <http://www.happ.colostate.edu/>.

The Strategic Prevention Framework (SPF)

The Strategic Prevention Framework is grounded in the public health approach and based on six key principles:

1. Prevention is an ordered set of steps along a continuum to promote individual, family, and community health, prevent mental and behavioral disorders, support resilience and recovery, and prevent relapse. Prevention activities range from deterring diseases and behaviors that contribute to them, to delaying the onset of disease and mitigating the severity of symptoms, to reducing the related problems in communities. This concept is based on the Institute of Medicine model that recognizes the importance of a whole spectrum of interventions.
2. Prevention is prevention is prevention. That is, the common components of effective prevention for the individual, family, or community within a public health model are the same whether the focus is on preventing or reducing the effects of cancer, cardiovascular disease, diabetes, substance abuse, or mental illness.
3. Common risk and protective factors exist for many substance abuse and mental health problems. Good prevention focuses on these common risk factors that can be altered. For example, family conflict, low school readiness, and poor social skills increase the risk for conduct disorders and depression, which in turn increase the risk for adolescent substance abuse, delinquency, and violence. Protective factors such as strong family bonds, social skills, opportunities for school success, and involvement in community activities can foster resilience and mitigate the influence of risk factors. Risk and protective factors exist in the individual, the family, the community, and the broader environment.
4. Resilience is built by developing assets in individuals, families, and communities through evidenced-based health promotion and prevention strategies. For example, youth who have relationships with caring adults, good schools, and safe communities develop optimism, good problem-solving skills, and other assets that enable them to rebound from adversity and go on with life with a sense of mastery, competence, and hope.

5. Systems of prevention services work better than service silos. Working together, researchers and communities have produced a number of highly effective prevention strategies and programs. Implementing these strategies within a broader system of services increases the likelihood of successful, sustained prevention activities. Collaborative partnerships enable communities to leverage scarce resources and make prevention everybody's business. National prevention efforts are more likely to succeed if partnerships with state, Tribe, and/or community, and practitioners focus on building capacity to plan, implement, monitor, evaluate, and sustain effective prevention.
6. Baseline data, common assessment tools, and outcomes shared across service systems can promote accountability and effectiveness of prevention efforts. A Strategic Prevention Framework can facilitate Federal agencies, state, Tribe, and/or community to identify common needs and risk factors, adopt assessment tools to measure and track results, and target outcomes to be achieved. A data-driven strategic approach, adopted across service systems at the Federal, Tribal, state, community, and service delivery levels, maximizes the chances for future success and achieving positive outcomes.

Moving the Strategic Prevention Framework from vision to practice is a strategic process that Tribes and/or community stakeholders must undertake in partnership. The process consists of the following steps:

1. Profile population needs, resources, and readiness to address the problems and gaps in service delivery;
2. Conduct needs assessments, through collection and analysis of epidemiological data that includes the following:
 - a. Assessment of the magnitude of substance abuse and related mental health disorders in the community;
 - b. Assessment of risk and protective factors associated with substance abuse and related mental health disorders in the community;
 - c. Assessment of community assets and resources;
 - d. Identification of gaps in services and capacity;
 - e. Assessment of readiness to act; and
 - f. Identification of priorities based on the epidemiological analyses, including the identification of target communities to implement the Strategic Prevention Framework, and specification of baseline data against which progress and outcomes of the Strategic Prevention Framework can be measured.
3. Mobilize and/or build capacity to address needs;
4. Engagement of key stakeholders at the Tribal level is critical to plan and implement successful prevention activities that will be sustained over time. Key tasks may include, but are not limited to, convening leaders and stakeholders; building coalitions; training community stakeholders, coalitions, and service providers; organizing agency networks; leveraging resources; and engaging stakeholders to help sustain the activities;
5. Develop a Comprehensive Strategic Plan;
6. Using data from the Tribal needs assessment, the Tribe and/or community must develop a strategic plan that articulates not only a vision for prevention activities, but also strategies for organizing and implementing prevention efforts. The strategic plan must be based on documented needs, build on identified resources/strengths, set measurable objectives, and

include the performance measures and baseline data against which progress will be monitored. Plans must be adjusted as the result of ongoing needs assessment and monitoring activities. The issue of sustainability should be a constant throughout each step of planning and implementation and should lead to the creation of a long-term strategy to sustain policies, programs and practices;

7. Implement practice-based and evidence-based prevention programs and infrastructure development activities;
8. Tribe and/or community will use their strategic plan to guide selection and implementation of policies, programs, and practices proven to be effective in research settings and communities to achieve the goals of their plan. Community implementers must ensure that culturally competent adaptations are made without sacrificing the core elements of the program. SAMHSA especially encourages the selection and adaptation of programs contained in the National Registry of Effective Programs (NREP), and other evidence based programs policies and practices; and
9. Monitor process, evaluate effectiveness, sustain effective programs/activities, and improve or replace those that fail.

Ongoing monitoring and evaluation are essential to determine if the outcomes desired are achieved and to assess program effectiveness and service delivery quality and to make adjustments as required. Tribe and/or community must utilize performance data to monitor, evaluate, sustain, and improve the Strategic Prevention Framework activities in the Tribe and/or community and communities.

Tribes that commit to the implementation of the Strategic Prevention Framework are ultimately more likely to succeed in reducing substance abuse and substance abuse related problems in communities. The process when implemented provides a road map for successful comprehensive community plans to foster sustained long term change in AI/AN communities. For more information on the Strategic Prevention Framework, please visit:

<http://www.samhsa.gov/prevention/spf.aspx>.

Spectrum of Prevention (SoP)

The Spectrum of Prevention is a systematic tool that promotes a multifaceted range of activities for effective prevention. Originally developed by Larry Cohen while working as Director of Prevention Programs at the Contra Costa County Health Department, the Spectrum is based on the work of Marshall Swift in treating developmental disabilities. It has been used nationally in prevention initiatives targeting traffic safety, violence prevention, injury prevention, nutrition, and fitness. The Spectrum identifies multiple levels of intervention and helps people move beyond the perception that prevention is merely education. The Spectrum is a framework for a more comprehensive understanding of prevention that includes six levels for strategy development. These levels, delineated in the table below, are complementary and when used together produce a synergy that results in greater effectiveness than would be possible by implementing any single activity or linear initiative. At each level, the most important activities related to prevention objectives should be identified. As these activities are identified they will lead to interrelated actions at other levels of the Spectrum.

The Spectrum of Prevention:

Influencing Policy & Legislation	Changes in Tribal, Federal, State, & local laws have the potential for achieving the broadest impact across a community. Effective formal & informal policies lead to widespread behavior change & ultimately change social norms.
Mobilizing Neighborhoods & Communities	A relatively young concept, this includes meeting with communities to prioritize community concerns such as violence, unemployment and keeping families together, so that these needs may be addressed along with the health department goals.
Changing Organizational Practices	Changes in internal regulations & norms, allows organizations to affect the health & safety of its members and the greater community.
Fostering Coalitions & Networks	Coalitions & expanded partnerships are vital to public health movements and can be powerful advocates for legislative and organizational change. From grassroots partners to governmental coalitions, all have the potential to develop a comprehensive strategy for prevention.
Educating Providers	Providers have influence within their fields of expertise to transmit information, skills, and motivation to their colleagues, patients & clients. They can become front-line advocates for public health encouraging the adoption of healthy behaviors, screening for risks, and advocating for policies and legislation.
Promoting Community Education	Community education goals include reaching the greatest number of people possible with a message as well as mass media to shape the public's understanding of health issues.

Strengthening Individual Knowledge & Skills

This is the classic public health approach and involves nurses, educators, and trained community members working directly with clients in their homes, community settings, or clinics in order to promote health.

The Spectrum of Prevention is a framework that delineates a systems approach to prevention practice. The Spectrum has been applied to health problems in communities worldwide. The Spectrum of Prevention is a tool that enables practitioners to move beyond a primarily educational approach to achieve broad impact through multifaceted activities. It can aid practitioners and policy makers in thinking through, evolving, and strategically developing prevention programming efforts. As communities seek to address increasingly complex social and health issues they will face the challenge of devising new services and programs until they are committed to promoting *prevention*. When systematic methodology, like the Spectrum of Prevention, is applied and an overall strategy developed, prevention efforts have an excellent chance for success. A good strategy solves multiple problems, saves lives and money, reduces suffering, and enhances the prospects for community well being. For more information on the Spectrum of Prevention, please visit: <http://www.preventioninstitute.org>

Comprehensive Assessment Process for Planning Strategies (CAPPS)

Fox Valley Technical College's Criminal Justice Center for Innovation began teaching the planning process to Tribes and communities in 1998. The initial response to the Comprehensive Assessment Process for Planning Strategies (CAPPS) training was so positive that the National Congress of American Indians passed a Resolution of Support (#GRB-98-035) at their 1998 Mid-Year Session. To date, more than 65 CAPPS national, regional, state, and local trainings helped more than 1,500 participants who represent over 300 Tribal teams from 31 states to apply this planning process to their justice-related situations. Teams learn how the planning process can help them avert or respond to a crisis or major event, address long-standing challenges, prepare for the future, or create a multi-focused approach to address community safety considerations.

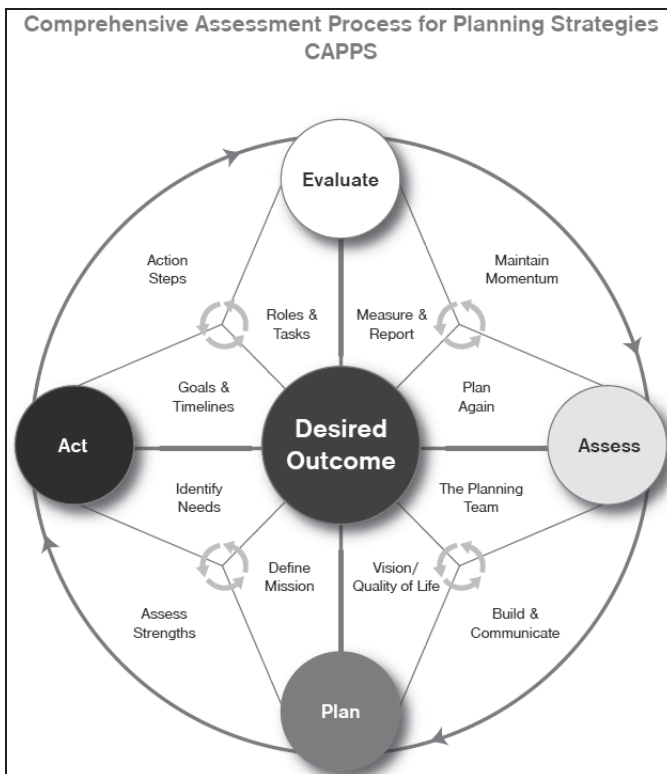


Figure 2 Comprehensive Assessment Process for Planning Strategies CAPPS

The training model uses skilled facilitators who focus on an applied learning approach to walk teams through the planning process steps and guide them in learning to apply the process to any situation where a shared vision will help direct their team's future. CAPPS is designed to offer a step-by-step process to define the purpose for planning; identify strengths and needs; and develop an effective strategy that will maintain momentum throughout the implementation phase of the plan. This action planning process builds on strengths to set achievable outcomes of a shared vision for future generations. This planning process can be applied to many situations and can be used to help Tribes develop a Tribal justice-system strategic plan, prepare for a Coordinated Tribal Assistance Solicitation (CTAS), Tribal court, alcohol/substance abuse or other applications for grant funding, plan for implementation of a grant or other project, and create justice system problem-specific strategies.

Recently revised to best meet the present and future needs of Tribal communities, the training modules build on the four directions; Assess, Plan, Act, and Evaluate. The training begins in the East with participants gaining experience using a concentric learning technique to teach the planning process. Teams will identify the desired outcome for the plan, which includes techniques that create a detailed description of their current condition and projected outcomes. As teams move through the training topics, they will use information gained in each session to revisit their original assumptions and assure the strategy is built on achievable outcomes, accurate assessment of strengths, identification of gaps/needs, and accountability as well as performance measures for each step of their plan. The diagram defines the flow of the curriculum and describes each section of the training. The diagram displays the planning process road map that is used to guide teams through learning to apply the planning process to achieve a desired outcome.

Assess: During this phase of the training, participants take a critical look at their planning team and identify key considerations to build a strong planning team, identify tools for working together, and create a shared vision based on specific and unique quality of life factors. This phase of the training will help team members reach consensus about who needs to be involved in their planning process and refine the definition of what they are trying to do based on their desired outcome. Specific training topics include:

1. Define a Desired Outcome: Teams will discuss the information available on the current condition, including who is affected by it; how are they affected; what strategy is proposed; why is it believe this is the best approach; and what would happen without an intervention?
2. Building the Planning Team: Participants will realize that a team is more than a collection of people. Through application of decision-making skills, this session will demonstrate how to create a strong sense of mutual commitment, which generates synergy and makes team work more effective than individual efforts. Team members will gain new insights into ways information-sharing can enhance planning strategies.
3. Communication: This session will provide information on ways to recognize the value of good communication and the dangers of poor communication. Teams will learn to recognize their communication obstacles and define a guide to effectively work together for a common purpose of achieving their desired outcome.
4. Vision: Based on the guide to effective communication, participants will be able to describe a shared vision for the plan and articulate a long term goal of where they want to be in the future, even if it will not be achieved in their lifetime. The team will define how the plan will change the current condition and what would happen without this plan being implemented.

Plan: During this phase of the training, teams will learn to define their mission. The verification process is a critical step to assure plans are based on the most critical need and assure that the root-cause is identified and factored into the strategy. Teams will learn to gather, assess, and describe information that will validate the situation. They will identify strengths, gaps, and existing resources that can be utilized to support their mission.

1. Define Mission: Based on the team's vision for the future, teams will learn to define a specific and targeted mission that will translate the desired outcome into a specific purpose for the plan. They will learn to align mission with vision and differentiate mission from vision, goals, and other aspects of the planning process.
2. Assess Strengths: The positive internal and external resources of people and programs as well as financial resources that are currently available within the community that can help reach their desired outcome is the intent for this section of the training. The approach will be based on this positive approach to mapping resources.
3. Identify Needs: This section of the training is about learning to ask the right questions that will help teams assure that they are headed in the right direction with their strategy. Teams will learn the 5 basic steps to assessment that will accurately define systems and needs. This will assure an inclusive strategy that remains focused on the desired outcome.

Act: During this phase of the training, teams will translate their mission into a plan of action by learning how to describe goals and actions steps in specific, time-sensitive, and realistic terms.

This phase presents the framework for achievable strategies that are targeted to reach the desired outcome that has been identified and verified by the planning team. Team members will be assigned with responsibility for assuring that each action step has a realistic due-date.

1. **Goals and Timelines:** Participants will learn to identify realistic goals and timelines by evaluating the mission statement to identify the specific components necessary to reach the desired outcome. Teams will learn to write each goal with clarity in order to provide focus for each of the resulting action steps within the timeline.
2. **Action Steps:** Based on the goals and timelines, teams will be able to develop specific action steps and identify the person responsible for completing each step. Defining the person responsible for the each step assists the team in developing a strategy of accountability in order for the program to continue to move forward without a lot of disruption. An essential part to planning is also to anticipate the unexpected so teams will be challenged with establishing a contingency plan when their program, goal, or action step meets a barrier.
3. **Roles & Tasks:** This session will take a closer at the roles and responsibilities for the persons assigned to the action steps and all the planning team members. The teams define the responsibilities for each member. Once these roles and responsibilities are determined, the team can then identify a process for communicating key information as progress is made on the goals, timelines, and action steps.

Evaluate: Once goals and action steps have been identified, it becomes much easier to define the measures for each step and identify how each measure will lead to achievable results. This phase of the training will focus on turning plans into measurable results. Teams will learn how valuable it is to translate their goals into clear and concise measures and reports that can help sustain their efforts.

1. **Measure & Report:** Participants will learn how to describe the importance of assessing the progress toward achieving the desired outcome, components of a comprehensive report of those assessments, and a method for documenting. As a result of this module, participants will be able to answer the questions the following questions that will inform on the status of the programs progress: where, who, how, when and what.
2. **Maintain Momentum:** In this session participants will review the overall plan and outline next steps for carrying the process forward. Teams will be able to identify potential obstacles that may derail their processes. By identifying these barriers ahead of time the team can then identify their available resources to remove these barriers and/or prevent the barrier from happening and maintain the momentum.
3. **Plan Again:** The importance of plan development and enhancement as an ongoing process is recognized as a critical concept within CAPPs. In learning to utilize CAPPs effectively, teams identify the many ways plans may evolve and change throughout the lifetime of the plan. At any time, there may be changes to community needs, team members, or resources. These changes can impact the viability of the plan; however, team members learn to rely on the process to help them through the changes.

CAPPs will continue to be an evolving process not only for those who are participants but also for the facilitators, presenters, and mentors associated with the planning process. CAPPs remains a valuable tool for community and problem-solving planning strategies. For more information about

CAPPS visit: <http://www.fvtc.edu/capps> for scheduled training dates and for free online CAPPS training visit: <https://www.ncjtc.org/Pages/Home.aspx>.

Evaluation

Tribal Leaders and Councils play a key role in fostering quality improvement and evaluation. In order to lead in quality improvement, the responsible individuals must have the knowledge about and be involved in improving quality continuously. Quality is everyone's responsibility. Quality improvement will be successful only if everyone adopts the belief that those involved in making changes happen are genuinely committed to doing their best.

At least annually, the objectives, scope, organization, and effectiveness of these programs and services should be evaluated to demonstrate client care and service outcomes. Quality is a central priority for all organizations. Quality improvement of services and programs cannot be overemphasized. It cannot be effective without a clear indication that it is a central priority for any program. This indication must come from the leaders in a form or quality focused mission statement along with planning and support for daily activities designed to improve quality and a mechanism must be in place to monitor and evaluate for improving care and services.

A mission statement indicates why a program exists. A vision statement describes what the program wishes to be, including its view of itself, and its relationship to those it serves. Mission and vision statements that place quality in the forefront of organizational commitments send a strong message to leaders, staff, and the general public. Therefore, all key activities should further its mission. Fulfillment of this mission requires a coordinated effort by everyone, the Tribe's health board, program managers, clinical and support staff, other Tribal health and social services, law enforcement, schools, and for the community to get behind and support these individuals for improvement of services for all ages.

Evaluation can address any one of these components:

- Definition of mission
- Needs assessment
- Planning – short range (one year or less) and long range planning
- Cooperative interagency planning activities
- Local participation in community planning
- The organization, program, and services state goals and objectives
- Those responsible for implementing these goals and objectives and under what time frames are identified
- A written plan to guide responsiveness to consumers based on needs assessment and mission is developed
- Accurate portrayal of community which is consistent with the program and service evaluation
- Determine what you will do with the results (success/lack of success) of your plan to responsively meet the needs of community members/consumers
- Continuously improve the quality of services/programs

Resources/Technical Assistance

The Tribal Law and Order Act called for the creation of a new office within the Substance Abuse and Mental Health Services Administration to improve the coordination among the Federal agencies and departments responsible to address alcohol and substance abuse efforts among the AI/AN communities. The Office of Indian Alcohol and Substance Abuse (OIASA) is located within SAMHSA's Center for Substance Abuse Prevention. SAMHSA will be posting additional information and continuous updates on IASA resources and technical assistance available to Tribes in developing and implementing their TAPS. In order to ensure Tribes receive the assistance needed on the range of resources, SAMHSA's Office of Indian Alcohol and Substance Abuse will also work with partnering agency's to coordinate the dissemination and availability of other technical assistance and training resources.

SAMHSA/CSAP resources can provide technical expertise to Tribes at different stages of TAP development and prevention program implementation. CSAP's resources, however, do not cover the full spectrum of resources and TA that the 565 federally recognized Tribes will need to develop and implement a TAP. OIASA will be able to assist interested Tribes in identifying resources from other IASA federal agencies to supplement these SAMHSA/CSAP resources in support of Tribes developing TAPs.

To learn more about resources, technical assistance and other relevant information, please contact SAMHSA's Office of Indian Alcohol and Substance Abuse (OIASA) at (240) 276-2400 or by e-mail at IASA@samhsa.hhs.gov.

Additional information can be found on the OIASA website at: <http://www.samhsa.gov/tloa/>

Appendix A

Sample Tribal Resolution

Resolution # _____ Tribe

A resolution authorizing the establishment of a Tribal Coordinating Committee and to Develop and Implement a Tribal Action Plan for a Comprehensive Prevention and Treatment Program for Alcoholism and Other Substance Abuse.

WHEREAS, the Business Committee of the _____ Tribe met in a special meeting held the _____th day of _____, 20____, there being a quorum present, and

WHEREAS, the Business Committee is authorized by the Constitution and Laws of then _____ Tribe to act on behalf of the Tribe, and

WHEREAS, the Indian Alcohol and Substance Abuse Treatment Act of 1986, as amended by the Tribal Law and Order Act of 2010, proclaims alcoholism, addiction, and alcohol and substance abuse are among the most severe public health and safety problems facing American Indian and Alaska Native individuals, families, and communities, resulting in devastating social, economic, physical, mental and spiritual consequences, and

WHEREAS, the Indian Health Service and Bureau of Indian Affairs officials publicly acknowledge that alcohol and substance abuse among Indians is the most serious health and social problem facing Indian people, and

WHEREAS, Congress declared that the Federal government has a historical relationship and unique legal and moral responsibilities which include the treaty, statutory, and historical obligation to assist Indian Tribes to meet the health and social needs of their members, and

WHEREAS, Congress declared that Indian Tribes have the primary responsibility for protecting and ensuring the well-being of their members and are providing resources to assist Indian Tribes in meeting that responsibility, and

WHEREAS, the _____ Tribe finds that alcoholism and other substance abuse affects the physical, mental, social spiritual, and economic wellbeing of Tribal members and other Indians living within the _____ Tribal jurisdiction, and

WHEREAS, the _____ Tribe elects to join the Federal government to combat the damaging effects of alcoholism and other substance abuse, and to recognize the intent of the Memorandum of Agreement, and

WHEREAS, the _____ Tribe authorizes the establishment of a Tribal Coordinating Committee which shall, at a minimum, have as members a Tribal representative

who shall serve as Chairman and the Bureau of Indian Affairs Agency and Bureau of Indian Education Superintendants, where appropriate, and the Indian Health Service Chief Executive Officer, or their representative, the Office of Justice Programs, and the Substance Abuse and Mental Health Services Administration, and

WHEREAS, the Tribal Coordinating Committee is provided full Business Committee support with the authority to develop and implement a Tribal Action Plan; have the responsibility for on-going review and evaluation of, and making recommendations to the Tribe relating to the Tribal Action Plan; have the responsibility for scheduling Federal, Tribal, or other personnel for training in the prevention and treatment of alcohol and substance abuse among Indians; to identify and address problems that arise concerning service coordination; and incorporate minimum standards for this program and services which it encompasses, and

WHEREAS, the purpose of the Tribal Action Plan shall be to coordinate a comprehensive prevention and treatment program for alcoholism and other substance abuse and will include not only existing resources, but will identify the additional resources necessary to combat these problems, and

WHEREAS, the Indian Health Service and the Bureau of Indian Affairs have identified major areas of common interest in health promotion and disease prevention as youth alcohol and drug abuse, nutrition, curricula development for health promotion and disease prevention, training for community health representatives, health aides, Tribal judges, law enforcement personnel, education and social service personnel, youth suicide, child abuse and neglect, teen pregnancy, fetal alcohol spectrum disorder, the _____ Tribe charges the Tribal Coordinating Committee to prioritize services to Indian youth in the development of the Tribal Action Plan.

BE IT RESOLVED THAT the _____ Tribe has prioritized alcoholism and substance abuse prevention and treatment as a primary issue to deal with, and has directed that a comprehensive program in compliance with the Anti-Drug Abuse Act of 1986, P.L. 99-570, be developed to address the needs of Tribal members and other Indians living within the _____ Tribal jurisdiction.

Certification

WE, _____, Principal Chief and _____, Secretary/Treasurer of the _____ Tribe do hereby certify that Resolution # _____ is true and exact as approved by the Business Committee in a special called meeting held _____ Reservation, in the city of _____, in the state of _____ on the _____ day of _____, 20 __, by a vote of ___yes and ___no.

_____, Principal Chief

_____ Tribe

_____, Secretary/Treasurer

_____ Tribe

Appendix B

SAMHSA's CAPT and NACE Support for Tribes Pursuing Tribal Action Plans under the Tribal Law and Order Act (TLOA)

September 2011

TLOA Context

The Tribal Law and Order Act of 2010 stipulates that the governing body of any Federally Recognized Tribe may, at its discretion, adopt a resolution for the establishment of a Tribal Action Plan to coordinate available resources and programs in an effort to combat alcohol and drug abuse among its members. If a Federally Recognized Tribe does not adopt such a resolution within 90 days after publication of the Memorandum of Agreement in the Federal Registry, the Secretary of the Interior, the Attorney General, and the Secretary of Health and Human Services shall require the Bureau of Indian Affairs agency and education superintendents, where appropriate, and the Indian Health Services service unit director serving such tribe(s) to enter into an agreement to identify and coordinate available programs and resources to carry out the purposes of the law for such tribes.

The Tribal Action Plan provides an opportunity for Federally Recognized Tribes to take a proactive role in the fight against alcohol and drug abuse in their communities by: assessing their needs and resources relative to alcohol and substance abuse prevention and treatment activities; identifying gaps in services; working with the community to identify urgent or emerging addiction issues; and assisting in the development of a comprehensive strategy to prevent and reduce alcohol and substance abuse in the community.

Relevant SAMHSA/CSAP Resources

The Center for Substance Abuse Prevention (CSAP) in the U.S. Department of Health and Human Services' Substance Abuse and Mental Health Services Administration (SAMHSA) has existing contract programs that produce resources Tribes can use in developing and implementing their TAPs. These contract programs include:

- Native American Center for Excellence (NACE)
- SAMHSA's Collaborative for the Application of Prevention Technologies (CAPT)
- State Epidemiologic Outcomes Workgroups (SEOW)
- Fetal Alcohol Spectrum Disorders Center for Excellence (FASD)

These programs develop resources that provide technical assistance in establishing the strategy specified by the TLOA, which follows the Strategic Prevention Framework (SPF) approach very closely. These resources are appropriate for a wide range of TAP planning activities, such as identifying data sources; analyzing the data; using and/or presenting the findings to conduct a needs and resource assessments; identifying appropriate and effective programs; implementing the programs in efficient, culturally appropriate, and sustainable ways; and evaluating tribal programs based on the improvement demonstrated by each tribe measured from their specific starting point.

Requirements for the Tribes Specified in the TLOA

Tribes are encouraged to develop their own Tribal Action Plans that outline the major alcohol and other substance abuse problems in their communities. The following is taken directly from the TLOA.

“A *Tribal Action Plan (TAP) Workgroup* will establish the operating framework of the TAP; develop an inventory of current proven strategies to recommend tribes utilizing practice based evidence models. Manage the overall coordination of Tribal requests for assistance in the development of a tribal action plan. Coordinate assistance and support to Tribes as deemed feasible. Collaborate with the Inventory Workgroup in developing an appropriate response back to the Tribal entity seeking assistance.

- § 2412 (e): If any Indian tribe does not adopt a resolution as provided in subsection (a) of this section within 90 days after the publication of the Memorandum of Agreement in the Federal Register (which must be published within 130 days of July 29, 2011) as provided in [section 2411](#) of this title, the Secretary of the Interior, the Attorney General, and the Secretary of Health and Human Services shall require the Bureau of Indian Affairs agency and education superintendents, where appropriate, and the Indian Health Service service unit director serving such tribe to enter into an agreement to identify and coordinate available programs and resources to carry out the purposes of this chapter for such tribe. After such an agreement has been entered into for a tribe such tribe may adopt a resolution under subsection (a) of this section.
- The Tribal Action Plans are to be **reviewed and updated every 2 years**.
- The Tribal Action Plans will include the following, at a minimum:
 - Establishment of a Tribal Coordinating Committee at the local level which shall:
 - i. Consist of a tribal representative who shall serve as Chairman and the Bureau of Indian Affairs agency and education superintendents, where appropriate, the Office of Justice Programs, the Substance Abuse and Mental Health Services Administration, and the Indian Health Service service unit director, or their representatives
 - ii. Have primary responsibility for the implementation of the TAP
 - iii. Have the responsibility for on-going review and evaluation of, and making recommendations to the Tribe relating to the TAP have the responsibility for scheduling Federal, Tribal or other personnel for training in the prevention and treatment of alcohol and substance abuse among Indians.

Some of the things that the TAP can provide for include:

- a. An assessment of the scope of the problem of alcohol and substance abuse for the Indian tribe which adopted the resolution for the TAP,
- b. the identification and coordination of available resources and programs relevant to a program of alcohol and substance abuse prevention and treatment,

- c. the establishment and prioritization of goals and the efforts needed to meet those goals,
- d. the identification of the community and family roles in any of the efforts undertaken as part of the TAP,
- e. the establishment of procedures for amendment and revision of the plan as may be determined necessary by the Tribal Coordinating Committee, and
- f. an evaluation component to measure the success of efforts made.”

These TAP activities are supported by the same Strategic Prevention Framework (SPF) procedure employed by the SPF Tribal Incentive Grant (SPF-TIG) grantees served by SAMHSA’s CAPT and many of SAMHSA’s NACE clients as well. In addition, SAMHSA’s CAPT and SEOW contract have developed resources that relate to suggestion “f”, which includes an evaluation component.

Available SAMHSA/CSAP Technical Assistance and Training (T/TA) Resources

SAMHSA/CSAP resources can provide technical expertise to Tribes at different stages of TAP development and prevention program implementation. CSAP’s resources, however, do not cover the full spectrum of resources and TA that the 565 federally recognized Tribes will need to develop and implement a TAP. OIASA will be able to assist interested Tribes in identifying resources from other IASA federal agencies to supplement these SAMHSA/CSAP resources in support of Tribes developing TAPs.

SAMHSA/CSAP provides expert advice, materials, and resources as follows:

- General substance abuse prevention and strategic planning TA resources are available to all Tribes
- Direct T/TA is available to Tribes that are CSAP discretionary grantees (CAPT)
- Resources emphasize cultural appropriateness, readiness, and linkages and information sharing (e.g., Learning Communities)
- Several substance abuse prevention and strategic planning resources are developed and disseminated free of charge through the SAMHSA store, via Webinars, and through prevention content areas on the SAMHSA website
- All prevention resources emphasize a science-based, data-driven strategic approach (SPF)
- SAMHSA/CSAP is *not* able to provide individualized assistance or site visits

In addition, some of these SAMHSA/CSAP contracts may provide selected face-to-face large-scale trainings or technical assistance events, such as webinars, or offer a limited number of T/TA workshops at large meetings. These events could promote the acquisition of skills and knowledge required to implement the TAP successfully.

Some of the SAMHSA/CSAP contracts develop and provide more specific resources. These include:

- SAMHSA's CAPT can provide access to relevant prevention materials and tools (i.e., all components of the SPF approach, including needs assessment and evaluation tools) through a dedicated web portal on the Prevention T/TA section of the website.
- SAMHSA's NACE uses a Learning Community model to facilitate the transmission of learning from one member and community to another. The experiences of learning community members are typically invaluable to others, which, over time, become a mentoring process within the group and permit their knowledge to extend well beyond the limits of T/TA support.
- NACE also provides technical assistance on the Community Readiness Model (CRM). The CRM is a proven method for assessing the level of readiness of a community to develop and implement a wide variety of programs and initiatives. It can be used in conjunction with SPF and as a tool to assess levels of TLOA readiness across a group of communities or as a tool to guide efforts at the individual community level.
- SAMHSA's FASD Center for Excellence develops materials and resources describing FASD risk factors and prevention steps to take before and during pregnancy. The FASD Center has a collection of resources developed for the AI/AN community, which may be appropriate for inclusion in some TAPs.
- The SEOW contract develops materials and resources describing how to use epidemiologic data to shape strategic plans and make program decisions. These materials are consistent with SPF and other strategic planning approaches.

Approach

SAMHSA will explore several means to coordinate SAMHSA's TA and Training resources with those of the other IASA partners in ways that are most accessible and effective for tribes. First, SAMHSA will explore coordinating with other IASA partners to offer training sessions at existing meetings of various tribal groups. These sessions will focus on the SPF process in the context of the TLOA requirements, and will include an introduction of the SPF (TAP) concepts to the many tribes and tribal groups that have not yet applied for or received a SPF TIG grant. Finally, because the TLOA requires that there be a combination of prevention and treatment, these training sessions will address coordination between prevention and treatment providers.

Second, SAMHSA will investigate ways to capitalize on the existing TA and Training activities and tools already in use by the SPF TIG grantees and drawing on the successes of the 20 tribal grantees to create resources for the other 500+ tribes that are not engaged in the SPF process. The necessary adaptations might include coordination with the treatment communities as well as the mental health communities. SAMHSA's CAPT and NACE TA providers could develop instructional materials and co-facilitate webinars describing the TLOA and how it would impact their programs.

Third, SAMHSA will provide the tribes responding to the TLOA requirements access to portals and websites with a variety of materials available to assist them in developing their TAPs.

Tribes could also participate in webinars and conference calls to discuss the materials provided on the portals and websites. The availability of these materials and programs would be coordinated with resources from other IASA partners and presented through a vehicle created by the OIASA director.

Topics Addressed in SAMHSA's TA and Trainings

Each tribal entity will have a unique set of skills and resources, will need different levels of T/TA support, and will need assistance at different points in the SPF (TAP) process. The following is a sample of topics that are addressed in the trainings and materials already available through SAMHSA's CAPT and NACE and which could be adapted and made available to tribes creating a TAP.

- Overall description of the Strategic Prevention Framework (SPF)
- Role of the Epidemiology Work Group and Tribal Advisory Group (Coordinating Committee)
- Identifying and selecting partners and preparing them for the TLOA
- Assessment of community needs regarding substance abuse
- Assessing tribal capacity and resources
- Selecting priorities for prevention programs
- Using epidemiological data to make decisions
- Preparing and presenting data to the community
- The role of evaluation and making it work for the community
- Building capacity
- Identifying data sources

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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 resolution entitled Hunting, Fishing and Trapping Amendments and Rules Extension

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: Krystal John, Staff Attorney/Oneida Law Office
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, April 25, 2017, at 10:24 a.m., the following E-Poll was conducted:

E-POLL REQUEST

Summary:

The Law Office is requesting adoption of the attached resolution which would extend the effective date of the Hunting, Fishing and Trapping law amendments and supporting rule handbook out to May 25, 2017.

Justification for E-Poll: The Hunting, Fishing and Trapping rule handbook will not be ready for the April 25, 2017, effective date of the law and the law cannot operate without the rules.

Requested Action:

Adopt resolution entitled Hunting, Fishing and Trapping Amendments and Rules Extension

Deadline for response:

Responses are due no later than 2:30 p.m., TODAY, April 25, 2017.

As of the deadline, below are the results:

Support: Fawn Billie, Tehassi Hill, David Jordan, Trish King, Brandon Stevens, Jennifer Webster

REQUESTED ACTION

Enter E-Poll results into the record for adoption of resolution entitled Hunting, Fishing and Trapping Amendments and Rules Extension

- 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: 04 / 24 / 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:

Please conduct an E-poll, today, April 24, 2017 requesting adopting of the attached resolution which would extend the effective date of the Hunting, Fishing and Trapping law amendments and supporting rule handbook out to May 25, 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: Krystal John, Staff Attorney, Oneida Law Office
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Jo Anne House, PhD | Chief Counsel
James R. Bittorf | Deputy Chief Counsel

Patricia M. Stevens Garvey
Kelly M. McAndrews
Michelle L. Gordon
Krystal L. John
Robert J. Collins, II

Law Office



MEMORANDUM

TO: Oneida Business Committee

FROM: Krystal L. John, Staff Attorney

DATE: April 24, 2017

SUBJECT: Hunting, Fishing and Trapping Law Amendments and Rules Extension

The Oneida Business Committee (OBC) adopted amendments to the Hunting, Fishing and Trapping law with resolution BC-01-25-17-D. Those amendments included a delegation of joint rulemaking authority to the Environmental Resource Board and the Conservation Department to create a rule handbook which further governs and supports the amendments. Both the rules and the amendments were scheduled to become effective on April 25, 2017.

With the recent adoption of several laws/amendments to laws delegating rulemaking authority and the extra time it has taken the Law Office to work with those departments through the requirements of the new law, the adoption of rules has taken longer than originally anticipated.

The Hunting, Fishing and Trapping rule handbook will not be ready for the April 25, 2017 effective date of the law and the law cannot operate without the rules. Currently, the rule handbook is in the comment phase of the rulemaking process with the comment period expiring on April 28, 2017. From there, the responsible parties will request certification of the rule by the Legislative Operating Committee (LOC) on May 3, 2017 and, if certified, the rule handbook will be forwarded to the OBC for the May 10, 2017 meeting. Based on this timeline, the earliest effective date could be May 3, 2017. That being said, the rulemaking parties would prefer to wait to make the rules effective until the OBC has had opportunity for review.

In order to provide a buffer period in the event the rule is not able to be certified by the LOC on May 3, 2017 or the OBC would like additional discussion upon review, the attached resolution would push the effective date for the rule handbook and the amendments to the law out to May 25, 2017.

BC Resolution _____*Hunting, Fishing and Trapping Amendments and Rules Extension*

1
2
3
4 **WHEREAS,** the Oneida Nation is a federally recognized Indian government and a treaty tribe
5 recognized by the laws of the United States of America; and

6 **WHEREAS,** the Oneida General Tribal Council is the governing body of the Oneida Nation;
7 and

8 **WHEREAS,** the Oneida Business Committee has been delegated the authority of Article IV,
9 Section 1, of the Oneida Tribal Constitution by the Oneida General Tribal
10 Council; and

11 **WHEREAS,** the Oneida Business Committee adopted the Hunting, Fishing and Trapping law
12 amendments (Amendments) pursuant to resolution BC-01-25-17-D; and

13 **WHEREAS,** the Amendments were scheduled to become effective on April 25, 2017; and

14 **WHEREAS,** the Law delegates joint rulemaking authority to the Environmental Resource
15 Board and the Conservation Department to create a rule handbook to further
16 govern and support the Amendments, and

17 **WHEREAS,** the rule handbook will not be ready in time for the April 25, 2017 effective date
18 of the Amendments as the comment period for the public meeting will not close
19 until April 28, 2017 after which the parties will request certification from the
20 Legislative Operating Committee and review by the Oneida Business Committee
21 in accordance with the Administrative Rulemaking law; and

22 **WHEREAS,** the rule handbook contains many subjects that were previously included in the
23 law so the Amendments would be incomplete without the support of the rule
24 handbook; and

25 **WHEREAS,** the next opportunity for the Legislative Operating Committee certification of the
26 rule handbook is May 3, 2017, after the April 25, 2017 effective date of the law;
27 and

28 **NOW THEREFORE BE IT RESOLVED,** the Environmental Resource Board and the
29 Conservation Department are hereby granted an extension to create and make effective the
30 rules handbook to support the Amendments to May 25, 2017.

31 **NOW THEREFORE BE IT FINALLY RESOLVED,** because the Amendments would be
32 incomplete without with supporting rule handbook, the effective date of Hunting, Fishing and
33 Trapping law amendments originally adopted by resolution BC-01-25-17-D is hereby extended
34 to May 25, 2017.



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



Statement of Effect

Hunting, Fishing and Trapping Law Amendments and Rules Extension Resolution

Summary

This Resolution grants the Environmental Resource Board and the Conservation Department an extension from April 25, 2017 to May 25, 2017 for having the Hunting, Fishing and Trapping rule handbook adopted and effective. The Resolution also pushes the effective date of the Hunting, Fishing and Trapping law amendments adopted by resolution 01-25-17-D out to May 25, 2017.

Submitted by: Krystal L. John, Staff Attorney, Oneida Law Office

Analysis

The Oneida Business Committee (OBC) adopted amendments to the Hunting, Fishing and Trapping law (Amendments) pursuant to BC Resolution 01-25-17-D. The resolution identified an effective date of April 25, 2017 and directed that the rule handbook required to support the Amendments be adopted in accordance with the Administrative Rulemaking law no later than the effective date of the Law.

The Law grants joint rulemaking authority to the Environmental Resource Board and the Conservation Department to create rules further governing hunting, fishing and trapping within the reservation boundaries. [See *Hunting, Fishing and Trapping*, 4.O.C.406 § 406.5-2]. These rules will not be completed by the originally scheduled effective date of the Law, April 25, 2017. In order to comply with the process set forth in the Administrative Rulemaking law, the Environmental Resource Board and the Conservation Department are requesting an extension to May 25, 2017 to complete and make effective the Hunting, Fishing and Trapping rule handbook.

The resolution provides that because the Amendments cannot operate without the support of the rule handbook, the effective date of the Amendments is also pushed out to May 25, 2017.

Conclusion

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 5 / 10 / 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:

Approve the April 19, 2017 LOC meeting minutes

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="April 19, 2017 LOC 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: Jennifer Falck, LRO Director
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.



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 Oneida Business Committee
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LEGISLATIVE OPERATING COMMITTEE MEETING MINUTES

Business Committee Conference Room-2nd Floor Norbert Hill Center

April 19, 2017 9:00 a.m.

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

Others Present: Tani Thurner, Jennifer Falck, Candice Skenandore, Clorissa Santiago, Maureen Perkins, Rae Skenandore, Krystal John, Nancy Barton, Danelle Wilson, Jo Anne House, Mike Debraska

I. Call to Order and Approval of the Agenda

Brandon Stevens called the April 19, 2017 Legislative Operating Committee meeting to order at 9:02 a.m.

Motion by Fawn Billie to adopt the agenda with the addition of the Oneida Business Committee Meetings law, seconded by David P. Jordan. Motion carried unanimously.

II. Minutes to be approved

1. April 5, 2017 LOC Meeting Minutes

Motion by David P. Jordan to approve the April 5, 2017 LOC meeting minutes; seconded by Jennifer Webster. Motion carried with Tehassi Hill and Fawn Billie abstaining.

III. Current Business

1. Domestic Animals (Oneida Tribal Regulation of) Amendments (01:55-4:06)

Motion by David P. Jordan to approve the draft with the noted changes and send for a legislative analysis to be completed for May 3; seconded by Jennifer Webster. Motion carried unanimously.

The noted changes include moving hybrid dogs and wolves from animals allowed to animals that are prohibited and in section 304.10-3 (b) (3) if an order is issued to destroy the animal, the owner must submit proof of destruction within five business days from a licensed veterinarian.

2. Independent Contractor Policy Amendments (04:12-04:39)

Motion by David P. Jordan to accept the public meeting comments; seconded by Tehassi Hill. Motion carried unanimously.

3. Workplace Violence (04:40-05:58)

Motion by Jennifer Webster to approve the public meeting packet and to forward the Workplace Violence law to a public meeting to be held on May 18, 2017; seconded by Tehassi Hill. Motion carried unanimously.

Motion by Tehassi Hill to forward the Workplace Violence law to the Finance Department for a fiscal analysis due to the Legislative Reference Office by May 17, 2017; seconded by Jennifer Webster. Motion carried unanimously.

4. **Landlord-Tenant Permanent Amendments (05:59-06:39)**

Motion by Jennifer Webster to accept the Landlord-Tenant permanent amendments draft and request a legislative analysis due back May 3, 2017; seconded by Fawn Billie. Motion carried unanimously.

5. **Conflict of Interest Permanent Amendments (06:50-17:58)**

Motion by Jennifer Webster to accept the Conflict of Interest permanent amendments draft with the noted changes and request a legislative analysis from the Legislative Reference Office, due back May 3, 2017; seconded by Tehassi Hill. Motion carried unanimously.

Noted changes include: 1) line 142 to remove “it owns”, 2) line 128 add “whether as a prime contractor” or “subcontractor” to the end of the sentence, and 3) line 168 change “shall” to “may”.

6. **Election Law Emergency Amendments (17:59-21:04)**

Motion by Jennifer Webster to approve the emergency adoption packet and forward to the Oneida Business Committee on April 26; seconded by Fawn Billie. Motion carried unanimously.

7. **Oneida Business Committee Meetings Law (21:12-37:53)**

Motion by David P. Jordan to approve the public meeting packet and forward the Oneida Business Committee Meetings law to a public meeting to be held on May 18, 2017; seconded by Fawn Billie. Motion carried unanimously.

Motion by Jennifer Webster to request the Finance Department to prepare a fiscal analysis due to the Legislative Reference Office on May 17, 2017; seconded by Fawn Billie. Motion carried unanimously.

IV. New Submissions

V. Additions

VI. Administrative Updates

1. **FY17 Second Quarter Report (37:55-38:28)**

Motion by Jennifer Webster to approve the FY17 Second Quarter report and forward to the Oneida Business Committee for consideration; seconded by Tehassi Hill. Motion carried unanimously.

VII. Executive Session

VIII. Adjourn

Motion by Fawn Billie to adjourn the April 19, 2017 Legislative Operating Committee meeting at 9:40 a.m.; seconded by David P. Jordan. Motion carried unanimously.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 17

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 MAY 1, 2017

3. Supporting Materials

Report Resolution Contract

Other:

1. FC E-Poll approving 5/1/17 Minutes 3. [Empty text box]

2. FC Mtg Minutes of 5/1/17 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

ONEIDA NATION

P.O. Box 365



Oneida, WI 54115

MEMORANDUM

TO: Finance Committee
CC: Business Committee
FR: Denise Vigue, Executive Assistant
DT: May 2, 2017
RE: **E-Poll Results of: FC Meeting Minutes of MAY 1, 2017**

An E-Poll vote of the Finance Committee was conducted to approve the May 1, 2017 Finance Committee meeting minutes. The results of the completed E-Poll are as follows:

E-POLL RESULTS:

There was a Majority 3 YES votes from Larry Barton, Wesley Martin, Jr. and Chad Fuss to approve the May 1, 2017 Finance Committee Meeting Minutes.

The minutes will be placed on the next BC agenda of May 10, 2017 for approval and the next Finance Committee agenda to ratify this E-Poll action.

Yaw^ko

* 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

FC WORK MEETING

May 1, 2017 – 9:00 A.M.
BC Executive Conference Room

REGULAR MEETING

May 1, 2017 – 10:00 A.M.
BC Executive Conference Room

REGULAR MEETING MINUTES

FC Work Meeting:

Patricia King, Treasurer/FC Chair
Wesley Martin, Jr., Community Elder Member

Larry Barton, CFO/FC Vice-Chair

Excused: David Jordan, BC Council Member, Patrick Stensloff, Purchasing Director, Jennifer Webster, BC Council Member and Chad Fuss, Gaming AGM/FC Alternate

Others Present: RaLinda Ninham-Lamberies and Denise Vigue

FC Regular Meeting:

Patricia King, Treasurer/FC Chair
Chad Fuss, Gaming AGM/FC Alternate

Larry Barton, CFO/FC Vice-Chair
Wesley Martin, Jr., Community Elder Member

Excused: David Jordan, BC Council Member, Patrick Stensloff, Purchasing Director and Jennifer Webster, BC Council Member

Others Present: Timothy Zellmer, Jacque Boyle, Ray Olson, David Emerson, Joanie Buckley, Daniel D. Brooks and Denise Vigue, taking minutes

I. **Call to Order:** The FC regular meeting was called to order by the FC Chair at 10:00 A.M.

II. **Approval of Agenda:** MAY 1, 2017:

Motion by Chad Fuss to approve the Finance Committee agenda for May 1, 2017 with the 8 Add On's under the Community Fund. Seconded by Wesley Martin, Jr. Motion carried unanimously.

III. **Approval of Minutes:** APRIL 17, 2017 (approved via FC E-Poll on 4/18/17):

Motion by Wesley Martin, Jr. to ratify the FC E-Poll action of Apr. 18, 2017 approving the Finance Committee meeting minutes of Apr. 17, 2017. Seconded by Chad Fuss. Motion carried unanimously.

IV. **Tabled Business:** No tabled business

V. **Capital Expenditures:**

1. Kain Energy Corp
Ray Olson, DPW Facilities

Ray Olson was present to discuss this request that includes: seeking to correct/replace outdated valve control system (HVAC server) at the Skenandoah Complex; this will align and connect through MIS HVAC server software replaced control systems already made in other tribal buildings; cost for this is lower than GSA daily rates; this is a budgeted capital expenditures item. The legal review was done, but not submitted, FC asked requestor to submit for the record.

Motion by Wesley Martin, Jr. to approve the Kain Energy Corp contract for capital improvements at the Skenandoah Complex in the amount of \$124,800. Seconded by Chad Fuss. Motion carried unanimously.

2. Bally (1000) IViews-FY17 Budget
David Emerson, Gaming Slots Dept.

David Emerson was present to explain this upgrade: the IViews are the screens on the top portion of the slot machines that provide players with point tracking information; current ones are slow and obsolete; new ones will be easier and faster for the customers: to place one large bulk order the discounts amount to over a million dollars; plan to receive first shipment in June; this is budgeted for FY17; second shipment will be after October 1, 2017 and is planned for priority inclusion for the FY18 CapEx budget.

Motion by Larry Baron to approve the (1000) IViews from Bally as budgeted in the FY17 Gaming Capital Expenditures in the amount of \$1,504,500.00. Seconded by Wesley Martin, Jr. Motion carried unanimously.

3. Bally (1250) IViews-FY18 Budget
David Emerson, Gaming Slots Dept.

-See discussion in CapEx #2 – Requestor will come back in the fall for final approval.

Motion by Larry Barton to approve the (1250) IViews from Bally for FY18 in the amount of \$1,880,625.00 contingent upon approval of the FY18 budget and also noting legal review handouts for this and previous request were provided. Seconded by Wesley Martin, Jr. Motion carried unanimously.

VI. Community Fund:

1. FYI: Karate USA (FC approved 1/30/17)
Kateri Danforth for son Marques, Jr.

Before request was processed for \$200 the requestor asked to change vendors; total need with new vendor was \$180; this was approved by the Treasurer and is being reported at this meeting as an FYI item.

Motion by Larry Barton to accept as FYI the updated information on the lower cost and vendor change as requested by the parent. Seconded by Wesley Martin, Jr. Motion carried unanimously.

2. Oneida Falling Leaves 4-H Club – Booth Repair
Bill Ver Voort, OFL 4-H Representative

Motion by Wesley Martin, Jr. to approve from the Community Fund the request for booth repair for the Oneida Falling Leaves 4-H Club in the amount of \$700.00. Seconded by Chad Fuss. Motion carried unanimously.

Wesley Martin, Jr. noted that he has reviewed all the Community Fund items in the packet including the ADD On's and saw no problem with approving the remaining ones all in one motion, the FC members present agreed.

3. Green Bay Elite Cheer class fees Amount: \$200.
Tana Aguirre for daughter Riley

Motion by Wesley Martin, Jr. to approve from the Community Fund requests #3 through #9; #11 & #12; and #16 through #20 in the amounts as requested/stated. Seconded by Chad Fuss. Motion carried unanimously.

4. Bode Bootcamp class fees Amount: \$200.
Alicia Tisch

-See Motion in CF #3.

5. Y.M.C.A. Camp Hot Shots registration Amount: \$138.
Margaret Vanden Heuvel for son Gage

Note: This is the second request in FY17; first one approved for \$62, which leaves a balance of \$138 which is what parent is requesting.

-See Motion in CF #3.

6. UW-Whitewater Youth Football Camp registration Amount: \$200.
Zandra John for son Hawkins

-See Motion in CF #3.

7. Education Conference Registration fees Amount: \$200.
Laura Kah^tanukwas Cornelius

-See Motion in CF #3.

8. Golf Tournament registration fees Amount: \$200.
Shoney Skenandore for son Jamozzy

-See Motion in CF #3.

9. Golf Tournament registration fees Amount: \$200.
Shoney Skenandore for daughter Skye

-See Motion in CF #3.

10. WI Off Road Series registration fees
Jasmine House

Jasmine House was present to discuss the fees involved with the Wisconsin Off-Road Series of bike races and her participation in the events.

Motion by Larry Barton to approve from the Community Fund the Wisconsin Off-Road Series registration fees in the amount of \$200.00. Seconded by Chad Fuss. Motion carried unanimously.

11. Y.M.C.A. Personal Training registration fees Amount: \$200.
Tammy Skenandore for son, Boyd

-See Motion in CF #3.

12. UW-Green Bay Volleyball Camp registration fees Amount: \$200.
Sylvia Cornelius for daughter Hannah

-See Motion in CF #3.

13. ADD ON: Pop Warner Football registration
Chris Danforth, Sr. for son Kenneth

Parent present to discuss fees for the two boys

Motion by Larry Barton to approve from the Community Fund the Pop Warner Football registration fees for this and following request for the sons of the requestor in the amount of \$130.00 each. Seconded by Chad Fuss. Motion carried unanimously.

14. ADD ON: Pop Warner Football registration
Chris Danforth, Sr. for son Dewain

-See Motion in CF #13.

15. ADD ON: Indigenous Games – Parents' Fundraisers
Teresa Schuman

Parent representative present to discuss the fundraising efforts to raise money for youth and coaches to attend the Indigenous Games this July; asked if 25 cases was enough; she explained they have multiple fundraisers planned and could use more if offered, she was asking for the maximum amount; after discussion and review of product remaining the FC felt the cause had enough merit to warrant a procedural exception.

Motion by Larry Barton to allow for a procedural exception to the CF SOP's and approve from the Community Fund Thirty-Five (35) Cases of Coca-Cola Product for use at the parent fundraisers for the Indigenous Games participants. Seconded by Wesley Martin, Jr. Motion carried unanimously.

16. ADD ON: Spartan Race registration Amount: \$196.08
Sunshine Bain

-See Motion in CF #3.

17. LATE ADD: Memorial Basketball Tournament Amount: \$750.
Judith Skenadore

-See Motion in CF #3.

18. LATE ADD: Memorial Basketball Tournament Amount: 25 Cases
Judith Skenadore

-See Motion in CF #3.

19. LATE ADD: Summer Camp registration fees Amount: \$65.
Cindy Bork for daughter Jaydah

-See Motion in CF #3.

20. LATE ADD: Summer Camp registration fees Amount: \$70.
Cindy Bork for daughter, Naleyah

-See Motion in CF #3.

VII. New Business:

1. Bally (19) Gaming Conversions
David Emerson, Gaming Slots Dept.

David Emerson noted this is the same as another request brought forth a few weeks ago; these are not capex items they are theme slot game changes to keep updated on current customer preferences, no legal review as this is not a contract, purchase total required FC approval.

Motion by Wesley Martin, Jr. to approve the 19 Bally Game Conversions in the amount of \$59,454.00 Seconded by Larry Barton. Motion carried unanimously.

2. STAT Health Services – PO Increase
Connie Danforth, AJRCCC

Timothy Zellmer was present in place of Connie Danforth to explain and clarify the current A.J.R.C.C.C. request to increase several Purchase Orders and to decrease another; this is not a request for new funds but to transfer funds to PO's with vendors where they are getting the most qualified and satisfactory staffing personnel; at the 4/3/17 FC meeting PRN PO increase was approved for \$310,000, but not STAT as it wasn't clearly stated; this request will be for STAT utilizing same transfer of current funds.

Motion by Larry Barton to accept the clarification memo and approve the STAT Health Services request for a Purchase Order increase in the amount of \$80,000. Seconded by Wesley Martin, Jr. Motion carried unanimously.

The following two items were ADD On's at the end of the agenda made with the following motion:

Motion by Larry Barton to ADD to the agenda the two requests from the Tourism Department regarding the Trusses and the Arbor. Seconded by Chad Fuss. Motion carried unanimously.

3. **ADD ON: Whole Trees LLC** Amount: \$12,950.00
Michelle Danforth, Tourism

Joanie Buckley and Dan Brooks were present to explain this request: item is to purchase pre-formed tresses for the longhouse replica by Cultural Heritage; Conservation will build longhouse, funding for trusses coming from Tourism from their outside services line: there was extensive discussion about if this was a capital expenditure or if this was on the CIP list; the structure needs to be capitalized because of total amount; seeking some type of procedural exception to move funds from operations to capital expenditure to obtain capex number to move forward in time to construct prior to the LPGA event. FC noted this body does not approve capital expenditures; it was discussed this has been ongoing for several years, items being purchased piecemeal rather than bringing as one CIP; by default this should move forward without requirement of capex number; noting that problems have been with due diligence issues and a chronology of entire project/action since inception be sent to the FC for the record.

Motion by Larry Barton to approve the request for the trusses from this vendor in the amount stated. Seconded by Wesley Martin, Jr. Motion carried unanimously.

4. **ADD ON: Artwork on the Arbor behind the NHC** Amount: \$15,000.00
Michelle Danforth, Tourism

The FC Chair noted that she had a previous discussion with requestor on this item and asked this to be bid out. Request was withdrawn by the Internal Services Director and she will refer this item back to Tourism for bidding of project.

VIII. Executive Session: No requests

IX. Follow Up: None

X. FYI and /or Thank You: None

XI. Adjourn: Motion by Wesley Martin to adjourn. Seconded by Larry Barton. Motion carried unanimously. The Finance Committee meeting ended at 11:10 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: May 2, 2017

Oneida Business Committee's FC Minutes Approval Date: _____

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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 the March 9, 2017 Quality of Life 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 March 9, 2017

Present: Fawn Billie, Committee Chairwoman; Trish King, Treasurer; Tehassi Hill and Brandon Stevens, Councilmembers

Others present: Mandy Schneider, Dr. Ravinder Vir, Latsiklanunha Hill, Tina Jorgenson, Cathy Bachhuber

I. Call to Order and Roll Call

Meeting called to order by QOL Chairwoman Fawn Billie at 8:38 a.m.

II. Approval of the agenda

Motion by Tehassi Hill to approve the agenda with one addition, seconded by Brandon Stevens. Motion carried unanimously.

III. Approval of Meeting Minutes

A. January 12, 2017 Quality of Life meeting minutes

Motion by Tehassi Hill to approve the January 12, 2017 Quality of Life meeting minutes, seconded by Brandon Stevens. Motion carried unanimously.

IV. Unfinished Business

A. Examine Oneida Services for Tribal Members with Disabilities – Universal Form Update – Fawn Billie

Excerpt from January 12, 2017 Quality of Life Meeting: Motion by Tehassi Hill to have the QOL Chair request an update from the Governmental Services Director and the Organization Development Specialist for the next QOL meeting, seconded by Trish King. Motion carried unanimously.

Excerpt from December 8, 2016 Quality of Life Meeting: Motion by Tehassi Hill to have the QOL Chair send a memo [for the next BC work meeting; to the OBC and Tracey Cordova with an update from the QOL. Motion carried unanimously.

Excerpt from June 9, 2016 Quality of Life Meeting: Motion by Tehassi Hill to accept the verbal report and come back in 30 days for approval of a universal form, seconded by Brandon Stevens. Motion carried unanimously.

Excerpt from May 12, 2016 Quality of Life Meeting: Motion by Tehassi Hill to have the QOL Chair meet with the Law office to draft an universal request form to provide to Social Services for case management and to bring back within 30 days, seconded by Brandon Stevens. Motion carried unanimously.

Excerpt from May 12, 2016 Quality of Life Meeting: Motion by Tehassi Hill to request GSD to formulate a referral consent form for the BC and send to the QOL Chair to be placed on the next BC agenda for adoption, seconded by Brandon Stevens. Motion carried unanimously.

Excerpt from April 14, 2016 Quality of Life Meeting: Motion by Tehassi Hill to accept the Vice Chair's recommendation and invite Mallory Patten to the next QOL meeting, seconded by Brandon Stevens. Motion carried unanimously.

Motion by Tehassi Hill to direct the Governmental Services Division Director to provide an update on the services provided and services needed for intake, disability, and/or



handicap for the April Quality of Life meeting, seconded by Brandon Stevens. Motion carried unanimously.

Motion by Tehassi Hill to add the Community Health Assessment (CHA) to the May Quality of Life agenda, seconded by Brandon Stevens. Motion carried unanimously.

V. New Business

A. Tribal Action Plan (TAP) – Mandy Schneider

Motion by Tehassi Hill to have the Tribal Action Plan (TAP) team bring back a status and needs report to the April 13th Quality of Life meeting, seconded by Brandon Stevens. Motion carried unanimously.

VI. Reports

VII. Additions

A. Exercise At Work Update – Tina Jorgenson

Motion by Brandon Stevens to accept the verbal update as an FYI, seconded by Tehassi Hill. Motion carried unanimously.

VIII. Adjourn

Motion by Tehassi Hill to adjourn at 10:18 a.m., seconded by Brandon Stevens. Motion carried unanimously.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

BC to approve the recommendation of Carol Silva and Benjamin Skenandore to the Oneida Nation Veterans Affairs Committee (ONVAC).

This item was on the April 26, 2017 Business Committee Regular meeting agenda and was deferred back to confirm Chairwoman Danforth's recommendation. See memo attached for the confirmation.

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:

Attached memo and motion has all the information required.

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



MEMO

TO: Oneida Business Committee
FROM: Chairwoman Cristina Danforth
DATE: May 4, 2017
RE: Deferred Agenda Item-ONVAC

My recommendation stands as submitted at the last Oneida Business Committee Meeting, recommending Carol Silva and Benjamin Skenandore to the Oneida Nation Veterans Affairs Committee.

Thank You.

DRAFT**C. Approve recommendation to appoint Carol Silva and Benjamin Skenandore to Oneida Nation Veterans Affairs Committee (00:56:32)**

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Brandon Stevens to defer the recommendations to the Oneida Nation Veterans Affairs Committee back to the Tribal Chair's Office to confirm her recommendations, seconded by Tehassi Hill.

Motion carried unanimously:

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

Treasurer Trish King returns at 9:30 a.m.

D. Approve request to reconsider appointment to Oneida Child Protective Board (00:57:42)

Chair: Dale Powless
 Liaison: Lisa Summers, Tribal Secretary

Motion by Trish King to accept the recommendation by the Chairwoman for the Oneida Child Protective Board, respectfully understanding the request of the Oneida Child Protective Board recommendation, seconded by Jennifer Webster. Motion carried with one abstention:

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

IX. NEW BUSINESS**A. Review request regarding FY '17 Trade Back for Cash (1:10:50)**

Sponsor: Geraldine Danforth, Area Manager/Human Resources

Motion by Tehassi Hill to adopt resolution # 04-23-17-D Authorization of 40 Hours of Trade Back For Cash for Fiscal Year 2017, seconded by Fawn Billie. Motion carried unanimously:

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

B. Accept memorandum regarding Executive Director position of the Great Lakes Inter-Tribal Council, Inc. (GLITC) as information (1:25:45)

Sponsor: Tina Danforth, Tribal Chairwoman

Motion by Jennifer Webster to accept memorandum regarding Executive Director position of the Great Lakes Inter-Tribal Council, Inc. (GLITC) as information, seconded by Trish King. Motion carried unanimously:

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

C. Approve revised OBC Standard Operating Procedure entitled Complaint Process for Direct Reports to the Business Committee (1:26:33)

Sponsor: Lisa Summers, Tribal Secretary

Motion by Tehassi Hill to approve the revised OBC Standard Operating Procedure entitled Complaint Process for Direct Report to the Business Committee, seconded by Jennifer Webster. Motion carried unanimously:

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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 5 / 10 / 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:

The Oneida Youth Leadership Institute (OYLI) needs the Oneida Business Committee to choose up to seven (7) applicants from the list of candidates that meet the requirements to be on the OYLI Board. Each board member will hold their position up to 3 years, with the first board members being staggered with a one (1) or two (2) year term initially.

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: Cheryl Stevens, Grants Director/OYLI Executive Manager
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:

By the authority of the Oneida Nation, the Board was established by the Oneida Youth Leadership Institute's (OYLI) Charter, which was adopted by Oneida Business Committee resolution #09-14-16-B.

(b) The purpose of the Oneida Youth Leadership Institute Board is to:

- (1) receive tax-deductible contributions eligible under Internal Revenue Code Section 170 and 7871(a);
- (2) approve and administer the Oneida Youth Leadership Institute's disbursements;
- (3) promote nonprofit activities including, but not limited to, fundraising, education, training, meetings, workshops, publications and other relevant activities of the Oneida Youth Leadership Institute Board; and
- (4) provide regular reporting to the Oneida Business Committee and General Tribal Council.

The official name of this board is the Oneida Youth Leadership Institute Board. The OYLI needs the Oneida Business Committee to choose up to seven (7) applicants from the list of candidates that meet the requirements to be on the Board. Each board member will hold their position up to 3 years, with the first board members being staggered with a one (1) or two (2) year term initially. Attached is a list of candidates the met the requirements. According to the by laws, the OBC is to make the final selection of up to seven (7) board members based on their qualifications.

The Board shall be composed of a minimum of five (5) and a maximum of seven (7) directors from the list of candidates that meet the requirements to be on the OYLI Board. Each board member will hold their position up to 3 years, with the first board members being staggered with a one (1) or two (2) year term initially.

Attached is a list of candidates the met these requirements. According to the by laws, the OBC is to make the final selection of up to seven (7) board members based on their qualifications. Selecting and appointing Directors, the Oneida Business Committee shall give due consideration to qualities of industry, responsibility, integrity, and judgment, and shall have due regard for the need for diversity of experience on the Board, the need for adequate representation of the areas of expertise required by the Oneida Youth Leadership Institute, and the guidelines of organizations which may provide financial assistance to Oneida Youth Leadership Institute.

(1) A minimum of four (4) directors shall be local to the area, residing within Brown or Outagamie counties.

(2) A minimum of three (3) directors shall be enrolled Tribal members of the Oneida Nation.

The Board must contain a minimum of one (1) director with each of the specialties:

- a)management; b)business administration; c)youth services, and; d)law.

To be eligible for appointment to the Oneida Youth Leadership Institute Board, a candidate shall have the following qualifications:

(a) be at least twenty-one (21) years old;

(b) have a high school diploma, high school equivalency degree, or general education development certificate;

(c) have fundraising experience and either (1) experience in management, business administration, youth service

(d) have the ability to obtain a fiduciary bond; and

(e) have the ability to exercise sound judgment in matters relating to OYLI's purpose.

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

1 **The Oneida Youth Leadership Institute Board**

2 **By-laws**

3
4 **Article I. Authority**

5 1. Name

6 (a) The official name of this board is the Oneida Youth Leadership Institute Board
7 referred to herein as the Board

8
9 2. Authority

10 (a) By the authority of the Oneida Nation, the Board was established by the Oneida
11 Youth Leadership Institute's Charter, which was adopted by Oneida Business Committee
12 resolution #09-14-16-B.

13 (b) The purpose of the Oneida Youth Leadership Institute Board is to:

14 (1) receive tax-deductible contributions eligible under Internal Revenue Code
15 Section 170 and 7871(a);

16 (2) approve and administer the Oneida Youth Leadership Institute's
17 disbursements;

18 (3) promote nonprofit activities including, but not limited to, fundraising,
19 education, training, meetings, workshops, publications and other relevant
20 activities of the Oneida Youth Leadership Institute Board; and

21 (4) provide regular reporting to the Oneida Business Committee and General
22 Tribal Council.

23 3. Office

24 (a) The official mailing address of the Board is P.O. Box 365, Oneida, WI 54155.

25 (b) The physical address of the Board is 909 Packerland Drive, Green Bay, WI 54303.
26 The physical address of the Board is subject to change from time to time with approval of
27 the Board and the approval of the Oneida Business Committee.

28
29 4. Membership

30 (a) The Board shall be composed of a minimum of five (5) and a maximum of seven (7)
31 directors. In selecting and appointing Directors, the Oneida Business Committee shall
32 give due consideration to qualities of industry, responsibility, integrity, and judgment,
33 and shall have due regard for the need for diversity of experience on the Board, the need
34 for adequate representation of the areas of expertise required by the Oneida Youth
35 Leadership Institute, and the guidelines of organizations which may provide financial
36 assistance to Oneida Youth Leadership Institute.

37 (1) A minimum of four (4) directors shall be local to the area, residing within
38 Brown or Outagamie counties.

39 (2) A minimum of three (3) directors shall be enrolled Tribal members of the
40 Oneida Nation.

41 (3) To the extent possible, in order to create a well-balanced Board, when
42 appointing directors, the Oneida Business Committee shall ensure that the Board
43 contains a minimum of one (1) director with each of the specialties: management,
44 business administration, youth services and law.

45 (4) In appointing the first Board, the Oneida Youth Leadership Institute's work
46 group shall prepare a pool of candidates for the Oneida Business Committee's

47 consideration and the Oneida Business Committee shall make appointments from
48 the said pool.

49 (5) In making all future appointments, the Board shall provide the Oneida
50 Business Committee with three (3) candidates per available director position and
51 the Oneida Business Committee shall make appointments from the candidates
52 provided by the Board.

53 (6) Each director shall serve a term of three (3) years, provided that the initial
54 directors, in order to stagger terms, shall be randomly assigned one, two, and
55 three year terms, in roughly equal proportion, and the terms shall thereafter
56 remain staggered for the duration of the Board's existence. Directors may be re-
57 appointed to successive terms without limitation.

58 (b) Qualifications

59 (a) To be eligible for appointment to the Oneida Youth Leadership Institute
60 Board, a candidate shall have the following qualifications:

61 (a) be at least twenty-one (21) years old;

62 (b) have a high school diploma, high school equivalency degree, or
63 general education development certificate;

64 (c) have fundraising experience and either (1) experience in management,
65 business administration, youth services or law, or (2) a bachelor's degree;

66 (d) have the ability to obtain a fiduciary bond; and

67 (e) have the ability to exercise sound judgment in matters relating to
68 OYLI's purpose.

69 (c) Vacancies, Appointments, Resignations, Suspensions, and Removals

70 (a) Vacancies and Appointments. If any director dies, resigns, is removed,
71 incapacitated, or is otherwise unable to serve, the chairperson of the Board shall
72 initiative the appointment process by forwarding the Board's recommendations
73 for appointment to the secretary of the Oneida Business Committee.

74 (b) Resignation. Directors wishing to resign may do so by submitting a written
75 resignation at any regular Board meeting.

76 (c) Removal. Removal of directors may occur by the Oneida Business
77 Committee in accordance with the Removal law or by the Board in accordance
78 with the Board's charter. All removals of directors by the Board shall further the
79 purpose and policy of the Oneida Youth Leadership Institute. Removals by the
80 Board may be with or without cause, where the following creates cause for
81 removal:

82 (a) failure to attend three (3) regularly scheduled meetings, whether
83 excused or unexcused, within a six (6) month period;

84 (b) intentional misuse of funds;

85 (c) alcohol abuse while performing official responsibilities or illegal use
86 of drugs at any time;

87 (d) failure to continue to meet the qualifications for serving as director;
88 and/or

89 (e) committing a felony while serving as director.

90 (d) Subcommittees. A subcommittee may be appointed by the chairperson of the Board
91 to carry out specific duties, when deemed necessary. The subcommittee shall serve until
92 the duties with which this subcommittee has been charged are completed, and a report
93 has been accepted by the Board.

94 (e) Board Duties. The duties of the Board include, but are not limited to, the following:

95 (1) At the commencement of taking office, new directors shall complete the
96 Board Confidentiality Statement and the Non-Disclosure Agreement and provide
97 the completed forms to the Chairperson. Upon submission of forms to the
98 Chairperson, the director may vote on Board actions.

99 (2) Develop and adopt policy relating to the management and administration of
100 the Oneida Youth Leadership Institute.

101 (3) Oversee the Oneida Youth Leadership Institute's distributions.

102 (4) Participate in training including orientation, board training and workshops
103 pertaining to investing, fiduciary, and relevant Oneida laws.

104 (5) Oversee the Oneida Youth Leadership Institute's fund investment activity and
105 portfolio management. The Board shall maintain this fiduciary responsibility

106 until the Oneida Youth Leadership Board's funds reach one million dollars
107 (\$1,000,000.00), at which time such responsibilities shall transfer to the

108 Trust/Enrollment Committee. Should the Trust/Enrollment Committee assume
109 such responsibilities, it shall regularly report the funds' performance to the Board.

110 (6) Participate in Oneida Youth Leadership Institute fundraising activities,
111 including a personal financial contribution to annual fundraising campaigns.

112 (7) Restrict all use of the Oneida Youth Leadership Institute's donations to public
113 purposes that promote leadership qualities in Oneida youth and, in all instances,

114 prevent such donations from being used to contribute towards lobbying or
115 political campaign activity, regardless of the purpose.

116 (8) Acknowledge all donations to the Oneida Youth Leadership Institute by
117 providing a written acknowledgment of gratitude to each donor.

118 (9) Ensure that the Oneida Youth Leadership Institute's financials are audited
119 annually and that findings of such audits are available to donors upon request.

120 (10) Make all reports made to the Oneida Business Committee and/or the
121 General Tribal Council available to donors upon request.

122
123 5. Stipends. The Board shall be a voluntary board until such time as the Board, by majority
124 vote of directors at a duly called meeting, determines that the Oneida Youth Leadership Institute
125 is financially stable enough to pay meeting stipends. Should the Board vote to pay meeting
126 stipends, the stipend shall be fifty dollars (\$50.00) per meeting and shall be paid from the Oneida
127 Youth Leadership Institute's earnings. The stipend amount may be modified as proposed by the
128 Board and approved by Oneida Business Committee resolution. While the Board may meet as
129 frequently as the business of the Oneida Youth Leadership Institute requires, directors may
130 receive stipends for a maximum of two (2) meetings per month.

131
132 6. Trainings and Conferences. The Board may, by written resolution, name required trainings
133 and conferences required for directors to responsibly serve the Oneida Youth Leadership
134 Institute.

135 **Article II. Officers**

136 1. Officer Selection. The directors shall select from amongst themselves, at the first Regular
137 meeting following annual appointment, the following officer positions, provided that all officers
138 shall be enrolled Tribal members of the Oneida Nation: President, Secretary and Treasurer.
139

- 140 (a) If an officer position is vacated, the Board shall hold an interim election to fill the
141 office for the balance of the year.
- 142 (b) Nomination of directors for officer positions may only be made by a director present,
143 physically or electronically, at a duly called meeting of the Board.
- 144 (c) Any director nominated and/or elected to an officer position may communicate
145 acceptance of such nomination/election via written correspondence, which may include
146 electronic communications such as e-mail and facsimile.
147
- 148 2. Officer Positions. The Board shall elect directors to the following officer positions:
- 149 (a) President
- 150 (a) The President shall call and preside over meetings, appoint subcommittees as
151 needed, oversee all Board activities and schedule special meetings.
- 152 (b) The President shall invite input from directors for Board self-evaluations.
- 153 (c) The President shall serve as an ex-officio member of all established
154 subcommittees.
- 155 (b) Treasurer
- 156 (a) The Treasurer acts with the same authority as the chairperson in the absence
157 of the President.
- 158 (b) The Treasurer shall ensure the accuracy of the Oneida Youth Leadership
159 Institute's financials.
- 160 (c) The Treasurer shall coordinate with the Trust/Enrollment Committee as
161 necessary.
- 162 (d) The Treasurer is responsible for fulfilling all of the Board's financial reporting
163 requirements, including the annual audit.
- 164 (c) Secretary
- 165 (a) The Secretary is responsible for all of the Board's record keeping, minutes
166 and correspondence.
- 167 (b) In the absence of the President and Treasurer, the Secretary may call and
168 preside over meetings.
- 169 (c) The Secretary is responsible for fulfilling all of the Board's non-financial
170 reporting requirements.
171
- 172 3. Budgetary and Travel Sign-Off Authority. With the Treasurer's guidance, the Board, as a
173 whole, shall approve the Board's budget and, should the Board grow to be able hire its own staff,
174 review and approve any budgets developed by staff. All travel and expenses incurred by the
175 Board is required to be approved by the Board in advance of incurring such travel and expense
176 costs. Travel and expenses specifically budgeted in the budget approved by the Board do not
177 require separate approval by the Board.
178
- 179 4. Personnel. Until the Board has sufficient earnings to hire its own staff, the Nation's Grants
180 Manager shall be the Board's Executive Manager.
- 181 (a) Until the Board is able to hire its own staff:
- 182 (a) the Board shall receive approval from the Executive Manager's supervisor as
183 to the scope of services/work hours he/she has available to contribute towards the
184 Board;
- 185 (2) the Executive Manager shall report to the Board for direction in regards to
186 projects assigned by the Board, provided that the Executive Manager's supervisor

187 shall be noticed of all assignments and shall remain responsible for all supervision
188 of the Executive Manager; and
189 (3) the Executive Manager shall coordinate use of other employees of the Nation
190 with their respective supervisors as needed for Board assignments. An employee
191 of the Nation may not work on Board activities until his/her supervisor has
192 approved the scope/time of the employee's contribution.
193 (b) All employees of the Nation contributing towards Board initiatives shall at all times
194 remain employees of the Nation and shall at all times be governed by the Nation's
195 employment laws, policies, and procedures.
196

197 **Article III. Meetings**

198 1. Regular Meetings. The Board shall meet at least once every month and may meet as
199 frequently as the business of the Oneida Youth Leadership Institute may require. The Board
200 shall establish, by written resolution, the time and place of regular meetings and may amend the
201 time and place of regular meetings by the same.
202

203 2. Emergency/Special Meetings. The President may call Emergency/Special meetings. There
204 shall be a minimum of twenty-four (24) hour verbal and/or written notice to all directors of any
205 emergency and/or special meeting. A meeting satisfying this notice requirement and meeting
206 quorum constitutes a duly called meeting.
207

208 3. Quorum. A quorum of the Board shall consist of one-half of the Directors then in office,
209 plus one. A quorum is required for the Board to take official action. A quorum may be reached
210 by directors attending the meeting in person or, if preapproved by the Board, via conference call,
211 Skype or similar technology.
212

213 4. Order of Business. The format of the Board's agendas shall be as prescribed by the Secretary
214 based on the following order of business:

- 215 (a) Call Meeting to Order
- 216 (b) Approve Agenda
- 217 (c) Approve Minutes
- 218 (d) Attorney Business
- 219 (e) Old Business
- 220 (f) New Business
- 221 (g) Other Business
- 222 (h) Adjournment
223

224 5. Voting

- 225 (a) Voting shall be in accordance with Robert's Rule of Order.
- 226 (b) The President may not vote except in the event of a tie.
- 227 (c) Each director shall have one (1) vote.
- 228 (d) In the event a Board decision is needed outside of a duly called meeting, the
229 Executive Manager or an officer of the Board may conduct a poll of the directors by e-
230 mail, provided that the Board shall accept the results of the e-poll at the next available
231 duly called meeting.

232 (e) In cases where a conflict of interest exists, the conflicted director shall recuse
233 themselves from the action, or the Board can vote by a majority of the quorum present to
234 exclude a director they believe has a conflict.
235

236 6. Parliamentary Procedure. All meetings shall be conducted in accordance with the current
237 edition of ROBERT'S RULES OF ORDER, in all cases to which they are applicable, unless they
238 are inconsistent with these By-laws and/or any special rules of order the Board may adopt.
239

240 **Article IV. Reporting**

241 1. Agenda Items. The Board shall maintain agenda items in an identified and consistent format.
242

243 2. Minutes and Attachments. The Board shall type minutes in a consistent format designed to
244 generate the most informative record of the meetings of the Board. Handouts, reports,
245 memoranda, and the like may be attached to the minutes and agenda, or may be kept separately,
246 provided that all materials can be identified based on the meeting in which they were presented.
247

248 3. Reporting. The Board shall also make quarterly reports to the Oneida Business Committee
249 and annual and semi-annual reports to the Oneida General Tribal Council as described below,
250 provided that the Board shall approve all reports by official Board action prior to the report's
251 submittal to the Oneida Business Committee and/or the General Tribal Council:

252 (a) Quarterly Reporting. The Board shall make quarterly reports to the Oneida Business
253 Committee based on the reporting schedule created by the Nation's Secretary, approved
254 by the Oneida Business Committee and posted on the Nation's website. At a minimum,
255 the Board shall include the following information in its quarterly reports:

256 (1) Names: Provide the name of the Board, the director submitting the report, and
257 the Oneida Business Committee liaison, and a list of the directors and their titles,
258 their term expiration dates and contact information.

259 (2) Minutes: Any required updates to meeting minutes previously submitted and
260 approved by the Oneida Business Committee including any actions that have been
261 taken and were not included in the meeting minutes previously approved by the
262 Oneida Business Committee. No action or approval of minutes is required by the
263 Oneida Business Committee unless specifically required by the these by-laws.

264 (3) Financial Reports: In the format designated by the Treasurer and as may be
265 required by the Oneida Business Committee.

266 (4) Special Events during the Reporting Period: Report any special events held
267 during the reporting period.

268 (5) Anticipated Special Events for the Upcoming Reporting Period: Report any
269 anticipated special events to be held during the upcoming reporting period.

270 (6) Goals and Accomplishments: Provide the Board's annual goals established in
271 the annual report pursuant to article 3(b)(5) and how the Board has worked
272 towards achieving such goals during the reporting period.

273 (7) Meetings: Indicate when and how often the Board is meeting and whether
274 any emergency and/or special meetings have been held.

275 (8) Follow-up: Report on any actions taken in response to Oneida Business
276 Committee and/or General Tribal Council directives, if any.

277 (b) Annual Reporting. The Board shall make annual reports to the Oneida General Tribal
278 Council based on their activities during the previous fiscal year using the format

279 prescribed by the Nation's Secretary. At a minimum, the Board shall include the
280 following information in its annual reports:

281 (1) Names: Provide the name and purpose of the Board, a list of the directors and
282 their titles and the contact person for the Board and their contact information
283 including phone number, mailing address, email address, and the Board's website.

284 (2) Meetings: Provide when meetings held, where they are held, at what time
285 they are held and whether they are open or closed.

286 (3) Stipends: Provide the amount of each stipend a director may be eligible to
287 receive and the funding source of the stipends.

288 (4) Budget: Provide the Board's original budget for the previous fiscal year, what
289 the actual budget expensed was at the close of the fiscal year, and, if not within
290 the Board's original budget, an explanation for why the budget was exceeded.
291 Also, provide the funding source for the Board's budget.

292 (5) Goals and Accomplishments: Provide up to three (3) accomplishments the
293 Board achieved in the previous fiscal year and how each accomplishment
294 impacted the Oneida community. Also, provide three (3) strategic goals the
295 Board will pursue in the new fiscal year.

296 (6) Logo and Images: Provide the Board's logo that may be included in the report
297 and any other pictures or images that the Board would like to be considered by the
298 Nation's Secretary for inclusion in the report.

299 (c) Semi-Annual Reporting: The Board shall make semi-annual reports to the Oneida
300 General Tribal Council based on their activities during the current fiscal year using the
301 format prescribed by the Nation's Secretary. At a minimum, the Board shall include the
302 following information in their annual reports:

303 (1) Names: Provide the name of the Board and, if there have been any changes
304 since the annual report, provide an update of the following information:

305 (A) the purpose of the Board;

306 (B) a list of the Board's directors and their titles;

307 (C) the contact person for the Board and their contact information
308 including phone number, mailing address, email address, and the Board's
309 website.

310 (2) Meetings: If there have been any changes since the annual report, provide an
311 update of when meetings are held, where they are held, at what time they are held
312 and whether they are open or closed.

313 (3) Stipends: If there have been any changes since the annual report, provide an
314 update of the amount of each stipend a director may be eligible to receive and the
315 funding source for the stipends.

316 (4) Goals and Accomplishments: Provide an update on the three (3) strategic
317 goals the Board named in its annual report.

318 (5) Logo and Images: Provide any pictures or images that the Board would like
319 to be considered by the Nation's Secretary for inclusion in the report and, if the
320 Board's logo has changed since the annual report, provide the new logo that may
321 be included in the report.

322
323 **Article V. Amendments**

324 1. At the first regular meeting following directors' appointment and taking of the oath of office,
325 a review of these By-laws shall be conducted in order to determine that they are current with the
326 relevant laws of the Nation and meet the needs of the Board.

327
328 2. The Board or any of its directors may recommend amendments to these By-laws by placing
329 the amendments on the agenda at a duly called Board meeting and providing written notice of the
330 requested amendments in the meeting materials. They shall pursue such proposed amendments
331 if the Board takes action approving the amendments by majority vote at the duly called meeting.

332
333 3. All amendments are subject to subsequent approval by the Oneida Business Committee.

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337 Approved by the Interim Board 08-30-16

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339 Approved by Oneida Business Committee: 09-14-16

340

ONEIDA YOUTH LEADERSHIP INSTITUTE CHARTER

Section I. Establishment of the Oneida Youth Leadership Institute.

A. Creation. The Oneida Youth Leadership Institute (“OYLI”) is hereby established as a wholly owned unincorporated agency of the Oneida Nation (the “Nation”), and shall be governed and managed by a Board of Directors, subject to the provisions of this Charter; the Board of Directors is not a board, committee or commission for purposes of the Comprehensive Policy Governing Boards, Committees and Commissions.

B. Purpose. The purpose of OYLI is to operate and support programs and activities which promote leadership qualities in Oneida youth, and to solicit charitable donations to fund such programs and activities.

C. Location. OYLI shall maintain its offices on the Oneida Reservation, but may conduct its activities both on and off the Reservation.

D. Instrumentality of the Nation. As a wholly owned instrumentality of the Nation, OLYF and its assets and activities shall have all the privileges and immunities of the Nation, including immunity from taxation, regulation and unconsented suit, subject to the limitations in this Charter and applicable law. The Nation shall at all times retain the sole proprietary interest in OYLI.

E. Exercise of Authority. Any exercise by OYLI of any powers or authorities in accordance with this Charter shall constitute the exercise of a governmental function of the Nation.

F. Allocation of Authority. All rights, powers or privileges not expressly delegated herein to OYLI shall be reserved to and held by the Oneida Business Committee and the Oneida General Tribal Council.

Section II. Authority. The Oneida Business Committee grants this Charter based upon the authority vested in it by the Oneida General Tribal Council and Art. IV, §§ 1(g) and (h) of the Oneida Nation Constitution and By-Laws, and pursuant to the inherent sovereign rights of the Nation.

Section III. Term of Existence. OYLI shall be formed as of the time of the granting of this Charter and its term of existence shall be perpetual, unless it is earlier dissolved pursuant to section XII of this Charter.

Section IV. Jurisdiction. OYLI is created under and is subject to the jurisdiction, laws, and ordinances of the Nation.

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Section V. Privileges and Immunities.

A. Privileges and Immunities. OYLI shall be entitled to all of the privileges and immunities of the Nation, including sovereign immunity, to the same extent as the Nation itself, together with all rights and privileges arising from tribal sovereignty.

B. Waiver of Sovereign Immunity. The Nation may waive OYLI's sovereign immunity, provided that any such waiver is made in conformity with the Nation's Sovereign Immunity Ordinance, Chp. 14, Oneida Nation Code of Laws.

C. The liabilities and obligations of OYLI shall only be enforceable against OYLI, to the extent permitted by and consistent with any valid waiver of OYLI's sovereign immunity, and shall not be enforceable against the Nation or any assets and revenues of the Nation, except as specifically authorized by the Nation in conformity with the Nation's laws.

D. The liabilities and obligations of the Nation shall not be enforceable against OYLI or its assets, revenues or activities.

E. The assets, liabilities, rights and obligations of OYLI shall be separate and distinct from the assets, liabilities, rights and obligations of the Nation.

Section VI. Rights, Powers and Authorities

A. It is the intent of this Charter to authorize OYLI to do all things necessary and desirable in connection with the fulfillment of its purpose.

B. OYLI shall have the power in its own name to:

1. solicit and receive charitable contributions;
2. receive, collect and own all revenues and pay all expenses arising from or related to its activities;
3. purchase, take, receive, lease, obtain by gift of bequest, or otherwise acquire, own, hold, improve, or use real or personal property, or any interest therein, wherever situated;
4. sell, convey, mortgage, pledge, lease, exchange, transfer or otherwise dispose of or encumber all or any part of its property and assets;
5. purchase, take, receive, subscribe for, or otherwise acquire, own, hold, vote, use, employ, sell, mortgage, loan, pledge, or otherwise dispose of, and otherwise use and deal with, shares or other interests in, or obligations of, corporations, associations, partnerships of other entities, or individuals, or direct or indirect

93 obligations of the United States or of any other government, tribe, state, territory,
94 governmental district or municipality, or any instrumentality thereof;

95
96 6. make and enter into contracts and incur liabilities, indebtedness and other
97 obligations by following the Nation's standard contract approval process
98 including a review by the Oneida Law Office, Purchasing Department and, as
99 applicable, the Indian Preference Office;

100
101 7. employ contractors, consultants, agents, managers, advisers and accountants;

102
103 8. loan money, invest and reinvest its funds, and take and hold real and personal
104 property as security for the payment of funds so loaned or invested;

105
106 9. hire, supervise and terminate employees, consultants and agents, and define
107 their duties and fix their compensation, provided that all employees shall be
108 employees of the Nation and governed by the Nation's personnel policies;

109
110 10. establish and maintain procedures for its day-to-day operations;

111
112 11. make and amend By-laws, consistent with this Charter and the laws of the
113 Nation and the United States, for the administration and regulation of its affairs;

114
115 12. open and maintain such deposit and securities accounts with banks,
116 securities intermediaries and other financial institutions, and to deposit therein
117 any or all revenues, provided that its accounts shall be separate from the accounts
118 of the Nation and its assets shall not be commingled with other assets of the
119 Nation;

120
121 13. sue and be sued in its own name, including submitting any matter to
122 arbitration or alternative dispute resolution, provided that the grant of power
123 herein to sue and be sued does not in and of itself constitute a waiver of OYLI's
124 sovereign immunity;

125
126 14. consent to the jurisdiction of any federal, state or tribal court, and waive the
127 requirement of the exhaustion of tribal remedies; and

128
129 15. exercise all powers necessary to further its purpose, to the extent not
130 inconsistent with anything herein.

131
132 **Section VII. Limitations on Powers and Authorities.** OYLI shall not have authority to
133 exercise any regulatory, legislative or judicial power, and shall not exercise any power or
134 authority reserved to the Oneida Business Committee or General Tribal Council.

135
136 **Section VIII. Assets.** OYLI's assets shall consist of all of its revenues, proceeds and earnings
137 and whatever other assets it develops, generates or acquires as provided in this Charter, and shall
138 include: all real and personal property transferred to OYLI by the Nation; all funds which OYLI

139 may acquire by grant, loan, gift or other means; all real and personal property which OYLI may
140 a acquire by grant, loan, gift or other means; and all earnings, interest, dividends, accumulations,
141 contract rights, claims and other proceeds arising from any listed assets.
142

143 **Section IX. Board of Directors.**
144

145 A. Establishment. There is hereby established a Board of Directors (the "Board") which
146 shall manage the activities, affairs, and property of OYLI, and is hereby vested with all
147 powers necessary to carry out OYLI's purpose. The Board shall be responsible for the
148 development, custody, management and operation of OYLI, for the establishment and
149 maintenance of effective operating policies, and for the usual and ordinary duties of
150 oversight and direction. The Board shall develop By-Laws governing its activities, which
151 shall be consistent with this Charter and Oneida law.
152

153 B. Number and Appointment. The Board shall consist of a minimum of five (5) and a
154 maximum of seven (7) members (each, a "Director") selected and appointed by the
155 Oneida Business Committee. In selecting and appointing Directors, the Oneida Business
156 Committee shall give due consideration to qualities of industry, responsibility, integrity,
157 and judgment, and shall have due regard for the need for diversity of experience on the
158 Board, the need for adequate representation of the areas of expertise required by OYLI,
159 and the guidelines of organizations which may provide financial assistance to OYLI.

160 1. A minimum of four (4) Directors shall be local to the area, residing within
161 Brown or Outagamie counties.

162 2. A minimum of two (2) Directors shall be enrolled Tribal members of the
163 Oneida Nation.

164 3. To the extent possible, in order to create a well-balanced Board, when
165 appointing Directors, the Oneida Business Committee shall ensure that the Board
166 contains a minimum of one (1) Director with each of the specialties: management,
167 business administration, youth services and law.

168 4. In appointing the first Board, the OYLI work group shall prepare a pool of
169 candidates for the Oneida Business Committee's consideration and the Oneida
170 Business Committee shall make appointments from the said pool.

171 5. In making all future appointments, the Board shall provide the Oneida
172 Business Committee with three (3) candidates per available Director position and
173 the Oneida Business Committee shall make appointments from the candidates
174 provided by the Board.

175 6. The Directors shall select from amongst themselves the following officer
176 positions, provided that all officers shall be enrolled Tribal members of the
177 Oneida Nation: President, Secretary and Treasurer.
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179 C. Qualifications. Directors must meet the following qualifications:

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1. be at least twenty-one (21) years old;
 2. have a high school diploma, high school equivalency degree, or general education development certificate;
 3. have fundraising experience and either a) experience in management, business administration, youth services or law, or b) a bachelor's degree;
 4. have the ability to obtain a fiduciary bond; and
 5. have the ability to exercise sound judgment in matters relating to OYLI's purpose.
- D. Term. Each Director shall serve a term of three (3) years, provided that the initial Directors, in order to stagger terms, shall be randomly assigned one, two, and three year terms, in roughly equal proportion, and the terms shall thereafter remain staggered for the duration of the Board's existence. Directors may be re-appointed to successive terms without limitation.
- E. Removal. The Oneida Business Committee may remove Directors, with cause as defined in the OYLI's By-laws, by a majority vote of the members of the Oneida Business Committee present and voting at a duly called and held meeting of the Oneida Business Committee. The Board may adopt By-Laws governing the removal of OYLI Directors by the Board with or without cause.
- F. Vacancy. In the event of a vacancy before the expiration of a term, the Oneida Business Committee shall, in accordance with this Charter and Oneida law, promptly select and appoint a new Director for the remainder of the unexpired term.
- G. Successor. Unless he or she resigns or is removed, a Director shall hold office until his or her successor is appointed and sworn in by the Oneida Business Committee. In the event a Director holds over in office beyond the expiration of his or her term, the term of his successor shall be commensurately shortened, so that the terms of the Directors remain staggered.
- H. No Personal Liability. No Director shall be personally liable to any creditor of OYLI by reason of his or her status as a Director of the Board or by reason of acts done or not done in his or her capacity as a Director of the Board.
- I. Quorum. A quorum of the Board shall consist of one-half of the Directors then in office, plus one. A quorum is required for the Board to take official action. A quorum may be reached by Directors attending the meeting in person or, if preapproved by the Board, via conference call, Skype or similar technology.

225 J. Regular Meetings. The Board shall meet at least once every month and may meet as
226 frequently as the business of the OYLI requires.

227

228 K. Compensation. The Board shall be a voluntary Board until such time as the Board,
229 by majority vote of Directors at a duly called meeting, determines that the OYLI is
230 financially stable enough to pay meeting stipends. Should the Board vote to pay meeting
231 stipends, the stipend shall be fifty dollars (\$50.00) per meeting and shall be paid from the
232 OYLI's earnings. The stipend amount may be modified as proposed by the Board and
233 approved by Oneida Business Committee resolution. While the Board may meet as
234 frequently as the business of the OYLI requires, Directors may receive stipends for a
235 maximum of two (2) meetings per month.

236

237 L. Conflict of Interest. A Director shall not participate in any Board action that involves
238 the Director's personal financial interest. Each Director shall promptly notify the
239 Secretary of the Board in writing of any personal financial interest he or she may have in
240 any matter which may come before the Board or which may relate to the activities of
241 OYLI. The Secretary shall enter the notification in the minutes, and the Director shall
242 not participate in any action relating to the matter or be involved in any manner with the
243 matter. As used herein, "personal financial interest" means an interest distinct from other
244 members of the Nation held by the Director or an immediate family member of the
245 Director which involves an ownership, income, investment or other beneficial interest in
246 a business, or relates to any employment or prospective employment.

247

248 M. Records. The Board shall keep complete and accurate records of all meetings and
249 actions taken.

250

251 **Section X. Indemnification of Directors and Officers.** OYLI shall indemnify any person
252 against reasonable expenses actually and necessarily incurred, and against judgments, fines and
253 amounts paid in settlement, in connection with any action, suit or proceeding in which the person
254 was or is a party or threatened to be made a party by reason of the fact that he or she is or was a
255 Director, officer, agent or employee acting on behalf of the OYLI, to the extent that such person
256 is not otherwise indemnified, except in relation to matters as to which the person shall be
257 adjudged in such action, suit or proceeding to be liable for gross negligence or intentional
258 misconduct.

259

260 **Section XI. Reports.**

261

262 A. Annual and Quarterly Reports. The Board shall file written reports with the General
263 Tribal Council and the Oneida Business Committee in accordance with this Section. The
264 Board shall prepare reports annually for the annual meeting of the General Tribal
265 Council, and shall prepare reports quarterly for the Oneida Business Committee, and at
266 such other times as directed by the Oneida Business Committee.

267

268 B. Narrative Reports. The Board shall submit narrative reports to the Secretary of the
269 Oneida Business Committee by May 31st of each year for inclusion in the agenda
270 materials for the annual General Tribal Council meeting held in July of each year.

271 Narrative reports are considered public reports and will be made available to the
272 membership through the office of the Secretary, on the Nation's website, or otherwise.
273 Narrative reports should provide contextual and non-financial information about OYLI's
274 activities and operations, and should at a minimum address:

- 275
- 276 1. summary of OYLI's programs and activities;
- 277
- 278 2. any significant problems, accomplishments, and events;
- 279
- 280 3. description of any material changes or developments;
- 281
- 282 4. identification of the primary goals and targets and progress made towards
283 accomplishment of the same;
- 284
- 285 5. identification of key elements for success, including risks, resources and
286 relations available and needed in order to successfully fulfill outlined strategies;
287 and
- 288
- 289 6. summary of assets and financial condition.
- 290

291 C. Financial Reports. The Board shall submit financial reports quarterly to the Secretary
292 of the Oneida Business Committee, with copies to the Chair, the Treasurer and the Audit
293 Committee. Financial reports are subject to annual audits by the Nation's internal and/or
294 third party auditors. They are proprietary and confidential, to be retained by the
295 Secretary's office, and accessible only to those authorized officers, officials and personnel
296 of the Nation with a legal or legitimate need to know such information; provided,
297 however, that the Board or the Oneida Business Committee may authorize disclosure.
298 Financial reports should be structured in an understandable manner consistent with
299 Generally Accepted Accounting Principles (GAAP), and shall at a minimum include the
300 following:

- 301
- 302 1. executive summary;
- 303
- 304 2. statement of financial position;
- 305
- 306 3. statement of activities;
- 307
- 308 4. statement of functional expenses;
- 309
- 310 5. statement of cash flows; and
- 311
- 312 6. notes to financial statements.
- 313

314 D. Disclosure Reports. The Board shall submit disclosure reports to the Oneida
315 Business Committee by May 31st of each year. Disclosure reports shall identify any
316 personal financial interest on the part of any Director which precludes the Director from

317 participating in actions of the Board or being involved in the operations of OYLI under
318 section IX(L). Disclosure reports are proprietary and confidential, to be retained by the
319 Secretary's office, and accessible only to those authorized officers, officials and
320 personnel of the Nation with a legal or legitimate need to know the information.
321

322 **Section XII. Dissolution.** The Oneida Business Committee may dissolve OYLI by a 2/3
323 majority vote adopting a resolution calling for dissolution. Upon dissolution, OYLI's assets
324 shall be distributed in the following order of priority: i) perfected security interests of the Oneida
325 Nation; ii) perfected security interests of third parties; iii) imperfect security interests of the
326 Oneida Nation and third parties; and iv) all other debts and liabilities. Upon payment of all debts
327 and liabilities, all remaining assets shall revert to the Oneida Nation.
328

329 **Section XIII. Miscellaneous.**

330
331 A. **Effective Date.** This Charter shall become effective upon the date of adoption of a
332 resolution by the Oneida Business Committee granting this Charter.
333

334 B. **Consistency with Constitution.** This Charter shall be construed in a manner
335 consistent with the Oneida Nation Constitution. In the event of any inconsistency, the
336 provisions of the Constitution shall control.
337

338 C. **Consistency with Oneida Nation Laws.** To the extent of any inconsistency between
339 this Charter and the laws of the Oneida Nation with respect to the activities and
340 operations of OYLI, this Charter shall control.
341

342 D. **Amendment.** The Oneida Business Committee may amend this Charter through
343 adoption of a resolution.
344
345
346
347

Oneida Youth Leadership Board Member Recruitment Tool

Name	Enrolled	Management Experience	Law Experience	Youth Experience	Business Experience	Degree	Local or National	Fundraising Experience
Jennifer Hill-Kelley	Yes	Yes	Yes	No	Yes	Master of Science - Environmental Science and Policy	Local	Yes
Elijah Metoxen	Yes	Yes	No	Yes	No	Masters of Arts – Organizational Management	Local	No
Melissa Metoxen	Yes	Yes	No	Yes	No	Masters of Science – Educational Leadership and Policy Analysis	Local	Yes
Patrick Danforth	Yes	Yes	No	No	No	Bachelor of Arts - History	Local	No
Margaret Ellis	Yes	Yes	No	Yes	Yes	Masters of Liberal Arts – Global Indigenous Nations Studies/Environmental Studies	Local	Yes
Fern Diamond	Yes	Yes	No	Yes	No	PhD – Special Education/Education Admin.	Local	Yes
Cecily Dawson	No	Yes	No	Yes	Yes	Master Community Human Services	Non-local	Yes
Jeff House	Yes	Yes	Yes*	Yes	Yes	BA Journalism	Local	Yes
Margaret King Francour	Yes	Yes	No	Yes	Yes	BS Integrative Leadership Studies	Local	Yes
Richard Elm Hill	Yes	Yes	No	Yes	Yes	BS Business Administration	Local	Yes

*some knowledge with job requirements

Board Requirements:

1. Membership: The Board shall be composed of a minimum of five (5) and a maximum of seven (7) directors. In selecting and appointing Directors, the Oneida Business Committee shall give due consideration to qualities of industry, responsibility, integrity, and judgment, and shall have due regard for the need for diversity of experience on the Board, the need for adequate representation of the areas of expertise required by the Oneida Youth Leadership Institute, and the guidelines of organizations which may provide financial assistance to Oneida Youth Leadership Institute.

(1) A minimum of four (4) directors shall be local to the area, residing within Brown or Outagamie counties.

(2) A minimum of three (3) directors shall be enrolled Tribal members of the Oneida Nation.

(3) To the extent possible, in order to create a well-balanced Board, when appointing directors, the Oneida Business Committee shall ensure that the Board contains a minimum of one (1) director with each of the specialties: management, business administration, youth services and law.

(4) In appointing the first Board, the Oneida Youth Leadership Institute's work group shall prepare a pool of candidates for the Oneida Business Committee's consideration and the Oneida Business Committee shall make appointments from the said pool.

(5) In making all future appointments, the Board shall provide the Oneida Business Committee with three (3) candidates per available director position and the Oneida Business Committee shall make appointments from the candidates provided by the Board.

(6) Each director shall serve a term of three (3) years, provided that the initial directors, in order to stagger terms, shall be randomly assigned one, two, and three year terms, in roughly equal proportion, and the terms shall thereafter remain staggered for the duration of the Board's existence. Directors may be re-appointed to successive terms without limitation.

(b) **Qualifications**

(a) To be eligible for appointment to the Oneida Youth Leadership Institute Board, a candidate shall have the following qualifications:

(a) be at least twenty-one (21) years old;

(b) have a high school diploma, high school equivalency degree, or general education development certificate;

(c) have fundraising experience and either (1) experience in management, business administration, youth services or law, or (2) a bachelor's degree;

(d) have the ability to obtain a fiduciary bond; and

(e) have the ability to exercise sound judgment in matters relating to OYLI's purpose.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 5 / 10 / 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:

Approval of CIP #07-002 SSB Remodeling - Phase V and activation of project funding.

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: Paul Witek, Senior Tribal Architect/Engineering
Your Name, Title / Dept. or Tribal Member

Additional Requestor: Fawn Cottrell, Contract Processor/Engineering
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Purpose:

The project team is seeking formal approval of the project through the Capital Improvement Process (CIP) and activation of the project's funding.

Background:

The project is a continuation of upgrading the Social Services Building to current safety & code standards thus creating more operating efficiencies of the building systems. The current Stage of this Phase of the project will involve creating a more controllable, more energy efficient heating system by replacing the original steam boilers. Subsequent Stages will be developed as budget is available. Additional information denoted in the attached CIP Package.

Partial funding for the project is included in the FY2017 CIP Budget at \$560,000. The funds would be activated in the Project's CIP Budget and managed within that process.

Phase II of the CIP has various tribal entities review the project's CIP Package and provide comments on its impacts to the Oneida Reservation. Because the project is only a remodeling to an existing building and not a new development, we feel it is appropriate to forgo Phase II of the CIP and proceed directly into Phase III – Design.

Previous OBC actions: Approval of project's CIP Concept Paper and activation of FY2015 CIP funds (\$50,000) on 11/25/15.

Action Requesting:

1. Approval of procedural exception to forgo Phase II of the CIP process of routing the CIP Package to the various review entities.
2. Approval of the CIP Concept Paper for project #07-002 Social Services Building Remodel – Phase V.
3. Activation of \$560,000 from the approved FY2017 CIP Budget for CIP #07-002 Social Services Building Remodel – Phase V.

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

Social Services Building Remodel – Phase V



CIP #07-002

CIP PACKAGE

Project Client: Department of Public Works - Facilities

Project Team:

Jacque Boyle	Assistant Development Division Director - Operations
Kevin Rentmeester	DPW - Electrical
Ray Olson	DPW – Energy / Controls Manager
Dennis Johnson	Community Wells & Septic Manager
Lance Occhino	SSB Maintenance Supervisor
Wayne Metoxen	Project Manager - Engineering Dept.
Paul J. Witek	Senior Tribal Architect - Engineering Dept.

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PROJECT EXECUTIVE SUMMARY

Project Title: Social Services Building Remodel – Phase V

Project Description:

The project is a continuation of upgrading the Social Services Building to current safety & code standards thus creating more operating efficiencies of the building systems.

The current Stage of this Phase of the project will involve creating a more controllable, more energy efficient heating system by replacing the original steam boilers. Subsequent Stages will be developed as budget is available.

(see page 8 of CIP Package)

Management/Business Plan:

The current management structure will not be impacted and no changes will be made as a result of this project. A Business Plan is not applicable for this project per the Capital Improvement Process.

(see page 7 of CIP Package)

Site Selection:

The existing building is located at 2640 West Point Road in Green Bay.

(see page 8 of CIP Package)

Project Budget Estimate: (breakdown of current allocation)

(see page 9 of CIP Package)

Soft & Misc. Costs:		\$69,500
Construction:		\$430,600
Furniture, Fixtures & Equipment (FFE):		\$0
Contingency:	12%	\$60,000
Total (rounded):		\$560,000

Financial Plan:

Project funds are included in the approved FY2017 CIP budget in the amount of \$ 560,000. Project funds for subsequent Stages of this Phase will be requested in future CIP budgets.

(see page 10 of CIP Package)

Communication Plan:

The standard process will be used for communicating the project status to the community.

(see page 10 of CIP Package)

I. Needs Assessment and Project Justification

- A. **Introduction:** This project represents the fifth phase in the on-going remodeling of the Social Services Building. The efforts of this phased remodeling project focus on bringing the facility up to current requirements for fire/life safety; improved occupant comfort; improved usefulness of building space; and improved energy efficiency. There is an opportunity to address potential layout revisions, update mechanical and electrical systems to improve building air quality, occupant comfort, controllability, reduce energy consumption and improve safety and maintainability
- B. **Present Facilities:** The current facility is used for office space for various Government Services Division and Comprehensive Health Division departments and programs. These programs have many clients which visit the facility to utilize the services offered.
- C. **Problem:** Existing facility was built in 1962 for a purpose different than its current use by the tribe, functional layout is inefficient and the building systems are old and ineffective. The use of the facility has changed from its former primary use as a residential complex to its current business commercial use classification. The facility is 1960's era construction which did not include ventilation in accordance with today's standards and regulations. While there have been upgrades to the building since the tribe purchased it, there is still a need for further work.

II. Business Plan

- A. The Department of Public Works is a tribal service entity not structured to accumulate profits; therefore, a Business Plan is not applicable for this project per the Capital Improvement Process.

III. Management Plan

- A. Management - The current management structure will not be impacted and no changes will be made as a result of this project.
- B. Organizational Chart - The current structure will not be impacted and no changes will be made as a result of this project.
- C. Staffing, Requestor: Current staffing will not change as a result of this project.
- D. Staffing, Service Departments: The tribal service departments that are impacted by this project include the following. Their need for additional staffing due to this project is noted:
 - 1. DPW – Facilities (no additional position(s) needed)
 - 2. DPW - Groundskeeping (no additional position(s) needed)
 - 3. Custodial (no additional position(s) needed)
 - 4. MIS (no additional position(s) needed)

IV. Facility Concept and Space Requirements

- A. The proposed project will be a continuation of the various remodeling/upgrades of the existing facility. The project will address, in stages: building code, life safety, asbestos abatement, functional issues and operational inefficiencies. The project outcome will be an energy efficient, functional, healthy, safe and comfortable environment for the Social Services Building occupants and clients.
- B. The scope of work in the various past/present/future phases is restricted by the amount of budget funds available at a given time and the fact that the building is occupied. With any occupied building the scope of work needs to be phased to allow the organization to continue to operate during construction. With the limitations on budget the project is broken down into multiple smaller phases or stages to be completed in a logical sequence as budget allows.
- C. In order to properly identify all of the issues associated with the building. A Facility Master Plan has been completed. The Facility Master Plan helps determine the short and long term building deficiencies and potential solutions for them.
- D. The Phase V project will address the following items as identified in the Facility Master Plan. The identified items will be completed in stages over multiple years as budget allows.
 - 1. Replacement of the original steam boilers with high efficiency boilers.
 - 2. Replacement of original electrical switch gear, panels and generator.
 - 3. HVAC – Air Conditioning and Ventilation
 - 4. Replacement of original windows.
 - 5. Remodeling's:
 - a) West Wing Restrooms
 - b) B Wing Remodel & Elevator
- E. Consistent with the Oneida Design Standards, it is our intention to utilize sustainable design principals on this project. Meaning, we will design, construct, and operate the building to minimize negative impacts to the natural environment and health, while optimizing long-term costs.

V. Site Selection Criteria

- A. The existing building is located at 2640 West Point Road in Green Bay.

VI. Environmental

- A. An Environmental Assessment is not required for the project as no earth moving activities are included in the scope.
- B. An asbestos survey was conducted by the Environmental Health & Safety Division for this particular remodeling project. Abatement processes will be monitored by them.

VII. Budget Estimate

- A. The Project Budget Estimate for the current Stage (Boiler Replacement) of the project follows (based upon available funds):

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees		23,800
Architect / Engineer Fees & Reimbursables		43,100
Soil Borings, Testing and Surveys		2,200
Agency Review and Approval Fees		400
Insurance - Builders Risk	covered by property insurance	
Archaeological Survey & Site Monitoring		0

Sub-total: 69,500

CONSTRUCTION

Utility Relocation/Extension		0
General Requirements		33,800
Site Work & Landscape		0
Construction - Boiler Replacement		350,000
Asbestos Abatement		25,000

Sub-total: 408,800

Oneida Preference Amount		9,282
Sustainable Design Premium	0%	0
Inflation Factor: 1 years	3% per year	12,542

Sub-total: 430,600

FIXTURES, FURNISHINGS AND EQUIPMENT

Division 10 - Specialties		0
Division 11 - Equipment		0
Division 12 - Furnishings		0
Division 27 - Communications		0
Division 28 - Electronic Safety & Security		0

Sub-total: 0

TOTAL:		500,100
Contingency:	12.0%	60,000
Finance Costs:	0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: \$ 560,000





VIII. Financial Plan

- A. Tribal Financing: - Funding has been requested and approved in the Tribal CIP Budget for FY2017 in the amount of: \$ 560,000. The Finance Department will determine the best means to finance the overall CIP budget.
- B. \$50,000 of funding in the FY2015 CIP Budget was previously approved and activated for the Facility Master Plan development.
- C. Funding for additional stages of this phase of the project will be requested in future CIP Budget requests.
- D. The Project Team has been researching possible grant opportunities for the project and has identified the following potentials:
 - 1. Focus on Energy – potential rebates.

IX. Communication Plan

- A. Information included in a communication plan for this project will include:
 - 1. CIP project number
 - 2. Project title
 - 3. Project Manager (including: phone, fax numbers and e-mail address)
 - 4. Project phase (identify process followed: CIP, etc.)
 - 5. % of Phase completed
 - 6. Brief description of the project scope
 - 7. Project budget amount
 - 8. Project schedule (identify if community meeting will be held)
- B. The Project Information will be communicated to the community and staff as follows:
 - 1. Weekly status reports - Monday 8:30 AM at LBDC conference room (Project Manager)
 - 2. Quarterly reports Tribal publications including: Kalihwisaks (Senior Tribal Architect)
 - 3. Quarterly reports on Oneida website and on Oneida Intranet (Senior Tribal Architect)
 - 4. Periodic articles in the Kalihwisaks based upon the specific needs of the project. (Project Manager)

X. Project time line

ID		Task Name	Duration	Start	Finish
1		CIP Phase I - CIP Request	18 days	Wed 4/5/17	Fri 4/28/17
2		Assemble CIP Package	18 days	Wed 4/5/17	Fri 4/28/17
11		Client Division Director Approval	1 day	Mon 5/1/17	Mon 5/1/17
12		CIP Phase II - Project Ranking & Approval	7 days	Tue 5/2/17	Wed 5/10/17
13		CIP Package to OBC	7 days	Tue 5/2/17	Wed 5/10/17
14		OBC Approval	0 days	Wed 5/10/17	Wed 5/10/17
15		CIP Phase III - A/E Contract Approval & Design	62 days	Thu 5/11/17	Wed 8/9/17
16		Draft Design-Build RFP	2 wks	Thu 5/11/17	Wed 5/24/17
17		Release RFP	2 wks	Thu 5/25/17	Fri 6/9/17
18		Proposal Review and Scoring	1 wk	Mon 6/12/17	Fri 6/16/17
19		Contract Award	3 wks	Mon 6/19/17	Mon 7/10/17
20		Preliminary Design	1 wk	Tue 7/11/17	Mon 7/17/17
21		Project Team Document Review	2 days	Tue 7/18/17	Wed 7/19/17
22		Construction Documents (CD)	2 wks	Thu 7/20/17	Wed 8/2/17
23		Project Team Document Review	3 days	Thu 8/3/17	Mon 8/7/17
24		D-B Incorporates Owner review comments	2 days	Tue 8/8/17	Wed 8/9/17
25		CIP Phase IV - Project Bidding & Construction	55 days	Thu 8/10/17	Thu 10/26/17
26		D-B Sub-Contract Awards	1 wk	Thu 8/10/17	Wed 8/16/17
27		Construction	8 wks	Thu 8/17/17	Thu 10/12/17
28		Substantial Completion	0 days	Thu 10/12/17	Thu 10/12/17
29		Final Completion	2 wks	Fri 10/13/17	Thu 10/26/17

XI. Appendix

A. None

Engineering Department
Development Division



**Capital Improvement Process (CIP)
- Client Division Director Approval Form**

To: Jacque Boyle – Assistant Development Division Director - Operations
Through: Jacque Boyle
From: Wayne Metoxen - Project Manager
Date: May 1, 2017
Re: Social Services Building Remodel – Phase V #07-002

I have reviewed the attached Capital Improvement Process (CIP) document identified below for the above noted project and approve of the project moving into the next phase of the CIP Process.

- CIP Concept Paper – dated: October 19, 2015
- CIP Package – dated: May 1, 2017



Jacque Boyle – Assistant Development Division Director - Operations

5-1-17

Date

Form CIP-05
Rev. April 11, 2017

CIP BUDGET ACTIVATIONS 2017

Revised: 04/17/17

Project No.	Project Title	CIP \$ App'd FY 2017	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
07-002	SSB Remodeling - Phase V	560,000			560,000	A
14-012	Oneida Farms Manure Pit	250,000	250,000	04/12/17	0	A
15-003	NHC Remodeling - Phase VIII	393,000	393,000	04/12/17	0	A
16-005	Casino Exterior Enhancements	500,000			500,000	A
TBD	One Stop - New Location	3,500,000			3,500,000	A
TOTALS:		5,203,000	643,000		4,560,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

Approval of CIP Package for CIP #16-005 Casino Exterior Enhancements and activation of FY'2017 CIP funds for #16-005.

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 Witek, Senior Tribal Architect/Engineering
Name, Title / Dept.

Additional Requestor: Fawn Cottrell, Contract Processor/Engineering
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

Purpose:

The project team is seeking approval of the project's Capital Improvement Process (CIP) Package and activation of the allocated CIP funding.

Background:

The Main and Mason Street Casino's exterior are lacking visual appeal as it relates to the Casino & Entertainment field. The purpose of the project is to reinvestment into our current assets to increase revenue by creating an appealing eye catching exterior building with some minor remodeling to enhance the building look and maximizing visual result by adding programmable exterior colored lighting.

The project's CIP Concept Paper was approved by the Business Committee on 4/13/16.

Remainder of needed project funding will be requested in the FY2018 CIP Budget (\$805,000).

Action Requested:

1. Approval of project CIP #16-005 Casinos Exterior Enhancements.
2. Activation of \$500,000 from the approved FY2017 CIP Budget for CIP #16-005 Casinos Exterior Enhancements.

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

Main & Mason Street Casino's Exterior Enhancements



CIP #16-005

CIP PACKAGE

Project Client: Gaming

Project Team:

Louise Cornelius

General Manager, Gaming

Chad Fuss

Assistant General Manager of Finance, Gaming

Lorna Skenandore

Assistant General Manager of Support, Gaming

Tim Skenandore

Facilities Director, Gaming

Don Lilly

Project Manager, Gaming

Wayne Metoxen

Project Manager - Engineering Dept.

Paul J. Witek

Senior Tribal Architect - Engineering Dept.

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PROJECT EXECUTIVE SUMMARY

Project Title: Main & Mason Street Casino's Exterior Enhancements

Project Description:

After an extensive renovation that included more than \$17 million in interior enhancements divided throughout both properties, Gaming would like to complete the renovation project by enhancing the exterior to show a refreshed property. Currently our casino exterior properties are bland and boring.

Our guests and the casual passerby need to say 'wow' at some point and it is one of those 'wow' moments that creates the 'must see' buzz around our gaming venues that will draw new customers. We need to look for the 'wow' factor."

The purpose of the project will be to reinvestment into our current assets by creating an appealing eye catching building exterior with some minor remodeling & landscaping to enhance the building look and maximizing visual result by adding programmable LED color changing light.
(see page 7 of CIP Package)

Management/Business Plan:

Staffing levels will not change.

This is routine reinvestment into our current assets. Enhancements that need to be done to ensure that we consistently give a clean and safe place to visit. It is a must to continue to reinvest into your current assets and this is our way.
(see page 7 of CIP Package)

Site Selection:

Existing locations.

Project Budget Estimate: (also see page 9 of CIP Package)

Soft & Misc. Costs:		\$185,700
Construction:		\$1,011,200
Furniture, Fixtures & Equipment (FFE):		\$35,000
Contingency:	12%	\$147,800
Finance Costs:	0%	\$0
Total (rounded):		\$1,380,000

Financial Plan:

A portion of the project funds have been requested in the FY2017 CIP budget and the remainder will be requested in the FY2018 CIP budget.
(see page 10 of CIP Package)

Communication Plan:

The standard process will be used for communicating the project status to the community.
(see page 10 of CIP Package)

I. Needs Assessment and Project Justification

- A. **Introduction:** To reinvest into our casino's by creating an appealing eye catching exterior building with some minor remodeling & landscaping to enhance the building look and maximizing visual impact.
- B. **Present Facilities:** Our present facilities are beautiful inside yet resemble a warehouse on the exterior lacking any casino atmosphere & characteristic.
- C. **Problem:** Currently our casino exterior properties are bland and boring; We need to look for the 'wow' factor.

Our guests and the casual passerby need to say 'wow' at some point and it is one of those 'wow' moments that creates the must see buzz around our gaming venue that will draw new customers.

II. Business Plan

- A. Currently we are unable to measure the ROI, as this is a re-investment into our business by enhancing the exterior building to ensure that we consistently give a clean, fresh and safe place to visit. We must to continue to reinvest into your current assets and this is our way.
- B. It is a difficult task to quantify a real Return On Investment on an exterior building enhancement project. The return is knowing the guests that choose to visit our gaming facilities feel a sense of pride in their choice to game with us. The feeling of belonging and comfort a guest feels can create more trips and more dollars per trip, The exterior enhancement is part of the experience that we need to differentiate our location from the competition.

(See Attached two Casino Enhancement Examples in appendix)

III. Management Plan

- A. Management - No changes will be made to the current management structure as a result of this project.
- B. Organizational Chart - No changes will be made to the current organizations structure, as a result of this project.
- C. Staffing, Requestor: Current staffing will not change as a result of this project.
- D. Staffing, Service Departments: The tribal service departments that are impacted by this project include the following. Their need for additional staffing due to this project is noted:
 - 1. Gaming Facilities - No additional position(s) needed.
 - 2. Gaming Grounds keeping - No additional position(s) needed.

3. Gaming Custodial - No additional position(s) needed.
4. Gaming MIS – No additional position(s) needed.

IV. Facility Concept and Space Requirements

- A. The purpose of the project will be to create an appealing eye catching exterior building with some minor remodeling & landscaping to enhance the building look and maximizing visual result.
 1. Scope items **could** include:
 - a) LED programmable color changing lighting
 - b) Building mounted signage
 - c) Free standing custom pylon signage
 - d) Addition of building architectural features
 - e) Landscaping
 - f) Painting
 - g) Stone added to Porta Cochere columns
- B. Consistent with the Oneida Design Standards, it is our intention to utilize sustainable design principals on this project. Meaning, we will design, construct, and operate the project to minimize negative impacts to the natural environment and health, while optimizing long-term costs.

V. Site Selection Criteria

- A. Existing locations

VI. Environmental

- A. We do not anticipate a need for an Environmental Assessment, however, if one if deemed necessary, it will be initiated once the project has been approved and the design is at a stage where there is sufficient information to request the assessment.

VII. Budget Estimate

A. The Project Budget Estimate follows:

SOFT and MISCELLANEOUS COSTS

Engineering Dept. Fees	80,600
Architect / Engineer Fees & Reimbursables	101,100
Soil Borings, Testing and Surveys	3,000
Agency Review and Approval Fees	1,000
Insurance - Builders Risk	covered by property insurance
Historical/Cultural/Archaeological Review	

Sub-total: 185,700

CONSTRUCTION

Utility Relocation/Extension	0
General Requirements	72,000
Site Work & Landscape	0
Building Construction	900,000
Integrated Automation (DDC Controls)	0

Sub-total: 972,000

Oneida Preference Amount	0.03	29,160
Sustainable Design Premium	0%	0
Inflation Factor: 1 years	1% per year	10,012

Sub-total: 1,011,200

FIXTURES, FURNISHINGS AND EQUIPMENT

Division 10 - Specialties/Signage	35,000
Division 11 - Equipment	0

Sub-total: 35,000

TOTAL:		1,231,900
Contingency:	12.0%	147,800
Finance Costs:	0.0%	0

ESTIMATED TOTAL PROJECT BUDGET: \$ 1,380,000

VIII. Financial Plan

- A. Tribal Financing: - It is proposed to fund this project through the tribal CIP Budget. The Finance Department will determine the best means to finance the overall CIP budget.
- B. A portion of the project funds have been requested in the FY2017 CIP budget and the remainder will be requested in the FY2018 CIP budget.
 - 1. FY2017 CIP Request: \$500,000.
 - 2. FY2018 CIP Request: \$880,000.

IX. Communication Plan

- A. Information included in a communication plan for this project will include:
 - 1. CIP project number
 - 2. Project title
 - 3. Project Manager (including: phone, fax numbers and e-mail address)
 - 4. Project phase (identify process followed: CIP, etc.)
 - 5. % of Phase completed
 - 6. Brief description of the project scope
 - 7. Project budget amount
 - 8. Project schedule (identify if community meeting will be held)
- B. The Project Information will be communicated to the community and staff as follows:
 - 1. Weekly status reports - Monday 8:30 AM at LBDC conference room (Project Manager)
 - 2. Community Meetings – No community meetings are planned.
 - 3. Quarterly reports Tribal publications including: Kalihwisaks (Senior Tribal Architect)
 - 4. Quarterly reports on Oneida website and on Oneida Intranet (Senior Tribal Architect)
 - 5. Ground breaking and dedication ceremonies scheduled with the events coordinator (Project Manager / Business Unit Manager)
 - 6. Periodic articles in the Kalihwisaks based upon the specific needs of the project. (Project Manager)

ID	Task Name	Duration	Start	Finish	1st Quarter			3rd Quarter		1st Quarter		3rd Qu				
					Oct	Jan	Apr	Jul	Oct	Jan	Apr	Jul				
1	CIP Phase I - CIP Request	45 days	Mon 11/21/16	Fri 1/20/17												
2	Assemble CIP Package	45 days	Mon 11/21/16	Fri 1/20/17												
12	Client Division Director Approval	1.4 wks	Fri 1/20/17	Mon 1/30/17												
13	CIP Phase II - Project Ranking & Approval	72 days	Tue 1/31/17	Wed 5/10/17												
14	CIP Package to required dept./ committees	8 wks	Tue 1/31/17	Mon 3/27/17												
15	All comments addressed by Project Team	2 wks	Mon 4/3/17	Fri 4/14/17												
16	CIP Package to Development Director	1.2 wks	Mon 4/17/17	Mon 4/24/17												
17	Div. Dir. Comments addressed by Project Team	1 wk	Tue 4/25/17	Mon 5/1/17												
18	CIP Package to OBC	1.4 wks	Tue 5/2/17	Wed 5/10/17												
19	OBC Approval	0 days	Wed 5/10/17	Wed 5/10/17												
20	CIP Phase III - A/E Contract Approval & Design	205 days	Thu 5/11/17	Wed 2/21/18												
21	Draft A/E RFP	3 wks	Thu 5/11/17	Wed 5/31/17												
22	Release RFP	3 wks	Thu 6/1/17	Wed 6/21/17												
23	Proposal Scoring	3 wks	Thu 6/22/17	Wed 7/12/17												
24	Contract Award	4 wks	Thu 7/13/17	Wed 8/9/17												
25	Schematic Design (SD)	6 wks	Thu 8/10/17	Wed 9/20/17												
26	Engineering Dept. Document Review	1 wk	Thu 9/21/17	Wed 9/27/17												
27	Design Development (DD)	5 wks	Thu 9/28/17	Wed 11/1/17												
28	Engineering Dept. Document Review	1 wk	Thu 11/2/17	Wed 11/8/17												
29	Construction Documents (CD)	12 wks	Thu 11/9/17	Wed 1/31/18												
30	Engineering Dept. Document Review	2 wks	Thu 2/1/18	Wed 2/14/18												
31	A/E Incorporates Owner review comments	1 wk	Thu 2/15/18	Wed 2/21/18												
32	CIP Phase IV - Project Bidding & Construction	135 days	Thu 2/22/18	Wed 8/29/18												
33	Bidding and Negotiation	4 wks	Thu 2/22/18	Wed 3/21/18												
34	Contract Award	3 wks	Thu 3/22/18	Wed 4/11/18												
35	Construction	18 wks	Thu 4/12/18	Wed 8/15/18												
36	Substantial Completion	0 days	Wed 8/15/18	Wed 8/15/18												
37	Final Completion	2 wks	Thu 8/16/18	Wed 8/29/18												

Oneida Engineering Department
 Date: Wed 4/19/17 11:36 AM
 16-005 Project Schedule17_0418.mpp

Task		Inactive Summary	
Split		Manual Task	
Milestone		Duration-only	
Summary		Manual Summary Rollup	
Project Summary		Manual Summary	
External Tasks		Start-only	
External Milestone		Finish-only	
Inactive Task		Progress	
Inactive Task		Deadline	
Inactive Milestone			

XI. Appendix

A. Exterior Enhancement Examples:



Oneida Tribe of Indians of Wisconsin

ENGINEERING DEPARTMENT

Location:

N7332 Water Circle Place
Oneida, WI 54155

Phone: (920) 869-1600



Mailing Address:

P.O. Box 365
Oneida, WI 54155-0365

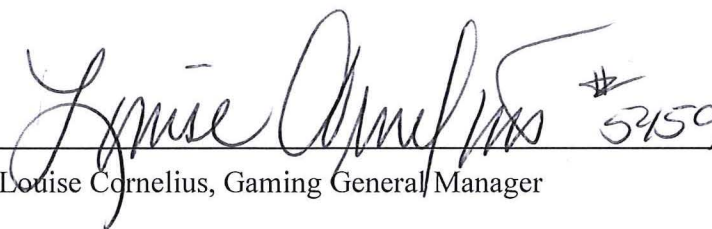
Fax: (920) 869-1610

Capital Improvement Process (CIP) Client General Manager / Division Director Approval Form

To: Louise Cornelius, Gaming General Manager
Through: Lorna Skenandore, Assistant Gaming General Manager, Operations
From: Don Lilly - Project Manager
Date: December, 2015
Re: Main & Mason St. Casino Exterior Enhancement Project CIP #16-006 & 16-007

I have reviewed the attached Capital Improvement Process (CIP) document identified below for the above noted project and approve of the project moving into the next phase of the CIP Process.

- CIP Concept Paper – dated: 2-05-2015
- CIP Package – dated: dates: 6-24-2016

 # 5459

Louise Cornelius, Gaming General Manager

6-28-16

Date

Memo

To: Oneida Business Committee

From: Wayne Metoxen, Oneida Engineering Dept. – Project Manager
Don Lilly, Gaming – Project Manager

CC: Louise Cornelius, Gaming General Manager
Chad Fuss, Assistant Gaming General Manager, Finance
Lorna Skenandore, Assistant Gaming General Manager, Support

Date: 8/30/2016

Re: Main & Mason St. Casino Exterior Enhancement Project

The following are the project team's responses to the comments received from the various review entities regarding the Capital Improvement Process (CIP) Package for this project.

Arts Board

Comment: None.

Response: N/A

Environmental Health & Safety Division

Comment: None.

Response: N/A

Environmental Resource Board

Comment: Watch for barn swallows.

Response: All necessary pre-cautions/notifications will be taken in order not to disturb the protected migratory bird.

Facilities Management Team

Comment: None.

Response: N/A

Facilities Planning Committee

Comment: None.

Response: N/A

Main & Mason St. Casino Exterior Enhancement
CIP #16-005

Finance Division

Comment: Approval is contingent upon passage of the 2017 budget by GTC.

Response: Concur

Land Commission

Comment: None.

Response: N/A

Planning Department

Comment: None.

Response: N/A

Utilities Department

Comment: None.

Response: N/A

CIP BUDGET ACTIVATIONS 2017

Revised: 04/17/17

Project No.	Project Title	CIP \$ App'd FY 2017	Activated Amount	Date Activation Approved	Unactivated Balance	Notes
07-002	SSB Remodeling - Phase V	560,000			560,000	A
14-012	Oneida Farms Manure Pit	250,000	250,000	04/12/17	0	A
15-003	NHC Remodeling - Phase VIII	393,000	393,000	04/12/17	0	A
16-005	Casino Exterior Enhancements	500,000			500,000	A
TBD	One Stop - New Location	3,500,000			3,500,000	A
TOTALS:		5,203,000	643,000		4,560,000	

Adjustments

Notes:

A. Funding source: Tribal Contribution

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

To repost the Oneida Arts Board Position.

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:

Cristina Danforth, Chairwoman
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:

To repost the Oneida Arts Board position to ensure that the vacancy is filled with the most qualified applicant possible.

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



TO: ONEIDA BUSINESS COMMITTEE

FROM: CHAIRWOMAN CRISTINA DANFORTH

DATE: May 1, 2017

RE: ONEIDA ARTS BOARD

The Oneida Arts Board has one vacancy and only one applicant at this time. It is my recommendation that the position be reposted in an attempt to have more applications in which to choose from.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

Support memorandum regarding Fiscal Year 2018 Budget Directives

3. Supporting Materials

Report Resolution Contract

Other:

1. <input type="text" value="Memo"/>	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: 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:

Requested Motion:

Support memorandum regarding Fiscal Year 2018 Budget Directives

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

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



Office of the Treasurer

Memorandum

To: Tribal Operations
 Cc: Oneida Business Committee
 From: Trish King, Treasurer *TK*
 Date: May 2, 2017
 Re: Fiscal Year 2018 Budget Directives

The following budget directives encompass the fiscal condition anticipated for fiscal year 2018. These directives align to the O.B.C. approved "Oneida Nation Budget Guidebook" and take into account BC Resolution 02-11-15-A "Budget Initiative Resolution for Fiscal Years 2016, 2017, and 2018; and stem from the following:

1. National recession cycle – Information provided by C.F.O. at monthly Treasurer's meetings
2. Federal Government administration policy decisions which may impact many Tribal programs/services
3. Ability for incoming O.B.C. to easily transition and understand the proposed Fiscal Year 2018 budget and fiscal health of the Nation

Vision: A Nation of strong families built on Tsi?Niyukwaliho T^A and a Strong Economy

Mission: To strengthen and protect our people, reclaim our land and enhance the environment by exercising our sovereignty

Budget Planning Directives

1. Operation Plans
 - Complete annual Operational plans which show the measurements of how each fund unit aligns to the Vision and Mission (**All Fund Units**)
2. Personnel
 - Fiscal Year 2018 personnel budget shall remain status quo and equal to Fiscal Year 2017 personnel budget. However, on April 12, 2017, the Oneida Business Committee adopted a wage plan which includes the following:
 - COLA of \$.30/hr. for eligible employees,
 - Up to 40 hours Trade back for eligible employees
 - Grant funded personnel budget (s) shall adhere to the Granting agencies requirements

3. C.I.P. funding
 - Funding allocations shall be limited to currently approved projects; and need to be prioritized for completion in Fiscal Year 2018
4. Capital Expenditure
 - Funding allocations shall be prioritized to the following:
 - Regulatory – Operational plan shall outline each law requiring the Capital Expenditure
 - Health / Safety – Operational plan shall include a Risk Analysis

Objectives for planning during Fiscal Year 2018

1. Complete Strategic Workforce Assessment to align: **(All Fund Units)**
 - a. Position funding requests to the Nation's Vision and Mission
2. O.B.C. Direct Reports and Chairpersons of Boards, Committees, and Commissions shall submit a Workforce Assessment Implementation Schedule at their next appropriate quarterly meeting with the O.B.C. Final deadline will be August 1, 2017. The final Workforce Assessment shall be submitted with Operational Plans for future 2019 funding requests beginning in Fiscal Year 2019
3. Completion of the Legal Resource office
4. Implementation of the Tribal Family Law and administration
5. Implement strategies to align financial costs with outputs and measurements; organization wide

Yaw^ko for your time and assistance in this matter.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 17

2. General Information:

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

[Empty text box]

Agenda Header: General Tribal Council

Accept as Information only

Action - please describe:

To have the Election Board report their screening results for all elected positions to the GTC prior to elections.

3. Supporting Materials

Report Resolution Contract

Other:

1. Back up material to be provided later

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:

Mark Debraska

Primary Requestor/Submitter:

Michael Debraska

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:

To ensure that the qualifications to fulfill federal duties (annually and fiscally) are met - back up to be submitted at a later date.

- 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

FOR: BACKUP FOR AGENDA REQUEST ITEM
FROM: MIKE DEBRASKA
DATE: 5/4/17
RE: OBC AGENDA ITEM IX. NEW BUSINESS E.

In regards to agenda IX. NEW BUSINESS E. Approve Tribal Member request to have the Oneida Election Board report screening results for all elected positions to GTC prior to elections.

Questions to this item are;

1. Who decides what the qualifications are for tribal elections?
2. How are the qualifications determined for tribal elections?
3. Who is responsible to provide proof of documentation once application is submitted?

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

Make a determination regarding the June 14, 2017, regular Oneida Business Committee meeting.
Option 1) Hold Executive Session discussion on June 13, 2017, and hold regular meeting on June 14, 2017, adjourning at 12:00 p.m. (noon)
Option 2) Cancel both the Executive Session discussion on June 13, 2017 and the regular meeting on June 14, 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: 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:

This memorandum is intended to provide information regarding the Oneida Business Committee's (OBC) availability for the June 14, 2017, regular OBC meeting.

BACKGROUND

- On April 26, 2017, Secretary Summers, Councilman Hill, and Councilwoman Webster were approved to travel to the NCAI Mid-year Conference scheduled for June 11-15, 2017, in Uncasville, CT.
- On April 26, 2017, Vice Chairwoman Danforth was approved to travel to the Region 5 U.S. Dept. of Health & Human Service & Midwest Association of Sovereign Tribes consultation session scheduled for June 15-16, 2017, in New Buffalo, MI.
 - June 14, 2017 was indicated as a travel day for the Vice Chairwoman. New Buffalo, MI is about an eight (8) hour drive.
- On May 3, 2017, Chairwoman Danforth informed OBC she will be on vacation June 14-19, 2017.

Due to the availability noted above, the Oneida Business Committee should make a determination regarding the June 14, 2017, meeting in order to provide adequate notice to the organization and the community.

The Vice Chairwoman has indicated she would like to the regular OBC meeting on June 14, 2017, to adjourn at noon, deferring all remaining items to the June 28, 2017, regular OBC meeting.

REQUESTED ACTION

Make a determination regarding the June 14, 2017, regular Oneida Business Committee meeting.

- Option 1) Hold Executive Session discussion on June 13, 2017, and hold regular meeting on June 14, 2017, adjourning at 12:00 p.m. (noon)
- Option 2) Cancel both the Executive Session discussion on June 13, 2017 and the regular meeting on June 14, 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

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 5 / 10 / 17

2. General Information:

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

Personnel-Related

Agenda Header: Exec - New Business

[] Accept as Information only

[X] Action - please describe:

Approve Standard Operating Procedure (Final Draft) titled: Political Appointees

3. Supporting Materials

[] Report [] Resolution [] Contract

[X] Other:

1. SOP with highlight & strikeout to show changes 3.

2. Clean SOP 4.

[] 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: Paula King-Dessart/Jessica Wallenfang
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: To approve the newest revised version of the SOP: Hiring Political Appointees

Background:

To prepare for the new 2017-2020 BC Term, the current OBC reviewed the draft and made recommended changes at the BC Work meeting on April 18, 2017. The work team consisting of HRD, OBC Office Manager and a BC Legislative Assistant.

Feedback from OBC at the work meeting made a recommendation to utilize the current Policy Advisor position as a Legislative Affairs type-position, removing it from reporting to the OBC, however, continue to work with the OBC.

Action Requested:

To approve the Clean Copy SOP of Political Appointee Hiring SOP.

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

2) Print this form as a *.pdf OR print and scan this form in as *.pdf.

3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

<p>Oneida Nation Standard Operating Procedure</p>	<p>TITLE: Hiring and Negotiating Political Appointments</p>	<p>ORIGINATION DATE: REVISION DATE: April 27, 2017 EFFECTIVE DATE:</p>
<p>DIVISION: Non-Divisional</p>	<p>APPROVED BY: <i>OBC</i></p>	<p>DATE:</p>
<p>DEPARTMENT: Oneida Business Committee</p>	<p>APPROVED BY: <i>OBC</i></p>	<p>DATE:</p>
<p>AUTHOR: OBC and HRD</p>	<p>APPROVED BY: <i>OBC Office Manager</i></p>	<p>DATE:</p>
<p>PAGE NO: 1 of 6</p>	<p>APPROVED BY: <i>HRD</i></p>	<p>DATE:</p>

1.0 PURPOSE

To define the hiring process for politically-appointed positions by an Oneida Business Committee member.

2.0 DEFINITIONS

- 2.1 **GTC** - General Tribal Council
- 2.2 **HRD** - Human Resource Department
- 2.3 **HR Representative** - An employee of HRD
- 2.4 **Political Appointment** - The type of employment position in which an individual is selected by an OBC member to assist with public governmental office duties during their term in office.
- 2.5 **Job Descriptions:** A document that defines duties and responsibilities for the OBC Legislative Assistants.
- 2.6 **OBC:** Oneida Business Committee
- 2.7 **Supervisor:** the individual OBC Member responsible for the day-to-day oversight of their Legislative Assistant.

3 WORK STANDARDS

- 3.1 Legislative Assistants are hired to support the OBC during the Supervisor’s term in office.
 - 3.1.1 When the supervisor’s position ends, the political appointment’s term will end.

MOVED FROM EXEC. SESSION XIII.E.03. TO OPEN SESSION AS ITEM IX.G.

Hiring/ Posting Process

- 3.2** Each OBC Supervisor is authorized to hire one (1) full-time political appointee position **up to 40 hours a week** from the approved job description authorized by the OBC.

- 3.3** ~~The Tribal Chair's Office is eligible for two (2) full time positions with the option The Tribal Chair has the option of hiring two (2) part time (0 to 20 hours a week) employees to equal one full time position.~~

- 3.4** Hiring additional political appointees will require approval by OBC action.
 - 3.4.1** All created and/or revised political appointed job descriptions must be approved by the OBC and documented through OBC minutes.

- 3.5** OBC Supervisors have four (4) options to hire a political appointee:
 - 3.5.1** Choose a qualified individual,
 - 3.5.2** Choose qualified applicant from a pool of OBC approved applications on file at HRD,
 - 3.5.3** Use the Tribe's posting process by contacting the HR Representative, or
 - 3.5.4** **Choose not to hire a political appointee**

- 3.6** HRD will facilitate the hiring process to include testing, background checks and scheduling for orientation.

Salary and Wages

- 3.7** The Supervisor must work with the OBC Office Administrator to negotiate all salary or wage adjustments to ensure there are adequate funds within the OBC's budget.

- 3.8** Political Appointees must meet the qualifications and requirements of the appropriate job description to negotiate wages.
 - 3.8.1** If an applicant does not meet the qualifications and requirements of the job, he or she cannot negotiate wages and will be appointed at the minimum starting wage for the desired position.
 - 3.8.1.1** Failure to pass the pre-employment drug test and background check automatically disqualifies the applicant.

- 3.9** Political Appointees are eligible for compensation increases, such as; salary or wage adjustments and bonuses.
 - 3.9.1** Salary or wage adjustments are permissible by an approved budget with the budget specific to the employee.
 - 3.9.2** Bonuses are permissible by an approved budget and standard operating procedure.

Transfers/Reassignments

- 3.10** Political Appointees are eligible for transfers, promotions and job reassignments after one year of continuous service as a political appointee for the OBC.

MOVED FROM EXEC. SESSION XIII.E.03. TO OPEN SESSION AS ITEM IX.G.

3.10.1 Status changes will be processed in the same manner as regular status employees.

4 PROCEDURES

Selecting A Political Appointment - No Posting

Supervisor

- 4.1** Submit request in writing to the BC Office Administrator, include which procedure to follow: posting or appointing.
- 4.2** Discuss wage negotiation with BC Office Administrator and HRD Representative.
- 4.3** Determine if the applicant meets the qualifications and requirements of education and experience for the selected job description.
 - 4.3.1** May consider utilizing the Table of Equivalencies during this process.

OBC Office Administrator

- 4.4** Send applicant's information to the HRD Representative to process.
- 4.5** Gain OBC support regarding the flexibility to budget funds to accommodate wage offers.
- 4.6** Work with Supervisor to negotiate wage and starting date.
 - 4.6.1** Be aware of all Political Appointee's wage offers to ensure fairness and equity.

HRD Representative

- 4.7** Perform all required testing, checks, and paperwork. This includes but is not limited to:
 - 4.7.1** Skills Testing
 - 4.7.2** Background Check
 - 4.7.3** Driver's License
 - 4.7.4** Pre-Employment Drug Testing
 - 4.7.5** New Hire paperwork
- 4.8** Notify the OBC Office Administrator and Supervisor whether the applicant meets the qualifications and requirements of the position.
- 4.9** Work with the OBC Office Administrator and Supervisor in offering employment.
- 4.10** If applicant does not meet all requirements: HRD Representative and the Supervisor may select a different applicant or hire at the minimum starting wage.
- 4.11** Notify applicant of approved wage and starting date.

Selecting A Political Appointment By Posting

OBC Office Administrator

- 4.12** Complete and approve the Request to Post Form and send to HRD Representative.
- 4.13** Assist the Supervisor with the hiring process upon request, which may include:
 - 4.13.1** Develop and/or prepare interview questions
 - 4.13.2** Attend Screening

MOVED FROM EXEC. SESSION XIII.E.03. TO OPEN SESSION AS ITEM IX.G.

- 4.13.3** Attend interviews
- 4.13.4** Choose an applicant
- 4.13.5** Decide if second interviews are necessary

HRD Representative

- 4.14** Schedule and attend a meeting with the Supervisor and BC Office Administrator to review Request to Post Form and decide number of days for posting.
- 4.15** Post the job description for seven calendar days.
- 4.16** Complete all applicable verifications and testing as the applications are received.
- 4.17** Notify the OBC Office Administrator of any applicants who have applied within two days after the position has closed.
- 4.18** Complete the Employment Screening Form from the qualifications and requirements as listed on the job description.
- 4.19** Ask if the Table of Equivalencies will be utilized. If yes, add the criteria to the appropriate form.
- 4.20** Determine if applicants meet the qualifications and requirements.
- 4.21** Schedule and facilitate Screening Process.
- 4.22** Develop or review existing interview questions.
- 4.23** Schedule and confirm interview date and time with applicants, Supervisor, and OBC Office Administrator.
- 4.24** Conduct interviews.
- 4.25** Inform Supervisor second interviews may be held.

Supervisor

- 4.26** Coordinate the negotiations with the OBC Office Administrator to ensure proper documents, procedures, and options are clear and the available funds are within the budget guidelines.
 - 4.26.1** When agreeing upon negotiations, consider other political appointment wages to ensure wage equity.
- 4.27** The Supervisor will send an e-mail to the HRD Representative or the OBC Office Administrator about the wage negotiations.

HRD Representative

- 4.28** Contact the selected applicant and offer or negotiate a wage or salary which is conditional based upon meeting the requirements of the job.
 - 4.28.1** If applicant declines, notify the Supervisor.
 - 4.28.2** Allow Supervisor to choose another applicant.
- 4.29** If applicant accepts, contact the Supervisor regarding the applicant's acceptance of the position with or without conditions and a start date.
- 4.30** Schedule and notify Political Appointee of mandatory New Employee Orientation dates.
- 4.31** Forward all new hire paperwork to Human Resource Information System department for processing.

5.0 REFERENCES

- 5.1** Request to Post Form (HRD)
- 5.2** Employment Screening Form (HRD)
- 5.3** Table of Equivalencies (HRD)

<p align="center">Oneida Nation Standard Operating Procedure</p>	<p>TITLE: Hiring and Negotiating Political Appointments</p>	<p>ORIGINATION DATE: REVISION DATE: April 27, 2017 EFFECTIVE DATE:</p>
<p>DIVISION: Non-Divisional</p>	<p>APPROVED BY: <i>OBC</i></p>	<p>DATE:</p>
<p>DEPARTMENT: Oneida Business Committee</p>	<p>APPROVED BY: <i>OBC</i></p>	<p>DATE:</p>
<p>AUTHOR: OBC and HRD</p>	<p>APPROVED BY: <i>OBC Office Manager</i></p>	<p>DATE:</p>
<p>PAGE NO: 1 of 6</p>	<p>APPROVED BY: <i>HRD</i></p>	<p>DATE:</p>

1.0 PURPOSE

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- 5.3 Table of Equivalencies (HRD)

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 17

2. General Information:

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

[Empty text box]

Agenda Header: New Business

[] Accept as Information only

[X] Action - please describe:

Review the Oneida Personnel Commission request and determine appropriate next steps

3. Supporting Materials

[] Report [] Resolution [] Contract

[] Other:

1. Memo to OPC dated 4/14/2017

3. [Empty text box]

2. Memo from OPC dated 4/19/2017

4. [Empty text box]

[] 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: 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 March 19, 2017, special GTC meeting, the following motion was made regarding the Employment Law:
Table this item [Employment Law] until the next Business Committee has been elected; the next Business Committee has the chance to review it, and that the Oneida Personnel Commission has an opportunity to provide input.

In an effort to work efficiently and be able to prepare the incoming Oneida Business Committee to discuss and review the Employment Law, input from the Oneida Personnel Commission (OPC) was requested. The request was scheduled for completion to the OBC by May 17, 2017. Notice was provided to the OPC on April 14, 2017 (attached).

On April 19, 2017, the OPC provided a memo indicating a three (3) month extension to May 17, 2017 deadline is needed (attached).

REQUESTED ACTION

Review the Oneida Personnel Commission request and determine appropriate next steps.

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



Memorandum

To: Oneida Personnel Commission
From: Oneida Business Committee
Date: April 14, 2017
Re: Employment Law Input

The purpose of this memorandum is to notify the Oneida Personnel Commission to provide input regarding the Employment Law as directed by the General Tribal Council (GTC).

Background

At the March 19, 2017, special GTC meeting, the following motion was made regarding the Employment Law:

Table this item [Employment Law] until the next Business Committee has been elected; the next Business Committee has the chance to review it, and that the Oneida Personnel Commission has an opportunity to provide input.

In an effort to work efficiently and be able to prepare the incoming Oneida Business Committee to discuss and review the Employment Law, input from the Oneida Personnel Commission must be received.

Required Follow Up

The follow up on this item is for the Oneida Personnel Commission to submit input regarding the Employment Law. This request is being scheduled for completion to the OBC by May 17, 2017.

Attached is the Employment Law as presented to GTC on March 19, 2017. If you have any questions regarding this directive, feel free to contact your OBC liaisons Secretary Lisa Summers and/or Councilman David Jordan.

Enclosure: 2017 03 19 GTC Meeting - Employment Law

cc: File

Oneida Personnel Commission

Post Office Box 365

Phone: (920) 490-3978

Oneida, WI 54155

Location: Social Services

Third Floor



MEMORANDUM

To: Oneida Business Committee

From: Yvonne Jourdan, Chairperson *y.j./bmc*
Oneida Personnel Commission

Date: April 19, 2017

Subject: Employment Law Input

The Oneida Personnel Commission has received your memorandum dated April 14, 2017 request to provide input on the proposed Employment Law. The Oneida Personnel Commission will need a three (3) month extension to May 17, 2017 deadline.

Thank you for your cooperation with this request. If you have any questions, please feel free to contact the Oneida Personnel Commission.

Attachments

Cc: D. Jordan, OBC Liaison
File

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

Accept travel report – Secretary Lisa Summers – 2017 Crimes Against Children in Indian Country conference – Carlton, MN – April 24-27, 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:

Lisa Liggins, Executive Assistant II
Your Name, Title / Dept. or Tribal Member

Additional Requestor:

Name, Title / Dept.

Additional Requestor:

Name, Title / Dept.

BUSINESS COMMITTEE TRAVEL REPORT



Travel Report for: Lisa Summers

Travel Event: Crimes Against Children in Indian Country Conference

Travel Location: Carlton, MN

Departure Date: 04/24/2017 **Return Date:** 04/27/2017

Projected Cost: \$ 657.50 **Actual Cost:** \$ 993.90

Date Travel was Approved by OBC: 01/25/2017

Narrative/Background:

This conference has been held annually for a few years and has been coordinated by the National Criminal Justice Training Center of Fox Valley Technical College. Native youth are impacted in ways that affect their physical and emotional development and well-being and we need to address effects. Highlights of the 2017 Conference included: case studies about the Barway Collins Murder and the Marysville Pilchuck High School Shooting; workshops about the Growing Opioid Threat, Gangs, and Parental Abductions; and a presentation by the Jacob Wetterling Resource Center which educates and assists families and communities to address and prevent the exploitation of children.

Item(s) Requiring Attention:

None.

Requested Action:

Accept travel report - Secretary Lisa Summers - 2017 Crimes Against Children in Indian Country conference - Carlton, MN - April 24-27, 2017

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 5 / 10 / 17

2. General Information:

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

[Empty text box]

Agenda Header: Travel Request

Accept as Information only

Action - please describe:

approval in accordance w/Travel & Expense Policy

The Oneida Child Support agency respectfully requests ~~a procedural exception~~ to allow 6 staff to attend the National Tribal Child Support Association conference in Niagara Falls, NY July 9-13th 2017

3. Supporting Materials

Report Resolution Contract

Other:

1. Conference Agenda

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: George Skenandore, Division Director/GSD *George Skenandore* 5-2-17

Primary Requestor/Submitter: Jennifer Berg-Hargrove, Family Support Services Director
Your Name, Title / Dept. or Tribal Member *Jennifer Berg-Hargrove*

Additional Requestor: Tsyoshaht Delgado, Area Manager
Name, Title / Dept. *Tsyoshaht E. Delgado*

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

6. Cover Memo:

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

OBC-Travel Procedural Exception Request 5-10-17 (NTCSA)

The Oneida Child Support department is respectfully requesting 6 staff to be approved to travel to the National Tribal Child Support Association conference July 9-13th in Niagara Falls, NY. The travel request is 100% grant funded through the Department of Health and Human Services-Office of Child Support Enforcement.

The staff attending have varying roles within the Oneida Child Support department and will benefit from the vast information and variety of training tracks being offered at this conference (agenda attached). This conference provides an opportunity for all attendees to increase their knowledge specifically related to Tribal Child Support and enhance their skills in their respective roles.

Attendees being request for approval:

Director, Interim Supervisor, Attorney, 2 Case Managers and Financial Specialist.

With the absence of 6 staff for this conference there will still be a program supervisor, paralegal, support staff, and 7 case managers to maintain the services provided to the clients.

Section 16-1 of the Travel and Expense Policy:

Departments will limit themselves to three (3) people from the same department to travel to the same conference,workshop, or seminar and are recommended to share pertinent information they have with others from their department. Special occasions may develop that need additional personnel from the same department to attend, provided that written approval from the General Manager, Gaming General Manager or Oneida Business Committee is needed, with an explanation for the additional personnel. This will exclude departments that need training hours for specific certifications.

- 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



2017 NTCSA Conference Agenda

Track 1	Administration - MARSHA, LISA
Track 2	Case Worker - SUNNIE, KENT, RAEGAN, MONA DANIELS (Misty's staff)
Track 3	Best Practices & Staff Development - MISTY, SIS, SANDY CLOER,
Track 4	Legal/Judicial - TISH, AMBER, MARSHA, CHARLES
Track 5	Collaborating Partners - MARSHA, JERRY, SUNNIE

Monday, July 10, 2017

Child Support Work: Necessary, Noble and Appreciated

7:30 am - 4:30 pm		Registration			
7:30 am - 8:30 am		Continental Breakfast			
8:30 am - 10:00 am	Exhibits Open	Opening Ceremonies Color Guard and Flag Ceremony Welcome - Emcee Tribal Chairman Welcome Children's Group Performance 20 minutes NTCSA Welcome - President NCSEA Announcement WICSEC Announcement ERICSA Announcement OCSE			
10:00 am - 10:15 am		Morning Break			
10:15 am - 12:00 pm		PLENARY - "VICARIOUS TRAUMA" CRISIS & TRAUMA RESOURCE INSTITUTE INC. -- CONFIRM TITLE WITH AMBER AHOLA			
12:00 pm - 1:30 pm		Lunch On Your Own			
1:30 pm - 2:45 pm		THE HAGUE TREATY: WHAT IS IT AND DOES IT APPLY TO TRIBES? Alisha Griffin, California IV-D Director; Margot Bean, Deloitte; Chad Sawyer, OCSE Lisa Skenandore Moderating	CASEWORKER ROUNDTABLE SESSION #1 Sunnie Bisonette, LCO; Renee Manuelito, LCO; Regina Williams, LCO; Anna Amparo, LCO; Delia Smith, Oneida Tribe; Daniel Brown, Quinault Indian Nation	MOTIVATIONAL INTERVIEWING Jill Kiester MUST BE THIS TIME SLOT	ICW & CHILD SUPPORT Leigha Mackin, Forest Cty. Potawatomi;
2:45 pm - 3:00 pm		Afternoon Break			
3:00 pm - 4:15 pm	OVERVIEW OF TRIBAL CHILD SUPPORT DIRECTORS RESOURCE GUIDE Monica Adams,	CASEWORKER ROUNDTABLE SESSION #2 Sunnie Bisonette, LCO; Renee Manuelito, LCO;	FATHERHOOD & PARENTING TIME Jessica Pearson, Ctr. For Policy and Research	TRIBAL COURT & CHILD SUPPORT, PARTNERS IN SUPPORT Charles Tripp Amber Ahola,	IMPACTS OF THE FINAL RULE ON TRIBAL PROGRAMS Tallis King George, Puyallup Tribe

		OCSE; Chad Edinger, OCSE	Regina Williams, LCO; Anna Amparo, LCO; Della Smith, Oneida Tribe; Daniel Brown, Quinault Indian Nation		Leech Lake; Kelly Sager, Marsha will get speaker biols	
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Tuesday, July 11, 2017

8:00 am - 4:00 pm		Registration				
8:00 am - 9:00 am		Networking Time				
9:00 am - 10:15 am		Plenary Title to come by Kent Walden Chief Kent Dowell Seminole, Captain Chris Coker Seminole Lighthorse Police Department				
10:15 am - 10:30 am		Morning Break				
10:30 - 12:00 pm	Exhibits Open	WHAT ARE COST PRINCIPLES? WHAT TRIBAL PROGRAMS NEED TO KNOW Staff from OGM; Chad Sawyer, OCSE	UNDERSTANDING DNA Dr. Gary Stuhlmliller, LabCorp	RECHARGE YOUR BATTERY title subject to change Chance Rush,	21 st CENTURY RESOURCE TOOLS Michelle LeFevre, Courtland Consulting; Aimee Turner, Kaw Nation	UPDATING TRIBAL CODES Christelle Freeman, Tribal D; Joslyn Sailer,
12:00 pm - 1:30 pm		Lunch on your own				
1:30 pm - 2:45 pm		A NECESSARY AND NOBLE APPROACH TO DOMESTIC VIOLENCE Michael Hayes, OCSE; Tami Masuca, OCSE	BUCCAL SWAB CERTIFICATION- ABSTRACT Robert Gutendorf, DDC	NOW THAT YOUR COMPREHNSIVE IT'S TIME TO REVIEW ORDINANCES AND POLICIES Christelle Freeman, Tribal D;	WORKPLACE SECURITY- KENT WILL SECURE INFO Chief Kent Dowell Lt. Chris Coker	HOLISTIC V. ADVERSARIAL APPROCAH TO CHILD SUPPORT Alisha Griffen, California IV-D Director; Starlyn Tourtillot, Menominee Tribe
2:45 pm - 3:00 pm		Afternoon Break				
3:00 pm - 4:15 pm		TRIBAL REPORTING 101 OGM staff; Chad Sawyer, OCSE; Paige Hausburg, OCSE	LOCATE: TOOLS/INVESTIGATION TECHNIQUES Jordan Cowger, Modoc Tribe; Ray Attencio, Modoc Tribe	TWO MOMS- TWO DADS AND MORE Michael Adrian, Deputy Director of State of Michigan	CHILD SUPPORT INNOVATIONS ROUNDTABLE OPEN DISCUSSION Kent Walden, Modoc Tribe; Sue Smith, LCO; Lisa Skenandore, SmiOne; Jerry Sweet, IFSIC	UNDERSTANDING SOCIAL SECURITY AND CHILD SUPPORT Lara Webb Fors,

Wednesday, July 12, 2017

8:00 am - 3:30 pm		Registration				
8:00 am - 9:00 am		Networking Time				
9:00 am - 10:15 am		TRIBAL BUDGET WORKSHOP Tami Masuca, OCSE; Dana Huckabee, OCSE	SHOW ME THE MONEY; FINANCIAL WORKERS ROUNDTABLE Carrie Yerby, Modoc Tribe; Raegan Hendrickson, White Earth Nation; Jamie Wirth, White Earth Nation	MY BROTHERS KEEPER Selena Phair THIS SESSION MAY BE CHANGED TO OFFER MIKE MORENO THIS SLOT	DOMESTIC VIOLENCE AND CHILD SUPPORT; WHAT YOU NEED TO KNOW. Mary Revoy, LCO Community College; Nita Lopez, LCO;	DEVOLVING NATIONAL TRIBAL POLICY Tish will confirm information
10:15 am - 10:30 am		Morning Break				
10:30 am - 12:00 pm	Exhibits Open	UNDERSTANDING AND COMPLETING STANDARD FORM 424 AND 424A Monica Adams, OCSE; Tasha Brown, OCSE	TURNER V. ROGERS FOR CASEWORKERS Christina Green Marsha Harlan	FPLS Jay Butler, OCSE; Carol Williams, Muscogee Creek; Jessica Scarborough, Muscogee Creek; Greg Steen, Company?	CYBER SECURITY MARSHA WILL GET INFO Greg Steen	INTERACTIONS BETWEEN TRIBAL AND URBAN CSA's Jim Sullivan, Milwaukee County;
12:00 pm - 1:30 pm		Lunch On Your Own				
1:30 pm - 2:45 pm		POLICY TALK Chad Sawyer, OCSE	WORKING WITH DIFFICULT SITUATIONS Meekin Houser, Modoc Tribe; Sue Smith, LCO	TITLE TBD Lisa may bring in Kathy Sokolik This session may be moved to Monday.	PREVENTING WORKPLACE BURNOUT, EMPOWERING YOUR ABILITY TO STAY POSITIVE Chance Rush	DEBT COMPROMISE AND ARREARS FORGIVENESS Joe Mamlin, C.S.G.; Sally Plaster, Lummi
2:45 m - 3:00 pm		Afternoon Break				
3:00 pm - 4:15 pm		CHILD SUPPORT STAFF APPRECIATION EVENT				
5:15 pm - 7:30 pm		Awards Banquet				

Thursday, July 13, 2017

9:00 am - 10:00 a.m.	Plated Breakfast
10:00 a.m. - 11:00 a.m.	NTCSA GENERAL MEMBERSHIP MEETING
11:00 am - 12:00	Closing Ceremony

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

in accordance w/ Travel & Expense Policy

The action requested is to receive approval ~~for a travel procedural exception~~ for eight Land Management employees to attend training. The training is the 2017 BIA National Realty Training, June 5, 2017 through June 9, 2017 at the National Indian Program Training Center and the Southwest Regional Office in Albuquerque, NM. The training itself is free. Flight, hotel, and per diem costs will be paid for through the self - governance grant funds received by Land Management for realty services.

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:

See memo included in the attached approval packet. Packet includes memo, e-mail from Sharlene M. Round Face, Division Chief, Real Estate Services, Office of the Deputy Bureau Director-Trust Services, DOI-Bureau of Indian Affairs, and training agenda.

Summary:

- * Approved by Interim Director, Pat Pelky
- * DOLM received \$10,000 extra self-governance funds specifically to be used for training
- * Training is free
- * Flight, hotel, per diem is estimated at \$1,200 per person, a total of \$9,600.
- * Past two audits from the Office of Special Trustees have had findings due to not enough training on the CFR by DOLM staff
- * The classes are geared toward specific trust land (leased and individual) realty functions, i.e, rights of way, fee to trust, ag leasing, non ag leasing including commercial, TAAMS, mortgages, acquisition and disposal, e.t.c.
- * The information received and the contacts made will improve upon services provided to those Nation members who reside on leased and individual trust land, as well as the fee-to-trust process
- * I have tried to work with the agenda to find a way to have fewer staff go, but someone will be missing at least one class of importance

Section 16-1 of the Travel and Expense Policy:

Departments will limit themselves to three (3) people from the same department to travel to the same conference, workshop, or seminar and are recommended to share pertinent information they have with others from their department. Special occasions may develop that need additional personnel from the same department to attend, provided that written approval from the General Manager, Gaming General Manager or Oneida Business Committee is needed, with an explanation for the additional personnel. This will exclude departments that need training hours for specific certifications.

- 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

Division of Land Management

PO Box 365
Oneida, WI 54155
920-869-1690

MEMORANDUM

TO: Pat Pelky, Interim Division of Land Management Director
FROM: Nicole Rommel, Finance and Records Area Manager *NR*
SUBJECT: 2017 BIA National Realty Training, June 5, 2017 through June 9, 2017
National Indian Program Training Center and the Southwest Regional Office in
Albuquerque, NM
DATE: May 1, 2017

The purpose of this memo is to receive approval for eight Land Management employees to attend the above mentioned training. This request will need to be approved by the Business Committee because there are more than three employees traveling.

This is a training that is held by the Bureau of Indian Affairs (BIA) specifically for the BIA's Realty staff from around the country. BIA employees complete this work for Tribes that are not self-governance. The Oneida Nation is a self-governance tribe for real estate transactions on leased trust and Individual trust land. The employees from DOLM complete the work of the BIA realty employees. In addition, the Oneida Nation works in TAAMS which is the BIA's trust land management system.

The BIA invites DOLM realty employees to their training to learn about updates and changes in their processes. In 2016, DOLM received an additional \$10,000 in self-governance realty funding specifically for training.

Audits completed by the Office of Special Trustees in 2015 and 2016 listed audit findings that are training related, specifically with CFR regulations. Each area/employee has its own CFR regulation to follow, i.e., leasing, fee-to-trust, mortgages, rights of way, individual trust acquisition and disposal, etc.

I have attached the memo and the DRAFT agenda from the BIA. The week long training is broken up into two curriculums that are the same and are two and a half days long. Staff will be attending only one of the curriculums.

This training is free. The travel, lodging, and per diem expenses will be paid from DOLM's portion of the BIA Self-governance grant, Estate Planning BU# 5275720. I estimate the cost to be about \$1,200 per person which is a total of \$9,600.

Nicole A. Rommel

From: Patrick J. Pelky
Sent: Tuesday, May 02, 2017 9:28 AM
To: Nicole A. Rommel
Subject: FW: Need your approval for staff to attend the 2017 BIA National Realty Training
Attachments: approval memo.pdf

I support this request.

From: Nicole A. Rommel
Sent: Tuesday, May 02, 2017 8:40 AM
To: Patrick J. Pelky
Cc: Lisa M. Rauschenbach
Subject: Need your approval for staff to attend the 2017 BIA National Realty Training

Hi Pat,

Can I get your approval to send 8 people to this training? A response to this email will work for approval back-up.

Thanks,
Nicole

Nicole A. Rommel

From: Dietz, Sandra <sandra.dietz@bia.gov>
Sent: Wednesday, April 26, 2017 6:32 PM
To: Carla J. Clark; Nicole A. Rommel
Subject: Fwd: 2017 NATIONAL REALTY TRAINING NOTICE
Attachments: IA00006248 signed 4-25-17 re 2017 National Realty Training.pdf; 2017 National Realty Training Schedule-Draft v.12.pdf

find attached the current agenda for the Realty training this July in Albq.

Thank you,


Sandy Dietz

(acting) Regional Realty Officer
 Midwest Region
 Bloomington, MN

----- Forwarded message -----

From: RoundFace, Sharlene <sharlene.roundface@bia.gov>
Date: Wed, Apr 26, 2017 at 5:11 PM
Subject: 2017 NATIONAL REALTY TRAINING NOTICE
To: IA Regional Directors <regional_directors_field_operations_bia@bia.gov>, Regional Deputy Directors <regional_deputy_directors_field_operations_bia@bia.gov>
Cc: Regional Realty Officers <regional_realty_officers@bia.gov>, Helen Riggs <helen.riggs@bia.gov>, Faline Haven <Faline.haven@bia.gov>, Tonya Almaraz <tonya.almaraz@bia.gov>, Jonathan Begay <jonathan.begay@bia.gov>, Martin Abeyta <martin.abeyta@bia.gov>, Dawn Selwyn <DAWN.SELWYN@bia.gov>, Michael Ashley <michael.ashley@bia.gov>, "Hunter, Ryan" <RYAN.HUNTER@bia.gov>, Jana Waters <jana.waters@bia.gov>, "Ortiz, Hankie" <hankie.ortiz@bia.gov>, "freida.satepehtaw-bailey" <freida.satepehtaw-bailey@bia.gov>, Michelle Hotomanie <michelle.hotomanie@bia.gov>, Rebekah Bartosh <rebekah.bartosh@bia.gov>, Melvin Gilchrist <melvin.gilchrist@bia.gov>, Michael Oliva <michael.oliva@bia.gov>, "lynn.stapor" <lynn.stapor@bia.gov>

Attached for your use and information is the formal notice from DBIA of the 2017 BIA National Training.

 This notice should be distributed to all agencies and realty offices under your jurisdiction, including contract/compact tribes that perform the realty function.

Also attached is the most recent training schedule, which should be the "near final" version. We are still working on minor adjustments.

Registration begins on Friday, April 28th.

If you have any questions, please feel free to contact this office. THANK YOU!

Sharlene M. Round Face
Division Chief, Real Estate Services



IN REPLY REFER TO:

United States Department of the Interior

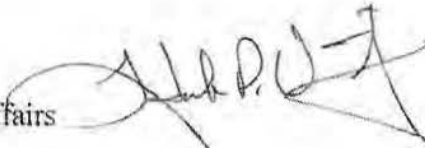
BUREAU OF INDIAN AFFAIRS
Washington, DC 20240

APR 25 2017

Real Estate Services

Memorandum

To: All Regional Directors

From: *Acting* Director, Bureau of Indian Affairs 

Subject: 2017 BIA National Realty Training

During the week of June 5 through June 9, 2017, the Bureau's Office of Trust Services, Division of Real Estate Services (DRES) will be conducting a National Realty Training (NRT) at the National Indian Program Training Center and Southwest Regional office in Albuquerque, New Mexico.

The purpose is to provide training opportunities to all levels of the Realty field staff; new and tenured for improvement in understanding the principles of real estate services. DRES is offering 15 courses for improvement to the realty field staff's knowledge, skills, and understanding in statutes, regulations, policies, record systems, and handbooks. The training can enhance the roles and responsibilities to accomplish the Bureau's mission, goals, and strategies.

DRES will offer two curriculums; each is two full days and one half day. The second curriculum is a repeat of the first curriculum. The first curriculum will begin on Monday, June 5, 2017, and ends at 12:00 p.m. on Wednesday, June 7, 2017; the second curriculum will begin at 1:00 p.m. on Wednesday, June 7, 2017, and ends at 5:00 p.m. on Friday, June 9, 2017. Travel dates will begin Sunday, June 4th, 2017, through Saturday, June 10th, 2017. The individual traveler is responsible for lodging arrangements and travel cost is at the Region or Agency's expense. We expect various travels during the week by all participants with supervisory approval.

To register for classes, the Realty field staff will sign up in DOI Learn that requires supervisory approval. Registration will begin on Friday, April 28, 2017, and ends on Friday, May 26, 2017. There will be guidance on how to register at the Division of Real Estate Services Google Site at <https://sites.google.com/a/bia.gov/division-of-real-estate-services/>. Attached is the *draft* realty training agenda.

If you have any questions or require further information, please contact Ms. Sharlene Round Face, Chief, Division of Real Estate Services, at (202) 208-3615.

Attachments

cc: Deputy Regional Directors – Trust Services
Agency Superintendents
Regional Realty Officers

2017 BIA National Realty Training Schedule - DRAFT

1011 Indian School Road - National Indian Programs Training Center, Bldg. 2
 1001 Indian School Road - Southwest Region, Bldg. 1
 Albuquerque, New Mexico 87104

NIPTC/Room #233	25 Persons
NIPTC/Room #234	55 Persons
NIPTC/Room #240	25 Persons
NIPTC/Room #264/265	29 Persons
NIPTC/Room #266	16 Persons
NIPTC/Room #268	26 Persons
SWRO/Room #133	60 Persons
SWRO/Comp. Lab	16 Persons

DAY 1 - MONDAY, JUNE 5, 2017

7:30 am - 8:00 am	REGISTRATION & SIGN-IN – BUILDING 2 - FOYER					
8:00 am - 8:30 am	Welcome Remarks and Opening Ceremonies Keynote Address: Helen Riggs or Weldon "Bruce" Loudermilk (Room #233, 234)					
8:30 am - 11:45 am	CURRICULUM ONE BEGINS - MORNING WORKSHOPS					
	National Indian Program Training Center - Building 2					Southwest Regional Office - Building
	Conference Rm. #233	Conference Rm. #234	Conference Rm. #240	Comp. Lab Rm. #264/265	Comp. Lab Rm. #268	Conference Rm. #133
	Full Day Session - 8 Hours	Half Day Session - 4 Hours	Full Day Session - 8 Hours	Half Day Session - 4 Hours	Half Day Session - 4 Hours	Full Day Session - 8 Hours
	Presenters: Ryan Hunter & ROW User Group	Presenter: Stan Webb	Presenters: Jana Waters & Albert Bond	Presenter: Lynn Stapor	Presenter: Martin Abeyta	Presenters: Rick Clifford & Diane Baker
	• Rights-Of-Way	• Introduction to Real Estate Services and Trust Foundation	• Mineral Leasing	• Suspense Deposit System/Lockbox	• Google for Realty	• Acquisition & Disposal
11:45 am - 1:00 pm	Lunch Break					
1:00 pm - 5:00 pm	CURRICULUM ONE - AFTERNOON WORKSHOPS					
	National Indian Program Training Center - Building 2					Southwest Regional Office - Building 1
	Conference Rm. #233	Conference Rm. #234	Conference Rm. #240	Comp. Lab Rm #264/265	Comp. Lab Rm. #268	Conference Rm. #133
	Full Day Session - 8 Hours	Half Day Session - 4 Hours	Full Day Session - 8 Hours	Half Day Session - 4 Hours	Half Day Session - 4 Hours	Full Day Session - 8 Hours
	Presenters: Ryan Hunter & ROW User Group	Presenter: Freida Satepehtaw-Bailey	Presenters: Jana Waters & Albert Bond	Presenters: Stan Webb & Ryan Hunter	Presenter: Sandra Ray	Presenters: Rick Clifford & Diane Baker
	Continued • Rights-Of-Way	• Mortgages	Continued • Mineral Leasing	• NON-AG Leasing Part 162, Business, Residential, WSR/WEEL	• Agricultural Leasing, Trespass, Compliance	Continued • Acquisition & Disposal
TRAINING ADJOURNED - HAVE A GREAT EVENING!						

Note: If you are registered for the following trainings, you will return to the same classroom after lunch: Rights-Of-Way, Minerals Leasing, and Acquisition & Disposal

DAY 2 - TUESDAY, JUNE 6, 2017

REGISTRATION & SIGN-IN - BUILDING 2 - FOYER

7:30 am - 8:00 am	REGISTRATION & SIGN-IN - BUILDING 2 - FOYER							
8:00 am - 11:45 am	CURRICULUM ONE	CURRICULUM ONE - MORNING WORKSHOPS						
		National Indian Program Training Center - Building 2				Southwest Regional Office - Building 1		
		Conference Rm. #233	Conference Rm. #234	Conference Rm. #240	Comp. Lab - Rm #264/265	Comp. Lab Rm. #268	Conference Rm. #133	Computer Lab Room
		Half Day Session - 4 Hours	Full Day Session - 8 Hours	Full Day Session - 8 Hours	Full Day Session - 8 Hours	Half Day Session - 4 Hours	Full Day Session - 8 Hours	Two Hour Session
		Presenter: Stan Webb	Presenter: Ryan Hunter & ROW User Group	Presenter: Jana Waters & Albert Bond	Presenter: CGI	Presenter: Lynn Stapor	Presenters: Janet Wilkins & Regional BLM-BILS	Presenter: Melvin Gilchrist
	• Introduction to Real Estate Services and Trust Foundation	• Rights-Of-Way	• Mineral Leasing	• TAAMS Inquiry & Reports	• Suspense Deposit System/Lockbox	• Legal Land Descriptions	8:00 A.M. - 10:00 A.M. • Indian Affairs Performance Management for Real Estate Services	
11:45 am - 1:00 pm	Lunch Break							
1:00 pm - 5:00 pm	CURRICULUM ONE	CURRICULUM ONE - AFTERNOON WORKSHOPS						
		National Indian Program Training Center - Building 2				Southwest Regional Office - Building 1		
		Conference Rm. #233	Conference Rm. #234	Conference Rm. #240	Comp. Lab - Rm #264/265	Comp. Lab Rm. #268	Conference Rm. #133	Computer Lab Room
		Half Day Session - 4 Hours	Full Day Session - 8 Hours	Full Day Session - 8 Hours	Full Day Session - 8 Hours	Half Day Session - 4 Hours	Full Day Session - 8 Hours	Two Hour Session
		Presenter: Sandra Ray	Presenters: Ryan Hunter & ROW User Group	Presenter: Jana Waters & Albert Bond	Presenter: CGI	Presenters: Stan Webb & Ryan Hunter	Presenters: Janet Wilkins & Regional BLM-BILS	Presenter: Jose Saavedra
	• Agricultural Leasing, Trespass, Compliance	<i>Continued</i> • Rights-Of-Way	<i>Continued</i> • Mineral Leasing	<i>Continued</i> • TAAMS Inquiry & Reports	• NON-AG Leasing Part 162, Business, Residential, WSR/WEEL	<i>Continued</i> • Standards of Boundary Evidence	1:00 P.M.-3:00 P.M. • Internal Controls/Risk Assessment	
	TRAINING ADJOURNED - HAVE A GREAT EVENING!							

Note: If you are registered for the following trainings, you will return to the same classroom after lunch: Rights-Of-Way, Minerals Leasing, TAAMS Inquiry & Reports, and Legal Land Description & Standards of Boundary Evidence

DAY 3 - WEDNESDAY, JUNE 7, 2017

REGISTRATION & SIGN-IN – BUILDING 2 - FOYER

7:30 am - 8:00 am	REGISTRATION & SIGN-IN – BUILDING 2 - FOYER								
8:00 am - 11:45 am	CURRICULUM ONE (AM)	CURRICULUM ONE BEGINS - MORNING WORKSHOPS							
		National Indian Program Training Center - Building 2					Southwest Regional Office - Building		
		Room #234	Room #240	Comp. Lab - Rm #264/265	Comp. Lab Rm. #266	Comp. Lab Rm. #268	Conference Rm. #133	Computer Lab Room	
		Half Day Session 4 Hours	Half Day Session 4 Hours	Full Day Session 8 Hours	Two Hour Session	Two Hour Session	Half Day Session 4 Hours	Half Day Session 4 Hours	
		Presenter: Stephen Simpson or Jennifer Turner	Presenter: Freida Satepeahtaw-Bailey	Presenter: CGI	Presenter: Jose Saavedra	Presenter: Melvin Gilchrist	Presenter: Diane Baker	Presenter: Martin Abeyta	
		• Appeals & Decision Writing	• Mortgages	• TAAMS Inquiry & Reports	8:00 A.M. – 10:00 A.M. • Internal Controls/Risk Assessment	8:00 A.M. – 10:00 A.M. • Indian Affairs Performance Management for Real Estate Services	• Fee-To-Trust & Proclamation	• Google for Realty	
END OF CURRICULUM ONE - HAVE A SAFE TRAVEL!									
11:45 am - 1:00 pm	Lunch Break								
1:00 pm - 5:00 pm	CURRICULUM TWO (PM)	CURRICULUM TWO BEGINS- AFTERNOON WORKSHOPS							
		National Indian Program Training Center - Building 2					Southwest Regional Office - Building 1		
		Room #233	Room #234	Room #240	Comp. Lab - Rm #264/265	Computer Lab Rm. #266	Comp. Lab Rm. #268	Conference Rm. #133	Computer Lab Room
		Half Day Session 4 Hours	Half Day Session 4 Hours	Half Day Session 4 Hours	Full Day Session 8 Hours	Half Day Session 4 Hours	Two Hour Session	Half Day Session 4 Hours	Two Hour Session
		Presenter: Freida Satepeahtaw-Bailey	Presenters: Stephen Simpson or Jennifer Turner	Presenter: Sandra Ray	Presenter: CGI	Presenter: Lynn Stapor	Presenter: Jose Saavedra	Presenter: Diane Baker	Presenters: Melvin Gilchrist
	• Mortgages	• Appeals & Decision Writing	• Agricultural Leasing, Trespass, Compliance	<i>Continued</i> • TAAMS Inquiry & Reports	• Suspense Deposit System/Lockbox	1:00 P.M.-3:00 P.M. • Internal Controls/Risk Assessment	• Fee-To-Trust & Proclamation	1:00 P.M.-3:00 P.M. • Indian Affairs Performance Management for Real Estate Services	
TRAINING ADJOURNED - HAVE A GREAT EVENING!									

Note: If you are registered for TAAM Inquiry & Reports, you will return to the same classroom after lunch.

DAY 4 - THURSDAY, JUNE 8, 2017								
7:30 am - 8:00 am	REGISTRATION & SIGN-IN – BUILDING 2 - FOYER							
8:00 am - 8:30 am	Welcome Remarks & Opening Ceremonies Keynote Address: Helen Riggs or Weldon Bruce Loudermilk (Room #233, 234)							
8:30 am - 11:45 am	CURRICULUM TWO - MORNING WORKSHOPS							
	National Indian Program Training Center - Building 2				Southwest Regional Office - Building 1			
	Conference Rm. #233	Conference Rm. #234	Conference Rm. #240	Comp. Lab - Rm #264/265	Comp. Lab Rm. #266	Comp. Lab Rm. #268	Conference Rm. #133	Computer Lab Room
	Full Day Session 8 Hours	Half Day Session 4 Hours	Full Day Session 8 Hours	Full Day Session 8 Hours	Two Hour Session	Half Day Session 4 Hours	Full Day Session 8 Hours	Two Hour Session
	Presenter: Ryan Hunter & ROW User Group	Presenter: Stan Webb	Presenter: Jana Waters & Albert Bond	Presenter: CGI	Presenter: Jose Saavedra	Presenter: Lynn Stapor	Presenter: Janet Wilkins & Regional BLM-BILS	Presenters: Melvin Gilchrist
• Rights-Of-Way	• Introduction to Real Estate Services and Trust Foundation	• Mineral Leasing	• TAAMS Inquiry and Reports	8:30 A.M.-10:30 A.M. • Internal Controls/Risk Assessment	• Suspense Deposit System/ Lockbox	• Legal Land Description	8:30 A.M.-10:30 A.M. • Indian Affairs Performance Management for Real Estate Services	
11:45 am - 1:00 pm	Lunch Break							
1:00 pm - 5:00 pm	CURRICULUM TWO - AFTERNOON WORKSHOPS							
	National Indian Program Training Center - Building 2				Southwest Regional Office - Building 1			
	Conference Rm. #233	Conference Rm. #234	Conference Rm. #240	Comp. Lab - Rm #264/265	Comp. Lab Rm. #266	Comp. Lab Rm. #268	Conference Rm. #133	Computer Lab Room
	Full Day Session 8 Hours	Half Day Session 4 Hours	Full Day Session 8 Hours	Full Day Session 8 Hours	Half Day Session 4 Hours	Half Day Session 4 Hours	Full Day Session 8 Hours	Half Day Session 4 Hours
	Presenter: Ryan Hunter & ROW User Group	Presenter: Sandra Ray	Presenter: Jana Waters & Albert Bond	Presenter: CGI	Presenter: Lynn Stapor	Presenters: Stan Webb & Ryan Hunter	Presenters: Janet Wilkins & Regional BLM-BILS	Presenter: Freida Satepehtaw-Bailey
• Rights-Of-Way	• Agricultural Leasing, Trespass, Compliance	Continued • Mineral Leasing	Continued • TAAMS Inquiry and Reports	• Suspense Deposit System/ Lockbox	• NON-AG Leasing, Part 162 Business, Residential, WSR/WEEL	Continued • Standards of Boundary Evidence	• Mortgages	
TRAINING ADJOURNED - HAVE A GREAT EVENING!								

Note: If you are registered for the following trainings, you will return to the same classroom after lunch: Rights-Of-Way, Minerals Leasing, TAAMS Inquiry & Reports, and Legal Land Description & Standard of Boundary Evidence

DAY 5 - FRIDAY, JUNE 9, 2017								
7:30 am - 8:00 am		REGISTRATION & SIGN-IN - BUILDING 2 - FOYER						
8:00 am - 11:45 am	CURRICULUM TWO	CURRICULUM TWO BEGINS - MORNING WORKSHOPS						
		National Indian Program Training Center - Building 2				Southwest Regional Office - Building 1		
		Conference Rm. #233	Conference Rm. #234	Conference Rm. #240	Comp. Lab - Rm #264/265	Comp. Lab Rm. #268	Conference Rm. #133	Computer Lab Room
		Half Day Session 4 Hours	Full Day Session 8 Hours	Full Day Session 8 Hours	Full Day Session 8 Hours	Half Day Session 4 Hours	Full Day Session 8 Hours	Half Day Session 4 Hours
		Presenter: Stan Webb	Presenter: Ryan Hunter & ROW User Group	Presenters: Janet Wilkins & Regional BILS	Presenters: Jana Waters & Albert Bond	Presenter: Martin Abeyta	Presenters: Rick Clifford & Diane Baker	Presenter: Lynn Stapor
11:45 am - 1:00 pm		Lunch Break						
1:00 pm - 5:00 pm	CURRICULUM TWO	CURRICULUM TWO - AFTERNOON WORKSHOPS						
		National Indian Program Training Center - Building 2				Southwest Regional Office - Building 1		
		Conference Rm. #233	Conference Rm. #234	Conference Rm. #240	Comp. Lab - Rm #264/265	Comp. Lab Rm. #268	Conference Rm. #133	Computer Lab Room
		Half Day Session 4 Hours	Full Day Session 8 Hours	Full Day Session 8 Hours	Full Day Session 8 Hours	Half Day Session 4 Hours	Full Day Session 8 Hours	Half Day Session 4 Hours
		Presenter: Stephen Simpson or Jennifer Turner	Presenter: Ryan Hunter & ROW User Group	Presenters: Janet Wilkins & Regional BILS	Presenters: Jana Waters & Albert Bond	Presenters: Stan Webb & Ryan Hunter	Presenters: Rick Clifford & Diane Baker	Presenter: Martin Abeyta
TRAINING ADJOURNED - HAVE A SAFE TRAVEL!								

Note: If you are registered for the following trainings, you will return to the same classroom after lunch: Rights-Of-Way, Legal Land Description & SBE, Minerals Leasing, and Acquisition & Disposal

Oneida Business Committee Travel Request

1. OBC Meeting Date Requested: 05 / 10 / 17 e-poll requested

2. General Information:

Event Name: 2017 Haskell Board of Regents spring meeting

Event Location: Lawrence, KS Attendee(s): Brandon Stevens

Departure Date: May 17, 2017 Attendee(s):

Return Date: May 19, 2017 Attendee(s):

3. Budget Information:

- Funds available in individual travel budget(s)
 Unbudgeted
 Grant Funded or Reimbursed

Cost Estimate: \$250.00

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:

Per BC Resolution # 04-22-15-F, the Oneida Nation "recognizes and supports the Haskell Indian Nations University in its purpose to provide baccalaureate degrees to American Indian students and its goal to become a national center for Indian education, research and cultural programs". Additionally, this resolution reconfirmed its support of Councilman Brandon Stevens' appointment to the Haskell Indian Nations University Board of Regents.

Mileage and hotel costs are covered by the Haskell Board of Regents.

5. Submission

Sponsor: Brandon Stevens, 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

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 04-22-15-F

Appointment of Brandon Stevens, Council Member on behalf of the Oneida Tribe to the Haskell Indian Nations University Board of Regents and identify Norbert Hill, Jr., as Alternate

- WHEREAS,** the Oneida General Tribal Council is the duly recognized governing body of the Oneida Tribe of Indians of Wisconsin, and
- WHEREAS,** the General Tribal Council has been delegated the authority of Article IV, Section I of the Oneida Tribal Constitution, and
- WHEREAS,** the Oneida Business Committee may be delegated duties and responsibilities by the Oneida General Tribal Council and is at all times subject to the review powers of the Oneida General Tribal Council, and
- WHEREAS,** the Oneida Tribe of Indians of Wisconsin recognizes and supports Haskell Indian Nations University in its purpose to provide baccalaureate degrees to American Indian students and its goal to become a national center for Indian education, research and cultural programs; and
- WHEREAS,** the Oneida Business Committee supported Councilman Brandon Stevens be appointed to the Haskell Indian Nations University Board of Regents by resolution # BC-01-14-09-A; and
- WHEREAS,** Councilman Stevens has identified that he may, on occasion, be unable to attend the meetings of the Board of Regents as a result of his duties on the Oneida Business Committee and has recommended consideration of Norbert Hill, Jr., Area Manager, Education and Training Department to act as an alternate in the event he is unable to attend a meeting; and

NOW THEREFORE BE IT RESOLVED, that the Oneida Business Committee reconfirms its support of Councilman Brandon Stevens' appointment to the Haskell Indian Nations University Board of Regents.

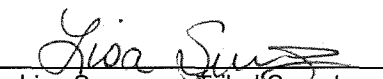
BE IT FUTHER RESOLVED, that the Oneida Business Committee supports the appointment of Norbert Hill, Jr., Area Manager, Education and Training Department, as an alternate to serve in the event Councilman Stevens is unable to attend.

BC Resolution 04-22-15-F
Appointment of Brandon Stevens, Council Member on behalf of the Oneida Tribe to the Haskell Indian Nations University
Board of Regents and identify Norbert Hill, Jr., as Alternate
Page 2 of 2

BE IT FINALLY RESOLVED, that this resolution be delivered to the next meeting of the Haskell Indian Nations University Board of Regents.

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; 6 members were present at a meeting duly called, noticed and held on the 22nd day of April, 2015; that the forgoing resolution was duly adopted at such meeting by a vote of 5 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."

Rhiannon R. Metoxen

From: Prue, Stephen <stephen.prue@BIE.EDU>
Sent: Monday, April 03, 2017 7:58 AM
To: Connie Reitman (connie.reitman@yahoo.com); George Tiger (geortg9@aol.com); Brandon L. Yellowbird-Stevens; Harold Frazier (frazierbuckinghorses@rocketmail.com)
Cc: Russell Bradley (mishobradley@hotmail.com); Rhiannon R. Metoxen; Deer, Amy
Subject: Spring 2017 Haskell Board of Regents Meeting

Importance: High

Greetings all,

The Spring 2017 Haskell Board of Regents Meeting will be held May 17-18, 2017 with Commencement Ceremony on May 19, 2017 at 10:00 am. If you are receiving this message, I haven't receive a confirmation of your attendance for this meeting. Hotel rooms are at a premium this spring and I need to know if you are attending by April 17, 2017.

Please confirm your attendance as soon as possible. Thank you.

Stephen Prue

Executive Assistant

Haskell Indian Nations University

Phone: (785) 832-6644

Our Mission at Haskell Indian Nations University is to build the leadership capacity of our students by serving as the leading institution of academic excellence, cultural and intellectual prominence, and holistic education that addresses the needs of Indigenous communities.

NOTICE: This electronic mail message (including any attachments) is intended for the use of the individual or entity to which it is addressed. It may contain information that is privileged, confidential, or otherwise protected by applicable law. If you are not the intended recipient, you are hereby notified that any dissemination, distribution, copying or use of this message or its contents is strictly prohibited. If you receive this Message in error, please notify the sender immediately and destroy all copies.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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 approved travel request - Vice-Chairwoman Melinda J. Danforth - National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat - Portland, OR - May 15-17, 2017

3. Supporting Materials

Report Resolution Contract

Other:

- 1.
- 2.
- 3.
- 4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution Budgeted - Grant Funded Unbudgeted

5. Submission

Authorized Sponsor / Liaison:

Primary Requestor/Submitter: Requestor: Melinda J. Danforth, Tribal Chairwoman
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 Thursday, April 20, 2017, at 9:36 a.m., the following E-Poll was conducted:

Summary:

Vice-Chairwoman Melinda J. Danforth respectfully requests approval to attend the National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat in Portland, OR from May 15-17, 2017.

The Oneida Business Committee has deemed the pursuit of the tribal waiver option with the State of WI a top legislative priority. The National Indian Health Board and MMPC are retreating to review their strategy on legislative items that pertain specifically to provisions in the tribal waiver that we are pursuing (i.e. 1115 waiver, ARRA protections, rule making, MCO's, etc.).

Also, the CMS Tribal Technical Advisory Group, that Vice-Chairwoman Danforth serves as the Bemidji area representative for, will be reviewing their strategic plans and communication strategy to the Tribes.

Justification for E-Poll: To obtain the lowest cost for hotel and airfare.

Requested Action:

Approve travel request – Vice-Chairwoman Melinda J. Danforth – National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat – Portland, OR – May 15-17, 2017.

Deadline for response:

Responses are due no later than 4:30 p.m., TODAY, April 20, 2017.

As of the deadline, below are the results:

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

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 approved travel request - Vice-Chairwoman Melinda J. Danforth - National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat - Portland, OR - May 15-17, 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

From: TribalSecretary
Sent: Friday, April 21, 2017 8:20 AM
To: BC_Agenda_Requests
Subject: FW: E-POLL RESULTS: Travel request - Vice-Chair MJD - NIHB & MMPC retreat - Portland, OR - May 15-17
Attachments: E-Poll request - MJD - NIHB & MMPC retreat - Portland - May 15-17, 2017.pdf; BYS response.pdf
Categories: Next Meeting

From: TribalSecretary
Sent: Thursday, April 20, 2017 4:34 PM
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 <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: Travel request - Vice-Chair MJD - NIHB & MMPC retreat - Portland, OR - May 15-17

E-POLL RESULTS

The E-Poll to approve the travel request for Vice-Chairwoman Melinda J. Danforth to attend the National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat in Portland, OR from May 15-17, 2017, **has been approved**. As of the deadline, below are the results:

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

Abstain: Melinda J. Danforth

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)

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From: TribalSecretary
Sent: Thursday, April 20, 2017 9:36 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 <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: Travel request - Vice-Chair MJD - NIHB & MMPC retreat - Portland, OR - May 15-17
Importance: High

E-POLL REQUEST

Summary:

Vice-Chairwoman Melinda J. Danforth respectfully requests approval to attend the National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat in Portland, OR from May 15-17, 2017.

The Oneida Business Committee has deemed the pursuit of the tribal waiver option with the State of WI a top legislative priority. The National Indian Health Board and MMPC are retreating to review their strategy on legislative items that pertain specifically to provisions in the tribal waiver that we are pursuing (i.e. 1115 waiver, ARRA protections, rule making, MCO's, etc.).

Also, the CMS Tribal Technical Advisory Group, that Vice-Chairwoman Danforth serves as the Bemidji area representative for, will be reviewing their strategic plans and communication strategy to the Tribes.

Justification for E-Poll: To obtain the lowest cost for hotel and airfare.

Requested Action:

Approve travel request – Vice-Chairwoman Melinda J. Danforth – National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat – Portland, OR – May 15-17, 2017.

Deadline for response:

Responses are due no later than **4:30 p.m., TODAY, April 20, 2017.**

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)

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From: Brandon L. Yellowbird-Stevens
Sent: Thursday, April 20, 2017 1:28 PM
To: TribalSecretary
Cc: Cristina S. Danforth; David P. Jordan; Jennifer A. Webster; Lisa M. Summers; Fawn J. Billie; Melinda J. Danforth; Patricia M. King; Ronald W. Hill; 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: Re: E-POLL REQUEST: Travel request - Vice-Chair MJD - NIHB & MMPC retreat - Portland, OR - May 15-17

Understanding that Melinda and Jennifer are both going.

Sent from my iPad

On Apr 20, 2017, at 9:43 AM, Fawn J. Billie <fbillie@oneidanation.org> wrote:

Support

Sent from my Samsung Galaxy smartphone.

----- Original message -----

From: TribalSecretary <TribalSecretary@oneidanation.org>
Date: 4/20/17 9:35 AM (GMT-06:00)
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" <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: Travel request - Vice-Chair MJD - NIHB & MMPC retreat - Portland, OR - May 15-17

E-POLL REQUEST

Summary:

Oneida Business Committee Travel Request

1. OBC Meeting Date Requested: 04 / 26 / 17 e-poll requested

2. General Information:

Event Name: National Indian Health Board & MMPC Retreat

Event Location: Portland, OR Attendee(s): Melinda J. Danforth

Departure Date: May 15, 2017 Attendee(s):

Return Date: May 17, 2017 Attendee(s):

3. Budget Information:

- Funds available in individual travel budget(s)
 Unbudgeted
 Grant Funded or Reimbursed

Cost Estimate: \$2500

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 Oneida Business Committee has deemed the pursuit of the tribal waiver option with the State of WI a top legislative priority. The National Indian Health Board and MMPC are retreating to review their strategy on legislative items that pertain specifically to provisions in the tribal waiver that we are pursuing (i.e. 1115 waiver, ARRA protections, rule making, MCO's, etc.).

Also, the CMS Tribal Technical Advisory Group that I serve as the Bemidji area representative will be reviewing their strategic plans and communication strategy to the Tribes.

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

National Indian Health Board



NIHB Medicare, Medicaid, and Health Reform Policy Committee (MMPC)

Annual Strategy Session

Tuesday, May 16, 2017 (9:00AM to 5:00PM PDT))

Wednesday, 17, 2017 (9:00AM to 1:00PM PDT)

Dial-in: 1-866-303-3137 Passcode: **594865#**

Northwest Portland Area Indian Health Board (NPAIHB)

2121 SW Broadway

STE #300

Portland, OR 97201

AGENDA

Purpose: The Annual MMPC Strategy Session is a two day detailed discussion of 2017 MMPC Action Plan priorities and assignments, with a focus on in-depth discussions and development of strategies for major policy issues.

Outcomes:

1. Review current strategies and processes for advancing issues
2. Formulate new strategies where needed; and,
3. Identify processes for tracking outcomes and accomplishments

Tuesday, May 16, 2017 (9:00AM to 5:00PM PDT)

9:00 am Welcome

Opening Prayer

Introductions

9:10 am Opening Remarks – Chairperson Victoria Kitcheyan

9:20 am Review of Agenda, Purpose of Meeting and General Housekeeping Items

9:30 am Review Tribal Technical Advisory Group (TTAG) Strategic Plan and Identify 2017 Top Priorities

10:30 am Review and Discuss Strategies for Advancing Top Priorities and Other Issues:

1. Waivers
2. ARRA Protections
3. Prior Authorization

4. Executive Orders
5. CMS Accreditation: facilities and workforce
6. Negotiating MLR and understanding self-governance
7. Managed Care Organizations

12:00 pm Lunch – On Your Own

1:00 pm Trump Administration Strategy Discussion

2:30 pm Legislative Update and Strategies

3:00 pm MMPC Workgroup Reports

- a. Regulations Workgroup
- b. IHS/Tribal Workgroup
- c. Payment Reform Workgroup
- d. Consultation Workgroup

3:30 pm TTAG Subcommittee Reports

- a. Consultation Policy
- b. Outreach and Education
- c. 1115 Waivers
- d. ACA Policy
- e. Long-Term Support and Services
- f. Data
- g. Across State Borders
- h. Behavioral Health

4:30 pm Recap

5:00 pm Adjourn

Wednesday, May 17, 2017 (9:00AM to 1:00PM PDT)

9:00 am Opening Remarks

Opening Prayer

9:10 am Review of MMPC Action Plan

1. Recommendations on Format and Process for Tracking Items
2. Aligning with TTAG Strategic Plan
3. Objectives Related to IHS-NIHB Cooperative Agreement

10:10 am Recommendations on Improving and Strengthening TTAG/MMPC Coordination

11:00 pm Possible Agenda Topics for TTAG Face-to-Face Meeting on July 12-13, 2017

11:30 am Annual Consumer Conference Planning and Discussion

1. Potential workshops

2. Potential Training Sessions & Opportunities
3. Possible Plenary Speakers

12:20 pm **Recap and Next Steps**

1:00 pm **Adjourn**

DRAFT

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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 approved travel request - Councilwoman Jennifer Webster - National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat - Portland, OR - May 15-17, 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: Jennifer Webster, 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 Thursday, April 20, 2017, at 10:57 a.m., the following E-Poll was conducted:

Summary:

Councilwoman Jennifer Webster respectfully requests approval to attend the National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat in Portland, OR from May 15-17, 2017.

The Oneida Business Committee has deemed the pursuit of the tribal waiver option with the State of WI a top legislative priority. The National Indian Health Board and MMPC are retreating to review their strategy on legislative items that pertain specifically to provisions in the tribal waiver that we are pursuing (i.e. 1115 waiver, ARRA protections, rule making, MCO's, etc.).

Also, the CMS Tribal Technical Advisory Group will be reviewing their strategic plans and communication strategy to the Tribes.

Justification for E-Poll: To obtain the lowest cost for hotel and airfare.

Requested Action:

Approve travel request – Councilwoman Jennifer Webster – National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat – Portland, OR – May 15-17, 2017.

Deadline for response:

Responses are due no later than 4:30 p.m., TODAY, April 20, 2017.

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 approved travel request - Vice-Chairwoman Melinda J. Danforth - National Indian Health Board (NIHB) & Medicare, Medicaid, and Health Reform Policy Committee (MMPC) retreat - Portland, OR - May 15-17, 2017

- 1) Save a copy of this form for your records.
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- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Oneida Business Committee Travel Request

1. OBC Meeting Date Requested: 04 / 26 / 17 e-poll requested

2. General Information:

Event Name: National Indian Health Board & MMPC Retreat

Event Location: Portland, OR Attendee(s): Jennifer Webster

Departure Date: May 15, 2017 Attendee(s):

Return Date: May 17, 2017 Attendee(s):

3. Budget Information:

- Funds available in individual travel budget(s)
 Unbudgeted
 Grant Funded or Reimbursed

Cost Estimate: \$2500

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 Oneida Business Committee has deemed the pursuit of the tribal waiver option with the State of WI a top legislative priority. The National Indian Health Board and MMPC are retreating to review their strategy on legislative items that pertain specifically to provisions in the tribal waiver that we are pursuing (i.e. 1115 waiver, ARRA protections, rule making, MCO's, etc.).

Also, the CMS Tribal Technical Advisory Group will be reviewing their strategic plans and communication strategy to the Tribes.

5. Submission

Sponsor: Jennifer Webster, Councilwoman

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- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

National Indian Health Board



NIHB Medicare, Medicaid, and Health Reform Policy Committee (MMPC)

Annual Strategy Session

Tuesday, May 16, 2017 (9:00AM to 5:00PM PDT))

Wednesday, 17, 2017 (9:00AM to 1:00PM PDT)

Dial-in: 1-866-303-3137 Passcode: **594865#**

Northwest Portland Area Indian Health Board (NPAIHB)

2121 SW Broadway

STE #300

Portland, OR 97201

AGENDA

Purpose: The Annual MMPC Strategy Session is a two day detailed discussion of 2017 MMPC Action Plan priorities and assignments, with a focus on in-depth discussions and development of strategies for major policy issues.

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2. Formulate new strategies where needed; and,
3. Identify processes for tracking outcomes and accomplishments

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Opening Prayer

Introductions

9:10 am Opening Remarks – Chairperson Victoria Kitcheyan

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10:30 am Review and Discuss Strategies for Advancing Top Priorities and Other Issues:

1. Waivers
2. ARRA Protections
3. Prior Authorization

4. Executive Orders
5. CMS Accreditation: facilities and workforce
6. Negotiating MLR and understanding self-governance
7. Managed Care Organizations

12:00 pm Lunch – On Your Own

1:00 pm Trump Administration Strategy Discussion

2:30 pm Legislative Update and Strategies

3:00 pm MMPC Workgroup Reports

- a. Regulations Workgroup
- b. IHS/Tribal Workgroup
- c. Payment Reform Workgroup
- d. Consultation Workgroup

3:30 pm TTAG Subcommittee Reports

- a. Consultation Policy
- b. Outreach and Education
- c. 1115 Waivers
- d. ACA Policy
- e. Long-Term Support and Services
- f. Data
- g. Across State Borders
- h. Behavioral Health

4:30 pm Recap

5:00 pm Adjourn

Wednesday, May 17, 2017 (9:00AM to 1:00PM PDT)

9:00 am Opening Remarks

Opening Prayer

9:10 am Review of MMPC Action Plan

1. Recommendations on Format and Process for Tracking Items
2. Aligning with TTAG Strategic Plan
3. Objectives Related to IHS-NIHB Cooperative Agreement

10:10 am Recommendations on Improving and Strengthening TTAG/MMPC Coordination

11:00 pm Possible Agenda Topics for TTAG Face-to-Face Meeting on July 12-13, 2017

11:30 am Annual Consumer Conference Planning and Discussion

1. Potential workshops

2. Potential Training Sessions & Opportunities
3. Possible Plenary Speakers

12:20 pm **Recap and Next Steps**

1:00 pm **Adjourn**

DRAFT

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

Environmental Health & Safety Division 2nd 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: _____
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

Oneida Business Committee Agenda Request

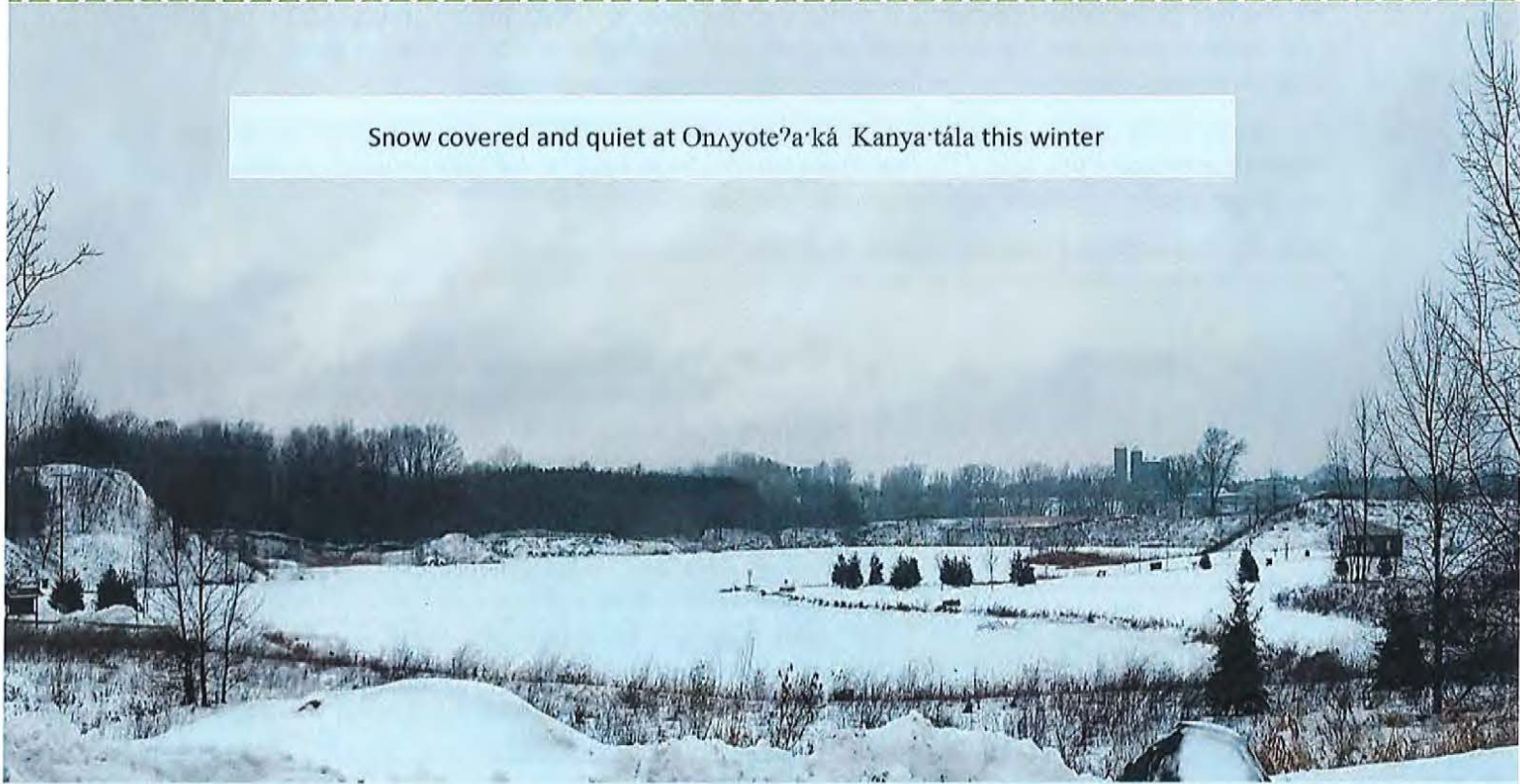
6. Cover Memo:

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

Environmental Health & Safety Division 2nd Quarter Report.

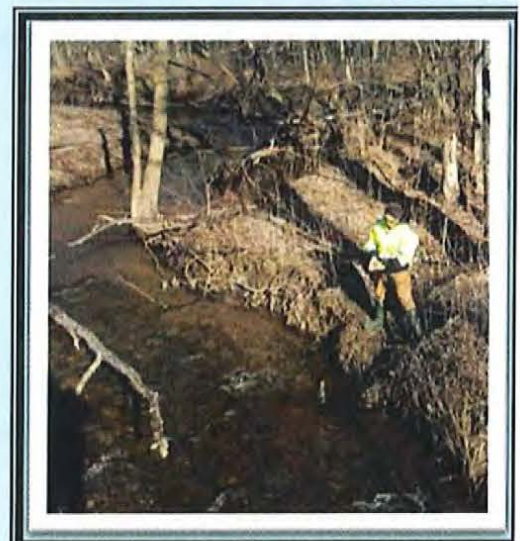
- 1) Save a copy of this form for your records.
- 2) Print this form as a *.pdf *OR* print and scan this form in as *.pdf.
- 3) E-mail this form and all supporting materials in a **SINGLE** *.pdf file to: BC_Agenda_Requests@oneidanation.org

Snow covered and quiet at Onlyote'a'ká Kanya'tála this winter



Left Photo: Two Environmental Health and Safety Staff were recognized for 30 years of continuous service to the Oneida Nation in January!

Right photo: Staff collects water quality data to monitor the health of Trout Creek in March.



FY2017 Second Quarter Report

Oneida Environmental, Health, and Safety Division

May 2, 2017



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

Overall Impressions of the Second Quarter

In the Second quarter of FY2017, EHSD was very busy in trying to identify the impacts of the possible changes in the federal government as our granting agencies adjust to new priorities from the new administration. We will continually work with our Legislative of Affairs Office to express the benefits of these funds for the Oneida Nation to the US Congress Members.

We are pleased to announce that we received another year of WDNR funding to put four (4) Oneida Youth to work again this year. This has many benefits from building our future capacity to the youth contributing positively to improving our over-all environment.

Moving Toward the Practical Vision: How EHSD contributes...

<p>An engaged community</p>	<p>Planning effort with Land Management and Secretary’s Office and CDPC to create a video presentation on the cleanup effort at the former BP site. Coordinate 1st Garlic Mustard (invasive plant) pull event in Oneida. Introducing ONHS students to wildlife-based field work builds awareness of the important role that Oneida Nation plays in providing critical habitat for wildlife in an area where much of this habitat has been lost to agricultural and other development. Planned 2 water outreach events with SEOTS for June. The Hunter Safety class gets new sportsmen certified to be safe, responsible, and courteous hunters when in the field.</p>
<p>Accountable & effective government</p>	<p>Training for staff to develop a defensible methodology to apply institutional controls to contaminated sites and to develop better work standards and SOPs. Stormwater Regulatory items related to EPA General Permit. Negotiations with BOA and Aphis regarding ACOE comments on Austin Straubel Airport and Nuisance Wildlife related to standing water on restoration projects, comments on Water Quality Standards to Legislative Affairs.</p>
<p>Leaders who promote positive social change</p>	<p>The Oneida Nation has been asked to help ITEP deliver underground storage tank training to other Tribes across the country. The BIA requested a presentation on the Oneida Property Profile Database to determine its usefulness for managing its data. Updating our water quality data management system contributes to the vision of an integrating environmental data and making it accessible to a wide variety of users.</p>

<p>Living a good mind, Kaʼnikuhʼliyo</p>	<p>Staff attended training to better facilitate and manage meetings where there might be conflict. Going to conferences helped newer staff to gain new insights and ideas about how to manage water quality and also better engage the community.</p>
<p>Volunteerism</p>	<p>Adopt a highway clean up along Hwy 54 in Oneida, a frog survey and Oneida Earth day Clean up are planned for 3rd quarter giving community members a chance to practice volunteerism.</p>
<p>Long term sustainability plans</p>	<p>Long-term sustainability of natural resources depends upon wise use and ultimately, valuing of resource by the community. All outreach events build community appreciation of Oneida waters. By implementing managed grazing, we are working with farmers to produce a healthier food source while also reducing sediment and nutrient runoff into the surface waters of the reservation. The Water Resource program has set up a mini-lab at ONHS to analyze water samples associated with the Aquaponics project. In this way, the WR program is supporting the development of sustainable food systems for the Nation. The establishment of the Hunting, Fishing, & Trapping Law for long term natural resource management sustainability.</p>
<p>Create economic systems</p>	<p>EHSD & GLIS are collaborating on purchasing and using new software that will maximize the UAS (drone) that EHSD currently use in the field. This software will allow staff to develop 2D & 3D models, elevation/contour maps, and document planning and restoration projects. Summer tribal youth program grant provides full time income to Oneida youth to support themselves and families in Oneida.</p>

Personnel

Time-Off Accrual Management

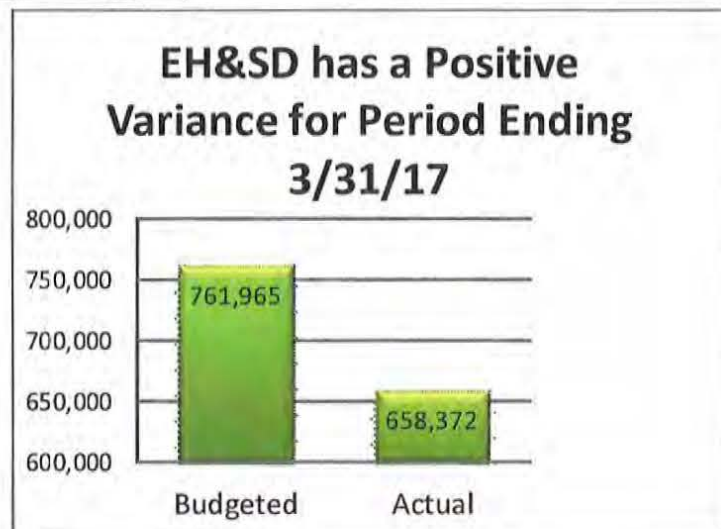
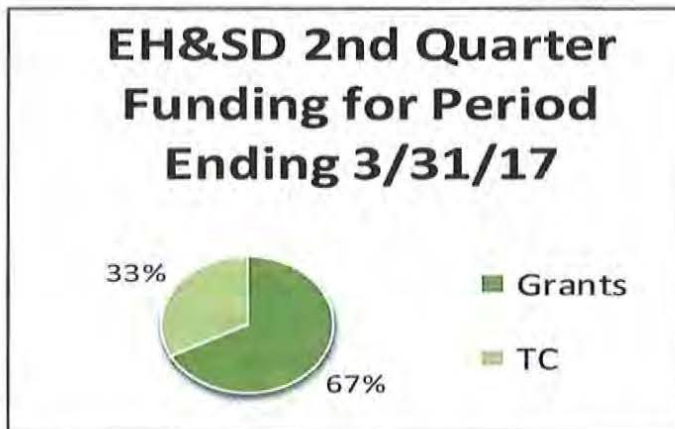
We have 9 employees over the 200 hours for vacation and personal time accruals. These employees are encouraged to take time off monthly by their supervisor and to review their hours on the Employee Self Services computer site

Environmental Health & Safety Division Staff



Grants Applied for or Received in the Second Quarter		
Agency	Activities	Amount
BIA	To implement nonpoint practices to reduce sediment and nutrient run-off for 3 grazing projects.	\$385,000.00
NRDA	To identify an option for a second community lake site within the boundaries of the reservation.	TBD
BIA	Climate Change Vulnerability Assessment	\$10,000.00
EPA	The Clean Water Act Section 106 for the Nation’s Water Quality Monitoring program to protect and enhance the quality of the surface waters (streams and lakes) across the reservation.	\$326,316 (1.5 years)
BIA	GLRI Bio assessment	\$10,000.00 (2 years)
WDNR	Summer Tribal Youth Program for Oneida Conservation	\$21,262 (1 year)

Budget Information



Travel & Training

EH&S Division Travel for 2nd Quarter			
Staff	Event	Location	Cost
Env. Specialist	Tribal Exchange Network Conference	Alpine CA	Expense Free
Water Resources Specialist	Tribal Exchange Network Conference	Alpine CA	Expense Free
Env. Specialist	TWRAP Steering Committee Meeting	Arlington VA	Expense Free
Senior Warden	Wildlife Identification Training	Duluth MN	\$286.59
Warden	Wildlife Identification Training	Duluth MN	\$224.00
Wetland Project Manager	2017 Wetland Science Conference	Stevens Point	103.50 Grant
Water Resources Specialist	2017 Wetland Science Conference	Stevens Point	103.50 Grant
Natural Resources Tech Trainee	2017 Wetland Science Conference	Stevens Point	103.50 Grant
EH&S Division Director	WTCAC Meeting	Bad River	Expense Free
EH&S Division Director	WTCAC Meeting	Lac Du Flambeau	Expense Free
Project Manager	Inter-Tribal Workshop-Finance	Golden CO	Expense Free
Project Manager	Inter-Tribal Workshop-Finance	Golden CO	Expense Free
Environmental Specialist	WI Hazardous Materials and Waste Disposal Training	UWGB	Expense Free
Project Manager	WI Hazardous Materials and Waste Disposal Training	UWGB	Expense Free
Environmental Area Manager	50th Annual Governors Conference-Emergency Mgmt Homeland Security	Wisconsin Dells WI	Expense Free
Wetland Project Manager	Annual BIA Circle of Flight/Great Lakes Restoration Initiative Meeting	Lac Du FLambeau	167.50 Grant
Project Technician Manager	Annual BIA Circle of Flight/Great Lakes Restoration Initiative Meeting	Lac Du FLambeau	158.50 Grant
Project Technician Manager	Annual BIA Circle of Flight/Great Lakes Restoration Initiative Meeting	Lac Du FLambeau	167.50 Grant
Project Technician Manager	2017 Grazing Conference	Wisconsin Dells WI	928.50 Grant
Agriculture II Worker	2017 Grazing Conference	Wisconsin Dells WI	50.50 Grant
Eco-Services Manager	2017 Grazing Conference	Wisconsin Dells WI	214.50 Grant
Industrial Hygienist	2017 Better Buildings/Better Business Conference	Wisconsin Dells WI	\$674.86
Master Electrician	Solar Training Academy	Milwaukee, WI	256.00 Grant
Master Electrician	Solar Training Academy	Milwaukee, WI	184.66 Grant
Master Electrician	Solar Training Academy	Milwaukee, WI	168.99 Grant

Notable Accomplishments for the Second Quarter:

- Solar Deployment technical design is complete and had continuous negotiations over Operating agreement language, contract amendments; held community informational meeting for program.
- Midwest Tribal Energy Resources Association (MTERA) has selected an Executive Director consultant to assist with organizational development, Midwest Tribal contacts, and grant administration.
- Team from Oneida EHSD, Police Department, Housing Authority, and Tsunhehkwá, met with LRO and finished edits on Oneida Domestic Animal Ordinance so the ordinance is ready for Public Hearing.
- The nonpoint program received 3 contracts from the NRCS to expand the Oneida Nation Farm Beef Grazing Operation, to expand the grazing operation at the Tsunhehkwá Farm, and work implement a new 500 acre grazing operation at the former State Farm property.
- Continuing the long process of Phase 2 of the Oneida Lake expansion or 2nd lake project. Moving forward on the permitting and revised vegetation plan for the project.
- Participate in the Tribal Environmental Exchange Network Conference to demonstrate Oneida's Property Profile Database and Environmental Data Viewer. Facilitated MOA with EPA for Oneida to directly receive Toxic Release Inventory data. Both of these projects are the first of their kind for a Tribal Nation.
- Completed 15 UST compliance assistance visits to facilities within the Oneida Nation Reservation boundaries to ensure compliance with federal regulations and to prepare the facilities for federal inspections. The Oneida Compliance Assistance Program hosted an underground storage tank boot camp at the Radisson March 14th-16th. The training had 26 attendees from 10 Tribal Nations.
- Successful revision, submission and approval of 106 Grant and the associated Quality Assurance Project Plan (QAPP) and Water Quality Monitoring Strategy. We have transitioned to combining our 106 (Water Quality Monitoring) and 319 (Non-point Source) programs into a Performance Project Grant (PPG), which was a major step toward better coordination of these water quality programs.
- Trees have been ordered for ERB Earth Day clean up and tree giveaway event on May 13. Birch, Larch, Maple, Oak, Cedar and Lilac shrubs will be available for tribal members this year. Larger stock will require same day planting. Also getting back to a tree giveaway, whereas in past few years we have done more berries and shrubs.
- Memorial tree planting at Oneida Nation High School at Norbert Hill woods in honor of the passing of ONSS science teacher Becky Nutt.



Left: Tribal forester and High school principle assist with memorial tree planting

Right: Earth day clean up and tree give away flyer

ERB/Conservation will be hosting the 2017 Earth Day Events
Saturday, May 13th

Come Celebrate

Onlayote?á'ka Lake
On Crook Road and County U

9:00 AM...
- Opening Prayer
Light breakfast, pick up bags, gloves and orange vests

11:00 AM...
- Tree Give Away
Limit 6 trees per family

Earth Day 2017

For more information, please call ERB at: (920) 496-5360

EHSD 2nd Q Accomplishments Contd.

- Hunter Safety Recertification was held in quarter 2 and 15 community members completed class.
- Continued work with Law Office and ERB to amend and edit the current Hunting, Fishing, and Trapping Law. Through the collaborative efforts of all parties the Nation has creditable laws, rules, and regulations that take in the management of the surrounding wildlife and the safety of the community as a whole. The amended changes allow the membership the ability to harvest a variety of different natural resources, while ensuring that the safety component for both wildlife and community are factored into the management of the natural resources.
- The Conservation Wardens/Officers monitored the Oneida reservation and had the following activities: Seven (7) complaints; Seventeen (17) contacts resulted in 0 Warnings/0 Citations; Eight (8) Nuisance Animal complaints/issues
- The Division and the Oneida Tribe BC recognized 2 staff in EHSD, the Senior Warden Terry Metoxen and Eco Services Manager Michael Finney, for thirty (30) years of service to Oneida in a formal presentation with the Oneida Business Committee on January 25, 2017.

Plans for FY17 Third Quarter

- Solar Program to finalize and present Solar Deployment operating agreement to CDPC and BC; commence installation of solar projects on Tribal buildings.
- MTERA to begin communication process with Midwest Tribes to initiate energy baseline development.
- Review Conservation energy audit results and plan energy efficiency improvements. Work with Housing Authority and Engineering to schedule HUD training for design of net-zero energy model housing.
- Work with U.S. Fish and Wildlife to design treatment system for Silver Creek Watershed project objectives; prep for summer construction.
- Implement the 3 new grazing projects from NRCS for the nonpoint program.
- The GSD's Parks Department will work with EHSD's Forest & Trail Program to work on improving the beach area at NHC pond through surface and shaping improvements. Implemented by May 2017. Governmental Services Division (GSD) will be responsible for programming & services activities through-out the season. Environmental, Health and Safety Division (EHSD) will be responsible for Pond maintenance.

Photos of one of the NRCS grazing project locations at the Tsyunhehkwa Farm. LEFT: cows grazing at Tsyunhehekwa RIGHT: Site use aerial map at Tsyunhehkwa showing pasture areas, white corn areas and buildings



EHSD Plans for 3rd Quarter Contd.

- Continued development with UW Madison Nelson Institute on a climate change webinar which focuses on health care professionals will be completed in May 2017 and a training session with Oneida Health Center will be scheduled.
- TERP staff will participate in two peer mentoring and outreach trainings through 2 different universities Northern Arizona University (ITEP) and Kansas State University (TAB). These opportunities showcase and highlight the program development Oneida has been able to achieve in Brownfields (Tribal Response Program) and Underground Storage Tank Compliance Assistance. Participate in the Tribal Environmental Program Management Conference April 4-6. Presentation 1- Pollinator Plantings in Oneida. Presentation 2- Using Technology to Advance Invasive Species Management.
- WTCAC seasonal staff hiring and implement Oneida's 2017 invasive species program work plan.
- Cross departmental team planning for 18th annual Youth and Elder Fishing Day on May 20. New this year the team is working with ONSS to do a poster contest for the t-shirt design.
- Hiring of four DNR grant funded seasonal Summer Tribal Youth Program staff will occur in quarter 3 to assist with maintenance and conservation of natural areas.
- Water staff is exploring the possibility of acquiring a new database for managing water quality data.
- Herbicide treatment at Osnuhsa Lake will take place in mid-April in order to eliminate curly-leaf pondweed from the lake.
- Begin planning and scope for the next Clean Sweep event.
- Oneida Lake upper lot and restroom opening on April 1. Also planning for the wood chip layer to be done by Conservation for under new playground equipment. Playground will be installed by the company in 3rd quarter.
- Conservation Dept will maintain Oneida Lake recreational area and the Norbert Hill Center Pond for community members that want to experience a quality recreational experience during the summer months. Due the extensive utilization of these areas, there is a lot of required maintenance that needs to be done in order for the sites to be kept at the standard the membership has come to expect.
- May 13 Earth Day event coordination with Environmental Resources Board
- May 20 Youth & Elder Fishing Day and Take 25 for Safety event
- First Downs for Trees donation of trees for Arbor Day tree planting at various sites on Reservation.

Current local or regional collaborations

UWGB, NEW Water/GBMSD, Outagamie County, U.S. Fish and Wildlife, Nature Conservancy, Glacierland Resource Conservation & Development, Midwest Tribal Energy Resources Association, Ater Wynne legal consultant, BDO accounting consultant, Department of Energy, National Renewable Energy Laboratory, Indian Land Tenure Foundation, Avant Energy, Midwest Renewable Energy Association, Baker Tilly, Wilson Engineering (Level 1 Energy Audit contract for Conservation workshop). Outagamie County Child Welfare, EPA Region 5 Tribal Operating Committee, Oneida Health Center Community Health Department on Public Health Accreditation Board (PHAB) certification, UW Madison Nelson Institute on climate change training, WI Tribes at WI Tribes Environmental Managers Meeting. USFWS, GEI Consultants, Robert E. Lee & Associates, ITEP, EPA, BIA, WDNR, Kansas State University, Oneida Nation HS; planning Silver Creek Outreach event with partners at NEW Water. Landscape Blueprint Workgroup, Green Bay Conservation Partners, The Nature Conservancy, Fish and Wildlife Service, Brown and Outagamie Counties.

Report Prepared By:

Brenda Skenandore May 2, 2017
For Patrick Pelky.

Patrick Pelky, EH&S Division Director

Sylvia Cornelius May 2, 2017

Sylvia Cornelius, Project Manager

Upcoming 3rd quarter EHSD event:

Oneida Youth & Elder Fishing Day & Take 25

Rain or Shine **May 20, 2017**

Saturday, 9 a.m. to 1 p.m.

- Free lunch
- Oneida Youth & Elders to catch & release to catch a fish win a prize
- Bring your poles
- Unlimited amount of bait provided
- Size/bag limits apply as posted
- Game Tank with Oneida Police

At Osnúhsa? Kanya-tála

Behind Cultural Heritage
3707 Hillcrest Dr. (F1)
Please bring your Trout ID

- Join Oneida Police Dept. to learn more about keeping your children safe
- Explore a DARE/G.R.E.A.T Squad car and Dodge Charger Squad Car, Emergency & Fire vehicles

take 25
Make time to talk about child safety.

Questions? Oneida Environmental
(920) 869-1600

ONEIDA
A good mind. A good heart. A strong firm.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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: Lori Elm, Office Manager DOLM
Your Name, Title / Dept. or Tribal Member

Additional Requestor: _____
Name, Title / Dept.

Additional Requestor: _____
Name, Title / Dept.

DIVISION OF LAND MANAGEMENT

2nd Quarter FY 2017



MISSION: *To acquire all lands within the 1838 original boundaries and distribute according to the needs of the GTC*

WEBSITE: <https://oneida-nsn.gov/business/land-management>

OVERALL IMPRESSION 2ND QUARTER

- MORATORIUM OF PURCHASING NEW DREAM HOMES CONTINUES
- HIP (HOMEOWNERSHIP INDEPENDENT PURCHASE) PROGRAM, CLOSED ON 10 HOMES FY 17
- COMPREHENSIVE HOUSING BEGINS TO MOVE FORWARD
- RULES AND PROCESS UPDATED

EMPLOYEES AS OF DECEMBER 2016

- 22.5 regular full-time
- 1 Interim Division Director
- 100% enrolled Nation Members

ACCRUAL TIME-OFF MANAGEMENT FOR STAFF:

2 employees over 200 hours of vacation/personal accruals, will use their time off to stay in compliance.

2ND QTR KEY INITIATIVE-COMMUNITY DEVELOPMENT

- Comprehensive Housing Division— We are piloting the residential rental program to initiate collaborative efforts for the new proposed division for like-services-programs under one area by moving One (1) DOLM employee to OHA, to handle all Rental duties and processes.
- 90% Rental Occupant rate for the quarter— 7 vacancies pending, 72 occupied
- Open House at 3374 Belmar May 9 & 10; Advertised according to the newly approved Mortgage & Foreclosure Law, and updated Real Property Law
- Working with Planning, and Land Commission to assesses the needs of Upper Oneida, and other key areas
- Commercial/Agricultural 103 Commercial leases and 67 Agricultural leases

COMMITTING TO BUILD A RESPONSIBLE NATION

ACQUISITION

- ◆ Acquired 0.65 acres through the HIP Program
- ◆ Reacquired a DREAM home to be used as a rental
- ◆ OHA acquired home,
- ◆ Repairs are subtracted from the appraised value. Currently saved \$13,000 off the appraised value this FY and received a total of \$18,500 for allowances for the repairs.

Date	Property Address	Acreage
01/20/17	1338 Hobart Dr (HIP)	.25
02/17/17	3080 Par Court (HIP)	.4
02/27/17	2965 Standing Stone(OHA)	Re-acquired
03/16/17	1965 Belmont	Re-acquired

FEE TO TRUST

- ◇ Continue with goal of 25 applications into trust for 2017
- ◇ Fee to Trust Consortium MOU between the BIA Midwest Regional office and the Oneida Nation was approved by BC and forwarded on to BIA for final signature.

ADVANCING ONVYOTE?A.KA PRINCIPLES

- 687 Residential Leases including 76 Rentals
- Maintenance over sees all properties and completes work orders in a timely manner
- Demo Team has the following sites on their agenda; 1970 Belmont & 2578 Hazelwood

Cemetery Secondary Location Status Update

The Development Division provide the DOLM with a preliminary report on four potential alternative sites for a cemetery. It is important to note this is not a completed L.U.T.U Part 2. The report explained that it is intended to give a cursory look at possible alternative locations for a cemetery. Please see below:

ADAM DRIVE – PROPERTY TO EAST OF THE ONEIDA SACRED BURIAL GROUNDS

LU-0333 – SEMINARY RD. THE FORMER NIKODEM PROPERTY

LU-0124 – SEMINARY RD. THE FORMER GRACE KUROWSKI PROPERTY

LU-0335 – 1100 BLOCK OF FISH CREEK RD. THE FORMER VAN KAUWENBERG PROPERTY

The Cemetery Technical Team has been working on gathering more information and analysis on the property next to the Oneida Sacred Burial Grounds regarding specific details and requirements necessary to complete a L.U.T.U Part 2. For this site, they have established ground water monitoring stations, evaluated the surface to ground water, ground water movement, soil types, grade and adjacency to the existing cemetery have looked positive for siting. If this work shows an over-all negative commutative effect for future siting, the Cemetery Technical Team will begin the L.U.T.U. Part 2. analysis of those other sites.

CREATING A POSITIVE ORGANIZATIONAL CULTURE

FY 2016 LAND MANAGEMENT OPERATION BUDGET INFO.

** We are spending according to FY 2016 amounts until FY 2017 Budget is approved.*

Loan Report 2017 2nd Quarter				
TYPE	LOANS CLOSED		TOTAL # OF	TOTAL LOAN RECEIVABLE
DREAM	3	\$318,800	166	\$12,138,937
THRIL	0	\$0	30	\$355,619
TLC	0	\$0	116	\$6,697,700
VET-TLC	0	\$0	72	\$5,691,772
VET-THRIL	0	\$0	7	\$104,095
	3	\$318,800	391	\$24,988,123

IMPLEMENTING GOOD GOVERNANCE PROCESSES

LAND TITLE AND TRUST is responsible for providing technical assistants to the Individual Trust Owners.

- * 145 Individual Trust files maintained
- * 2 Deeds have been approval by BIA
- * Assisting with 3 sales, 2 development, 1 Partition and 1 Easement
- * 3 Individual Fee to Trust Applications at BIA
- * 14 Title Reports completed and approved
- * 935 Probates files maintained,
- * 4 New Probates Opened/4 Probates closed
- * Processed 26 Utility Forms, 54 owner/address verifications and 2 WHEAP Forms
- * Assisted the West De Pere with their Impact Report verified 59 address and land status
- * Verified 53 addresses for election
- * Assisting with Roads Department to corrections to the placement of Takwatetha Ct.
- * TAAMS Computer went to Shawano to get the newest updates,
- * 4 TAAMS employees updating data
- * 40 Documents recorded with Register of Deeds

TRAINING: 2 Day Intertribal Task Force Tribal Real Estate Training and 3 Day Tribal Land Conference

BC Action Needed: Request OBC to accept the 2nd Quarter Report for the Division of Land Management

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 04 / 28 / 17

2. General Information:

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

2nd Quarter Direct Reports - OHA Housing

Agenda Header: Reports

Accept as Information only

Action - please describe:

Requesting OBC approval of Oneida Housing Authority Housing 2nd Quarter Direct Reports.

3. Supporting Materials

Report Resolution Contract

Other:

1. 2nd Quarter Direct Reports - OHA Housing

3.

2.

4.

Business Committee signature required

4. Budget Information

Budgeted - Tribal Contribution

Budgeted - Grant Funded

Unbudgeted

5. Submission

Authorized Sponsor / Liaison: Dale Wheelock, Director/OHA

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:

In compliance with the OBC Direct Reports FY 2017 Schedule. The Executive Director Oneida Housing Authority is submitting the 2nd Quarter Direct Reports for the period of January 1, 2017 thru March 31, 2017 for the OBC May 10, 2017 agenda.

- 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

Memorandum

To: Oneida Business Committee
 From: Dale Wheelock, Executive Director Oneida Housing Authority *OPW*
 Date: April 28, 2017
 Subject: **FY 2017 2nd Quarter Direct Reports - Oneida Housing Authority**

Demographic Information:

The Oneida Housing Authority housing stock as of March 31, 2017 has served an average of **1,164** rental and homebuyer family members each month this quarter.

OHA Operations Quarterly Report - 2nd Quarter FY 2017

Provided by Scott Denny & Operational Staff

OHA Vacancy Overview Period Ending March 31, 2017			
	Number of Units in Housing Inventory	Number of Vacant Units	Number of Eligible Applicants on Wait List
Family & Single Rental	249	19	94
Elder/Disabled Rental	68	2	16
Home Buyers	50	0	44
Totals	367	21	154
Occupancy Rate of 94%			
Inventory & Vacant Units Includes Uskah Village Townhouse -Certification of Occupancy Pending			

Wait List Breakdown – Rental Program - 110 Total

Family & Single Rentals -

- 1 bedroom = 30
- 2 bedroom = 20
- 3 bedroom = 31
- 4 bedroom = 13

Elder/Disabled Rentals -

- 1 bedroom =14
- 2 bedroom = 2

Wait List Numbers – Family Home Ownership Program – 44 Total

- 3 bedroom = 23
- 4 bedroom = 14
- 5 bedroom = 7

Inventory Management

There is a constant challenge in balancing the utilization of housing inventory for both existing tenants and wait list applicants. As a current tenant's household size changes or a household members physical needs change, OHA does whatever we can to better accommodate the current tenant through transfers which in turn will open up units for others on the waiting list.

2nd Quarter Move-In and Move-Out Facts

- A total of 19 tenant move-ins
- A total of 15 move-outs

Collections

OHA collection efforts focus on unpaid balances from past and current rental and homeownership tenants.

Unpaid balances consist of one or combination of the follow:

- Unpaid rent
- Green Bay Water Utility tax liens, unpaid by tenant
- Property damage

2nd Quarter Unpaid Balances Key Facts

Unpaid balances from existing tenants	\$19,196.79
Unpaid balances from those with balances over 3 months	\$7,916.92 or 41.3% of total unpaid balances
Number of tenants notified of unpaid balances	110 – Rental
Number of tenants bringing accounts current	79 – Rental
Number of repayment agreements	17 (8 of 17 paid in full within 2 nd quarter)
Number of Judiciary Court appearances regarding unpaid balances, and Court outcomes	<p>9 – Rental</p> <ul style="list-style-type: none"> • 2 Court Ordered Satisfaction Extensions (resulting in termination) • 5 Court Supported Stipulation Agreements • 2 Past tenant collection hearings <p>1 – Home Ownership</p> <ul style="list-style-type: none"> • 1 Court Supported Stipulation Agreement

Collection Challenges – Existing Tenants

- Repayment agreements are established in effort to provide tenants an opportunity to avoid termination and eviction due to breach of the rental agreement. A tenant repeated request for “a chance” and their promise to pay can accumulate total arrears.
- Tenant habits of heavily relying on per capita and/or tax returns to pay rent develop poor payment habits while being in breach of the rental agreement.
- Tenant habits of heavily relying on assistance from program providers develop poor payment habits while being in breach of the rental agreement and utility service providers.

Working with the Tenant

- Warning letters are issued when a tenant falls behind or has an unpaid balance.
- A meeting is established to discuss the situation and hear the tenants plan of action

- OHA refers tenants to program providers that may provide assistance
 - Community Support
 - Utility assistance
 - Temporary Assistance for Needy Families (TANF)
 - Budgeting at Community Education Center (CEC)
- OHA Resident Services Staff offers basic budgeting when possible and also refers tenant to local agencies that offer budget classes.
- Repayment Agreements are established to catch up on a delinquent account.
 - Weekly installments
 - Per Capita (when applicable)
 - Tax returns (when applicable)

Collection Challenges – Past Tenants

- Details related to establishing a judgment
- Tenants that have filed bankruptcy
- Tenant who are deceased
- Statute of Limitations (7yrs)

Concerning Tenant Matters

Unpaid rent and/or utilities continue to be the primary reason for involuntary termination of OHA Rental Agreements. Social concerns are often a significant part of noncompliance of the rental agreement, which places the agreement at risk and in some cases results in eviction.

The reasons behind an eviction are often complex, comprising of multiple compliance concerns with OHA having provided ample opportunity for tenants to make choices necessary to avoid eviction.

OHA continues to work with other departments in effort to guide tenants to resources that may assist the tenant with the necessary training, education, or counseling needed to make decisions to avoid placing their housing at risk of termination.

OHA Crime Prevention & Tribal HUD VASH Quarterly Report: 2nd Quarter FY 2017

Provided by Justine Hill & Staff

Crime Prevention Program: Our purpose is to strengthen our neighborhoods and support our families through programs and services that provide for a healthy mind, body, and spirit.

Our goal is to strengthen neighborhood watch, increase community involvement, provide youth social programs, and increase parent participation and contribute to the reduction of crime.

Three Sisters Community Center

- Average attendance is 15 children – Grades 1st – 9th
- Healthy snacks are provided.
- Programming: Character Building through TRAILS (Fairness, Respect); Budget Planning; Safety videos and discussion (Express Anger, Sticks and Stones, Real Life); Library Outreach; Homework
- Women’s Group- Activities and Support group for women. Confidential. Meet twice a month.
- Monday Morning movies with community adults at the center – social time, cultural movies
- Intergenerational Bingo- different age groups to socialize.

- Computer Use-job search
- Security cameras updated

Flying Leaf Community Center

- Average attendance is 8 children - Grades 1st – 6th
- Healthy snacks are provided.
- Programming: STEM (Science, Technology, Engineering & Math) through Green Earth Library; Self-Awareness Videos and discussions on Germs, Sanitation, Viruses, Drugs; Language & Culture; Team Building with Recreation (Civic).
- Security cameras updated

Tribal HUD VASH

- Eligible Participants – 15
- Housed – 3
 - Ready for Move-in – 3 (Inspection Complete, RAP Contract signed, Lease signed)
 - Extensions Letter of 120 days went out to 8 Veterans, 5 Responded accepting
 - Some participants are having a difficult time finding a landlord to participate in our program. Some have background issues; some have no income which the landlord would like them to have.
- Update:
 - Currently updating our original policy as this is a Pilot Program.
 - We haven't received any new referrals in the past couple of months.
 - Posted flyers with Milwaukee SEOTS, Ho-Chunk Branch Office, and Tribal VA Programs
 - Meeting held with Tribal VA Programs and Brown County Housing Coalition.
 - Landlord outreach efforts are being conducted.

Administration - Key activities for the past quarter include;

- OHA administration has maintained positive communication and relationships with the Chicago HUD grant staff during the quarter through reports, training and requests for information. Executive Director worked in coordination with HUD staff regarding the close out of the HUD final monitor finding.
- The Indian Community Development Block Grant (ICDBG) was noticed and planning activities for a Tribal application was begun in collaboration with the Development Division. Both housing staff and planning staff attended the HUD ICDBG training session scheduled in April. The due date for the ICDBG grant application is May 18, 2017. The proposed Trump reduction of HUD funding indicates the elimination of the ICDBG program in FY 2018.
- The Oneida Nation has received a HUD Veterans Affairs Supportive Housing (VASH) grant award in the amount of \$204,934 in vouchers to provide supportive housing for 20 veterans who are homeless or at risk of becoming homeless. There are 15 Oneida Veterans eligible for vouchers at this time pending income and enrollment verification. All program reports and draw down of grant funding has been submitted on time.
- The Tenant Landlord Law has a direct impact upon housing operations in terms of accounts receivable and stepping up Tribal court appearances over disputed back rent that is due and tenants not paying their utilities on time. OHA does provide a utility allowance for tenants in setting up the monthly rent

payment. This allowance provision reduces the monthly rent amount and affords the tenant the opportunity to pay their utilities on time. But the fact remains that some tenants get behind in their monthly utility payments. A critical factor in providing housing is adequate financial income to cover administrative and program maintenance cost. Which is a combination of rental income and HUD allocated funds to maintain existing housing stock.

- The Comprehensive Housing Division Resolution that was approved in October, 2016 and provides for the consolidation of Low-Moderate income Housing Department, Division of Land Management rental, and Elderly Apartment rental remains in the development stage. The Tribal position of Housing Division Director was reposted and is scheduled with a closing date of May 25, 2017.

- The Housing Budget for FY 2018 has been completed with an estimated budget cut by HUD of 10%. The proposed Trump budget indicates a 13.2 % reduction of funding for HUD funding allocations. Housing has completed its contingency plan in response to possible funding reductions. The plan is flexible and can maintain housing services without layoffs or furloughs for 1 to 2 years dependent upon the amount of funding reduction to occur from HUD.
- The publication of the housing waiting list notice is scheduled for implementation in May 2017. This notice will be published in the Kalihwisaks monthly by using a numbering system that assigns individuals on the waiting list to the bedroom size of unit they need and are waiting for. Individuals will only need to read the Kalihwisaks to determine where they are on the waiting list.
- Housing has been working on developing the annual HUD Indian Housing Plan that is due by July 17, 2017 to the HUD Chicago Office. This is a detailed plan for the Oneida Nation Housing FY 2018 program activities with specific budgets. The FY 2017 allocation and budget is \$4,075,713 and it is estimated there will be at least a 10% reduction in the FY 2018 funding allocation.

New Construction Development:

- Oneida Development Division has oversight and control of all OHA construction projects. Kevin House, Project Manager at Development Division has been working closely with OHA staff to ensure the construction projects at Elder Village and Uskah Village precede on schedule. OHA has provided guidance to the Development Division regarding HUD requirements such as procurement and changes in HUD requirements by the 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, Final Guidance.
- The FY 2017 Indian Housing Plan (IHP) calls for the construction of 12-14 Elder Cottages to be located in Elder Village. These cottages will be both one and two bedroom units. The architectural/engineering firm of Louis Wasserman and Associates has been contracted for this development project.
- The FY 2017 IHP also calls for New Construction at Uskah Village. Plans are for the Development Division to bid out three more 4-plex units in early spring of 2017. The construction project has been bid out and awarded to RJM Construction. There will be 12 additional, 2 bedroom units in Uskah Village with construction starting up in May, 2017. Kevin House, Project Manager is leading the development project phase for starting construction in May, 2017.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

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:

Submission of HRD 2ND Quarter Report for FY17

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



Human Resources Department (HRD)

2nd Quarter Report Jan-Mar, 2017





Geraldine R. Danforth
HRD Area Manager

HRD 2nd QUARTER REPORT January - March, FY'17

ADMINISTRATION

- **DONATION OF HOURS.** Currently, we have 40 employees with donated hours. Total hours are at 827.28 hours – 6 Exempt and 34 Non-exempt Employees.
- **EXEMPT STATUS CHANGES.** The Department of Labor has revamped the federal overtime laws and placed on hold pending an appeal. There are no updates at this time.
- **Budget:** HRD submitted the following budget for FY' 17:

Department	Budget Amount	Funding Source	Spending YTD	Variance
Human Resources	\$2,355,685	Indirect Cost	\$1,040,752	\$1,314,933
Employee Assistance	202,468	Tribal Contribution	75,633	126,835
Workforce Development	256,345	Grant 79% & TC	117,504	138,841
Student Intern Program	410,909	Tribal Contribution	10,620	400,289
Employee Incentive & Testing	17,641	Tribal Contribution	3,551	14,090

The Employee Incentive and Testing budget is used to recognize employees who have 25, 30, 35, and 40 years of service or more with a Years of Service gift. The Human Resources Department decreased the budget by \$276,392 from FY'14. To date we have given out 54 blankets for YOS and 4 blankets for Retirement with 25 years of service or more. The Student Intern Program budget will roll out the new program for five college graduates to be hired as limited term employees with the Tribe for two years. Supervisors are required to complete a job description for us to post and attract college graduates looking to gain employment in their field of study.

EMPLOYEES: Human Resources Dept. has 33 employees, Workforce Development has 3 employees and EAP has 2 employees. Three positions were eliminated in the budget process. The EAP will be hiring a college graduate from Retail to gain the necessary hours to practice as a counselor.

JOB DESCRIPTION REQUIREMENTS: The process for determining experience and educational requirements on job descriptions will start to see changes. HR is going to review various positions to determine how employees can receive on the job training. At the end of the assessment phase, we will ask the Nation to consider taking a stance that we are a “**learning organization**” and train Tribal members to help them gain employment.

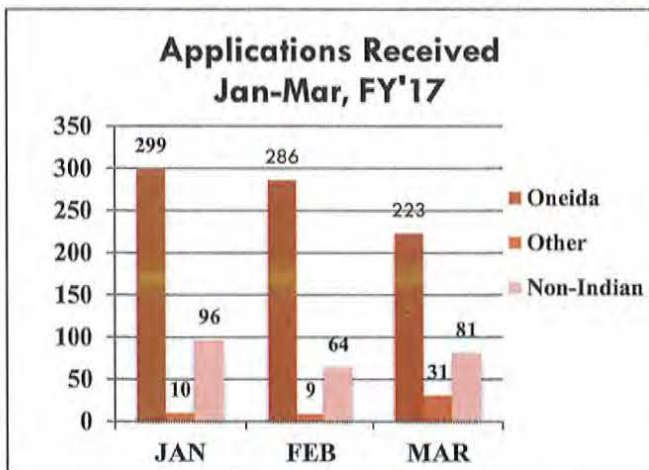
**Accrued Hours
2nd Quarter – FY 17**

The accruals for the first quarter show 58.86% or 1555 employees have accrued hours of 100 or fewer hours. Employees whose hours are at maximum of 280 hours are 1.78% or 47 employees.

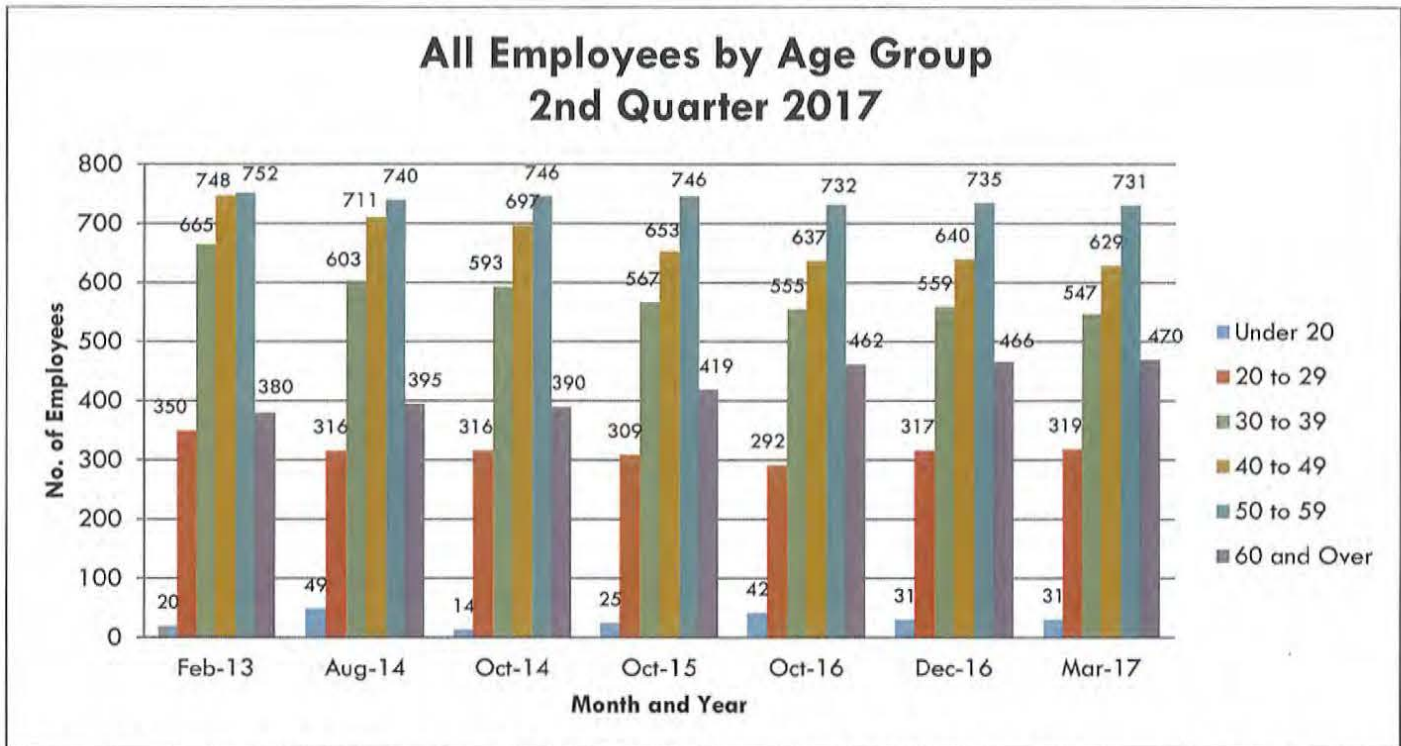
Month	09/14	09/15	09/16	10/16	3/17
Total Emps.	2608	2623	2639	2637	2648
Total Hours	260,572	263,529	264,422	265,535	267,725
Total Payout	\$5,271,854	\$5,412,394	\$5,793,148	\$5,864,113	\$5,977,519
No EE's at Max	29	30	42	42	39
280+ Hours	\$202,833	\$261,496	\$331,728	\$318,928	\$389,700
No. EE's at	395	397	394	407	No longer
200 – 279 Hours	\$2,092,224	\$2,092,612	\$2,336,998	\$2,457,169	Recording
Avg. Hours	99.91	100.47	100.2	100.7	102.62
Avg. Payout	\$2,021	\$2,063	\$2,195	\$2,220	\$2,257



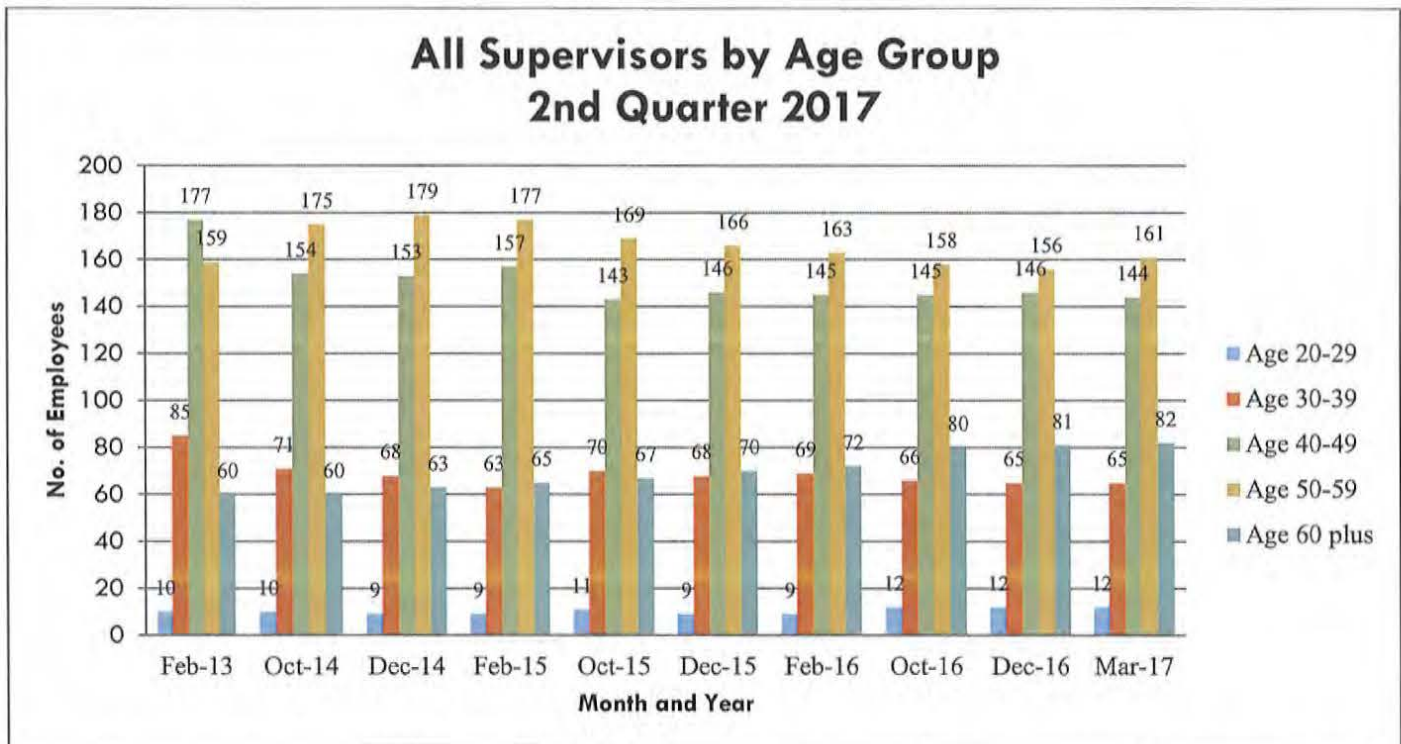
The sign is intended to attract more people to apply for employment with the Oneida Nation. The sign is placed on the front lawn of the Skenandoah Complex and another at Employee Services on Airport Drive. We will also be looking at other avenues for posting jobs such as Craig's list, Casino Careers, and a recruiting firm.



*Administrative Staff at Skenandoah Complex
Left to Right: Megan White, Yasiman Metoxen,
Gina Gutierrez*



This chart represents all 2727 employees of the Nation. The trend is steady for most age groups. The age group of 60 and over have gone from 380 in 2013 to 470 in 2017.



Currently, there are 464 supervisors; in 2013 there were 491, decrease of 27 supervisors. Of the 464 supervisors, 34.70% of the supervisors are in the age group 50-59. Supervisors in the 60 plus age group are at 17.67% of the total supervisors, increase of 6 employees. Succession planning is needed to ensure the critical positions will have a replacement.

- **SUCCESSION PLANNING. PURPOSE:** A succession planning process helps prevent the loss of vital organizational history or knowledge due to retirements, vacancies, and/or resignations. The succession planning process will assess all employees. Human Resources is working on a Succession Plan to present to the OBC in the near future to address filling any critical positions that may become vacant as a result of an employee retirement. See age charts.

It is important to follow a succession planning process to ensure employees are recruited and properly developed so they have the competencies, skills, education, certifications/licenses, and experience necessary to fill vital positions. The HR management team will look at the following:

- Identifying critical positions which are instrumental to achieving strategic and operational goals.
- Anticipating gaps in those positions due to retirement and other factors.
- Defining the qualifications and competencies required to perform successfully in the position.
- Implementing focused strategies to attract and develop pools of qualified candidates who will be ready for emerging opportunities.
- Ensuring that support for the strategies and processes are in place to retain and fully engage employees.
- Align with the Tribe's Branding initiative.

EMPLOYEE INSURANCES

During the second quarter of FY17, the 1095C insurance statements were completed and mailed to employees on March 2nd, 2017. There were a total of 2,915 statements. The statements were filed electronically with the IRS on March 28th, 2017. The electronic submission was "Accepted with Errors". The errors are being assessed and a correction file will be sent to the IRS.

The 2017 Health Risk Assessments (HRA) premium adjustments and the 2017 Insurance Rates were updated during the second quarter of FY17.

The Employee Insurance Department provides benefit administration and employee assistance for: medical, dental, vision, disability, retirement plans, voluntary benefits, flex spending, orientation, and workers compensation.

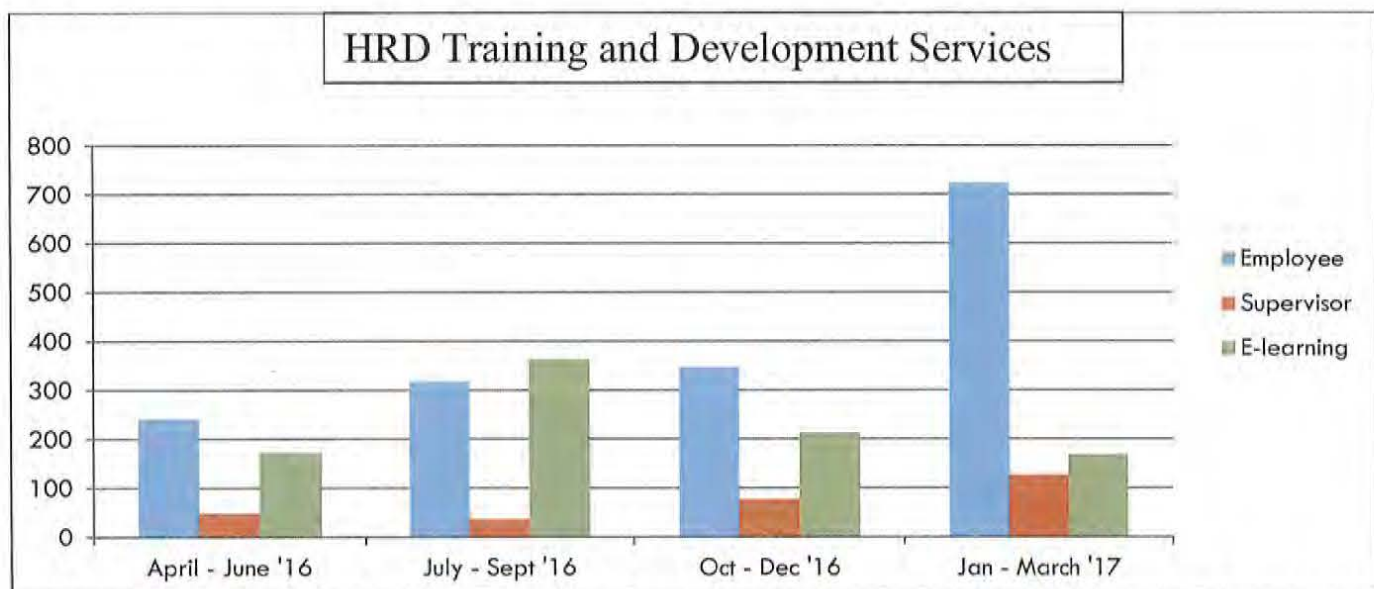
Insurance Requests Processed – Second Quarter FY17		
Type of Requests	# of Requests Processed	
	First Quarter	FY17
Leaves/Return to Work	175	325
Applications, Insurance Changes, Beneficiary, etc.	157	315
Disability	60	100
RAS Completions	58	227
Wellness Incentives	184	394
Note: This is not a complete listing of requests and does not take into account phone calls, walk-ins, emails, and other miscellaneous requests.		

MONTHLY INSURANCE COUNT – March 2017

Breakdown	Employee Count	COBRA count	Breakdown	Employee Count	COBRA count
401K / 401Roth	1,737		Medical – Single	853	2
LIF52	2,546		Medical - Limited Family	473	
Short Term Disability	2,093		Medical – Family	607	
Long Term Disability	2,069				
Delta Dental – Single	663	5	Vision - Single	788	2
Delta Dental- Limited Family	470		Vision - Limited Family	547	
Delta Dental - Family	629		Vision - Family	719	
Dental Associates – Single	141				
Dental Associates – Limited Family	69				
Dental Associates - Family	99				

The Employee Insurance Department consists of: Christina Blue Bird, Kimberly Schultz, Kristin Jorgenson and Josh Cottrell

TRAINING AND DEVELOPMENT

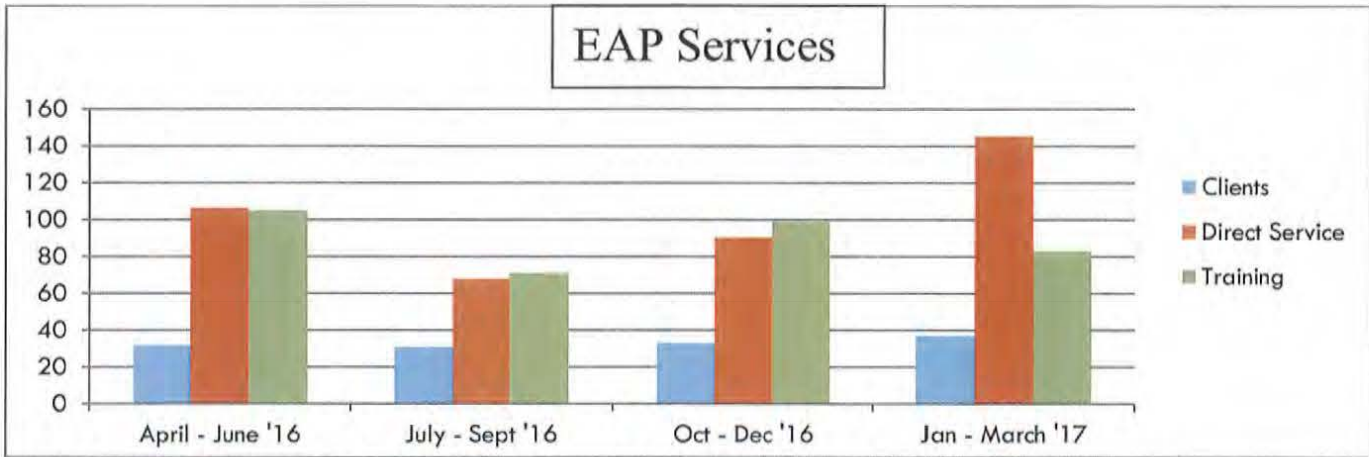


Supervisor training notes: Supervisor training is up due to former GSD Director requiring all supervisors in the Division take HRD Supervisory courses .

E-learning note: **2,976 courses** were taken by employees via e-learning in this quarter (4,871 in 2016). HRD, Gaming Safety and the Health Division are the highest utilizers of this learning format.

Special Training Request Assessments: Supervisors may request special training at any time. Senior Trainers assess the request and determine if training is the right solution to the core reason for the special request. There have been requests from the following Divisions: Gaming (4), Retail, Development, and Governmental Services. NOTE: HRD T&D works with Gaming T&D on Gaming Requests.

Annual Customer Service Training for Health Division was delivered in January and February – total of 313 trained.

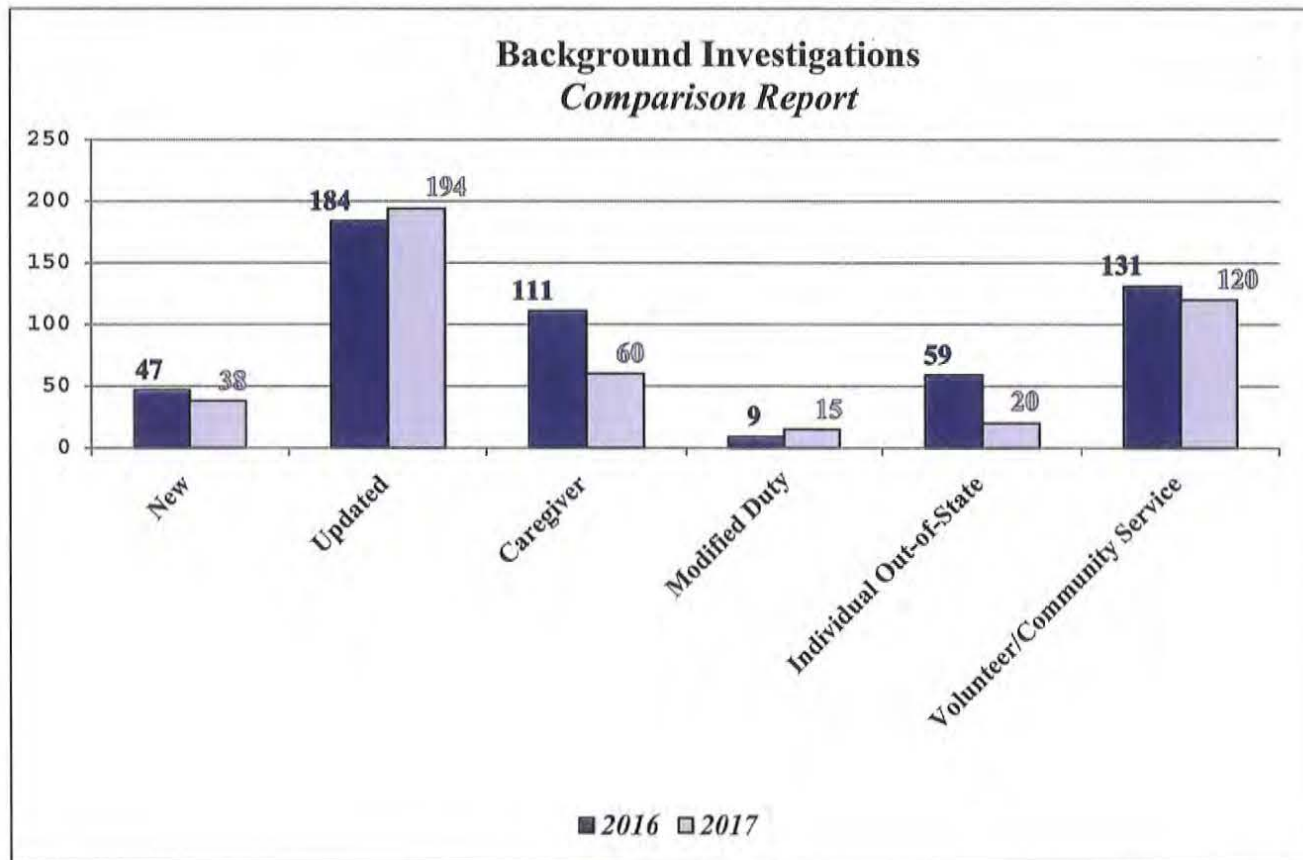


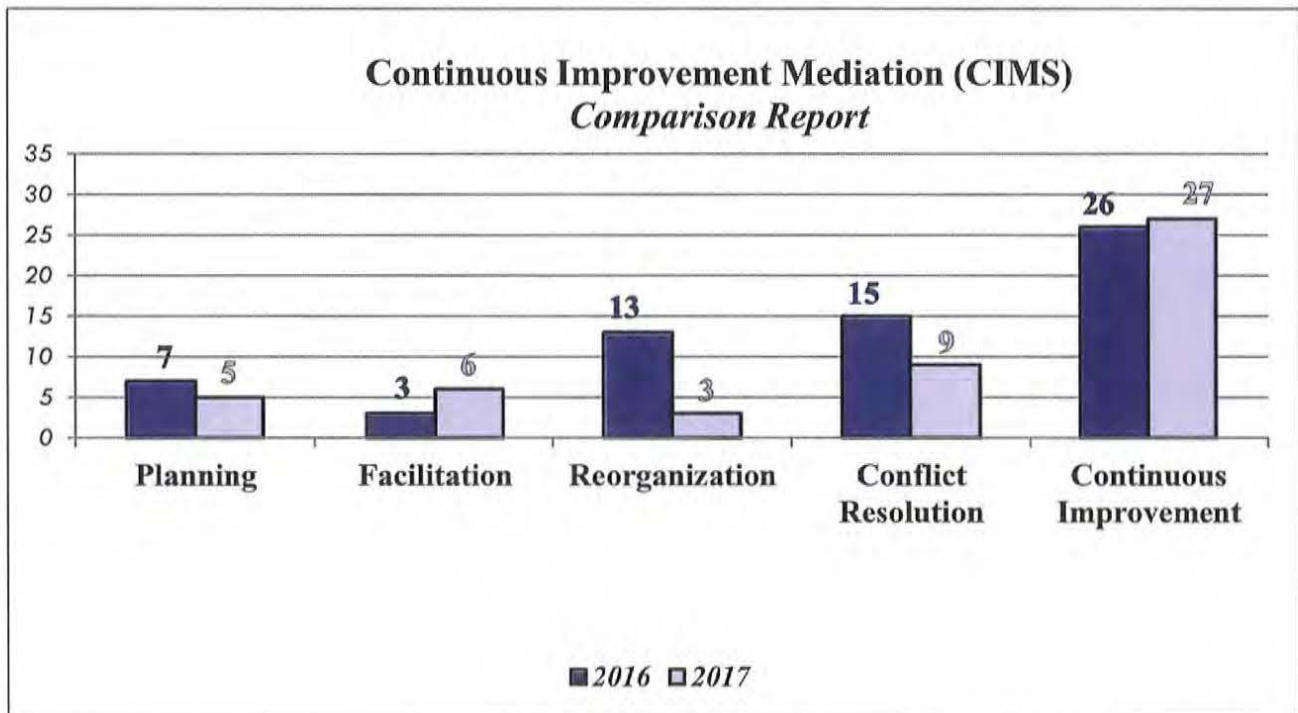
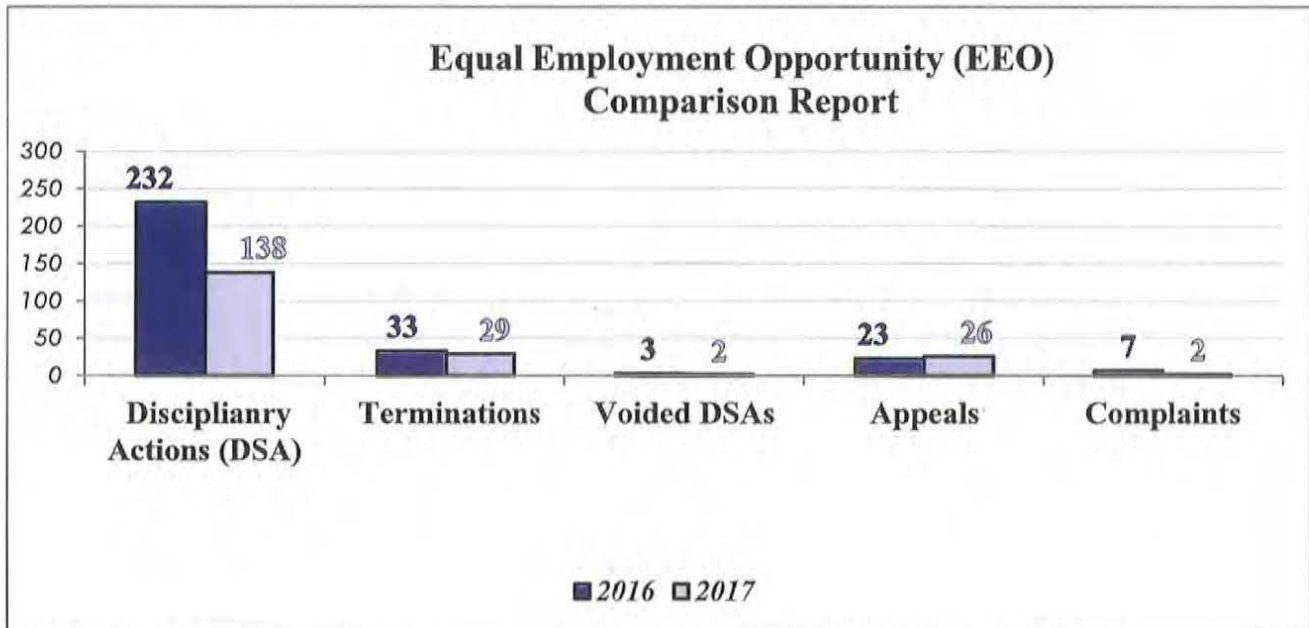
EAP Training includes: Book Clubs, Brown Bag lunch topics, Grief Circle.

* DAFWP Return to Work Agreements First violation – 3, Second violations – 0.

Robert Fresen, EAP Counselor Retired as of December 30, 2016. Crystal House has been hired as new EAP Counselor

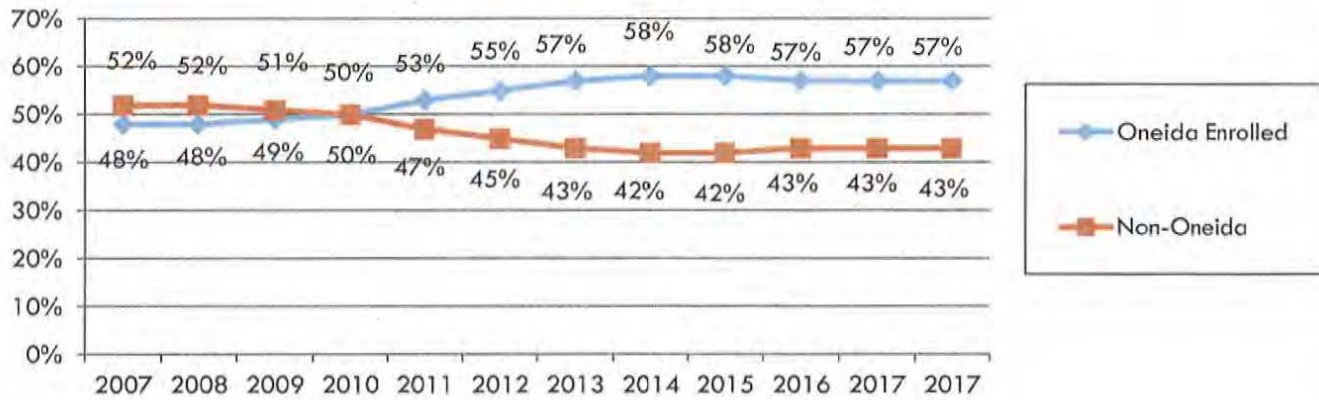
EQUAL EMPLOYMENT OPPORTUNITY (EEO) DEPARTMENT



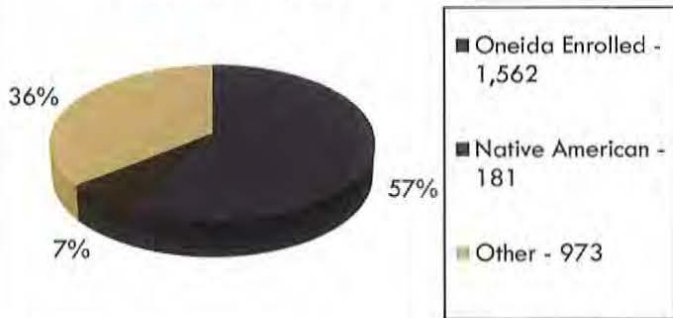


COMPENSATION, HIRING AND WORKFORCE DEVELOPMENT

Ethnicity Report 2007 through 2017



Ethnicity Report - March 2016

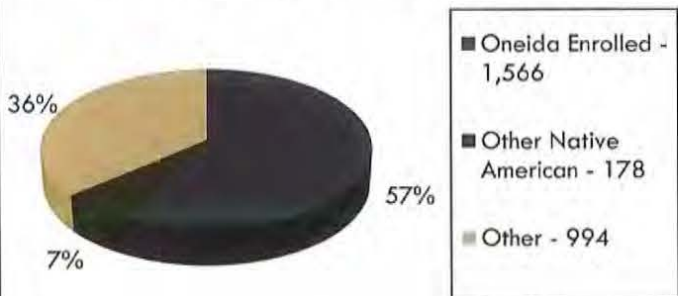


The Ethnicity report has percentages are the same afor Native Americans in Dec 2016 in comparison with December 2015

	2016	2017	Difference
Enrolled Oneida	1,562	1566	+4
Native American	181	178	-3
Other	973	994	+21

Increase in Number of Employees. There were 2,716 employees in March 2016 and 2,738 employees in March 2017. This is an increase of 22 employees in comparison to the previous year.

Ethnicity Report - March 2017





For January - March 2016

- 67% of all hires were filled with enrolled Oneida Tribal members.
- 70% of all job reassignments were filled with enrolled Oneida Tribal members.
- 80% of all transfers were filled with enrolled Oneida Tribal members.



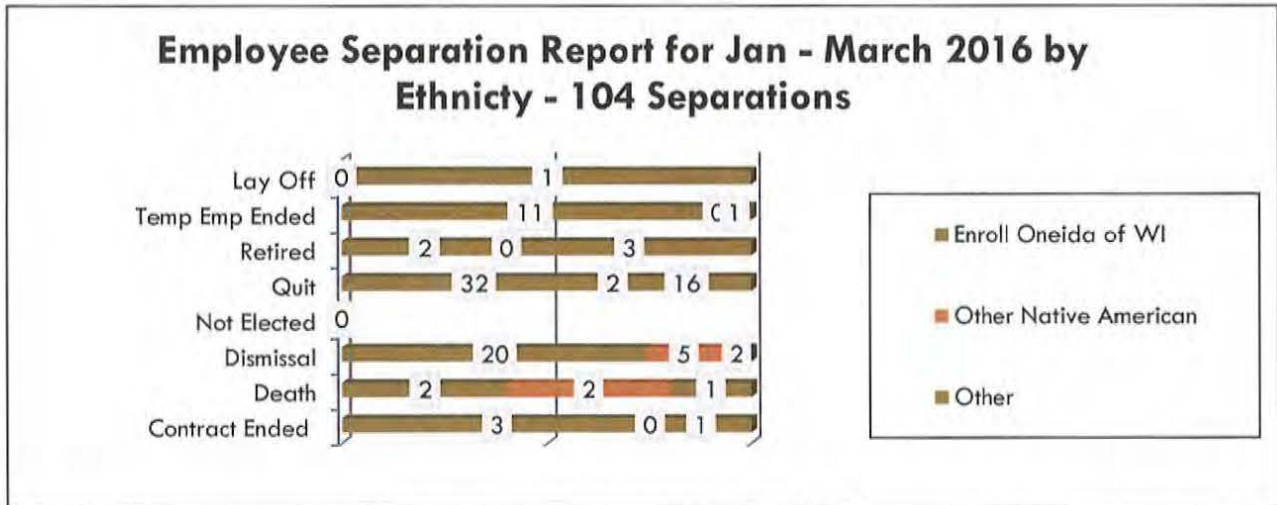
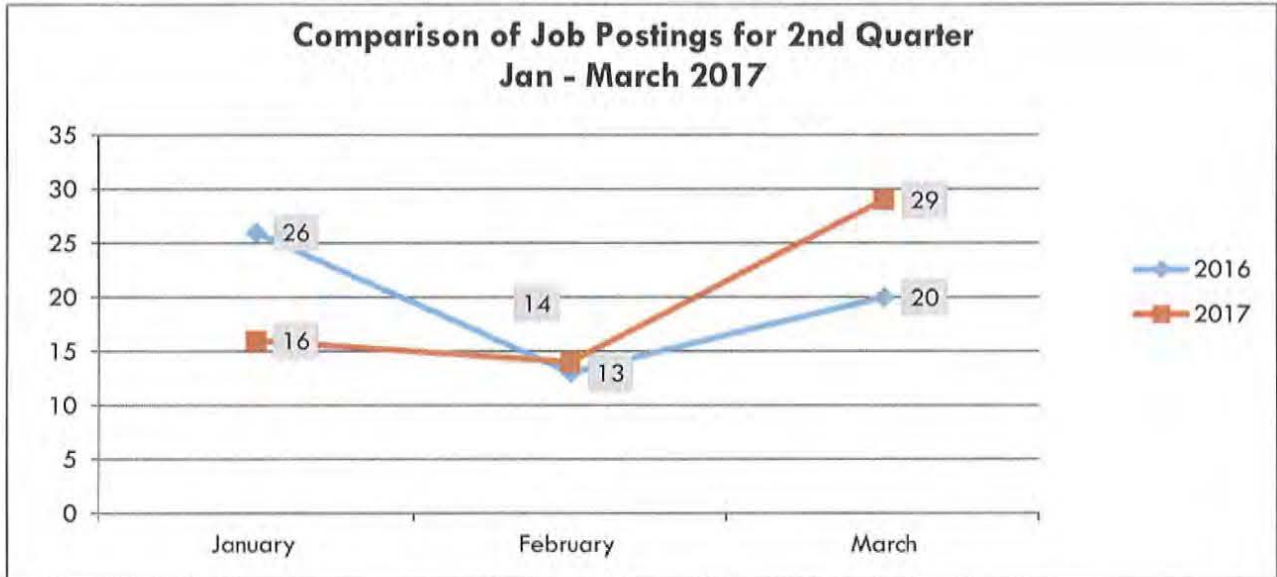
For Jan - March 2017

- 66% of all hires were filled with enrolled Oneida Tribal members.
- 80% of all job reassignments were filled with enrolled Oneida Tribal members.
- 78% of all transfers were filled with enrolled Oneida Tribal members.

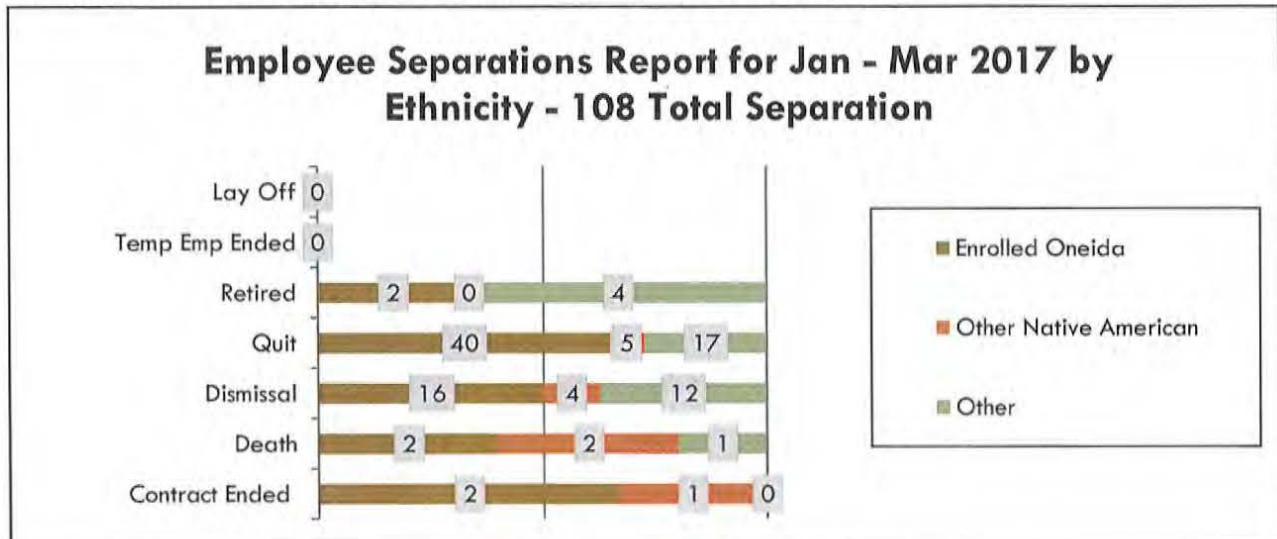
Job Postings by Division for January, February and March 2016				
FY15	Jan	Feb	March	TOTAL
Gaming	8	2	6	31
Comprehensive Health	1	3	3	12
Development	1	1	2	3
Land Management	0	0	0	0
Environmental, Health & Safety	1	1	0	0
Internal Services	5	3	2	6
Enterprise	0	0	1	4
Finance	2	0	2	0
Non-Divisional	2	1	2	13
Governmental Services	6	2	2	13
Total	26	13	20	59

Job Postings by Division for January, February and March 2017				
	Jan	Feb	March	TOTAL
Gaming	3	5	8	16
Comprehensive Health	2	1	7	10
Development	2	0	0	2
Land Management	0	0	0	0
Environmental Health & Safety	0	0	0	0
Internal Services	0	2	2	4
Enterprise	1	3	3	7
Finance	0	0	0	0
Non-Divisional	0	2	3	5
Governmental Services	8	1	6	15
Total	16	14	29	59

There were a total of 59 jobs posted in January through March of both FY2016 and FY201.



There were a total of 108 employee separations for the period of January through March 2017 in comparison to 104 employee separations for January through March 2016.



FY2017 Compensation Plan Update:

Upon the approval of the FY2017 budget by General Tribal Council on Monday, March 27th, the FY2017 Compensation Plan implementation began. Employee reports were updated and sent to each Division Director level for review prior to implantation. Upon receiving the reports, HR Hiring and Compensation staff began completing Master Maintenance Forms for employees to receive one of the following retroactive back to October 1, 2017:

- 1) Adjustment within the position's determined grade based upon years of experience.
 - 2) If the employee wasn't eligible for an adjustment based upon years of service, the employee was given a 40 cents an hour increase if the employee had at least one year of service.
 - 3) Employees who were below the minimum of the grade were brought up to the minimum of their position's determined grade.
 - 4) Employees over the maximum of their position's grade were paid out in the form of a lump sum.
- The new minimum wage of \$10.10/hour was implemented and also the FY2017 Wage Chart was implemented. All Program and Other Enterprise employee entries have been completed during the month of April.

Post Graduate Program and Summer Student Intern Program

Both Programs are being worked upon. Twenty-five (25) supervisors replied with their interest in the Summer Student Intern Program. The Student Intern Flyer will be going out soon as well as the job posting.

HUMAN RESOURCES INFORMATION SYSTEMS (HRIS)/RECORDS

The team consists of Melinda K. Danforth-HRIS Manager, Terry Skenandore-HRIS Specialist and Vicki Cornelius-Records Technician.

We ensure the HRIS Systems and applications, such as Supervisor Inquiry, Self-Service, Internal Reference Directory and Workforce Detail support the needs of the Human Resources Department. Enter all personnel data into the HR/Payroll System (Infinium), provide personnel data reports (Cognos) to management, complete verification of employment and unemployment requests and oversee the Human Resources personnel files (OnBase).

Participated with the Post Graduate and Learning Organization Team meetings; Developed and entered levels for SEOTS and Comprehensive Health Division; Developed codes and internal process for tracking conflict of interest data; Assisted with Benefits Infinium processes and attended Cyber Training.

Functions	Jan	Feb	Mar	Total
*HR/Payroll Entry Transactions	558	720	450	1728
Employee Self-Service Entries	61	36	36	133
Employment Verifications	215	232	213	660
Unemployment Requests	36	20	43	99

*February transaction volume due to Comprehensive Health Division level changes.

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 5 / 10 / 17

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:

[Large empty text box for description]

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:

Joanie Buckley, Division Director/Internal Services *JOANIE*

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:

Attached is the 3rd quarter (January to March 2017) Internal Services Division report that I submit to you for your information only.

- 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



INTERNAL SERVICES DIVISION

Second Quarter Report FY17

January, February, March



The second quarter hits us in the middle of winter, with severe cold and snow. During this period, some departments continue to do their planning for the warm weather months such as Tourism and Tsyunhehkwa. Others are busy seeking new funding streams for the projects such as Grants, while others such as the Kalihwisaks, Employee Advocacy, OCIFS, Print & Mail Center, and MIS continue their normal duties on supporting the organization and on community outreach – regardless of the weather conditions.

With the increase of GTC mailings, the Print and Mail center works diligently on printing and processing the information for the members. They continue to track and monitor the mailings to find efficiencies in the processing and handling of over 7,000 pieces (with packets of 90 sheets) for some of the meetings. Gaming sends staff over for the stuffing, so that is an incredible help. We continue to work with Enrollment passing on the information on return packets, due to moves with no forwarding addresses; or returns from international mailings. Between the GTC mailings and the print and mail work on variable data that they have secured from Gaming, the staff is kept extremely busy, and it has pushed for efficiencies and continuous collaboration.

Grants continues to seek new funding sources. They have expanded to private funders and foundations, and have had some successes. They continue to stay ahead of their goal with a total of \$5.4 million in external funding for this fiscal year.

We want to take a minute to acknowledge the incredible contribution that Jeff Metoxen made for Tsyunhehkwa. He loved the operation, and with his passing on March 9th, it has left a void for this operation and for the community.

Agriculture is an anchor for our tribe that promotes healthy foods.

Tsyunhehkwa continues its' repositioning to look at improvements and systems for training beginning farmers and food producers. It is underway with a managed grazing project with USDA/NRCS and Environmental. The project will provide a perimeter fence, funded by this grant, which can save tribal funds. At the same time, we are developing the training materials for herd management on this site, and how it will become a nutrient to the soil for the production of white corn. We are mindful of the labor costs, and therefore will need to determine the activities and optimizing all resources. With this, we continue to build on our Agricultural Strategy with the work from various food related entities such as the cannery, and the various training session on food production and processing.

The aquaponics greenhouse survived a major windstorm in February. *Kudos to DPW* and to *Environmental* for their hard work. It was incredible to see them on site digging the trench in the snow to set the electrical. The Veterans are starting to see the project evolve and are looking forward to having some lettuce grown in the system.

The Emergency Food Pantry, which opened January 11, is another vehicle for emergency food need. We have placed the bins throughout the reservation, and at the GTC meeting to collect non-perishable food products for the Pantry. The Oneida Farm and Orchard have also supported the efforts with buffalo meat and apples.

As we look at the operations and build models for integrated systems, we continue to address the activities that add value to building a community and supporting the organization.



Since this is such a diverse Division, the activities are aligned as best as possible to the Tribe's Four Strategic Direction, and our goals are to continue to move forward agriculture and healthy foods, building the Oneida brand both with community engagement and with events to invite guests to our lands, and to utilize technology to strengthen operational performance.

Goal #1	Enhance Oneida Brand as a Strong Nation
Advancing On^yote?aka Principles	<i>Continue on the Longhouse development. Plan for various activities with Tourism, and touches on the reservation that promote our ways and our brand. Support the Government efforts with the various GTC mailings from the Print & Mail Center; as well as Gaming on their variable data mailers.</i>
Goal #2	Promote Agriculture and a mindset for healthy foods for the community
Advancing On^yote?aka Principles	<i>Complete the Local Food Producers Promotion grant with various entrepreneur trainings to members of this community. Continue with trainings on food production.</i>
Goal #3	Strengthen operational performance through technology
Implementing Good Governance Processes	<i>Collaborative efforts among various departments and divisions on consolidation of systems, including the surveillance system solution for the Nation. Continue project on the consolidation of the Avaya phone system.</i>



Strategy #1 Deliver Business Technology Solutions

- The Surveillance Project continues to make significant strides. This past quarter's project achievements include selection of the new system, Genetec, a system integrator (TSI) and preliminary design of the network architecture. Once completed, this phase of the project will have established a standard surveillance solution for the Nation, provided state of the art monitoring for Gaming, Retail and OPD, and provide a path for future expansion.
- Room Service Choice, a web based meal ordering application, is now in production for the AJRCCC. The system helps the AJRCCC kitchen staff to review the daily menu with each resident using an iPad to customize their meals dietary restrictions and nutrition needs. The project was completed on-time and within budget.




Strategy #2 Promote Information Sharing & Collaboration

- Continued to extend the use and application of the OnBase system into new areas. Two of the more prominent areas include document research via a kiosk for Cultural Heritage customers and agenda management for the OBC. OnBase, the Nation's content management solution, has greatly enhanced how documents are captured, stored and accessed. The system has not only improved the effectiveness and efficiency for document handling for numerous Oneida business operations but has advanced the Nation's paper reduction strategies.



Strategy #3 Optimize Use of Resources

- The MIS Telecommunications team completed the consolidation of the Nation's two core Avaya phone systems. The project was initiated more than six months ago, involved extensive planning and preparation, and was executed without incident. The outcome will continue to provide the Nation with rock solid phone system service while reducing overall operational expense and administration.
- Completion of the Wireless Access Project. The project provides Oneida business units and customers with secure wireless access to the Nation's business network and Internet. Currently, 99.9% of Oneida



Business Units now have wireless access with only two facilities (Flightway and OHA Warehouse) remaining. The project will now transition to administration and maintenance activities. This was a significant accomplishment that was completed on-time and under budget.



MIS Goals for FY'17

Strategy #1 Deliver Business Technology Solutions

Develop mobile app's that support the goals and objectives associated with Oneida Language Preservation and On^yote?a.ka principles.

Strategy #2 Promote Information Sharing & Collaboration

Leverage the recent deployment of Passport (POS) solution within the Retail environment. This activity is in alignment with the Nation's 4 Strategic Directions, specifically a commitment to building a responsible Nation.

Strategy #3 Optimize Use of Resources

Phase I of the Surveillance project will be completed. The outcome will support the standardization of the Nation's surveillance environment while enhancing the Nation's overall security posture.

**Grants Office Quarterly
Report – April 2017**

- **Strategy 1: Enhance tribal services with external funding(both new and continuation)**
 - ❖ Keeping ahead of our current goals with a total of \$5.4 million in external funding going thru this office so far this FY.
 - Examples are:
 - 5311 FTA Tribal Transit Operating Assistance/Transit Dept. - \$1.7 million, no match
 - W.K. Kellogg Fnd./OCIFS/Food Sovereignty Summit - \$50,000
 - USDA Food Distribution on Indian Reservation/Oneida Food Distribution - \$259,250
 - ❖ We had a total of \$836,299 in denied grants, only \$30,000 in this past quarter.

- **Strategy 2: Become a resource for a 1-stop shop for funding/grant data and services.**
 - ❖ Provided assistance for various programs and enhanced their ability to obtain external funding.
 - ❖ Maintaining tribe-to-tribe, grantor-to-grantee, and other relationships to increase our opportunities.
 - ❖ Maintaining a database that includes all funded, denied, and pending grants.
 - ❖ Maintaining a database of all information that relates to grant data including statistical data.
 - ❖ Developed a database of all grant opportunities sent out with responses from programs to assure programs are taking advantage of such services.

- **Strategy 3: Enhance tribal and community efforts in fundraising thru the development of a 7871 fund unit.**
 - ❖ Uploading website content with MIS. Will be uploading link for on-line donations soon.
 - ❖ Letters for Board members have been sent out and ad has been submitted to Kalihwisaks. Applicants came in and we have enough to forward to the OBC for final selection in May.
 - ❖ The OYLI will be applying for the I-Lead grant from ANA, due in May or June. Solicitation is not out yet.



EMPLOYEE ADVOCACY DEPARTMENT
SKENANDOAH COMPLEX

Green Bay, WI

920-496-5318 920-496-7000

January – March 2017

Second Quarterly Report

The Employee Advocacy Department (EAD) continues its efforts to create a positive organizational culture through better communication. Our goal is to work towards a healthy respectful environment; rather than a litigious one.

We have been successful in mediating and settling the majority of cases, which in turn, saves the Tribe the costs associated with formal hearings.

January – March 2017 we had thirty-seven (37) new employment issues (in addition to those carried over from the previous quarter.)

- * 11 cases involved disciplinary notices that were represented at area manager level.
- * 1 case is pending at the Judiciary
- * 23 work-related complaints
- * 2-referrals

OPC/Judiciary Activity:

- * OPC – 0
- * Judiciary – 1 (employee is respondent)

Our goal is to not only prevent cases from progressing to the OPC & Judiciary, but to decrease the number of disciplinary notices issued and the number of work-related complaints filed. We are attempting to do that through negotiation, settlement, and, most importantly through education and communication.

We fielded 41 calls w/general employee-related inquiries.

EAD received eleven (11) inquiries regarding issues unrelated to employment (Codicils, Power of Attorney, slander/libel/defamation, eviction, Living Will, contracts, etc....) We provided referrals and/or forms and website links for additional information.

Oneida Veterans Dept.

Mission: Provide Quality Services and Assistance in the Delivery of Entitlements and Benefits due our Oneida Nation Veterans and their Families.

2nd Quarter Report	Clientele visits – 858	1st Quarter Visits – 761	Change - 97
--------------------	---------------------------	--------------------------------	-------------

2nd Quarter Highlights

- Calls Received 1112
- New Clients 8
- Other Tribes 28
- VA Disability Claims 45
- Community Utilization Of Veterans Building 48 Days

One of Veterans Department Major Initiatives is Improving Customer Service and our Clientele numbers maintain approx. 286 visits per month.

Major Initiative that we, the Oneida Veteran Dept. are working on is an end for Homeless Veterans in Oneida. Currently working with the Dept. of Veteran Affairs HUD/VASH Case Manager and OHA. 15 veterans have been awarded the Rent Vouchers and 3 have been housed to date. Oneida was awarded 20 Vouchers in 01/2016.

Major Initiative the Oneida Nation Veteran Dept. has been active in is the annual, State of the Tribes Address in Madison. This year our Dept. was asked to provide a female veteran for the Official Color Guard and we had the pleasure of taking Vietnam veteran, Jan Malcolm to represent Oneida.

The Oneida Nation Veterans Department main service is VA Disability Compensation/Pension claims. Awards this quarter total, in **Retro payments** the sum of **\$137,947** and monthly **VA disability/pension** checks, which total **\$10,274**.

OCIFS (Oneida Community Integrated Food Systems)

Achievements:

- **Strategy #1 Educate the Oneida community about food, agricultural opportunities, nutrition and health risks**



-Arranged Experiential Learning sessions, and put together material for the gardening workshops to be held at Tsyunhehkwa's Seed and Plant Distribution.

- Completed 3 Nutrition Educational workshops for the Oneida community

through the assistance of the First Nations Development Institute FDIPR Nutrition Education \$20,000 grant.

Nutrition workshop



Experiential Learning sessions



* Promote education through Agri-Tourism efforts

- Wrote up an article for AIANTA which had an opportunity to promote tribal agritourism in a Tribal Business Journal.

* Share through educational forums –

- Prepared for and assisted with 4 LFPP local entrepreneurs workshops including: Food Handling, Building a Brand, Marketing and Aquaponics. We had a total of 128 people attended the LFPP workshops the past 2 years.



Aquaponics workshop

- Completed writing health, food, diet and agricultural articles that were used as a monthly spotlight in the Seymour Advertiser News (completed 3 articles)

Strategy #2 Integrate Oneida and locally produced foods into the Oneida community and institutions - - Assisted Richard Elm-Hill with organizing the Oneida Food Pantry and assisted in issuing food products.

- Met w/ Jen Falck and the OCIFS Team to create 'Strategies' in moving OCIFS and the Oneida Food System forward in our goals and objectives.

- Attended the CHIP group meeting where the two Green Bay Farmers Markets, LIVE54218 and Oneida Farmers' Market in collaborating on various grant projects.

- Created descriptions for the Oneida Nation Farm, Orchard, Tsyunhehkwa, Oneida Market, Farmers Market and AppleFest for the 2017 Farm Fresh Atlas publication.

Oneida Cannery 2nd Quarter Report: FY 2017
Vickie Cornelius, Food Processing Supervisor

- Strategy #1: Increase Local Food Production
Strategy #2: Improve Food Security
Strategy #3: Increase Interaction with Community

January 2017

Cannery processed: 730 lbs. of white corn into the following products; 426 lbs. dehydrated white corn, 110 lbs. corn bread flour, 115 loaves corn bread. The following jams were made; 29-½ pints raspberry jam, 34-½ pints triple-berry jam. Deliveries are made to Oneida One Stop 54 and Oneida Market every other week.

Departmental orders: 59 quarts of corn soup made for the following departments; Airport childcare, Health Promotions, and Cultural Heritage department. 28 quarts of white corn chili was made for the Oneida Headstart Family Night.

Community processed: 3 community members processed 110 lbs. their corn into dehydrated white corn, 50 lbs. into corn mush flour and 20 lbs. into all-purpose white corn flour.

Workshops: White corn Hoyan donuts were made with the Domestic Violence women's group. There were 8 participants.

Equipment repairs: Refrigerator was not maintaining temperature, it was repaired.

February 2017

Cannery processed: 500 lbs. of white corn into the following products; 363 lbs. dehydrated corn, 60 lbs. corn bread flour, 98 loaves of corn bread.

Departmental orders: 205 quarts of corn soup was made for the following departments; Special Diabetics, 3 Sisters Headstart, Airport Childcare. 36 lbs. dehydrated white corn for Oneida Elementary School/Oneida High School. The Schools purchase the dehy-corn and finish the soup with their own meat and beans.

Community processed: Cannery was used 3 times by community members to process 8 lbs. white corn, canned 27 quarts corn soup and made 13 lbs. all-purpose white corn flour. Oneida High School finished boiling down their maple syrup in the Cannery. Students helped can 14 quarts maple syrup.

March 2017

Cannery processed: 501 lbs. of white corn into the following products; 214 lbs. dehydrated white corn, 206 lbs. of corn bread flour, 90 loaves corn bread, and 18.4 lbs. corn mush flour.

Departmental orders: 74 quarts corn soup was made for the following departments; Oneida Museum, Health Promotions, and Domestic Violence department. 15 quarts berry corn mush was made for the Oneida Museum and Domestic Violence. 16 loaves of corn bread were made for the Oneida Museum and Domestic Violence. 28 quarts of Buffalo Chili was made for the Oneida Museum and Early Headstart.

Community processed: Cannery was used 8 times to boil down and can their maple syrup. Total maple syrup processed was 43-½ pints, 94 pints, and 65 quarts.

Workshop: Jerky workshop was completed using Oneida beef, Oneida buffalo and Venison. There were 14 participants.

New equipment: An industrial meat slicer and meat grinder was purchased through an OCIFS grant.

External order: Menominee College purchased 16 quarts corn soup, 11 corn bread and 7 quarts berry corn mush.

Equipment repairs: Steam trap to steam kettle was leaking. Tweet-Garot ordered part.

Tsyunhehkwa Quarterly Achievements: FY 2017

2nd QTR Jan – Mar 2016

Tsyunhehkwa Mission:

Playing a pivotal role in the reintroduction of high quality, organically grown foods that will ensure a healthier and more fulfilling life for the On^yote a ka, Oneida People of the Standing Stone.



Fiscal Year 2017 Strategies & Goals:

Strategy #1 Increase Local Food Production

- Creating a Positive Organizational Structure

Strategy #2 Improve Food Security

- Advancing On^yote?a.ka Principles

Strategy #3 Increase Interaction with Community

- Committing to Build a Responsible Nation

January 2017 Highlights

The work continues on planning for the spring, with several aspects of the operation. We are working toward being able to project when we can send a head of cattle to the Oneida Market. Since the Veterinary's visit in October, we have been putting together the records of the cattle. We expect some babies to drop in May.

We are working with Environmental and USDA/NRCS on a cattle management plan. This will help us with the soils, and eventually get us a perimeter fence, which is needed. For this project, we are establishing a process for Over-Winter Pasture feeding. It entailed purchasing 3 large, round bale feeders. We have it so that the cattle can provide the fertilizer to the field targeted for the white corn.

February 2017

We continue to work with Planning on pursuing a pole building for our Ag site through the CIP process. The intent is to have a building for Ag events such as the Husking Bee Harvest Fest.

Working with accounting to look at some costs for the activities.

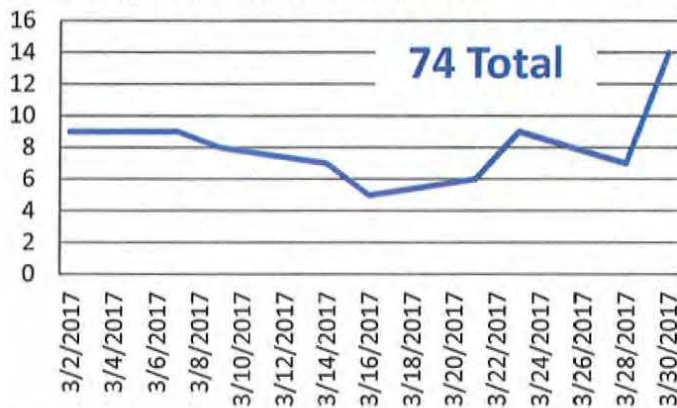
March 2017

We continue to have help from UW Green Bay with volunteers. They have done this year over year, so it gives them a chance to learn about the organic farm, our white corn, cattle, and chickens.

Emergency Food Pantry Activity March 2017

The Emergency Food Pantry has been in operation for three months. Mike King our new warehouse worker was hired on March 5, 2017. One volunteer worked 18 hours, and 1 incident was filed. The pantry gave out food to clients on 9-of-9 scheduled days. There were 34 new and approved applicants, and 6 reactivations. Of the new applicants 26 resided in Brown County and 8 in Outagamie county. The three most common emergencies were classified as Employment Related (16), Unforeseen Circumstance (10), and Disability (6). Eighty-two percent (82%) of the new applicants receive food stamps or commodities, and 75% utilize additional referred programs.

Client Food Pickup by Date



Total Food to Client: 5548 Lbs.
 Mar: 2128 Lbs. | Feb: 2153 Lbs. | Jan: 1267

Total Household Members Served: 654
 Mar: 208 | Feb: 283 | Jan: 163
**Including Repeat Clients*

Total Food Packages Created: 222
 Mar: 74 | Feb: 96 | Jan: 52

Total Donations to Pantry: 5521 Lbs.
 Mar: 2003 Lbs. | Feb: 1420 Lbs. | Jan: 2099 Lbs.

Total Food Purchased: \$4247.85
 Mar: \$595.20 | Feb: \$1465.75 | Jan: \$2186.90
 Mar: 384 Lbs. | Feb: 1025 Lbs. | Jan: 2545 Lbs.

Community Food Room

March was the first full month of tracking activity in the Community Food Room. There were 118 visitors - 110 Oneidas, 1 other tribe, 4 non-Oneida's, and 3 unknown. A total of 429 Lbs. of food were given to community members with an average of 3 items per person. This initiative helps the pantry reduce the food waste of excess perishable goods and offers our clients a level of choice.

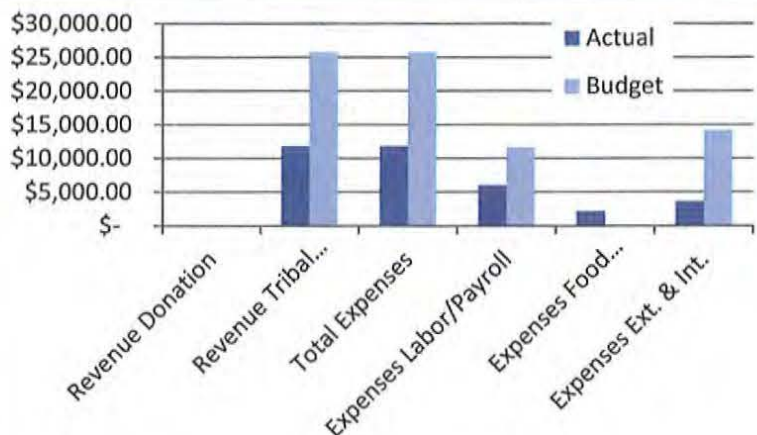
Total Food Disposed: 291.92 Lbs.
 Mar: 95 Lbs. | Feb: 88 Lbs. | Jan: 108 Lbs.

Total Food Re-donated: 474 Lbs.
 Mar: 119 Lbs. | Feb: 74 Lbs. | Jan: 281 Lbs.



Revenue & Expense

	Actual	Budget	Variance
Revenue Donation	\$ 30.50		-31
Revenue Tribal Contribution	\$ 11,822.72	\$ 25,788	13,965
Total Expenses	\$ 11,853.22	\$ 25,788	-13,935
Expenses Labor/Payroll	\$ 6,056.13	\$ 11,638	5582
Expenses Food Purchase	\$ 2,186.90		-2187
Expenses Ext. & Int.	\$ 3,610.19	\$ 14,151	10541
Total Expenses	\$ 11,853.22	\$ 25,789	13936



**Kalihwisaks 2nd Quarter Report
January – March 2017
Achievements**

- Printed six issues – January 5, January 19, February 2, February 16, March 2, and March 16. (Advancing Oneyote?a.ka Principles)
- Completed department audit and is making progress on improving our processes (Advancing Oneyote?a.ka Principles).
- Covered events such as the a Oneida Seven Generations lawsuit, opening of the Oneida Emergency Food Pantry, several GTC meetings, Honor the Youth Powwow, fishing season ceremony at Pamperin Park, Jeff Skenandore memorial and Mark Powless taking part in the Old Glory Honor Flight (Advancing Oneyote?a.ka Principles).
- Printed Oneida Business Committee meeting minutes, board postings, public hearing notices, and legal notices. (Implementing Good Governance Process)
- Worked with other departments such as SEOTS, OCIFS, Adventures, Culture, ONAP, OCEC, and OFF to create monthly pages to share their news and events. (Advancing Oneyote?a.ka Principles)
- Worked with Communications to produce weekly "This Week in Oneida" video. (Advancing Oneyote?a.ka Principles)

Goals for FY2017

- Continue to work on improvements suggested by audit
- New photo contest limited to pictures taken on the Oneida Reservation
- Expand our media platforms to include phone apps, online payments, more online content



ONEIDA PRINT AND MAIL CENTER
January – March 2017

Mission: Oneida Printing seeks to create and promote printing excellence. We strive to grow our business towards sustainability with the integrity that we produce our products and where every day is a good day.

Creating a Positive Workforce – Highlights

The team has been working together well, especially in light of the heavy print jobs coming from Gaming.

The challenges are with the years of service of the employees, and having the coverage. Out of 8 employees in the Print Operation, only 8 employee has less than 10 years of service (with 8 years); two have over 30 years of service, and two have over 20 years of service. This plays a factor in coverage.

Therefore when considering the total FTEs overall in the operation, there needs to be consideration for the years of service which may affect an operation. Comparing that number to the other operations within the Print building, the Kalihwisaks has 4 staff, with 3 having over 10 years; and Tourism has 5 staff (including the Director), with 3 members having over 25 years of service.

As the Nation is looking at the carrying capacity for FTEs, this should be analyzed.



Implementing Good Governance

The team has been incredible in staying abreast of the workloads, especially of the GTC packets. They have the printing down to a science, and can immediately project the hours to complete the jobs. Gaming has been outstanding in sending over some staff for the stuffing.

The variable data projects from Gaming continue to be the focus for revenues. Bringing the work in-house has helped to keep the tribal funds within the organization.

Mail Center – continues to work on customer service, improving communications and a faster response time for dealing with issues. Staff continues to work on variable data to assist Oneida Printing.



ONEIDA Tourism Quarterly Report – Jan.- Mar. 2017

Strategy 1: Develop Cultural Tourism

Long House – Conservation has created a new time line. The effort is to finish the outside part of the long house we are working on contracting a company to custom build the trusses. A quote was received for \$12,900 installed.
 Veterans Wall – A plan is in place to grow flowers to begin to populate the Veterans wall.
 Amphitheater/Visitor Center – on hold, due to lack of funding.

Strategy 2: Build Partnerships –Continue to work with Radisson on Bus Tour Outreach

Strategy 3: Drive traffic to the Oneida Reservation

- The following conferences Oneida sponsored and manned a booth; Woodland Wetlands Feb. 28, National Travel Association, Feb. 25, Governor’s Conference on Tourism Mar. 11
- There are 6 additional trade shows that Oneida Tourism will a part of in the next few months. To give an example: African American Travel Conference on April 27, 2017, there are 38 mini-appointments with travel groups.
- 5,000 rack cards have been distributed to a variety of CVBs and visitor Centers. AD-Lit Distribution will also be distributing 20,000 rack cards along the Hwy 43 and 94 routes at over 200 locations.
- Developing a contract to update website to have the same design style as the Nation’s website.
- Staff member working with Woodland Arts Show
- Began development of event with Wisconsin Historical Society

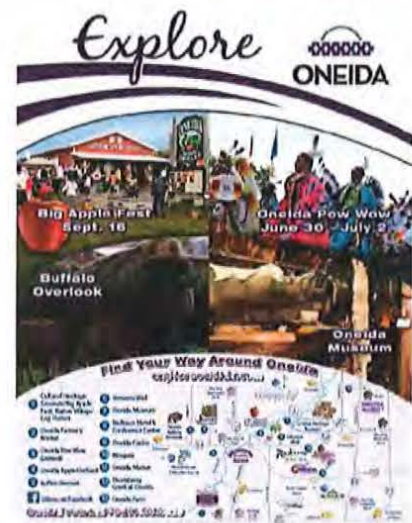
Reservation Tours	2017	281 people YTD
	2016	2883 people
	2015	2899 people

Strategy 4: Maximize Media

- Summer Ads have been placed in Tourism Magazines.
- Videos – Food Production Script started initial shooting, turning over video taping of BC regular meetings to Secretary’s Office, finish clans puppet video, filmed aquaponics broil
- Presentation assistance – sync presentation with automatic audio
- Assistance with the LPGA/Oneida Village – redesigning Oneida 20’ booth
- Facebook likes 42 posts, 41,227 reached, 1035 likes: Total Page Likes 3,857



be



Oneida Business Committee Agenda Request

1. Meeting Date Requested: 5 / 10 / 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/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:

Attached is the Oneida Retail second quarter report for FY17.

- 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 Tribe of Indians of Wisconsin

Oneida Retail Report –

2nd Quarter FY17

October 1, 2016 – March 31, 2017

Michele Doxtator



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



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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 (ORE) activities.

Our Vision Statement comes from the Tribe's vision;

A Nation of strong families built on Tsi Niyukwaliho T[^] and a strong economy

Our Mission Statement is;

“To generate profit for the prosperity of the Oneida Tribe”

FY 17 Year to Date Financial Information – March Profit and Loss Statements (BUDPLCOM_3.31.17 & ENTINCSTMT 3.31.17)

	FY17 YTD Actual	FY17 YTD Budget	FY16 YTD Actual
Sales	\$27,732,601	\$34,255,748	\$28,116,285
Cost of Sales	\$21,130,835	\$25,988,009	\$20,815,097
Gross Profit	\$6,601,766	\$8,267,739	\$7,301,188
Expenses	\$3,281,968	\$4,038,742	\$3,433,932
Net Profit	\$3,319,798	\$4,228,997	\$3,867,256

After six (6) months of operations ORE is worse than budget by \$909,199 and worse than previous year by \$547,458.

ORE recently changed the cigarette pricing strategy to compete head on with Kwik-Trip Expresses. The Kwik-Trip (KT) Expresses are smaller convenience stores that do not offer hot food or the full beverage island, the KT Expresses shelf price on a pack of cigarettes was .01 less than our shelf price.

Retail- Consolidated

	YTD	Budget	Prior Year
Sales	\$27,668,594	\$34,206,679	\$28,062,813
COGS	\$21,119,313	\$25,988,009	\$20,799,830
Gross Profit	\$6,549,281	\$8,218,670	\$7,262,983
Payroll	\$1,806,223	\$2,279,395	\$1,674,677
Operational Expenses	\$1,423,260	\$1,710,278	\$1,721,050
Net Profit	\$3,319,798	\$4,228,997	\$3,867,256

Categories

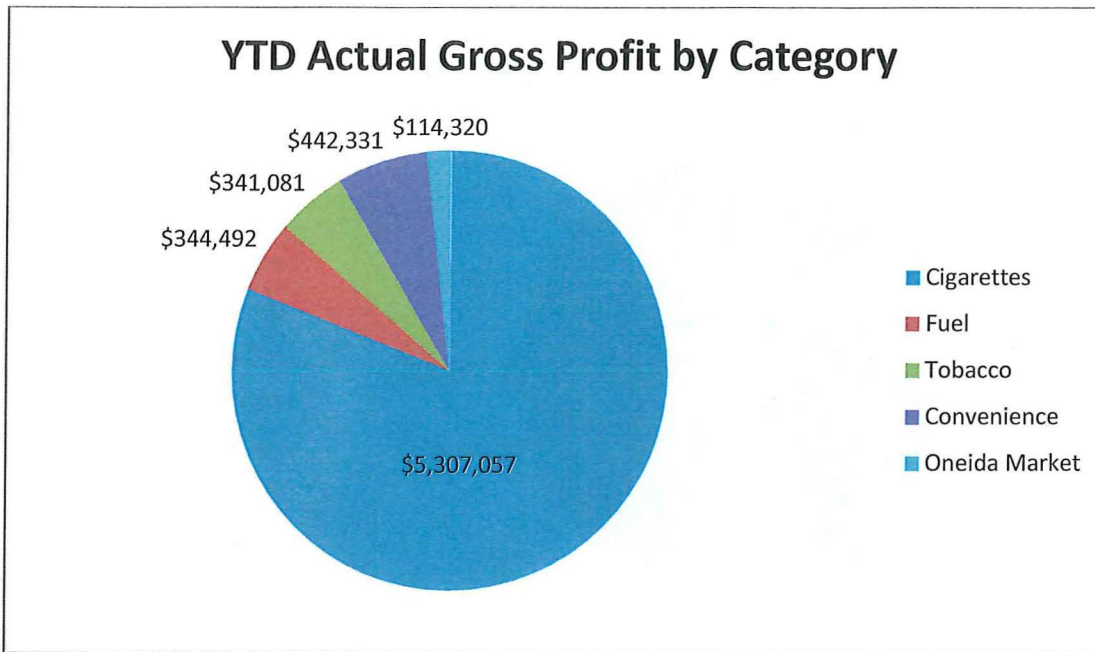
	YTD Cigarettes		
	Actual	Budget	Prior Year
Sales	\$16,744,279	\$21,276,788	\$17,761,850
COGS	\$11,437,222	\$14,938,247	\$11,933,821
Gross Profit	\$5,307,057	\$6,338,541	\$5,828,029
Carton Sales	270,800	350,791	288,849
Profit Per Carton	\$19.60	\$18.07	\$20.18

	YTD Fuel		
	Actual	Budget	Prior Year
Sales	\$7,783,248	\$9,597,879	\$7,525,504
COGS	\$7,438,756	\$8,817,521	\$6,950,357
Gross Profit	\$344,492	\$780,358	\$575,147
Gallon Sales	2,429,830	3,547,032	3,828,640
Profit Per Gallon	\$0.14	\$0.22	\$0.15

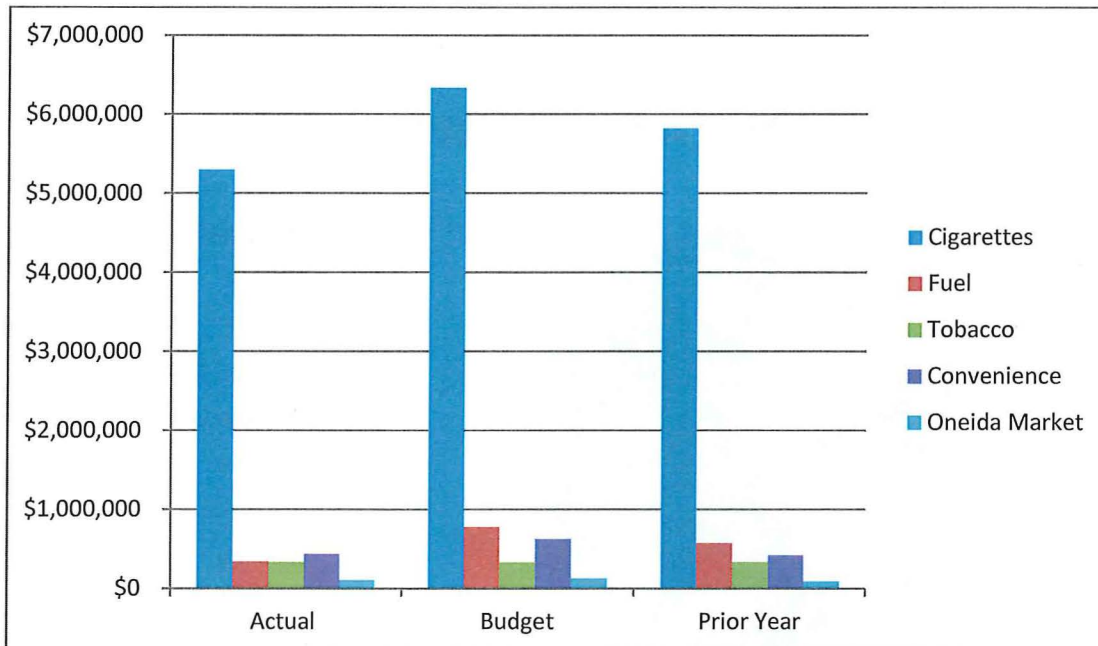
	YTD Tobacco		
	Actual	Budget	Prior Year
Sales	\$928,636	\$981,186	\$899,243
COGS	\$587,555	\$645,116	\$558,961
Gross Profit	\$341,081	\$336,070	\$340,282

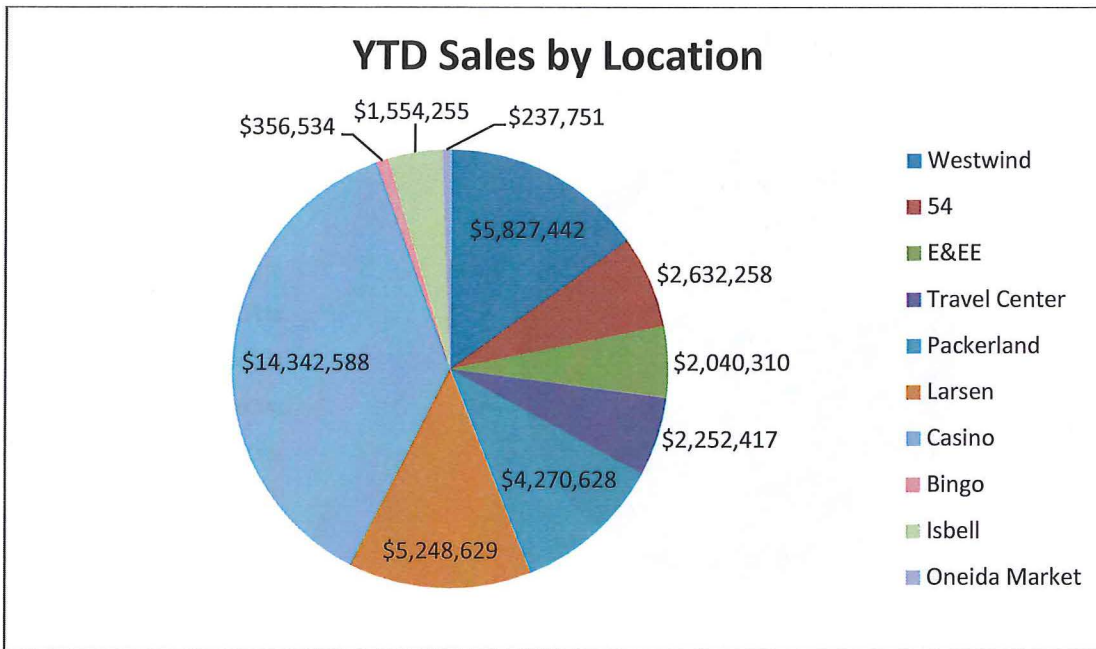
	YTD Convenience		
	Actual	Budget	Prior Year
Sales	\$1,773,730	\$2,011,565	\$1,555,418
COGS	\$1,331,399	\$1,380,633	\$1,130,609
Gross Profit	\$442,331	\$630,932	\$424,809

	YTD Oneida Market		
	Actual	Budget	Prior Year
Sales	\$438,701	\$339,261	\$320,798
COGS	\$324,381	\$206,492	\$226,082
Gross Profit	\$114,320	\$132,769	\$94,716

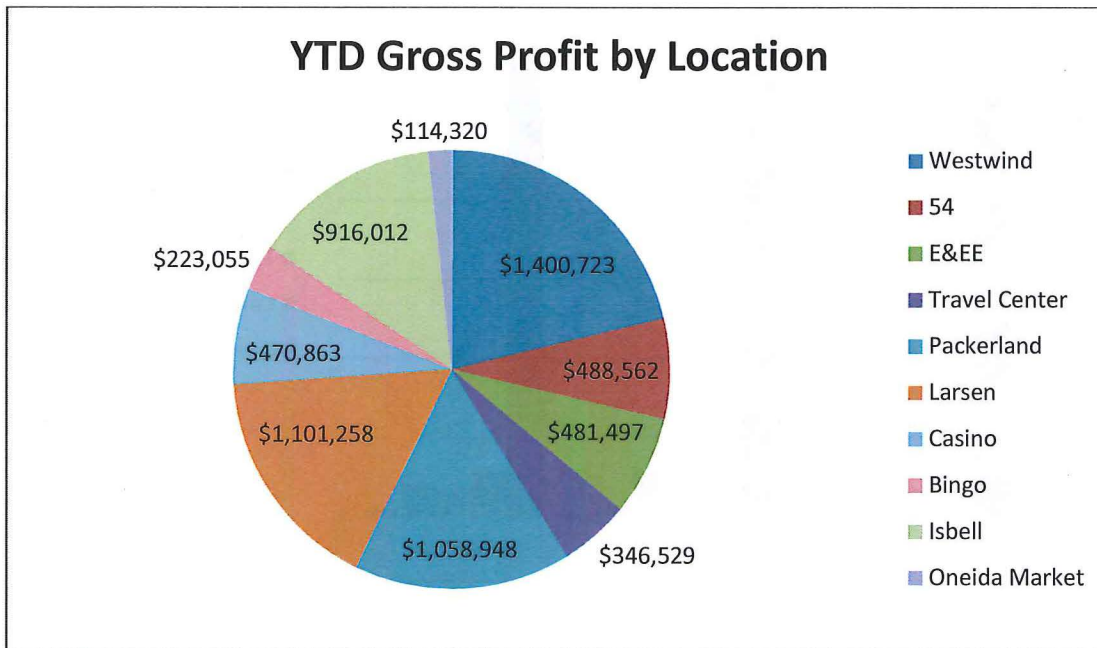


Cigarettes account for 81% of the ORE's total gross profit, followed by Convenience at 7%, Fuel & Tobacco at 5% each with the Oneida Market Gross Profit at 2% of the total.

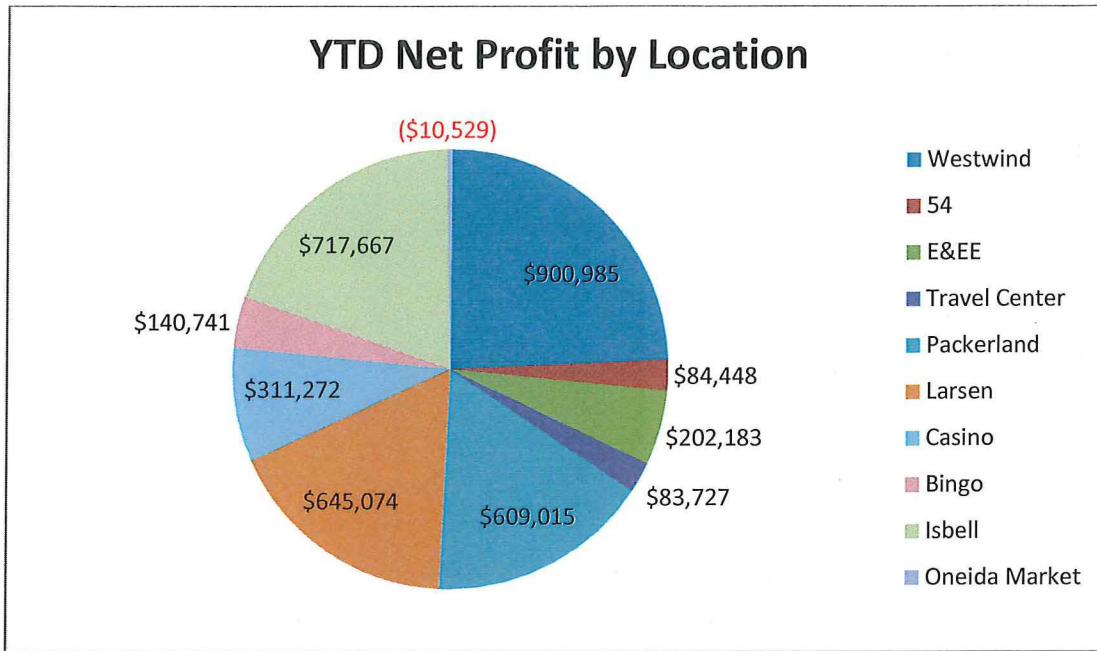




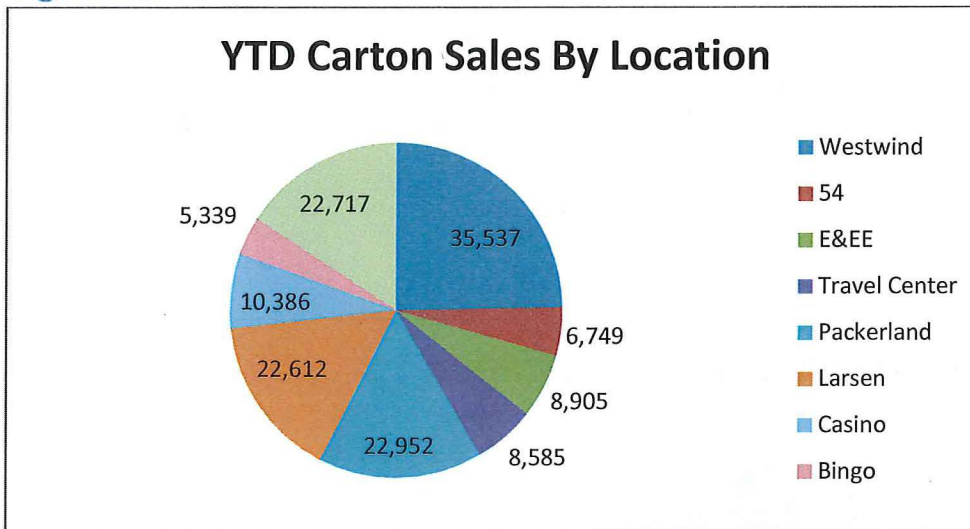
The four (4) Green Bay stores (Westwind, Packerland, Larsen and Isbell) account for 65% of the sales.

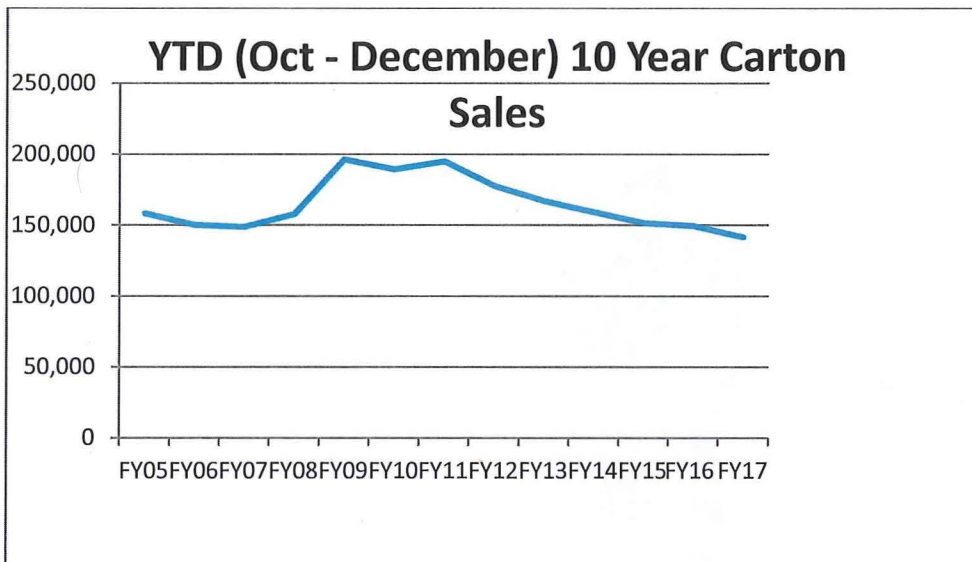


The four (4) Green Bay stores (Westwind, Packerland, Larsen and Isbell) account for 68% of the gross profit.



Cigarettes

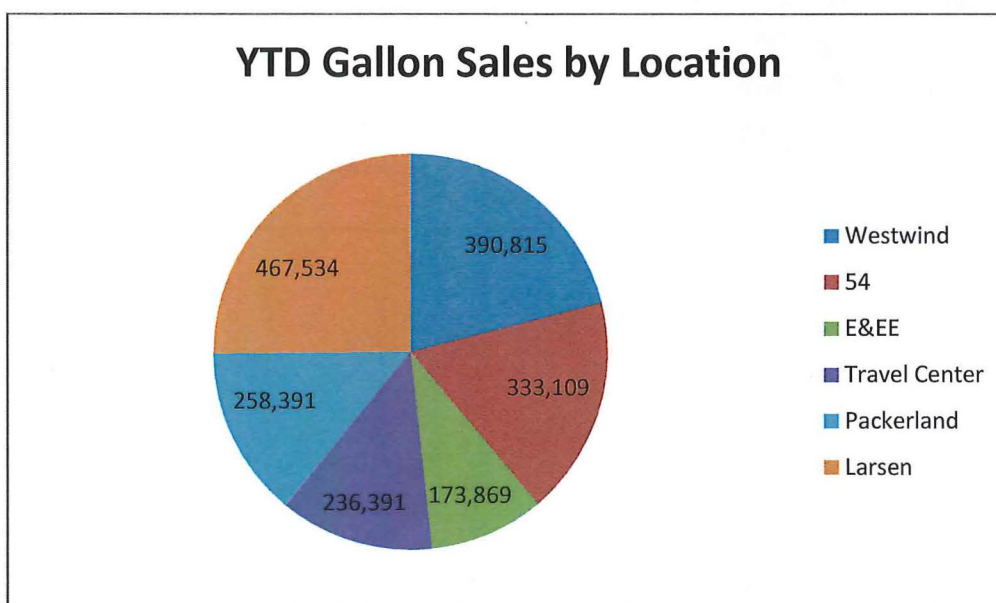


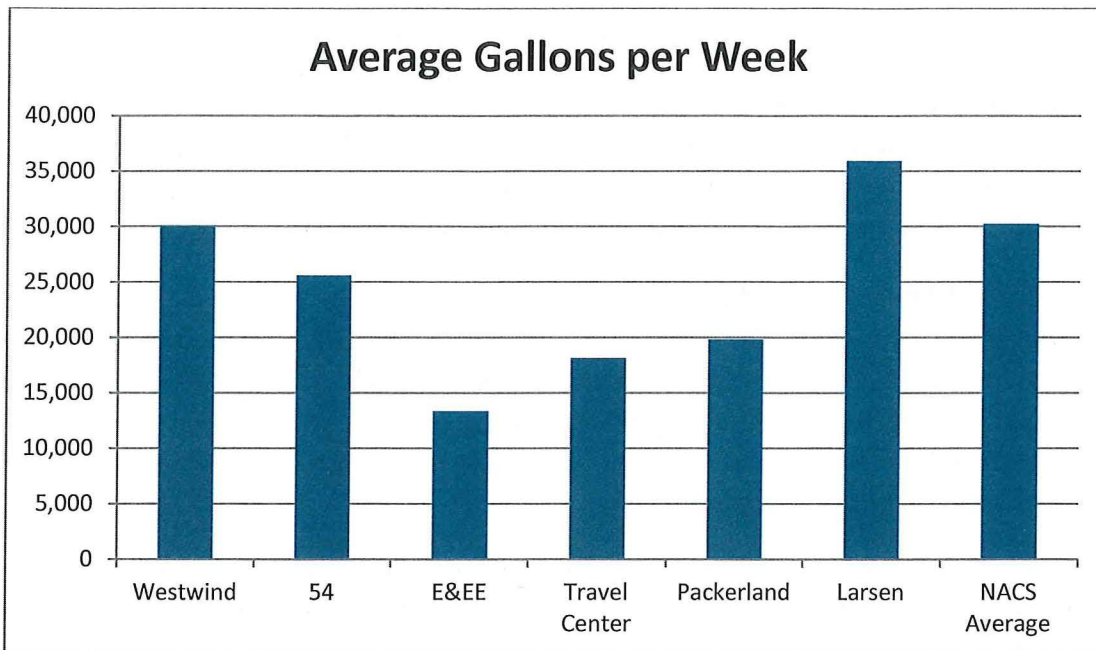


The average Convenience store sells 106 cartons per week (S. Abraham & Sons) in the state of Wisconsin. One average the Oneida Stops and Smokeshops sell 1,229 cartons per week. This is due to the large price differential as a result of the cigarette excise tax agreement with the state of Wisconsin. The price differential averages \$13.00 per carton. The average gross profit per carton is \$19.60.

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

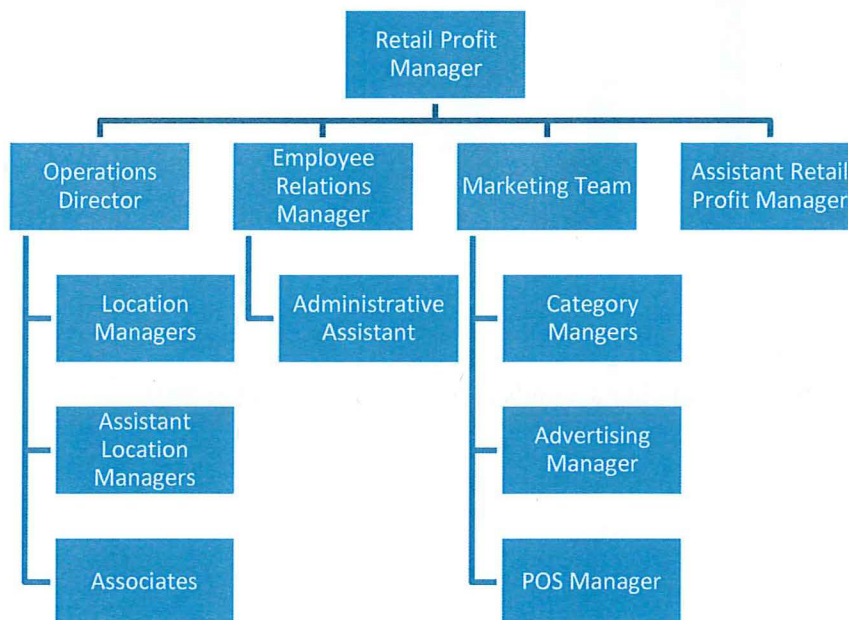




The average Convenience store sells 33,145 (NACS SOI 2014 Report pg. 9) gallons of fuel per week. The Oneida One Stops on average sold 28,896 gallons per week in the second quarter of FY17. The average profit per gallon is \$.14. In general there are 3 factors in determining the retail price of fuel: Cost of fuel, Competition pricing and fuel in the ground. When the cost of fuel is rising ORE is one of the last to increase prices, the opposite is also true. When the cost is declining ORE is one of the first to decrease the price of fuel.

Oneida Retail Employees

Oneida Retail Enterprise Organizational Chart, with the Retail Profit Area Manager reporting to the Oneida Business Committee.



The organizational chart reflects the anticipated changes within ORE administration.

Interim Marketing Director

Don Denny retired 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.

Assistant Retail Profit Area Manager

The Marketing Director position will be replaced with an Assistant Retail Profit Area Manager position. The Assistant Retail Profit Area Manager will be responsible to assist with the development of operational plans, policies, and continuous improvement initiatives: communications and public relations activities. Interviews for this position are scheduled for May 16th with three (3) qualified applicants.

The Marketing Team coordinates the activities of the advertising, marketing, category management and the point of sale (POS) to function more effectively and cross train. Falling Leaves Webster has been promoted to the second Category Manager, replacing the POS Assistant. Falling Leaves has been with Retail for 21 years, with 19 years as a Location Manager.

On March 31, 2016, there were 119 Retail Employees with an average of 7 years of service.

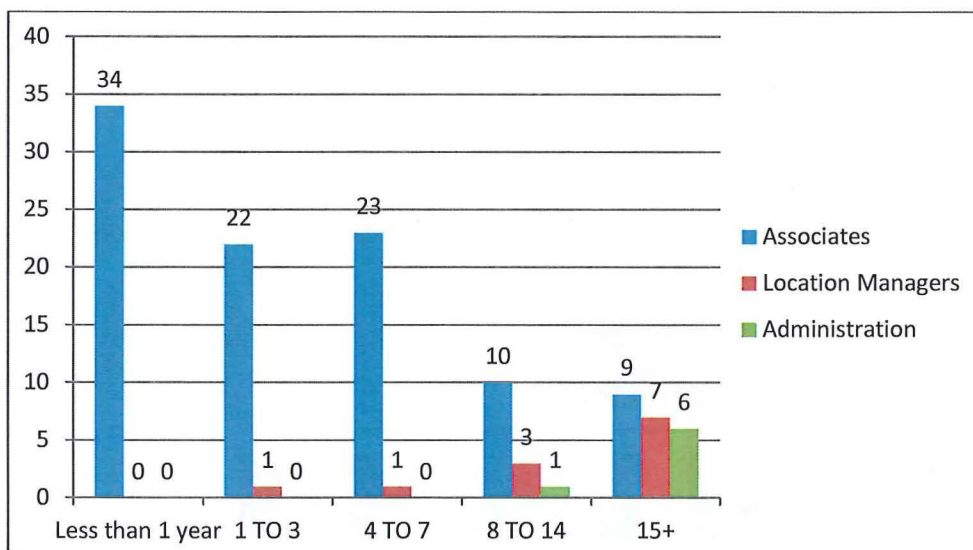


Figure 1 Retail Associates Years of Service

Vacation/Personal Hours

ORE employees we have the following accruals at the end of September 2016:

Vacation Hours	4,639
<u>Personal Hours</u>	<u>2,832</u>
Total	7,471

Nine (9) Retail Employees have accrued over 200 hours of vacation/personal time as of March 31, 2017. Two (2) of the employees that have accrued over 200 of vacation/personal hours are in Retail Administration, seven (7) of the employees are Location Managers and Assistant Location Managers.

Payroll

YTD payroll was \$1,806,223 compared to the YTD budget of \$2,279,359 resulting in a savings of \$473,136. \$47,000 of the savings is due to the .40 increase has not been provided to ORE employees, the remaining positive variance is due to trending and staff vacancies and/or staff shortages. When compared to prior year's payroll of \$1,674,677 payroll is more than FY16 YTD by \$131,546. YTD overtime was \$11,201 compared to prior year overtime of \$4,468, and is included in the overall payroll information above. A primary driver in the increase of overtime is the change from exempt to non-exempt for the Location Managers.

	Actual	Budget	Prior Year
Store Operations	\$1,508,482	\$1,912,096	\$1,355,049
*Overtime	\$11,201	\$0	\$4,468
Administration	297,741	\$367,299	\$319,628
Overtime	\$0	\$0	\$321
Total	\$1,806,223	\$2,279,359	1,674,677

*Overtime is included in the total of Store Operations and Administration.

In an effort to encourage employees to work the third shift and opening the stores ORE will be increasing the shift differential to \$2.50 an hour from 11:00 PM until 6:00. The impact to the FY17 Budget will be less than \$10,000. The current differential is \$1.00 per hour for third shift.

Disciplinary Actions

23 Disciplinary Actions were provided to Oneida Retail Employees from January 1st to March 31, 2017

16 Written Warnings

Attendance	10
Work Performance	2
Personal Actions	4

Five (5) Suspensions

Attendance	3
Personal Actions	2

Five (5) Terminations

Attendance	4
Work Performance – Theft	1

Three employees received more than one infraction on a disciplinary notice; an example would be an employee could have been terminated for attendance and more than three (3) upheld disciplinary actions.

A Disciplinary action was voided by HRD for not providing the paperwork within 24 hours to HRD and the Area Manager.

Internal Security Reports 2nd Quarter

In the second quarter of FY17 the Internal Security Department issued 78 incident reports (IRs) on the procedure infractions ranging from cell phone use to suspicious activity. In the first quarter of FY17 there were 229 IRs. The IRs are sent to my office and I forward them to the Operations Director and the Location Manager to follow up with the Associates. The Managers have issued verbal written warn with expectations to improve, followed by progressive disciplinary actions if the behavior continued.

	Cell Phone Use	Eating/sitting behind the counter	No Badge	Uniform	Unattended counter	Suspicious Activity	*Total
Westwind			3				3
54		1				1	2
E&EE			3	2			3
Travel Center	8	1	26	4	6	6	41
Packerland			8				8
Larsen	2	3	16	2	1	2	24
Casino			1				1
Bingo			1				1
Isbell			1	1		2	3
Oneida Market							0
Total	10	5	59	9	7	11	101/78

*Multiple infractions on one incident report

Marketing

Marketing Team

ORE is refocusing the direction of the Marketing Area. The Marketing Director position will not be filled. The two Category Managers Angela Parks, Dan Habeck, the POS Manager, Laura Lane and the (currently vacant) POS Assistant position will be working in a team environment to focus on the four (4) Ps of Marketing; Product, promotion, place and price. The Marketing Team has also taken on two projects that will impact ORE's ability to generate a profit. The Marketing Team is creating a Marketing Plan and Inventory Improvement Processes.

The Marketing Plan will include a plan of action to increase cigarettes gross profit, while planning for a decline in cigarette sales. The Marketing Team's *draft* Marketing Plan is due April 21st.

Inventory Improvement Process

The Inventory Improvement Process is long overdue. When ORE purchased the Pass Port System and the SSCS back office ORE did not have the resources to fully implement the system. The Marketing Team is developing a work plan to develop and test new processes for tracking the inventory at store level. Kerri Vandehei, Accounting Manager is assisting with the development of the process.

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.

• Indigenous Games	\$2,885
• Wise Youth	\$1,919
• Longhouse	\$1,624
• Lacrosse U/13 & U/15	\$1,198
• Woodland Indian Art	\$1,525
• myTEAM Triumph	\$450
• <u>Team WI Indigenous</u>	\$580
	\$10,191

The next Diamond for Dollars fund raiser will be for one of the Community Lacrosse program and will be May 8th until May 28th. To encourage sales each of the stores has received sales goals and will receive jean week when they meet the sales goals.

Operations

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.

An informational meeting with all of the Division Directors is scheduled for May 18th in the OBC Conference room at 9:00 AM to introduce the program.

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.

Isbell Smokeshop

The Isbell Smokeshop was closed on Sunday evening February 5th to 5:00 PM on Friday February 10th to replace the sales floor. The sales floor was damaged by a reach in cooler's faulty draining system.

Drive Offs

The following process will be followed for gas drive offs at the Oneida One Stops:

1. Retail Associate notices gas drive off.
 - A. Retail Associate will use Retail process for Point of Sale to document with receipt
 - B. Contacts Security to provide pump number, vehicle description, time and any other information that is pertinent to obtain/review/save video of drive off.
 - C. Security will review/save video to provide to Oneida Retail.
 - D. Retail Associate will document at the minimum: Associate full name that witnessed/noticed the drive off, time, date, license plate, vehicle description, person pumping gas, statement of facts, and other pertinent information on Retail's Drive Off Report and Statement.
 - E. Oneida Retail's designee will gather vehicle owner information to send a letter to provide notice to return to pay.
 - F. If no response from owner within allotted time period, Oneida Retail's designee will contact Oneida Police Dispatch to turn over information for Police Follow up and potential arrest.

2. Customer dispenses fuel into vehicle and states not enough and/or no payment can be made:
 - A. Associate to obtain copy of Driver License and/or Tribal ID
 - B. Retail Associate will document at the minimum: Associate full name, time, date, license plate, vehicle description, person pumping gas, statement of facts, and other pertinent information on Retail's Drive Off Report and Statement.
 - C. Associate to ask for form of payment and/or someone that can pay for the dispensed product.
 - D. If customer chooses to leave the premise, contact Oneida Police Dispatch and Oneida Security to obtain/save video.

Drive offs have averaged \$2,566 per month, which equals .03% of Sales.

Strategic Acquisition

On January 23, 2017 Title Town Corporation accepted the Oneida Nation's counter offer to purchase the Grand Central Convenience store on the corner of Packerland and West Mason for \$4,897,894. The closing date is set for June 22, 2017. I will be the Project Manager from ORE on the project.

A portion of the sale agreement is that this location continues to purchase fuel from Title Town Corp and remain a Shell. The 10 year supply agreement has been approved and signed off on. The new location will remain a Shell station for the next 10 years.

The building inspection was completed by the Nation's Development Division and . A Phase I inspection has also been completed, with no fuel releases detected. However, as noted on the Business Plan Summary the underground storage tanks (USTs) are 31 years old, and are single walled fiberglass and are no longer under warranty.

The USTs, underground piping, dispensers and the Point of Sale (POS) will be replaced prior to opening the location.

The new location will not be branded an Oneida One Stop because we will not be able to offer the same rewards program because of the different supplier and different fuel brand. In 2018 our current contracts with Exxon/Mobil will expire. During the RFP process the Shell brand and Title Town will be considered for all of the Oneida One Stops.

FY18 Budget

Sales		\$76,100,270
COGS		<u>-\$60,025,644</u>
Gross Profit		\$16,074,626
Payroll	\$5,340,593	
External Expenses	\$2,841,801	
<u>Internal Expenses</u>	<u>\$643,814</u>	
Total Expenses		<u>-\$8,826,208</u>
Net Profit		<u>\$7,248,418</u>

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 mdoxtat3@oneidanation.org

The following items were deleted at the adoption of the agenda and/or during the course of the meeting:

XII. GENERAL TRIBAL COUNCIL

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

1. Accept financial analysis

Sponsor: Larry Barton, Chief Financial Officer

B. Petitioner Sherrole Benton: Request to change pre-employment drug testing for marijuana

1. Accept financial analysis (*Not Submitted*)

Sponsor: Larry Barton, Chief Financial Officer

Oneida Business Committee Agenda Request

1. Meeting Date Requested: 05 / 10 / 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:

Add On - presentation of award.

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



Office of the Treasurer

Memorandum

To: Tribal Operations
Cc: Oneida Business Committee
From: Trish King, Treasurer *TK*
Date: May 2, 2017
Re: Fiscal Year 2018 Budget Directives

The following budget directives encompass the fiscal condition anticipated for fiscal year 2018. These directives align to the O.B.C. approved "Oneida Nation Budget Guidebook" and take into account BC Resolution 02-11-15-A "Budget Initiative Resolution for Fiscal Years 2016, 2017, and 2018; and stem from the following:

1. National recession cycle – Information provided by C.F.O. at monthly Treasurer's meetings
2. Federal Government administration policy decisions which may impact many Tribal programs/services
3. Ability for incoming O.B.C. to easily transition and understand the proposed Fiscal Year 2018 budget and fiscal health of the Nation

Vision: A Nation of strong families built on Tsi?Niyukwaliho T[^] and a Strong Economy

Mission: To strengthen and protect our people, reclaim our land and enhance the environment by exercising our sovereignty

Budget Planning Directives

1. Program Initiative Form
 - Complete annual "Program Initiative Form" which show the measurements of how each fund unit aligns to the Vision and Mission. Any other additional budget forms submitted must also show your measurements of how the request also aligns to the Vision and Mission. **(All Fund Units)**
2. Personnel
 - The only additions to Fiscal Year 2017 personnel budget for Fiscal Year 2018 shall be:
 - COLA of \$.30/hr. for eligible employees as identified by H.R.D.
 - Up to 40 hours Trade back for eligible employees
3. C.I.P. funding
 - No new C.I.P. projects for Fiscal Year 2018

4. Capital Expenditure

- Funding allocations shall be prioritized to the following:
 - Regulatory – Operational plan must be submitted with Capital Expenditure Budget Forms
 - Health / Safety – Operational plan must be submitted with Capital Expenditure Budget Forms

Objectives for planning during Fiscal Year 2018

1. Complete Strategic Workforce Assessment to align: **(All Fund Units)**
 - a. Position funding requests to the Nation's Vision and Mission
2. O.B.C. Direct Reports and Chairpersons of Boards, Committees, and Commissions shall submit a Workforce Assessment Implementation Schedule at their next appropriate quarterly meeting with the O.B.C. Final deadline will be August 1, 2017. The final Workforce Assessment shall be submitted with Operational Plans for future 2019 funding requests beginning in Fiscal Year 2019
3. Completion of the Legal Resource office
4. Planning for the G.T.C. Tribal Family Law and administration
5. Implement strategies to align financial costs with outputs and measurements; organization wide
6. Develop and finalize rules for implementing Title 1. Chapter 121 - Budget Management and Control law

Yaw^ko for your time and assistance in this matter.

**Title 1. Government and Finances - Chapter 102
ELECTION**

Onayote'a·ká· Tho Ni· Yót Tsi? Ayethiyataláko Tsi? Kayanláhsla

People of the Standing Stone how it is we will appoint them the kind of laws we have

102.1. Purpose and Policy	102.8. Registration of Voters
102.2. Adoption, Amendment, Repeal	102.9. Election Process
102.3. Definitions	102.10. Tabulating and Securing Ballots
102.4. Election Board	102.11. Election Outcome and Ties
102.5. Candidate Eligibility	102.12. Elections
102.6. Selection of Candidates	102.13. Oneida Nation Constitution and By-law Amendments
102.7. Notice of Polling Places	

102.1. Purpose and Policy

102.1-1. It is the policy of the Nation that this law shall govern the procedures for the conduct of orderly elections of the Nation, including pre-election activities such as caucuses and nominations. Because of the desire for orderly and easily understood elections, there has not been an allowance made for write-in candidates on ballots.

102.1-2. This law defines the duties and responsibilities of the Election Board members and other persons employed by the Oneida Nation in the conduct of elections. It is intended to govern all procedures used in the election process.

102.2. Adoption, Amendment, Repeal

102.2-1. This law was adopted by the Oneida General Tribal Council by resolution GTC 07-06-98-A and amended by resolutions GTC-01-04-10-A, BC-02-25-15-C and GTC-04-23-17-A.

102.2-2. This law may be amended or repealed by the Oneida General Tribal Council pursuant to the procedures set out in the Legislative Procedures Act. Actions of the Election Board regarding amendments to this law and policies adopted regarding implementation of this law are to be presented to the Business Committee who shall then adopt or forward action(s) to the General Tribal Council for adoption.

102.2-3. 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.

102.2-4. 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.

102.2-5. This law is adopted under authority of the Constitution of the Oneida Nation.

102.3. Definitions

102.3-1. 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.

102.3-2. "Alternate" shall mean an individual appointed by the Business Committee to serve on the Election Board during an election and until election results have been certified.

102.3-3. "Applicant" shall mean a potential candidate who has not yet been officially approved for acceptance on a ballot.

102.3-4. "Business day" shall mean Monday through Friday, 8:00 a.m. – 4:30 p.m., excluding holidays of the Nation.

102.3-5. "Campaigning" shall mean all efforts designed to influence members of the Nation to support or reject a particular candidate of the Nation including, without limitation, advertising, rallying, public speaking, or other communications with members of the Nation.

102.3-6. "Candidate" shall mean a petitioner or nominee for an elected position whose name is

placed on the ballot by the Election Board after successful application.

102.3-7. "Clerk" shall mean the election official who identifies proper registration for the purpose of determining voter eligibility.

102.3-8. "Close of business" shall mean 4:30 p.m. Monday through Friday.

102.3-9. "Conflict of Interest" shall mean any interest, whether it be personal, financial, political or otherwise, in which a Nation elected official, employee, consultant, appointed or elected, member of any board, committee or commission, or their immediate relatives, friends or associates, or any other person with whom they have contact, that conflicts with any right of the Nation to property, information, or any other right to own and operate its enterprises, free from undisclosed competition or other violation of such rights of the Oneida Nation, or as defined in any law or policy of the Nation.

102.3-10. "Election" shall mean every primary and election.

102.3-11. "General election" shall mean the election held every three (3) years in July to elect the Chairperson, Vice-Chairperson, Secretary, Treasurer, and the five Council Members of the Business Committee and may include contests for elected boards, committees and commissions positions.

102.3-12. "Judge" shall mean the election official who informs and advises the Chairperson of discrepancies, complaints and controversy regarding voter eligibility.

102.3-13. "Judiciary" means the judicial system that was established by Oneida General Tribal Council resolution GTC-01-07-13-B to administer the judicial authorities and responsibilities of the Nation.

102.3-14. "Lot drawing" shall mean the equal chance method used to select a candidate as the winner of an elected position, in the case of a tie between two (2) or more candidates.

102.3-15. "Nation" means the Oneida Nation.

102.3-16. "Nation's newspaper" shall mean the Kalihwisaks, or any other newspaper operated by the Nation for the benefit of transmitting news to members of the Nation, which is designated by the Election Board as a source for election related news.

102.3-17. "Oneida Police Officer" shall mean an enrolled member of the Oneida Nation who is a police officer on any police force.

102.3-18. "Private property" shall mean any lot of land not owned by the Nation, a residential dwelling or a privately owned business within the boundaries of the Reservation.

102.3-19. "Prominent locations" shall mean the polling places, main doors of the Norbert Hill Center, main doors of the Oneida Community Library, Tsyunhehkwa Retail Store, the Oneida Community Health Center, the SEOTS building and all One-Stop locations.

102.3-20. "Qualified voter" shall mean an enrolled member of the Nation who is eighteen (18) years of age or older.

102.3-21. "Rejected Ballots" shall mean those ballots which are rejected by the vote tabulating machine.

102.3-22. "Spoiled Ballot" shall mean a ballot which contains a voter error or is otherwise marred and is not tabulated.

102.3-23. "Teller" shall mean the election official in charge of collecting and storing of all ballots.

102.4. Election Board

Section A. Establishment, Composition and Election

102.4-1. An Election Board is hereby created for the purpose of carrying out the provisions of

this law and Article III, Sections 2 and 3 of the Oneida Nation Constitution.

102.4-2. The Election Board shall consist of nine (9) elected members. All members shall be elected to terms of three (3) years, not to exceed two (2) consecutive terms.

102.4-3. *Recusal.* An Election Board member shall recuse himself/herself from participating as an Election Board member in any pre-election, election day, or post-election activities while he or she is a petitioner, applicant or candidate in any election or there is otherwise a conflict of interest.

102.4-4. *Removal.* Removal of members shall be pursuant to the Oneida Removal Law. A member who is removed from the Election Board shall be ineligible to serve on the Board for three (3) years from the time he or she is removed from the Election Board.

102.4-5. *Vacancies.* Any vacancy in an unexpired term shall be filled by appointment by the Business Committee for the balance of the unexpired term. The filling of a vacancy may be timed to correspond with the pre-election activities and the needs of the Election Board.

102.4-6. The Election Board shall identify tellers, judges and clerks in advance of an election.

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

102.4-8. The Election Board shall choose a Chairperson from amongst themselves as set out in the By-laws of the Election Board, to preside over the meetings. This selection shall be carried out at the first meeting of the Election Board following an election. The Chairperson shall then ask the Election Board to select a Vice-Chairperson and Secretary.

Section B. Duties of the Election Board

102.4-9. The Election Board shall have the following duties, along with other responsibilities listed throughout this law.

- (a) The Election Board shall be in charge of all registration and election procedures; and
- (b) Upon completion of an election, the Election Board shall make a final report on the election results as set out in this law.

Section C. Specific Duties of Officers and Election Board Members

102.4-10. Specific duties of the Chairperson and other Election Board members, in addition to being present at all Election Board meetings and assisting the handicapped through the voting process, are as set out herein:

- (a) Chairperson: Shall preside over meetings of the Election Board; shall select the hearing body for applicants found to be ineligible in accordance with 102.5-6 in the event of an appeal; shall oversee the conduct of the election; shall dismiss the alternates and Trust Enrollment Department personnel when their election day duties are complete; and shall post and report election results.
- (b) Vice-Chairperson: Shall preside over all meetings in the absence of the Chairperson.
- (c) Secretary: Shall keep a record of the meetings and make them available to the Nation's Secretary, other Election Board members and the public as required in the Open Records and Open Meetings Law.
- (d) Clerks: Shall implement the requirements of identifying and registering all voters and determining voter eligibility. Clerks shall work in conjunction with the Trust Enrollment Department personnel in the registration process, and assist the Chairperson as directed in conducting the election. Clerks cannot be currently employed by the Trust Enrollment Department.

(e) Tellers: Shall collect and keep safe all ballots, until the election is complete, as determined by this law. Shall assist the Chairperson in conducting the election.

(f) Judges: Shall inform and advise the Chairperson of all aspects of the election conducted under this law. In case of disputes among Election Board members, or between members of the Nation and Election Board members, or any controversy regarding voter eligibility, the Judge(s) shall assist the Chairperson in making a determination. The Judge(s) shall also ensure that all ballots of voters whose eligibility may be in question, remain confidential.

Section D. Compensation Rates

102.4-11. Election Board members are to be compensated at an hourly rate when conducting elections as provided for in the Election Board's bylaws as approved by the Business Committee. The Election Board shall have a budget, approved through the Nation's budgeting process.

102.4-12. The Trust Enrollment Department personnel and Oneida Police Officer(s) shall be compensated at their regular rate of pay out of their respective budgets.

102.5. Candidate Eligibility

Section A. Requirements

102.5-1. In addition to any specific requirements and/or exceptions set out in duly adopted by-laws or other documents, all applicants shall meet the minimum requirements set out in this section in order to become a candidate.

102.5-2. Minimum Requirements. In order to be eligible to be a candidate, applicants shall:

- (a) be an enrolled member of the Nation, as verified by membership rolls of the Nation.
- (b) be a qualified voter on the day of the election.
- (c) provide proof of physical residency as required for the position for which they have been nominated or for which they have petitioned. Proof of residency may be through one (1) or more of the following:
 - (1) a valid Wisconsin driver's license;
 - (2) a bill or pay check stub showing name and physical address of the candidate from the prior or current month;
 - (3) another form of proof that identifies the candidate and that the candidate has physically resided at the address and identifies that address as the primary residence.

102.5-3. No applicant may have a conflict of interest with the position for which they are being considered, provided that any conflict of interest which may be eliminated within thirty (30) calendar days of being elected shall not be considered as a bar to nomination or election.

102.5-4. Applications and petitions where the applicant was not nominated during caucus shall be filed by presenting the information to the Nation's Secretary, or designated agent, during normal business hours, 8:00 to 4:30 Monday through Friday, within five (5) business days after the caucus. No mailed, internal Nation mail delivery, faxed or other delivery method shall be accepted.

102.5-5. The names of the candidates and the positions sought shall be a public record and made available to the public upon the determination of eligibility by the Election Board or the Board's designated agent.

Section B. Eligibility Review

102.5-6. Applicants found to be ineligible shall have two (2) business days to request an appeal.

At least four (4) Election Board members shall constitute a hearing body. The Chairperson shall select the hearing body. The hearing shall be held within two (2) business days of receipt of the appeal. The applicant shall be notified by phone of time and place of the hearing. The decision of the hearing body shall be sent via certified mail or hand delivery within two (2) business days of the hearing. Any appeal from a decision of the Election Board hearing body shall be to the Judiciary on an accelerated schedule.

102.5-7. The Election Board shall be responsible for reviewing the qualifications of applicants to verify eligibility. Any applicant found to be ineligible for a nominated or petitioned for position shall be notified by certified mail return receipt requested. The notice shall provide the following information:

- (a) Position for which they were considered
- (b) Qualification of the position and citation of the source. (Copies of source may be attached.)
- (c) A brief summary explaining why the applicant was found to be ineligible.
- (d) That the applicant has two (2) business days from notification to make an appeal. Appeals must be filed at the location designated on the notice by hand delivery. The location designated shall be on the Reservation. No mailed, internal Nation mail, faxed or other delivery method will be accepted.

Section C. Campaign Financing

102.5-8. Contributions:

- (a) Solicitation of Contributions by Candidates.
 - (1) Candidates shall only accept contributions from individuals who are members of the Nation or individuals related by blood or marriage to the candidate. Candidates may not accept contributions from any business, whether sole proprietorship, partnership, corporation, or other business entity.
 - (2) Candidates shall not solicit or accept contributions in any office or business/facility of the Nation.
- (b) Fines. Violation of the contribution restrictions shall result in a fine imposed by the Election Board in an amount specified in a resolution adopted by the Business Committee.

102.5-9. Campaign Signs and Campaigning:

- (a) Placement of campaign signs:
 - (1) Campaign signs shall not be posted or erected on any property of the Nation except for private property with the owner/tenant's permission.
 - (2) No campaign sign shall exceed sixteen (16) square feet in area. A maximum of seven (7) such signs may be placed on a building or on a lot.
 - (3) No campaign sign shall project beyond the property line into the public right of way.
- (b) Removal of campaign signs. All campaign signs shall be removed within five (5) business days after an election.
- (c) Employees of the Nation shall not engage in campaigning for offices of the Nation during work hours. The Nation's employees shall be subject to disciplinary action under the personnel policies and procedures for political campaigning during work hours.
- (d) Enforcement. The Zoning Administrator shall cause to be removed any campaign signs that are not in compliance with this law, in accordance with the Zoning and Shoreland Protection Law.

- (e) Fines. Violation of the campaign sign restrictions shall result in a fine imposed by the Election Board in an amount specified in a resolution adopted by the Business Committee.

Section D. Candidate Withdrawal

102.5-10 Any candidate may withdraw his or her name from a ballot if submitted in writing by the candidate prior to submission of the ballot for printing to any Election Board member, excluding alternates.

102.5-11 After printing of the ballot, any candidate may withdraw his or her name from the election by submitting in writing a statement indicating they are withdrawing from the election prior to the opening of the polls to any Election Board member, excluding alternates. This statement shall be posted alongside any sample ballot printed prior to the election in the newspaper or any posting at the polling places.

102.5-12. Candidates withdrawing after opening of the polls shall request, in writing to the Election Board members in charge of the polling place, to be removed from the ballot. The written statement shall be posted next to any posted sample ballot.

102.5-13. Candidates withdrawing by any method listed herein shall be denied any position from which they have withdrawn regardless of the number of votes cast for that candidate. A written statement shall be considered the only necessary evidence of withdrawal and acceptance of denial of any position withdrawn from.

102.5-14. *Candidate Withdrawal After Winning an Election.*

- (a) In the event a candidate declines an office after winning an election, the Election Board shall declare the next highest vote recipient the winner. This procedure shall be repeated as necessary until a winner is declared.
- (b) If all vote recipients decline or are otherwise unable to be declared the winner, then a Special Election shall be held.

2.6. Selection of Candidates

Section A. Setting of Caucus

102.6-1. The Election Board shall be responsible for calling a caucus before any election is held. The caucus for the general election shall be held at least ninety (90) calendar days prior to the election date. Caucuses for other elections shall be held at least forty-five (45) calendar days prior to the election date. In a general election year, caucuses shall be combined so that candidates for the Business Committee and elected boards, committees and commissions are nominated at the same caucus.

102.6-2. The procedures for the caucus shall be as follows:

- (a) Candidates shall be nominated from the floor.
- (b) Candidates present at the caucus will accept/decline their nomination at the caucus. Candidates nominated at the caucus, but not present to accept the nomination, shall be required to follow the petition process.
- (c) Nominations shall consist of the following positions: Chairperson, Vice-Chairperson, Treasurer, Secretary, Council Member and other elected positions as required by by-laws or creating documents of a board, committee, or commission.

Section B. Petition

102.6-3. Any eligible member of the Nation may petition to be placed on a ballot according to the following procedures:

- (a) Each petitioner, not nominated at caucus, shall file a petition containing endorsee's original signatures; photocopies shall not be accepted.
- (b) Petitioners shall use an official petition form as designated by this law which may be obtained in the Office of the Nation's Secretary or from the mailing for that caucus.
- (c) The petition form shall consist of each endorsee's:
 - (1) printed name and address;
 - (2) date of birth;
 - (3) Oneida Nation Enrollment Number; and
 - (4) signature.
- (d) Petitioners shall obtain not less than ten (10) signatures of qualified voters as defined under this law.
- (e) Petitions shall be presented to the Nation's Secretary, or designated agent, during normal business hours, 8:00 to 4:30 Monday through Friday, but no later than prior to close of business five (5) business days after the caucus. The location to drop-off petitions shall be identified in the mailing identifying the caucus date.
- (f) The Nation's Secretary shall forward all petitions to the Election Board Chairperson the next business day following the close of petition submissions.
- (g) The Election Board shall have the Trust Enrollment Department verify all signatures contained on the petition.

102.6-4. A person who runs for a position on the Oneida Business Committee, or a position on a judicial court or commission, shall not run for more than one (1) elective office or seat per election.

102.7. Notice of Polling Places

102.7-1. The Election Board shall post a notice in the prominent locations, stating the location of the polling places and the time the polls will be open. This notice shall also be posted in an easily visible position, close to the entrance of the Nation's businesses/facilities.

102.7-2. Polling information shall be posted no less than ten (10) calendar days prior to the election, and shall remain posted until the poll closes on the day of the election.

102.7-3. Except for a Special Election, notice for the election shall be mailed to all Nation members, stating the time and place of the election and a sample of the ballot, no less than ten (10) calendar days prior to the election, through a mass mailing. The Trust Enrollment Department shall be notified, by the Election Board Chairperson, no less than twenty (20) calendar days prior to the requested mailing.

102.7-4. Notice of the election shall be placed in the Nation's newspaper.

102.8. Registration of Voters

Section A. Requirements

102.8-1. *Registration of Voters.* All enrolled members of the Nation, who are eighteen (18) years of age or over, are qualified voters of such election(s) as defined in Article III, Section 2 of the Oneida Nation Constitution.

Section B. Identification of Voters

102.8-2. All voters must present one of the following picture identifications in order to be able to vote:

- (a) Oneida Nation I.D.

- (b) Drivers License.
- (c) Other I.D. with name and photo.

Section C. Registration Procedures

102.8-3. Voters shall physically register, on the day of the election, at the polls.

102.8-4. Trust Enrollment Department personnel shall be responsible for verifying enrollment with the Nation. Conduct of Trust Enrollment Department personnel is governed by the Election Officials during the voting period.

102.8-5. Every person who intends to vote must sign his/her name on an official Voter Registration Form containing the voter's following information:

- (a) name and maiden name (if any);
- (b) current address;
- (c) date of birth; and
- (d) enrollment number.

Section D. Qualification/Verification of Voter Eligibility

102.8-6. Should a question or dispute arise as to the eligibility of a voter being qualified to vote, the Judges of the Election Officials appointed by the Election Board Chairperson shall meet with the Trust Enrollment Department personnel who are registering voters, to decide the voting member's eligibility currently being questioned and shall make such decisions from the facts available, whether the applicant is, in fact, qualified/verifiable under the Oneida Nation Constitution, Article III Section 2, to vote in the Nation's elections.

102.8-7. Any voter denied eligibility shall be allowed to vote, provided that the ballot shall be placed in an envelope, initialed by two (2) Election Officials, sealed and numbered. The name of the voter shall be written next to a numbered list which corresponds to the numbered and sealed envelope. The voter shall be required to mail a written appeal to the Election Board at P.O. Box 413, Oneida, Wisconsin, 54155, postmarked within two (2) business days of the election if they desire to challenge the decision made by the Election Officials. The Election Board shall make a final decision, within five (5) business days of receiving the appeal and shall report this decision in the final report sent to the Oneida Business Committee.

102.9. Election Process

Section A. Polling Places and Times

102.9-1. In accordance with Article III, Section 5 of the Oneida Nation Constitution, elections shall be held in the month of July on a date set by the General Tribal Council. The General Tribal Council shall set the election date at the January annual meeting, or at the first GTC meeting held during a given year. Special Elections shall be set in accordance with 102.12-6.

102.9-2. Elections shall be held in an Oneida Nation facility(s) as determined by the Election Board.

102.9-3. Voting for elections shall begin at 7:00 a.m. and shall end at 7:00 p.m. All voters in line to vote at 7:00 p.m. shall be allowed to vote.

- (a) If a ballot counting machine is used, the ballot counting machine shall be prepared prior to 7:00 a.m. on the day of the election. The Judges shall open the polls only after four (4) members of the Nation verify, through signature on the tape, the ballot box is empty and the ballot counting machine printer tape has a zero (0) total count.

102.9-4. At least one (1) Oneida Police Officer shall be present during the time the polls are open, and until the counting of ballots is completed, and tentative results posted.

102.9-5. The Election Board shall provide a voting area sufficiently isolated for each voter such that there is an area with at least two sides and a back enclosure.

102.9-6. No campaigning of any type shall be conducted within two hundred eighty (280) feet of the voting area, excluding private property.

102.9-7. No one causing a disturbance shall be allowed in the voting area.

102.9-8. Election Board members may restrict the voting area to qualified voters only. This restriction is in the interest of maintaining security of the ballots and voting process.

Section B. Ballot Box

102.9-9. All ballots being votes, shall be placed in a receptacle clearly marked "Ballot Box" and shall be locked until counting at the close of polls. Provided that, with electronic ballot counting, the ballots may be placed within the ballot counting machine as they are received.

Section C. Spoiled Ballots

102.9-10. If a voter spoils his/her ballot, he/she shall be given a new ballot.

102.9-11. The spoiled ballot shall be marked "VOID" and initialed by two (2) Election Officials and placed in an envelope marked as "Spoiled Ballots."

102.9-12. The Spoiled Ballot envelopes shall be retained and secured for no less than fifteen (15) calendar days following finalization of any challenge of the election, at the Records Management Department.

Section D. Rejected Ballots

102.9-13. Rejected Ballots are to be placed in a specially marked container and sealed.

(a) Computer rejected ballots shall be reviewed by the Election Officials to verify the authenticity of the ballot. Ballots rejected because of mutilation shall be added to the final computer total, provided that, a new ballot was not received as set out in sections 102.9-10 through 102.9-12.

(b) Ballots rejected, either during the computer process or during a manual counting, shall be reviewed by the Election Officials to verify that they are authentic. If the Election Officials determine that the ballot is not an official ballot, or that it is an illegal ballot, the ballot shall be designated 'void,' and placed in a sealed container marked "Void Ballots."

102.10. Tabulating and Securing Ballots

Section A. Machine Counted Ballots

102.10-1. When ballots are counted by machine, at the close of polls the Judges shall generate from the ballot counting machine copies of the election totals from the votes cast.

102.10-2. At least six (6) Election Board members shall sign the election totals, which shall include the tape signed by the members of the Nation before the polls were opened per section 102.9-3(a).

Section B. Manually Counted Ballots

102.10-3. When ballots are manually counted, at the close of polls the Judges shall unlock the ballot box and remove the ballots.

102.10-4. If the ballots need to be counted at a location other than the polling site, the ballots shall be secured in a sealed container for transportation to the ballot counting location. The

sealed ballots shall be transported by an Oneida Police Officer with at least three (3) of the Election Officials for counting/tallying of ballots.

102.10-5. The sealed ballots shall be opened at the time of counting by the Election Officials and witnessed/monitored by an Oneida Police Officer.

102.10-6. Ballots must be counted by two different Election Officials until two final tallies are equal in back to back counting. Final tallies shall be verified by the Election Judges.

Section C. Securing Ballots

102.10-7. The Judges shall place together all ballots counted and secure them together so that they cannot be untied or tampered with without breaking the seal. The secured ballots, and the election totals with the signed tape, if applicable, shall then be secured by the Judges in a sealed container in such a manner that the container cannot be opened without breaking the seals or locks, or destroying the container. The Oneida Police Officer shall then deliver, on the day of the election, the sealed container to the Records Management Department for retaining.

102.11. Election Outcome and Ties

Section A. Election Results Announcement

102.11-1. The tentative results of an election shall be announced and posted by the Election Board within twenty-four (24) hours after the closing of the polls. Notices of election results shall contain the following statement:

"The election results posted here are tentative results. Final election results are forwarded by the Oneida Election Board to the Oneida Business Committee via a Final Report after time has lapsed for recount requests, or challenges or after all recounts or challenges have been completed, whichever is longer"

102.11-2. The Election Board shall post, in the prominent locations, and publish in the Nation's newspaper, the tentative results of an election.

Section B. Tie

102.11-3. In the event of a tie for any office, and where the breaking of a tie is necessary to determine the outcome of an election, the Election Board shall conduct an automatic recount of the votes for each candidate receiving the same number of votes. Any recount conducted shall be the only recount allowed for the tied candidates.

102.11-4. For Business Committee positions, a run-off election between the candidates with the same number of votes shall be held if there remains a tie after the recount. Said run-off election shall be held within twenty one (21) calendar days after the recount. For all other positions, if there remains a tie after the recount, the Election Board shall decide the winner of the tied positions at least two (2) business days after, but no more than five (5) business days after the recount through a lot drawing, which shall be open to the public.

(a) The Election Board shall notify each of the tied candidates and the public of the date, time, and place of the drawing at least one (1) business day before the drawing. Notice to the tied candidates shall be in writing. Notice to the public shall be posted by the Election Board in the prominent locations.

(b) On the date and at the time and place the drawing was noticed, the Election Board Chairperson shall clearly write the name of each tied candidate on separate pieces of paper in front of any witnesses present. The pieces of paper shall be the same, or approximately the same, color, size, and type. The papers shall be folded in half and placed in a container selected by the Election Board Chairperson.

(c) The Election Board Chairperson shall designate an uninterested party to draw a name from the container. The candidate whose name is drawn from the container first shall be declared the winner. An Election Board member other than the Chairperson shall remove the remaining pieces of paper from the container and show them to the witnesses present.

Section C. Recount Procedures

102.11-5. A candidate may request the Election Board to complete a recount, provided the margin between the requesting candidate's vote total and vote total for the unofficial winner was within two percent (2%) of the total votes for the office being sought or twenty (20) votes, whichever is greater. A candidate requests a recount by hand delivering a written request to the office of the Nation's Secretary, or noticed designated agent, within five (5) business days after the election. Requests shall be limited to one (1) request per candidate. The Nation's Secretary shall contact the Election Board Chairperson by the next business day after the request for recounts.

102.11-6. The Election Board shall respond by the close of business on the fifth (5th) day after the request regarding the results of the recount. Provided that, no recount request need be honored where there have been two (2) recounts completed as a result of a request either as a recount of the whole election results, or of that sub-section.

102.11-7. All recounts shall be conducted manually with, if possible, the original Election Officials and Oneida Police Officer present, regardless of the original type of counting process. Manual recounts may, at the discretion of the Election Officials, be of the total election results, or of the challenged sub-section of the election results.

102.11-8. The Oneida Police Officer shall be responsible for picking up the locked, sealed container with the ballots from the Records Management Department and transporting it to the ballot recounting location.

102.11-9. A recount shall be conducted by a quorum of the Election Board, including at least three (3) of the original Election Officials. The locked, sealed ballots shall be opened by the Election Board Chairperson and an Oneida Police Officer shall witness the recount.

102.11-10. Recounting of ballots may be performed manually or by computer. All ballots shall be counted until two (2) final tallies are equal in back to back counting and the total count of ballots reconciles with the total count from the ballot counting machine. Sub-sections of candidates may be recounted in lieu of a full recount.

(a) Manually counted ballots shall be recounted by the Election Board. Ballots shall be counted twice by different persons and certified by the Judges.

(b) Computer counted ballots shall be recounted twice and certified by the Judges. Prior to using an electronic ballot counting device, it shall be certified as correct either by the maker, lessor of the machine, or Election Board.

Section D. Challenges and Declaration of Results

102.11-11. *Challenges.* Any qualified voter may challenge the results of an election by filing a complaint with the Judiciary within ten (10) calendar days after the election. The Judiciary shall hear and decide a challenge to any election within two (2) business days after the challenge is filed. Any appeal to the appellate body of the Judiciary shall be filed within one (1) business day after the issuance of the lower body's decision and decided within two (2) business days after the appeal is filed.

(a) The person challenging the election results shall prove by clear and convincing evidence that the Election Law was violated or an unfair election was conducted, and that

the outcome of the election would have been different but for the violation.

(b) If the Judiciary invalidates the election results, a Special Election shall be ordered by the Judiciary for the office(s) affected to be held on a date set by the Judiciary for as soon as the Election Law allows for a Special Election.

102.11-12. *The Final Report.* The Election Board shall forward a Final Report to the Nation's Secretary after time has lapsed for recount requests, or challenges or after all recounts or challenges have been completed, whichever is longer. The Final Report shall consist of the following information:

- (a) Total number of persons voting.
- (b) Total votes cast for each candidate by subsection of the ballot.
- (c) List of any ties and final results of those ties, including the method of resolution.
- (d) List of candidates elected and position elected to.
- (e) Number of spoiled ballots.
- (f) Cost of the election, including the compensation paid to each Election Board member.

102.11-13. *Declaration of Results.* The Business Committee shall declare the official results of the election and send notices regarding when the swearing in of newly elected officials shall take place within ten (10) business days after receipt of the Final Report.

102.11-14. Candidates elected to the Business Committee shall resign from any salaried position effective prior to taking a Business Committee oath of office

102.11-15. Except in the event of an emergency, as determined by the Business Committee, newly elected officials shall be sworn into office no later than thirty (30) calendar days after the official results of an election are declared by the Business Committee.

(a) If a newly elected official is not sworn in within thirty (30) calendar days, the seat shall be considered vacant and the Election Board shall declare the next highest vote recipient the winner. This procedure shall be repeated as necessary until a winner is declared.

(b) If all vote recipients decline or are otherwise unable to be declared the winner, then a Special Election shall be held.

102.11-16. The Election Board shall send notice to the Records Management Department to destroy the ballots thirty (30) calendar days after the election or after the final declaration of official election results occurs, whichever is longer.

102.12. Elections

Section A. Primary Elections; Business Committee

102.12-1. When a primary is required under 102.12-2, it shall be held on a Saturday at least sixty (60) calendar days prior to the election.

102.12-2. There shall be a primary election for Business Committee positions whenever there are three (3) or more candidates for any officer positions or sixteen (16) or more candidates for the at-large council member positions.

(a) The two (2) candidates receiving the highest number of votes cast for each officer position shall be placed on the ballot.

(b) The fifteen (15) candidates receiving the highest number of votes cast for the at-large council member positions shall be placed on the ballot.

(c) Any position where a tie exists to determine the candidates to be placed on the ballot shall include all candidates where the tie exists.

102.12-3. The Election Board shall cancel the primary election if the Business Committee positions did not draw the requisite number of candidates for a primary by the petitioning

deadline set for the primary.

102.12-4. In the event a candidate withdraws or is unable to run for office after being declared a winner in the primary, the Election Board shall declare the next highest primary vote recipient the primary winner. This procedure shall be repeated as necessary until the ballot is full or until there are no available candidates. If the ballot has already been printed, the procedures for notifying the Oneida public in section 102.5-11 and 102.5-12 shall be followed, including the requirement to print a notice in the Nation's newspaper if time lines allow.

Section B. Special Elections

102.12-5. Matters subject to a Special Election, i.e., referendum, vacancies, petitions, etc., as defined in this law, may be placed on the same ballot as the subject matter of an election.

102.12-6. Dates of all Special Elections shall be set, as provided for in this law, by the Business Committee as recommended by the Election Board or as ordered by the Judiciary in connection with an election challenge.

102.12-7. Notice of said Special Election shall be posted by the Election Board in the prominent locations, and placed in the Nation's newspaper not less than ten (10) calendar days prior to the Special Election.

102.12-8. In the event of an emergency, the Election Board may reschedule the election, provided that no less than twenty-four (24) hours notice of the rescheduled election date is given to the voters, by posting notices in the prominent locations.

Section C. Referendums

102.12-9. Registered voters may indicate opinions on any development, law or resolution, proposed, enacted, or directed by the Business Committee, or General Tribal Council, in a special referendum election.

(a) Referendum elections in which a majority of the qualified voters who cast votes shall be binding on the Business Committee to present the issue for action/decision at General Tribal Council.

(b) Referendum requests may appear on the next called for election.

(c) Referendum questions are to be presented to the Nation's Secretary, in writing, at the caucus prior to election, regarding issues directly affecting the Nation or general membership.

Section D. Initiation of Special Elections

102.12-10. Special Elections may be initiated by a request or directive of the General Tribal Council or the Oneida Business Committee.

102.12-11. Special Election may be requested by a member of the Nation to the Business Committee or General Tribal Council.

102.12-12. All Special Elections shall follow rules established for all other elections. This includes positions for all Boards, Committees and Commissions.

102.13. Oneida Nation Constitution and By-law Amendments

102.13-1. Pursuant to Article VI of the Oneida Nation Constitution, amendments to the Oneida Nation Constitution and By-laws may be initiated by the Oneida Business Committee or a petition of qualified voters. The requirements for the Oneida Business Committee's initiation of Constitutional amendments are as provided in the Constitution and as further detailed in the supporting standard operating procedures which the Oneida Business Committee shall adopt.

HANDOUT FOR ITEM - IX.E.

Qualified voters may petition to amend the Oneida Nation Constitution and By-laws by submitting a petition to the Office of the Nation's Secretary which includes the full text of the proposed amendments and signatures that are equal in number to at least ten percent (10%) of all members qualified to vote.

(a) Qualified voters may request a petition form from the Office of the Nation's Secretary.

(b) When a petition form is requested, the Nation's Secretary, or his or her designee, shall direct the Trust Enrollment Department to calculate the number of signatures currently required for a petition submittal, which shall be ten percent (10%) of all members qualified to vote on the date the petition form is requested from the Office of the Nation's Secretary. When the Nation's Secretary receives the calculation from the Trust Enrollment Department, the Nation's Secretary shall provide the requester with the petition form and the number of signatures that are currently required.

(c) Such petitions shall be circulated with all supporting materials and submitted a minimum of ninety (90) days prior to the election at which the proposed amendment is to be voted upon. If a petition includes supporting materials in addition to the petition form, each qualified voter signing the petition shall also acknowledge that the supporting materials were available for review at the time he or she signed the petition by initialing where required on the petition form.

(d) The Nation's Secretary shall forward submitted petitions to the Trust Enrollment Department for verification of signatures and to the Election Board to provide notice that the petition may need to be placed on an upcoming ballot.

(e) If the petition is verified by the Trust Enrollment Department to contain signatures from at least ten percent (10%) of all qualified voters, the Election Board shall make an official announcement of the proposed amendments to the Oneida Nation Constitution at least sixty (60) days prior to the election at which the proposed amendments are to be voted on.

102.13-2. The Election Board shall place any proposed amendments to the Oneida Nation Constitution that meet the requirements contained in 102.13-1 on the ballot at the next general election. Provided that, the Oneida Business Committee or General Tribal Council may order a special election be held to consider the proposed amendments. In such circumstances, the Election Board shall place any proposed amendments to the Oneida Nation Constitution on the ballot at the next special election.

102.13-3. The Election Board shall publish any proposed amendments by publishing a sample ballot no less than ten (10) calendar days prior to the election, through a mass mailing. The Trust Enrollment Department shall be notified, by the Election Board Chairperson, no less than twenty (20) calendar days prior to the requested mailing. Copies of such publications shall be prominently posted in each polling place and at administrative offices of the Nation and shall also be published in official Oneida media outlets, which the Oneida Business Committee shall identify by resolution. For the purposes of this section, Oneida administrative offices means the location where the Oneida Business Committee conducts business.

102.13-4. The Election Board shall ensure that the ballot contains a statement of the purpose of the proposed amendments prepared by the Oneida Law Office. The Oneida Law Office shall ensure that the statement of purpose is one hundred (100) words or less exclusive of caption, is a true and impartial statement and is written in such a manner that does not create prejudice for or against the proposed amendment.

102.13-5. Pursuant to Article VI, Section 3 of the Oneida Nation Constitution, proposed

HANDOUT FOR ITEM - IX.E.

amendments that are approved by sixty-five percent (65%) of the qualified voters that vote on that amendment shall become part of the Constitution and By-laws, and shall abrogate or amend existing provisions of the Constitution and By-laws at the end of thirty (30) days after submission of the final election report.

102.13-6. If two (2) or more amendments approved by the voters at the same election conflict, the amendment receiving the highest affirmation vote prevails.

End.

Adopted - June 19, 1993

Amended - June 28, 1995 (Adopted by BC on Behalf of GTC, Completion of Agenda)

Presented for Adoption of 1997 Revisions - GTC-7-6-98-A

Amended- October 11, 2008 (General Tribal Council Meeting)

Amended-GTC-01-04-10-A

Amended – BC-02-25-15-C

Amended – GTC-04-23-17-A

Title 1. Government and Finances - Chapter 126

PARDON AND FORGIVENESS

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126.1. Purpose and Policy	126.6. Pardon and Forgiveness Eligibility and Application
126.2. Adoption, Amendment, Conflicts	126.7. Fees
126.3. Definitions	126.8. Hearings
126.4. Pardon and Forgiveness Screening Committee Responsibilities	126.9. Conditions and Restrictions
126.5. Tribal Secretary's Office Responsibilities	126.10. Oneida Business Committee

126.1. Purpose and Policy

126.1-1. *Purpose.*

- (a) The purpose of this Law is to provide a fair, efficient and formal process by which:
- (1) a Tribal member may receive a pardon for the conviction of a crime(s); or
 - (2) a Tribal member may receive forgiveness for acts that render him or her ineligible for housing with the Tribe or other Tribal benefits.
 - (3) a Tribal member or non-Tribal member may receive forgiveness for acts that render him or her ineligible for Tribal employment; an occupational license, certification or permit issued by the Tribe; housing through the Tribe; or other Tribal benefit.
- (b) This Law defines the duties and responsibilities of the Oneida Pardon and Forgiveness Screening Committee, Oneida Business Committee, Oneida Tribal Secretary's Office, and other persons involved in the granting or denial of pardons and forgiveness.

126.1-2. *Policy.* It is the policy of the Oneida Tribe of Indians of Wisconsin to grant pardons or forgiveness to individuals upon demonstration of full rehabilitation, trustworthiness and/or commitment to lawful behavior. Nothing contained herein shall be construed as permitting the employment of individuals who are otherwise disqualified for employment from certain occupations under Tribal, State or Federal Law. **Receipt of a pardon or forgiveness does not affect obligations imposed as part of a sentence or conviction in another jurisdiction.**

126.2. Adoption, Amendment, Conflicts

126.2-1. This Law was adopted by the Oneida Business Committee by Resolution BC-05-25-11-A and amended by Resolution BC-01-22-14-B.

126.2-2. This Law may be amended pursuant to the procedures set out in Tribal law by the Oneida Business Committee or the Oneida General Tribal Council.

126.2-3. 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.

126.2-4. In the event of a conflict between a provision of this Law and a provision of another law, ordinance, policy, regulation, rule, resolution, or motion, the provisions of this Law shall control. Provided that, this Law repeals Resolution BC-7-31-02-A: Resolution Adopting a New Oneida Pardon Ordinance.

126.2-5. This Law is adopted under authority of the Constitution of the Oneida Tribe of Indians of Wisconsin.

126.3. Definitions

126.3-1. 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) "Applicant" shall mean an individual who is applying for a pardon or forgiveness from the Tribe.
- (b) "Certified mail" shall mean mail sent through either the United States Postal Service or the Tribal Inter-Office Certified system that provides proof of delivery and receipt.
- (c) "Committee" shall mean the Pardon and Forgiveness Screening Committee.
- (d) "Conditions" shall mean a requirement or prerequisite event or activity.
- (e) "Conflict of interest" shall mean a conflict between the private interests and the official responsibilities of the committee member.
- (f) "Conviction" shall mean an individual was either found guilty or entered a plea of guilty or no contest to charges of a crime in any court of competent jurisdiction.
- (g) "Court of competent jurisdiction" shall mean any court or forum that has the power and authority to properly exercise jurisdiction over a dispute or interpret and/or enforce laws.
- (h) "Crime" shall mean any act, default, or conduct punishable as a felony or a misdemeanor.
- (i) "Forgiveness" shall mean the formal and public act of acknowledging or excusing an individual's actions or behavior that makes him or her ineligible for Tribal employment, an occupational license, certification or permit issued by the Tribe, housing through the Tribe or other Tribal benefit. *Defn of 'other tribal benefit'*
- (j) "Hearing" shall mean a public hearing, a noticed public forum in which an applicant has an opportunity to present a case for obtaining a pardon or forgiveness from the Tribe.
- (k) "Individual" shall mean a Tribal member seeking a pardon for a conviction of a crime, a Tribal member seeking forgiveness for an act(s) that makes him or her ineligible for housing with the Tribe or other Tribal benefit(s) or anyone seeking forgiveness for an act(s) that renders him or her ineligible for employment, an occupational license, certification or permit issued by the Tribe.
- (l) "Family member" shall mean a spouse, child sibling, parent, grandparent, grandchild, step-parent, step-child, in-law or legal guardian.
- (m) "Pardon" shall mean the formal and public act of acknowledging or excusing a Tribal member's criminal conviction that makes him or her ineligible for Tribal employment, an occupational license, a certification or permit issued by the Tribe, housing through the Tribe, or other Tribal benefit.
- (n) "Prominent locations" shall include, but not be limited to, the following: the Tribal newspaper; at least one (1) local newspaper with regular distribution within the Reservation boundaries; one (1) regional Indian newspaper; and the Tribe's official website.
- (o) "Restriction" shall mean a limitation or constraint imposed.
- (p) "Tribal" or "Tribe" shall mean the Oneida Tribe of Indians of Wisconsin.
- (q) "Victim" shall mean a person or entity against whom an offense, either civil or criminal, has been committed.

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126.4. Pardon and Forgiveness Screening Committee Responsibilities

126.4-1. A Committee is hereby created for the purpose of carrying out the provisions of this Law.

126.4-2. *Authority.* The Committee shall:

- (a) promulgate internal standard operating procedures necessary to govern its proceedings;
- (b) review and process applications for a pardon or forgiveness in an orderly and expeditious manner;
- (c) review an applicant's background investigation report received from the Oneida Human Resources Department;
- (d) conduct and preside over hearings;
- (e) provide formal, written recommendations to the Oneida Business Committee to approve or deny a pardon or forgiveness application; and
- (f) take other actions reasonably related to the purpose of the Committee.

126.5. Tribal Secretary's Office Responsibilities

126.5-1. The Tribal Secretary's Office shall assist the Committee with carrying out the provisions of this Law and assist individuals in applying for a pardon or forgiveness. The Tribal Secretary's Office shall:

- (a) create and implement procedures necessary to process pardon and forgiveness applications.
- (b) accept pardon and forgiveness applications.
- (c) submit and track requests for a background investigation.
- (d) forward pardon and forgiveness applications to the Committee when the background investigations are complete.
- (e) maintain a record of all pardon and forgiveness applications filed, every pardon and forgiveness request granted or denied, and the reasons for each action.
- (f) maintain a complete and accurate record of all proceedings, including all correspondence, transcripts, documents, evidence, and appearances made in connection with the applications.
- (g) perform other duties in connection with matters under this Law as may be requested by the Committee.

126.6. Pardon and Forgiveness Eligibility and Application

126.6-1. *Eligibility.* A Tribal member may receive a pardon for any criminal conviction(s), or a forgiveness for an act(s) that renders the Tribal member ineligible for housing with the Tribe or other Tribal benefit(s); and **any individual may receive forgiveness for an act(s) that renders the individual ineligible for Tribal employment, an occupational license, certification or permit issued by the Tribe.**

- (a) Upon completion of incarceration, parole, probation and/or deferred prosecution, Tribal members shall be eligible to apply for a pardon.
- (b) One (1) year after an act is committed, or affirmed through the conclusion of any appeal process, an individual shall be eligible to apply for pardon or forgiveness.

126.6-2. *Ineligibility.* An individual is ineligible for a pardon or forgiveness if he or she is:

- (a) being investigated for an act and if found to have committed such act, would be ineligible for the benefit he or she is seeking; or
- (b) appealing a termination and the termination makes him or her ineligible for the benefit he or she is seeking; or
- (c) currently incarcerated, on parole, probation, and/or under a deferred prosecution

agreement; or

(d) has any outstanding penalties or fines.

126.6-3. *Initiating an Application.* Applications for a pardon or forgiveness may be obtained from the Tribal Secretary's Office or on the Tribal website. Completed applications shall be filed with the Tribal Secretary's Office in person, during normal Tribal business hours, or sent by certified mail to the Tribal Secretary at P.O. Box 365, Oneida, WI 54155.

126.6-4. *Required Application Information.* Each applicant is responsible for submitting all required materials and authorizations.

(a) A completed pardon application shall include the following:

- (1) a copy of the applicant's Tribal enrollment card.
- (2) a copy or copies of any discharge papers from incarceration or jail.
- (3) official verification of any successful completion date of the probation, parole or deferred prosecution.
- (4) any necessary releases for investigations and/or background checks.
- (5) any authorizations from a probation officer to release information.
- (6) the required non-refundable fee as specified under 126.6.
- (7) a personal written statement, including the reason(s) for requesting a pardon and a description and documentation of the applicant's efforts towards self-improvement.
- (8) information regarding the conviction(s) for which the applicant is seeking a pardon, including:
 - (A) date(s) upon which the crime(s) occurred;
 - (B) location(s) where the crime(s) occurred;
 - (C) date(s) of conviction(s); and
 - (D) jurisdiction(s) which imposed the sentence(s).
- (9) verification of attendance or successful completion of any counseling, therapy, or rehabilitative programs such as anger management or coping skills classes.
- (10) letters of reference or support from people well-regarded in the community. Such letters shall detail the applicant's accomplishments or contributions to the community or attest to the applicant's rehabilitation and trustworthiness. These may include, but are not limited to:
 - (A) clergy or other spiritual leaders.
 - (B) employers and/or community members.
 - (C) teachers.
 - (D) organizers of support groups the applicant attends or has attended.
- (11) any other information relevant to the applicant's conviction(s) or rehabilitation efforts.
- (12) proof of payment of all penalties and fines.

(b) A completed forgiveness application shall include the following:

- (1) a copy of the applicant's Tribal enrollment card, if applicable.
- (2) the applicant's employment record prior to the act, if applicable.
- (3) the applicant's background records.
- (4) the act that triggered the applicant's ineligibility.
- (5) the impact of the act on the Tribe.
- (6) the length of time since the act.
- (7) a written statement from the applicant demonstrating remorse for the violation.

- (8) two (2) letters of recommendation, with no more than one (1) recommendation coming from a person who is a family member of the applicant.
- (9) the required non-refundable fee as specified under 126.6.
- (10) any additional credible and relevant information.
- (11) proof of payment of all penalties and fines.

126.6-5. Failure of the applicant to provide a complete application, or any of the required information and/or materials may result in:

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

126.6-6. *Applicant Misrepresentations.* Any applicant who misrepresents, omits, or falsifies any information on the application or during the pardon process shall be denied a pardon. If a pardon is granted and it is later determined that there is misrepresented or false information, or pertinent information was purposefully omitted, the Oneida Business Committee shall have the right to rescind the pardon.

126.7. Fees

126.7-1. Each application shall be accompanied by a non-refundable fee as set by the Oneida Business Committee in a resolution. Said payment shall be made payable to the Oneida Tribe in the form of a:

- (a) money order; or
- (b) cashier's check; or
- (c) intra-tribal purchase document, if a Tribal department or program, such as Social Services, will be providing the funds for the application fee.

126.8. Hearings

126.8-1. *Notice of the Hearing.* The Committee shall conduct quarterly hearings and provide official notice to the applicant by certified mail, including the date, time and location of the hearing, at least thirty (30) calendar days prior to the hearing. Notice shall also be posted in prominent locations at least thirty (30) calendar days prior to the hearing. If alternate arrangements have been made under 126.8-2, notice shall be posted in prominent locations with as much advance notice as possible and as time permits.

- (a) Notice of the hearings scheduled for the year shall be posted on the Tribal website and periodically in the Tribal newspaper.
- (b) Hearings shall take place at a regularly scheduled time and location to be determined by the Committee and shall be open to the public.

126.8-2. *Alternate Hearing Arrangements.* Applicants who reside out of the State of Wisconsin who are unable to attend a hearing may submit a written request by certified mail to the Tribal Secretary's Office for alternate arrangements to appear by video conference and/or to reschedule the hearing date. If alternate arrangements are unavailable, the applicant may withdraw the application up to three (3) business days prior to the hearing without penalty, and may re-apply for a pardon at any time.

126.8-3. *Failure of Applicant to Attend Hearing.* Failure of the applicant to appear at the hearing may result in the Committee postponing making a determination on the application or recommending the Oneida Business Committee deny the application.

- (a) Applicants with a legitimate reason for failing to appear for a hearing shall have ten (10) calendar days from the date of the missed hearing to provide documentation to the

Committee. Such documentation may include, but is not limited to; a Doctor's excuse, accident/police report, or funeral notice.

126.8-4. *Testimony and Notarized Statements.* The Committee shall obtain oral testimony at the hearing from the applicant, and any victims, witnesses or other persons supporting or opposing the pardon or forgiveness.

- (a) Victims, witnesses, and other persons unavailable for a scheduled hearing may submit a notarized statement for consideration.
- (b) The Committee may institute recesses and postponements as they see fit.
- (c) The Committee may ask questions at any time during the hearing.
- (d) The Committee may require the applicant to provide further documentation.
 - (1) Within five (5) business days of the hearing, the Committee shall send a written request by certified mail to the applicant for the additional documentation.
 - (2) The applicant shall submit the documentation to the Tribal Secretary's Office within thirty (30) calendar days after receiving the request for the documentation. Failure of the applicant to provide any of the required documentation may result in:
 - (A) the application being removed from consideration; or
 - (B) denial of the application.

126.8-5. *Deliberations and Recommendation.* After the hearing, the Committee shall go into executive session for deliberations.

- (a) The Committee shall consider all information gathered from the hearing, the application, the background investigation, and any testimony or notarized statements when determining whether to recommend that the application be approved or denied.
 - (1) The Committee shall be responsible for weighing the appropriateness of granting a pardon or forgiveness.
- (b) *Recommendation.* After considering the factors provided, the Committee shall make a decision and compose a formal, written recommendation for each application, including reasons to approve or deny the application within sixty (60) days after the pardon or forgiveness hearing. The recommendation, including any dissenting opinions issued by the Committee shall be forwarded to the Oneida Business Committee within thirty (30) calendar days after making a decision, along with the following materials for review:
 - (1) All information from the application and the background investigation;
 - (2) Any notarized statements submitted;
 - (3) A proposed draft resolution; and
 - (4) An audio recording of the hearing, upon request by an Oneida Business Committee member.

126.9. Conditions and Restrictions

126.9-1. *Pardons.* Certain convictions may affect a Tribal member's rights under state or federal law, or result in restrictions being placed on a Tribal member, regardless of whether a Tribal pardon has been granted.

- (a) *Civil Rights.* A pardon by the Tribe does not guarantee the restoration of all civil rights, and each recipient of a Tribal pardon is responsible for determining whether the pardon affects any non-Tribal restrictions or limitations that may be applicable pursuant to the conviction.
- (b) *Employment.* Individuals convicted of a crime that is "substantially related" to the care of another person or animal may be subject to extended or permanent restrictions on licensing or professional credentials in fields relating to such caretaking. A Tribal pardon

shall not affect these restrictions.

(c) *Sex Offender Registry*. Receipt of a Tribal pardon shall in no way affect registration, tracking or other restrictions or obligations imposed upon sex offenders.

(d) *Voting Rights*. Each state, and the federal government are empowered to determine whether felons may vote in elections, caucuses, referendums or any other venue dependent on the votes of citizenry. The granting of a Tribal pardon shall not supersede the rights of these jurisdictions to determine the eligibility of voters.

126.9-2. *Other Restrictions*. The Committee's written recommendation to the Oneida Business Committee to approve an applicant's request for a pardon or forgiveness may also recommend the Oneida Business Committee impose restrictions on the applicant. If the Committee does not recommend a restriction, the Oneida Business Committee shall have the authority to place restrictions on the applicant before approving the pardon or forgiveness request. Restrictions shall specify the time lines attached to them, which may expand over a period of months, years, or indefinitely.

(a) Restrictions shall be clearly defined and may include the following:

(1) The applicant is ineligible for a transfer, promotion or job reassignment.

(2) The applicant may be prohibited from:

(A) Handling cash and/or merchandise.

(B) Having Tribal property sign-off authority.

(C) Supervising staff.

(D) Supervising or caring for children or the elderly.

(E) Any other restrictions the Oneida Business Committee determines as appropriate.

(b) When restrictions are imposed for a period of greater than five (5) years, the applicant may, after five (5) years, apply to have the restrictions modified or lifted. The request to modify or lift restrictions will follow the same process required to request a pardon.

(c) The applicant shall sign a written statement describing each restriction, and time period of such restriction prior to becoming employed by the Tribe.

126.9-3. *Conditions*. The Committee may also recommend that an applicant requesting a pardon or forgiveness be required to complete conditions before the applicant is granted the pardon or forgiveness. If the Committee does not recommend a condition, the Oneida Business Committee shall have the authority to place conditions on the applicant before approving the pardon or forgiveness request.

(a) Conditions shall be clearly defined and may include the following:

(1) perform community service hours within a Tribal Department.

(2) payment of restitution to the Tribe.

(3) any other conditions the Oneida Business Committee determines as appropriate.

126.10. Oneida Business Committee

126.10-1. The Oneida Business Committee shall consider all of the information received by the Committee prior to making a determination on whether to issue or deny a pardon or forgiveness application. The Oneida Business Committee may accept, reject or modify the Committee's recommendation.

126.10-2. *Deliberations*. Deliberations by the Oneida Business Committee shall take place in executive session. The Oneida Business Committee may request, by written notice, that the applicant be present during the deliberations to provide oral testimony or to answer questions.

The notice shall be provided to the applicant thirty (30) days prior to the deliberations and shall contain the time, place and date of the deliberations.

126.10-3. *Final Decision.* The Oneida Business Committee shall issue or deny the pardon or forgiveness in open session, by resolution, including the reasons therefor and shall include for the record a clear indication of any decision and shall list the specific crimes to be pardoned or acts to be forgiven. This decision is final and cannot be appealed. Applicants may be eligible to re-apply for a pardon or forgiveness one (1) year from the date of the most recent denial of a pardon or forgiveness.

126.10-4. *Notification.* Notification of the final decision shall be sent to the applicant from the Tribal Secretary's office by certified mail or personally served within ten (10) business days following the decision. Applicants have a right to documentation of the final decision along with the resolution, and the reason(s) for the final decision.

126.10-5. *Resolution.* To grant or deny a pardon or forgiveness, a majority vote of the Oneida Business Committee is required.

126.10-6. *Eligibilities.* Unless otherwise directed by the Oneida Business Committee, a pardon or forgiveness may fully or partially restore some Tribal eligibilities lost as a result of a conviction or act including:

- (a) employment; and/or
- (b) an occupational license, certificate or permit; and/or
- (c) housing; and/or
- (d) other Tribal benefit.

End.

Adopted – BC-2-19-93-I

Adopted – BC-11-13-93-B (Oneida Pardon Procedures Policy)

Adopted – BC-11-24-93-B (Temporary Pardons)

Adopted – BC-7-31-02-A

Adopted – BC-05-25-11-A

Adopted – BC-01-22-14-B

Business Committee Meeting
8:30 a.m. Wednesday, May 10, 2017

Thank you for printing clearly

Carol Alm

Las Strong

~~Wendy~~

Arhe Doxtater

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Al Mandos

Geraldine Denforth

Heather Heuer

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